



PURCHASING

The contents of this manual have the same status as the Police Authority's Financial Instructions and **MUST** be adhered to. They set out the obligations on all TVP's staff when they are engaged in any purchasing activities.

Failure by any police officer or police staff member to use approved purchasing systems (Purchase Order Management System (POM), and to adhere to the responsibilities set out in this document will be unacceptable. Any police officer or police staff member found to have conducted or approved such action will be suspended from using POM (and other approved methods) and may face disciplinary action.

Purchasing means any commitment to obtain goods, services or works (materials) and **MUST** be made on an official purchase order. This manual applies to all TVP staff engaged in purchasing activities associated with:

- the selection of materials and of suppliers to supply them;
- the placing and authorising of a commitment on such suppliers (raising and approval of purchase orders);
- the receipt of the ordered materials
- the payment of invoices for materials

Purchasing commits TVP funds to external organisations. So all purchasing must be sound, ethical, represent best value and be recorded in the Force Finance System, while at the same time be in keeping with TVP's values and respect for diversity.

RESPONSIBILITIES

This manual provides instruction to all staff who have any part in the selection of vendors for materials, the placement of the commitment to buy (e.g. the purchase order), the authorisation of that commitment and the receipt of the materials. POM must be used for raising all orders on vendors and contractors, which satisfactorily covers TVP requirements. At this time the alternative methods are the Force approved Purchase Card, “Tranman” for Transport Department only and “GVA” for Property Services Department only. Although the individual processes of other responsibilities set out in this document.

The manual provides information about most situations staff are likely to experience. You should contact the Procure to Pay Shared Services Department if you come across a situation not covered in this manual.

THAMES VALLEY POLICE

PURCHASING POLICY

Why Is This Required?

Public Sector expenditure is covered by a large range of Government legislation and accounting standards. In order that we comply with these the Force has Financial Regulations. This Policy supports those regulations and provides guidance on achieving this.

Procurement is the commitment of expenditure by the Force for the purchase of goods and or services. It can be carried out by budget holders as well as the Contracts Department provided the financial regulatory limits are complied with.

Public Sector Procurement requires Forces to be fair, transparent and achieve value for money. Procurement carried out in this Authority shall:

- Demonstrate the most appropriate and cost effective means to fulfil TVP's needs taking account of the whole life costing
- In accordance with TVP's Financial Regulations, Instructions and policies.
- Support TVP's Quality of Service Commitment.
- Be open minded and fair encouraging competition from all sectors of the community
- In accordance with the law and with terms and conditions agreed between the force and the suppliers concerned who shall comply with Diversity and Disability legislation.
- Conform to the highest ethical standards
- Accord with the best professional practice
- In accordance with collaborative procurement initiatives within the police service, with other emergency organisations and other partners.
- Take account of sustainability and employ goods and services which minimise effects on the environment.

All Parties to Procurement

In keeping with the police service Quality of Service commitment, all parties within TVP shall work towards consistent standards, improving effectiveness and reducing cost. This means, whenever possible, minimising administration and duplication of effort and rationalising purchases, through a shared use of suppliers and goods and services.

All specifications shall be reviewed and confirmation of compliance with ICT, and Property consultation as well as budget approval shall be required. Specifications shall be written to meet the need and not be over complicated or designed to exceed the requirement.

Standardisation must be considered at all opportunities.

The Procurement Role

The role of the Contracts Department within Thames Valley Police will include advice and support in the following activities:

- Provide support in specifying the need of the requirement
- Establishing the most appropriate and cost effective ordering and contract arrangements to meet those needs, including the development of appropriate conditions of contract.

- Processes for the selection of those organisations or individuals able to supply and the selection of their goods and/or services to fulfil the force needs
- Reviewing and monitoring arrangements to ensure compliance with requirement

Procurement activities will be carried out on behalf of Budget Managers as well as by staff in the Central Procure to Pay Shared Services Department.

The Contracts Department

In its management of the overall procurement function, the Contracts Department and its staff shall concentrate on developing and providing:-

- Contract supply arrangements which can best provide for the overall force material and service needs, whilst offering best value to the force as a whole
- Assist in the development of specifications and reviewing their content to ensure they meet the need and are aligned to Force Strategies
- Conditions of contract and purchase which comply with the law and support the force, whilst providing a fair and equitable means of trading with other organisations and individuals
- Guidance and advice to staff in LPAs and Departments engaged in procurement and the associated purchasing activities
- Awareness of prevailing and emerging market developments and where appropriate taking action to stimulate and motivate development of new markets for the provision of goods and services.

Procure to Pay Shared Services

The Procure to Pay (P2P) team are a central team who will process all purchasing requests and enquiries via the web requisitioning system. All orders placed by TVP must go through the Purchase Order Management (POM) System. Purchase Orders MUST be used to place orders for all TVP requirements except those expressly excluded by the Financial Instructions (see Corporate Finance intranet site). It is available across TVP and integrates the data generated through this activity with the invoices raised by vendors. The Procure to Pay Team are responsible for the overall management of POM and has access to the data it will generate to support the co-ordination of purchase arrangements including the approval of suppliers and the goods and services they supply to TVP.

In their procurement related roles LPAs, OCU's and Departments and their staff shall be responsible for:

- Identifying the routine and ad-hoc purchases necessary for them to fulfil their activities, avoiding under or over-specification
- Working promptly, whilst planning forward and raising requisitions in time to ensure the required goods and services will be supplied in time to meet the need
- Aggregate requirements where possible and use the most appropriate method of purchase to minimise low value orders and consequent administration costs (e.g. purchase cards, on-line ordering)
- Using contracts arranged by the Contracts Department
- Providing feedback to the Contracts Department on the contracts and the service provided by the contractors
- Behaving in an ethical manner and treating vendors' prices and other commercial information as confidential

- Behaving with the utmost care when dealing with established and potential suppliers, ensuring that any purchase commitments are based on use of signed TVP Conditions of Purchase prior to commencement of business, unless their purchase is being made against a contract accepted by the Contracts Department, in which case the conditions applicable to that contract shall be applied
- Being aware that the conditions applied to any purchase or contract can be critical to its successful completion and use of conditions applied by the vendor [or a verbal contract inadvertently entered into by a member of TVP's staff] can leave TVP in a disadvantaged position and the buyer with no guarantees that he/she will receive what is required. These should be signed prior to receipt of the goods and or service.
- Conforming to the provisions of Financial Regulations and Financial Instructions
- Challenge renewed arrangements regarding continued need and conformance to the current requirement.
- Ensuring that any contracts are signed by a duly authorised member of staff as specified in Financial Instructions
- All purchases for goods and services will be compliant with ICT, Transport and Property Services Strategies and approved by them if appropriate.

PURCHASING CHECK LIST:

To be completed prior to starting any purchase, commitment, contract renewal or tender process.

- 1. Give a brief description of the Operational/Legal requirement for this commitment?
- 2. Have you identified a budget and do you have the Authority of the Budget Holder (Assistant Accountant or LPA Commander)?
- 3. What is the timescale for the purchase?
- 4. What is the total financial commitment?
(Refer to Financial Regulations/Instructions regarding advertising and thresholds)
- 5. Have you considered the IT impacts? (We shall not progress until this has been confirmed and commitment given.)

If yes, who have you spoken to and what is the timescale?

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- 6. Have you considered any impact of Property Services? (We shall not progress until this has been confirmed and commitment given.)

If yes who have you spoken to and what is the impact?

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- 7. Are there any implications regarding the Force Transport Department? (We shall not progress until this has been confirmed and commitment given.)

If yes who have you spoken to and what is the impact?

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- 8. What collaboration options have you considered with other LPA/OCU/Departments or Regionally? Collaboration is a priority and this may effect your timescale.

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Signed and agreed.

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LPA Commander or Assisted Accountant confirms that this requirement has been reviewed and is an essential requirement and the budget has been identified.

Date:.....

CONTRACTS DEPARTMENT FEEDBACK

To be completed by Project Team and returned to Contracts Department.

Following the tender process for the provision of the above goods/service, I am satisfied with the successful supplier, based upon the agreed criteria

Consequently, a contract should be drawn up which reflects the agreed tender and post tender documents, discussions and agreements incorporating all agreed specifications, service levels and performance measures.

LPA/OCU/Dept.....

Date.....

Name

This document shall be signed off by the LPA, OCU or Department responsible for the requirement and forwarded to the Contracts Department. Please note that a contract can NOT be drawn up until this document has been received.

Please complete, by placing a circle around your choice, the following feedback form to enable us to continually review and improve our service to you.

- (1) Exceptional (2) Exceeded Expectation (3) Meets Expectation
 (4) Improvement required (5) Unsatisfactory/Does not meet expectation

Pre Tender Consultation	1	2	3	4	5	N/A
Liaison on specification writing to ensure fitness for purpose	1	2	3	4	5	N/A
Adequacy of advice at all stages of the tender process	1	2	3	4	5	N/A
Tender Evaluation process and tools	1	2	3	4	5	N/A
Overall rating of current process to contract request stage	1	2	3	4	5	N/A
Ability to meet your project timescales	1	2	3	4	5	N/A

Other comments: