



# Rutherglen & Cambuslang Housing Association

## Procurement Policy

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### Multilingual Policy Notice

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#### Urdu

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#### Ukrainian

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#### Arabic

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#### French

Cette politique est disponible dans plusieurs langues et formats. Veuillez contacter l'Association à l'adresse [info@randcha.co.uk](mailto:info@randcha.co.uk) ou par téléphone au 0141 647 4917 si vous avez besoin d'une version traduite ou d'un autre format.

<b>Purpose</b>	This policy sets out the entitlements, payments & benefits that our people are able to receive.
<b>Regulatory Requirements</b>	<b>Standard 1:</b> The Governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users. <b>Standard 2:</b> The RSL is open about and accountable for what it does. It understands and takes account of the needs and priorities of its tenants, service users and stakeholders. And its primary focus is the sustainable achievement of these priorities. <b>Standard 4:</b> The Governing body bases its decisions on good quality information and advice and identifies and mitigates risks to the organisation's purpose. <b>Standard 5:</b> The RSL conducts its affairs with honesty and integrity
	<b>Date Approved by Management Board:</b> 28 <sup>th</sup> April 2026 <b>Date of Next Review:</b> April 2029

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## 1. Introduction

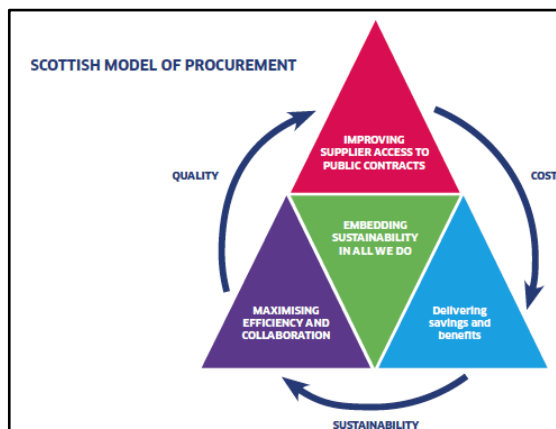
- 1.1. Rutherglen & Cambuslang Housing Association (RCHA) seeks to procure services in a manner that complies with current legislation and best practice. RCHA income is predominantly from customers' rent payments and it is important that we spend this money wisely, can demonstrate fair procurement, value for money and maximise benefits from the spend.
- 1.2. Sustainable procurement and obtaining value for money through our procurement procedures is of paramount importance to RCHA and our stakeholders.
- 1.3. Public sector procurement in Scotland is based on five key principles: Equal treatment, transparency, proportionality, mutual recognition and confidentiality.
- 1.4. This policy aligns with the Public Procurement Strategy for Scotland 2023 ensuring that RCHA procurement activities are good for businesses and employees, good for society, good for places and communities and open and connected.

## 2. Legislation and Good Practice

2.1 The legal framework which governs public procurement includes:

- The Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- The Procurement (Scotland) Regulations 2016
- Bribery Act 2010
- Public Procurement Strategy for Scotland 2023-2028
- Care Reform (Scotland) Act 2025

This Procurement Policy will ensure concept of value for money in procurement - an informed balance between cost, quality, and sustainability. The Value for Money triangle illustrates the Scottish Model of Procurement.



### **3. Aim of Policy**

- 3.1 This policy should be used in conjunction with the Procurement Strategy and Procurement Procedure and Guide. The Procurement Procedure and Guide outline all procurement activities that RCHA may be involved in including key roles and responsibilities and a procurement process overview. The process outlined in the Procurement Procedure and Guide must be adhered to at all times.

### **4. Equality, Diversity and Inclusion**

- 4.1 The Association is committed to reviewing services and policies to remove any discrimination and to ensure that the Association fulfils its duties in relation to Equality, Diversity and Inclusion (EDI). Procurement practice will reflect this commitment by encouraging relationships with contractors and service providers who are equally committed to EDI.
- 4.2 The Association will use clear and precise language in all procurement documentation. The Association will not design a procurement process to favour any particular supplier.

### **5. Procurement Routes, Contracts Award and Purchase Orders**

#### Procurement Routes

- 5.1 There are a number of procurement routes/techniques that are open for the Association to use, the most common are listed below, and the more complex routes that will require procurement consultancy or expertise assistance.

#### 5.2 Single Tender Justification

This form, reflected in Appendix 2, is to be used for the appropriate supply, services and works contracts. It can be used in exceptional circumstances; where only one specialist supplier exists that can deliver the project/contract; the contract is of low value (below £15,000); or the proposed supplier has a unique set of skillsets, experience and knowledge. If you believe that there is a justification for the award of a contract without a competitive process in accordance with UK, Scotland and Public Procurement Regulations, or the value is below £15,000 you are required to submit this Single Tender Justification Form (STJ) to the CEO for approval before confirming award of the contract.

In the cases where only one specialist supplier exists, approval is required:

- By Senior Managers for expenditure not exceeding £15,000 (excluding Vat)
- By the CEO for expenditure exceeding £15,000 but not exceeding £50,000 (excluding Vat)
- By the Board, for expenditure exceeding £50,000 (excluding Vat) (regulated procurement)

An exceptions report detailing where single quotations have been accepted and approved by the Chief Executive will be provided to the Board at the next Board meeting following the decision.

#### 5.3 Quick Quote (QQ)

Quick Quote is an online quotation facility which allows Contracting Authorities to obtain competitive quotes electronically for low value requirements. Details of the QQ are created on the portal and distributed to a select list of suppliers. QQ are only distributed to the selected

suppliers and are not made public on the portal. This will be used for procurement up to a value of £50,000 for Supplies and Services and £100,000 for Works, where appropriate.

#### 5.4 Open (Single Stage) Procurement

The Open procedure is a one-stage procurement process which covers exclusion grounds, selection criteria and award criteria. An Open procedure means that any organisation can respond to the advertised Contract Notice, download the procurement documents and submit a tender. All tenders must be evaluated in line with the methodology and criteria set out in the procurement documents.

The Open procedure is best used where:

- The requirements are typically straightforward, with a relatively simple Selection and Award process; and
- It is anticipated that only a small number of organisations will respond to the advertised Contract Notice.

#### 5.5 Restricted (Dual Stage) Procurement

The Restricted procedure is a two-stage process.

Stage One (Selection) - Suppliers are alerted to express an interest to a contract opportunity by obtaining and submitting a Standard Procurement Document (SPD); this will be used to establish their capability, experience and suitability etc. The purpose of the SPD is to select a shortlist of 5 (or more) suppliers which are likely to meet the tender requirements,

Stage Two (Award) - Shortlisted suppliers which meet the selection criteria are then invited to tender. All tenders are evaluated in line with the methodology and award criteria set out in the tender documentation.

The Restricted procedure is best used where:

- It is anticipated that a large number of suppliers will respond to the advertised Contract Notice; or
- The requirements are typically complex, with a relatively detailed Selection and Award evaluation process.

#### 5.6 National Frameworks and Collaborative Procurement

RCHA will take advantage of national frameworks and collaborative procurement to support value for money outcomes for economy, efficiency and effectiveness. These frameworks speed up the procurement process as the SPD determining capability, experience and suitability have already been completed by the framework organisation.

Examples of these are

- Scottish Government frameworks which are accessible to RSLs
- Multi RSL Procurement frameworks
- Scotland Excel
- Procurement for Housing (PfH)
- Scottish Procurement Alliance
- 

There may be costs associated with participating in these frameworks and this will be considered in the overall value for money assessment.

#### Contracts Award and Purchase Orders

- 5.7 Award of contract will be made by the procuring member of staff using PCS within 10 working days of a decision being made. This will generate notification to the successful and unsuccessful tenderers and a purchase order will be issued to the successful bidder.
- 5.8 The Association has a Contracts Register in place linked to Public Contract Scotland (PCS) and all awarded contracts must be entered into this register within 10 working days of awarding the contract. Ordering of any goods, services and works below the regulated values must be called off only from a compliant framework unless a new procurement exercise takes place.

## **6. Documents and Templates**

- 6.1 The Association will provide a bank of template documents that are reviewed regularly by the Asset Manager and these should be used for all procurement activities.
- 6.2 Single Procurement Document (SPD) should be used where applicable. The [SPD](#) contains mandatory and discretionary exclusion criteria, and also selection criteria.

## **7. Value for Money**

- 7.1 In all our procurement activities we will aim to achieve the best 'value for money' in a sustainable manner by ensuring that, whenever appropriate, we will assess price and quality. All procurement should meet with the Association's Value for Money Statement. All above regulated value contracts must be awarded to the Most Economically Advantageous Tender (MEAT).
- 7.2 We will ensure that our procurement processes are fair and comply with legal requirements, UK and Scottish Government legislation, particularly the changes required by the Procurement Reform (Scotland) Act 2014 and any supplementary guidance issued by the Scottish Government.
- 7.3 The weighting of price/quality and of individual quality questions has a significant impact on the outcome of the tender. The rationale for weightings must be included in the Pre-Procurement Plan. Having a higher quality: price ratio does not in itself guarantee a quality product or service. In fact, ensuring that only suitably qualified and capable suppliers get through the qualification (SPD) stage, and having a sound specification is just as important. Generally speaking, the greater the potential for variation in quality of goods/services/works (assuming that variations in quality matter) the greater the weighting on quality needs to be in the tender.
- 7.4 Following evaluation of tender responses and application of award criteria, all tenders will be scored, and a contract award decision will usually be made. All above regulated value contracts must be awarded to the Most Economically Advantageous Tender (MEAT).

## **8. Sustainability**

- 8.1 We recognise the importance of sustainable procurement and our duty to demonstrate that we are procuring in a manner that improves economic, social and environmental wellbeing of the communities in which we operate. All procurement should meet with the Association Sustainability statement.

## **9. Community Benefits**

- 9.1 A register of Community Benefits will be populated with applicable contracts and updated annually. An annual report will be submitted to the Board on outcomes.
- 9.2 Community Benefits must be maximised from all contracts to provide added value to Association procurement. The contract manager of each contract must ensure that what was outlined in the tender document as tender award in respect of community benefits is met throughout the lifetime of the contract. Our procurement strategy sets out how community benefits will be achieved.

## **10. Contract & Supplier Performance Management**

### 10.1 Proportionality

Contract and supplier management takes time and resources and therefore the extent of management has to be proportionate to the risk and impact of poor performance.

### 10.2 Benefits of contract and supplier management

Successful contract and supplier management will mean:

- service delivery is satisfactory to both parties
- the expected business benefits and value for money are being achieved or exceeded
- the supplier is efficient, co-operative and responsive
- the supplier and the Association understand their obligations under the contract
- there are no surprises
- there are no disputes
- professional and objective discussions over changes and issues are straightforward and easily managed
- efficiencies are being realised
- the Association's market knowledge improves, and benefits future contracts

- 10.3 In order to achieve this, the contract owner must meet regularly with the supplier and have open and professional dialogue with them. The supplier should feel able to raise any issues or concerns. The KPIs will provide a framework for the discussion with the supplier re. performance. There may be formal review milestones in the contract.

- 10.4 Any issues will be immediately highlighted to the relevant Senior Manager.

### 10.5 Annual performance review

In the absence of anything formal in the contract, a formal Performance Review will be undertaken at the end of every year of the contract period to document the effectiveness of the service provided and to record the level of satisfaction with the supplier.

### 10.6 Dealing with under performance

Where the working practices of a supplier fall short of the standards expected by the Association, we take steps to improve the situation. The Association must not allow its reputation to be diminished by the activities or poor performance of a supplier.

Where there is a material breach of contract this will be reported to the next relevant Board meeting.

## **11. Procurement Strategy and Reporting**

- 11.1 The Association may be required by law to produce a Procurement Strategy annually and share with Scottish Government. This applies if procurement of goods, services and works exceeds £5m in any one year. This is not expected in the 3-year period of this policy until it is next reviewed.
- 11.2 The Association has prepared a Procurement Strategy in the spirit of the legislation.
- 11.3 On an annual basis, we will review the anticipated value of contracts that will be placed in the coming year to establish if Procurement Report is required to the Scottish Government (> £5 million spend) is required in line with legislative requirements. This will also be an opportunity to establish if there is scope and benefit to developing a framework for suppliers.
- 11.4 A Procurement Report will be presented to Board annually.
- 11.5 If procurement exceeds £5m in any one year, the Procurement report in the format required by the Scottish Government will be presented for approval to Board before being shared with Scottish Government and uploaded to RCHA website to meet the requirements of the Procurement Reform (Scotland) Act 2014.

## **12. Relationship to Other Policies and Documents**

- 12.1 This policy should be read in conjunction with the following documents:
- Procurement Strategy
  - Procurement Procedure and Guide
  - Scheme of Financial Delegation
  - Standing Orders & Delegated Authority
  - Data Protection and Information Sharing Policy
  - Gifts, Hospitality, Payments and Benefits Policy
  - Whistleblowing Policy
  - Code of Conduct
  - Fraud and Bribery and Policy
  - Modern Slavery Statement (in strategy)
  - Freedom of Information Policy

## **13. Monitoring and review**

- 13.1 The CEO is responsible for ensuring that this policy, and the policies and procedures which support it, are followed by all Board and members of staff involved in the procurement process.
- 13.2 The CEO is responsible for ensuring that staff implement this policy and the relevant procedures when procuring goods, works and services.
- 13.3 This policy will be reviewed thereafter every 3 years, or in light of any regulation or legislation changes or amendments.

## APPENDIX 1 – Single Tender Justification



### SINGLE TENDER JUSTIFICATION FORM

#### WHY USE THIS FORM?

This form is to be used for the any appropriate supply, services and works contracts. It can be used in exceptional circumstances or where only one specialist supplier exists that can deliver the project/contract or the contract is of low value and the proposed supplier has a unique set of skillsets, experience and knowledge. If you believe that there is a justification for the award of a contract without a competitive process in accordance with UK, Scotland and Public Procurement Regulations, you are required to submit this Single Tender Justification Form (STJF) to the CEO for approval before confirming award of the contract.

As per the Authority to Incur expenditure and in cases where only one specialist supplier exists, approval is required:

- By Senior Managers for expenditure not exceeding £15,000 (excluding Vat)
- By the CEO for expenditure exceeding £15,000 but not exceeding £50,000 (excluding Vat)
- By the Board, for expenditure exceeding £50,000 (excluding Vat)

An exceptions report detailing where single quotations have been accepted and approved by the CEO will be provided to the Board annually at the next Board meeting.

#### WHAT TO CONSIDER IN TERMS OF PLANNING?

If approval is not provided, you will be required to take further steps in relation to procuring the Contract. You must therefore ensure that your timetable (including the submission of this Single Tender Justification Form), allows sufficient time to undertake a procurement exercise in accordance with the Regulations if necessary.

Where any of your Contracts awarded or proposed through this route are extended or increased in future with the same party you are required to submit a further Single Tender Justification Form.

**PROJECT INFORMATION AND JUSTIFICATION?**

<b>Project title</b>		
<b>Proposed contract to be awarded (i.e. what is the purpose of the Contract, what will be delivered under the Contract, what are the proposed Contract outputs)</b>		
<b>Proposed contract value (ex VAT) annually and over a typical 5-year period if a constant requirement?</b>	Annual Value	
	5 Year Value	
<b>Proposed Supplier</b>		

**Please demonstrate in a clear and comprehensive manner how you deem the Single Tender offers Value for Money (VfM)?**

**Think about what information you have in connection with costs to evidence VfM to use this supplier:**

1. Do we have historic costs that were openly tendered and reference this and dates?
2. The supplier has offered us a detailed breakdown of hours, rates and materials including all costs associated and this has been deemed VfM based on professional view?
3. We have costs of a similar service provision from another RSL that has been openly tendered?

**Please explain in a clear and comprehensive manner**

- a) why the award of the Contract through a Single Tender route without any competitive process is considered lawful and appropriate?
- b) detail the selection methods applied to identify the proposed Supplier

**Think about the compelling argument to use this supplier, if there are other suppliers who could do this work example could be:**

1. They are the only supplier that can undertake the project and why?
2. The supplier has a unique set of skillsets, experience and knowledge and they are...
3. We have over 60% of the supplier's equipment in our stock?
4. The supplier has licence agreement with RCHA and no other supplier can provide the licences?

## WHAT TO DO NEXT?

Now that you have provided the project information above you must complete the appropriate section below in the **APPROVAL PROCESS** and then send to the relevant person depending on the level of spend.

### APPROVAL PROCESS

We confirm that the information supplied in this Single Tender Action Justification document is true and accurate in all respects and we confirm and undertake that if any of such information becomes untrue or inaccurate that we will notify the director immediately and resubmit any updated information as required.

#### Option 1 - Contracts less than £15k

##### Authorised by Senior Manager:

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by – CEO's signature:	
Date:	

#### Option 2 - Contracts between £15k - £50k

##### Authorised by CEO:

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by – CEO's signature:	
Date:	

#### Options 3 - Contracts over £50k

##### Board Authorisation

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by Board – Director's signature after Board Approval:	
Date:	

## **POST COMPLETION NOTE?**

The completed STJF should be signed off by the relevant person and provided to the procurement lead for filing with the project file and for collating overall spend purposes for Annual Procurement Report returns (if required).

**APPENDIX 2 - Procurement Route Value**

<b>Value (exc. VAT)</b>	<b>Primary Procurement Process</b>	<b>Secondary Procurement Process</b>	<b>Approval</b>
<b>&lt;£15,000</b>	Suppliers' schedule of rates/price lists  from framework of existing contracts.  From national framework  Can be a direct appointment- see Appendix 1.	Three quotes from Framework or Selected Suppliers	Budget holder & Senior Management Team
<b>Goods and Services £15,000- £50,000</b>	Three quotes from approved suppliers  national framework	Public Contracts Scotland ('Quick Quote' procedure) Framework or Selected Suppliers	CEO
<b>Works £15,000- £100,000</b>	Quick Quote via PCS	Tender via Public Contracts Scotland	CEO
<b>Goods and Services &gt;£50,000</b>	Tender via Public Contracts Scotland	N/A	Board
<b>Works &gt;£100,000</b>	Tender via Public Contracts Scotland	N/A	Board

\*Matches Delegated Authority Policy on standing orders as agreed at August 2024 Management Committee Meeting

