

Columbia | Kansas City | Rolla | St. Louis

Procurement Services

Purchasing Policy Manual

101 Executive Summary

The goal of the University's Procurement organization is to obtain appropriate supplies, equipment and services for the University, at the best value, and in a timely manner, while maintaining fairness to vendors, and abiding by applicable laws. University policies and procedures have been instituted to foster achievement of this goal. It is the responsibility of every member of the University Procurement staff to be informed about these policies and procedures, to abide by them, and to assist user departments in compliance.

The University's governing policy is enacted by the Board of Curators and issued in the Collected Rules and Regulations (CR&R). The Business Policy Manual (BPM) is a system-wide collection of administrative policies, which build upon Board policies. This manual gathers Board policy and System administrative policy relating to Procurement, and adds procedures designed to promote consistency in the use of "best practices" throughout the University. Campuses may choose to develop and implement additional and/or more restrictive campus specific policies and procedures consistent with these policies.

In case of any conflict or question about policies or procedures, the precedence is as follows:

- Collected Rules and Regulations
- UM Business Policy Manual
- Purchasing Policy Manual
- Campus Policies and Procedures

Contained in the documents are detailed procedures concerning such issues as delegation of authority, conflict of interest, competitive bidding guidelines and additional policies to ensure fair and competitive practices throughout the procurement process.

Copyright © 2003-2010 The Curators of the University of Missouri. All rights reserved.
[DMCA and other copyright information](#) | [Accessibility](#) | [An equal opportunity/affirmative action institution](#)


[Home](#)
[About us](#)
[Prisons](#)
[Recruitment](#)
[Library](#)

Procurement Policy and Processes within SPS

Competition and Value For Money

SPS procurement policy is that Goods, Services or Works should be acquired by competition wherever possible in line with government and the relevant legislation.

SPS undertakes a variety of forms of competition appropriate to the value and complexity of the intended purchase. As a result of its needs, procurement within SPS is divided between locally and nationally managed requirements:

- * Locally arranged requirements are undertaken and managed by staff within each prison. These tend to be relatively short-term or purchases for a particular prison (*typically less than £20,000*). These purchases often use simple Request for Quotation (RFQ) documents or telephone quotations as the basis of obtaining supplier prices.

- * Requirements above £20,000 and/or national requirements that affect many or all prisons. These purchases are mainly longer term and typically conducted in accordance with the requirements stated in the EU Public Procurement Directive. A central procurement team at SPS Headquarters manages this type of purchase for SPS.

The SPS aims to achieve value for money for all its purchases. This means buying items that best match our needs. Any contract award decision is based on a range of factors specific to the Goods, Services or Works being purchased. These factors may include fitness for purpose, quality, services (such as maintenance support), delivery, price including (*where possible*) identification of whole life costs, and other factors relevant to the purpose of the contract.

The award and use of a range of national contracts for specific goods, services or works enables SPS to then focus upon managing its contract relationships to ensure continued value and supplier performance throughout the term of the contract.

The SPS, including its procurement activity, is subject to regular audit review both by the SPS internal audit team, and by Audit Scotland on behalf of the Scottish Parliament.

Law and Conditions of Purchase

The SPS is bound by the generality of the EU Public Procurement Directives. Within this regulatory framework, SPS has shaped a policy for delivery of procurement activity within SPS.

SPS often utilises the Scottish Government Standard Conditions of Contract (SGTC) [1,2,3,4](#) and [5](#), as the basis of simple contracts. All contracts awarded by the SPS are subject to Scots Law.

Other forms of contract such as those formed by the Office of Government Commerce (OGC) or the GC Works terms are also periodically used by SPS for specific purchases such as IT or construction contracts. Some additional supplementary conditions of contract are included in the SPS Conditions of Contract to reflect specific obligations of those working in prisons.

The appropriate Conditions of Contract will be supplied and referred to with any RFQ or ITT issued by SPS. Any awards of business are based on the principle that the Conditions of Contract issued by SPS form the basis of the resulting contract.

Payment on Time of Valid Invoices

The SPS aim is to pay on time in accordance with agreed payment terms. SPS will not pay unnecessarily early unless some early payment discount or other benefit has been agreed. Our interpretation of making payment is when a BACS payment is committed or a cheque is cashed. If any invoices have been disputed, the timing would run from the date the dispute was resolved.

SPS payment performance is monitored by SPS and the results included in the SPS annual report and accounts.

Procurement Ethics

The Civil Service Code and SPS internal policies establish clear guidelines regarding the values and standards of behaviour expected of SPS servants. For example, individuals within SPS should act with 'integrity', 'honesty', 'objectivity' and 'impartiality'. These overarching standards apply to all SPS staff including those engaged in procurement projects and managing any resulting contractual relationships with suppliers.

SPS expects suppliers to maintain and conduct its activities with SPS to similar ethical standards.

If you believe that an individual engaged by SPS in a professional capacity or an SPS employee has engaged in unethical behaviour, a potential conflict of interest situation, or concern relating to the award of a contract or to the performance of a contract, you should contact either the SPS Head of Procurement, or to the Head of Internal Audit, at SPS Headquarters, Calton House, 5 Redheughs Rigg Edinburgh EH9 1HW.

Sustainable Procurement

The SPS seeks to ensure that its operations and delivery of public services is consistent with the United Kingdom and Scottish Government commitment to sustainable development. The SPS Sustainability Policy reflects consideration of sustainability and environmental factors within the procurement processes for some type of Goods, Services or estate Works: (see attached: [SPS Sustainability Policy.pdf](#)). This includes the evaluation of bids, and the resulting contractor performance may therefore include specific requirements intended to achieve and promote sustainability and environmental factors within SPS operations.

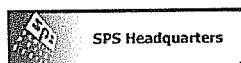
For further information, please click on the links below...

Contract Opportunities: These pages have information on contract opportunities advertised by the Scottish Prison Service.

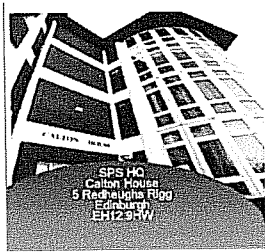
Doing Business with SPS: This gives a summary of factors that can affect suppliers seeking to secure business from the Scottish Prison Service or to undertake work within prison premises.

HMP Low Moss - Award of Contract
29 July 2009

[Text Only](#) | [News Archive](#) | [Site Map](#)
[Contact Us](#)



SPS Headquarters



THE SCOTTISH PRISON SERVICE IS AN AGENCY OF THE SCOTTISH GOVERNMENT