



Ferguslie Park
Housing Association

Procurement Information

Updated: November 2019

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 <http://www.fpha.org.uk/policies/>

Appendix 1 contains the thresholds and procurement routes applied by FPHA in line with our policy.

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

https://www.publiccontractscotland.gov.uk/search/Search_AuthProfile.aspx?ID=A13622

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
L&D Services	Kitchens and Bathrooms	SPA Framework	November 2021
Mears Ltd	Reactive Maintenance	PCS – Open Procedure	May 2021
CMS Window Systems	Windows and Doors	Scotland Excel Framework	April 2021
CMBS Construction Ltd	Boiler Replacements	iFlair Framework	March 2020
James Frews Ltd – (Gas Sure)	Gas Maintenance	iFlair Framework	March 2021
TC Young Solicitors	Legal Services	Direct Appointment	Re Procurement Process Commenced
Arthur J Gallacher	Insurance Services	PCS – Open Procedure	March 2021
ADA Construction Consultants Ltd	Quantity Surveying Services – iFlair Associated	PCS	June 2021

Paterson Safety Anchor Ltd	Gutter Cleaning Services	PCS – Open Procedure	Feb 2023
SDM Housing Software Ltd	Housing Software	Direct Appointment	Dec 2020
Argon Technical Ltd	Gas Auditing Services	PCS – Quick Quote	March 2020
Caldwell Cleaning Services llp	Cleaning Services	Direct Appointment	Procurement Due 2019/20
Alexander Sloan & Co Ltd	External Audit Service	PCS - Quick Quote	March 2020
Wylie & Bisset	Internal Audit Services	PCS - Quick Quote	March 2020
RSM Risk Assurance Services LLP	Risk Management Software	TBC	TBC
Saltire Facilities Management Ltd	Out of Hours Call Centre	Direct Appointment	Procurement process live
Clearview Networks	ICT and Telephony Support	PCS - Open Procedure	August 2022

4.0 Future Requirements

Ferguslie Park Housing Association have identified the following services which are due to be procured in 2019/20:

- iFlair Framework 2020/2024
- Legal Services
- Call Centre Services
- Print Services
- LD2 Heat and Smoke Detection Works
- Medical Adaptations
- Gas Auditing Services
- Office Refurbishment Works – Phase 1

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 2016/2020
- iFlair 2020/2024
- Scotland Excel
- Scottish Procurement Alliance (SPA)

£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>