

CAYMAN ISLANDS DEPARTMENT OF TOURISM

PROCUREMENT POLICIES AND PROCEDURES

In accordance with the Public Management and Finance Law (PMFL), Financial Regulations and best practice, the Department of Tourism operates the following procurement policies:

- **Purchasing Process (Appendix A):** For purchases of goods and services between zero and CI\$10,000. Three quotes are required. A purchase order is required where there is not an executed contract in place. The decision on which vendor to use can be made by the officer responsible.
- **Departmental Tendering (Appendix B):** For purchases of goods and services between CI\$10,000 and CI\$49,000. In all cases, the buyer should obtain three quotes which should be submitted to the Unit Manager. The decision on the provider/vender may be made through an internal mini Departmental Tendering Committee (DTC) process and approved by the Director. A purchase order is required where there is not an executed contract in place.
- **Public Tendering (Appendix C):** For purchases of goods and services between CI\$50,000 and CI\$249,000. An RFP should be prepared for public tendering. The decision on the provider/vender can be made through an internal Departmental Tendering Committee process and approved by the Director.
- **Central Tendering (Appendix D):** For purchases of goods and services CI\$250,000 and above. In all cases, the Central Tendering Committee must be involved from the beginning and must sign off the RFP and make the final decision on the vendor.
- **Purchase Orders (Appendix E):** A Purchase Order MUST be prepared for all purchases made by Head Office except where a fully executed contract is in place. Specific details can be found in the Purchase Order process (Appendix E).
- **Request for Proposal Template (Appendix F):** This template should be used when requesting proposals under the Public and Central Tendering Processes. A shortened version of the template may be used with the Departmental Tendering Process.
- **Single Source Justification (Appendix G):** In the event that there is only one vendor who can provide the good or service, this must be documented using the Single Source Justification form and approved by the Unit manager.
- **Evaluation Table (Appendix H):** This template should be used by each DTC member when evaluating proposals under the Department and Public Tendering processes. The criterion should mirror that used in any RFP.
- **Evaluation Report (Appendix I):** This should be completed following the evaluation process and should contain full and detailed information regarding the decision making process of the DTC.
- **Approval of Quotes:** Where three quotes have been obtained, this form may be used to record the justification for the successful vendor.

In all cases, some activity, project etc should be the driver for the initiation of the purchase. Before any purchase is initiated, the Unit Manager should confirm that the purchase has been budgeted for. This evidence will either be from the Unit's approved budget at the beginning of the fiscal year or in accordance with authorised in-year changes.

The rationale for vendor selection should be documented and retained by the unit. As per the PMFL, preference should be given to local vendors with the caveat that the cost of local procurement should not exceed the cost of overseas procurement.