**Procurement Policy Exceptions (PPE) Guidance**

This procedure is used in *exceptional situations*. The University has an ethical and regulatory requirement to expose its spend to open competition. That there is only one supplier for required goods or services may not be sufficient grounds for exception to policy, this should be supported by evidence. It may often be the case that the single source status has to be proven by exposure to competition. All PPEs should be approved prior to raising a Purchase order on Agresso. Please note that PPEs completed retrospectively for invoices for goods, services delivered or works completed, will not be approved as compliant spend.

**Requirements under £25k**

This form may be used when there is a genuine operational reason for not subjecting expenditure to competition. However this must genuinely mean there is only one supplier and not simply that it would be convenient to use a particular supplier. The PPE form will need to demonstrate market testing and or provide details that evidence that only one supplier exists.

*Process & Signatures:*
- Form to be completed & signed by PPE requestor.
- All signatures including signature of Head of School, (if different from Budget holder) to be obtained.
- Form to be submitted to Category Manager in the procurement office.

**Requirements over £25k**

In order that the University meets its statutory and accountability obligations, the Procurement Office now issues tenders on-line for all Schools / Institutes with requirements costing more than £25k (VAT inc). There is very limited scope to use Procurement Policy Exception for any buy over £25k. This form may be used when there is a genuine operational reason for not subjecting expenditure to competition. The justification needs to include details such as; evidence of market testing, enquiries to other providers and or comparison of market offering to justify identification of sole supplier. Its use will be at the discretion of the Head of Procurement or a nominated person thereof. The Procurement Office must therefore be consulted if there is an intention to spend over £25,000 without exposing to competition.

*Process & Signatures:*
- Form to be completed by PPE requestor and submitted to Category Manager in the Procurement Office for review.
- After finalization, PPE requestor to obtain all the signatures on the form and submit to Procurement Office for signatures by Head of Procurement.
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**Requirements over £50k**

If the Procurement Policy Exception is intended to be used for procurements above £50k, all of the above applies. Additionally, **awards for procurements above £50k shall be advertised on Public Contracts Scotland** as a part of the University’s compliance to the EU procurement directive.

*Process & Signatures:*
- Form to be completed by PPE requestor and submitted to Category Manager in the Procurement Office for review.
- After finalization, PPE requestor to obtain all the signatures on the form and submit to Procurement Office for signatures by Head of Procurement.
- Award will be published on Public Contracts Scotland.

All Procurement Policy Exception Forms of any value should be sent to the Procurement Office who have to report the level of expenditure not exposed to competition and answer Freedom of Information enquiries on this subject.

The form to apply for Procurement Policy Exception can be found on our web site under Quick Links:-
[http://www.gla.ac.uk/services/procurementoffice/](http://www.gla.ac.uk/services/procurementoffice/)