



## Charity Commission

# Contracts and procurement

These pages explain how we select suppliers, the details of our procurement processes and the kinds of services we buy.

You will also find details of our current procurement opportunities.

If you are looking to become one of our suppliers or contractors, this is where you will find the information you need.

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## Doing business with us

The Commission conducts its business in a fair, open and transparent manner in accordance with public sector procurement rules. It deals with organisations of all sizes be they small local business's or large multi-national companies.

### Q. What kind of services do we buy?

A list of our [current contracted suppliers](#) is available to view on our website.

### Q. How do I become a supplier?

Opportunities to become a Charity Commission supplier can be found by:

- Viewing our current opportunities page
- Registering with supply2gov.com at <http://www.supply2.gov.uk/>
- Looking for opportunities to tender on the Official Journal of the European Union's TED (tenders electronic daily) website.

## Q. Do you publish new contracts?

Yes. At the present time we will publish details of **any** new information and communication technology (ICT) contracts over the value of £10000.

We will provide greater transparency in the way we spend by publishing details of **all** new contracts from January 2011. Please see our New Contracts page.

Suppliers and those organisations looking to bid for public sector contracts should be aware that if they are awarded a new government contract, the resulting contract between the supplier and government will be published. In some circumstances, limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

## Transparency agenda

As part of the transparency agenda, the government has made the following additional commitments with regard to procurement and contracting:

- All new central government tender documents for contracts over £10,000 to be published at [www.businesslink.gov.uk/transparency/procurement](http://www.businesslink.gov.uk/transparency/procurement) from September 2010, with this information to be made available to the public free of charge.
- New items of central government spending over £25,000 to be published online from November 2010.

## Procurement policy – guide to suppliers

### Q. How do we identify potential suppliers?

We do not maintain approved supplier lists.

In most instances new purchases and contracts will be made using approved central contracts, known as frameworks or call-off contracts. Usually these will have been set up by larger government departments or central buying organisations and will be fully compliant with UK and EU procurement regulations.

If there is no identifiable framework how we proceed will depend upon whether the lifetime purchase value falls within the Commission's own criteria or the current thresholds set by the EU.

To supplement online advertising we will use our knowledge of the marketplace. Members of our team regularly attend trade shows and exhibitions.

## EU thresholds

Details of the current thresholds are given below. Thresholds are net of VAT and are fixed for 2 years. The next revision will be in January 2012

Category of spend	Supplies	Services	Works
Schedule 1 bodies (incl. Charity Commission)	£101,323	£101,323	£3,927,260
Indicative Notices	£607,935	£607,935	£3,927,260
Small Lots	£64,846	£64,846	£810,580

In these instances our requirements will be published in the Official Journal of the EU and thereafter follow specific timescales and procedures in accordance with the EU Procurement Directives.

## Charity Commission value criteria

Value of purchase £	Action required
1000 and under	Minimum of 1 quote
1001 - 5000	Minimum of 2 written quotes
5001 - 14999	Minimum of 3 written quotes
15000 and above	Formal tender required which is published online (see current opportunities)

## Q. How do we choose a supplier?

For each quotation, proposal or formal tender received from an interested supplier the Charity Commission must, in order to satisfy it is getting best value for money, evaluate and compare:

- quality of what is offered (which might include, for example, date of delivery, the skills of the contractor's staff, their approach as well as:
- the whole-life cost (including, for example, the cost of consumables, training, licences, disposal) over the life of the contract or asset.

We will set out clearly in our tender documentation how the proposal will be evaluated by a panel made up typically of 2 or 3 staff representing Procurement and the end users.

## Q. How do I obtain further information on the Commission's procurement policy and processes?

Please email your enquiry to [procurement@charitycommission.gsi.gov.uk](mailto:procurement@charitycommission.gsi.gov.uk)

## Diversity policy statement

The Charity Commission will proactively encourage diverse suppliers to participate in our procurement exercises.

In accordance with EU and UK legislation and best practice our procurement process will be transparent, objective and non-discriminatory in the selection of its suppliers.

Where we are procuring services delivered directly to the Welsh public we will require suppliers to comply with the principles of our Welsh Language Scheme the fundamental aim of which is to ensure that the English and Welsh languages are treated on an equal basis.

## Sustainable procurement

The Charity Commission is committed to promoting the conservation and improvement of the environment.

Our policy on Sustainable Procurement is:

- To comply with environmental legislation and regulatory requirements
- To promote environmental awareness amongst suppliers and contractors
- To buy less environmentally damaging products and services
- To consider environmental factors when making procurement decisions and
- To develop awareness of environmental issues within the Commission

## Transparency in procurement

Government has set out the need for greater transparency across its operations to enable the public to hold public bodies and politicians to account. This includes commitments relating to public expenditure, intended to help achieve better value for money.

These commitments have been made in relation to procurement and contracting:

- All new central government information and communication technologies (ICT) contracts over the value of £10,000 will be published online from July 2010.
- All new central government tender documents for contracts over £10,000 will be published online from September 2010, with this information available to the public free of charge.
- New items of central government spending over £25,000 to be published online from November 2010.
- All new central government contracts over £10,000 to be published from January 2011.

In some cases, certain types of information have been blanked out in some contracts before they are published in order to comply with existing law and for the protection of national security.

## Tender documents

Details of central government tender and contract documents, including those related to The Charity Commission can be found on the Business Link website.

- [www.contractsfinder.businesslink.gov.uk](http://www.contractsfinder.businesslink.gov.uk)

## Current opportunities

There are no current opportunities at present.

## Charity Commission contracted suppliers

May 2011

Business area	Supplier
Car hire	Enterprise
Conferences	Expotel
Courier services - internal mail	TNT
Data storage	Iron Mountain
Data capture & mailing services	W & J Linney Ltd
Hotel bookings	Expotel
Independent Complaints Reviewer	CEDR CH & I Associates
Insurance	Royal & Sun Alliance
Internal audit	PKF
IS Services - infrastructure	Computacenter
IS Services - application provider	Parity Solutions
Language translation	Adral K International Plc
Legal services	Treasury Solicitors
Occupational health	Health Management
Occupational welfare	Right Corecare
Payroll	Logica
Pensions	PPPA
Press cuttings	Durrants
Publications	The Stationery Office/Lexis Nexis/Blackwells
Purchasing card (GPC)	Barclaycard Business
Rail ticketing	Thetrainline.com
Recruitment advertising	Bernard Hodes Group
Stationery	Banner Business Supplies Office Depot
Telephone translation	thebigword
Telecommunications	BT Cable & Wireless Orange

## Local FM services

<b>Building managing agents</b>	
Taunton	DTZ
<b>Local cleaning</b>	
Newport	ICM
Taunton	AIS Contract Cleaners Ltd
Liverpool	ISS Facility Services Ltd
<b>Local building security</b>	
Taunton	Walford Security Ltd

## Sustainable procurement policy

Sustainable procurement is a process whereby organisations meet their needs for goods, services, works and utilities in a way that gets value for money on a whole life basis. This means generating benefits both to the organisation and to society and the economy, as well as minimising damage to the environment.

We are committed to promoting the conservation and improvement of the environment.

Our policy on sustainable procurement is:

- to comply with environmental legislation and regulatory requirements
- to make suppliers and contractors aware that we promote environmental awareness
- to, wherever possible, avoid buying environmentally damaging products and services
- to consider environmental factors when making procurement decisions
- to develop awareness of environmental issues within the Commission

We will:

- include environmental conditions or criteria in specification and tender documents where relevant
- evaluate specifications and tenders with appropriate weight given to environmental points
- encourage small and medium enterprises (SMEs) and local suppliers to bid for appropriate work through relevant frameworks
- encourage suppliers and contractors to support our lead by taking their own action

Commission staff must:

- question the need for new items (Do we really need it? Could it be borrowed or shared? Could we use fewer?)
- operate and dispose of products in an environmentally friendly way, including finding alternative owners or applications and avoiding landfill

Procurement staff will:

- draft specifications that allow recycled, used or innovative items or services to be acquired, or check existing specifications are functional and not over-specified
- apply life cycle costing in all procurement decisions