

Policy name: Procurement Policy

Approved: 25th November 2016

Revision 1 approved 10th March 2017

Revision 2 approved

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1. Context

- 1.1 The National Procurement Service (NPS) seeks to negotiate central framework agreements and contracts that will deliver economies of scale and provide value for money for the taxpayer. Thus by aggregating purchasing on behalf of the public sector, the NPS is able to run very valuable tender competitions to provide a list of preferred suppliers to public service bodies which will deliver value for money.
- 1.2 The Royal Irish Academy of Music, hereinafter referred to as RIAM or the Academy, will endeavour at all times to utilise these central contracts put in place by the NPS when entering a procurement process for goods or services.

2. Purpose and Benefits

- 2.1 To ensure that optimum quality and service and related value for money (VFM) are achieved across all non-pay expenditure.
- 2.2 To purchase as efficiently as possible while ensuring that RIAM deals with quality vendors.
- 2.3 To ensure that RIAM operates in a fair, open, transparent and non-discriminatory manner in the market place.
- 2.4 To ensure that all dealings are carried out in accordance with best professional practices and ethical codes of conduct.
- 2.5 To ensure compliance with the mandatory requirements to utilise central contracts put in place by the NPS.
- 2.6 To ensure compliance with all relevant European and National legislation and government regulations.

3. Scope

- 3.1 This policy applies to all purchases made, and to all contracts entered into, by RIAM.

4. Policy

- 4.1 Written purchase orders are generated for physical purchases by the relevant office supervisor.
- 4.2 No order may be placed without a purchase order except in the case of placing a small order (less than €150) with an approved supplier for courier, florist, grocery or taxi service.
- 4.3 For purchases up to €5,000 (exclusive of VAT), best practice is to seek three quotes from suppliers, confirmed by e-mail, but as necessary, may be made on the basis of verbal quotes

from one or more competitive suppliers. Purchases over €5,000 and less than €25,000 require three written invitations to provide a quotation.

- 4.4 Contracts for goods and services with an estimated value between €5,000 and €25,000 (exclusive of VAT) may be awarded on the basis of responses to written specifications (eg sent by email) to at least three suppliers or service providers.
- 4.5 Contracts for goods and or services with an estimated value of €25,000 (exclusive of VAT) and up to the value of the EU thresholds should normally be advertised as part of a formal tendering process on eTenders using the Open Procedure. Where only one supplier exists, under the mandatory arrangements set out by the NPS, the necessity to tender will not apply.
- 4.6 A Tax Clearance Certificate is required for all suppliers or contractors providing goods or services in excess of €10,000 (including vat) in the course of a twelve-month period.
- 4.7 All supplies and service contracts in excess of €209,000 must be advertised at European level and awarded fully in compliance with the Public Supplies and Public Service Directives. The RIAM Finance Committee must be consulted and involved in all stages of the process.
- 4.8 All works contracts in excess of €5,000,000 must be advertised at European level and awarded fully in compliance with the Works Directives. The RIAM Finance Committee must be consulted at all stages of the process.
- 4.9 Purchase of capital items are subject to the approval of the RIAM Finance Committee at the time of the annual budgeting process.
- 4.10 Legal and external consultancy contracts and services must be approved in advance by the RIAM Secretary.
- 4.11 Financial or leasing contracts must be approved in advance by the RIAM Secretary.
- 4.12 Purchase of all Electronic Subscriptions, Professional Affiliations, Licences, Software Licences, Databases and Maintenance Contracts must be approved in advance by the RIAM Secretary. This applies to the initial purchase only. Renewal of any of the above is a matter for the relevant budget holder.
- 4.13 On rare occasions, there may be only one supplier of a particular item and no alternative is available ('sole source'), the onus is on RIAM to demonstrate clearly that there is only the one source available.
- 4.14 Where there are insufficient suppliers available or willing to submit quotations or tenders in respect of a request and the number of quotes available is fewer than the required number, a note to that effect, establishing the number of available suppliers with copies of any correspondence must be placed on the appropriate file.
- 4.15 From time to time, there will be a requirement that an item or items must be purchased from a particular supplier, usually to ensure compatibility with existing goods or servicing arrangements ('single source'). Justification for this must be based on technical/risk assessment of not awarding the contract to the existing provider.
- 4.16 All purchases must be made from preferred, partnership or other authorised suppliers unless there are compelling reasons, to be approved by the RIAM Secretary.
- 4.17 A list of approved suppliers is available from the RIAM Secretariat.

5. Responsibility

5.1 The RIAM Secretary is responsible for overseeing this policy and its operational procedures.

6. Legislation and Regulation

6.1 [National Procurement Service](#).

6.2 [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#).

6.3 [Standards and Guidelines for Quality Assurance in the European Higher Education Area \(2005\)](#).

6.4 [Code of Practice for Provision of Education and Training to International Learners \(2015\)](#).

6.5 [National Framework of Qualifications \(NFQ\)](#).

7. Related Documents

7.1 [Office of Government Procurement](#)

8. Document Control

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