



Corporate Procurement Policy

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Date	October 2015
Version Number	2
Approved by	Board Dec 2015
Review Date	Nov 2018

DOCUMENT HISTORY

Date	Author/Editor	Summary of Changes	Version No.
July 2012	Roy Aitken	New Document	1
Sept 2015	Roy Aitken	Compliance, Organisational and other clarification.	2

CONSULTATION AND RATIFICATION SCHEDULE

Name of Consultative Body	Date of Approval
Senior Management Team (SMT)	Dec 2015
Regional Managers Forum (RMF)	Nov 2015
Policy Group	Nov 2015
School Leadership Team (SLT)	Nov 2015

CROSS REFERENCE TO OTHER POLICIES/STRATEGIES

This policy should be read in conjunction with:	Detail
Policy 1	Schedule of Authorities
Policy 2	Financial Policies & Procedures
Policy 3	Health, Safety and Wellbeing Policy
Policy 4	Anti-Bribery Policy
Policy 5	Conflict of Interest Policy
Policy 6	Corporate Social Responsibility Policy
Procedures 1	Procurement Procedures
Strategy 1	Procurement Strategy

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1 INTRODUCTION & SCOPE

1.1 Introduction and Scope

Scottish Autism Procurement Policy governs the operation, development, and review of all aspects of procurement by Scottish Autism. Procurement is defined as the purchase, whether under formal contract or otherwise, of goods, services and works from third parties by Scottish Autism. For the purposes of clarity the Procurement Policy and Procedures are not intended to be applicable in circumstances where Scottish Autism supports Service Users to make their own purchasing decisions using their own funds.

This document states Scottish Autism policy and procedures for the purchase of all goods and services with the objective of ensuring a cost effective and legally compliant approach to purchasing, which meets the requirements of a devolved budgetary system and departmental choice.

The content of this document is aligned with the Procurement Review produced in 2011 and relates to the management and control of all non-pay spend, in respect of the acquisition of goods and services in all Departments and applies irrespective of the source of funding for a purchase.

1.2 Procurement Objectives

Procurement shall always be undertaken with the over-riding objectives of:

- Securing maximum value for money
- Taking Whole Life cost into Consideration
- Complying with all relevant legislation and minimise risk
- Consideration to environmental impact

In pursuing these objectives, Scottish Autism also requires that procedures and processes are in place to ensure that:

- The highest ethical standards are observed at all times
- Competitive bidding and tender processes are performed
- Suppliers are appropriately selected and authorised for use
- Sustainable development is promoted
- Goods and services are purchased only with proper authorisation
- Goods and services received are correctly recorded
- Payments are only made for goods and services received and authorised

1.3 General Principles

The Procurement Policy recognises that a combination of centralised, centre led and departmental purchasing is the most appropriate method to achieve the procurement objectives within the organisation.

Departments and Cost Centres must use centrally negotiated contract agreements (where they exist), including Consortium contracts, in order to maximise purchasing power for the whole organisation and to obtain optimum value for money.

In specialist areas the technical knowledge of the Procurement Manager and or Category Lead will determine the specification and the Procurement Manager or Category Lead will then help to arrange competitive quotes as appropriate, assisting departments to meet the terms of the organisation's Financial Policy and the Procurement Policy and Procedures.

1.4 Status of Procurement Policy

This Policy, issued in 2012, has been written based on updated old and/ or new procedures. The organisation is committed to the pursuit of excellence and recognises the importance of good procurement practice to obtain value for money and to ensure that Scottish Autism funds are used to best effect.

2 RESPONSIBILITY FOR PROCUREMENT

- Chief Executive Officer (CEO)
- Directors (SMT)
- Struan Leadership Team (SLT)
- Regional Managers (RM)
- Business Partners (BP)
- Department Managers/Managers (DM)
- Service Managers (SM)
- Category Leads (CL)
- Senior Autism Practitioners (SAP)
- Administrators (ADMIN)
- Clerical Officers (CO)
- Delegated Personnel – Purchasing Designate (DP)

2.1 CEO, SMT, SLT, RM, Business Partners, Managers, Service Managers, Senior Autism Practitioners

Budget centre holders and managers have authority to incur expenditure on behalf of Scottish Autism; they have day to day responsibility and accountability for ensuring that the Purchasing Policies and Procedures are applied to all purchases of goods and services within their defined authority. All personnel should ensure:

- That best value is achieved at all times.
- The use of Preferred Suppliers where applicable.
- That where goods or services are required, appropriate quotes are obtained and considered fairly before a contract is placed with a supplier.
- Purchase Orders are completed and appropriately authorised for the purchase of all goods and services.
- That staff engaged in purchasing activities liaise with their own department and the Procurement Manager or Category Lead whilst conducting any pre-and post-tender negotiations.
- That staff engaged in purchasing activities have an understanding of Scottish Autism's objectives, and adhere to the organisation's Financial Policies, Procurement Policy & Procurement Procedures and have awareness of the Procurement Strategy.
- That purchasing is carried out in a professional manner and in accordance with the Procurement Procedures.
- That all staff are aware of the Procurement Procedures and that all orders are completed and approved on a timely basis.
- Involvement or guidance from the Procurement Manager is sought where necessary in the procurement of high value goods and services.
- Involvement or guidance from other Managers/Category Leads (Appropriate skill set) is sought where necessary in the procurement of items such as but not limited

to: Technology & Communications, Human Resources for training & legal, Health & Safety, Property and Brand.

- That no procurement documentation, processes and/ or procedures are modified in any way. All original documentation processes and procedures must be used at all times and only replaced or updated by the Procurement Manager.
- When delegating authority (e.g. when on annual leave) to individuals, that the Procurement Manager is notified of the names of said individuals and detailing the value up to which they are authorised to purchase if lower than standard authorisation levels.

2.2 Procurement Manager

The Procurement Manager's role is to support all departments to facilitate good purchasing practice. The Procurement Manager will:

- Provide appropriate training and documentation.
- Develop strategy, policy, procedures and systems.
- Assist with all Tender Processes
- Ensure that all procurement decisions are taken in the spirit of the organisation's Corporate Social Responsibility (CSR)
- Formulate purchasing arrangements with suppliers.
- Liaise with purchasing consortia and promote consortia contracts if advantageous to Scottish Autism.
- Review preferred suppliers for performance and customer satisfaction.
- Manage and develop supplier performance along with Category Lead.
- Review Purchasing Card Transaction/Transfer Log.
- Offer assistance to Departments or Regions with any purchase.
- Provide management information to Budget Holders.
- Audit the Procurement process across the organisation for compliance.
- Challenge end users' requirements for cost-effectiveness and need, taking account of whole life costs and corporate social responsibility/sustainability issues.
- Identify and engage other subject matter experts as required (e.g. end user, legal, finance etc).
- Ensure procurement procedures & policies are being followed and the appropriate documentation is completed.
- Adopt the code of ethics as set out by the Chartered Institute of Purchasing and Supply appendix
- Encourage employees to review their consumption of goods and materials, in order to reduce usage and adopt more environmentally sound products, including the use of sustainable products as appropriate.

2.3 Category Lead

A Category Lead will assist and support both the procurement service and the organisation by taking the lead on specific categories identified and assigned to them by the Procurement Manager. They will support better value for money through aggregation of demand, standardising requirements in terms of specification & quality and assess supplier performance along with ensuring procurement procedures and policies are being followed. The appropriate stakeholder, budget holder, manager and or director will be involved in the decision making process.

The Category Lead with the support of the Procurement Manager will:

- Assist the Procurement Manager in the procurement process to include sourcing, benchmarking, tendering, process improvement, volume leverage, supplier consolidation and product substitution/ elimination.
- Develop and maintain strong working relationships with the supplier.
- Ensure achievement of agreed targets and goals.
- Actively participate in development of purchasing policies and procedures, while ensuring full compliance to procurement standards.
- Regularly review the process to reduce costs and improvements to the category in supporting business needs.
- Coordinate all reporting, review the supplier, contract management and metrics.

All personnel involved in purchasing should seek input from a Category Lead on all procurement that requires their specific skill set or categories assigned, thus minimising potential risk and unnecessary additional cost to the organisation.

3 PROCUREMENT PRINCIPLES

3.1 Competition

Fair competition shall be used and encouraged at all times consistent with the objective of:

- 1) Securing maximum Value for Money for all Scottish Autism purchases.
- 2) Compliance with UK Procurement law and EU directive.

3.2 Preferred Supplier

Where the Procurement Manager/Service has identified a preferred supplier (usually following a formal tender/ mini-competition) this supplier becomes Scottish Autism's contracted preferred core supplier and must be used in preference to any other supplier.

3.3 Sourcing

Where a requirement for goods or services is identified and cannot be met from an existing contract it is essential to identify as many potential sources of supply as possible in order to excite an appropriate level of competition and to achieve Best Value. Guidance from the Procurement Manager should be taken.

3.4 Tendering

The degree/extent of effort put into the competition itself should reflect the likely expenditure that will be incurred under the contract. Scottish Autism Procurement Procedures outline the minimum requirements to be followed at each level of expenditure. Please see Section 2.6 Tenders and Quotations of the Procurement Procedures.

3.5 Supplier Management

To ensure that competitively sourced suppliers are available to Scottish Autism, and that risks associated with purchase from particular suppliers (financial and other) are minimised, the Procurement Manager will authorise all new suppliers to the organisation. New suppliers cannot be used unless authorised by the Procurement Manager.

3.6 Call off Contracts

Scottish Autism has the option to procure but not be obligated to an agreed quantity of goods/services over a set period of time at an agreed price where a premium may have been agreed. Where a Call off contract exists for the supply of goods and services the contract will already have been subject to the necessary level of competition and shall therefore always be used in preference to any other supply arrangement.

3.7 Confidentiality

Details provided by or agreed with suppliers (including those relating to tenders, contracts and pricing) are confidential to Scottish Autism and those suppliers, and must not be disclosed to others.

Confidentiality is a prerequisite of the organisation's contract arrangements. Product information and costs of a supplier must not be disclosed to a competitor or used as the basis for a one-off purchase. Although in the short term such negotiation may be advantageous, in the long term it can create a loss of confidence and inhibit future benefits, i.e. it may directly affect the level of future competition.

Information about perceived opportunities to improve pricing for contracts for the provision of goods and services should be discussed with / notified to the Procurement Manager.

4 CONDITIONS OF CONTRACT

Scottish Autism Standard Terms and Conditions of Contract (T&C's) must be used when entering into contracts for the supply of goods or services where a centrally negotiated contract does not exist. These T&C's are written to protect the interests of the organisation in the case of dispute regarding the contract and to ensure that legal requirements are met, and obligations appropriately discharged.

By law, a verbal order, person to person, by telephone, email or fax, constitutes a binding contract to the same extent as a formal Scottish Autism Purchase Order, and situations like these (where a contract is created other than by a Purchase Order) are to be avoided. Only in the event of an emergency can a commitment be made other than by a Scottish Autism PO however the purchase order must be completed and authorised the next working day. Any verbal orders must be confirmed to the supplier with a completed Scottish Autism Purchase Order Form along with Scottish Autism's T&C's.

Suppliers may still seek to impose their own Conditions of Contract. These are often very one-sided, in particular those governing rental or lease contracts. Purchasers should review carefully a supplier's conditions where these are to be applied and in the case of discrepancy with Scottish Autism T & C's or of doubt about the implications of a supplier's conditions, should consult the Procurement Manager before agreeing to apply them to a contract.

5 MAKING A PURCHASE

Scottish Autism Procurement Procedures must be followed for all purchases of goods and services from funds administered by the organisation. This applies regardless of the source of those funds. The organisation's Procurement Procedures document contains and includes:

- Roles and Responsibilities
- Methods of Purchase
- Tender Procedures
- Mandatory Requirements
- Ethical Standards and conflicts of interest
- Authorisation Levels
- Methods of Payment
- Suppliers
- Purchasing Best Practices
- Procurement Cycle

A Scottish Autism Purchase Order must be raised for all purchases at the time of order unless in an extreme emergency situation and then should be raised as soon as feasibly possible (next day). Examples of emergency: break-in, flood, heating and or electrical failure.

Payments in advance of delivery should not be made (Pro Forma) and if requested by a supplier, should be referred to the Procurement Manager.

5.1 Ethics Standards and Conflict of Interest

Financial Regulations and Scottish Autism Procurement Policy and Procedures regarding Business Ethics set out the framework within which all business activity of the organisation takes place. All Scottish Autism employees involved in any way in the procurement process shall act ethically and in particular should have regard to:

- Conflicts of Interest
- Confidentiality and Accuracy of Information
- Competition
- Business Gifts
- Hospitality
- Inducements - Employees of Scottish Autism must not accept inducements in any form from suppliers of goods and services. Inducements include special offers where the inference is that free items may be made available on a personal as opposed to business use basis. The Procurement Manager must be informed in writing immediately when an inducement is offered.
- Bribery Act 2010

5.2 Record Keeping

The Budget Holder and all procurement personnel are responsible for ensuring that records and systems are appropriately maintained and administered for all purchases, as specified in the Procurement Procedures.

Regular period end reviews of all departmental open purchase orders should be made and prompt actions taken to resolve / close them.

5.3 Legislative Requirements

All employees involved in purchasing on behalf of Scottish Autism must comply with the requirements of all relevant and applicable legislation.

5.4 Leasing

Leasing may only be used as a method of purchasing following prior consultation with an agreement from Director, Regional Manager and/ or Procurement Manager/Service. Lease contracts generally run over a predefined number of years with a commitment to a third party - normally a Finance Company. Discontinuing an agreement is almost impossible without severe financial penalty, and matters such as title to the residual asset need to be carefully considered.

All property leases must be authorised by the Chief Executive Officer (CEO).

5.5 Authorised Purchase

Authorised purchases are commitments to purchase made by an employee of Scottish Autism to whom authority has been delegated by Director, Budget Holder/ Manager.

All procurement should be well thought through, clear and transparent, and best practices should always be applied with priority given to cost. Should your business requirement be for your use, then prior consultation giving rationale and authorised signature will be required by your line manager. An employee cannot authorise their own purchase.

The production of a valid Scottish Autism Purchase Order or the use of a Purchasing Credit Card are the only authorised methods of making a commitment to purchase. Purchase Credit Card Procedures must be observed as appropriate.

5.6 Split Orders

Requirements must not be split in such a manner as to avoid Financial Policies and Procedures or Procurement Procedures (authorisation levels).

Any breach or failure to comply with Scottish Autism Procurement Policies and Procedures may result in disciplinary action and/ or withdrawal of authority to procure and authorise.

6 EQUALITY IN PROCUREMENT

To comply with its duty under the Equality Act 2010, Scottish Autism must take equality into account when procuring goods, works or services from external providers. (See Procurement Strategy and Procurement Procedures).

7 ENVIRONMENTAL CONSIDERATIONS

In accordance with Scottish Autism Corporate Social Responsibility Policy, environmental factors should be considered when making a purchase.

- Does the product include recycled materials?
- Does the product carry an eco-label?
- Does the equipment have low energy/emission rating?
- Is there a way of reducing packaging?



- Is it Fair Trade, Rainforest Alliance, Organic?
- How will the product be disposed of (WEEE Directive)?
- Is the supplier ISO 14001 or EMAS accredited?
- Is there any government funding available?



(WEEE Directive- Waste Electrical and Electronic Equipment Directive. ISO 14001- International Organisation Standardisation for Environmental Management System. EMAS- Eco-Management and Audit Scheme).

8 PERSONAL PURCHASES

No personal purchases may be made for staff through Scottish Autism purchasing channels; this is without exception and may be subject to disciplinary proceedings.

9 MONITORING AND REPORTING

The organisation recognises the need to monitor the effectiveness of this and associated policies and procedures for statistical and consistency purposes. Compliance and effective implementation of this policy will be monitored by the Procurement Manager, Category Leads and Finance function.

This policy will be reviewed every three years or earlier if appropriate by the Procurement Manager. The organisation will ensure that all individuals to whom this policy applies are informed of and have access to it.

10 HEALTH AND SAFETY

10.1 Scottish Autism Responsibilities

The Health and Safety at Work Act places a general duty on the Organisation to ensure that plant, equipment and substances used at work are safe and without risks to the health and safety of employees.

The Management of Health and Safety at Work Regulations require the Organisation to ensure that by effective planning, risks are controlled by careful selection and design of plant, equipment, and substances.

It is the responsibility of all Managers authorising the purchase to ensure that goods and services are selected which are suitably safe and without risks to health. The manner in which all areas of the Organisation intend to employ the goods or service will be subject to a risk assessment where appropriate.

The specification of the goods or service must then be in accordance with the assessment. If they are in any doubt about health and safety legislation or responsibilities, departments should consult their Area Health and Safety Representative, Health and Safety Partner or Procurement Manager.