



The Scottish Parliament
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

Corporate Procurement Strategy

(1 April 2024 to 31 March 2027)

Buidheann Chorporra Pàrlamaid na h-Alba

Ro-innleachd Solair Chorporra

(1 Giblean 2024 gu 31 Màrt 2027)



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Foreword

We are pleased to endorse this Corporate Procurement Strategy, building on the Parliament's previous achievements and driving our procurement activity over the next four years.

This Corporate Procurement Strategy sets out our commitment to procuring goods, services and works that promote inclusive growth, create fair opportunities and will help achieve carbon reductions across the parliamentary estate.

We remain fully committed to achieving value for money in the delivery of our contracts and to delivering our procurement in a responsible and sustainable manner. Our Strategy builds upon our well established good practice and provides a framework for continually improving our procurement service.

The Strategy focuses on the continuous improvement of the procurement service in five key areas:

Our People – will be supported and developed to achieve their full potential.

Optimising Value – by making well informed, commercially sound decisions

Sustainable Development – which will be threaded through all areas of the procurement function and decision making processes

Supply Chain Management – ensuring robust contract management and supply chain resilience to deliver long term success

Compliance – ensuring our procurements are carried out in accordance with statutory obligations and SPCB policies

The activities undertaken to deliver Our Corporate Procurement Strategy will result in a progressive and dynamic procurement service, help achieve the objectives set out in our organisational [Strategic Plan](#) and meet the evolving needs of the Scottish Parliament.



David McGill
Chief Executive



Alison Johnstone
Presiding Officer

Facal-toisich

Tha sinn toilichte ar n-aonta a thoirt dhan Ro-innleachd Solarachaidh Chorporra seo, a' togail air na choilean a' Phàrlamaid roimhe agus a' stiùireadh ar gnìomhachd solarachaidh thar nan ceithir bliadhna a tha romhainn.

Tha an Ro-innleachd Solarachaidh Chorporra seo a' cur an cèill ar dealas a thaobh solar bathair, sheirbheisean agus obraichean a bhrosnaicheas fàs in-ghabhalach, a chruthaicheas cothroman cothromach agus a chuidicheas gus lùghdachadh carboin a thoirt gu buil air feadh oighreachd na Pàrlamaid.

Tha sinn fhathast làn leagte ri luach an airgid fhaighinn ann an libhrigeadh ar cùmhnantan agus ar solarachadh a libhrigeadh ann an dòigh chùramach is sheasmhach. Tha an Ro-innleachd againn a' togail air ar deagh chleachdadh stèidhichte agus a' toirt seachad frèam-obrach airson a bhith a' sìor leasachadh ar seirbheis solarachaidh.

Tha an Ro-innleachd a' cuimseachadh air sìor leasachadh na seirbheis solarachaidh ann an còig prìomh raointean:

Ar Daoine – a gheibh taic agus leasachadh gus an làn chomas a choileanadh.

Luach as Fheàrr – tro cho-dhùnaidhean fiosraichte, a tha ciallach ann an cùisean malairteach

Leasachadh Seasmhach – a thèid a fhreumhachadh anns gach raon den obair solarachaidh agus pròiseasan co-dhùnaidh

Riaghladh na Sèine Solair – a' dèanamh cinnteach à riaghladh cùmhnaint làidir agus foghainteachd sèine solair gus soirbheachas fad-ùine a thoirt gu buil

Gèilleadh – a' dèanamh cinnteach gu bheil solarachadh ga dhèanamh a rèir dleastanasan reachdail agus poileasaidhean SPCB

Bidh na gnìomhan a rinneadh gus Ar Ro-innleachd Solarachaidh Chorporra a libhrigeadh a' toirt dhuinn seirbheis solarachaidh adhartach agus spionnmhor, a' cuideachadh le bhith a' ruigsinn nan amasan a tha air am mìneachadh ann am [Plana Ro-innleachdail](#) na buidhne againn agus a' coileanadh feumalachdan Pàrlamaid na h-Alba.



David McGill

Àrd-oifigear



Alison Johnstone

Oifigear Riaghlaidh

Organisation context

Suidheachadh na Buidhne

The Scottish Parliament was established in 1999 to represent the people of Scotland, pass laws and hold the Scottish Government to account. The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires.

The vision of the Scottish Parliament is ambitious and far reaching - making a positive difference to the lives of the people of Scotland. The vision lies at the heart of our business and guides us towards making the Parliament the best it can be.

The Strategic Plan is the plan for the Parliament as a whole and sets out how we aim to deliver the vision, and is the driving force underpinning the ambitions set out in this Corporate Procurement Strategy (the “Strategy”). The Delivery Plan contains the key activities that translate the ambitions of the Strategic Plan into reality. It reflects the ongoing work to run the Parliament as well as initiatives for improvement.

Office Plans contain activities which contribute to the strategic aims and priorities, and business as usual activities for each office, and help staff understand their responsibilities and achieve their goals. The Procurement Office Plan is reviewed annually to ensure that our goals are aligned to the Strategic Plan.

This Strategy contributes to the organisation’s strategic aims and priorities for the current parliamentary session (Session 6) and will be reviewed when the Strategic Plan for Session 7 is developed.

This Procurement Strategy also reflects the ambitions of the [Public Procurement Strategy for Scotland](#), in promoting procurement which is good for businesses and employees, good for society, good for places and communities, and is open and connected.

The Strategic and Delivery Plans set out what we do. We also take pride in how we go about our work. Our core [organisational values](#) of Stewardship, Inclusiveness, Excellence and Respect affect every aspect of how we deal with colleagues, stakeholders and suppliers.



These values, along with our strategic objectives and legislative requirements will drive our focus over the next few years.

Our strategic focus 2024-2027

Am Fòcas Ro-innleachdail againn 2024-2027

Over the period of this Strategy we will focus on the following areas in order to meet our commitments under our organisational strategic plan and legislative requirements.

It is important to note that the five key themes of optimising value, sustainable development, supply chain management, compliance and our people are all interlinked, and our approach is holistic.



This section of the Strategy will look at each theme in turn and set out our improvement priorities for the period and how we deliver related policies. Progress against these priorities will be reported each year in our Annual Procurement Report.

Optimising value

Value for money is a key principle in procurement and forms part of our procurement policy. This section sets out areas we will focus on to optimise value, and how we ensure that our Regulated procurements comply with our policies and support our duty of stewardship.

Priorities for this period

Efficient collaborative working

We recognise that working collaboratively drives efficiency and results in more considered and robust contracts.

Our purchasers will work more closely with project teams, subject matter experts and the supply market to understand:

- the constraints and business needs which underpin our requirement
- sustainable development impacts and how the market can mitigate these or help us to define an alternative approach
- how pricing models can be used to promote best value
- the risks which may affect successful contract delivery
- how to remove barriers for bidders and maximise competition

We will be respectful of the expert opinions of our colleagues and ensure that the time and commitment they provide to procurement projects is valued. Our approach to low value/low risk procurements will be flexible and proportionate, and simplified documentation will be used to remove barriers to participation.

Innovation

We will explore the potential for innovation in both new requirements and re-lets. This means not accepting the way things have always been done and increasing early engagement with the market to ensure that innovative options are explored in business cases and considered in the decision making process.

Digital technology is evolving at an ever faster pace, which gives us the opportunity to explore ways to use technology to maximise efficiency in our processes.

Financial stewardship

Effective public procurement is key to achieving value for money through the informed balance between cost, quality and sustainability. Our procurement team will promote efficiency and resilience in rapidly evolving market conditions. We will upskill our purchasers in commercial skills throughout the procurement cycle; understanding market drivers and potential impact of inflation, volatility and supply chain disruption, to support project teams to build commercially sound business cases, and understanding financial risks. We will consider circular economy principles and aim to procure durable

goods which can be maintained and repaired to maximise their useful life. We will also aim to improve demand management throughout the contract duration.

How we deliver our procurement policies on value for money

Delivering value for money
All contracts are awarded based on value for money, which is the best balance between quality and cost. Cost includes the purchase price and all other costs, such as repair and servicing, operating costs and disposal.
Achieved by:
<ul style="list-style-type: none">• evaluating tenders on the best ratio of quality, sustainability and cost• utilising whole life costing to evaluate tender pricing• utilising collaborative frameworks where appropriate• undertaking effective market research to inform our procurement strategies• using outcome based specifications• embedding sustainability considerations into our decision making• implementing robust business continuity plans in critical contracts• ensuring effective engagement between our purchasers and internal stakeholders, utilising available technical, commercial and legal expertise• measuring contractors' performance against agreed key performance indicators and service levels

Competition
Goods, services and works must be obtained through proper competition unless there is a valid reason not to.
Achieved by:
<ul style="list-style-type: none">• All contracts expected to have a value of £50,000 (excluding VAT) or more must be advertised on the Public Contracts Scotland national portal• Competition for purchases under £50,000 will be proportionate to the value, complexity and risk of the requirement.

Sustainable development

In line with the requirements of the sustainable procurement duty, we consider sustainable development at the heart of all our procurements. Our policies and procedures aim to embed sustainability.

Our strategic plan features “adapting for a sustainable future” as a strategic change objective, and notes that we will “invest in the parliamentary estate to achieve reductions in carbon emissions and embed Sustainable Development thinking across the organisation”.

In response we have developed a Climate Change Plan which identifies where we can promote sustainable development thinking throughout the procurement and contract management cycle.

The priorities set out below flow from the key outputs of the Climate Change Plan and set out how we will support the delivery of this strategic objective.

Priorities for this period

Improve decision making

Our purchasers are ideally placed to support project teams to understand the sustainability implications of planned purchases, and design adaptation and/or mitigation strategies to address this.

We will work more closely with project teams throughout the early market engagement and business case stages to ensure that decisions are based on solid understanding of the requirement, the market and relevant risks and opportunities. We will leverage the tools, knowledge and expertise available across the organisation to support this.

Increase community benefits

We will continue to promote community benefits within our contracts, through developing further guidance for procurement project teams, and better engagement with the supply market to identify proportionate and deliverable benefits.

The monitoring and reporting of community benefits will be supported by clear requirements within tender documents and more consistent contract management.

Driving sustainability

Sustainable development must be built into the full procurement cycle, from initial identification of need right through to managing the contract and preparing for renewal.

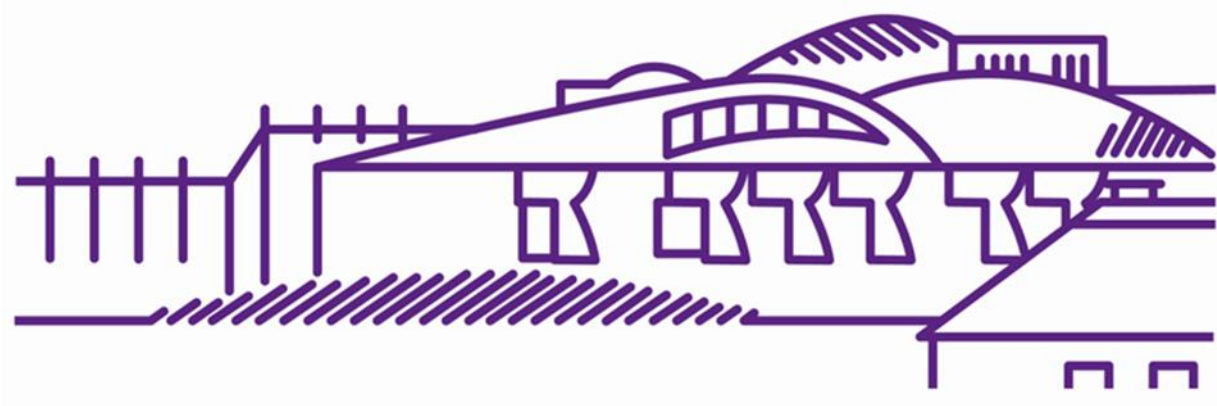
We will make better use of the range of tools available to ensure that sustainability is fully considered. This will give us a firm basis to refine our requirement, draft contract documents which reflect our objectives and allow us to monitor progress. Where

appropriate, contract specific sustainability plans will be implemented to capture contractual commitments and continuous improvement across all areas of sustainable development in a holistic way.

Support the route to Net Zero

Reducing carbon emissions across the parliamentary estate is a key component of the Strategic Plan and Procurement Services will engage with the supply market to understand how new products and approaches can reduce emissions when necessary goods and services require replacement.

We will also continue to review our scope 3 emissions (i.e. emissions which result from the purchase of goods and services) and identify where reductions can be made from service/product design, demand management and including carbon reduction plans in relevant contracts.



How we deliver our procurement policies on sustainable development

Sustainable Development
<p>When it makes purchases and awards contracts, the SPCB aims to:</p> <ul style="list-style-type: none">• minimise its environmental impact• promote positive social and economic benefits
Achieved by:
<ul style="list-style-type: none">• Undertaking a sustainability assessment at the outset of our Regulated procurements to assist market research and inform decisions on sustainability requirements for each contract• Using market engagement to establish what the market could support (e.g. circular economy solutions; innovation)• Considering in what way supported businesses, SMEs and the third sector could be involved in the procurement• Involving subject matter experts (environmental, health & safety and equalities managers) whenever their expertise can assist the development of specifications, questions to tenderers and tender evaluations• Considering the application of our policies on Fair Work Practices, Health & Safety, Community Benefits and Fairly & Ethically Traded Goods and Services• Giving appropriate weight to sustainability criteria in tender evaluations• Working with contractors to agree sustainability action plans in relevant contracts to promote continuous improvement <p>We recognise that there is a potential tension between the use of large framework agreements and the commitment to improve access to SMEs. This is addressed when drafting the commodity/service strategy.</p>

Community Benefits
<p>The SPCB will:</p> <ul style="list-style-type: none">• require contractors to deliver community benefits if the contract awarded is valued at over £500,000• aim to include community benefits in contracts valued between £50,000 and £500,000 where possible
Achieved by:
<ul style="list-style-type: none">• Engaging with other public sector bodies in the development and use of Community Benefits• Providing appropriate training and support to staff involved in our procurement activities• Engaging with organisations that represent SMEs, the third sector and supported businesses• Ensuring that individual procurement strategies for all regulated procurements fully consider the appropriateness of including community benefits in the contract• Introducing in our Contractor Performance Management a process for monitoring the implementation, and benefits gained, from the community benefits in our contracts

Fair working practices

The SPCB is a living wage employer with inclusive work practices. SPCB policy is that its contractors also take a positive approach to fair work practices.

Achieved by:

- Having conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law
- Requiring that all contractors' staff working exclusively and directly at the Scottish Parliament are guaranteed a Real Living Wage
- Promoting the SPCB inclusive work practices in our contract documentation and evaluating the bidders' approach to fair work practices where the quality of goods or service being delivered or works performed is directly affected by the quality of the workforce engaged in the delivery of the contract (whether contractor staff or sub-contractors)
- Utilising sustainability tools to establish a proportionate approach to ensure fair work practices and other socio-economic factors are addressed in the overall delivery of the contract

Food and animal welfare

The SPCB provides well balanced, nutritional food within the Parliament. All catering contracts must respect animal welfare and promote sustainability and healthy eating.

Achieved by:

- Ensuring that our catering contract operates in line with Catering Standards which underpin our sustainable approach to the delivery of our catering services

Fair and ethical trading

SPCB contracts must follow the principles of the Ethical Trading Initiative base code and ILO 8 core conventions.

Achieved by:

- Having conditions of contract that require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, EU law or by internationally recognised core labour standards
- Utilising the sustainability test tool for each contract over a value of £50k to identify potential concerns over working conditions or labour standards within the supply chain
- Eliminating tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures
- Requiring contractors to take corrective action where concerns have been identified over labour standards in the contractor's supply chain
- Including fairly traded options where the market can support these

Supply chain management

In 2024, we are seeing a wide range of global supply chain issues which could potentially affect our supply chain and its ability to deliver our contracts. Cyber security incidents, climate change, global geopolitical instability and the rate of technological change can all impact the status quo and cause disruption and price fluctuation.

Understanding our supply chain is key to identifying relevant areas of risk, building these into our decision making and planning mitigating actions for the future.

Priorities for this period

Increase resilience

A cross-functional working group pulled together known risks and potential mitigation strategies for contract resilience. This report is now under consideration by senior management to agree an action plan on how we will prioritise the strategies to provide the best return on our investment of resources.

We will also build on previous work to embed protection into our procurements and contracts to reduce risk of fraud, serious organised crime, financial instability and cyber vulnerability.

Our supply chain progress tool allows us to monitor compliance in our supply chain and we will continue to update the tool as required to reflect evolving risks.

Introduce a standardised contract management model

Contract management is carried out by relevant operational staff across the organisation, and there is currently no formalised approach in place.

We have begun development of a contract management model which sets out management activities which are proportionate to the risk and complexity of the contract. The model will be rolled out over the period of this Strategy and will introduce a standardised approach across the organisation to help ensure that goods and services are consistently delivered in line with contractual obligations.

As well as enabling us to better manage contractual risk, this model will allow us to track performance at an organisational level and provide assurance of compliance.

Contract managers are key to ensuring successful contract delivery, and this model reflects the importance of the role. We will provide support to contract managers to embed the model, and in collaboration with relevant stakeholders across the organisation, we will refine and make improvements over time.

We understand that contract managers will require different support depending on the nature of their contracts and their level of experience and will ensure that the model, and associated support, is flexible and empowers contract managers to fulfil their role.

Embed sustainability in performance monitoring

To improve our rate of delivery on sustainable requirements, we need to ensure that we understand our starting point, have included a framework within contracts to agree, deliver and record sustainable performance, and have visibility on overall performance across our contracts.

In the period of this Strategy, we will embed an understanding and practical implementation of these processes. This will include upskilling our procurement project teams to understand how to build elements into contracts which can effectively demonstrate progress against sustainability objectives.

We will explore ways in which technology can assist us to issue, track and monitor the results of our supply chain progress tool, while making the process more efficient for our contractors.



How we deliver our procurement policies on supply chain management

Health and safety

All contractors and sub-contractors must make sure that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health and safety risks.

All contractors and sub-contractors must comply with:

- relevant statutory duties, including the Health and Safety at Work etc. Act 1974 and [secondary legislation](#)
- SPCB Health and Safety procedures when on SPCB premises

Achieved by:

- Having provisions in our contracts that require contractors as well as sub-contractors to comply with health and safety legislation
- Where health and safety is likely to be relevant to the contract, identifying at project initiation sources of health and safety risks and where appropriate seeking advice from our Health and Safety Advisor to address identified risks through the procurement process
- Monitoring health and safety performance, adopting methods suitable to the type of contract
- Investigating reported adverse events and agreeing improvement plan to avoid reoccurrence
- Requiring contractors to abide by all applicable SPCB health and safety arrangements including induction training, contractor safety management system and site safety rules, keeping records and monitoring activities

Payments to subcontractors

The SPCB pays all valid invoices which are not in dispute within 30 days of receipt. We aim to reduce this timescale to 10 days for at least 95% of valid invoices.

The SPCB requires its contractors to pay valid invoices from their subcontractors and sub-subcontractors within 30 days of receipt.

Achieved by:

- Our conditions of contract requiring payment is made to sub-contractors (and sub-subcontractors) within 30 days of receiving a valid invoice
- Seeking confirmation of compliance annually
- Contractors being required to take appropriate and reasonable action to address non-compliances

Compliance

We develop our procurement policies in line with legislative requirements and best practice. Our procurement policies are publicly available on the Scottish Parliament website and are set out in Annex A.

This Strategy outlines how we put our policies into practice, including how we address our duties under the Procurement Reform (Scotland) Act 2014.

Our policy states that all SPCB procurement must follow these rules:

- The Public Contracts (Scotland) Regulations 2015
- Procurement Reform (Scotland) Act 2014
- Procurement (Scotland) Regulations 2016
- Relevant case law

Many of the legal and regulatory requirements have been covered in other focus themes, but those which underpin more general concepts are set out here.

Priorities for this period

Contract compliance

We will embed our contract management model to ensure better visibility of contract compliance at an organisational level. We will explore opportunities for using technology to support efficiency in contract management.

Procurement related compliance

We will ensure that all policies, documentation and processes take account of existing and new or amended legislation.

We will continue to take part in the [Procurement and Commercial Improvement Programme](#), undertaking an external assessment of our procurement function and acting on any findings which identify areas for improvement.

We will publish our contract register, corporate procurement strategy and annual procurement report as required.

Organisational compliance

To ensure that we maintain alignment of the procurement team within our organisation context, we will undertake all team activities set out in the Delivery Plan.

We will also maintain effective control mechanisms including participation in the annual audit programme, and implement any actions resulting from audits, project reviews and external assessments.

How we deliver our procurement policies on compliance

Consulting and engaging with those affected by our procurements

Research was undertaken and the views of key internal stakeholders obtained to establish the priorities that drive the delivery of this Corporate Procurement Strategy. The Strategy has the full commitment of senior management.

We collaborate with other public sector organisations to share knowledge and best practice. Our web page is kept up to date with forthcoming procurement opportunities and we liaise with the Supplier Development Programme to advertise our contracts and support Meet the Buyer events.

Equal and non-discriminatory treatment, transparent and proportionate approach

The Parliament's core values of stewardship, inclusiveness, excellence and respect are central to the way our procurement is delivered and the principles of equal treatment, non-discrimination, transparency and proportionality are embedded in the way we approach our procurement.

Achieved by:

- Having a procurement policy that reflects good public procurement practices and is followed by everyone involved in the procurement process
- Having robust and transparent procurement processes and procedures that fully comply with procurement legislation in Scotland
- Advertising our contract opportunities of a value above £50k on the Public Contracts Scotland portal, as a minimum
- Providing tenderers with details of our tender criteria and stipulating evaluation guidance for Regulated procurements
- Providing tenderers with details of the procurement process that will be followed
- Using plain English in our tender documentation and in other communication with suppliers
- Keeping contract requirements and terms proportionate to the size and value of the contract and not including requirements that are extraneous to the delivery of the contract
- Having evaluation teams lead by a purchaser
- Ensuring we have appropriate justification for the scoring awarded to tenders
- Conducting a review of the tender evaluation if one or more tenders are within 3% of the highest scoring tender
- Useful information to suppliers is published on our website including our corporate procurement strategy, annual procurement report, procurement policies, contracts register and forthcoming contract opportunities.

Our people

It is no accident that we have placed our people at the heart of our Strategy. While all of the themes are interlinked, it is our people who are key to ensuring that we can provide a professional procurement service equipped with the skills to meet the Scottish Parliament's emerging needs and deliver continuous improvement. We are proud that our team fully demonstrates our organisation values of respect and inclusiveness; valuing each individual's expertise and contribution. Our people are our greatest resource.

Priorities for this period

Supporting skills development

All of our purchasers must be members of the Chartered Institute of Procurement and Supply, or working towards professional qualification. We will provide support to all purchasers to study towards qualifications and we will provide opportunities for continuous professional development.

We recognise that procurement does not operate in a vacuum and is impacted by legislative, financial, ecological and societal changes. We will provide development opportunities for purchasers, contract managers and others involved in the procurement cycle to understand how to take advantages of the opportunities, and mitigate the risks that these changes bring.

Over the period of this Strategy we will develop our purchasers and colleagues across the parliament in all areas of the procurement cycle business case development, climate change mitigations and adaptation, circular economy solutions, and data protection.

Emerging technologies can offer significant efficiency gains and we will explore the potential for utilising technology, including artificial intelligence, and supporting purchasers to gain skills in these areas.

Skills gap analysis will take place annually against the [Scottish Government's procurement competency framework](#) and will form the basis for our training plans.

Team development

In line with our team culture statement we will provide on-going support and development opportunities for our staff. We are committed to supporting our team in accordance with our organisational performance management approach. This includes the development of personalised professional development plans which will equip staff at all levels with the skills and knowledge they need to progress through their career, not just in their current role.

We recognise that joining a new team can be challenging. Any new staff will benefit from an induction programme, designed to introduce them to their colleagues, our

policies and ways of working, and the Holyrood building. Line managers and team members will also provide day-to-day support and encouragement to help newcomers understand their role and feel part of our team. We will adapt our support to meet the needs of hybrid working, ensuring that all team members are supported to deliver their role effectively, regardless of their place of work.

We have a training plan in place which will ensure that we nurture the talents of our people. The plan will support individual personal development plans and team-wide skills development will promote excellence and consistency in our procurement service.

Engagement

Procurement staff work closely with colleagues throughout the organisation. We will introduce a workshop style approach to support more collaborative working in project teams and explore how best we can utilise technology to make collaboration more effective. We will include subject matter experts earlier in the procurement process to share knowledge and encourage sustainable development thinking from the outset.

We will review our approach to communicating with our stakeholders to ensure that information flow is timely, relevant and reciprocal. This will maximise the benefits of collaboration and allow us to provide a more agile service which responds to evolving needs and uses feedback to drive improvements.

We will consult with other public sector bodies to identify opportunities for collaboration and share best practice. In addition, we will engage with key contractors to ensure that our objectives are strategically aligned, and we will increase early market engagement, directly and through use of the Supplier Development programme to inform decision making and break down barriers for potential bidders.

How we deliver our procurement policies on people

Our procurement policies reflect our commitment to integrity and professionalism, and we pride ourselves on demonstrating these values in all that we do.

Ethical and professional standards

When we deal with suppliers and potential suppliers, we must maintain honesty, integrity, impartiality and objectivity. Staff whose main role is leading procurement processes must be qualified to an appropriate level.

Achieved by:

- Requiring staff involved in the procurement process to declare any relationship or interest in organisations likely to bid for SPCB contracts, and not seek or accept contributions of any kind from SPCB contractors, or those likely to bid for SPCB contracts
- Supporting staff to undertake professional qualifications appropriate to their role

Strategy Ownership and Contact Details

Cò ris a tha an Ro-innleachd an Urra is Fiosrachadh Conaltraidh

James Vinestock, Head of Procurement, is the owner of this Corporate Procurement Strategy.

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Telephone number: 0131 348 6504

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Annex A - Scottish Parliamentary Corporate Body (SPCB) procurement policies

Our policy helps us make sure that our procurement:

- follows public procurement regulations
- is fair, ethical and transparent
- achieves value for money
- is sustainable and delivers benefits to society, the economy and the environment

Legal framework

SPCB procurement must follow these rules:

- [The Public Contracts \(Scotland\) Regulations 2015](#)
- [Procurement Reform \(Scotland\) Act 2014](#)
- [Procurement \(Scotland\) Regulations 2016](#)
- Relevant case law

Conditions of contract

Except in exceptional circumstances, all contracts awarded by the SPCB are made under:

- Scots law
- SPCB agreed contract conditions – these are specific to each contract

Ethical and professional standards

When we deal with suppliers and potential suppliers, we must maintain:

- honesty
- integrity
- impartiality
- objectivity

Staff who are involved in the procurement process, including those perceived to be able to influence purchases, must:

- declare any relationship or interest in organisations likely to bid for SPCB contracts
- not seek or accept contributions of any kind from SPCB contractors, or those likely to bid for SPCB contracts

Competition

Goods, services and works must be obtained through proper competition unless there is a valid reason not to.

All contracts expected to have a value of £50,000 (excluding VAT) or more must be advertised on the Public Contracts Scotland (PCS) national portal. For all contracts over £50,000, a contract award notice must be published on PCS.

The SPCB can also make contracts under collaborative framework agreements awarded by other organisations. These are not advertised.

Value for money

All contracts are awarded based on value for money, which is the best balance between quality and cost. Cost includes the purchase price and all other costs, such as:

- repair and servicing
- operating costs
- disposal

Sustainable development

When it makes purchases and awards contracts, the SPCB aims to:

- minimise its environmental impact
- promote positive social and economic benefits

Community benefits

As well as their main purpose, contracts can give communities economic, social, or environmental benefits. These are called “community benefits”. The SPCB will:

- require contractors to deliver community benefits if the contract awarded is valued at over £500,000
- aim to include community benefits in contracts valued between £50,000 and £500,000 where possible

Fair working practices

The SPCB is a living wage employer with inclusive work practices. SPCB policy is that its contractors also take a positive approach to fair work practices.

Fair and ethical trading

SPCB contracts must follow the principles of the Ethical Trading Initiative base code and ILO 8 core conventions – these are international labour standards that set out basic principles and rights at work.

Food and animal welfare

The SPCB provides well balanced, nutritious food within the Parliament. All catering contracts must respect animal welfare and promote sustainability and healthy eating.

Payments to subcontractors

The SPCB pays all valid invoices which are not in dispute within 30 days of receipt. We aim to reduce this timescale to 10 days for at least 95% of valid invoices. The SPCB requires its contractors to pay valid invoices from their subcontractors and sub-subcontractors within 30 days of receipt.

Health and safety

All contractors and sub-contractors must make sure that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health and safety risks. All contractors and sub-contractors must comply with:

- relevant statutory duties, including the Health and Safety at Work etc. Act 1974 and [secondary legislation](#)
- SPCB Health and Safety procedures when on SPCB premises