



Procurement Policy

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Related Documents

- Fyne Homes Sustainable Procurement Strategy, 2017
- Procurement Reform (Scotland) Act 2014
- The Public Contracts (Scotland) Regulations 2015
- Raising Standards in Housing (SFHA)
- Reactive Repairs Policy
- Repairs and Maintenance Policy • Void Management Policy

Translation Statement

If you have any difficulties reading this information or need further help understanding our processes, please contact us. We can make this document available in a variety of formats. All you need to do is let us know what you need and we will try to assist.

Compliance

This policy has been drafted to ensure that it complies with current legislation and industry good practice.

Equality & Diversity

Fyne Homes is committed to providing services which embrace diversity and which promote equality of opportunity. As an employer we are also committed to equality and diversity within our workforce. Our goal is to ensure that these commitments, reinforced by our Values, are embedded in our day-to-day working practices.

Openness & Confidentiality

Fyne Homes believes that its members, tenants and other interested parties should have access to information on how it conducts itself. This means that unless information requested is considered commercially sensitive or personally confidential it will be made available on request.

Data Protection

Fyne Homes recognises that the General Data Protection Regulation (GDPR) and the Data protection Act 2018 are important pieces of legislation to protect the rights of individuals in respect to any personal information that we may keep about them, whether on computer or in manual systems. We are registered with the Information Commissioner as a Data Controller under the Data Protection Act and must ensure that our practices in the handling of personal information are of a high standard and comply fully with the Act.

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1. Introduction

Fyne Homes Ltd, through this policy will promote maintenance activities which contribute towards our sustainable development objectives.

2. Aim

- 2.1.** The aim of this policy is to ensure that procurement of contractors/consultants and the award of contracts maximises quality and value for money.
- 2.2.** Ensure Fyne Homes complies with all legal and regulatory requirements governing procurement and related best procurement practice when procuring contracts
- 2.3.** Fyne Homes will adopt a strategic partnering approach where appropriate to deliver projects on a collaborative basis.
- 2.4.** Ensure that expectations of tenants, customers, staff, colleagues and other key stakeholders are met and continually improved;
- 2.5.** Accountability in procurement will be demonstrated through the implementation and operation of suitable policy objectives and procedures for the selection, appointment and review of contractors and consultants engaged on projects on behalf of Fyne Homes.

This policy aims to comply with the principles of

- Accountability
- Integrity
- Efficiency
- Openness
- Fairness
- Transparency
- Equal treatment and non-discrimination
- Proportionality

3. Links to strategic aims/goals

- 3.1.** This policy aims to ensure that all procurement activity is governed by our financial regulations and external procurement law.
- 3.2.** This policy provides the background for ensuring that all regulated procurement activities at Fyne Homes comply with our Procurement Strategy and contribute to our strategic objectives.

4. Legal framework and Compliance with Procurement Legislation

4.1. This policy recognises that Fyne Homes as a contracting authority are subject to the application of the legislative requirements which bind public procurement practice in Scotland namely:

- The Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016
- Small Business Enterprise and Employment (SBEE) Act 2015
- The Late Payment of Commercial Debts Regulations 2013
- Energy Efficiency Directive Article 6
- Equality Act 2010
- Public Services (Social Value) Act 2012
- Scottish Government Construction Policy Notes

4.2. This policy aims to meet the outcomes and standards of the Scottish Housing Charter.

5. Targets and monitoring

5.1. The Management Committee has ultimate responsibility for procurement of works, services and supplies and for policy review.

5.2. To this end, careful consideration will be given, in the preparation of each project brief/specification, to the setting of targets and the method of monitoring performance in relation to the contract or project requirements.

5.3. Appropriate reports will be provided to the Management Committee/Sub-Committee or Project Group during and on completion of contracts.

5.4. The specification for the works, services or supplies, with performance indicators and associated methods of measuring and monitoring performance, will be the responsibility of the senior officer managing the contract.

5.5. Performance will be monitored through internal audit programmes, regular reports to the Management Committee.

5.6. Management Committee and assessment against a selection of key questions from the Procurement and Commercial Improvement Programme (PCIP).

5.7. Fyne Homes will publish an annual procurement report providing detail on all regulated procurement and addressing all matters contained within the Fyne Homes Sustainable Procurement Strategy, 2017[A1]

6. Procurement Routes

The public procurement rules vary depending on the type and value of the contract.

- 6.1. When contracts are above a certain value (see section 8) more detailed rules apply. The threshold values are listed in Appendix A.
- 6.2. Contracts which are worth less than these amounts (see section 9) are subject to fewer rules but must still be appropriately advertised. The threshold values are listed in Appendix A.
- 6.3. Higher value procurement thresholds are reviewed every two years.
- 6.4. If the estimated value of a contract is equal to or greater than the relevant threshold, then that contract will be publicly procured in accordance with the terms of the Regulations.
- 6.5. If the estimated value of a contract is lower than the relevant threshold, then that contract may be procured using the quick quote facility on Public Contracts Scotland. This is for low value/low risk purchases from suppliers who are registered on the website that the association will choose from. A minimum of three tenderers will be invited for any quick quote being published.
- 6.6. Delegation of Authority to Instruct Works

Estimated expenditure	Quotations	Authority to Instruct
Between £1,000 & £5,000	Two quotations should be obtained for works not included in maintenance contracts	Technical Services Director / Technical Services Maintenance Manager
Over £5,000	Must be awarded on a competitive basis with a minimum of two competitive quotations sought	Management Committee

- 6.7. The Association's Financial Controls Procedures should be referred to in relation to delegation of authority in relation to capital purchases.

7. Underlying Principles

7.1. Community Benefits

- 7.1.1. Fyne Homes will build on good practice and look to apply robust, relevant and proportionate Community Benefit Clauses at every appropriate opportunity and in line with the legislative requirements outlined in the 2014 Act.

7.1.2. In utilising Community Benefit Clauses Fyne Homes will seek to achieve our Vision of Building Sustainable Communities and improve the economic, social or environmental well-being of the local areas in which we operate. In order to do so, we will engage with the local community in order to understand the needs of the area and tailor Community Benefit Clauses to these needs.

7.2. Small – medium sized enterprises (SMEs)

7.2.1. Fyne Homes recognises that procurement activities can contribute to our local communities. In this regard, we will ensure that local suppliers and SMEs are aware of how to tender for our contracts and we will ensure our tender processes reflect a local dimension where this is appropriate.

7.3. Fair Work First

7.3.1. Fair Work First is the Scottish Government's policy for driving high quality and fair work across the labour market in Scotland. By applying Fair Work First as part of the procurement process for contracts being awarded across the public sector, public procurement may attract economic operators who are likely to deliver a higher quality of service and have a positive impact on those workers engaged in the delivery of the contract. The Fair Work First criteria are:

- Appropriate channels for effective voice, such as trade union recognition;
- Investment in workforce development;
- No inappropriate use of zero hours contracts;
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace;
- Providing fair pay for workers (for example, payment of the real Living Wage);
- Offer flexible and family friendly working practices for all; and
- Oppose the use of fire and rehire practices.

7.3.2 Fyne Homes is committed to fair work practices and will consider, before undertaking each procurement, whether it is relevant and proportionate to include questions on Fair Work First criteria, including the real Living Wage, as they might apply to all workers engaged in delivering the contract. Fyne Homes will promote and evaluate these, along with other relevant criteria, on a proportionate basis based on the scope, size and place of performance of each contract, ensuring the appropriate balance between quality and cost of the contract.

7.4. Supported Businesses & Social Enterprises

7.4.1. In line with Regulation 21 of the Public Contracts (Scotland) Regulations 2015 we reserve the right to participate in procurement for the award of a public contract or framework agreement to a supported business or to provide for such a contract or framework agreement to be performed in the context of a supported employment programme.

7.5. Health and Safety

- 7.5.1. Fyne Homes is committed to compliance with the Health and Safety etc. Act 1974 and all related provisions and legislation including the Construction (Design and Management) Regulations 2015 and we will expect all of our suppliers to fully comply with the legislation and promote good working practices throughout the supply chain.
- 7.5.2. Assessment of health and safety requirements will be considered on a case-by-case basis and will be monitored by contract managers on an ongoing basis to ensure compliance.
- 7.5.3. We expect suppliers to be responsible for implementing measures to respond to identified risks and will ask suppliers where appropriate for evidence of said measures and of compliance with health and safety legislation.

7.6. Fair and Ethical Trading

- 7.6.1. In support of Scotland's Fair Trade Nation status we will look to demonstrate delivery of real and lasting impact by reducing poverty and improving the lives of people in the communities that we serve.
- 7.6.2. We will also work with existing suppliers to increase the range and availability of fair and ethically traded goods and services.
- 7.6.3. We will seek assurances of fair and ethical practices in supply chains from our suppliers and will include conditions relating to the performance of the contract to ensure that the economic operator complies with environmental, social and employment law. We will also consider lifecycle costing as part of our tender processes.

7.7. Prevention of Modern Slavery

- 7.7.1. We will put in place safeguards in our contracts to prevent the use of slaves in compliance with the Modern Slavery Act 2015

7.8. Sustainability and the Sustainable Procurement Duty

- 7.8.1. Fyne Homes' sustainable procurement duty requires that, before procuring any goods, services or works, we consider:
 - how, through the procurement, we can improve the social, environmental and economic wellbeing of the area of operation, with a particular focus on reducing inequality
 - how the procurement process can facilitate the involvement of SMEs, third sector bodies and supported businesses
 - how the procurement can be used to promote innovation
- 7.8.2. This will include:
 - Considering whether to include Community Benefit Clauses at every appropriate opportunity.

- Reviewing all larger procurements to consider the option of splitting them into smaller lots to facilitate greater access to procurements and promote innovation.
- Utilising the Scottish Government's Sustainable Procurement Tools to identify and address how we can optimise the economic, social and environmental outcomes of our procurement activity.

7.9. Payment Terms

7.9.1. Fyne Homes will support those requisitioning and approving contracts to ensure that all purchasing is carried out using approved systems and processes. We will seek to ensure that the following payments are made within 30 days after a valid invoice for payment is presented:

- Payments due by the Group to a contractor
- Payments due by a contractor to a sub-contractor
- Payments due by a sub-contractor to a sub-contractor

Contractual provisions relating to payment terms will be incorporated into the terms and conditions of each regulated procurement exercise.

7.10. Criminal Convictions/Serious and Organised Crime

7.10.1. Fyne Homes view criminal conduct of our suppliers very seriously and work closely with Police Scotland including an Information Sharing Protocol. As a standard term of contract we require all suppliers to complete a Declaration of Non-Involvement in Serious and Organised Crime.

7.10.2. We are expressly required to exclude a business from bidding if it, or someone who holds a senior position in it, has been convicted of specific offences as detailed in the Procurement Reform (Scotland) Act 2014 unless there are exceptional circumstances.

7.11. Exclusion of Bidders

7.11.1. The Procurement Reform (Scotland) Act 2014 Act and the Public Contracts (Scotland) Regulations 2015, specifically Regulation 58, detail that as a contracting authority we are required to exclude a potential supplier from bidding for contracts for reasons as detailed in the aforementioned legislation. Such exclusions are subject to statutory time limits.

7.11.2. Furthermore, the legislation allows us to use our discretion to exclude bidders where the specific circumstances as set out in Regulation 58 of the aforementioned regulations are met.

7.11.3. In terms of Regulation 58(13) of the Public Contracts (Scotland) Regulation 2015, suppliers who are in breach of certain exclusion grounds have the ability to 'self-clean' by providing a summary of the circumstances and any remedial action taken. We will consider the sufficiency of any such evidence submitted in line with the legislation, and if deemed sufficient will not exclude

the supplier. If the evidence is deemed insufficient, we will give the supplier a statement of reasons for this decision.

- 7.11.4. We expect main contractors to be responsible for ensuring the supply chain of potential sub-contractors complies with the legislation and a declaration confirming same shall form a standard term and condition of contract.

7.12. Detection and prevention of fraud

- 7.12.1. Should staff become suspicious of bidders acting in a potentially fraudulent manner such activity must be reported in writing (together with any supporting evidence). All reporting of anti-competitive behaviour and fraud will be dealt with in accordance with Fyne Homes' Whistleblowing Policy.

7.13. Continuous Improvement

- 7.13.1. As part of a programme of continuous improvement in procurement Fyne Homes will consider and review the following on an ongoing basis:
- Our current level of performance and how that is monitored
 - Our procurement policies and procedures
 - The alignment of our approach to procurement with our overall strategic objectives
 - The resources we have in place to deliver procurement
 - What controls we have in place to manage procurement risks
 - How we manage contracts to achieve potential benefits, reduce off-contract spend and ensure contract obligations are met
 - The systems we have in place to ensure supplier payments are made in a timely and efficient way

7.14. Gifts and Hospitality

- 7.14.1. All staff involved in procurement must comply with Fyne Homes' policy on Gifts, Hospitality, Payments and Benefits.

7.15. Conflicts of Interest

- 7.15.1. Fyne Homes contributes to the economies of the areas we work in and has commercial and business relationships with many different companies, contractors, suppliers and service providers.
- 7.15.2. We will take appropriate measures to prevent, identify and remedy conflicts of interests arising in the conduct of procurement procedures so as to avoid any distortion of competition and to ensure equal and non-discriminatory treatment of all economic operators.

7.16. Equality and Diversity

- 7.16.1. We require suppliers to adhere to strict ethical standards and behaviour, and in return Fyne Homes will also demonstrate the highest level of ethical standards.

7.16.2. All procurement will be conducted such that all suppliers with the necessary abilities have a fair and equal opportunity to secure Fyne Homes' business. Fyne Homes will be fair, honest and transparent in all dealings with suppliers and avoid any conduct which is capable of being adversely interpreted.

7.16.3. All suppliers will be treated equally and without discrimination. Fyne Homes will review all larger procurements to consider the option of splitting them into smaller lots in order to facilitate greater access to procurements.

7.17. Equal Treatment, Non Discrimination, Transparency and Proportionality

7.17.1. Fyne Homes will act in a transparent and proportionate manner at all times and at all stages of each procurement exercise. In line with legislation, electronic communication will be available for all procurement activity, all procurement documentation will use plain and concise language in order that it is readily understood by all participants, and the Fyne Homes will ensure open and public market engagement.

7.18. Key Performance Indicators

7.18.1. Key Performance Indicators will be included in the specification of works and Tender Documents. Contractors/Consultants will be required to agree the definitions and performance will be monitored against the KPI's, which may include;

- Sustainability
- Added value
- Use of local labour
- Client satisfaction
- Zero defects
- Safety
- Predictability on costs
- Predictability on time

7.19. Training

7.19.1. In order to ensure the correct operation of the policy, training will be provided for all staff/committee members as necessary. Training requirements will be reviewed on a regular basis.

7.20. Consultation

7.20.1. Consultation will be carried out in accordance with the Tenant Participation Policy

8. Higher Value Regulated Procurements

8.1. Where contract values are equal to or greater than the relevant threshold (see Appendix A) then that contract will be publicly procured in accordance with the terms of **the Public Contracts (Scotland) Regulations 2015 Supplies and services (except subsidised services contracts)**.

- 8.2. From 1 January 2022 VAT, where applicable, must form part of the calculation determining whether that contract meets or exceeds the new threshold values.
- 8.3. When completing relevant forms on PCS which require an estimated contract value to be quoted, procurements must continue to exclude VAT from the value.
- 8.4. The Single Procurement Document (Scotland) or SPD is a standard questionnaire that contains questions used at the selection stage of a procurement exercise and is mandatory for higher value regulated procurements. The latest version of the form must be used; this can be downloaded from <https://www.procurementjourney.scot/>
- 8.5. The questions contained in the SPD are set and cannot be added to, although questions may be omitted that are not relevant to a particular contract. Full instructions can be found at <https://www.procurementjourney.scot/>
- 8.6. The questions ask bidders either to confirm that they meet the minimum standards for selection set out in the contract notice or to describe how they meet the criteria set out in the contract notice. More detail about selection criteria must therefore be included in the contract notice. Bidders' self-declaration that their responses are true must be accepted and they can only be asked to provide supporting documentation before a contract is awarded or at any other point when that would be necessary to ensure the proper conduct of the procedure e.g., before issuing an invitation to tender.
- 8.7. If a bidder proposes to sub-contract part of a contract and relies on the capacity of that sub-contractor in order to fulfil the selection criteria, a separate SPD must be submitted on behalf of the sub-contractor.

9. Lower Value Regulated Procurement

- 9.1. All supplies and services contracts with an anticipated contract value of £50,000 up to the higher value regulated procurement thresholds and works contracts with an anticipated contract value of £2,000,000 up to the higher value regulated thresholds will be publicly procured in accordance with the terms of **the Procurement Reform (Scotland) Act 2014**.
- 9.2. As best practice, Fyne Homes will also utilise the Single Procurement Document (Scotland) for all procurements with an anticipated value equal to the lower value regulated threshold and above.

10. Unregulated Procurement

- 10.1. Fyne Homes will undertake all procurement activity with best practise in mind including those exercises relating to unregulated procurement.

10.2. There are certain exceptional circumstances in which tenders are not required for the procurement of contracts for supplies, services or works which are above the applicable threshold value under the Regulations or the Act, including:

- 10.2.1. Where the tender may only be awarded to a particular supplier for technical or artistic reasons or where a particular supplier has exclusive rights, including, but not limited to, intellectual property rights, which mean they are the only supplier capable of meeting Fyne Homes' requirements;
- 10.2.2. Where Fyne Homes has already entered into a contract with a supplier and requires additional services or works to be supplied which were not included in the original contract but which, through unforeseen circumstances, have become necessary;
- 10.2.3. Where Fyne Homes wants a supplier with which it already has a contract to provide new works or services which are a repetition of works or services carried out under the original contract and such new works or services were provided for in the original contract notice; or
- 10.2.4. Where (but only if it is strictly necessary) for reasons of extreme urgency brought about by events unforeseeable by Fyne Homes, the time limits for one of the standard procurement procedures cannot be complied with.
- 10.2.5. The above exceptions may only be relied upon in limited circumstances and are subject to a range of specific conditions. CEO approval and appropriate legal advice must be obtained before relying on any such exception.

11. Obtaining information

11.1. In obtaining information to evaluate whether a contractor can undertake works to a standard required by the Association, the following are considerations that would need to be evidenced:

- Financial resources
- Experience and capacity
- Health and safety policy
- Quality management procedures
- Staff resources and employment policy
- Sub-contracting policy
- Equal opportunities policy and practices
- Public liability insurance certificate
- Indemnity insurance up to a certain limited – for consultants
- Two years published accounts
- Valid registration card or certificate for a trade body or standard
- Proof of membership of federation or trade associations
- Details of labour force

12. References

- 12.1.** References should be taken up before placing a contractor on the Association's approved contractor list or on a tender list.

13. Tendering procedures

- 13.1.** Prepared tender documentation will be concise and unambiguous. Identical information will be sent to all selected tenderers and the documentation will allow for quality and price to be considered separately.

- 13.2.** Contract documentation will be according to the scope and size of the contract and should include:

- Letter of invitation
- Instruction to tenderers including tender return date
- A full description of the works or scope of the project
- Contractor's brief
- Principles of assessment
- Questionnaire (if applicable)
- The conditions of contract which will apply
- The period in which works are to be completed
- Insurance requirement
- Conditions of payment
- Details of the appropriate procedure to follow for submission of tenders

14. Tender Opening and Selection procedure

- 14.1.** Tenders will not be opened before the submission date.

- 14.2.** For hard copy tenders, the date and time received will be marked clearly on the envelope and signed by the member of staff accepting deliver.

- 14.3.** Tenders will be stored safely in a locked area (either physically, if hard copy, or in a Public Contracts Scotland electronic post box) until the opening date.

- 14.4.** Tender opening will take place as soon as possible after the submission date but not more than 7 days afterward.

- 14.5.** The Association will utilise quality/price ratio selection, where considered appropriate for tendered contracts. Details of the assessment will be reported to the Management Committee or Sub-Committee when the acceptance of the contract is being considered. The Association will normally apply a 70:30 quality/price ratio during the assessment process.

- 14.6.** For large contracts a Tender Board will be appointed, which will include appropriate Director and Service Manager and two members of the Management Committee.

- 14.7.** For Strategic Partnering Agreements an individual external to the Association who can act in a suitably independent and impartial manner may also be used.
- 14.8.** The Tender Board may vary the price/quality ratio to be applied to specific projects if appropriate.
- 14.9.** A record will be maintained for all contracts for which competitive tenders are invited or Partnering Agreements entered into i.e. the Tender Book
- 14.10.** The unsuccessful tenderers will be advised of the outcome and offered the opportunity of a de-briefing.

15. Negotiation of Contracts

- 15.1.** The Association will when deemed appropriate seek to negotiate contracts when
- The site is owned by the contractor
 - The first phase of a contract is immediately followed by a second or third phase of a similar nature
 - Where the contractor has completed work of a similar nature in the past 12months for the Association and they have proven to represent value for money
- 15.2.** There must be clear robust evidence in the form of an audit trail to demonstrate value for money*. Evidence to prove measurable quality in time, cost, tenant satisfaction in the form of KPI's and bench marking should be used to ensure that contracts achieve their objective in terms of continuous improvement and value for money.

** Value for money is defined as the optimum combination of the whole-life cost and quality (or fitness for purpose) to meet the user's requirement. This may also include implementation costs, ongoing operating costs and end of life disposal and due regard should also be taken of other policies relating to social responsibility and sustainability.*

16. Contracts Register

- 16.1.** The Association has a contract register in place which holds the following details:
- Contract subject
 - Contractor/supplier/consultant
 - Contract value
 - Details of payments
 - Date the contract was awarded
 - Start date of contract
 - Duration of contract
 - End date of contract

- Duration of any contract extension

16.2. The Contract Register is published on the Association's website annually.

17. Framework of Contractors – (Approved List of Contractors)

(where no individual procurement is likely to exceed £50,000)

17.1. In order to meet its repair obligations and to effectively and efficiently implement its repair and maintenance service the Association will establish and maintain a framework of maintenance contractors who can promote the Association's commitment to providing a first class repairs and maintenance service. Under the terms of the Public Contracts (Scotland) Regulations 2015 a framework agreement can run for a maximum of four years.

17.2. The establishment of a Framework of contractors allows the Association to call on its "approved" contractors for day-to-day repairs and approach them to tender planned and cyclical works without the requirement to advertise each contract.

17.3. Contractors admitted onto the Framework will be expected to demonstrate a commitment to promoting the Association in a positive manner.

17.4. In accordance with good practice guidance and the Regulatory Standards of Governance and Financial Management set down by the Scottish Housing Regulator, application for inclusion onto the Framework of contractors will not be considered where any partner, director or person directly concerned with the company's management is:

- A current or former (within the last 12 months) Committee member of the Association
- A current or former (within the last 12 months) member of staff of the Association
- A close relative (as defined by legislation) of any of the above

18. Monitoring and review of the Framework of Contractors for maintenance works

18.1. The Framework of maintenance contractors will be monitored and maintained by the Technical Services Director on an ongoing basis and reviewed by the Management Committee / Sub Committee on an annual basis, or before if the need arises.

18.2. Performance measures depend on good performance by contractors in completing repairs timeously, being courteous and polite to tenants, adhering to arranged appointments and completing work on a right first time basis.

18.3. The following additional criteria may be taken into account when reviewing a contractor's performance:

- Results of tenants' satisfaction surveys and staff feedback

- Value for money / cost effectiveness
- Percentage of works carried out right first time
- Opportunities for apprentices, work placements and benefits to local community

19. Partnering

- 19.1.** It should be noted that “partnering” is not a procurement route, rather it is a term used to describe a non-confrontational way of working through which all parties, including clients and suppliers act as a single team to achieve common goals.
- 19.2.** It is about developing systems and methods to enable people and organisations to operate more effectively and efficiently together irrespective of the nature of the project or the method of procurement used and it is intended to overcome old confrontational ways of working.
- 19.3.** Partnering agreements will be considered by the Association where added value can be clearly demonstrated. All legislation will be complied with prior to entering into any contract through this route.

20. Ad Hoc Consultants

- 20.1.** The Association will require to contract with other consultants from time to time to deliver specialist pieces of work that are unable to be delivered in house either because of workload commitment or lack of specialist knowledge. Such items include the delivery of the Tenant Satisfaction Survey, any specialist employment issues, delivery of new legislative requirements and the like.
- 20.2.** The process for selecting and engaging such consultants is the same as with the other consultants specifically mentioned.

21. Other Goods and Services

- 21.1** The Association will require from time to time to contract with other providers of services such as office furniture, stationery, warden call systems and the like. Where it is necessary for such a contract to be made, the procedures in this policy also apply.

22. Reviewing process

- 22.1** This policy will be reviewed in line with the respective current Fyne Homes’ policies and/or where a change in legislation arises.
- 22.2** If there is a procedural delay in the policy revision then the relative legislation in force at the time will prevail.

Appendix A – Procurement Thresholds

The Public Contracts (Scotland) Regulations 2015 Supplies and services (except subsidised services contracts)

Threshold values from 1 January 2022 - Thresholds are inclusive of VAT

Bodies listed in Schedule 1 of the Public Contracts (Scotland) Regulations 2015

New threshold	£138,760
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Indicative value excluding 20% VAT	£115,633
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All other bodies

New threshold	£213,477
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Indicative value excluding 20% VAT	£177,897
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Subsidised services contracts

New threshold	£213,477
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Indicative value excluding 20% VAT	£177,897
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Works (including subsidised work contracts)

All bodies new threshold	£5,336,937
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Indicative value excluding 20% VAT	£4,447,447
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Light touch regime for services

All bodies new threshold	£663,540
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Indicative value excluding 20% VAT	£552,950
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Small lots – supplies and services

Supplies and services new threshold	£70,778
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Indicative value excluding 20% VAT	£58,982
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Small lots - works

New threshold	£884,720
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Indicative value excluding 20% VAT	£737,267
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The Procurement Reform (Scotland) Act 2014

Public contract (other than a public works contract) threshold	£50,000 (ex VAT)
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Public works contract threshold	£2,000,000 (ex VAT)
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