



Title	Procurement & Community Benefits Policy
Purpose	<p>The purpose of this policy is to provide a framework for how Maryhill Housing Association (MHA) will purchase, or 'procure', works, goods and services in a way which helps the achievement of strategic objectives and delivers value for money.</p> <p>This is designed to ensure that all such procurement will be done in accordance with all legal requirements, including Scottish Government legislation, in particular the Procurement Reform (Scotland) Act 2014.</p>
Scope	<p>The Board is responsible for approving, reviewing, and monitoring the outcomes of the policy.</p> <p>The Director of Resources holds the lead responsibility for this policy and accompanying Strategy, Annual Report, Procedures and Procurement Toolkit.</p> <p>This policy applies to all Board and Committee members, members of staff whether employees of MHA, freelance, casual, or temporary agency staff irrespective of grade, position, or length of service responsible for the management of properties within the Association.</p> <p>This policy applies to procurement carried out by MHA staff directly, by agents working on behalf of MHA and to any joint procurements undertaken.</p>
Definitions	<p>Apprentice – a person defined as a New Entrant to the industry, both youth and adult, who is undertaking a recognised skill qualification and will operate under the Terms of the Scottish Building Apprenticeship and Training Council (SBATC) or an equivalent apprenticeship scheme.</p> <p>Contract – for the purpose of this policy 'contract' means the agreement with the supplier or contractor to deliver the goods, services or works. Depending on the contract value this can range from an exchange of emails through to detailed and formal contract award. The appropriate contract form for each category is set out in MHA procurement toolkit and procedures.</p> <p>Contract award – for the purpose of this policy 'contract award' means the point at the end of the procurement process when the decision is made on which supplier or contractor is to be deemed the successful tenderer and from whom MHA will purchase the goods, services or works. Where a contractor is appointed directly from a framework, the contract award date is when the signed letter of acceptance is issued to the contractor.</p> <p>Contract value – for procurement assessment purposes the contract value is the total estimated value, excluding VAT, over the full lifetime of the contract including</p>

any potential extension periods, e.g., an annual spend of £10k on a 3-year contract with a 1-year extension clause = £40k contract value.

Full Tender – publicly advertised tendering opportunity carried out in accordance with MHA Category 4 & 5 procurement procedures.

FOI – Freedom of Information legislation and requirements, which will apply to MHA.

Frameworks – A procurement framework is an agreement put in place with a provider or range of providers that enables buyers to place orders for services without running lengthy full tendering exercises. Also, as frameworks are based on large volume buying, this can generate Value for Money (VFM) as they can enable individual buyers to access economies of scale and source services at lower prices, or with special added benefits and/or more advantageous conditions. VFM should not however just be assumed.

FTS – Find a Tender (FTS) is an e-notification service used to post and view higher value public sector procurement notices.

GDPR – data protection legislation and requirements, which will apply to MHA.

New Entrant – is a person who is trained or employed to do a specific job and is leaving an educational establishment or a training provider, or a person that has been non-employed with no experience or a person with construction experience who has been unemployed for at least 6 months and is seeking employment. This may include on-site training and assessment, or offsite training, or offsite training or a mix of these.

Open Tender Process – where the tender opportunity is issued on PCS as a single stage process open to all bidders.

Procurement – the process of purchasing the full range of goods, services and works required to deliver MHA's activities. These range from small items purchased from the petty cash float to large housing development and planned maintenance works contracts awarded following a full tendering process.

Public Contract Scotland (PCS) – an electronic tendering system, advertising tendering opportunities within Scotland.

Quick Quote – tendering process via the PCS website, which is not openly advertised, but instead where MHA issue the opportunity to the selection of suppliers/contractors that MHA has assessed as most appropriate to potentially deliver the goods, supplies, services or works.

Regulated procurement – procurement where the contract value is above the level set by the Procurement Reform (Scotland) Act 2014, and which therefore must be advertised openly on PCS, and which must be reported on in the Contract Register and Annual Procurement Report. Currently £50,000 or above for goods & services, and £2m and above for works.

Restricted tender process - where the tender opportunity is issued on PCS as a two-stage process, the first stage requires all bidders to complete an SPD, a short list of bidders are then invited to participate in the second stage of tendering.

Small and medium size businesses – businesses with up to 500 employees and an annual turnover of up to £100m.

Supported business – a business whose primary aim must be for the social and professional integration of disabled or disadvantaged persons, and where at least 30 per cent of the employees are ‘disabled or disadvantaged’.

Threshold Values – Scottish Government published contract values above which specific types of organisations must advertise the tendering opportunity via FTS. Financial thresholds are reviewed and revalued by Scottish Ministers every two years.

Policy Statement

1) Introduction

This policy describes how MHA will purchase, or ‘procure’, goods, supplies, services, and works.

This policy sets out how MHA will manage procurement and establishes an overall framework for the procurement process that consists of the following:

Document	Purpose
Procurement & Community Benefits Policy	Establishes how MHA’s Board expects procurement related activity to be undertaken by the organisation.
Procurement Strategy	The strategy sets out how the Board’s policy will be implemented, how it will comply with legislation and how it will contribute to MHA’s overall vision.
Annual Procurement Report	A report detailing the procurement activity undertaken and assessing compliance with the procurement strategy during the preceding financial year.
Procurement Toolkit	This is an interactive tool that is completed by MHA staff for all relevant procurement and captures information for inclusion in the Contracts Register. It also includes detailed guidance on procurement and community benefits and links to template documents as appropriate to each category of procurement.
Procurement Procedures	A detailed procedure which clearly sets out roles and responsibilities for each stage of the procurement journey.
Procurement Planning Form	A form which captures the main requirements of the procurement project at the initial planning stage
Annual Procurement Plan	A plan which records all Category 3, 4 and 5 procurement projects and monitors the progress of key milestones of the procurement journey.

2) Legal & Regulatory Requirements

This policy has been developed with reference to:

- Public Contracts (Scotland) Regulations 2015
- Procurement Reform (Scotland) Act 2014
- Scottish Housing Regulator – Regulatory Framework – Standards of Governance & Financial Management for RSLs

MHA staff will also ensure any Scottish Procurement Policy Notes issued by the Scottish Government are taken into account as required.

3) Our Procurement Approach

MHA will adopt an open, transparent, fair, inclusive, and proportionate procurement approach as set out in the following principles.

MHA will ensure that its procurement processes:

- are fair and comply with legal requirements, including FOI and GDPR.
- are carried out in an economically, environmentally, and socially responsible manner which contributes to MHA's organisational strategic objectives.
- aim to achieve the best 'value for money' in a sustainable manner by appropriately assessing the best balance of cost, quality, and sustainability in each procurement decision.
- treat all suppliers and contractors equally and without discrimination.
- are operated in an open, transparent, and inclusive way.
- are proportionate to the item being procured, with the specific procurement approach adopted in each case being based on the nature, scale and value of the contract being awarded.
- are as simple, clear, and proportionate as possible to help facilitate the participation of small and medium size businesses, third sector organisations and supported businesses.
- operate in a manner that improves the economic, social, and environmental well-being within the communities in which we operate, with a particular focus on reducing inequality.
- maximise the inclusion of appropriate community benefits requirements.
- enable MHA to work creatively and collaboratively with partners to support the local economy in Maryhill and North West Glasgow and identify opportunities for joint procurement initiatives.
- include relevant and proportionate consultation with our customers and other stakeholders, to enable the views of those affected to be expressed and considered.
- promote compliance with the Health & Safety at Work etc. Act 1974.
- encourage contractors and suppliers to pay the Real Living Wage in Scotland and for relevant contracts require contractors and suppliers to pay the Real Living Wage in Scotland; promote compliance with the Health & Safety at Work etc. Act 1974; and contain commitments that MHA will ensure prompt payment of invoices to contractors and suppliers.
- ensure, where possible, that the goods and services purchased are fairly and ethically traded. For regulated procurement, MHA contract terms and conditions will enable MHA to end a contract if the contractor or subcontractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out the MHA contract.

4) Procurement Strategy

MHA's Procurement Strategy is reviewed annually and published on the association's website <https://www.maryhill.org.uk/about-us/procurement/>

The Procurement Strategy underpins this policy and sets out in greater detail how MHA will address the procurement principles listed above.

5) Procurement Categories

To ensure a proportionate approach to procurement, this policy splits the procurement of goods, supplies, services and works into 5 categories of procurement method. Where repeat and predictable purchases are made from a specific supplier, these should be amalgamated to arrive at the relevant contract value:

Category	Contract Value Goods, Supplies & Services	Contract Value Works	Procurement Method
Category 1	< £3,000	< £3,000	Suppliers Rates/Price List, or Existing Framework, or Single supplier, confirming price in advance in writing
Category 2	£3,000 to <£10,000	£3,000 to £10,000	Existing Framework, or Three written quotations in advance
Category 3	£10,000 to <£50,000	£10,000 to <£100,000	Existing Framework, or Tender via PCS Quick Quote
Category 4	£50,000 up to Threshold Value	£100,000 up to Threshold Value	Existing Framework, or Full Tender via PCS
Category 5	Threshold Value and above	Threshold Value and above	Existing Framework, or Full Tender via PCS plus FTS

Category 3 – use of the Quick Quote process means that the tenders are processed through PCS but are not advertised openly. Instead, MHA selects the suppliers/contractors that are being asked to tender. The Quick Quote process has been designed for use with lower value contracts. Whilst theoretically the Quick Quote process could be used for works up to £2m, MHA has restricted this to <£100,000 to ensure we openly advertise any works above that level.

Category 4 – complies with the Procurement Reform (Scotland) Act which requires that Regulated Procurement opportunities be advertised on Public Contracts Scotland (PCS) website when their estimated total contract value is equal to or greater than the following thresholds:

- **£50,000** for supplies/services
- **£2,000,000** for works

Category 5 – complies with the requirement that any procurement with an estimated contract value above Threshold Values must be published via the e-notification service Find a Tender (FTS). The opportunity must also be advertised on Public Contracts Scotland (PCS) website.

- The Threshold Value is reset by the Scottish Government every 2 years and this value will be checked prior to commencing any procurement journey as part of the procurement planning stage.

6) Use of Frameworks

Procuring using an existing framework is one of the potential procurement methods available. As a public body, MHA has access to a number of Scottish Government frameworks. MHA can also join and access frameworks such as SPA and Procurement for Housing.

Consideration should always be given to using frameworks, as they can save time in procurement, and they have the potential to deliver value for money. However, this cannot just be assumed, and for each procurement consideration should be given as to which procurement method offers the best fit to the specification requirements and value for money to MHA.

If the decision is taken to procure through a framework, the following approach must be followed:

- Where the framework identifies a sole provider and there is no option for mini competition, market testing should be carried out as part of the procurement assessment to ensure the framework offers value for money.
- Where the framework identifies a number of potential providers, a mini competition should be undertaken to help achieve value for money.
- Where the framework identifies a number of potential providers, and there is the ability to go straight to one provider rather than run a mini competition, this option should only be taken where a clear business case has been identified and approved at Director level.

7) Authority to Procure

The procurement process, up to but not including contract award, can be undertaken by any member of staff within MHA if they have been given an instruction to do so by a staff member who holds the appropriate level of delegated authority to award the contract (as this is the point MHA is committed to the expenditure).

8) Budgeted Expenditure

The decision to award the contract at the end of the procurement process, where the proposed expenditure is already included in the approved annual budget, requires approval in line with the delegated authority in the table below. For investment, cyclical or development works the relevant budget is set at specific project level:

Contract Value Goods & Services	Contract Value Works	Delegated Authority
Within budget AND < £3,000	Within budget AND < £3,000	Staff Grade 6 plus HR Assistant, HR Administrator, Development Graduate Trainee, Trainee Property Officer
Within budget AND < £5,000	Within budget AND < £5,000	Staff Grade 7
Within budget AND < £100,000	Within budget AND < £100,000	Staff Grade 8
Within budget AND < £250,000	Within budget AND < £250,000	Staff Grade 9
Within budget AND < £500,000	Within budget AND < £500,000	Director
Within budget AND < £1,000,000	Within budget AND < £1,000,000	Chief Executive
Within budget AND £1,000,000 or more	Within budget AND £1,000,000 or more	Board

9) Unbudgeted Expenditure

Where the proposed expenditure is not included in the approved annual budget because; it was not considered when the budget was drawn up, could not reasonably have been foreseen, or because the expenditure will result in an approved budget becoming overspent including overspent at project level for investment, cyclical or development costs, the decision to award the contract must be approved in line with the following levels of delegated authority:

- Contract Value <£25,000 – Director
- Contract Value <£100,000 – Chief Executive
- Contract Value £100,000 or above – Board

10) Exceptions

The normal procurement processes may be bypassed in the following exceptional circumstances:

- a) **Emergency situations** – where, for emergency reason such as public safety, it is necessary to ensure works are carried out quickly, the most senior member of staff available may instruct works without going through the normal procurement processes. Any such emergency exceptions will be reported to the Chair as soon as possible and reported to the next Board meeting.
- b) **Specialist works, goods or services** – where the nature of the item being procured requires use of a specialist supplier or contractor, MHA will seek to negotiate the most advantageous price and terms prior to placing an order or signing an agreement. Details of the discussions held and the reasons for

the final recommendation will be fully recorded and there must be clear justification for doing so. MHA staff should consider in all cases taking advice from a professional/technical adviser or procurement specialist in relation to the negotiation and must do so for procurements more than £50,000.

Approval to procure specialist works, goods or services with a contract value up to £50,000 must be obtained from the appropriate Director or the Chief Executive. Approval to procure for contract values above £50,000 must be obtained from the Board.

- c) Generic Items** – where the goods/supplies/services being procured are so generic and widespread that seeking tenders is not realistic and they also cannot be procured via a suitable framework, e.g., standard utility supplies, such as electricity, gas and broadband, or equipment such as IT supplies, vans, or power tools, then MHA should seek to obtain the most advantageous price through market rate comparisons. Approval to procure generic items via this exceptions route will comply with the approval levels set out at section 7 above.
- d) Direct Award** – where certain specific circumstances apply, MHA may make a direct award of a contract following the ‘negotiated procedure without prior publication’ as set out in the Public Contracts (Scotland) Regulations 2015, e.g. direct award of a Design & Build construction contract to a developer who owns the site to be developed. Whenever a direct award is being considered, legal advice will be sought in advance. Where the contract value requires Board approval, then the use of a direct award will also require Board approval. Where a direct award is being implemented, consideration will be given to prior publication of a Voluntary Ex Ante Transparency Notice (VEAT notice), following appropriate legal advice.

11) Procurement Planning Form

A Procurement Planning Form will be completed for all Category 3, 4 and 5 procurements projects. The form captures the main requirements of the project and is the catalyst for the Procurement Manager to add the project to the Annual Procurement Plan.

12) Procurement Toolkit

MHA has developed a Procurement Toolkit, which is to be used by all MHA staff who are undertaking a procurement exercise for Categories 3, 4 or 5 procurements. Due to the lower value of Category 1 and 2 procurements, these do not need to be recorded in the toolkit.

The Procurement Toolkit captures key information and provides procedural guidance to staff as they progress through the relevant procurement stages of the process.

The Procurement Toolkit also captures the information necessary for the Contracts Register.

13) Procurement Procedure

The Procurement Procedure clearly sets out roles and responsibilities for each stage of the procurement journey and will be followed by all staff undertaking a procurement project.

The Procurement Manager will be responsible for carrying out regular dip sampling to ensure that both the policy and procedure are being adhered to.

14) Contracts Register

MHA will keep and maintain a Contracts Register for all contracts awarded which are Category 3 or over and we will publish a contracts register on our website for all regulated procurements, as required by legislation.

15) Community Benefits

Community Benefit Clauses can be used to build a range of economic, social, or environmental conditions into the delivery of contracts. This provides added value and contributes to the achievement of outcomes which benefit local communities and deliver wider social benefit.

One of MHA's strategic objectives is to address poverty and enable customers to make their lives better. MHA believes that we should lead by example by employing trainees, offering apprenticeships, and providing work placements and we therefore expect that our contractors will provide this kind of community benefit when they work with us. Projects and initiatives that stimulate the local economy will assist in the strengthening of the Maryhill and North West Glasgow communities and long-term sustainability.

MHA will comply with the legal duty for explicit Community Benefits clauses required on all contracts above £4m.

Additionally, MHA will consider including Community Benefits requirements for all procurement when purchases are over £50k for goods and services, and over £100k for works.

The community benefit provisions within the procurement process will focus on:

- Employment & Training
- Community Initiatives
- Environmental Improvements

The Association recognises that Community Benefits must be proportionate to the value of the contracts being procured and that a one size fits all approach is not possible.

A number of benefits are highlighted as 'Essential' and the contractor will be expected to address these as a minimum. The contractor can then indicate, subject to final discussion and agreement with MHA, how they propose to fulfil the remaining community benefit points requirement by selecting additional items from the essential or negotiable categories.

The actual level of community benefits to be delivered under the contract will be dependent upon the contract award value. The contractor's community

benefit proposal should reflect their contract bid value rather than the Association's budget estimate. The actual community benefits provision will be discussed and agreed with the contractor in advance of the contract being awarded.

The contract will contain a clause that enables MHA to invoice at commencement of contract for the total value of the Community Benefits based on 0.1% of contract value per 5 points, e.g., £10m contract with a community benefits requirement of 75 points would be invoiced £150,000. MHA will not seek payment for this invoice until the end of the contract and will deduct the value of the community benefits that have been satisfactorily demonstrated as having been delivered, or where reasonable attempts at delivery can be evidenced, e.g. in this example if 60 of the 75 points were delivered during the contract, then the invoice would be reduced to £30,000.

Where the value of the community benefit is less than £350, the amount shall be paid up front by the contractor to the community fund.

The table at Appendix A shows how the value of community benefits will be calculated.

Examples of calculations are shown in Appendix B.

Appendix C sets out community benefit management and monitoring procedures for staff.

The delivery of Community Benefits will be monitored annually as part of effective contract management and reviewed by Senior Management Team and reported to Board.

16) Opening Tenders

Procurements undertaken of Category 3 and above are carried out using the Public Contract Scotland (PCS) website and electronic post-box facility. The Post-box is an online submission facility which allows buyers to receive responses from suppliers electronically in a secure environment. A full audit trail is kept of all access to the Post-box and a complete record of all supplier submissions is stored. This means that MHA no longer retain a tender register, as the PCS records perform this function.

Tenders submitted to the PCS post-box are locked until the submission deadline and can only be accessed by staff designated by MHA as the tender post-box openers.

Procurements at Categories 1 and 2 do not require full tender and therefore tender opening rules are not applicable. However, MHA will require email submissions of quotations to enable retention as appropriate of quotation details.

	<p>17) Fraud, Theft, Anti-Money Laundering and Anti-Bribery</p> <p>MHA’s commitment to preventing fraud, theft, and bribery from occurring and to developing an anti-fraud and theft culture is set out in our Fraud, Theft, Anti-Money Laundering and Anti-Bribery Policy.</p> <p>This includes developing a culture where whistleblowing is encouraged, and whistle-blowers are supported – in line with the Association’s Whistleblowing Policy</p> <p>Procurement is recognised as an area where fraud, theft, bribery, and corruption can occur.</p> <p>All procurement must be undertaken in accordance with this policy and with reference to the Scheme of Delegation in respect of payment approvals.</p> <p>All staff will receive training on the Procurement & Community Benefits Policy, Fraud, Theft, Anti-Money Laundering and Anti-Bribery Policy and Scheme of Delegation.</p>
Approval	Board – 23 rd May 2024
Policy Owner	Procurement Manager
Next Review	May 2027

Appendix A - MHA Community Benefits Table

			Contract Value	<£100k	£100 to <£500k	£500k to <£2m	£2m to <£4m	£4m to <£10m	£10m to £15m	£15m +
contracts less than 12 months		TOTAL POINTS		5	10	15	20	30	35	70
contracts above 12 but less than 24 months		TOTAL POINTS		5	10	15	20	30	35	70
contracts above 24 but less than 36 months		TOTAL POINTS		10	20	30	40	60	75	150
contracts 36 months or above		TOTAL POINTS		20	40	60	80	120	150	300
Category	Measurement details		Points per role or event or 0.1%value							
Employment & Training										
apprenticeships started or sustained	ongoing measurement in apprenticeship hours per week throughout the contract	Essential (contracts 12 months or more)	4	n/a	n/a	min 1	min 1	min 2	min 2	min 4
apprenticeships started or sustained - local resident living in or returning to G20 postcode area	ongoing measurement in apprenticeship hours per week throughout the contract	Negotiable	6							
apprenticeships started or sustained - to individuals from BME or who is female	ongoing measurement in apprenticeship hours per week throughout the contract	Negotiable	6							

jobs created taken up by new entrants		Essential (contracts 12 months or more)	4	n/a	n/a	n/a	n/a	min 1	min 2	min 3
graduate internships		Negotiable	3							
work placement		Essential (contracts 12 months or more)	2	n/a	n/a	min 1	min 2	min 3	min 4	min 5
holding or participating in a careers event locally - within G20 area		Negotiable	1							
Community Initiatives										
educational visit to local school - within G20 area		Negotiable	1							
annual participation in MHA volunteer days (per staff member)		Negotiable	2							
Volunteering with community groups within the G20 area (per staff member)		Negotiable	2							
Cash or in-kind support to MHA Community Fund		Essential (contracts 12)	5	n/a	n/a	min 1	min 1	min 1	min 1	min 1

(0.1% contract value per 5 points)		months or more)								
Environmental Improvements										
Cash or in-kind support to MHA to deliver an identified environmental improvement (0.1% contract value per 5 points)		Negotiable	5							

Appendix B

Example Community Benefit Calculations

Example 1 – £150k services contract lasting 36 months

Points total = 40

Essential Items:

none

Selection from remaining items:

1 x graduate internship = 1 x 3 points = 3

2 x work placements = 2 x 2 = 4

2 x educational visit to local school - within G20 area = 2 x 1 = 2

1 x annual participation in MHA volunteer days (3 staff) = 3 x 2 = 6

5 x Cash or in-kind support to MHA Community Fund (0.1% contract value per 5 points) = 5 x 5 points = 25 points

Total Points value selected = 40

Total cash value £150,000 x 0.1% = £150 x (40/5) = £1,200

Example 2 – £11m newbuild development contract lasting 15 months

Points total = 35

Essential Items:

2 x apprenticeships started or sustained = 2 x 4 points = 8

2 x jobs created taken up by new entrants = 2 x 4 = 8

4 x work placement (4 week) = 4 x 2 = 8

1 x Cash or in-kind support to MHA Community Fund (0.1% contract value per 5 points) = 1 x 5 = 5

Total essential points = 29

Selection from remaining items for balance of 6 points:

1 x annual participation in MHA volunteer days (3 staff) = 3 x 2 = 6

Total remaining points selected = 6

Total Points value selected = 35

Total cash value £11,000,000 x 0.1% = £11,000 x (35/5) = £77,000