



Corporate procurement

Policy Document

Policy Index No.	Policy Sponsor	Page/s	Approved by	Date
PIN002	Finance Directorate	4	Director of Finance	01/09/14

Related policies/standards	Date
See Section 5	

Legacy reference of policy

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Date for review of policy

04/09/2016

Date of issue/amendment

04/09/2014

IPS Policy for Corporate procurement

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1. Aim of this policy

It is the policy of the Irish Prison Service to ensure corporate governance and to provide a clear, consistent and best practice approach to Corporate Procurement.

2. Purpose of this policy

The purpose of this policy is to support the Irish Prison Service (IPS) in achieving its strategic objectives. IPS expenditure on non-pay items including suppliers, works and services amounts to approximately €98 million per annum. This expenditure extends across a diverse range of products that include highly complex building projects, security equipment, medicines, victualling, uniforms, professional services and ICT.

3. Scope of this policy

This policy applies to all permanent and temporary staff members, independent contractors, subcontractors or any person with IPS procurement responsibilities.

4. Procedures for implementation

- 4.1 The IPS is committed to the principles of fair and transparent procurement and achieving value for money, subject to the overriding requirement to ensure the goods/services are delivered in a safe and secure manner.
- 4.2 The IPS will comply with the provisions of relevant legislation including EU Directives applicable to state bodies and all relevant Government Guidelines.
- 4.3 The IPS will comply with the CWMF (Capital Works Management Framework) guidelines issued by the Department of Finance and the legislation contained in SI 329.
- 4.4 The IPS will support the National Procurement Service in achieving value for money (VFM) through the use of centralised contracts where available for goods/services.
- 4.5 The IPS will co-ordinate procurement internally through the Central Procurement Unit (CPU) and where possible collaborate with other organisations.
- 4.6 CPU will define all roles and responsibilities within the procurement process.
- 4.7 Personal purchases may not be made using IPS facilities.
- 4.8 All expenditure must be covered by an approved budget.
- 4.9 Formal contracts will be implemented.
- 4.10 Service Level Agreements will be provided for, where appropriate.
- 4.11 The performance indicators that will be used to evaluate the supplier performance over the lifetime of the contract will be identified.
- 4.12 It is IPS Policy to seek feedback on contract performance and to incorporate the lessons learned into the approach for future contracts.
- 4.13 Final approval to award a contract must be obtained at the appropriate authority level.
- 4.14 There is a formal process in place to manage exceptional/emergency purchases.
- 4.15 There is a formal process in place to deal with additions/variations to a contract.
- 4.16 It is the IPS Policy to support the following Purchasing Principles:
 - 4.16.1 Ensure equality of access to potential suppliers and support government Policy on Small and Medium Enterprises (SME's).
 - 4.16.2 Demonstrate probity and equity.

- 4.16.3 Operate in a fair, open, transparent and non-discriminatory manner in the market place.
- 4.16.4 Undertake procurement in a professional manner and to the highest ethical standard.
- 4.16.5 The IPS will use comprehensive performance specifications matched to the technical requirements of the end-user together with the appropriate contract terms and conditions.
- 4.16.6 Properly manage risk including the use of appropriate terms & conditions, ensuring adequate insurance in place, compliance with Health & Safety regulations, specification of quality assurance requirements, ensure business continuity.
- 4.16.7 Achieve efficiency, effectiveness and best VFM in terms of overall life-cycle of the goods and services purchased.
- 4.16.8 Seek sustainable solutions that minimise waste and adhere to the IPS Environmental Policy.

4.17 CPU Support:

CPU's Procurement Officer and Contracts Managers have specific responsibility for assisting budget holders in the application of best practice so as to maximise VFM and manage the co-ordination and collaboration of procurement activities. Budget holders should liaise as necessary with the Procurement Officer and Contracts Managers.

5. Related policies/documents

LP/11/002 – P01 – Funding of Services protocol

LP/11/002 – P02 – Fair procurement protocol

LP/11/002 – P03 - Contract Variations/Additions – Goods and Services protocol

LP/11/002 – P04 - Contract Variations/Additions – Capital projects protocol

6. Definitions

ICT – Information and Communications Technology

VFM – Value for money

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