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## INTRODUCTION

The aim of this policy is to ensure continuity in relation to the Electoral Office for Northern Ireland ( EONI) contracts and leases. Allowing sufficient time for the quotation exercise, tendering process or letting of a lease is essential. To assist in deciding the length of time required from start to finish of any such process, four time lines relating to contracts and one relating to leases have been identified – Appendix 1 Trim Reference No. 2008/006485.

1. Quotation Exercise: 4-6 weeks (carried out by EONI Staff Only ), value < £ 10,000.
2. Tendering Process : 5 months ( tender not advertised in Europe and administered by NIO Procurement Unit or Central Procurement Directorate ) value > £ 10,000 < £ 93,738.
3. Tendering Process : 6 months ( tender advertised in Europe and administered by NIO Procurement Unit or Central Procurement Directorate ) value > £ 93,738.
4. Complex IT Tendering Process : 1 year ( tender advertised in Europe and administered by NIO Procurement Unit or Central Procurement Directorate ) value > £ 93,738.
5. Leases – allow one year from start to finish.

In Appendix 2 details and key decision dates are recorded for all current EONI contracts and leases.

## **PROCESS**

The processes to be followed to achieve the aim of this policy are:

Step 1 – Finance Officer maintains the Continuity of Contracts Spreadsheet ( Appendix 2 ) on a ongoing basis - Trim Reference No. 2008/006485

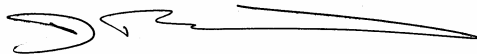
Step 2 – In each case in which a Board decision is required the Finance Officer will submit a brief report to the Management Board setting out the options, outlining the advantages and disadvantages of each and make a recommendation.

Step 3 - Management Board to decide on the action to be taken in relation to the contract. Action noted in Appendix 2.

Step 4 - Manager responsible for contract specification drafts the document and takes forward with Central Procurement Directorate.

This policy will be regularly reviewed by EONI Management Board.

**Signed:**



**Chief Electoral Officer**

Date: 21 January 2009

