



GBS Anti-Corruption Policy

GBS (GB Snowsports) Procurement Policy

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Definitions

“GBS”	means the GB Snowsports Limited (company number 07237547);
“GBS Asset Register”	means a list of GBS assets;
“GBS CEO”	means the Chief Executive Officer of GBS;
“GBS Finance Team”	means the group of individuals responsible for the running of GBS’s day to day finance;
“GBG Office”	means GBS’s registered office address at 101 New Cavendish Street, W1W 6XH, London;
“GBS Staff”	means staff who are employed by, or acting as a consultant, to GBS;
“GBS Volunteer”	means any persons who work for GBS without pay;
“Financial Delegations”	means the document which sets out the power that GBS Staff must make decisions on spending and other finance issues
“Third Party”	means any individual or organisation and includes actual and potential clients, suppliers, distributors, business contacts, agents, advisors, and government and public bodies, including their advisors, representatives and officials, politicians and political parties;

1. Introduction

- 1.1. This document contains the GBS's Procurement Policy (the "Policy").
- 1.2. The principles of this Policy are that all GBS Staff, and GBS Volunteers act with common sense considering both the costs to the organisation and sustainability when making decisions.
- 1.3. All paperwork and correspondence relating to procurement must be kept as a record of any decisions made regarding suppliers.

Aims

- 1.4. To establish the rules on procurement of goods, services and equipment in the course of GBS business, and the appointment of (non-staff) personnel, such as consultants and contractors

Scope

- 1.5. The Policy is to be followed by all GBS Staff, GBS Volunteers, and anyone working on behalf of GBS.
- 1.6. Failure to comply with the Policy will lead to disciplinary action in line with the GBS Disciplinary Procedure. If your conduct is unlawful or illegal you may be personally or criminally liable with respect to civil and/or criminal proceedings, claims, or actions.
- 1.7. The Policy is designed to be read in conjunction with any GBS Sustainability Policy as amended from time to time.

2. Sustainability

- 2.1. GBS recognises that procuring goods and services can have an impact on the environment, depending on the practices of the suppliers selected. Inefficient selection of suppliers also results in significant and unnecessary costs to our organisation.
- 2.2. Prior to selecting the supplier, the GBS Staff or Volunteer should consider the following questions:
 - 2.2.1. Does the supplier have an environmental management system in place? Is it consistent with an internationally accepted standard, e.g., ISO 14001? Can they provide a copy?
 - 2.2.2. Is the supplier tracking, reporting and managing their use of energy, water and chemicals?
 - 2.2.3. Does the supplier have targets for reducing your environmental impact?
 - 2.2.4. Does the supplier use renewable energy in your facilities?
 - 2.2.5. How does the supplier package your final products? Does the supplier use any recycled or recyclable materials?
 - 2.2.6. How might the GBS, as buyers, partner with the supplier to implement the environmental management systems the GBS would like to see in our supply chains?

3. Procurement

- 3.1. Purchases estimated to cost **£10,000.00 or more** will normally follow a competitive procedure based on invited proposals from a short list of **at least three** qualified suppliers. The selection process for suppliers will normally involve the following steps:
 - 3.1.1. defining the scope, objectives and estimated budget, timescales, including any anticipated follow-on services and determining the selection procedure to be followed (the brief or specification)
 - 3.1.2. identifying suppliers that are qualified to deliver the required services and preparing a short list of qualified firms / people
 - 3.1.3. inviting proposals from the short-list
 - 3.1.4. evaluating and comparing capabilities and proposals and selecting the preferred consultant / supplier
 - 3.1.5. negotiating a contract with the selected consultant / supplier
 - 3.1.6. managing the process properly
 - 3.1.7. All these steps need to be done in line with GBS Financial Delegations
- 3.2. Some of these steps may be simplified, depending on the value of the contract or services to be performed.
- 3.3. For contracts or purchases estimated to cost **less than £2,500**, a supplier may be selected directly, without the requirement to prepare a shortlist, and a contract negotiated with the selected supplier.

- 3.4. For contracts or purchases estimated to cost **£2,500 -10,000**, selection may be made based on an evaluation of **at least three** short-listed, qualified candidates / suppliers and the rationale for the choice must be recorded.
- 3.5. Ideally the list of suppliers shall normally comprise at least one qualified supplier from the local area.

4. Evaluation and Selection

- 4.1. When formal proposals are requested from a short list of suppliers, the invitation for proposals must clearly state the criteria for evaluating them. The evaluation of consultants/ contractors should normally be based only on technical considerations including, but not limited to, experience in similar assignments, local experience and presence, qualifications of key personnel proposed for the assignment, and suitability and quality of the work plan.
- 4.2. For some assignments of a straightforward technical nature, the price of the services must be a consideration but quality and value for money should remain the principal factor in selection. When formal proposals have been requested, the supplier that submits the highest rated proposal should be selected.
- 4.3. In some circumstances it may be necessary or advantageous to engage or continue with a specific consultant where:
 - 4.3.1. the supplier/ consultant has unique expertise or experience; or
 - 4.3.2. the consultant has been or is involved in the early phases of the project such as feasibility or design and it has been determined that continuity is necessary, and no advantage would be gained from following competitive procedures; or
 - 4.3.3. additional services not included in the original contract have, through unforeseen circumstances, become necessary for the performance of the contracted services, on condition that those additional services cannot be technically or economically separated from the original contract without major inconvenience to the contracting authorities or when such services, although separable from the performance of the original contract, are strictly necessary for its completion.

5. Governance and organisational capability

- 5.1. In the planning and development of major projects, it may be necessary to review the organisation's capacity skills and experience in procurement. The GBS should assess the strengths and weaknesses of the Board, as well as of staff and volunteers, in this respect. It may be necessary to set up a dedicated procurement group, with appropriate skills, that has collective responsibility for overseeing the procurement and monitoring its progress.

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