

## Procurement Strategy 2019/2020

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Internal References	<ol style="list-style-type: none"> <li>1. Procurement of Works, Services and Supply Policy</li> <li>2. Strategy and Business Plan</li> <li>3. Housing Strategy</li> <li>4. Asset Management Strategy</li> <li>5. Care Strategy</li> <li>6. People Strategy</li> <li>7. Customer Engagement Plan</li> </ol>
External References	
Comments	

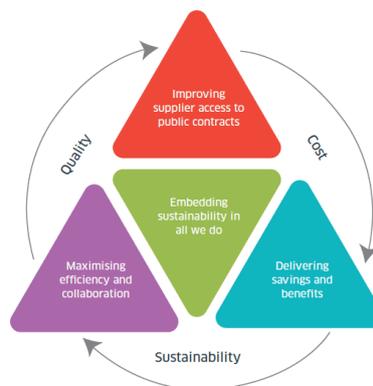
## Procurement Strategy 2019/2020

### 1. Introduction

#### 1.1. Legal and Regulatory Framework

As a Registered Social Landlord Blackwood Homes and Care ("Blackwood") is defined as a public procurement body and, as such, is required to comply with the terms of the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016. In addition to these Acts, Blackwood will comply with all guidance issued by the Scottish Housing Regulator and outcomes of the Scottish Social Housing Charter.

The Scottish Model of Procurement summarises the aspirations of the Scottish Government in relation to procurement which Blackwood will adopt through its own policies and procedures.



#### 1.2. Background

The Procurement Reform (Scotland) Act 2014 requires organisations expecting to have "significant procurement expenditure" – equal or greater to £5m of regulated procurement activity – in any financial year to prepare a Procurement Strategy setting out the organisations approach to certain key areas. If a strategy has been published previously the Act requires that it is reviewed annually and updated as required.

As detailed in the Strategy and Business Plan, Blackwood has begun the at scale development of the Blackwood House and, as such, will see a significant increase in regulated procurement spend over the coming three years.

### **1.3. Organisational Framework**

This Procurement Strategy is intended to compliment the Procurement of Works, Services and Supply Policy, the Strategy and Business Plan, the Housing Strategy, the Care Strategy, the People Strategy, the Asset Management Strategy and the Customer Engagement Plan.

## **2. Regulated Procurement and Strategic Aims**

### **2.1. Carrying Out our Functions and Achieving our Purpose**

Blackwood helps people live their lives to the full by providing high quality personalised housing, care and support designed around the person and their life choices. The aims and objectives set out within this Procurement Strategy and the Procurement of Works, Services and Supply Policy reinforce the successful delivery of these services.

### **2.2. Delivering Value for Money**

Blackwood's Strategy and Business Plan aims to deliver a secure and sustainable future for people to live their lives to the full and Blackwood acknowledges that achieving value for money through procurement has a key role to play in realising those aims. All procurement activity will be structured with value for money as a key outcome, with price/quality ratios applied in accordance with Scottish Government Procurement Journey guidance<sup>1</sup>.

### **2.3. Ensuring Compliance**

All regulated procurement activity will be undertaken by, or directly involving, dedicated procurement resource within Blackwood to ensure compliance with the General Duties of the Procurement Reform (Scotland) Act 2014. In instances where specialist or sector specific knowledge is required Blackwood will engage with appropriately skilled external resource.

### **2.4. Paying our Suppliers**

Blackwood will adopt the guidance of the Scottish Public Finance Manual<sup>2</sup> and will pay suppliers within 30 days of receipt of a valid invoice unless contractual terms stipulate otherwise. Blackwood requires contractors to pay all sub-contractors within 30 days of being invoiced.

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<sup>1</sup> <https://www.procurementjourney.scot/route-2/route-2-develop-documents-selection-award-and-exclusion-criteria-award-criteria>

<sup>2</sup> <https://www.gov.scot/publications/scottish-public-finance-manual/>

### **3. Key Objectives and Outcomes**

#### **3.1. Community Benefits**

As required by the Procurement Reform (Scotland) Act 2014, Blackwood will explore options for the realisation of community benefits in relation to contracts with a value in excess of £4m and in any other situations deemed appropriate. Any benefits sought will be relevant and proportionate to the related contract however, in so far as possible, Blackwood will seek benefits relating to the generation of employment and training opportunities for disabled people.

#### **3.2. Payment of a Living Wage**

Blackwood will promote payment of a living wage throughout its supply chain and will encourage from its suppliers that a living wage is paid to all staff involved in the delivery of its contracts, not only in relation to regulated procurements.

#### **3.3. Promoting Compliance with the Health and Safety at Work etc Act 1974**

Blackwood will promote compliance with the Health and Safety at Work etc Act 1974 throughout its supply chain, will seek assurances from suppliers at procurement that such compliance will be maintained throughout the life of any subsequent contract and will, where appropriate, utilise internal health and safety expertise to support this compliance.

#### **3.4. Consulting with those Impacted by our Procurements**

The Customer Engagement Plan sets out Blackwood's objectives and strategies for engaging with customers on procurement decisions, both through the use of scrutiny panels and on a case by case basis. This plan is reviewed every four years with the input of Blackwood customers.

#### **3.5. Procurement of Fairly and Ethically Traded Goods and Services**

The Procurement of Works, Services and Supply Policy sets out Blackwood's objectives and strategies for ensuring goods and services within the supply chain are fairly and ethically traded.

#### **3.6. Sustainable Procurement and Circular Economy**

The Procurement of Works, Services and Supply Policy sets out Blackwood's objectives and strategies for imbedding sustainable procurement and circular economy principals. Additionally, Blackwood will regularly review procurement performance using the Flexible Framework Assessment Tool for Sustainable Procurement<sup>3</sup> provided by the Scottish Government.

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<sup>3</sup> <https://www2.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility/Sustainability/ScottishProcess/SustainableProcurementTools/FlexibleFrameworkAssessmentTool>

### 3.7. Procurements Involving the Provision of Food

When procuring the provision of fresh and/or frozen foods and groceries Blackwood will consider the environmental impact of production, supply and packaging and will, in so far as possible, explore options for sourcing products locally. Appropriate requirements will also be included in all regulated procurement exercises relating to the provision of food to ensure the highest standards of animal welfare are applied by suppliers.

### 4. Procurement Timetable 2019/2020

The regulated procurement activities anticipated during 2019/20 are noted below. Further procurement activities may be undertaken during the course of the year as required.

<b>Procurement</b>	<b>Procurement Route</b>	<b>Indicative Contract Value</b>	<b>Indicative Contract Award</b>
IT Refresh	National Notice – Supply	£140k	01-Jun-19
Stair Cleaning	OJEU – Services	£160K	01-Jul-19
Planned Maintenance Framework	OJEU – Works	-	01-Sep-19
Development – Charleston, Dundee	OJEU – Works	£12m	01-Oct-19
Groceries, Provisions and Fresh and Frozen Foods	OJEU – Supply	£500k	01-Jan-20
Gas Servicing	OJEU – Services	£670K	01-Apr-20

### 5. Review

This Procurement Strategy will be reviewed annually as required by the Procurement Reform (Scotland) Act 2014.