



North Ayrshire Council
Comhairle Siorrachd Àir a Tuath

**GUIDANCE - POLICE SCOTLAND INFORMATION SHARING
PROTOCOL (BIDDERS GUIDANCE)**

Background

North Ayrshire Council (“**NAC**”) supports the Scottish Governments policy on ensuring that public contracts are awarded to legitimate businesses and has signed up to an information sharing protocol with Police Scotland to share information about organisations who bid for public contracts.

NAC procurements

On receipt of a Request for Procurement Action (“**RPA**”) the Corporate Procurement Unit (“**CPU**”) must issue an email to Police Scotland requesting confirmation on whether Police Scotland require to be advised at a later stage the names of the organisations that submit a bid for that procurement exercise.

Where the response is “no” then no further action is required.

Where the response is “yes” the list of organisations that submit a bid shall be forwarded to Police Scotland.

If it is established that any of the information provided by the bidder contradicts conviction information held by Police Scotland, the bidder will automatically be excluded from the procurement process. In the event that NAC is advised of any conviction information during the course of any contract, then NAC, at its sole discretion, shall reserve the right to cancel the contract with the supplier/contractor/service provider, with or without notice, and any decision on the period of notice or otherwise shall be at NAC’s sole discretion, acting reasonably.