



## **GUYANA POLICE FORCE ACADEMY PURCHASING POLICY**

### **BACKGROUND**

The National Procurement Act, Chapter 73:05, seeks to promote competition among suppliers and contractors to promote fairness and transparency in the procurement process, as such the Guyana Police Force Training Academy will be responsible for developing its budget, after which items will then be pursued in accordance with the Procurement Act, Chapter 73:05.

### **OBJECTIVE**

#### **Transparency and Accountability**

- Ensure clear, fair, and open procurement processes that build public trust and prevent corruption.
- Maintain accurate and accessible records of purchases and expenditures.
- Uphold ethical standards in all aspects of procurement activities.

#### **Cost-Effectiveness and Value for Money**

- Secure the best possible value for every dollar spent, ensuring efficient use of resources.
- Promote competitive bidding and negotiations to obtain goods and services at the most favorable prices.
- Avoid unnecessary or wasteful expenditures by prioritizing essential needs and optimizing procurement practices.

#### **Quality and Functionality**

- Guarantee the quality, reliability, and durability of acquired goods and services to support effective training programs.
- Prioritize purchases that align with the Academy's training objectives and operational needs.
- Implement quality control measures and performance evaluations to ensure procured goods and services meet established standards.

## **Sustainability and Ethical Sourcing**

- Consider environmental and social factors in procurement decisions, promoting responsible sourcing practices.
- Support local businesses and vendors whenever possible, encouraging the growth of the Guyanese economy.
- Avoid purchasing goods or services produced through unethical or harmful practices.

## **Compliance and Risk Management**

- Adhere to all relevant laws, regulations, and policies governing public procurement in Guyana.
- Maintain a robust compliance framework to mitigate risks of fraud, waste, and abuse of public funds.
- Conduct regular audits and reviews to identify and address any potential non-compliance issues.

## **Continuous Improvement**

- Regularly review and update the purchasing policy to adapt to changing needs, best practices, and legal requirements.
- Foster a culture of continuous improvement within the Academy, encouraging innovation and optimization of procurement procedures.
- Provide training and awareness programs for staff and vendors to ensure clear understanding and adherence to the policy.

## **POLICY STATEMENT**

The Guyana Police Force Training Academy strives to demonstrate a commitment to ethical, responsible, and efficient procurement practices. We believe that our dedication to these principles strengthens our operational effectiveness, builds public trust, and ultimately contributes to the successful training of high-quality police officers serving the Guyanese community.

## **SCOPE**

The scope of the Guyana Police Force Academy's purchasing policy encompasses various aspects of acquiring goods and services necessary for its operations and training activities.

## **Types of Purchases Covered**

- This policy applies to all acquisitions made by the Academy, including:
  - Training materials: Instructional materials, equipment, simulations, and technology for training purposes.
  - Office supplies: Stationery, equipment, furniture, technology for administrative functions.
  - Facility maintenance and repairs: Building materials, maintenance services, equipment, and renovation projects.
  - Professional services: Consultancies, training instructors, guest speakers, external support services.

## **Procurement Principles**

- Transparency and Fairness: The policy outlines procedures for open and competitive bidding processes to ensure fairness and value for money.
- Cost-Effectiveness: The Academy prioritizes acquiring goods and services at the best possible price while maintaining quality standards.
- Ethical Conduct: The policy prohibits conflicts of interest and corruption in procurement activities.
- Sustainability: Environmental considerations and responsible sourcing practices may be incorporated into the policy.

## **Approval Levels**

- Depending on the purchase value and category, various levels of approval are required before proceeding with an acquisition. This ensures responsible spending and adherence to budget allocations.
- Lower-value purchases may be granted direct approval by Force Training Officer, while higher-value or complex procurements may require review and approval by Training Board.

## **Tendering and Bidding Processes**

- This policy outlines the specific procedures for inviting tenders, evaluating bids, awarding contracts, and managing negotiations with vendors.
- Open tendering, where any qualified provider can submit bids, is often preferred to ensure transparency and competitiveness.

- The policy may also specify exceptions for specific situations, such as emergency procurements or pre-qualification requirements for certain service providers.

### **Contract Management**

- The policy Establishes protocols for monitoring and managing contracts with vendors, ensuring efficient delivery of goods or services and adherence to agreed terms.
- Performance evaluations, payment timelines, dispute resolution mechanisms, and contract termination procedures are typically outlined in the policy.

### **Compliance and Monitoring**

- The Academy's internal audit unit or designated personnel monitor compliance with the purchasing policy and investigate potential irregularities.
- Regular reviews and updates of the policy may be conducted to ensure its effectiveness and alignment with best practices and legislative requirements.

## **COMPLIANCE AND ENFORCEMENT**

The Academy Administration is led by a Force Training Officer, Commandant, with the Finance Unit responsible for financial records, budget preparation, and compliance with the Constitution of Guyana which establishes a legal framework for public finance and accountability, including transparency, fiscal responsibility, and proper management of funds, and the National Procurement Act, Chapter 73:05.

## **REPORTING AND COMMUNICATION**

The Force Training Officer as the overall head of the institution, bears ultimate responsibility for financial transparency and reporting accuracy. The Academy's Finance Department plays a central role in compiling and maintaining financial records to prepare regular financial reports.

## **EFFECTIVE DATE**

This policy came into effect on October 8, 2023.

## **REVIEW PERIOD**

A review of this policy will be conducted annually. The review will be conducted by the Training Board. The results of the review will be shared with the relevant stakeholders and necessary changes to the policy will be implemented based on the review.

#### **REVISION DATE**

Revised in January 2024.

#### **APPROVAL OF POLICY**

This Policy was approved by the Guyana Police Force Executive Leadership Team and the Guyana Police Force Academy Training Board.