



Ferguslie Park
Housing Association

Procurement Information

Updated: October 2022

1.0 Purpose

The purpose of this document is to make available key information in relation to how Ferguslie Park Housing Association (FPHA) procurement works, goods and services.

The document also contains information on key supply contracts that Ferguslie Park Housing Association have procured along with associated information.

2.0 Policy and PCS

This document is an addendum to our Procurement Policy and this documents does contain information which is also printed in our policy. A copy of our procurement policy can be found at the following hyperlink:

https://fpha.org.uk/data/E11_Procurement_Policy_review_January_2024_2021_03_19_11_24_33.pdf

FPHA also maintain a buyer profile on Public Contract Scotland which can be accessed at the following link

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA13622

3.0 Key Supplier Contracts

The following list of contracts relate to works which are either ongoing recurring spend or term contracts. The list of suppliers are identified as being key suppliers. This means there are used on a regular basis or the value of spend is in excess of £10,000 per year.

Service Provider	Service	Procurement Route	Expiry (all based on application of available extensions)
Nurture	Landscaping Services	PCS – Open Procedure	31 st March 2024
James Frews Ltd – (Gas Sure)	Gas Maintenance	iFlair Framework	31 st March 2026
Arthur J Gallacher	Insurance Services	PCS – Open Procedure	31 st March 2023
Paterson Safety Anchor Ltd	Gutter Cleaning Services	PCS – Open Procedure	31 st March 2023
SDM Housing Software Ltd	Housing Software	Direct Appointment	Dec 2023
Argon Technical Ltd	Gas Auditing Services	PCS – Quick Quote	31 st March 2022*
Chiene + Tait	External Audit Services	PCS Open Procedure	31 st March 2026
Wylie & Bisset	Internal Audit Services	PCS - Quick Quote	31 st March 2026
ECD Architects	Design Team – Carbon Reduction Feasibility	Scotland Excel Energy Efficiency Lot	Contract Duration Variable
Clearview Networks	ICT and Telephony Support	PCS - Open Procedure	31 st August 2024

Valley Group	Reactive Repairs	PCS – Open Procedure	31 st March 2024
Everwarm	Reactive Repairs	PCS – Open Procedure	31 st March 2024
City Gate Construction	Reactive Repairs	PCS – Open Procedure	31 st March 2024
Kilbarchan Maintenance Services	Reactive Repairs	PCS – Open Procedure	31 st March 2024
Alwurk Electrical	Reactive Repairs	PCS – Open Procedure	31 st March 2024
Saltire Facilities Management	Call Centre Services	PCS – Quick Quote	31 st December 2024
JMP	Stock Condition Survey	PCS – Quick Quote	31 st March 2022
Erz Ltd	Landscape and Environment Design Team	PCS – Restricted Procedure	Contract Duration - Variable
Ask-ABS	Asbestos Management and Refurbishment Surveys	Scotland Excel	Contract Duration - Variable
Caledonian Maintenance	Cleaning Services	PCS – Quick Quote	31 st March 2025

4.0 Future Requirements

Ferguslie Park Housing Association have identified the following services which are due to be procured in 2022/23 and 2023/24:

- *Gas Auditing Services – This procurement has been delayed however is due to be issued imminently
- Small Scale Office Works
- Group Insurance Services
- Varying Individual Trade Lots
- Gutter Cleaning

In addition, there are a number of items of planned maintenance which are presently under review that may result in a procurement exercise for the following types of works:

- New windows and doors
- New kitchens, bathrooms and boilers
- Minor electrical upgrades

FPHA has also identified that there are some spend on items which are not contracted which may require a future procurement exercise in line with guidance and these services are:

- Legal Services
- Printing Services
- Bulk Uplift Services

The spend levels on these services is monitored monthly and decisions on formal procurement exercises will be dependant on the ongoing demand and spend profile.

5.0 Appendix 1 – Procurement Routes

The following table provides information on the procurement routes that FPHA following depending on the anticipated aggregate spend.

FPHA presently access the following Frameworks

- iFlair 2020/2024
- Scotland Excel
- Scottish Procurement Alliance (SPA)
- Public Contract Scotland – Quick Quote; Open Procedures and Restricted Procedures

£0 - £999	Works, Services and Supplies	Work may be authorised within individual officer limits and contractor may be directly engaged without any form of public procurement exercise.	Ability to directly appoint a supplier. Record on Contract Register	Direct approach to suppliers or Use of any Framework which FPHA can access	1-2 weeks
£1,000 - £9,999	Works, Services and Supplies	Quotation – minimum of 1 quotation to be received – with a direct appointment allowed subject to this being a one-off commission or purchase. Where the commission may be envisaged as being an ongoing service, supply or work then 3 quotes should be obtained	Ability to directly appoint a supplier following receipt of a quotation in writing. Both routes subject to CEO approval Record any appointment on Contract Register	Quick Quote to be used for 3 quotes where feasible and realistic or Use of any Framework which FPHA can access	1-2 weeks
£10,000 – 24,999	Works, Services and Supplies	Minimum of 3 competitive quotations to be invited using standardised documentation and	Board approval for tender and acceptance.	On-line Quick Quote using the public contracts website	1-2 weeks

		<p>processes (for example, a specification and return date to be sent to all contractors being asked to provide costs.</p> <p>In most instances ITT document incorporating price/quality ratio and tender questionnaire document</p>	Record any appointment on Contract Register	<p>or</p> <p>Use of any Framework which FPHA can access</p>	
£25,000 - £50,000	Services and Supplies	Quick Quote using ITT document incorporating price/quality ratio and tender questionnaire document	<p>Board approval for tender and acceptance.</p> <p>Record any appointment on Contract Register</p>	<p>On-line Quick Quote using the public contracts website</p> <p>or</p> <p>Use of any Framework which FPHA can access</p>	Minimum 2 weeks
£25,000 - £2,000,000	Works	Quick Quote using ITT document incorporating price/quality ratio and tender questionnaire document	<p>Board approval for tender and acceptance.</p> <p>Record any appointment on Contract Register</p>	<p>On-line Quick Quote using the public contracts website</p> <p>or</p> <p>Use of any Framework which FPHA can access</p>	Minimum 4 weeks
£50,000 - £181,302	Services and Supplies	Formal Tender Process (Above £181,302 EU Level)	<p>Board approval for tender and acceptance.</p> <p>Use of ESPD and ITT document incorporating price /quality ratio.</p> <p>Record any appointment on Contract Register</p>	<p>To be advertised on the public contracts website</p> <p>or</p> <p>Use of any Framework which FPHA can access</p>	6-8 weeks

<p>£2,000,000 - £4,551,413</p>	<p>Works</p>	<p>Formal Tender Process (Below £4,551,413 Scottish Level) (Above £4,551,413 EU Level)</p>	<p>Board approval for tender and acceptance.</p> <p>Use of ESPD and ITT document incorporating price /quality ratio.</p> <p>Record any appointment on Contract Register</p>	<p>To be advertised on the public contracts website</p> <p>or</p> <p>Use of any Framework which FPHA can access</p>	<p>6-12 weeks</p>
<p>£181,302 and above</p>	<p>Services and Supplies</p>	<p>Formal Tender Process</p>	<p>Board approval for tender and acceptance.</p> <p>Use of standard questionnaire and price framework</p> <p>Record any appointment on Contract Register</p>	<p>To be advertised on the public contracts website and in the OJEU</p>	<p>4-6 months</p>
<p>£4,332,012 and above</p>	<p>Works</p>	<p>Formal Tender Process</p>	<p>Board approval for tender and acceptance.</p> <p>Use of standard questionnaire and price framework</p> <p>Record any appointment on Contract Register</p>	<p>To be advertised on the public contracts website and in the OJEU</p>	<p>4-6 months</p>