

PROCUREMENT POLICY

1 Introduction

- 1.1 This policy seeks to ensure that Thrive Scotland gets the highest quality of goods and services that deliver the best value for money. The policy aims to set out a streamlined process for procurement whilst maintaining effective and adequate controls.
- 1.2 Day-to-day responsibility for procurement is delegated to the Finance Director on behalf of the Board of Directors.

2 Principles

2.1 Best Value for Money

- 2.1.1 Thrive Scotland will seek to get the best value for money for all goods and services that it purchases. In all cases,

2.2 Fairness, Integrity and Transparency

- 2.2.1 Thrive Scotland aims to operate all of its activities with integrity, fairness and transparency.

2.3 Effective Competition

- 2.3.1 Thrive Scotland seeks to allow for fair competition between suppliers when seeking goods and services. Thrive Scotland will usually seek a minimum of three quotes/prices for all goods and services that it purchases.

2.4 Conflict of interest

- 2.4.1 All staff and trustees are required to declare any interest that they may have in any potential suppliers and must not take part in any of the decision-making process related to such suppliers.

2.5 Procurement Ethics & Confidentiality

- 2.6 All procurement decisions will be made in accordance with procurement ethics. Under no circumstances should staff or trustees share details about any quotes or tenders with a third party.

3 Procurement Delegated Authority

Item	Levels of Authority	
	Up to £50,000	>£50,000
Purchase Orders & Payments	Up to £50,000	>£50,000
Placing orders for goods and services	Both Partnerships & Finance Director	Partnerships & Finance Director plus Board
Signing Cheques	Any Thrive Scotland bank signatory in accordance with bank mandate	
Online payments	Any Thrive Scotland bank signatory in accordance with bank mandate	
Signing of Legal Undertakings, Memoranda of Understanding and Project Agreements	Two Directors, including Partnerships Director	

4 Procurement Procedure

- 4.1 A Purchase Order Form must be completed and passed to Finance Director.
- 4.2 All service contracts will be market tested a minimum of every three years.
- 4.3 For items over £5,000, three written quotes will be sought from suppliers based on a clear specification. Final decisions will be based on value for money which might include an unbiased consideration of the following factors:
 - 4.3.1 Price
 - 4.3.2 Ability to deliver the required service quality and timescales (which may include attendance on-site if necessary)
 - 4.3.3 Warranty and guarantees
 - 4.3.4 Experience/reputation /recommendation
 - 4.3.5 After-sales service.
- 4.4 For items above £50,000 we will normally advertise the opportunity and draw up a written specification. Where we advertise and the selection criteria depend on the nature of the opportunity and likely suppliers.
- 4.5 For very large projects involving public funding, we will comply with the requirement to advertise in the Official Journal of the European Union.
- 4.6 We may select a preferred supplier directly where the service:
 - 4.6.1 Is highly specialist and we cannot identify potential alternative suppliers.
 - 4.6.2 Is highly commercially confidential and we do not wish to release information about our need for the service to the market.
 - 4.6.3 Extends or relies on knowledge from a relevant previous collaboration with one particular supplier.
- 4.7 In such cases, we take reasonable steps to establish that the supplier's costs are acceptable, e.g. by comparing with day rates from other similar businesses where this is practicable and recording and retaining that information in the form of a file note.
- 4.8 The final purchasing decision rests with the Partnerships Director and Finance Director, in

consultation with the Board of Directors where the amount is over £50,000.

5 Programmes

- 5.1 Thrive Scotland seeks to ensure that similar standards of procurement are applied throughout its work, and stipulates these in Project Agreements with partners. Thrive and its project partners may be required to apply further standards stipulated by donors.

6 Policy review

Policy owner	Director of Finance
Reviewed annually	Board of Directors
Policy date	October 2017
Next policy review date	October 2018