F

AUDIT & RISK COMMITTEE

21 May 2026

Revised Procurement Policy

1.0 PURPOSE OF PAPER

For decision

1.1 The purpose of this paper is to seek Audit & Risk Committee approval of the updated Procurement Policy (May 2026).

2.0 EXECUTIVE SUMMARY

2.1 The Procurement Policy was approved in May 2023 and scheduled to be review in May 2026. The review has been undertaken with guidance and input from APUC who provide specialist procurement advice to the College

2.2 The revised policy fully meets all legislative and regulatory requirements and further enhances the College's control environment.

3.0 RECOMMENDATION(S)/ACTION(S) REQUIRED

3.1 I recommend that the Committee approve the updated Procurement Policy as contained in the Appendix.

4.0 BACKGROUND

4.1 The Procurement Policy was originally developed through the consolidation of previous financial regulations and procurement guidance. Since its last revision, there have been ongoing developments in procurement best practice, sustainability expectations, and regulatory interpretation within the Scottish public sector.

4.2 This represents a full update to ensure continued alignment with external legislative frameworks, the Scottish Public Finance Manual, and collaborative procurement standards promoted across the tertiary education sector. This is in line with APUC recommended best practice.

5.0 PROCUREMENT POLICY UPDATE

5.1 The Policy has been reviewed to ensure

- Continued alignment with legislative and regulatory requirements.
- Clear roles, responsibilities, and approval thresholds.
- Robust controls around regulated procurement and non-competitive actions.
- Appropriate management of sustainability, ethical, and equality-related risks.

Due to the quantum of changes, tracked changes was not possible.

5.2 The revised policy strengthens the College's control environment by:

Control Area	Key Assurance Provided	Risk Mitigated
Governance and Accountability	• Clear allocation of roles and responsibilities across the procurement lifecycle • Formal oversight by the Vice Principal – Finance & Corporate Services • Defined responsibility for compliance, training, and monitoring held by the Procurement Manager	• Weak accountability • Inconsistent decision-making • Lack of senior oversight
Legislative and Regulatory Compliance	• Policy aligned to current Scottish procurement legislation and WTO GPA thresholds • Defined approval and escalation routes for regulated procurement, consultancy spend, and non-competitive actions • Explicit linkage to the Scottish Public Finance Manual	• Regulatory non-compliance • Legal challenge or sanction • Adverse audit findings
Procurement Controls and Authorisation	• Clear procurement thresholds and routes to market • Mandatory use of PECOS and approved framework agreements where applicable • Documented justification required for non-competitive procurement	• Financial loss • Fraud or inappropriate spend • Unauthorised commitments
Transparency and Audit Trail	• Use of Public Contracts Scotland and Find a Tender Service where required • Maintenance of a public contracts register • Retention of procurement documentation in line with statutory requirements	• Lack of transparency • Inadequate audit evidence • Reputational risk
Risk Management and Contract Oversight	• Embedded contract and supplier management expectations • Performance monitoring through KPIs and formal review mechanisms • Integration with sustainability, equality, and data protection assessments	• Poor supplier performance • Failure to realise value for money • Operational and reputational risk

5.3 The revised Procurement Policy will also be reviewed at the Joint Consultative Committee & Policies on 20 May and any comments received at this meeting will be reported verbally to the Committee.

5.4 Once the Policy has been approved training will be provided to all budget holders on the revised policy and their responsibilities.

5.0 IMPLICATIONS AND CONSIDERATIONS

6.0 Financial Implications

6.1 There are no direct financial costs associated with approval of the policy. The

policy supports improved value for money and effective management of

procurement activity.

6.2 **Learner Implications**

Improved procurement governance will support the delivery of high-quality services, resources, and learning environments for learners.

6.3 **Staff Implications**

Staff with procurement responsibilities will continue to be required to undertake mandatory procurement awareness and sustainability training. Clearer guidance reduces the risk of non-compliance.

6.4 **Equality and Diversity Implications/Equality Impact Assessment**

The policy embeds equality and diversity considerations into procurement activity and supports compliance with the Equality Act 2010. An Equality Impact Assessment is noted within the policy development process.

6.5 **Sustainability/Environmental Implications**

The policy strongly reinforces sustainable procurement, climate responsibility, and community benefit requirements aligned with the College's net zero ambitions**.**

7.0 RISK COMMENTARY

Failure to approve and implement the updated policy would increase the risk of:

- Non-compliance with procurement legislation.
- Inconsistent procurement practices.
- Audit findings or regulatory criticism.
- Reduced assurance over sustainability and ethical procurement objectives.

Approval mitigates these risks by providing a clear, compliant, and embedded procurement framework.

8.0 CONCLUSION

Approval of the updated Procurement Policy will ensure continued legislative compliance and strengthen governance. The policy provides clarity and assurance for staff, management and the Board.

Kirsty Robb, Vice Principal Finance & Corporate Services

Previous Board or College Committee Approvals:

Alternative formats

If you need access to a college document in an alternative format, for example, accessible PDF, large print, easy read, audio recording and braille:

- Complete an accessibility request form by **clicking on this link**.
- Call **01896 66 26 00** and ask to speak with the Marketing Team.

We will consider your request and get back to you within 5 working days.

Translate documents from this website into other languages

You can download any of our published documents and translate them into many languages. Please click this link to use **Google Translate**

For publication ☒	**Not for publication** ☐ **If not, why not?**

BORDERS COLLEGE

Procurement Policy

May 2026

History of Changes

Version	Description of Change	Authored by	Date
1.0	Document created from merger of parts of Financial Regulations, Procurement Strategy, and Procurement Policy (procurement spend profile still to be updated, and Equalities Assessment to be completed)	H Robertson	March 2021
1.1	Updated following discussion at F&GP Committee. Additional information added relating to setting targets and monitoring performance. Spend analysis updated. Removed reference to OJEU	H Robertson	June 2021
1.2	Update to reflect World Trade Organisation thresholds.	K Robb	May 2023
1.3	Full update to reflect best practice as highlighted by APUC.	K Robb/B McClusky	May 2026

Contents

1 PURPOSE **4**

2 SCOPE **4**

3 RESPONSIBILITIES **5**

4 KEY PRINCIPLES **6**

5 GOVERNANCE **7**

6 SUSTAINABILITY **7**

7 PROCEDURES & PERFORMANCE **8**

APPENDICES **15**

1 Purpose

1.1 The purpose of this Procurement Policy is to:

- Set out the operational procedures required for the college to meet its legislative requirements and identify the key practices that ensure effective procurement for goods, services and works.

- Comply with all legislative requirements in relation to procurement, including the requirements of the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014, and the Procurement (Scotland) Regulations 2016 and all subsequent amendments.

- Ensure a standardised methodology to quotation, tendering and contract management procedures for college staff with responsibility for purchasing from **requisitioning** through to final approval. Purchasing procedures as detailed in the college financial regulations must be followed at all times. PECOS is the Scottish Governments electronic procurement system and must be used for raising requisitions and official purchase orders.

- Ensure that best value for money is achieved at all times.

- Promotes and implement sustainable procurement practice.

- Promote equality and diversity in relevant procurement matters

2 Scope

2.1. This Procurement Policy applies to all purchases of goods, services or works made by/on behalf of the College. The Policy must be adhered to by all College employees with any aspect of purchasing responsibility in their job role, including Directors, Delivery Team Managers, Heads of Sectors and budget holders, requisitioners and administrators.

2.2 The Policy should be read in conjunction with the following College Policies, Procedures and Regulations

- College Procurement Procedures
- College Financial Regulations
- College Sustainability Strategy 2025-2030
- Gifts and Hospitality Policy
- Anti Bribery & Corruption policy

2.3 There should be clear separation of budgetary authority and procurement authority. Budget holders should have authority to initiate purchasing/procurement activity by specifying their requirements and providing budgetary authority for the expenditure. For all purchasing above £5000 it must be demonstrated that correct procurement procedures have been completed in accordance with College Procurement Procedures. Requisitions

placed on PECOS must have the correct procurement documentation attached.

2.4 Any request to award a contract through for a non-competitive action (NCA) process must be submitted for review and approval through the NCA form available on the procurement section of the website. Any NCA above £25,000 must be approved in advance by the Scottish Funding Council in accordance with the requirements set out by the Scottish Public Finance Manual (SPFM)

2.5 Any external consultancy contracts with a value of £100,000 aggregated over 4 years must be approved in advance by the Scottish Funding Council in accordance with the requirements set out by the Scottish Public Finance Manual (SPFM)

3 Responsibilities

3.1 This policy has been reviewed and approved by the College Audit and Risk Committee.

3.2 The Vice Principal for Finance and Corporate Services is accountable for the implementation of this Policy and for continuous review of the Procurement Policy and submitting any changes to the College Audit and Risk Committee for approval

3.3 The Procurement Manager is responsible for the effective operation of this policy and will ensure that appropriate procurement procedures are in place and embedded in the college operations. The Procurement Manager will ensure all staff undertake mandatory procurement awareness training

.

3.4 The Procurement Manager is responsible for managing the colleges procurement activity in compliance with all legislative and regulatory requirements.

3.5 The Procurement Manager is responsible for managing procurement activity with regard to responsible and sustainable procurement best practise.

3.6 Directors and Heads of Sectors are responsible for ensuring that all purchasing activity is carried out in line with this procurement policy and compliance with legislative and regulatory requirements.

3.7 Any breach of this procurement policy shall be notifiable and failure to comply may result in disciplinary procedures.

4 Key Principles

4.1 Value for Money

4.1.1. The fundamental principal of this policy is to ensure that Value for Money is delivered in a legally compliant manner. OBJ

4.1.2 Value for Money is the balance between quality, cost and sustainability. It is defined as the optimum combination of whole life cost and quality (or fitness for purpose) to meet the users' requirements.

4.1.3 The following criteria must be considered in the specification for the purchase of goods, services or works.

- Purpose/performance of goods/services
- Technical considerations (size/finish/capacity)
- Life Span
- Installation/maintenance requirements
- Sustainability considerations (see section 4.4 below)
- Equality & diversity
- Interdepartmental cooperation and sharing to reduce cost & share resources.

4.2 Collaborative Procurement

4.2.1. The college will endeavour to maximise opportunities to collaborate in the procurement of goods, services and works where it can be demonstrated that such collaboration delivers Value for Money and meets the colleges requirements in the best overall way.

4.2.2 Collaborative procurement may include the use of frameworks promoted by Advanced Procurement for Universities and Colleges (APUC), Scottish Excel (SXL), Scottish Procurement and other similar procurement centres of expertise. The college is a member of APUC which manage and promote a large number of national frameworks. Where a suitable framework agreement is available for the purchase of goods/services it must be used unless otherwise agreed by the Procurement Manager.

4.2.3 All framework agreements currently available to the college can be found on the procurement section of the College website.

4.2.4. The benefits of utilising a collaborative framework agreements include:

- Economies of scale – more competitive pricing through greater purchasing power achieved through collaboration
- Compliance with procurement legislation – compliance has already been met when the Framework Agreement was procured by the Centre of Expertise (i.e. APUC), therefore reducing the burden on the College.
- Supplier vetting – suppliers on these Framework Agreements have demonstrated compliance with regard to financial health, insurances,

corporate and social responsibility, health and safety, quality management, equalities and sustainability

- Supplier performance – Framework Agreements include well defined terms and conditions, as well as Contract and Supplier Management processes to support the College in the event of poor supplier performance
- Efficiency – procuring legally compliant contracts can be time consuming and resource intensive both for the Procurement service and the requisitioning department which incur additional costs. Utilising Framework Agreements can reduce time and associated cost for everyone involved.

4.2.5 Collaboration between departments and other institutions should be considered for the mutual benefit of all. Some benefits of Collaboration include:

Commonality & Standardisation of Goods and Services provides a college wide standard for regular products and services and ensures all departments are getting the best value for money. This is efficient and reduces duplication in the procurement process. It also ensures that supplier performance can be monitored, and contracts managed more effectively.

5 Governance

5.1 The college is governed by the following legislative frameworks and internal policies:

Procurement Legislation:

- Public Contracts (Scotland) Regulations 2015
- Procurement Reform (Scotland) Act 2014 and Procurement (Scotland)
- Regulations 2016
- Concession Contracts (Scotland) Regulations 2016

Other relevant legislation

- Equality Act 2010
- Bribery Act 2010
- Freedom of Information (Scotland) Act 2002
- UK General Data Protection Regulations (GDPR)
- Health and Safety at Work Act 1974

6 Sustainability

6.1 The college is committed to the UN sustainable development goals as outlined in the Sustainability Strategy 2025-2030.

6.2 The college recognises that responsible procurement plays a significant role in meeting the colleges sustainability strategic objectives including net zero 2040 as outlined in the sustainability strategy 2025-2030.

6.3 For all procurements over £50,000 for supplies and services and £2million for works the college must legally comply with Sustainable Procurement Duty as outlined in Procurement Reform (Scotland) Act 2014 and must follow statutory guidance on addressing fair work practices including living wage where relevant,

6.4 The college will use the Sustainable Procurement Prioritisation Tool to assess risks and opportunities for goods and services where appropriate.

6.5 The college will include climate impact and circular economy considerations in all purchasing.

6.6 The college will endeavour to use frameworks that have embedded carbon content footprint, higher sustainable characteristics, and a built-in approach to extend life and disposal options via repair, re-use, modularity and pre-owned options.

6.7 The college will utilise the sustainability test for relevant procurements in order to maximise opportunities for improvement of the local community.

6.8 The college will engage with the local community to distribute community benefits in a fair and transparent manner.

6.9 The college has developed sustainable procurement training module which will be mandatory for all staff and align with the mandatory procurement awareness training.

6.10 The college will continue to work with APUC and EUAC to develop sustainable best practices in all aspects of procurement.

6.11 The college will continue to be a part of the Scottish Borders Sustainable Procurement Group and use this as an opportunity to share best practise and vision with other public sector bodies in the region including Scottish Borders Council, NHS and housing associations.

6.12 The college will continue to work with suppliers to ensure they are signed up to the supplier code of conduct, have accreditations such as living wage, electronics watch, ECOVADIS, modern slavery assessment, and have robust company policies with regard to the Public Sector Equality Duty under the Equality Act 2010.

7 Procedures & Performance

7.1 Procurement procedures have been developed to align with this policy as dictated by the colleges Financial Regulations. These procedures follow the Scottish Governments Procurement journey with the intention of embedding best practise and legal compliance within the college's procurement function.

7.2 The procedures set out clear purchasing guidance to college employees with regard to relevant functions, roles and responsibilities.

7.3 The procedures set out aim to assist staff to comply with legal requirements whilst minimising unnecessary steps or additional administrative duties.

7.4 The colleges e-Procurement system (PECOS) must be used for placing orders with suppliers who have been approved by the Procurement Manager unless otherwise approved by the VP of Corporate & Finance.

7.5 The College's Terms and Conditions for the supply of goods and services will be issued for all tender orders. All purchases/contracts entered into by the college which are not part of an authorised framework agreement must be entered into only using the College Terms and Conditions, unless otherwise agreed and authorised.

7.6 All purchases/contracts entered into using an authorised Framework Agreement must only be entered into under the Framework Agreement terms and conditions as set out by the relevant purchasing consortia, which the suppliers have agreed to. Please speak to the Procurement Manager for further information.

7.7 All staff with purchasing responsibilities must undergo mandatory procurement awareness training every 2 years. Staff who do not undertake this training within will have PECOS access revoked after 3 months. New staff must undertake this training before they have access to PECOS.

7.8 All staff must complete a Declaration of Interest Form where there is potential for influencing the award of business to a supplier or contractor personally known to them. The procurement manager will assess the risk and advise on the appropriate action.

7.9 Borders college is committed to ensuring that all suppliers are treated in an open, fair and transparent manner as required under procurement legislation. The procurement policy and procedures will ensure that all suppliers have a fair and equal opportunity to secure contracts with Borders College.

7.8 Borders College has a formal (C&SM) approach to ensuring that services and supplies are delivered as agreed during the tender process. This includes performance against KPIs, adherence to T&Cs, quality, service pricing and customer service. The approach to CSM can be strategic, managed or routine depending on the overall risk and value of the contract. This will be decided on a contract-by-contract basis in consultation with the relevant stakeholders.

7.9 In line with the current Scottish government procurement legislation, the college shall maintain a public contract register detailing the following information.

- Date of Award
- Name of Contractor
- Details of Goods/Services/Works
- Estimated Value
- Contract Start Date
- Contract end date
- Duration of any contract extension period

7.10 The College participates in the Procurement and Commercial Improvement Programme (PCIP) – an assessment across all public sector organisations' procurement practices. The PCIP assessment takes place every 3 years and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver. Following the formal PCIP assessment, the College receives feedback and an action plan with recommendations to continually improve performance, based upon best practice.

7.11 Furthermore, as part of the Procurement Reform (Scotland) Act 2014, the College must also publish an annual procurement report disclosing how its procurement activity has complied with its published procurement strategy

8 Tender And Purchase Thresholds & Regulations

8.1 Legal Thresholds for Tender.

Unless otherwise stated, all monetary figures exclude VAT;.

Current (April 2016) Scottish Government (Procurement Reform Act) thresholds are:

- Supplies and Services - £50,000 (fifty thousand pounds).
- Works - £2,000,000 (two million pounds).

Current (January 2026) GPA thresholds are (updated every 2 years

- Supplies and Services - £173,100.00 (one hundred and seventy-nine thousand, and eighty-seven pounds). (Note: this is subject to any change in VAT rate)
- Works - £4,327,500 (four million, four hundred and forty-seven thousand, four hundred and forty-seven pounds). (Note: this is subject to any change in VAT rate)

College Thresholds for purchasing goods and services –

- One off Purchase Supplies and Services
- Recurring purchase over 4 years Supplies and Services £12500 per annum or £50,000 4 year spend

College Thresholds for purchasing goods and services - Regulated Procurement Applies to:
One off Purchase Supplies and Services between £50k - £179k (Scot Gov) or Recurring purchases with 1 supplier over 4 years between £50k - £179k (Scot Gov)
One off Purchase Supplies and Services above 179k (WTO GPA Legislation) or Recurring purchases with 1 supplier over 4 years above 179k (WTO GPA Regs)

Band	Process	Responsibility
£0 - £1k	– Use Framework (follow Framework Requirements) or – The budget holder shall have the discretion to decide whether to obtain quotations, but value for money must always be obtained. – Approval of Budget Holder	Devolved
£1k - £12.5k Regulated if recurring spend with 1 supplier 50k over 4 years.	– Use Framework (follow Framework Requirements) or – Request a minimum of 2 written quotations. – Approval of HOS/Budget Holder	Devolved
£12.5k - £25k Regulated if recurring spend with 1 supplier 50k over 4 years.	– Use Framework (follow Framework Requirements) or – Request 3 written quotations. – Approval of the Vice Principal – Finance & Corporate Services is required.	Devolved or Procurement *Procurement Check Required*
£25k - £50k Regulated if recurring spend with 1 supplier 50k over 4 years.	– Use Framework (follow Framework Requirements) or – PCS- Quick Quote. Request 3 or more quotes advertised on Quick Quotes to named suppliers. – Approval of the Vice Principal of Finance & Corporate Services required.	Devolved or Procurement *Procurement Check Required*
£50k -179k REGULATED	– Use Framework (follow Framework Requirements) or – PCS – Public Contracts Scotland Open Tender Advert – Approval of the Principal is required up to £100,000. – Over £100,000 requires approval from the Finance and Resources Committee – *Sustainability Test Required*	Procurement *Procurement Check Required*
£179k -GPA Limit REGULATED	– Use Framework (follow Framework Requirements) or – PCS FTS Tender – Will advertise in the Find a Tender (FTS) portal following the most appropriate process. – Approval is required from the Finance and Resources Committee – *Sustainability Test Required*	Procurement

College Thresholds for works –Regulated Procurement applies to :
Works – Between £2,000,000 and GPA threshold (Scot Gov) and Works – Above £4,447,147 (WTO GPA legislation)

Band •	○ Process	Responsibility
0-5k	– Use Framework (follow Framework Requirements) or – The budget holder shall have the discretion to decide whether to obtain quotations, but value for money must always be obtained.	Devolved
£5k – 50k	– Use Framework or Request 2 price comparisons or written quotations. – Approval of Budget Holder	Devolved or Procurement
50k-100k	– Use Framework or PCS- Quick Quote. – Request 3 or more quotes advertised on Quick Quotes to named suppliers – Approval of Budget Holder	Devolved or Procurement *Procurement Request Form Required*
100k - £500k	– Use Framework or PCS- Quick Quote. Request 3 or more minimum quotes required – £100-250K approval by Finances & Resource Committee – Over £250K requires approval from the Regional Board	Procurement *Procurement Request Form Required*
500k - £2m	– Use Framework (follow Framework Requirements) or PCS – Public Contracts Scotland Open Tender – Approval of the Principal is required up to £100,000. – Over £100,000 requires approval from the Finance and Resources Committee – ***Sustainability Test Required***	Procurement *Procurement Request Form Required -*
£2m - GPA Limit REGULATED	– Use Framework (follow Framework Requirements) or – PCS FTS Tender – Will advertise in the Find a Tender (FTS) portal following the most appropriate process. – Approval is required from the Finance and Resources Committee – ***Sustainability Test Required***	Procurement *Procurement Request Form Required - HALO*

8.3 Non-Competitive Action/Single Source Justification

A single source justification form must only be used where there is no possible alternative. It must be submitted for approval prior to ordering and if the value exceeds £25,000 the purchase must be approved in advance by the Scottish Funding Council. It must be demonstrated that appropriate market research has been carried out. Please see SSJ form in appendix 1 below.

8.4 Framework Agreements

The collage encourages the use of APUC promoted frameworks. When using a framework, the framework call off procedures must be used. Call off procedures can include direct award, mini competition, or desktop evaluation.

For advice, please contact the procurement manager. Framework terms and conditions supersede the colleges terms and conditions and must not be changed.

8.5 Procurement Checklist

For any one-off purchases over £5,000 or recurring purchases of £12,500 per annum or £50,000 over 4 years a procurement check must be carried out as detailed in the Procurement Procedures document.

8.6 Data Retention Policy – Procurement

Borders college is required by legislation to retain prime documents for 6 years including:

- Retention (in a secure location) of copies of all Contractual Documentation 6 years after the expiry date of the Contract.
- Any specific retention requirements as detailed as part of a Grant condition.
- Complete record of transactions for each year from the computerised accounting system
- Purchase order requisitions.

8.7 General Data Protection Regulations

Procurement exercises for activities which will process personal data require at least a Data Protection Impact Assessment (DPIA) screening questionnaire to be completed, in line with the UK General Data Protection Regulation (GDPR) and Data Protection Act 2018. If the screening shows it is high risk, a full DPIA will need to be carried out. If personal data is involved, please provide a Project Lead name for further contact. If you are not sure whether personal data is involved, please contact director of IT.

9.0 Policy Review

This Policy will be reviewed every 3 years or whenever statutory regulations change by the Vice Principal of Finance and Corporate Services in conjunction with the Procurement Manager.
Any amendments required to the Policy will be presented to the Audit and Risk Committee for approval

Status	Draft
Date of Version	March 2026
Author	Procurement Manager
Review Date	May 2029
Equality Impact Assessed	

Appendix 1

Procurement -

Single Source Justification Form (SSJ)

- This SSJ form is to be completed in respect of all orders exceeding £5,000 excluding VAT where the requestor believes there is justification to source directly from a supplier without conducting a competitive process in line with the college's procurement procedures

Expenditure in excess of £25,000 (excluding VAT) for non-competitive procurement and for any consultancy in excess of £100,000 (excluding VAT) must be approved by the Scottish Funding Council.

Where the value of the NCA exceeds £50,000 for goods or services an Voluntary Ex Ante Transparency Notice (VEAT) will be need to be published on Public Contract Scotland stating the technical reasons for the NCA and the name of the proposed supplier/contractor.

- The SSJ MUST accompany any requisition for orders where no competition is sought and sent to Procurement Manager for review before any orders are placed.

- A copy should be retained by the Department for Audit Purposes to justify non-compliance with the College's Procurement Policy and Procedures.

The circumstances in which a regulated contract can be awarded without competition can be summarised as follows :

- A competitive procurement process has been started but no suitable tenders or request to participate have been submitted
- Where goods, services or works can only be supplied by one supplier for reasons of
  - It is the product of a unique artwork or performance
  - Competition is absent due to a technical reason
  - There are issues of protection of exclusive rights for reasons of patent or copyright.
- Reason of extreme urgency due to events unforeseeable by the college.
- If the award of the contract has already been advertised and agreed as part of another agreement.
- Where the products involved are manufactured purely for the purpose of research, experimentation, study or development. Note this is intended for prototypes or new techniques/materials. It does not apply to products used for carrying out research.
- The contract is for additional supplies/works where change of supplier would result in incompatibility or disproportionate technical difficulties in operation and maintenance.
- Contract is for supplies quoted and purchased on a commodity market
- The contract is available on particularly advantageous terms e.g. due to insolvency procedures.
- Where the contract is follows completion of a Design contest.

It must be shown that adequate market research has been undertaken and there are no reasonable alternatives and that there has been no artificial narrowing of competition.

Please note that lack of planning, resources or time management (e.g. of scope, timelines or risk) may not constitute sufficient grounds for approval.

More details can be found within the Public Contracts (Scotland) Regulations 2015. **Please note that if the requirement is above the regulatory threshold it is still mandatory to publish a Contract Award Notice.**

This justification must be approved by the appropriate Head of Department or nominated representative named in the form below.

If the proposed purchase exceeds £25,000 (excluding VAT), the form will also require a review of risk by the Vice Principal of Finance & Corporate Services.

The requestor is responsible for ensuring that all content contained in within the single source justification is correct and that all statutory obligations have been adhered to.

Requestor	
Department/Directorate	
Approver	
Does any conflict of interest exists between institutional staff and the supplier?	
Supplier	
Description of Goods/Services	
Type of purchase (one off or contract)	
Value excluding VAT	
Does the above value include all amounts to be paid to the supplier under the contract?	
Category of single source	
Justification for single source –include a full explanation of how the contract fits with the above category with reference to the relevant circumstances on page 1.	
Have you completed a Data Processing	

Impact Assessment (if applicable)	
Have you completed a Sustainability Test or Life Cycle Mapping exercise?	
Supporting statement on how value for money will be achieved. Outline details of any financial savings and/or additional 'added value' benefits. This could include discounts from the list price, extended warranty, free training etc	
Outline the terms and conditions that will be used under the contract. Note BC T&C's must be used unless otherwise approved.	
What are the payment terms? Specify how the supplier will be paid, specifically including details of any 'up front' and staged payments	

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

Offer/Quote/Contract Obtained (attach to this form):

Please see attached.

Benefits to the College:

Please outline your market research here.

Any further information or comment to be provided below.

Single Sourcing Recommended by:		**Supported and Approved by:**	
Requestor's Name:		**Head of Faculty / Department**	
Signature		**Signature**	
Title or Position		**Title or Position**	
Date		**Date**	

Section 2 - Procurement Manager Completion

Justification Accepted ☐ **Justification Rejected** ☐

Comments

Signed:_____

Date: _____

(Once Approved / Rejected - Completed Form to be returned to the Department and a Copy to be held in the Procurement / Finance Department.)

Procurement Process – for completion with Procurement

3 a. Procurement Plan/Strategy (for completion with Procurement)	
Process	☐ 3 Quotes (devolved) ☐ 3 Quotes via Quick Quote ☐ Regulated £50K + ☐ Regulated GPA Threshold + ☐ Direct award under existing framework ☐ Further Competition under existing framework ☐ Single Source Justification / Non-Competitive Action (NCA)
Stakeholder Group (UIG)	
Framework Agreement	
Single Source Justification/NCA justification	
General Data Protection Regulations (GDPR) requirements	
Community Benefits (Detail any requirements that could be included in the tender as an Added Value Benefit to either the College or the Wider Community)	
Fair Work Practices	
Equality Issues	
Sustainability opportunities (Circular Economy, Environmental, etc.)	
Modern Slavery Risks	
Life-cycle Costing	
SME Accessibility (Detail actions that could be taken to make this tender more accessible to SMEs, for example Smaller Lots)	
Other	

Risk Analysis Each Risk should be evaluated on a score of 0-3 (in 0.5 increments) (Total all Risks to give total risk score. If total Risk Score is 16 or above, then detailed strategy document must be completed by Procurement)	Operational Criticality	Sustainability	Spend	GHG Emissions	Economic	GDPR	Cyber	Modern Slavery	**Total (out of 24)**

3 b. Timetable (for completion by Procurement)	
Start	
Prepare documents	
Issue documents	
Evaluation	
Award	
End	