

## Information about SCRA's Procurement Policy

December 2009

### SCOTTISH CHILDREN'S REPORTER ADMINISTRATION (SCRA) PROCUREMENT POLICY

- The principal aims and objectives of the SCRA Procurement Policy are to:
- Accept responsibility for and to have in place the development and implementation of appropriate procurement strategies and procedures;
- Endeavour to adhere to EU Procurement Directives and Scottish Regulations and to meet all legal obligations;
- Achieve value for money for the organisation and award contracts on the basis of the most economically advantageous tender or tenders thereby allowing us to balance the quality of the goods, services and works we are procuring against price and to frame specifications in a way that encourages innovation rather than defining the solution;
- As part of our evaluation of value for money (vfm), pay due regard to other relevant policies e.g. in regard to corporate social responsibility and sustainability;
- Endeavour to acquire goods, services and works through effective competition, including adequate publication of the contract opportunity unless there are convincing reasons to the contrary;
- Where our requirement can be met through the use of a collaborative contract put in place by one of the centres of Procurement expertise, to utilise such a contract, provided vfm can be achieved;
- Have Works contracts handled by our Property Team. A recognised 'pre-qualification' system (Constructionline) is to be used to progress contracts costing up to £350k and only Constructionline-registered companies will be eligible to be awarded such contracts. Works contracts likely to cost in excess of £350k will first be advertised on the public contracts Scotland advertising portal via the Procurement Officer;
- In all dealings with suppliers and potential suppliers, to seek to preserve the highest standards of honesty, integrity, impartiality and objectivity;
- Ensure that delegated authority to commit to a contract (purchasing authority) is entirely separated from delegated budgetary authority (financial authority), the separation of these roles within our Procurement process providing us with necessary safeguards;
- Use management information to develop appropriate national, regional and local sourcing strategies and to identify opportunities for collaborative buying; and
- Seek to build sustainable procurement into our corporate culture via the Scottish Government's Sustainable Procurement Action Plan which will result in the inclusion of areas of sustainability in our tendering process.

