

Procurement Policy

1.0 Introduction

The purpose of this policy is to provide clear guidance for GTC Scotland staff involved in any procurement activity, ensuring best practice is followed. It also aims to ensure that our procurement activity is sustainable and meets the longer-term needs of GTC Scotland and its Registrants.

1.1. Scope

This policy applies to all GTC Scotland employees who procure goods and/or services.

Support and advice is available from the Planning and Delivery Officer. This policy should be read in conjunction with the Procurement Procedure and any referenced guidance notes/templates.

1.2. Purpose

This policy aims to:

- provide best value for money for GTC Scotland.
- ensure best practice is followed in relation to procurement legislation and procedures.
- ensure GTC Scotland procurement activity is conducted in a fair, objective and transparent manner.
- ensure all suppliers are treated equally.
- ensure the tendering exercise follows due diligence and is not vulnerable to challenge by unsuccessful suppliers.
- actively promote sustainable procurement.

2.0 Legislative Requirements

2.1 Definition

GTC Scotland does not meet the definition of a 'contracting authority' as defined in The Public Contracts (Scotland) Regulations 2015, therefore, there is no legal requirement for GTC Scotland to comply with EU procurement legislation.

2.2 Best Practice

The process for procuring goods and/or services must be fair, transparent, non-discriminatory, and open to audit and accountability.

It is therefore GTC Scotland policy to follow best practice and proactively promote equality, sustainability and diversity.

2.3 GTC Scotland Standards

GTC Scotland will only contract with suppliers who are aligned with, and can meet, GTC Scotland standards and those set by the most current legislation including, but not limited to:

- Health and Safety Act 1974
- Equalities Act 2010
- Data Protection Act 2018
- Bribery Act 2010
- Freedom of Information Act 2002
- Modern Slavery Act 2018
- General Data Protection Regulation (GDPR)

3.0 Procurement

3.1 Specifying goods and services

When identifying a need for goods or services it is GTC Scotland policy to consider the use of internal resources in the first instance. If the goods or services cannot be delivered in house, then an external supplier should be sourced.

A specification document should be produced detailing the essential characteristics of any requirement. Specification formats are detailed in the procurement templates, and guidance on how to write a specification is available from the Planning and Delivery Officer.

A specification should allow for a clear and precise understanding of what is required but should be flexible enough to allow for innovation and diversification.

A specification should be written in plain English, and should encourage suppliers to:

- diversify from the specification and offer alternatives as well as the specified product and innovation.
- use (if sub-contracting) small and medium-sized enterprises and companies that are classed as supported business and factories (these are companies that have more than 50% of disabled employees).
- use sustainable materials in their production and to act responsibly in disposing of their waste.
- specify Fair and Ethically Traded Products, if applicable.

3.2 Procurement route

The procurement route applicable will be determined by the following:

- whether any appropriate GTC Scotland Contract already exists to meet the requirement.
- the level of spend, exclusive of VAT.

If the requirement is not covered by an existing contract, the total value of the contract will determine which procurement route to follow:

Procurement Threshold (Excl. of VAT)	Process	Contract Documentation Required?	Timescales
Up to £300	Direct to supplier <i>To be used for one-off purchases and not for repeat orders</i>	NO – Purchase Order acts as contract	N/A
£301 - £5,000	3 verbal/email quotes required	NO – Purchase Order acts as contract	1-20 days
£5,000 - £10,000	3 written quotes attached to PO	NO – Purchase Order acts as contract	10-20 days
£10,001 - £50,000	Invitation to Quote (ITQ)	YES – Contract Number provided by Planning and Delivery Officer	15-25 days
> £50,000	Invitation to Tender (ITT)	YES – Contract Number provided by Planning and Delivery Officer	30 days plus

Procurement thresholds apply to the aggregate (total) value of all requirements for the purchase of goods and services of a similar type across GTC Scotland.

In judging whether supplies/services are 'of the same type', account should be taken, for instance, of whether they would normally be ordered together and/or from the same supplier.

Aggregate values may be calculated by one of the following methods:

- the estimated value of separate contracts for meeting a single requirement; or
- the total value of goods and services purchased during the last financial year; or
- the estimated total value of all contracts/orders expected to be placed in the next financial year or during the term of the contract is that is longer; or
- where contracts have no definite duration, 48 x the monthly value.

*All contracts with a potential spend greater than £10,000 should be initially discussed with the Planning and Delivery Officer.

3.3 Advertising

It is GTC Scotland's policy to advertise all contracts over £50,000 on the GTC Scotland website and in trade journals/newspapers where appropriate in order to ensure as wide an awareness of and participation in our tenders as possible. The Planning and Delivery Officer is responsible for preparing and publishing these advertisements.

For contracts between £10,000 and £50,000, it is GTC Scotland policy to issue an Invitation to Quote to a sufficient number of identified suppliers which will result in at least three submissions being received.

3.4 Tender Evaluation

GTC Scotland will always evaluate the tenders by the most economically advantageous tender received in terms of quality and price.

GTC Scotland evaluate the tenders using an evaluation tool which allows all parties to score the criteria set out in the tender. These scores are used to form a consensus score agreed by all evaluators. GTC Scotland will retain this score for public record.

If a consensus score cannot be reached, the Scheme of Delegation will determine who makes the final decision.

4.0 Contract Management

4.1 Consultancy contracts

GTC Scotland is required to report details of consultancy spend under the Public Service Reform Act 2010. The table below shows which external resources must be reported according to the Act.

Consultancy	Not consultancy
Services that support business improvement and development of management strategy, e.g.: <ul style="list-style-type: none">• advice on setting corporate strategy.• advice on setting specific strategy e.g. IT, marketing.• performance improvement and business transformation advice.• irregular or one-off specialist advice and guidance.• advice and guidance on business best practice and efficiency.	Services that support normal, recurring core activity, e.g.: <ul style="list-style-type: none">• professional services for legal or accountancy services.• IT systems development.

4.2 Contract terms, documentation and endorsements

It is GTC Scotland policy that all contracts should be based on GTC Scotland standard terms and conditions of contract. Terms and Conditions are available for download from the GTC Scotland website.

5.0 Supplier Management

5.1 Purpose

GTC Scotland recognises the importance of managing relationships with suppliers to optimise their performance in the delivery of goods and services to allow GTC Scotland to perform its duties.

GTC Scotland is proactive in working with suppliers through the life of the contract and categorises contract management into four categories:

Level of Contract Management	Description of level required to manage a contract
High	<ul style="list-style-type: none"> • Strategic to the delivery of GTC Scotland's goals and objectives. Failure to deliver would result in harm to GTC Scotland in performance and reputation. • Single Source supplier. • Infrastructure/process changes required to service the contract. • Cost savings and process improvements required to be executed during the life of the contract.
Medium	<ul style="list-style-type: none"> • Failure to perform would result in some loss in performance but recoverable without serious harm. • Cost savings and process improvements may be achievable during the life of the contract. • Multi supplier base.
Low	<ul style="list-style-type: none"> • Failure to perform would result in no loss of performance and recoverable without harm. • Cost savings and process improvements cannot be achieved during the life of the contract. • Multi supplier base.
None	<ul style="list-style-type: none"> • Low value non-essential goods/services.

The end user (staff member receiving the goods/services) will agree the level of contract management with the supplier at the beginning of the contract. This will be measured by service level agreements (SLA) against key performance indicators.

The SLA's will be mutually agreed between the supplier and GTC Scotland.

The Planning and Delivery Officer will, where required, be involved with review meetings on a frequency agreed between GTC Scotland and the supplier.

GTC Scotland is committed to developing additional opportunities for GTC Scotland to contribute to the achievement of GTC Scotland's environmental objectives by:

- developing environmentally friendly alternatives to the goods or services specified.
- adopting sustainable processes, goods and services.
- extending sustainability improvements throughout the supply chain.
- provide suppliers with feedback and assistance to improve their own sustainable performance.

6.0 Record Keeping

It is essential that records are maintained throughout the procurement and contracts process.

GTC Scotland is subject to regular audits and detailed records must be accessible for both audit and freedom of information purposes.

Any alteration to standard documentation should be discussed with the Legal and Governance Manager or equivalent role, before a supplier is engaged.

GTC Scotland employees must not endorse any products or services. Individual requests received for endorsement must be referred to the Legal and Governance Manager or equivalent role.

7.0 Document Control

Version	Date	Comment	Author
1.0	October 2019	Final Version	Senior Strategic Manager: Finance and Procurement
2.0	July 2025	Policy updated to reflect current roles / responsibilities	Head of People and Finance