



Annual Procurement Report

2021-2022

Dundee & Angus College – Annual Procurement Report (APR) 2021/2022

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated spend¹ 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 (Higher Education) and FE (Further Education) institutions) are required to publish a procurement strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of August 2021 to July 2022 and addresses performance and achievements in delivering the objectives laid out in the organisational [Procurement Strategy](#) for Dundee & Angus College. A report is prepared on a rolling 12-month basis.

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 features 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 institution'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 on which the institution may need to adjust.

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

- UK regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252²] amounted to £675,960. There were 2 such procurements completed³.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,029,071. There were 14 such procurements completed.

More detailed information on the regulated procurements, is provided in Sections 1 and 2 of this report.

Dundee & Angus College had 501 suppliers within the reporting period and 316 of these suppliers are recorded as SMEs. 13 SMEs featured in the award of regulated procurements during the period.

The total non-pay expenditure was £12,422,118. This was made up of £3,768,018 capital expenditure, £6,518,203 of regulated expenditure (suppliers where in excess of £50,000 has been spent) and £2,135,896 non-regulated expenditure.

The College optimises the use of national, sectoral, local or regional collaborative contracts and frameworks. As well as bringing cash and non-cash 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. Approximately 52% of the College's spend went through collaborative agreements during the reporting period.

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 Public contracts (UK) thresholds were last updated on 01/01/2021 and revised every 2 years – next due on 01 /01/2023

³ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

This report comprises of six sections which address mandatory reporting requirements.

- 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
- Section 6: Sustainability

Approved: 6 December 2022
Finance & Property Committee

Section 1: Summary of Regulated Procurements Completed

Dundee & Angus College strongly believe 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](#) and Quick Quotes where appropriate, provides complete visibility of the College's procurement activity over the reporting period.

Page 10 of this document sets out further information to show lower value regulated procurements completed and UK 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 & Angus College make 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).

Care is taken to ensure that the College appoints 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 endeavoured to undertake all its regulated procurements in compliance with UK Procurement Principles of equal treatment, non-discrimination, transparency, proportionality, and mutual recognition.

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

The following table identifies the procurement aims, which were established within the procurement strategy 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>The Tayside Regional Procurement Team, comprising Dundee & Angus College and Abertay University, is utilising a collaborative approach and identifying opportunities for collaboration e.g., joint tendering activity, sharing best practice, and synergy in process and supplier management.</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</p>

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
	<p><u>Journey</u>. Any contract with an anticipated value in excess of £25,000 will have a specific contract strategy covering 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 (Advanced Procurement for Universities & Colleges) 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 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>

Procurement Aims and Focus	Annual Report Commentary on strategy delivery/compliance
<p>To embed sound ethical, social, and environmental policies within the College's procurement function and to comply with relevant Scottish and other pertinent legislation through compliance with 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, Ecovadis, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme.</p> <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 e.g., 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.

The College has procurement processes 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. These are detailed within the Schedule of Delegated Authority which has been approved by the Finance & 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,

such clauses may be included in regulated procurements valued at below £4m.

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.

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.

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. In the reporting period, there was no new contract awarded containing community benefits.

Section 4: Supported Business

Dundee & Angus College reviews each appropriate procurement to determine whether contracts could be fulfilled by a Supported Business, whilst remaining compliant with UK 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).

There were no contracts for supported businesses in the period covered by this report, and presently there are no contracts in place with a supported business. Opportunities will continue to be explored and identified as part of future contract strategies.

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 fiscal 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 the document should be viewed with this caveat in mind.

The information provided 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

Section 6 – Sustainability

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

Section 1: List of Compliant Regulated Procurements Completed in the Reporting Period August 2021 to July 2022

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
Taxi Services (Extension)	Dundee 505050 Ltd Dundee Luxury Travel Links Cabs Carnoustie Tele Taxis Dundee Ltd	11/10/2021	C	07/07/2021	06/07/2023	£110,000	Small Micro Micro Small	No No No No
Catering Equipment	Kitchenequip.co.uk	01/10/2021	B	01/10/2021	One off Purchase	£156,347	Small	No
Hybrid Classrooms	Mediascape	19/10/2021	B	19/10/2021	One off Purchase	£82,933	Small	No
Road Resurfacing Works	J.Sives Surfacing Ltd	01/10/2021	B	01/11/2021	28/02/2022	Phase 1 - 48,000 Phase 2 - 11,000	Small	No
Data Links	The Networking People	02/11/2021	B	02/11/2021	01/11/2024	£87,272	Micro	No
Microsoft Campus Renewal	Softcat	31/10/2022	A	01/12/2021	30/11/2022	£98,928	Large	No
Virtual Reality Software/Technology	Animmersion UK Ltd	01/03/2022	C	1 April 2022	One off Purchase	£70,795	Micro	No
Hair and Beauty Furniture and Equipment	College Kits Direct Limited	01/02/2022	B	01/04/2022	One off Purchase	£60,936	Small	No
Audio-Visual Equipment (Supply, Installation and Maintenance)	GVAV UK Ltd	04/05/2022	B	09/05/2022	30/04/2025	£400,000	Medium	No
Roof Replacement (Gardyne Campus)	Raynor Roofing	16/05/2022	C	01/07/2022	31/07/2022	£52,633	Micro	No
Insurance	Zurich Municipal	22/06/2022	B	01/08/2022	31/07/2024	£275,960	Large	No

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
Road Resurfacing Works	J.Sives Surfacing Ltd	30/06/2022	B	10/08/2022	19 August 2022	£115,005	Small	No

Section 2: Non-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
Automotive Training Kit	Lucas-Nülle	May 2022	C	May 2022	One-off Purchase	£82,122	Not known	No
External Wall Cladding (Arbroath)	Avtek (Scotland) Limited	December 2021	C	January 2022	March 2022	£53,100	Not Known	No

Explanation for Non- Complaint Awards

- Automotive Training Kit – Assumed sole supplier of specialist product. Various research exercises were conducted to understand the market capabilities and identify suitable EV (Electric Vehicle) automotive training equipment.
- External Wall Cladding – Authorisation delay of the final business case by the Tay Cities Engineering Partnership, rendered it impossible to run a full, regulated procurement process including award, mobilisation and completion of the works within the defined timelines. In addition, no Framework Agreement or other mechanism was available to shorten the timescales of completing a compliant procurement process

Section 3: List of Regulated Procurements with Community Benefit Requirements Fulfilled

There were no procurements with Community Benefits Requirements fulfilled during in the reporting period.

Section 4: List of Regulated Procurements placed with Supported Businesses

There were no regulated procurements placed with Supported Businesses during in the reporting period.

Section 5: List of Regulated Procurements planned to commence in next to two Academic Years 2022/23 & 2023/24

All contracting activity is subject to available budget and may be subject to change should additional funding become available.

*** In cases where it is intended that the contract will be let as a call-off contract under a framework, the “expected contract notice publication date” is not applicable.*

Category Subject	Re-Occurring	Expected contract notice publication date**	Forecast Award Date	Expected Start Date	Expected End Date	Estimated Value over contract period	Category
Library Books, Textbook and Multimedia Supplies	Yes	N/A	01/11/2022	26/09/2022	25/09/2024	£100,000	B
Legal Services	Yes	N/A	05/09/2022	07/09/2022	06/09/2024	£26,000	B
Teaching Qualification: Further Education (TQFE) Programme Extension	Yes	N/A	30/09/2022	01/10/2022	30/09/2023	£50,000	B
Student Support – British Sign Language Extension	Yes	N/A	30/09/2022	01/10/2022	30/09/2024	£100,000	C
Advanced Manufacturing Equipment	N	17/10/2022	17/10/2022	17/10/2022	16/10/2027	£278,000 (Subject to additional Funding) Framework Value £6,000,000	C
Microsoft Campus Renewal	Yes	N/A	31/10/2022	31/10/2022	30/10/2025	£300,000	A
Networking Supplies and Services	Yes	N/A	05/09/2022	01/11/2022	31/10/2027	£750,000	B

Category Subject	Re-Occurring	Expected contract notice publication date**	Forecast Award Date	Expected Start Date	Expected End Date	Estimated Value over contract period	Category
Azure Cloud Services	Yes	N/A	01/11/2022	01/11/2022	31/10/2025	£300,000	A
Fixed Electrical Testing	Yes	18/10/2022	19/12/2022	04/01/2023	03/01/2028	£75,000 + Remedial Works	C1
Passenger Lift Replacements	Yes	12/12/2022	08/03/2023	01/04/2023	31/03/2026	£250,000	C
Timber and Associated Products	Yes	N/A	28/02/2023	01/04/2023	31/03/2026	£130,000	B
Waste Management	Yes	N/A	01/03/2023	01/04/2023	31/03/2025	£100,000	B
EV Automotive Training Kit	No	Subject to Funding Allocation	Subject to Funding Allocation	Subject to Funding Allocation	One-Off Purchase	£60,000	C
Hybrid Energy Lab Systems	No	Subject to Funding Allocation	Subject to Funding Allocation	Subject to Funding Allocation	One-Off Purchase	£80,000	C
500K Fuel Cell	No	Subject to Funding Allocation	Subject to Funding Allocation	Subject to Funding Allocation	One-Off Purchase	£240,000	C
Secure Payment Solution	Yes	01/04/2023	01/05/2023	01/06/2023	31/05/2027	£160,000	B
SUN Finance Systems License Maintenance	Yes	N/A	01/07/2023	01/07/2023	01/07/2024	£25,000	B
Taxi Services and Private Transfers	Yes	01/04/2023	01/06/2023	07/07/2023	06/07/2025	£200,000	C1
Collabco – Myday License Renewal	Yes	N/A	01/08/2023	01/09/2023	31/08/2024	£20,000	A

Category Subject	Re-Occurring	Expected contract notice publication date**	Forecast Award Date	Expected Start Date	Expected End Date	Estimated Value over contract period	Category
Internal Audit Extension	Yes	N/A	01/10/2023	01/10/2023	30/09/2025	£40,000	B
Graduation Services	Yes	01/06/2023	01/09/2023	01/10/2023	30/09/2026	£45,000	C/C1
Occupational Health	Yes	01/07/2023	08/10/2023	08/10/2023	07/10/2026	£100,000	C
Fuel Card and Associated Services	Yes	N/A	01/04/2023	14/05/2024	13/05/2028	£50,000	B

Annual Procurement Report - Annex A

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Dundee & Angus College
b) Period of the annual procurement report	01/08/2021-31/07/2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements</u>	
<u>Completed</u>	
a) Total number of regulated contracts awarded within the report period	14
b) Total value of regulated contracts awarded within the report period	£1,705,031
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	17
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements</u>	
<u>Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	12
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	2
<u>4. Community Benefit Requirements</u>	
<u>Summary</u>	
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 a 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 (<i>Each contracting authority sets its own priority groups</i>)	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 to 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
<u>5. Fair Work and the real Living Wage</u>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	Not Recorded
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	Not Recorded
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not Recorded
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Recorded
<u>6. Payment performance</u>	
a) Number of valid invoices received during the reporting period.	10,728
b) Percentage of invoices paid on time during the period ("On time" means within the period set out in the contract terms.)	83% (8, 924)
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
<u>7. Supported Businesses Summary</u>	
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
<u>8. Spend and Savings Summary</u>	
a) Total procurement spend for the period covered by the annual procurement report.	£12,422,118
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£10,114,916
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not recorded
d) Percentage of total procurement spend through collaborative contracts.	52%

e) Total targeted cash savings for the period covered by the annual procurement report	Local target not set
i) targeted cash savings for Cat A contracts	-
ii) targeted cash savings for Cat B contracts	-
iii) targeted cash savings for Cat C contracts	-
f) Total delivered cash savings for the period covered by the annual procurement report	
i) delivered cash savings for Cat A & B contracts	£0
ii) delivered cash savings for Cat C contracts	£0
g) Total non-cash savings value for the period covered by the annual procurement report	£266,230
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two fiscal years	23
b) Total estimated value of regulated procurements expected to commence in the next two fiscal years	£3,574,000

Note. 6 Payment Performance

Through the Public Contract Regulations 2015, public sector buyers must include 30-day payment terms in new public sector contracts; and require that this payment term be passed down the supply chain. Dundee and Angus College recognise the importance of prompt payment and impacts of late payment on supply chains and SMEs and therefore operate immediate payment for all correctly rendered invoices.

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.

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 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.

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 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.

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.

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.

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 homecare, 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.

UK 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.

UK thresholds the present thresholds are (net of VAT): - for Supply and Services Contracts, £177,897, for Works Contracts £4,447,447. Public contracts (UK) thresholds are revised every 2 years – this is next due on 01/01/2024.