

**The Foundation for  
Investing in Communities  
Procurement Policy**

Food and Events

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## Section 1 - Introduction

**Purpose:** The purpose of this policy is to offer guidance and clarity to those involved in procurement at The Foundation for Investing in Communities. The policy has been created by the Sustainability Committee with the support of the senior team. All relevant staff should be trained in this policy.

This document should give you an idea of;

1. What suppliers to use (based on a diverse, local, high quality and approved suppliers list)
2. What criteria needs to be met
3. Our relationship with suppliers re: cost, timely payment, invoice etc.
4. Our requirements i.e quality of goods, ethical sourcing and quantity.

The supplier questionnaire forms should be used as an appendix to this document. They detail both the general and specific criteria that The Foundation for Investing in Communities looks for in suppliers.

**Responsibility:** All managers are responsible for ensuring that relevant staff are aware of and use this procurement policy. Responsibility for amendments and updates fall to the Sustainability Committee.

**Limitations of this document:** We are committed to investing more time into sustainable procurement considerations throughout 2017 and beyond. Therefore this document will be updated when necessary. At the time of writing, it was agreed to prioritise events and food.

**Important note:** At The Foundation for Investing in Communities we support local SME business. The spirit of this document is not to exclude suppliers who do not reach all of our expectations; rather we will use this document to guide our conversations with suppliers so that we can support them in becoming more responsible and sustainable businesses.

## Section 2 - General Considerations

### Environmental

We want to know how our suppliers are performing in the environmental area. We will concentrate in three areas: minimising the use of energy, reducing the use of toxic substances and waste directed to landfill, and finally greenhouse gas emissions.

### Social

We aim to get supplied by Irish suppliers primarily; this in either ownership, headquarter location and/or employee numbers, thus local impact.

Our intention is for our suppliers not to be involved in war-zones, dictatorship ruled countries, with human right abusing-regimes or non-transparent practices.

### Financial

- Purchases are made by authorised staff for items required to meet programmes or organisational objectives and are only made in accordance with agreed budgets.
- All credit card items over €300 are to be approved by the CEO or senior manager.
- Where a single purchase or a group of products combined together, to make one operational item, exceed €5,000, **3 written quotations** should be obtained unless approved by the CEO.
- Orders are placed by the team budget holder who must authorise the invoice in writing before it can be processed by accounts.
- **When tendering for projects;**
  - Under €1500 - 1 quotation
  - €1500 - €5000 - at least 3 quotations
  - €5000+ - at least 3 written quotations
- *The above requirements are separate to petty cash purchases.*

## Section 3 - Specific considerations

### Food and Drink –

See [here](#) for our approved list of suppliers and see [Food QR](#) for a check list of questions.

#### Onsite events

- All food served has to be 100% vegetarian (no meat **or** fish) and should be locally sourced.
- Where possible all food served by The Foundation for Investing in Communities will contribute to a low fat healthy diet. Wholegrain foods will be prioritised and fresh fruit and vegetables will be the preferred snack.
- Where possible salads should be included as a lunch option. Dressing on the side is preferred.
- Water (not bottled), teas, coffees and herbal teas should be available at events.
- Do not order disposable cutlery or cups.
- Breakfast events should have healthy fruit options. If pastries are available they should be small/bite sized or cut in half.
- All food packaging should be recyclable.
- Please notify Reception as an FYI for any food that you intend to order prior to the order.
- At the time of booking an in house event, let Reception know if you will require food and an estimate of attendees. These details can be firmed up closer to the date.
- All left over food should be brought back to the office kitchens. It is the responsibility of the event organiser to ensure that any perishable food is disposed of in a responsible manner if not eaten.

#### Offsite events

- For offsite events we aim to ensure 70:30 ratio of vegetarian to meat options.
- Food should be locally and sustainably sourced. See Food QR for a sample of sustainability accreditations.
- For larger events, e.g events for 30 people or more, always order food for 80% of the expected attendance.
- For evening and social events there should be an alcoholic and non –alcoholic drink option.

For externally hosted events, we recognise that we have less control but the same questions in our Food QR should be asked to highlight our preference. Raising awareness around sustainable events is part of the purpose of this policy.

## Events

See [here](#) for our approved list of suppliers and see [events QR](#) for a checklist of questions

- Please see above food considerations for event organising.
- All event venues need to be wheelchair accessible. It is our preference to have a wheelchair accessible entrance alongside the main entrance so as to limit inconvenience; however, this is not always practical in an old city like Dublin. At a minimum we will ensure wheelchair accessibility at all venues.
- Staff should use their own computer and projector where possible for external venues, instead of renting. Note, some hosts may require you to use their equipment for security reasons and this is fine.
- Event material can be couriered over prior to the event using a preferred supplier. Talk to Reception about this.
- There should **not** be a large amount of printed material for events.
  - o Sending email links to documents or extra reading after an event is preferred.
  - o Any event material should be double sided. Choose matte finishes or if gloss, ensure biodegradable finishes.
- Any left-over event material should be brought back to the office for re-use or shredding.
- The event email template should be used for all events - talk to the Marketing Executive for this.
- Invites for public events should ask about any special requirements e.g. deaf interpreter etc and dietary requirements.
- If flights are needed for guest speakers or attendance at events, it is preferred that Ryanair is not used.

## Section 4 – Preferred Suppliers.

Please use a supplier from our list of preferred suppliers where possible

- **Food supplier list**
- **Venue list**

If you need to approach a new supplier, please discuss the need with Reception. If the need is validated, please use the supplier questionnaire to determine their eligibility

- Food questionnaire
- Venue questionnaire

All suppliers awarded with the Business Working Responsibly mark will be regarded favourably – see *appendix for a full list of companies that have the Mark*

## Section 5 - Agreement with suppliers

When considering a supplier a recommended weighted system is detailed below. This weighting system can be considered on a case by case base prior to the tender

- **Price 50%**
- **Quality and Service 25%**
- **Sustainability criteria 25%**

*\*It is important to note that we do not want to exclude any small or start up suppliers through our procurement process. Therefore, sustainability criteria will encompass raising awareness. The Foundation for Investing in Communities will always ask the relevant sustainability questions so that small companies are aware of what might be expected of them. If a supplier meets other criteria (i.e quality, service or price), we can use our relationship to help build understanding and awareness of the sustainability questions they might be asked in future tenders rather than eliminate them from the process.*

**Once a supplier has been chosen, agree in writing the following;**

What quantity?

Quality?

Delivery schedule?

Price?

Consider whole life costs and environmental impacts when making purchasing decisions.

Suppliers should be paid within 30days of invoicing. The Foundation for Investing in Communities is in the process of signing up to the Prompt Payment Code.



## Appendix

### Companies that have the Mark – January 2017

<u>Company</u>	<u>Sector</u>
A&L Goodbody	Professional Services
Accenture	Professional Services
Arup	Engineering Consultant
Bank of Ireland	Financial sector – Bank
Boots	Healthcare - Pharmacy
Bord Gais	Utilities
CRH	Building supplies
Deloitte	Professional Services
Eir	Telecommunications
Eirgrid	Utilities
ESB	Utilities
Fujitsu	IT / Computer services
GNI	Utilities
Intel	IT / Computer services
Janssen	Pharmaceutical
KBC	Financial sector – Bank
Marks & Spencer	Retail
Musgrave Group	Retail
Northern Trust	Financial Services
Ricoh	IT services and hardware
Transdev	Transport
Ulster Bank	Financial sector – Bank
Veolia	Utilities
Vodafone	Telecommunications

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