



Procurement in FCO Services

We purchase on the basis of obtaining best value for money by use of competitive tendering processes and ensuring that we comply with our legal obligations including the provisions of the 2014 EU Procurement Directives and Public Contracts Regulations 2015

Our annual procurement expenditure is in excess of £70 million. As well as purchasing a wide variety of goods and services, our Strategic Sourcing team are responsible for procurement policy and implementing and developing best procurement practice across the organisation. This team has a duty to apply the highest professional standards to ensure Value for Money on a whole life cost basis in line with central government initiatives for Sustainability and Transparency in its operations.

We buy a wide variety of goods and services. These include:

- Communications and IT equipment and services
- Interim resources
- Security hardware
- Small/minor works services
- Building materials
- Telephony equipment
- Worldwide travel and freight services
- Domestic services such as stationary, mail services and office machinery.

Our Strategic Sourcing team is organised into:

Category Management

- Specialises in procurement in a particular spend area, for example interim resources
- Manages the competitive tendering process to ensure value for money
- Proactively works with business stakeholders to identify areas of savings opportunities
- Ensures that all procurement carried out is open and fair and follows all applicable EU and UK regulations
- Committed to eradicating unethical business practices including bribery, fraud, corruption and human rights abuses, such as modern slavery and child labour
- Provides expert knowledge of market data and trends for individual categories

Contract Management

- Responsible for commercial management of FCO Services suppliers
- Monitors performance and contractual compliance of FCO Services contracted suppliers
- Manages the FCO Services government procurement card (GPC) policy and process
- Resolves contractual disputes including advising on and pursuing contractual remedies.

Purchase Order Management

- Provides purchasing advice and guidance to staff on how to obtain goods/services on behalf of FCO Services
- Responsibility for the administration and processing of FCO Services Purchase Orders through PRISM
- Sources the market and obtains quotations for goods and services (up to a value of £15K).

*This document will be reviewed annually
Last review: August 2018*