

Procurement

1. Freedom of Information enquiries

The Freedom of Information (Scotland) Act 2002 gives you the right to request any recorded information held by the University, such as minutes of meetings, records of expenditure, and research reports. Also the Environmental Information (Scotland) Regulation 2004 separately allows access to 'environmental' information.

If you would like to request **information relating to Procurement Services** please contact:

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Further information about Freedom of Information is available at:

<http://www.stir.ac.uk/policyandplanning/legalcompliance/freedomofinformation/>

2. Suppliers' Charter

Suppliers' Charter

Joint statement between the public sector procurement and businesses to facilitate access to public sector procurement opportunities.

Both public sector procurement and business 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.

With these aims in mind public sector procurement organisations will:

- Consult with the business community to identify and reduce barriers to business

- Facilitate understanding of public sector procurement policy and legislation by relevant stakeholders
- Ensure that the approach to individual contracts, including large contracts and framework agreements, is supported by a sound business case
- Keep the tender process as simple as possible, but consistent with achieving best value/value for money, to help minimise costs to suppliers
- Unless there are compelling business reasons to the contrary, ensure that adequate and appropriate publicity is given to contract opportunities that fall below the OJEU threshold limits or are otherwise exempt from the public procurement directives. (Compelling reasons may, for example, include the factor that the proposed firm is by recent experience (within three months) the best value for money supplier and would be likely to remain so in another competition)
- Commit to using the core questionnaire for routine procurements with addition of bespoke additions on a case by case basis. Authorities will be expected to follow this format and, as closely as possible, wording for routine open procedure procurements
- Offer meaningful feedback to suppliers on the evaluation of their proposal at the end of the tendering process
- Publish guidance for the business community on tendering for opportunities
- Support training for procurement staff to develop consistency in the use of best practice procurement activity

Businesses and their representative organisations will:

- Provide feedback from suppliers and their respective associations, on tender processes and perceived barriers to business. Representative organisations will act as a guide to their members in cases of complaint and help them to distinguish the appropriate course of action
- Recognise duties under EU and UK law surrounding public procurement activity
- Encourage members of business organisations to adhere to this charter
- Support public sector websites as a means of accessing contract opportunities
- Make effective use of their skills and resources in bidding for and providing public sector goods and services

- Support the use of the core questionnaire in the tendering process and the scope for debriefing
- Encourage understanding of the principles of good business practice by appropriate means e.g. dissemination of information and awareness raising seminars
- Work with your customers to deliver value for money throughout the life of the contract

The University of Stirling has signed up to this Charter

3. Public Contracts Scotland

Supplying the University

Tendering opportunities to supply the University with goods, services and works are advertised on the Public Contracts Scotland (PCS) website as and when these opportunities arise. Organisations must initially register with PCS then log in to access details on the opportunities. See <http://www.publiccontractsscotland.gov.uk/>

As the University uses PCS portal for all tendering activity all tenders must be submitted via the portal. Any questions or communications regarding individual tender exercises must also be sent via the PCS portal. Tender queries through any other channel will not be answered.

4. Procurement Journey

The Procurement team at the University of Stirling adopts the Scottish Government's 'Procurement Journey' methodology. This facilitates best practice and promotes a clear and consistent approach to public sector procurement. The Procurement Journey is primarily aimed at developing and implementing procurement strategies for goods, works and services. See:

<https://www.procurementjourney.scot/>

5. Public Procurement Reform Programme (PPRP)

The Review of Public Procurement in Scotland - Report and Recommendations by John F McClelland CBE was published on 15 March 2006. The public procurement reform programme in Scotland began following the publication. The programme was established to improve procurement across the whole of the Scottish public sector - a far-reaching and ambitious undertaking.

The vision involved the roll out of structures, capability and processes to improve procurement across the Scottish public sector, delivering value for money and efficiency improvements.

Audit Scotland's report, Improving Public Sector Purchasing, published in July 2009, recognised the progress that had been made over the first three years of the reform programme. Audit Scotland estimated that, by the end of 2007-08, the reform programme had directly delivered £327 million worth of savings and benefits. The Scottish Government's annual efficiency figures show that, by 2009-10, that figure has risen to almost £800 million.

In January 2010, the Public Procurement Reform Board endorsed the second phase of the public procurement reform programme - 'Transforming Procurement: Accelerating Delivery'. This phase placed emphasis on quickening the pace of change and delivering benefits, and embedding initiatives into 'business as usual'. At its heart is the concept of value for money in procurement and an informed balance between cost, quality and sustainability.

In April 2014, the programme entered the third phase of reform. The refreshed strategy positions procurement as a key driver of policy development, service delivery and sustainable economic growth. This will be achieved by working in partnership across the public sector, business and third sector to transform the public procurement landscape in Scotland.

Procurement is positioned as business friendly and socially responsible and it seeks to deliver the maximum economic benefits from every pound the public sector spends. It goes beyond cash savings and at the heart of reform remains the "Scottish Model of Procurement", supporting the Government's National Purpose of sustainable economic growth.

The Procurement (Scotland) Regulations 2016 became effective on 18 April 2016 and 'establish a national legislative framework for sustainable public procurement, ensuring that contracting authorities maximise the economic benefit brought to Scotland from effective and efficient public procurement spend'. The Public Contracts (Scotland) Regulations 2015 amend and update the previous legal framework for procurement activity that is within the scope of the EU public procurement rules.