



PROCUREMENT POLICY

Qualifications Wales

Q2 Building, Pencarn Lane
Imperial Park,
Newport
NP10 8AR
☎ 0333 077 2701

www.qualificationswales.org

Cymwysterau Cymru

Adeilad Q2, Lôn Pencarn
Parc Imperial,
Casnewydd
NP10 8AR
☎ 0333 077 2701

Version control

This version (1) of Qualifications Wales' Procurement Policy was approved on 28th January 2016 by the Management Board.

A formal review of this document will take place at least once a year, and will include a review of the effectiveness of the policy, and its currency. Its next review is due to take place no later than 30th January 2017. Feedback on this policy is welcomed in the meantime. Please send your comments to procurement@qualificationswales.org.

General principles of the Procurement Policy

This policy is for Qualifications Wales staff, its suppliers and potential providers of goods and services to Qualifications Wales. It explains how Qualifications Wales manages its procurement and commissioning activity.

Qualifications Wales has been established through the Qualifications Wales Act as the regulator of non-degree qualifications and the qualifications system in Wales. Its principal aims and the matters to which it must have regard in carrying out its duties are covered in the Qualifications Wales Act 2015. A link is provided below:

<http://www.legislation.gov.uk/anaw/2015/5/contents>

Qualifications Wales is a Welsh Government Sponsored Body, independent of government and is accountable to the National Assembly for Wales for delivery of its statutory duties.

Its procurement activity is subject to the Public Contracts Regulations 2015.

The aim of this policy is to explain the principles against which Qualifications Wales will carry out its procurement and commissioning processes.

Definition of Procurement

The process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis in terms of generating benefits not only to the organisation but also to society and the economy whilst minimising damage to the environment.

Procuring the Future 2006: Sustainable Procurement Task Force

Definition of Commissioning

An integrated approach to understanding citizens and communities and using this insight to work more effectively in order to secure better outcomes and allocate resources.

Procurement Policy Principles

In carrying out procurement and commissioning activity, Qualifications Wales will adopt the following policy principles in line with the Welsh Government's Welsh Public Procurement Policy (WPPS) as is appropriate for a small organisation. A link to the WPPS is give below:

<http://prp.gov.wales/wpps/>

1. Strategic

Procurement will be recognised and managed as a strategic corporate function that organises and understands expenditure, influencing early planning and service design and involved in decision making to support delivery of overarching objectives. The procurement function will adopt the best practice outlined in the Welsh Government's procurement maturity model.

2. Professionally resourced

Procurement and commissioning expenditure will be subject to an appropriate level of professional involvement and influence. A procurement professional will lead all procurement and commissioning activity for contracts with a value of £25,000 and above excluding VAT.

3. Economic, social and environmental impact

Value for money will be considered as the optimum combination of whole of life costs in terms of not only generating efficiency savings and good quality outcomes for Qualifications Wales but also benefit to society, the economy and the environment, both now and in the future. In taking this approach, Qualifications Wales will support its duties under the Well-being of future Generations (Wales) Act 2015 to set objectives that maximise its contribution to the well-being goals set out in the Act, taking a whole life costing approach and considering the longer term impact of its actions.

4. Community benefits

Delivery of social, economic and environmental benefit through effective application of Community Benefits Policy will be an integral consideration in procurement and commissioning.

5. Open, accessible completion

Qualifications Wales will adopt a risk based, proportionate approach to procurement to ensure that contract opportunities are open to all and smaller local suppliers are not precluded from winning contracts individually, as consortia, or through roles within the supply chain.

In doing so Qualifications Wales will aim to advertise all contracts over £25,000 excluding VAT (where a suitable framework is not available) and will publish the associated award notices on www.sell2wales.gov.wales. We will also apply the Welsh Government 'SQUID' approach to supplier

selection, publish a forward contract programme and promote fair payment through the supply chain.

6. Simplified standard processes

Procurement and commissioning processes will be open and transparent and based on standard approaches and use of common systems that appropriately minimise complexity, cost, timescales and requirements of suppliers.

Qualifications Wales will make best use of available e-procurement tools. We aim to pay all correct invoices on time and have adopted a 'no purchase order – no payment' policy for our procurement activity.

7. Collaboration

Areas of expenditure common with other Welsh public sector bodies will, where appropriate, be addressed collectively using the standardised approaches and specifications managed by the National Procurement Service (NPS) to reduce duplication, to get the best response from the market, to embed the principles of the Policy Statement for the benefit of Wales and to share resources and expertise.

8. Supplier engagement and innovation

Qualifications Wales will engage in dialogue with suppliers to get the best response from the market place, to inform and educate suppliers and to deliver optimum value for money. We support pre-market engagement and seek to provide useful de-briefing on tender feedback.

9. Measurement and impact

In accordance with good management practice, procurement performance and outcomes will be monitored to support continuous improvement, and examples of good and poor practice openly shared

In addition to the principles of the Welsh Public Procurement Policy, Qualifications Wales will also take into consideration the following:

10. Ethical Procurement

Qualifications Wales' staff involved in procurement and commissioning must demonstrate high ethical standards based on honesty, integrity and transparency. Procurement and commissioning activity must be conducted in a manner which is fair, transparent and unbiased towards suppliers, evidenced through robust record keeping. The Procurement team adopts the Code of Conduct as set out by the Chartered Institute of Procurement and Supply.

<https://www.cips.org/aboutcips/CIPS-Code-of-Conduct/>

11. Equality and Diversity

Qualifications Wales has a duty under the Equality Act 2010 to ensure that public goods and services are accessible to all users to ensure that no one group is disadvantaged in accessing public goods and services. Equality-related issues will be taken into account in the procurement process where they are relevant to the subject matter, or relate to the performance, of the contract.

12. Welsh Language

Before letting any new contract for the delivery of services, Qualifications Wales will consider the relevance of inclusion of Welsh Language requirements in the contract and ensure that the company, organisation or individual that undertakes the work on Qualifications Wales' behalf conforms with the relevant requirements of the Welsh Language Act. This will be achieved by including relevant details of the Act's requirements in tendering documents, contracts, agreements and conditions and, where appropriate, asking for statements on how those services will be delivered.

13. Bribery Act

Qualifications Wales is covered by the Bribery Act 2010. The Act details general offences in relation to bribing another person or being bribed and a specific offence relating to bribing foreign public officials. It also covers bribery offences and attempts to influence decision-makers by offering benefits other than what can be legitimately offered as part of the tendering process. Contracts for goods and services entered into by Qualifications Wales' will include clauses addressing the issue of bribery. Qualifications Wales will exclude bidders from a procurement process where they have received a conviction under the Bribery Act.

14. Modern Slavery Act

Qualifications Wales will develop procurement practices that ensure the risk of modern slavery in its supply chains is eliminated or reduced.

For any queries on this policy or any questions about being a supplier to Qualifications Wales please contact procurement@qualificationswales.org

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