

## Scottish Government Procurement Guidance

The [Procurement Policy Handbook](#), [Procurement Policy Manual](#), [Scottish Procurement Policy Notes](#) (SPPNs), [Scottish Procurement Action Notes](#) and the [Procurement Toolkit](#) are produced by the Scottish Procurement Directorate and can be accessed on the Scottish Government's Procurement homepage on Saltire and on the Scottish Government's website. The Policy Handbook, SPPNs and Toolkit outline policy and procedures that are mandatory for Scottish Government procurement staff, and they provide guidance on best practice for Agencies and NDPBs .

### What's in the Procurement Policy Handbook?

The [Procurement Policy Handbook](#) sets out the fundamental rules, behaviours and standards applicable to public procurement activity in Scotland. It is aimed at all public sector procurement organisations across Scotland and promotes the use of open and transparent procedures. This will, in turn, improve access to public sector contracts for suppliers and service providers and lead to better public procurement. The handbook was prepared in response to a recommendation in John McClelland's [Review of Public Procurement in Scotland](#) and has been developed in consultation with the [Scottish Procurement Directorate's Procurement Policy Forum](#).

The Handbook applies to all Scottish contracting authorities (bodies governed by public law) included in [regulation 3 of The Public Contracts \(Scotland\) Regulations 2006](#). It should be read in conjunction with [Scottish Procurement Policy Notes](#) (SPPNs) and other supporting documents issued by the Scottish Procurement Directorate (SPD). The Handbook provides an overarching framework; it does not replace an organisation's policy manual or sector-specific policy guidance issued by the Centres of Procurement Expertise. Each contracting authority is responsible for reviewing its policy and procedures to ensure consistency with the Handbook.

### What's in the Procurement Policy Manual?

[The Procurement Policy Manual](#) outlines mandatory policy that must be adhered to for all Scottish Government procurement involving goods, services, consultancy, research and construction works. The policy applies to procurements funded from both capital and revenue budgets. It is intended to help everyone in the Scottish Government who is involved in procurement, whether as budget holder/customer, purchaser, expenditure authoriser, contract manager or project client.

The policy reflects the essential values of acting with integrity and honesty, pursuing value for money, and encouraging continuous improvement and innovation. In this context, it is worth pointing out that such key elements as use of competition and separation of duties help to protect the individuals involved in procurement in addition to delivering value for money (**VFM**) and openness.

In particular, those procuring construction-related services should ensure that they observe the **Key Principles of Procurement Policy**, which include the following:

- to enter into contracts through a competitive process;
- to achieve value for money which is defined as the optimum combination of whole life cost and quality to meet the customer's requirement;
- to fully comply with international and national obligations including the Public Contracts (Scotland) Regulations 2006; and
- to undertake the procurement process to the highest ethical standards, treating all potential suppliers fairly.

Line managers are responsible for ensuring that staff involved in the procurement process adhere to the policies outlined in the Manual.

### What's in Scottish Procurement Policy Notes and Scottish Procurement Action Notes?

[Scottish Procurement Policy Notes](#) provide up-to-date advice and guidance on policy and procedural issues relating to works and non-works procurement. [Scottish Procurement Action Notes](#) cover non-policy issues and offer information and guidance on procurement related matters.

### What's in the Procurement Toolkit?

The [Procurement Toolkit](#) explains the procurement process for the purchase of goods and services. Designed as an online source of information, it offers guidance on procedures and processes, together with templates, and recommends further guidance with appropriate links. The procurement of consultancy services also follows the process outlined in the Toolkit.

### Enquiries

Any enquiries about the above documents should be addressed, in the first instance, to the Scottish Procurement Directorate's (SPD) Procurement Policy and Development Division. Enquiries to SPD by sponsored bodies should be routed through their sponsor Departments.