

PROCUREMENT POLICY

1 Introduction – A Policy to ensure Effective and Adequate Controls

- 1.1 This policy is to ensure that Thrive Scotland (Thrive) gets best value for money.
- 1.2 Thrive Directors delegate day-to-day responsibility for procurement to the Finance Director.

2 Principles

- 2.1. Thrive seeks to get Best Value for Money for all goods and services that it purchases.
- 2.2. Thrive aims to operate all of its activities with Integrity, Fairness and Transparency.
- 2.3. Thrive seeks Effective Competition between suppliers, usually seeking 3 prices for all goods and services.
- 2.4. All consultants and trustees must manage Conflict of Interest, for example declaring interest in any potential supplier and not taking part in decision-making process related to such suppliers.
- 2.5. All procurement decisions are made in accordance with Procurement Ethics and Confidentiality. No Thrive person may share details of a quote or tender with a third party.

3. Delegated Procurement Authority

Item	Levels of Authority	
	Up to £50,000	>£50,000
Purchase Orders & Payments		
Placing orders for goods and services	Partnerships & Finance Directors	Partnerships & Finance Directors + Board
Signing Cheques	Thrive bank signatory in accordance with bank mandate	
Online payments	Thrive bank signatory in accordance with bank mandate	
Signing Legal Undertakings such as Project Agreement	2 Directors, including Partnerships Director	

4. Procurement Procedures

- 4.1. A Purchase Order Form must be completed and passed to the Finance Director.
- 4.2. All service contracts will be market-tested at least every three years.
- 4.3. For items over £5,000, we advertise, write a specification and seek 3 written quotes. The item’s nature and likely suppliers dictate where we advertise. Final decisions are based on value for money, including:
 - 4.3.1. Price, warranty, guarantees and after-sales service,
 - 4.3.2. Ability to deliver the required quality and timescales (which may include attendance on-site),
 - 4.3.3. Experience/reputation /recommendation.
- 4.4. For large, publicly funded projects, we advertise in the Official Journal of the European Union.
- 4.5. We may select a preferred supplier directly where the service:
 - 4.5.1. Is highly specialist and we cannot identify potential alternative suppliers,
 - 4.5.2. Is highly commercially confidential and we do not wish to release information about our need,
 - 4.5.3. Extends or relies on knowledge from a relevant previous collaboration with one supplier,
- 4.6. In such cases we establish that the supplier’s costs are acceptable, e.g. comparing with rates of similar businesses and retaining that information in a file note.
- 4.7. The Partnerships and Finance Directors decide purchases, in consultation with the Board for amounts over £50,000.

5. Programmes

- 5.1. Thrive stipulates similar standards in Project Agreements. Donors may stipulate further standards.

6. Policy review

Policy owner	Director of Finance
Reviewed annually	Board of Directors
Policy date	October 2017, last reviewed July 2021
Next policy review date	July 2022