

Procurement

Category:	Finance	Version:	1
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Purpose

To provide guidance on choosing suppliers for goods and services.

Policy

1. A team coordinator can procure goods and services that have been allocated funding within the team's budget.
2. Northey Street City Farm, being a community not-for-profit organisation, must be mindful of obtaining best value for money when making purchasing decisions. In traditional procurement policy, this would mean choosing the cheapest product or service available. Because The Farm places a higher value on the earth and its people than monetary wealth, The Farm procurement policy reflects these values. In this case, value is defined in accordance with the principles of permaculture; that goods and services must help The Farm care for the environment and care for people, and a premium will be paid for procurement that meets these goals.
3. To this end, value for money would tolerate goods more expensive by up to 33% where their value in terms of environmental sustainability or humanitarian advantage were superior to the nearest competitor, i.e., standard computer paper at \$5.00 per ream versus post-consumer recycled computer paper at \$5.70 per ream.
4. Value is also derived from a product being packaged in recycled materials and in materials that can then in turn be recycled.
5. Value is also achieved by using local suppliers, as supporting local business is good for the wider Farm community and the cost of delivering (fuel miles) is lower.
6. Australian goods and services are preferred to international, and products from small businesses and other community organisations hold more value to The Farm than those from large conglomerates.
7. Organic products are preferred, but unlike the Sunday Markets, which must only have certified organic suppliers, the Nursery and other Farm operations may use any organically produced products.
8. Services are most highly sort from suppliers who are interested in developing a long-term relationship with The Farm.
9. Services, where possible, should be supplied from organisations that adhere to sustainable office practices (energy efficiency, recycled paper use etc.).
10. The choice of supplier is at the discretion of the team coordinator who is in charge of the procurement.

Procedures

1. To encourage research, procurement/budgeting for goods and services of a significant outlay should have three quotes/investigations that are in turn scrutinised by the appropriate team/reference group for their value in line with The Farm permaculture values and other merits outlined in the policy (Australian owned, local, sustainable packaging etc.). If a clear decision is not obvious, a discussion and vote can occur at the next meeting of the relevant committee.
2. For new purchases, the office can advise teams of preferred and trusted suppliers.

