



City of Glasgow College Procurement
Service in conduction with
Glasgow Region Procurement Shared
Services Team

Procurement Procedure

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1. Purpose

1.1. The purpose of the procedure is to ensure the Colleges meet their legal obligations concerning EU procurement directives and is necessary to support and achieve the corporate strategic objectives and ambitions of the College. The Policy references the wider public procurement reform programme and establishes a framework of procurement governance within the overarching financial policies and procedures of the College and wider legislative compliance.

2. Scope

2.1. The procedure applies to all stakeholders in the ordering, receipting or payment of goods and services.

3. Responsibility

3.1. Vice Principal, Finance & HR City of Glasgow College

Each of the Finance representatives listed above are responsible for ensuring the statutory records associated with this procedure are maintained and for providing guidance and advice on Legislative Context, Disclosure of Interest and Allegations of Fraud or Collusion and for giving consent to references sought of the College Suppliers for each .

3.2. Procurement Section

- Primary responsibility for sourcing, selecting a range of “approved” suppliers of goods and services for the Colleges;
- Promoting and monitoring quality and value for money in procurement;
- Monitoring and reporting on the performance of suppliers;
- Embedding equality issues in procurement matters;

- Consulting with service users before developing product or service specifications to ensure “best fit” including the recognition of equality issues;
- Ensuring all contracted suppliers are made aware of the Colleges’ Equality, Diversity & Inclusion Policy and statement;
- Coordinate the three Colleges’ competitive tendering exercises;
- Providing procurement advice to College budget holders;
- Assisting in the selection and managing links with external buying consortia including APUC and Scottish Procurement;
- Monitoring procurement information to ensure compliance with the Colleges’ Procurement Policy & Procedures;

3.3. Budget Holder

Responsible for obtaining quotes, authorising orders and invoices up to £10,000 for City of Glasgow College,

3.4. Director/ELT Member

Orders from £10,000 to £25,000 to be approved by applicable service Director or a member of the ELT.

3.5. Vice Principal, Infrastructure

Responsible for approving software/hardware orders prior to issue, for the following reasons:

- To ensure that all products purchased are compatible with College networks;
- To avoid unnecessary duplication;
- To ensure value for money;

- To ensure that ICT support staff have the skills to support any new hardware or software;
- To allow licenses to be managed and easily audited in the event of an inspection, by maintaining a central license repository;
- To ensure that maintenance commitments are fully understood and built into future plans and budgets;
- To ensure that any associated requirements for power, cabling or network switches are identified properly;
- To enable IT support staff to schedule any major installation work in line with user requirements and other core IT activity.
- Any requirements for furniture, building maintenance, decorating, or estates related procurement must be reviewed by the appropriate Estates Head or the Executive Director Infrastructure.

3.6. Executive Leadership Team (ELT)

Responsible for approving orders up to £50,000 with the Principal authorised to approve orders up to £100,000.

4. Procedure

4.1. Legislative Context

4.1.1 This procurement procedure should be read in-conjunction with the GRPT's Procurement Policy.

4.1.2 Failure to adhere to these GRPT Procurement Procedures may lead to disciplinary action being taken against the member of staff.

4.1.3 The Colleges must comply with their legal obligations concerning EU procurement directives. In short, these regulations require the Colleges to advertise large contracts for the supply of goods or services in the Official

Journal of the European Union. The current compliance threshold for supplies/services is £164,176.00 (total cost of a one-off purchase or for recurring requirements the total contract value over 4 years) and £4,104,394 for Works.

- 4.1.4 The European Union (EU) Procurement Directives and the Public Procurement Regulations that implement them in the UK set out the law on public procurement. Their purpose is to open up the public procurement market and to ensure the free movement of goods and services within the EU. Where the regulations apply, contracts must be advertised in the Official Journal of the EU (the OJEU) and the procurement process must follow detailed rules for advertisement, qualification, selection and award. These rules are enforced through the courts, including the European Court of Justice.
- 4.1.5 Even when a purchase falls below the thresholds, public bodies are required to comply with the principles of the original EC Treaty of non-discrimination, equal treatment, transparency, mutual recognition and proportionality. This means that there must be a degree of advertising, sufficient to enable the supply market to be opened up to competition and the impartiality of the procedures to be reviewed.
- 4.1.6 The Colleges make full use of Public Contracts Scotland which is the national advertising website for Scottish public sector organisations to post large Official Journal of the European Union (OJEU) notices (contracts over the European directive thresholds) and small contracts commonly known as **sub-threshold notices** on the website and make subsequent awards. It also allows contracting authorities to invite suppliers to submit quotations electronically via the website's secure tender post-box.
- 4.1.7 Where the Colleges use a buying consortium to undertake competitive tendering exercises, then the consortium will ensure that the proper regulations are followed. In addition any other goods or services supplied by

the buying consortium will have been sourced in a way that is compliant with EU regulations.

4.1.8 Staff should seek further assistance on these matters from the Procurement Manager at each of the colleges.

4.2 Supplier Selection and Performance

4.2.1 The Colleges are required to use the suppliers listed on the procurement page on the intranet which will have been sourced by the GRPT, the buying consortium for colleges & universities in Scotland (Advanced Procurement for Universities and Colleges (APUC)) and/or Scottish Procurement (the national procurement body for the Scottish Public Sector).

4.2.2 A Contracts Register detailing contracts and frameworks available for use by the College can be found on the Procurement page on the intranet.

4.2.3 Details on whether contracts are with a sole supplier or multi-supplier are contained within the Procurement page. When using a multi-supplier, contract advice must be sought from the Procurement Managers on how the contract operates prior to raising an order. Orders against **contracts** that are listed on the **procurement page** where there is a sole supplier may be raised without consulting the Procurement Managers on the condition that you have purchase authority from your line Manager to do so.

4.2.4 Section 5 of this document provides details on the procedure that must be followed for all procurements based on the total value of the requirement (for recurring requirements this is based on the value over a 4 year period).

4.2.5 When obtaining quotations all suppliers invited to quote must be treated equally and fairly with requirements stated in Output/Performance terms (detail what the result is that we want to achieve). A particular brand, product or component must never be used when requesting quotations in an attempt to limit or distort competition. This is not only a breach of procurement regulations by restricting competition, but it is also against the interests of the

Colleges by restricting the market place. For example, we cannot state that we wish to purchase '10 Lenovo R Series Thinkpad laptops', but we can state the performance characteristics that proposed laptops must meet as a minimum. This principle applies to all procurements carried out by the Colleges.

- 4.2.6 Any product or service must be described in such a way that the supplier can respond fully and unambiguously, but at the same time be innovative, develop new techniques, and, where possible, identify where there is opportunity for Value for Money savings.
- 4.2.7 All Supplier quotations should be in writing and all copies of quotations and documentation explaining why the successful supplier was chosen should be kept on file. Appendix 1 – Quote Comparison Document must be completed for audit proposes and will help you collate this information.
- 4.2.8 Where **new suppliers** are required and are not listed on PECOS, once you have obtained written quotations, appendix 2 - Supplier Adoption Form should be completed and sent to the Procurement Section for approval. Once approved the Procurement Section will arrange for the new supplier to be added to PECOS and the finance system.
- 4.2.9 There may be occasions where purchases need to be made where the Budget Manager believes that only one supplier can fulfil the requirement and where no contract exists to fulfil the requirement. In these instances appendix 3 - Single Source Justification (SSJ) form is required to be completed and approved by the Head of Service / Curriculum.
- 4.2.10 Budget Managers are responsible for ensuring that goods and/or services ordered meet the requirements as stated in the Purchase Order.
- 4.2.11 Any issues with delivery or quality of goods and/or services ordered must be raised in the first instance with the supplier by the Budget Manager at the earliest opportunity. Should the Budget Manager be unable to resolve the issue the matter must be escalated to the Procurement Manager who will take

forward the issue on their behalf. The Budget Manager must also inform the Procurement Manager of any recurring issues with suppliers.

4.2.12 The Procurement Manager is responsible for managing contracts on the Contracts Register and will meet/liaise with these suppliers as and when required to discuss their performance and any issues that have arisen.

4.3 Purchase Authority

4.3.1 Prior to placing a purchase order with a supplier, you must ensure that you have proper authority to purchase goods or services on behalf of the College. Senior managers and budget holders are not authorised to commit the College to expenditure without first reserving sufficient funds to meet the purchase cost. If you are unsure, then please refer the matter to your line manager.

4.3.2 In addition to ensuring you have proper authority to issue a purchase order, you must also ensure that you know which budget the expenditure is to be charged against and that the budget has sufficient unused resources to cover the transaction.

4.3.3 You must also ensure you comply with the above section regarding the “Selection of Suppliers” and have read the **guidance in section 5 of this document** prior to placing an order.

4.3.4 If a procurement transaction requires the signing of a contractual document, then you must ensure that the document is considered by the Procurement Manager and signed by a member of the College’s senior Management team.

4.4 Ordering

4.4.1 Official College orders must be placed for the purchase of all goods or services, including those made using College Credit Cards or petty cash.

4.4.2 Staff should place all orders for goods and services through the College’s e-Procurement system PECOS. Exceptions to this may include

4.4.3 Petty Cash purchases, Utilities, subscriptions and Purchases less than £1,000 where credit cards are not accepted. Staff should contact finance and Procurement Manager for advice.

4.4.4 All staff should receive training on the use of PECOS prior to use. In the event that the required supplier is not on PECOS and is not shown on the contracted supplier list on the intranet, staff should contact the Procurement Manager who may suggest an approved alternative and advice on ranked suppliers and the mini competition process.

4.4.5 PECOS User Guides are available on the Procurement page on the intranet.

4.4.6 The following details should be provided by the requisitioner when raising an order for approval:

- Details of the product, technical specification where appropriate and full name and address of the supplier.
- Cost centre, finance nominal code number and activity code.

4.4.7 Where there is a charge for carriage or delivery, please include this on the requisition.

4.4.8 All copies of written quotations should be attached to the purchase order for auditable purposes.

4.4.9 Two staff are required to fully complete the Purchase order process, one the requisitioner and the other, the appropriate authorised signatory who is the budget holder.

4.4.10 In exceptional circumstances, urgent orders may be given orally, but must be confirmed by an official purchase order endorsed 'confirmation order only' in order to avoid a duplicate order being raised. Exceptional circumstances are limited to:

- Disaster (fire and flood);
- Weekend emergency calls; and

- Emergency repairs.

4.4.11 Holders of College Credit Cards must use them only for the purposes for which they have been issued and within the authorised purchase limits. Cards must not be loaned to another person, nor should they be used for personal or private purchases. Appendix 3 – Credit Card Payment Request form must be completed and approved by the relevant budget holder prior to any credit card payment being made.

4.4.12 The College terms of purchase must be included in all orders or contracts.

4.4.13 Once the goods/services have been delivered the Department/Business Area must retain the Delivery Note with their copy Purchase Order and quotations (where these have been obtained). Deliveries must be recorded on PECOS as well if this was the mechanism used to place the order.

4.4.14 Should there be any issues with shortages, incorrect, or damaged items being delivered then this must be stated on the Delivery Note at point of delivery and the issue raised with the supplier immediately.

4.5 Authorisation of Invoices

4.5.1 Upon receipt of an invoice the Finance Office will scan and email or pass the invoice to the point of order for authorisation. Prior to authorising a purchase invoice for payment, you must ensure that:

- The goods or services have been delivered satisfactorily and have been checked; and
- You have proper authority to pass an invoice for payment. If you are unsure, then please refer the matter to your line manager. The Financial & Procurement Section for each of the colleges retains details of authorised signatories and their authorisation limits.

4.5.2 Invoices can only be authorised for payment by staff with this authority detailed in their Budget Authorisation Form.

4.6 Thresholds for Goods, Services and Works Contracts

4.6.1 A copy of all thresholds for Goods, Services and Works Contracts can be found within **section 5** of this document.

4.6.2 Unless covered by specific delegated authority, any proposal to award a contract over £25,000 without competition (non-competitive action) must be approved in advance by the Scottish Funding Council.

4.6.3 Any external consultancy contracts with a value of over £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council.

4.6.4 Above £164,176 – EU regulations apply, this should be directed to the Procurement Manager. Current (January 14) EU thresholds are updated regularly. Confirmation of current figures is available at <http://www.ojec.com/Thresholds.aspx>

4.7 Disclosure of Interest

4.7.1 Where a member of staff considers that there is an actual or potential conflict of interest arising from existing or prospective commitments or involvement, he or she should seek advice from the College's Senior Finance teams and should formally declare any source of potentially conflicting interest as instructed in the Financial Procedures and Financial Regulations.

4.7.2 Potential conflicts of interest shall include:

- The member of staff or their immediate relative acting as a director or employee or providing services for reward to any organisation with whom the College has a business relationship; and/or
- The member of staff or their immediate relative investing substantially in, or receiving benefits directly or indirectly from any organisation actually or potentially engaged in the supply of goods or services to the College.

4.7.3 Where a member of staff has made such a disclosure of the kind mentioned above they will not be permitted to take part in the decision making process for

a related tender or be involved in issuing a purchase order to the company in question on the grounds that this would be incompatible with the obligations of a member of staff of the College.

4.8 Ethical Standards and Sourcing

4.8.1 The College has a commitment to observe the highest standards of probity and integrity in all its business transactions. Any member of College staff responsible for purchasing or involved in a procurement or tender process must promote this commitment by:

- Being fair, efficient, firm and courteous;
- Maintaining the highest possible standard of integrity in all business relationships;
- Acquiring and maintaining current technical knowledge;
- Achieving appropriate professional standards in the management of contracts;
- Fostering appropriate standards of professional competence amongst those for whom they are responsible;
- Complying with the law, guidance on professional practice and contractual obligations;
- Declaring any personal interest which may affect or be seen by others to affect impartiality;
- Respecting the confidentiality of information received in the course of duty and ensuring that information given in the course of duty is honest and clear; and
- Responding promptly, courteously and efficiently to suggestions or enquiries, including handling Freedom of Information obligations according to college policies.

4.8.2 The Colleges are signatories to the Suppliers' Charter and accept that effective procurement practices are an important factor in ensuring a varied and competitive marketplace and creating opportunities for Small and Medium Enterprises (SMEs), as well as ensuring Best Value/Value for Money for the public sector. We recognise the need, where practical, to simplify and standardise processes and to ensure consistency in order to provide a fair and open approach to tendering.

4.9 Allegations of Fraud or Collusion

4.9.1 No accusations of fraud will be made against any supplier, i.e. the word "fraud" will not be mentioned to any supplier, without prior approval from the Executive Director Finance or above.

4.9.2 If any internal or external collusion is suspected, it should be reported immediately to the Executive Director Finance or Principal at the colleges or Principal, who will provide advice on further action.

4.9.3 All staff involved in procurement activities must familiarise themselves with the College's Fraud Prevention Policy

4.10 Press Release and Publicity

4.10.1 A supplier may wish to make a press announcement or issue an article about a contract they have been awarded or otherwise obtain some publicity from carrying out business with the College. Before agreeing to any requests full details must be provided to the Procurement Manager who will consult with the relevant staff within the College while considering approval of the request.

4.11 Supplier's References

4.11.1 From time to time, references may be sought from potential customers of the College's suppliers. Before references are provided, either verbally or in writing prior consent must be obtained from the Executive Director Finance.

4.12 Monitoring and Measuring

4.12.1 The Procurement Manager monitors available procurement information to ensure compliance with the College's Procurement Policy & Procedures.

4.12.2 The Procurement Manager and /or Procurement Officer monitors Supplier Quality Reports raised by Budget Managers.

5. Guidance for Staff requiring to Obtain Goods, Services and Works (where no existing contract is in place)

5.1 Determining the Procurement Route – Stage one

5.1.1 The Colleges follow the Scottish Government Procurement Journey, which sets out the procedures for best practice in procuring goods, services and works. This document takes you through the College process in line with the Procurement Journey. A link to the Procurement Journey is provided here for information <http://www.scotland.gov.uk/Topics/Government/Procurement/buyer-information/spdlowlevel>

5.1.2 For any procurement, regardless of value, staff shall follow the matrix below to determine the most appropriate route to procurement:

START

STEP 1: Identify your requirements



STEP 2: Ask yourself - Is the purchase necessary or can the requirement be fulfilled in another way?



STEP 3: If the purchase is necessary - Determine the Value, risks and nature of the supply market



STEP 4: Is there sufficient budget available for your requirements?



STEP 5: Do you have authorisation for the purchase from the budget holder / appropriate person in authority?



STEP 6: Is there a college contract or Framework Agreement available which covers my requirements*?

**A list of all available contracts and frameworks available can be found on Connected. Alternatively contact the Procurement Section.*



YES

If a contract or sole supplier framework agreement is available and the order is under £25k you are free to raise an order via PECOS. If a multi supplier framework is available please contact the Procurement Section for further guidance

NO

If no contract or framework agreement is available please follow the procurement process outlined in section 5.2 below

5.2 Determining the Procurement Route – Stage Two

5.2.1 Where it has been determined that there is no existing agreement to procure from, staff shall adhere to the following monetary thresholds and method of advertising requirements within table below.

5.2.2 Each procurement route is set out as a step by step process which details the procedures for the different routes. These steps must be followed to comply with the College's procedures and Government Regulations.

5.2.3 Goods and Service

Value	Actions Required	Authorised by:
£0 - £2000	<p>Minimum of one written quotation required.</p> <p>Value for money to be demonstrated.</p> <p>Method: email request for quotation</p>	Budget Holder
£2001 - £15,000	<p>Minimum of three written quotations</p> <p>Method: £2001 - £10,000 email request for quotation. £10,001 quotation request via PCS Consult Procurement Manager.</p> <p><i>*£10,001 and above, please consult the Procurement Section</i></p>	<p>£2001 - £10,000 Budget Holder</p> <p>£10,001 - £15,000 Director or ELT member</p>

<p>£15001 - £24,999</p>	<p>Minimum of three written quotations</p> <p>Method: Quotation request via PCS Consult Procurement Manager</p> <p><i>*Please contact your Procurement Section</i></p>	<p>£15,001 - £24,999 Director or ELT member</p>
<p>£25,000 - £50,000</p>	<p>Competitive tender managed and completed by Glasgow Regional Procurement Team.</p> <p>Method: Consult Procurement Manager. Tender process conducted via PCS</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>Member of ELT</p>
<p>£50,001 - £181,302</p>	<p>Below OJEU Open tender process</p> <p>Competitive tender managed and completed by Glasgow Regional Procurement Team in line with Procurement (Scotland) Regulations 2016.</p> <p>Method: Consult Procurement Manager. Tender process conducted via PCS-T</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>£50,001 - £100,000 Principal</p> <p>Over £100,000 Finance & Physical Resources Committee unless incorporated within the approved Financial Plan e.g. approved capital projects</p> <p>Over £100,000 (management consultancy) Board of Management and Scottish Funding Council</p>

<p>Over £181,302</p>	<p>Above OJEU Open tender process</p> <p>Competitive tender managed and completed by Glasgow Regional Procurement Team in line with Public Contracts (Scotland) Regulations 2015.</p> <p>Method: Consult Procurement Manager. Tender process conducted via PCS-T and submitted to OJEU.</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>Over £100,000</p> <p>Finance & Physical Resources Committee unless incorporated within the approved Financial Plan e.g. approved capital projects</p> <p>Over £100,000 (management consultancy)</p> <p>Board of Management and Scottish Funding Council</p>
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5.2.4 Works

Value	Actions Required	Authorised by:
£0 - £5000	<p>Minimum of one written quotation required.</p> <p>Value for money to be demonstrated.</p> <p>Method: email request for quotation</p>	Budget Holder
£5001 - £15,000	<p>Minimum of two written quotations</p> <p>Method: £5001 - £10,000 email request for quotation. £10,001 quotation request via PCS Consult Procurement Manager.</p> <p><i>*£10,001 and above, please consult the Procurement Section</i></p>	<p>£2001 - £10,000 Budget Holder</p> <p>£10,001 - £15,000 Director or ELT member</p>
£15001 - £24,999	<p>Minimum of two written quotations</p> <p>Method: Quotation request via PCS Consult Procurement Manager</p> <p><i>*Please contact your Procurement Section</i></p>	£15,001 - £24,999 Director or ELT member
		<p>£25,000 - £50,000 Member of ELT</p> <p>£50,001 - £100,000</p>

<p>£25,000 - £2,000,000</p>	<p>Competitive tender managed and completed by Glasgow Regional Procurement Team.</p> <p>Method: Consult Procurement Manager. Tender process conducted via PCS</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>Principal</p> <p>Over £100,000 Finance & Physical Resources Committee unless incorporated within the approved Financial Plan e.g. approved capital projects</p> <p>Over £100,000 (management consultancy) Board of Management and Scottish Funding Council</p>
<p>£2,000,001 - £4,551,413</p>	<p>Below OJEU Open tender process</p> <p>Competitive tender managed and completed by Glasgow Regional Procurement Team in line with Procurement (Scotland) Regulations 2016.</p> <p>Method: Consult Procurement Manager. Tender process conducted via PCS-T</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>Over £100,000 Finance & Physical Resources Committee unless incorporated within the approved Financial Plan e.g. approved capital projects</p> <p>Over £100,000 (management consultancy) Board of Management and Scottish Funding Council</p>
<p>Over £4,551,413</p>	<p>Above OJEU Open tender process</p> <p>Competitive tender managed and completed by Glasgow Regional Procurement Team in line with Public Contracts (Scotland) Regulations 2015.</p>	<p>Over £100,000 Finance & Physical Resources Committee unless incorporated within the approved Financial Plan e.g. approved capital projects</p>

	<p>Method: Consult Procurement Manager. Tender process conducted via PCS-T and submitted to OJEU.</p> <p><i>*Please contact your Procurement Manager</i></p>	<p>Over £100,000 (management consultancy) Board of Management and Scottish Funding Council</p>
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5.2.5 Important: All purchases over the value of £10,001 must involve the Procurement Section. The Procurement Section will conduct and manage the tender process.

5.3 Determining the Value

5.3.1 For a one off procurement, the total value of your procurement including whole life costs should be considered. This shall include supply, delivery, installation, maintenance and all other costs over the life of the contract.

5.3.2 For an on-going requirement such as a service need, where the College shall continually buy on a year by year basis, the total contract value requires to be taken into account. This shall be determined over the life of the contract. This is normally 4 years however advice should be sought from the Procurement Manager in the first instance.

5.3.4 To determine this value, forecast or historical spend figures can be used, whichever is available.

5.3.5 When determining the value, it is forbidden to look at shorter term contracts to circumvent either the internal threshold value or EU procurement threshold values. A shorter term contract shall only be considered where there is sufficient justification to do so and approval sought by the Procurement Manager.

5.3.6 Two examples of calculating the contract value are shown below:

External Printing requirement over the next 4 years:

Year 1	£20,000
Year 2	£18,000
Year 3	£25,000
Year 4	£20,000
 Total Contract Value	 £83,000

One off purchase of engineering equipment:

One off	£13,000
 Total Contract Value	 £13,000

5.4 Market Research

5.4.1 Market research is fundamental to any procurement process. The initial steps in any procurement process shall involve investigating the type of market for the goods, service or works required potential value, any risks and market structure within the commodity you are procuring.

5.5 Risk

5.5.1 Risk to the College should be considered when determining the route to procurement. Procurements above £25,000 (Goods, Services and Works) are subject to a tender process therefore commercial risk is minimised however where a lower value procurement is deemed by the Procurement Manager to be of higher risk to the College, this will require a more robust procurement methodology. The Procurement Manager shall determine the most appropriate procurement route minimising any contractual risk to the College.

5.6 Project Strategy Form

5.6.1 Appendix 5 - The Project Strategy form shall be completed for all procurements > £50k. This also includes the Procurement Sustainability Test prior to process commencement.

5.7 Exceptions

Single Source Justification

5.7.1 On occasion, there may be a procurement requirement that is deemed as a single source. For those procurements between £2,001 and £25,000, before proceeding with a purchase order, you are required to seek approval from the Procurement Manager by completing a 'single source justification form'. This is attached as Appendix 3. This form requires to be authorised by the Budget Holder.

5.7.2 Where the procurement is greater than £25,000 (Goods, Services and Works) and/or deemed to be of higher value and risk, although there may only be a single source available, the Procurement Manager may advise on a single tender procedure. This shall ensure that the risk to the College is reduced by having a signed contract on the College's own terms and conditions.

5.7.3 The Procurement Manager may challenge the justification of a single source supplier. Where this occurs, staff are required to follow due procedure.

5.7.4 You are required to provide specific information by completing the single source justification form which justifies why you are not seeking further competition. You shall advise:

- Deal obtained.
- Benefits to the College.
- Reason for non-compliance with the standard procedure.

5.7.5 Examples of single source requirements are:

- Specialist equipment – no further competition available
- Maintenance, support or repair for historical purchase where no other supplier can provide
- Compatibility with existing College systems
- Unforeseen event

5.7.6 The single source procedure can only be used in exceptional circumstances and cannot be used for EU procurements.

5.7.8 Urgency is not considered justification for a single source requirement.

Unforeseen Event

5.7.9 Due to an unforeseen event, to ensure that the College still operates, there may be a requirement to circumvent procurement procedures. In these circumstances, the Procurement Manager shall advise on how to proceed to ensure proper compliance with appropriate procedures and legislation.

5.8 Further Considerations during a Tender Process

Writing a Specification

5.8.1 The Department shall develop a specification. Please contact the Procurement Section for advice.

5.8.2 The specification shall give an outline of the goods, works or services required.

5.8.3 Where the College has specific requirements, e.g. require goods by a certain delivery date, this must be stated in the specification.

5.8.4 The specification shall be drafted to ensure that all suppliers have an equal opportunity to bid for the business.

5.8.5 The specification shall be general and use of brands or manufacturers is not permitted in normal circumstances.

5.8.5 Where the use of brands or manufacturers is deemed unavoidable the term 'or equivalent' shall be used. This shall ensure that suppliers may submit an alternative without discrimination/

Evaluation Criteria

5.8.6 You must state the evaluation criteria and weightings within your document, either lowest price or most economically advantageous tender (MEAT).

5.8.7 Most Economically Advantageous Tender allows you to assess areas of the tenderer's response pertaining to quality as well as assessing total cost.

5.8.8 When stating the most economically advantageous tender, the criteria must be proportionate to the commodity and specification that you are buying.

5.8.9 Examples of evaluation criteria can be as follows:

- Total Cost.
- Full product details and services and how these meet the College requirements.
- Project Approach and Methodology.
- Training.
- Warranty.
- Equality, Diversity & Inclusion.
- After Sales Service.
- Added Value Services.

5.8.10 Once the document is advertised, the criteria and weightings cannot be changed.

5.8.11 The Procurement Manager shall advise on appropriate evaluation criteria.

Clarifications

Pre Tender Response

5.8.12 Suppliers may seek clarifications during the invitation to tender phase. The Supplier must provide the College reasonable time to respond to clarifications prior to the closing date and time. The College shall respond to these clarifications allowing the supplier sufficient time to submit a response.

5.8.13 The Procurement Manager or nominated person shall issue questions and answers to all suppliers in the process.

5.8.14 The College is bound by specific timescales when replying to clarifications under an EU process. Please contact Procurement Manager.

Post Tender Response

5.8.15 After submission of a tender response, the College may seek clarification on aspects of a tenderers bid. This must be conducted ensuring that fairness and the perception of fairness is maintained with all suppliers.

5.8.16 Clarifications must be submitted through the Procurement Manager.

5.8.17 Negotiation on price is not permitted following submission of a tender response.

5.9 Contract Implementation

5.9.1 It is the responsibility of the Department to manage the implementation of the contract.

5.9.2 For tenders above £50,000, advice should be sought from the Procurement Manager re the approach to implementing a contract.

5.10 Contract Management

5.10.1 Advice should be sought from the Procurement Manager

5.10.2 The contract should be managed to ensure that variation to the original value and scope of the contract is minimised.

5.10.3 Should it become apparent that there is likely to be a considerable increase in the cost, a view should be taken as to whether value for money would be obtained by continuation, or whether a new procurement process is required.

5.10.4 Where contracts provide for payments to be made by instalments, such payments shall be made only on a certificate which shall show the total amount of the contract, the value of work executed to date, retention money, the amount previously paid, and the amount now certified. Departments must ensure that the cost of completing the contract does not exceed the amount outstanding on the contract.

5.10.4 If it becomes apparent that the approved sum will be exceeded by 10% or £10,000, whichever is lower, the Director of Finance and Corporate Services must be notified immediately. Additional approval must be sought for the additional expenditure.

5.10.5 For contracts over the value of £50,000 and those suppliers deemed 'key' suppliers, a contract management process shall be put in place to monitor the performance. Advice should be sought from the Procurement Manager.

5.10.6 Performance shall be monitored through quarterly/six monthly contract management meetings in liaison with the Procurement Manager.

5.11 Variations to Contract

5.11.1 Variations to contract must be agreed between the supplier and the College. These shall be confirmed in writing by the College to the supplier and must be issued in liaison with the Procurement Manager.

5.12 Audit Purposes

5.12.1 All documentation relating to a quotation or tender process must be retained by the Department for audit purposes. Copies of scanned signed contracts

should be emailed to the Procurement Manager at the College. On request, staff may be asked to produce documentation by the College's appointed auditor.

6. References

Document Type	Document Name
Procedure	Procurement Complaint Handling Procedure
Policy	Procurement Policy

7. Document Control and Review

Approval Status	Approved
Approved by	Stuart Thompson
Date Approved	31st August 2017
EQIA Status	EQIA Conducted? Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>
Proposed Review Date	August 2018
Lead Department	Procurement
Lead Officer(s)	Procurement Manager
Board Committee	SMT
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8. Revision Log

Version Date	Section	Description
Version 1.0 03 Mar 2016	All	First Version of Glasgow Region Procurement Shared Services Team Replaces City of Glasgow College Procurement Procedure Version3.0 30th March 2015
Version 1.1 25 May 2016	Sections 5.2.3 and 5.2.4	OJEU Limited updates
Version 1.2 31 August 2017	Section 3	Job Titles and Annual Review.
Version 1.3	Section 5.2 Whole Document	Procurement Threshold Values Document made accessible by ED&I Manager

9. Appendices

All up to date versions of the appendices can be found on the Procurement Page within Connected.

Appendix 1

Quote Comparison Document

The form must be completed for all purchases between the value of £2000 and £10,000 to ensure 3 quotations have been obtained in line with the College's Procurement Procedures. For purchases over the value of £10,000 please consult with procurement.

A) Please State if the purchase is a "One Off" or "Recurring" purchase?	
B) What is the estimated value of <u>all</u> Purchases with this Supplier?	£
C) Have you checked the Contract Register for a contracted supplier who can supply the goods or services? A copy of the Contracts Register can be found on Connected. A contracted supplier should always be used in the first instance.	
D) Description of the goods and/or services to be supplied. (Full description of goods required must be provided)	

Quotations Obtained Where possible existing PECOS suppliers should be used to obtain quotes. A list of all currently PECOS suppliers can be found on Connected.	
Supplier Name	Quotation Amount (£)

Authorisation Process

	Name	Tel No.	Date
Quotes obtained by:			
Department/Faculty:			
Approved By:			
Position:			

Regular Audit checks will be carried out on purchases between £2000 and £25,000.
Please ensure you keep a copy of this form and all obtained quotations on file.

Appendix 2

Supplier Adoption Form

Please Insert Amendment 1) New Supplier

Type in the Box Below:

(Select From List to the Right)

2) Amendment to email address for existing PECOS supplier

--

For amendment types 1, sections A– E must be answered and where applicable sections F – G must also be answered. Failure to do so will result in the request being returned by Procurement.

A) Please State if the purchase is a “One Off” or “Recurring” purchase?	
--	--

B) What is the estimated value of <u>all</u> Purchases with this Supplier?	£
---	---

C) Justification/Reason for Supplier Adoption? (Full Reason of why supplier is to be adopted must be provided)

--

D) Description of the goods and/or services to be supplied. (Full description of goods required must be provided)
--

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E) Have all relevant supplier checks (Health & Safety, Disclosure Scotland/PVG, Licensing, etc.), where appropriate, been carried out for this supplier? (Delete as Appropriate) Please be advised that it is the Requester and Approvers responsibility to carry out these checks, where applicable. If the answer to this question is no, Procurement will not be responsible for carrying out these checks and the requester accepts full responsibility for their decision.
For further information regarding relevant checks please call the Procurement Section.

Y/N/NA

F) If estimated total/recurring order value is below £2000 please ensure you are able to demonstrate Best Value. If estimated total/recurring order value is between £2,000 and £25,000, please confirm below the names of at least three suppliers who have provided written quotations with values. If estimated recurring order value is over £25,000, please contact your Procurement Section as a tendering exercise will be required as per the Colleges Procurement Procedures.

Supplier Name	Quotation Amount (£)

G) If section F has not been carried out, has the relevant Single Source Justification (SSJ) Form been completed and approved? If Yes, please provide copy of the approved SSJ Form with this pro-forma. If No, this form may be delayed until a copy of the approved SSJ Form is received by Procurement Section.

Y/N/NA

Amendment Types 1 – New Supplier

Suppliers Full Trading Name	
Address1	
Address2	
Address3	
Address4	
City	
Region/County	
Post Code	
Tel No.	
Fax No.	
Email Address	

Website	
VAT Registration Number	
Account/sales contact name	
Account/sales contact's email address	
Account/sales contact's telephone number	
Preferred method of receiving orders. Email/fax	
Direct email address for purchase orders	
Direct fax number for purchase orders	

<u>Bank Details</u>	
Name of Bank	
Sort Code	
Account Number	

<u>Amendment Type 2.</u> – Amendment to email address for an existing supplier.	
Supplier Name	
Current email address	
New email address	

Authorisation Process

Requester/Approval Confirmation – I/We confirm that all steps have been taken to comply with the Colleges Procurement Procedures, Financial Regulations and any other relevant Procurement Regulations and Processes. I/We confirm that all information contained within this document has been checked as accurate and true.

	Name	Tel No.	Date
Requester:			
Department/Faculty:			
Approved By:			
Position:			

Procurement Service Authorisation – I/We confirm that the information stated within this document in relation to the College Procurement Procedures, Financial Regulations and any other relevant Procurement Regulations and Processes has been reviewed and meets the minimum requirements.

Reviewed and Completed By:			
If a contract has been awarded to the supplier, is a catalogue available? (Type 1 or 2)			Y/N

Please email completed forms to: procurement@cityofglasgowcollege.ac.uk

Finance Authorisation

Supplier No:			
Actioned By:		Actioned Date:	
Date Returned to Procurement Service:			

Appendix 3

Procurement

Single Source Justification Form

This form requires to be completed in respect of all orders exceeding £2,000 excl VAT where competitive offers are not being obtained. The original should be retained by the Department for Audit Purposes to justify non-compliance with the College's Procurement Policy and Procedures.

<u>Section 1 – Department Completion</u>	
Department:	
Order Number:	
Proposed Supplier:	
Value of Purchase (excluding Vat):	
Description of Goods/Services Required:	

Type of Purchase: Please Tick One-Off Repeat Order Repair
Other

Justification of use of Single Source: This form is required to justify the use of a single source supplier and avoidance of tendering procedures. This should include how this purchase demonstrates value for money in terms of the deal obtained, benefits to the College and reason for single sourcing the requirement.

Deal Obtained:

Benefits to the College:

Reason for Non Competitive Quotes/Tender:

Single Sourcing Recommended by:

Supported and Approved by:

**Purchaser's
Name**

**Head of
Service/Curriculum**

Signature

Signature

**Title or
Position**

Title or Position

Date

Date

Section 2 - Procurement Manager Completion

Justification Accepted

Justification Challenged

Comments

Date: _____

Once completed this form should be sent to **procurement@cityofglasgowcollege.ac.uk**

Appendix 4

Finance Department

Credit Card Payment Request

I confirm that I have tried to source the goods/services detailed below from Contracted/Approved College suppliers and relevant systems e.g. PECOS, and cannot purchase through the usual channels for the reason(s) indicated below. I therefore request a credit card purchase.

Please indicate all that apply (x)

- Goods/service not available through a Contracted Supplier or Framework ()
- Goods/service can only be purchased online and requires a credit card to make payment/confirm order ()
- This is a one off purchase and does not require an account to be opened for future purchases ()
- This is a payment which will incur financial penalties if not paid by this date: ()
- The value is in excess of £2,000 and I confirm I have obtained three quotes () - please attach copies/scans of quotes.
- Other:.....
.....

Reason for Payment: *Description of goods/service to be purchased*

Supplier Contact Details:

PO Number: _____ Cost Centre: _____ Account Code: _____

Amount: £ _____

Requested By: _____

Authorised By: _____

I understand that if the good/service is a recurring one (e.g. a software licence) it is my responsibility to ensure only the length of time/amount noted above is agreed and paid for e.g. I will cancel the recurring renewal.

Date: _____

Cardholder Signature: _____

Transaction Date: _____

Please note: All credit card transaction purchases should be accompanied by an authorised purchase order/purchase invoice.


Once completed this form should be sent to **procurement@cityofglasgowcollege.ac.uk**

Appendix 5

Project Strategy Form

To be completed in conjunction with the Procurement Section for tenders
>£50k

Lead College Representative			
Lead Department			
Extension No			
Evaluation Panel	Name	Department	
Title of Purchase			
Description			
Budget			
Value of Contract	Annual	Total Value (Annual x Duration)	
Contract Duration			
Current Contract (if applicable)	Supplier	Expiry Date	Value of Annual Spend
Reason for project			

e.g. current contract due to expire new requirement			
Process to progress tender e.g. stakeholder consultation involvement of other dept. e.g. Facilities			
Market Research	e.g. no of suppliers, pricing strategy, services/product available		
Route to market	Use framework <input type="checkbox"/>	College Tender <input type="checkbox"/>	EU Tender <input type="checkbox"/>
	Where EU tender, state process: Open <input type="checkbox"/> Restricted <input type="checkbox"/> Competitive Dialogue <input type="checkbox"/>		
	Where framework available and not using – please provide reason		
Sustainability Test (completion required)	 Sustainability Test.xlsx		
Any risks associated with project			
Any lessons from previous capital projects?			
Benefits and/or Anticipated Savings			

Contract Management Process e.g. quarterly review meetings KPI monitoring	
Project Implementation	Key Completion Date
Task	
Market Research	
Budget Approval	
Specification	
Tender Development	
Advertise Tender on Public Contracts Scotland (PCS)	
Tender Return	
Evaluation Period	
Tender Approval	
Supplier Appointment	
Contract Implementation (pre meeting, etc.)	
Contract Commencement	
Contract Management	
Contract End	
Contract Revisit e.g. 6 month prior to end date	

Authorised by	
Name	
Job Title	

Date	
Any further action or comment:	