



CARANUA

support for survivors of institutional abuse

PROCUREMENT POLICY

Caranua is committed to achieving value for money in the procurement of supplies and services that are essential to support its work in providing high quality service to its applicants in a cost effective and efficient manner.

The primary objectives of Caranuas policy are to ensure that all transactions:

- Fully comply with the Government Guidelines and EU Directives applicable to state bodies
- Give best value for money
- Are fair, transparent and proportional
- Are non discriminatory and ensure equality of access to qualified suppliers
- Are formally contracted

Caranua participates fully in on-going initiatives of the [Office of Government Procurement \(OGP\)](#) based in the Office of Public Works (OPW), focusing especially on achieving procurement savings, including the use of shared framework agreements for the provision of an increasing number of categories of supplies and services.

PROCUREMENT PROCEDURES

The need for procurment of services and goods will be identified in the following circumstances:

- Routinely, as part of an operational plan (e.g. accounting services, internal audit, evaluation, ICT)
- Where existing contracts end and a new procurement process is required
- Unforeseen, urgent or unplanned circumstances.



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A procurement requirement will be identified by the Director of Finance, whether it is planned or otherwise. He or she will review the need, review whether there is an existing contract and decide on the appropriate approach. This will be informed by:

- Whether there are formal Government framework agreements in place
- The value of the contract

A procurement requirement can be identified by any member of staff but must be presented to the Director of Finance for review.

Once a need has been identified, the Director of Finance will prepare a specification which sets out:

- The business case for the purchase
- The estimated cost of the purchase
- The procurement process to be used
- The plan for tendering, where relevant, and whether the tender should be open or restricted.

This specification will then be submitted to the CEO for approval. Once this has been received, it may be necessary to submit the proposal to the Department of Education and Skills, and the Board.

Where the procurement process is approved then, a Purchase Requisition Form is completed by the Director of Finance and the appropriate purchase process is implemented.

HOW WE PURCHASE

A Purchase Requisition Form is necessary for all purchases. This acts as authorisation to purchase and must be approved and signed by the CEO.

The Government Procurement Guidelines must be followed at all times. These require that all purchases are based on the receipt by Caranua of quotes or a full



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tendering process, depending on the value of the contract. Exceptions to these procedures are:

- Where no competition exists (i.e. there is only one provider of the service or goods)
- Where the need is urgent or exceptional, in keeping with the criteria set down in EU directive 18/2004.

The following are the tendering methods used having regard to the value of the goods or services.

| Value | Procedure to be utilised |
|--------------------|---|
| Less than €5,000 | Obtain verbal quotes from at least two suppliers |
| €5,000 - €25,000 | Send brief to at least three suppliers by email allowing reasonable time for responses. Selection based on VFM and suitability. Relevant documentation to be held on file for audit purposes. |
| €25,000 - €100,000 | Formal Tender process required and the Public Procurement process followed including: minimum of two weeks response time, sealed bids for prescribed closing date. Documentation to be held for audit purposes. |
| €100,000 plus | EU Procurement Directives Apply |

Responses to tenders and invitations to quote are considered by the Director of Finance, taking into account:

- The criteria set out in the tender or other documentation
- The suitability of the suppliers to the carry out the work, according to the specification and in the time frame



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- Recommendations or references from previous purchasers
- Value for money, measured against the number of days, cost and overall quality of the tenders received.

A recommendation is then made by the Director Finance to the CEO, Board and Department of Education and Skills.

Once approved, a contract is signed. The contract is then managed and overseen by the responsible member of staff.