Contract and Procurement Management Policy

CAREHOPES™

PRN-185: Contract and Procurement Management Policy
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
Version Number: V01 20260815
Date of Review: (September 2026)

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1. Policy Statement

CAREHOPES™ is committed to ensuring that all procurement, purchasing, commissioning, contracting, and supplier management activities are conducted fairly, transparently, ethically, competitively, and in the best interests of the organisation and the people it serves.

The organisation seeks to obtain quality goods and services that provide value for money while maintaining compliance, accountability, and good governance.

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2. Purpose

This policy aims to:

- Promote value for money.
- Support transparent decision-making.
- Improve procurement consistency.
- Reduce fraud risks.
- Promote ethical purchasing.
- Ensure contract compliance.
- Improve supplier performance management.
- Protect public and organisational confidence.

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3. Scope

This policy applies to:

- Employees involved in procurement.
- Managers.
- Supervisors.
- Budget holders.
- Contract managers.
- Directors.
- Procurement leads.
- Third-party providers.

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4. Procurement Principles

Procurement activities must be:

- Fair
- Transparent
- Accountable
- Ethical
- Proportionate
- Competitive where appropriate
- Value-driven
- Properly documented

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5. Procurement Requirements

CAREHOPES™ should ensure:

- Purchases are authorised.
- Supplier suitability is assessed.
- Risks are considered.
- Safeguarding requirements are considered.
- Information security requirements are considered.

- Equality and inclusion considerations are recognised.
- Decisions are documented.

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6. Contract Management

Contracts should include:

- Scope of service
- Responsibilities
- Performance expectations
- Confidentiality requirements
- GDPR requirements
- Safeguarding responsibilities
- Insurance requirements
- Termination clauses
- Monitoring arrangements

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7. Supplier Management

CAREHOPES™ may:

- Monitor performance.
- Review outcomes.
- Conduct audits.
- Review complaints.
- Review compliance records.
- Investigate concerns.

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8. Procurement Risks

Risks may include:

- Fraud
- Poor performance

- Supplier failure
- Poor value for money
- Safeguarding concerns
- Cyber security concerns
- Reputational damage
- Contract non-compliance

Appropriate controls must be implemented.

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9. Record Keeping

Procurement records should be maintained including:

- Quotations
- Contracts
- Approval records
- Reviews
- Variations
- Monitoring records
- Correspondence

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10. Roles and Responsibilities

Employees

Must follow procurement procedures and obtain appropriate approvals.

Managers

Must oversee procurement decisions and ensure compliance.

Directors

Must provide governance oversight and approve strategic contracts where required.

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11. Breach of Policy

Breaches may result in:

- Additional training
- Corrective actions
- Contract review
- Disciplinary action
- Suspension of procurement authority
- Regulatory referral where appropriate

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12. Related Policies

- Contractor and Third-Party Engagement Policy
- Fraud, Misrepresentation and Theft Awareness Policy
- Conflict of Interest Policy (PRN-033)
- Information Governance Policy
- Cyber Security Policy
- Duty of Care Policy
- Anti-Bribery Policy
- Financial Management Policy

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13. Policy Review

This policy will be reviewed:

- Annually
- Following procurement audits
- Following regulatory changes
- Following significant procurement issues
- Following organisational changes