

Legal obligations

Making compliance work for your organisation



You might be considered a contracting authority if your charity:

1. Receives substantial public funding for services.
2. Operates under statutory powers or on behalf of public bodies.
3. Is designated as such by government departments.

If classified as a contracting authority, you must follow important procurement obligations for purchases above certain thresholds, including:

Publishing notices during the pre-procurement, procurement, and contract phases.

Reporting on contract performance and terminations.

Consider procurement objectives in your decisions.

Adhering to the national procurement policy statement.

These regulations emphasise transparency and fairness—principles that align with charitable goals. Thus, you need to:

Follow procedures to ensure fair and transparent tendering.

Publish opportunities on recognised platforms.

Use clear evaluation criteria for assessing bids.

Document everything thoroughly.

Treat all suppliers equally by sharing the same information.