

FORWARD HOUSE



Forward House of London – Procurement Policy (Effective November 1, 2025)

1. Purpose

This policy ensures that all procurement activities at Forward House of London are conducted with integrity, transparency, accountability, and value-for-money in accordance with the **Broader Public Sector Accountability Act, 2010** (“the Act”) and its directives: the **BPS Procurement Directive, Expenses Directive, Perquisites Directive, and Business Documents Directive**.

2. Scope

This policy applies to all procurement of goods and services, including consulting services, undertaken by Forward House of London using public funds.

3. Guiding Principles

- **Accountability:** Forward House is accountable for the effective use of public funds.
 - **Transparency:** Procurement decisions will be open and fair, and documentation will be maintained and accessible.
 - **Value for Money:** Achieved through competitive processes that balance quality and cost-effectiveness.
 - **Quality Service Delivery:** Procurement supports operational and strategic goals.
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4. Compliance Requirements

4.1. Supply Chain Code of Ethics

Forward House formally adopts the **BPS Supply Chain Code of Ethics** and will ensure that all staff involved in procurement understand and comply with the Code. It will be made available on our website and provided to vendors and stakeholders.

4.2. Procurement Practices

Forward House will implement procurement policies that meet or exceed the **25 mandatory requirements** of the **BPS Procurement Directive**, including:

- Open, competitive bidding for procurements above set thresholds
- Clear approval authority schedules
- Non-discrimination and equal opportunity for all vendors
- Documented evaluation criteria
- Conflict of interest disclosure
- Use of agreements that clearly outline deliverables, timelines, and payment terms

4.3. Prohibition of Consultant Lobbyist Payments

In compliance with the **Act**, Forward House prohibits the use of public funds to engage consultant lobbyists.

5. Related Directives

5.1. Expenses Directive

Forward House has implemented an **Expenses Policy** that complies with the BPS Expenses Directive. The policy outlines allowable expenses, approval requirements, and reimbursement procedures. It is posted on our public website.

5.2. Perquisites Directive

A **Perquisites Policy** is in place. Forward House does not allow perquisites unless they are allowable under the Directive (e.g., business-related memberships). An annual summary of allowable perquisites will be posted publicly.

5.3. Business Documents Directive

Forward House will post the following online:

- **Annual Business Plan, Strategic Plan** (by October 1 of each fiscal year)
 - **Annual Report and Financial Statements** (by September 30 of each year following fiscal year-end)
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6. Monitoring and Compliance

The Executive Director/or designate and President of the Board will annually attest to compliance with the Act and its directives, as required by law. Any gaps in compliance will be documented along with corrective actions and timelines (no later than March 31, 2026, for full compliance).

7. Policy Review

This policy will be reviewed annually and updated as necessary to ensure compliance with relevant legislation and directives.

Approved by:

Executive Director:  _____
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President, Board of Directors:  _____
Signed by:
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Date: Oct 25th, 2025