



Annual Procurement Report

Dundee & Angus College – Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a Procurement Strategy and then review it annually. Organisations required to publish a procurement strategy are also required to publish an Annual Procurement Report (APR).

This report covers the period of August 2018 to July 2019 and addresses performance and achievements in delivering the objectives laid out in the organisational [Procurement Strategy](#) for Dundee & Angus College.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the College's approach to procurement and its impact. Stakeholder engagement also features in the annual assessments of the achievement of regulatory compliance, strategic objectives, value for money and delivery against the College's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting informs 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 College may need to adjust.

Dundee & Angus College has analysed its expenditure with third parties and has identified that over the year the following expenditure has occurred:

- EU regulated procurements² amounted to £1.5 million. There was one such procurement completed for the supply of electricity.
- Lower value, PRA-regulated procurements³ amounted to £1.2 million. There were 13 such procurements completed.

More detailed information on the regulated procurements is provided in Appendix 1 of this report.

Dundee & Angus College has 807 active suppliers with whom the College did business in the reporting period and the total procurement expenditure was £7.4m: £4m of regulated expenditure (recorded on the Contracts Register) and £3.4m of non-regulated. This figure consists of low value, low risk purchases (including one-offs) which do not reach the regulated contract threshold.

The College has been optimising its use of national, sectoral, local or regional 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. 52% of the College spend went through collaborative agreements.

66% of the College spend was with SMEs who constitute 89% of the total number of active suppliers. 10 SMEs featured in the award of PRA regulated procurements. This demonstrates the College's commitment to supporting SME's in its procurement activity and maximising social benefit.

This report comprises six sections which address mandatory reporting requirements.

¹'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

² Goods and services worth more than £181,302; works worth more than £4,551,413. Public contracts (EU) thresholds are revised every 2 years – next due on 1 /1/2020

³ Goods and services worth more than £50,000, works worth more than £2 million

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Date Report Approved: 27 November 2019

By name of authorising body: Finance and Property Committee

Signed responsible officer:

A handwritten signature in black ink, appearing to read "J. Camacho". The signature is written in a cursive style with a large initial "J" and a distinct "C" at the end.

Position: Vice Principal, Corporate Services

Section 1: Summary of Regulated Procurements Completed

Dundee & 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 details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix 1. That information, coupled with the publication of the institutional [Contracts Register](#) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

Section 2: Review of Regulated Procurement Compliance

Where appropriate, Dundee & 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.

The College's continual improvement process is linked to the Scottish Government's Procurement and Commercial Improvement Programme (PCIP), through which the College is periodically assessed. It provides valuable benchmarking information from which necessary improvements can be identified, consulted upon, planned and implemented.

The most recent PCIP assessment was undertaken in January 2018 when the College scored in the Bronze band. Work has been undertaken during the reporting period to target a Silver grading at the next PCIP assessment, which will take place in November 2019.

The following table identifies the procurement aims, which were established within the procurement strategy in 2016 and progress towards achievement of those aims.

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process. Bi-annual internal stakeholder surveys have provided the opportunity to review engagement and focus on areas where impact is greatest.</p> <p>For each procurement, the College considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>Dundee & Angus College contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Dundee City Council, Angus Council, Perth & Kinross Council, Tayside Contracts, Tayside Procurement Consortium and Abertay University to deliver local collaborative contracts.</p> <p>In addition, staff from the College attended the Tay Cities Meet the Buyer Event in February 2019 with a view to developing relationships with other public sector bodies.</p> <p>The Tayside Regional Procurement team, comprising Dundee & Angus College and Abertay University, whilst in relative infancy, is using a collaborative approach and identifying opportunities for joint tendering activity.</p> <p>The College actively engages with other bodies through HE and FE specific events and Scottish public-sector events.</p>
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning and service support communities through the development of an effective and co-ordinated purchasing effort within the College.</p>	<p>Optimal procurement/contract strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey. Any contract with an anticipated value in excess of £25,000 will have a specific contract strategy covering</p>

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
	<p>spend analysis, market research, available frameworks as well as a recommendation on route to market, proposed evaluation criteria, expected outcomes and benefits and the identification of risk and actions to be taken in mitigation.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the College will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations support the strategic objectives detailed in the College's Regional Outcome Agreement.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>How goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to regular review with APUC and, through user consultation, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
<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>The defined procurement process is managed through a professional procurement team with access to competency-based training, skills development programmes and career development opportunities.</p> <p>Devolved procurement competencies are assessed across the College to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>An online Introduction to Procurement module has been developed to support College staff at all levels to understand the legislative background and to enhance their knowledge of business processes and internal governance protocols.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against business case objectives. These are in turn consolidated by contract and supplier management routines based on value and risk to monitor performance and introduce any improvements required.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Full use is made of expenditure segmentation analysis and data located on Hunter (including Contracts Registers) and Procurement Data Dashboard.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers.</p> <p>Use is made of Public Contracts Scotland to publish procurement opportunities; appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme.</p>

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
	<p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The 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 College will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it eg Health and Safety, Environmental and Late Payment legislation.</p> <p>Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation</p> <p>Dundee & Angus College is proud of its accreditation as a Living Wage employer and fully complies with its duties under the Modern Slavery Act.</p> <p>Details of its Modern Slavery policy are available on the College website.</p>

The commentary identified above shows that excellent progress has been made towards achievement of the procurement aims.

Dundee & Angus College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These are detailed within the Schedule of Delegated Authority which has been approved by the Finance and Property Committee of the College's Board of Management.

Section 3: Community Benefit Summary

For every procurement over £4m, Dundee & 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, 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 & Angus College has awarded 13 regulated procurement contracts over the reporting period. None of these was over £4 million in value and none had community benefit requirements fulfilled.

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. [see Glossary of Terms for definitions]

The College 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 (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 this period, and whilst no contracts have been placed with supported businesses through the standard open tendering route during the reporting period, discussions have taken place with 2 supported businesses in relation to future contracting opportunities for the supply of furniture and signage. These will be reported upon in the 2019/20 report.

In addition, a relatively low value contract (below the threshold for inclusion within this report) has been put in place with Hey Girls!, a certified social enterprise offering 'buy one give one free' sanitary products to address period poverty.

Section 5 – Future Regulated Procurements

The 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 Appendix 4 should be viewed with this caveat in mind.

Section 6 – Sustainability

Dundee & Angus College has a very strong commitment towards sustainability and where relevant and proportionate, sustainability criteria are evaluated in procurement exercises for both regulated and non-regulated contracts.

Specific examples have included the inclusion of environmental objectives in a road surfacing contract which resulted in the use of a particular environmental product which recycled spoil from road works as well as plastic waste materials.

The end result was the recycling of a weight equivalent to 150,000 plastic bottles and the saving of 1.6 tonnes of carbon over the use of traditional asphalt.

Appendix 1: List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 8/18 – 7/19

Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period (excl. VAT)	SME status	Supported Business
Adobe Creative Cloud Licence	Eduserv	14/08/2018	C (Framework Call-off)	14/08/2018	13/08/2021	£78,413	Medium	No
Supply and Delivery of Library Books	Kelvin Books	03/09/2018	C (Framework Call-off)	03/09/2018	02/09/2020 Option to extend to 02/09/2022	£46,000 (£92K including optional extensions)	Small	No
Occupational Health	People Asset Management	10/09/2018	C	08/10/2018	07/10/2021 Option to extend to 07/10/2023	£45,000 (£75K including optional extensions)	Medium	No
Mobile Phones	EE	28/01/2019	C1 (Framework Call-off)	01/04/2019	31/03/2021 Option to extend to 31/03/2023	£37,000 (£74K including optional extensions)	Large	No
Audio-Visual Equipment	GV Multi-media	22/02/2019	C (Framework Call-off)	01/03/2019	31/08/2019	£173,675	Medium	No
Associate Trainers	Framework established with 11 suppliers across 5 lots	06/03/2019	C	18/03/2019	17/03/2021 Option to extend to 17/03/2022	£150,000	Micro	No
Supply of Electricity	EDF Energy	01/04/2019	A	01/04/2019	31/03/2022 Option to extend to 31/03/2025	£1.5M (£3M including optional extensions)	Large	No
AV Installation, Repair and Maintenance	GV Multi-media	10/04/2019	C	01/07/2019	30/06/2022	£125,000	Medium	No
Secure Payment Solution	Capita Business Services Ltd	10/05/2019	C (Framework Call-off)	01/06/2019	31/05/2023	£55,287	Medium	No

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period (excl. VAT)	SME status	Supported Business
Wifi Upgrade	Insight Direct (UK) Ltd	28/05/2019	C (Framework Call-off)	03/06/2019	02/08/2019	£148,364	Large	No
Replacement Firewall	Ping Network Solutions	03/06/2019	C	10/06/2019	09/06/2022	£51,495	Small	No
Travel Services	Key Travel Ltd	03/06/2019	C (Framework Call-off)	24/06/2019	23/06/2022	£180,000	Medium	No
Sports Hall Flooring	Jack Carmichael Flooring Ltd	15/07/2019	C	15/07/2019	14/09/2019	£55,028	Small	No

Non-Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period (excl. VAT)	Compliance issue	Proposed Solution
Mini-bus Purchase	Car Van and Minibus World Ltd	22/07/2019	C	29/07/2019	One-off purchase	£65,000	CCS framework unable to deliver within timescale.*	NCA approved by College Principal. 24/7/2019

* Whilst we are recording this purchase as non-compliant, due process was followed in an effort to find a compliant contracting route which would meet our requirements. Approaches to suppliers on Crown Commercial Services Framework were unsuccessful primarily due to the delivery timescale required to ensure achieve completion.

Appendix 2 – List of Regulated Procurements with Community Benefit Requirements Fulfilled

None completed/fulfilled due to relative low value.

Appendix 3 – List of Regulated Procurements placed with Supported Businesses

None placed during the reporting period although there has been engagement with 2 supported businesses in relation to future contracting opportunities.

In addition, there is a contract in place with Hey Girls CIC, the 'Buy One Give One' sanitary product social enterprise in support of the Period Poverty agenda. However, the overall value of this is below the regulated contract threshold so is not covered in this report.

Appendix 4 – List of Regulated Procurements planned to commence in next two F/Ys 19/20 & 20/21

All contracting activity is subject to available budget and may be subject to change should additional funding become available. For the purposes of transparency estimated values which are close to the regulated contract threshold of £50,000 have been included.

*** In cases where the contract is being let by another organisation, and the notice publication date is unknown, the letting authority is listed. Where a direct award option is available under an appropriate framework, this is noted as a contract notice would not be published.*

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
Water and Waste Water Services	A	Re-let	Scot Gov	31/01/2020	01/03/2020	01/03/2023	£345K
Natural Gas	A	Re-let	Scot Gov	28/02/2020	01/04/2020	31/03/2023	£480K
SUN Finance System Licence Maintenance	C	Extended	N/A		01/07/2020	30/06/2025	£100K
Payroll System	C	Extended	N/A				
Microsoft Campus Licence Agreement	C	Re-let	Direct award via framework	30/09/2019	01/12/2019	30/11/2022	£130K
Fixed Wire Telephony	C	New	05/08/2019	13/9/2019	01/10/2019	30/09/2021	£60K
Desktop Client Devices (PCs)	A	Extended	N/A		01/01/2020	31/12/2020	£200K split across both contracts – demand led based on user requirements
Mobile Client Devices (Laptops)	A	Extended	N/A		01/01/2020	31/12/2020	
Audio Visual Equipment (Supply only)	C	Re-let	05/09/2019	26/09/2019	1/10/2019	30/09/2021	£100K
IT Related Accessories and Parts (ITRAP)	B	Re-let	SUPC	May 2020	01/06/2020	31/05/2024	£64K

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
Fresh Bakery Produce	B	Re-let	APUC	August 2019	07/09/2019	06/09/2023	£60K
Fresh Dairy Produce	B	Re-let	APUC	September 2019	25/10/2019	24/10/2023	£56K
Confectionery, Snacks, Soft Drinks, Cakes and Ancillary Products	B	Re-let	TUCO	October 2019	16/11/2019	15/11/2022	£300K
Hot Beverage Dispensing Equipment and Ingredients	B	Re-let	TUCO	December 2019	04/01/2020	03/01/2023	£51K
Vending Equipment	B	Re-let	TUCO	December 2019	04/01/2020	03/01/2023	£180K
Hair and Beauty	B	Re-let	APUC	January 2020	15/02/2020	14/02/2024	£250K across all lots
Cleaning Materials and Disposable Paper Products	B	Extended	N/A		03/04/2020	02/04/2021	£75K
Industrial Gases	B	Re-let	LUPC	October 2020	01/11/2020	31/10/2023	£69K
Electrical Sundries Supply of	B	Extended	N/A		25/04/2020	24/04/2021	£171K
Provision of Teaching Qualification: Further Education (TQFE) Programme	C1	Re-let	January 2020	May 2020	29/06/2020	28/06/2024	£100K

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
Graduation Services	C	Re-let	April 2020	August 2020	02/09/2020	01/09/2024	£48K
Internal Audit	C	Re-let	09/03/2020	15/06/2020	01/10/2020	30/09/2025	£100K
General Stationery and Office Paper	A	Re-let	Scot Gov	May 2020	01/06/2020	31/05/2024	£200K
Fuel Cards and Associated Services	C	Re-let	July 2020	October 2020	01/11/2020	31/10/2024	£90K
Student Transport	C	Extended	N/A		07/08/2020	06/08/2022	£800K
Personal Protection Equipment (PPE) and Clothing	C	Re-let	January 2020	April 2020	09/05/2020	08/05/2024	£52K
Road Surfacing	B	Re-let	APUC	September 2019	01/10/2019	30/09/2022	£300K
Student Hospitality Kits	C	Re-let	November 2019	February 2019	01/03/2020	28/02/2023	£150K
Plumbing Consumables and Commercial Heating Products	B	Extended	N/A		10/08/2020	09/08/2022	£40K
IT Consumables	A	Re-let	Scot Gov	October 2020	01/11/2020	31/10/2023	£52K
Furniture (Supply, Delivery & Installation)	B	Extended	N/A		01/12/2020	30/11/2022	£80K
Fresh Fruit & Vegetables	B	Extended	N/A		20/12/2020	19/12/2022	£90K
Fresh Butcher Meat	B	Extended	N/A		05/03/2021	04/03/2023	£100K

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
Associate Trainers	Framework	Extended	N/A		18/03/2021	18/03/2022	£75K
Mobile Phones	C	Extended	N/A		01/04/2021	31/03/2023	£37K
VMWare Enterprise Licence Agreement	C	Re-let	Feb 2021	April 2021	01/05/2021	30/04/2024	£200K
Data Link Connections	C	Re-let	April 2021	June 2021	07/07/2021	06/07/2024	£40K
Taxi Services and Private Transfers	C1	Re-let	March 2021	May 2021	07/07/2021	06/07/2025	£450K
Non-life Insurance	C	Re-let	May 2021	July 2021	01/08/2021	31/07/2024	£350K

1.	Organisation and Report Details	
a)	Contracting Authority	Dundee & Angus College
b)	Period of the annual procurement report	1 August 2018-31 July 2019
c)	Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?	Yes
2.	Summary of Regulated Procurements Completed	
a)	Total number of regulated contracts awarded within the report period	14
b)	Total value of regulated contracts awarded within the report period	£2,710,262
c)	Total number of unique suppliers awarded a place on a regulated contract awarded during the period	23
	i. How many of these unique suppliers are SMEs	20
	ii. How many of these unique suppliers are Third Sector bodies	0
3.	Review of Regulated Procurements Compliance	
a)	Number of regulated contracts awarded within the period that complied with your Procurement Strategy	13
b)	Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1
4.	Community Benefit Requirements Summary	
	Use of Community Benefit Requirements in Procurement	
a)	Total number of regulated contracts awarded with a value of £4 million or greater.	0
b)	Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c)	Total number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements.	0
	Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d)	Number of jobs filled by priority groups	0
e)	Number of apprenticeships filled by priority groups	0
f)	Number of work placements for priority groups	0
g)	Number of qualifications achieved through training by priority groups	0

h)	Total value of contracts sub-contracted by SMEs	0
i)	Total value of contracts sub-contracted to Social Enterprises	0
j)	Total value of contracts sub-contracted to Supported Businesses	0
k)	Other community benefit(s) fulfilled	0
5. Fair Work and the Real Living Wage		
a)	Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
b)	Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract during this period.	0
c)	Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	1
d)	Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	2
6. Payment Performance		
a)	Number of valid invoices during the reporting period.	13,586
b)	Percentage of invoices paid on time during the period.	99%
c)	Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d)	Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
7. Supported Businesses Summary		
a)	Total number of regulated contracts awarded to supported businesses during the period.	0
b)	Total spend with supported businesses during the period covered by the report, including:	0
	i. Spend within the reporting year on regulated contracts.	0
	ii. Spend within the reporting year on non-regulated contracts.	0
8. Spend and Savings Summary		
a)	Total procurement spend for the period covered by the annual procurement report.	£7,419,822.16
b)	Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,897,082.63

c)	Total procurement spend with Third Sector bodies during the period covered by the report.	£138,134.20
d)	Percentage of total procurement spend through collaborative contracts.	52%
e)	Total targeted cash savings for the period covered by the annual procurement report	
	i. targeted cash savings for Cat A contracts	Not recorded
	ii. targeted cash savings for Cat B contracts	Not recorded
	iii. targeted cash savings for Cat C contracts	Not recorded
f)	Total delivered cash savings for the period covered by the annual procurement report	
	i. delivered cash savings for Cat A contracts	£81,320.64
	ii. delivered cash savings for Cat B contracts	£399,903.06
	iii. delivered cash savings for Cat C contracts	£78,800.00
g)	Total non-cash savings value for the period covered by the annual procurement report	£151,529.61
9.	Future regulated procurements	
a)	Total number of regulated procurements expected to commence in the next two financial years	39
b)	Total estimated value of regulated procurements expected to commence in the next two financial years	£6,045,000

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.

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 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).

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.

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 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.

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.

Supply Chain Management Programme (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

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.

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.