



Annual Procurement Report

Dundee and Angus College - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period from 1 January 2017 to 31 July 2018 and addresses performance and achievements in delivering the Dundee and Angus College organisational procurement strategy.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money (defined as the best balance of cost, quality and sustainability) and delivery against the authority's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

[Link to Dundee and Angus College Procurement Strategy](#)

Dundee and Angus College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- EU regulated procurement spend [goods and services worth more than £164,176; works worth more than £4,104,394] amounted to £6,740,917. There were 5 such procurements undertaken during the period.
- Lower value regulated procurement spend [goods and services worth more than £50,000, works worth more than £2 million] amounted to £2,100,537. There were 4 such procurements undertaken.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex A of this report.

Dundee and Angus College has over 968 active suppliers with whom the College did business in the reporting period) and the total procurement expenditure was £11,175,941 - £8,841,455 of regulated expenditure (recorded on the Contracts Register) and £2,334,486 on non-regulated.

The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 34% of the College spend went through collaborative agreements.

This report comprises five sections:

Section 1: Summary of Regulated Procurements Completed

Section 2: Review of Regulated Procurement Compliance

Section 3: Community Benefit Summary

Section 4: Supported Businesses Summary

Section 5: Future Regulated Procurements Summary

Report Approved

Date: 27 November 2018

By: Finance and Property Committee

Signed: 

Position: Vice Principal - Corporate Services

Section 1: Summary of Regulated Procurements Completed

Dundee and Angus College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's [Strategic Plan](#).

The detailed summary of regulated procurements completed is set out in Annex A. That information, coupled with the publication of the institutional [Contracts Register](#) and the systematic use of Public Contracts Scotland (PCS) – see glossary of terms in Annexe E – and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In Annex A, information is set out to show lower value regulated procurements completed and EU regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME / supported business.

Section 2: Review of Regulated Procurement Compliance

Where appropriate, Dundee and Angus College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report, the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	Closer working relationships are being developed with other local publicly funded bodies through TOPIC (Tayside Opportunities for Procurement in Collaboration) and TPC (Tayside Procurement Consortium). Staff attend regular meetings to share knowledge and best practice whilst discussing forward contracting plans with a view to collaborative contracting.

	<p>In addition, an APUC shared service agreement has been agreed for a Tayside Regional Procurement Team to ensure that collaborative opportunities between University of Abertay and Dundee and Angus College is maximised, whilst resource is shared to ensure appropriate levels of support for procurement activity in both partners.</p>
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing effort within the College.</p>	<p>For each regulated procurement, a contract strategy is developed to determine the most appropriate route to market and this is agreed with key stakeholders and end users.</p> <p>For non-regulated contracts, a similar approach is adopted, dependent upon the value and risk associated with the contract.</p> <p>Dundee and Angus College procurement activity follows guidelines set out in the Scottish Procurement Journey ensuring consistency, and transparency.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>Whole life cost, quality and sustainability are used to ensure Dundee and Angus College's procurement activities deliver best value for money.</p> <p>Procurement staff consult with users and wider stakeholder groups to ensure that all contract strategies and tender specifications meet their needs, are clearly understood and can be delivered by suppliers. In addition, we seek post contract award feedback from internal and external stakeholders to ensure continual and continuing improvement.</p> <p>College requirements are aggregated when feasible to increase leverage avoid duplication of effort whilst mitigating against unnecessary procurement costs.</p> <p>Uptake of framework agreements and spend through collaborative opportunities is increasing year on year.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners, and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>Procurement staff adopt a pro-active approach to their continuing professional development, participating in training courses organised for the sector by APUC and making use of available online resources to ensure that professional competence is maintained.</p> <p>Staff holding devolved purchasing responsibilities are provided</p>

	<p>with guidance and support from procurement staff in areas such as legal compliance, sustainability and value for money. Support with effective contract management will be provided in the coming academic year.</p> <p>Where there are significant legislative or operational changes, formal staff awareness sessions are held.</p> <p>Advice and guidance is also disseminated through the Procurement and Resources Group which is attended by staff from a range of functional areas, both curricular and non-teaching.</p>
<p>To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through a fair and transparent process.</p>	<p>All regulated procurements are advertised on PCS and regular use is made of the Quick Quote facility for exercises which fall below the regulatory thresholds.</p> <p>This approach, coupled with the use of lotting, where appropriate, detailed specifications and clear evaluation criteria ensure that our contract opportunities are open to as many suppliers as possible.</p> <p>Where relevant, tender specifications make use of appropriate standards and labels to ensure fair and ethical trading is a consideration in suppliers' offers. This is particularly important in areas where there are known and recognised risks associated with supply chains.</p> <p>Use of Sector Framework Agreements provides additional assurance that Dundee and Angus College is contributing to fair and ethical trading. For example, the use of Electronics Watch information in the procurement of ICT equipment mitigates the risks of the use of forced labour in the supply chain.</p> <p>Extensive use is made of spend analysis data to inform forward planning, whilst the Institutional Dashboard information available from APUC provides useful benchmark information in relation to spend, savings and collaborative activity.</p> <p>In addition to this, the externally facing contracts register based on the Hunter database is kept up to date to ensure that the</p>

	key principles of openness and transparency are adhered to.
To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and EU legislation in performance of the sustainable procurement duty.	<p>Procedures are in place to ensure that contracts are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business.</p> <p>Dundee and Angus College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to the contract and take steps to ensure bidders comply with it eg Health and Safety, Equality and GDPR/Data Protection legislation.</p> <p>Where appropriate and proportionate, fair work practices will be evaluated as part of the tender process, with areas such as zero-hours contracts and payment of the real/national living wage being taken into consideration.</p> <p>Where appropriate, Community Benefits Clauses will be considered and performance against these measured throughout the lifespan of the contract.</p>

Dundee and Angus College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Section 3: Community Benefit Summary

For every procurement over £4m, Dundee and Angus College will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, 'could a community benefit clause be usefully included'? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

Dundee and Angus College has awarded 22 regulated procurement contracts over the reporting period. None of these was over £4 million in value.

Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).

The College did not reserve any contracts for supported businesses in the period covered by this report, however there is 1 contract in place with a supported business.

Section 5 – Future Regulated Procurements

Dundee and Angus College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date

- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Annex A List of Regulated Procurements Completed in the Reporting Period 1/17 – 7/18

Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status	Supported Business
Central Network Storage Refresh	Cutter Project Ltd	24/04/2017	C	01/05/2017	31/07/2022	£376,000	Large	No
Taxi Services and Private Transfers	Dundee 505050 Ltd Teletaxis (Dundee) Ltd Links Cabs Carnoustie Discovery Travel	04/07/2017	C	07/07/2017	06/07/2021	£474,000	Small	No
Industrial Gases	BOC	18/10/2017	B	01/11/2017	31/10/2019	£69,000	Large	No
Development and Build of a New Website	Innovation Digital	13/06/2018	C	02/07/2018	01/07/2019	£45,367	Small	No
Supply and Delivery of AV Equipment	Streamtec AV Solutions	13/06/2018	B	02/07/2018	01/09/2018	£87,762	Small	No
FS Logix Suite Perpetual Licensing and Support	Cutter Project Ltd	14/07/2018	C	14/07/2018	13/07/2020	£42,000	Large	No
Provision of Non-life Insurance	Zurich Municipal	16/17/2018	B	01/08/2018	31/07/2021	£298,278	Large	No

Non-Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	Compliance issue/solution
Student Travel – Angus Smart Travel	Stagecoach Buses	07/08/2018	C	07/08/2018	06/08/2020	£1,100,000	Voluntary Ex Ante Transparency Notice
Student Travel – Dundee Smart Travel	Xplore Dundee	03/07/2018	C	07/08/2018	06/08/2020	£900,000	Voluntary Ex Ante Transparency Notice

The requirements of these contracts could only be fulfilled by the suppliers appointed.

A Voluntary Ex Ante Transparency (VEAT) Notice was published on PCS, which provides a 10-day period during which any other operator that believes they could fulfil the requirements of the contract could challenge the award.

Annex B List of Regulated Procurements with Community Benefit Requirements Fulfilled

There were none of these due to no individual project exceeding the £4M threshold.

Annex C List of Regulated Procurements placed with Supported Businesses

None during the period covered by this report.

Annex D List of Regulated Procurements planned to commence in next two F/Ys 18/19 & 19/20

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Road Surfacing	B	Extension	N/A	N/A	29/09/2018	28/09/2019	£12,000
Game and Fine Foods	C	Extension	N/A	N/A	17/10/2018	16/10/2020	£24,000
Mobile Client Devices	A	Extension	N/A	N/A	16/11/2018	15/11/2019	£130,000
Desktop Client Devices	A	Extension	N/A	N/A	01/01/2019	31/2/2020	
Fresh Fruit and Vegetables	B	Re-let	APUC Contract		21/05/2019	20/05/2021	£90,000
Fresh Butcher Meat	B	Re-let	APUC Contract		05/01/2019	04/01/2022	£36,000
Hair and Beauty Supplies and Consumables	B1	Extension	N/A	N/A	15/02/2019	14/02/2020	£96,000
Water and Waste Water Services	A	Extension	N/A	N/A	01/03/2019	28/02/2020	£115,000
Supply of Electricity	A	Extension	N/A	N/A	01/04/2019	31/03/2020	£650,000
Electrical Sundries	B	Extension	N/A	N/A	25/04/2019	24/04/2021	£70,000
Vehicle Lease	A	Extension	N/A	N/A	16/05/2019	15/05/2020	£27,000
Provision of Taxi Services and Private Transfers	C1	Extension	N/A	N/A	07/07/2019	06/07/2021	£248,000
Provision of Network Equipment and Support	C	Re-let	04/2019	07/2019	13/08/2019	12/08/2022	£57,000
Fresh Bakery Products	B	Re-let	APUC Contract		07/09/2019	06/09/2022	£42,000

Microsoft Campus Licence	C	Re-let	10/2018	11/2018	01/12/2019	31/11/2022	£165,000
FS Logix Suite Perpetual Licensing and Software Support	A	Re-let	03/2020	04/2020	14/07/2020	13/07/2023	£42,000

Annex E - Glossary of Terms

A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none">• Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none">• Scottish Procurement• APUC• Scotland Excel• NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC's Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

BT14 – Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction
- Social, equality and / or environmental improvements

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental benefits.

Community Benefits Clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc).

Cost Avoidance The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/works under budget, obtaining prices lower than the market average/median.

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration. EU regulated procurements are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

Flexible Framework Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made. For more information, visit the Scottish Government's Hub page.

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Institutional Dashboard - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through Hunter. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices.

The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2018.

Output Specification requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation is the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

- Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Supported employment programme means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

Sustain - is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

Sustainable Procurement A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

Voluntary Ex Ante Transparency (VEAT) notices are a form of notice which was first introduced in December 2009. They allow users to issue awards to companies who they believe are the only company selling something that they need to procure. VEAT notices, which note the award of a contract, will be typically reported in the Official Journal of the European Union (OJEU) and provide other operators the opportunity to challenge the contract award within a 10-day period.