

Procurement Framework

November 2020



This document details the principles, approaches and processes that will be adopted by the Association of Police Communicators when purchasing all goods and services on behalf of members.

Objective

To ensure APComm maximises value for money and minimises risk through contract and supplier arrangements.

General principles

APComm has a duty to secure value for money (VFM) in the use of APComm funds. Achieving VFM is also often described in terms of the 'three Es' -economy, efficiency and effectiveness.

- **Economy** -careful use of resources to save expense, time or effort.
- **Efficiency**-delivering the same level of service for less cost, time or effort.
- **Effectiveness**-delivering a better service or getting a better return for the same amount of expense, time or effort.

Effective and efficient procurement provides us with real opportunities to deliver good value for money to all our members in everything that we do and is recognised as an important contributor to the achievement of our aims and annual business and training plan. It also ensures sustainable, ethical and compliant procurement processes are carried out in a fair, open and transparent manner for when we source and deliver services for and on behalf of our members.

The general principles we will follow are:

- We will uphold a duty on behalf of our members to secure value for money in the use of all APComm funds.
- We are committed to dealing with suppliers fairly and ethically.
- We shall comply with procurement legislation and statutory regulations for the provision of certain equipment and services if required.
- We shall adopt a professional approach with suppliers at all times.
- Suppliers will be assessed (as appropriate) before any contract is awarded or order placed.
- Consideration shall be given to the whole life cost of supplies or services as well as the initial purchase price.

- An annual report will be produced for transparency of our members and reported at our AGM on the contracts we have established each financial year.
- All procurement activity will conducted in line with this procurement framework. Exemptions will only be granted in specific exceptional circumstances.

Procurement processes

APComm has a set of thresholds in place which determines how we engage with suppliers. For lower value requirements with a total value of less than £5k it is possible to place an order directly with a supplier that offers the services or requirements that APComm is seeking. For purchases between £5k and £50k, three quotes are required. In the unlikely event that purchases exceed this amount, a more formal process may be employed.

The below table documents the process for all purchases and contracts:

Value	Process requirement	APComm Responsible Lead
Up to £5,000	Place an order with a supplier that is deemed best value for money and provides good service to meet the requirements and objectives as outlined by APComm.	Any APComm Executive Member to authorise.
£5,001 to £50,000	Outline the core service requirements. Seek three quotations to seek value for money and best service delivery. Evaluate against criteria and objectives set before awarding contract.	APComm Treasurer to authorise contract award and provide scrutiny to tender process.
+£50,000	Seek three written proposals to seek value for money and best service delivery. Evaluate against criteria and objectives set before awarding contract. Undertake supplier due diligence.	

Purchasing processes

The following principles shall apply to all purchases made by APComm:

- Purchases shall be made in line with approved budgets.
- We operate a strict, no PO, no PAY policy. As such no supplier should be instructed to provide any goods or services without an approved Purchase Order number.

- Personal methods of payment should not be used for goods or services intended for business use.
- Our standard payment terms shall be 30 days. It is not our policy to pay suppliers for goods or services that are yet to be delivered.
- If services are delivered with a single supplier during a 12 month period the cost will be cumulative and therefore an annual review will take place to ensure compliance with this framework.