

CLYDESDALE HOUSING ASSOCIATION LIMITED

Policy:	Procurement Policy
Date:	29 October 2025
Lead Officer:	Depute Chief Executive
Review Date:	October 2028
Regulatory Standards:	Standard 2

The RSL is open 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.

Guidance

- 2.1 The RSL gives tenants, service users and other stakeholders' information that meets their needs about the RSL, its services, its performance and its future plans.
- 2.2 The governing body recognises it is accountable to its tenants, and has a wider public accountability to the taxpayer as recipient of public funds, and actively manages its accountabilities.
- 2.3 The governing body is open and transparent about what it does, publishes information about its activities and, wherever possible, agrees to requests for information about the work of the governing body and the RSL.
- 2.4 The RSL seeks out the needs, priorities, views and aspirations of tenants, service users and stakeholders. The governing body takes account of this information in its strategies, plans and decisions.
- 2.5 The RSL is open, co-operative, and engages effectively with all its regulators and funders, notifying them of anything that may affect its ability to fulfil its obligations. It informs the Scottish Housing Regulator about any significant events such as a major issue, event or change as set out and required in notifiable events guidance.

1 Overview of Procurement Policy and Principles

This Procurement Policy sets out the method Clydesdale Housing Association Limited and its subsidiaries (“the Association”), will follow when procuring contracts for the supply of services, goods and materials and / or the execution of works.

Related Policies/Documents

- Procurement Policy
- Internal Financial Controls Policy
- Risk Management Policy
- Anti-Bribery Policy
- Fraud & Corruption Policy
- Value for Money Policy
- Standing Order Policy (incorporating Scheme of Delegate Authority)
- Whistleblowing Policy
- Entitlements Payments & Benefits Policy
- Environmental Policy
- Equal Opportunities Policy

In the event of any conflict or inconsistency between the terms of this Policy and any provisions in any of the above policies relating to public procurement of contracts, this Policy shall take precedence.

Legislatively the Association’s procurement activities are guided by:

EU Treaty Obligations,
EU Procurement Directives,
Public Contract (Scotland) Regulations 2015,
Procurement Reform (Scotland) Act 2014,
Procurement (Scotland) Regulations 2016,
Construction Procurement Handbook 2018,
Any relevant Scottish Procurement Construction Policy Note (CPN) and Scottish Procurement Policy Note (SPPN).

1.1 Corporate and Strategic Links

All procurement undertaken by the Association must have regard to the terms of the Procurement Strategy and the values, objectives and goals set out in that Strategy.

1.2 Conflicts and Declarations of Interest

In all written procurement/contractual documentation (including the approved provider list), it will be explicitly stated that any conflicts of interest (particularly those falling within the scope of the payments and benefits policy), must be declared in advance of a contractual relationship being established. Any implications relating to payments and benefits will be brought before the relevant Committee for determination.

In addition, if a relationship is created during the term of a contract that would fall within the scope of the entitlements, payments and benefits policy, this will be highlighted to the Chief Executive and reported to the next relevant Committee.

Any failure by a contractor to highlight a relationship falling within the scope of the payments and benefits policy may lead to their exclusion from a public procurement exercise. They, and any associated businesses, may be subsequently disqualified from competing for current and future contracts. Legal advice will be taken where this is considered appropriate.

Any failure by a member of staff to declare an interest or highlight a relationship falling within the scope of the payments and benefits policy will be dealt with through the Association's disciplinary procedures.

1.3 Canvassing, bribery and inappropriate behaviour

It should be noted that if at any time a contractor attempts to canvas, bribe or unduly influence a member of staff, Management Committee member or any other official or agent of the Association, then they, and any associated businesses, will be excluded from a public procurement exercise. Subsequently they may be subsequently disqualified from competing for current and future contracts.

1.4 Compliance & Governance

Annual Report

The Association will prepare an annual procurement report on regulated procurements to be submitted to the Management Committee and, where appropriate, Scottish Government and published online to include:

- a summary of the regulated procurements that have been completed during the year covered by the report,
- a review of whether those procurements complied with the Association's procurement strategy,
- the extent that any regulated procurements did not comply, a statement of how the Association intends to ensure that future regulated procurements do comply,
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report; and,
- a summary of the regulated procurements the Association expects to commence in the next two financial years.

Procurement & Commercial Improvement Programme (PCIP)

The Procurement & Commercial Improvement Programme (PCIP) replaces the previous Procurement Capability Assessment (PCA) that was a mandatory requirement for all Local Authorities. The new PCIP now includes Housing Associations and is monitored and administered by Scotland Excel (SXL). A poor score could have implications in attaining Scottish Government grant funding.

- This PCIP focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver,
- This forms part of our continuous improvement programme and is a key driver for always striving to be better.

1.5 Pre-procurement

Prior to procurement of goods or services or works falling within the scope of this Policy, consideration shall be given to the following:

- Can the goods, services or works be provided in-house, is expertise and time available?
- Are alternative sources of goods, services, works readily available?
- Is there any special requirement for a particular contract to be undertaken impartially and independently?
- What are the expected benefits of seeking external provision?
- Is there a wish to test the market for cost and quality benefits?
- What are the risks from in-house v external provision?
- Can the project benefit from a collaborative approach?

The Association may also wish to undertake some form of pre-procurement market review or engage with suppliers in the relevant sector or market to better inform the Association's requirements from the procurement in question and way in which the Association will conduct that procurement.

Any pre-procurement market review exercise should be tailored to reflect the particular requirements of the Association and the market or sector in question but, by way of example, a pre-procurement market review may include:

- research to identify potential suppliers through peer group networking and benchmarking groups;
- review of information on procurement portals to identify similar work and interested suppliers;
- research with advisers and consultants to ensure the contract scope is properly defined and expressed; and
- informal approaches to potential suppliers to gain a fuller understanding of the Association's requirements and suppliers' capacity, capability and interest to meet such requirements. Any approach of this type is on an at-risk basis and should not imply that a supplier is being given preferential or preferred bidder status not should their input in any way skew a tender exercise in their favour

1.6 Roles and Responsibilities

The Management Committee

Will be responsible for approval of any authority delegated to staff in respect of procurement activity.

The Management Team

Are responsible for application of the policy and procedure on a day-to-day basis and for ensuring that staff with a role in respect of procurement are briefed and aware of their responsibilities in the application of the policy and procedure.

No single contract award should be made (by all staff including the CEO) in any circumstances without an independent review and approval by a member of the Management Team who is not directly involved in the procurement exercise.

The Procurement Lead will review and be copied into all correspondence, information and forms as the project progress and prior to the contract awards made during the course of any project.

Staff

Are responsible for ensuring that in procuring goods and services they fully comply with this policy and procedures and that only those staff who have been trained in its application procure goods and services on behalf of the Association and then only within the extent of any authority given by virtue of this policy and procedure.

All staff have a duty to bring to the immediate attention of the Association any act or omission (by any party to a procurement process) that would constitute non-compliance with this policy and procedure. Failure to do so without good reason will be dealt with under the terms of the Association's disciplinary policy.

Procurement Support Lead (Depute Chief Executive)

To prepare the annual procurement report, maintain the contracts register administer contract documentation and maintain the association's account on Public Contracts Scotland.

They will also advise on procurement matters and support staff in procurement through delivery of training as well as practical support in drawing up documentation and running procurement exercise. There will also be a need to use external procurement advisors in supporting some procurement activities.

Any queries regarding this Policy or any queries which arise during a procurement procedure should be addressed to the Procurement Support Lead.

2 Objectives of this Procurement Policy

The objectives of this Policy are to:

- Ensure that the Association maximises value for money when procuring contracts;
- Ensure that the Association complies with all legal and regulatory requirements governing procurement and related best procurement practice when procuring contracts;
- Ensure that procurement accords with the requirements of the Association's policy in respect of payments and benefits;
- Maximise opportunities to jointly procure services on a collaborative basis with colleagues in other local registered social landlords and related organisations;
- Ensure that expectations of tenants, customers, staff, colleagues and other key stakeholders are met and continually improved;
- Ensure that the Association makes best use of the commissioning process and that there is sufficient flexibility to ensure expenditure can be increased and decreased as necessary within the financial year
- Ensure our supply chains are clear about the 'Transparency in Supply Chains', every organisation carrying on a business in the UK with a total annual turnover of £36m or more to produce an annual Statement; setting out the steps they have taken to tackle modern slavery and human trafficking in their organisation and supply chain and We will work with suppliers with a turnover below £36m to ensure they consider modern slavery and human trafficking in their organisation and supply chain impacts associated with products and services they provide.
- Take measures to ensure that we encourage the Local Supply Chain to become actively involved in all Clydesdale HA procurement activities

- To ensure that consideration is given to the environmental impact of any procurement process

3 Procurement Routes

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 are listed in Appendix 1

1. **Single Tender Justification Form (shown in Appendix 2)**

This form 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 £20,000); 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 £20,000 you are required to submit this Single Tender Justification Form (STJF) to the Chief Executive Officer for approval before confirming award of the contract.

In cases where only one specialist supplier exists, the STJF should be presents and approval required:

- By the Chief Executive for expenditure not exceeding £20,000 (excluding Vat)
- By the Management Committee, for expenditure exceeding £20,000 (excluding Vat)

A report detailing where single quotations have been accepted and approved by the Chief Executive or member of the Senior Management Team will be provided to the Management Committee annually for all expenditure exceeding £20,000.

2. **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 (out with exceptions listed in the Procurement Strategy)
3. **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 simple Selection and Award process; and
 - It is anticipated that only a small number of organisations will respond to the advertised Contract Notice.
4. **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.

Appendix 1

- Frameworks, (T) (the most accessible frameworks are from prerendered providers such as Scotland Excel (SXL), Crown Commercial Services (CCS), Procurement Hub, Procurement for Housing (PfH), Scottish Procurement Alliance (SPA) etc
- Dynamic Purchasing System (DPS), (T)
- Competitive Procedure with Negotiation,
- Competitive Dialogue,
- Innovation Partnership,

- Negotiated Procedure without Prior Publication.

Appendix 2

SINGLE TENDER JUSTIFICATION FORM

WHY USE THIS FORM?

This form is to be used for the 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 staff member for approval before confirming award of the contract.

In cases where only one specialist supplier exists, spend thresholds will be approved in line with those contained within the Internal Financial Controls Policy, noted here: [..\..\..\Governance\Policies and Procedures\Policy folder\Finance\02 Internal financial control policy\2022 Internal Financial Control Policy \(updated Dec 2022\).docx](#)

An exceptions report detailing where single quotations have been accepted and approved by the Chief Executive Officer will be provided to the Management Committee quarterly for all expenditure exceeding the thresholds set in the Internal Financial Controls policy.

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?

Project title		
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)		
Proposed contract value (ex VAT) annually and over a typical 5-year period if a constant requirement?	Annual Value	
	5 Year Value	
Proposed Supplier		

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 CHA 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 appropriate Staff:

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by:	
Date:	

Option 2 - Contracts less than £20k

Authorised by Manager:

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by – Interim Depute Chief Executive Officer:	
Date:	

Option 3 - Contracts between £20k - £50k

Authorised by Management Committee:

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by: Management Committee	
Date:	

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Options 4 - Contracts over £50k

Management Committee authorisation

Signed by: (Signature)	
Managers Name:	
Managers Position:	
Date:	
Approved by Management Committee:	
Date:	

POST COMPLETION?

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.

Appendix 3 – Authorisation Limits extracted from Internal Control Policy

(i) Capital Expenditure (excluding spend on properties, including IT, furniture & fittings)

a)	All costs within budget	Finance Manager
b)	Spend outwith budget - up to £20,000	Chief Executive Officer
c)	Spend outwith budget - greater than £20,000	Management Committee
d)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval

(ii) Capital Expenditure (properties including capitalised property maintenance expenditure)

a)	Purchase of a property	Management Committee
b)	Consultants Fees/Works Costs within approved contract sums on development projects	Chief Executive Officer

c)	Consultants Fees/Works Costs within approved contract sums on capitalised property maintenance projects	Depute Chief Executive
d)	Consultants Fees/Works Costs outwith approved contract sums on development projects - up to £20,000	Chief Executive Officer
e)	Consultants Fees/Works Costs outwith approved contract sums on capitalised property maintenance projects - up to £20,000	Depute Chief Executive
f)	Spend outwith budget - greater than £20,000	Management Committee
g)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval

(iii) Staff Appointments, Salaries & Staff Costs

a)	All staff appointments	Management Committee
b)	Salary Reviews	Management Committee
c)	Staff Expenses	Line Manager
d)	Committee Expenses	Chairperson
e)	Chief Executive Officer Expenses	Chairperson
f)	Overtime	Line Manager & Chief Executive Officer
g)	Spend outwith budget - up to £20,000	Chief Executive Officer
h)	Spend outwith budget - greater than £20,000	Management Committee
i)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval

(iv) Property Management Costs (capital and revenue expenditure)

a)	Repairs & Maintenance up to £1,000	Technical Services Assistant Corporate Services Assistant
b)	Repairs & Maintenance up to £5,000	Technical Services Officer
c)	Repairs & Maintenance - spend within budget	Depute Chief Executive
d)	Repairs & Maintenance spend outwith budget - up to £20,000	Depute Chief Executive
e)	Repairs & Maintenance spend outwith budget - greater than £20,000	Management Committee
f)	Consultants Fees/Works Costs within approved contract sums on non-capitalised property maintenance projects	Depute Chief Executive
g)	Consultants Fees/Works Costs outwith approved contract sums on non-capitalised property maintenance projects – up to £20,000	Depute Chief Executive
h)	Consultants Fees/Works Costs outwith approved contract sums on non-capitalised property maintenance projects – greater than £20,000	Management Committee
i)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval

(v) Office Administration & Other General Expenses

a)	All costs within budget	Budget Holder
b)	Spend outwith budget - up to £20,000	Chief Executive Officer
c)	Spend outwith budget - greater than £20,000	Management Committee

d)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval
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(vi) Housing Management

a)	Legal fees & sheriff officers up to £500	Housing Officer
b)	All costs within budget	Housing Manager
c)	Spend outwith budget - up to £20,000	Chief Executive
d)	Spend outwith budget - greater than £20,000	Management Committee
e)	Emergency spend greater than £20,000	Office Bearers - reported to the next Management Committee meeting for retrospective approval

(vii) Delegated Authority

In the absence of the:	Authority delegated to:
Chief Executive Officer	Depute Chief Executive
Depute Chief Executive	Chief Executive Officer
Finance Manager	Chief Executive Officer
Depute Chief Executive	Chief Executive Officer