



PROCUREMENT STRATEGY

College Strategy No **FINST01**

Approved by **Vice Principal (Corporate Services)**

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FOREWORD BY PRINCIPAL SIMON HEWITT

This Strategy has been designed to ensure legislative compliance with the [Procurement Reform \(Scotland\) Act 2014](#) and other relevant legislation and is aligned with the College's and the Scottish Funding Council's key strategic outcomes as detailed in our [Regional College Outcome Agreement](#).

The key elements of the procurement legislation:

- *require us to publish a [Procurement Strategy](#)*
- *require us to maintain a public [Contracts Register](#) on our external website*
- *increase the scope of our [Regulated Contracts](#)*
- *require us to publish an [Annual Procurement Report](#)*
- *require us to meet [The sustainable procurement duty](#)*

This Strategy sets us challenging but realistic goals for the development of our procurement activities over the next 4 years, which will be subject to regular and transparent review.

The successful implementation of this Strategy can only be achieved by all of us involved in the procurement of goods and services on behalf of the College working in partnership with our Procurement Department and collaboratively with our partners across the wider education and public sector.

Working together we can significantly contribute to the future sustainability of the College through the reinvestment of resulting savings and efficiencies from our procurement activities to enhance our students learning experiences and outcomes and meet our aspirations as set out in our [College's 2025 Strategy](#).

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1 FORMATION AND APPROVAL OF OUR PROCUREMENT STRATEGY

This Strategy has been informed by the Scottish Procurement's [Statutory Guidance under the Procurement Reform \(Scotland\) Act 2014](#) with the support of [Advanced Procurement for Universities and Colleges \(APUC\)](#), the procurement centre of expertise for all of Scotland's colleges and universities.

The Strategy was approved by the College's Finance and Property Committee on the December 2022 and subsequently published on our external facing website.

The Senior Leadership Team will, as a minimum, review this Strategy annually in compliance with the Procurement Reform (Scotland) Act 2014, thus maintaining the alignment of our procurement activity with our broader priorities and allow the College where necessary to revise the Strategy.

See Annex A at the end of this document for a concise summary of the application of the Procurement Reform Act 2014 and Public Contracts (Scotland) Regulations 2016 and the key strategic and operational requirements therein.

2 CONTEXT

This Procurement Strategy provides the framework within which the procurement activities of the College can develop and help support our strategic objectives and outcomes. It can also be understood as a procurement improvements journey based on a clear understanding of where the College is currently, in terms of our procurement practice, and where we want and need to be and how we should get there.

As above, the College is now legally required to have and maintain a procurement strategy as part of the requirements of the Procurement Reform (Scotland) Act 2014, which provides a national legislative framework for sustainable public procurement that supports Scotland's economic growth through improved procurement practice.

The Act focuses on a small number of general duties on contracting authorities regarding their procurement activities and some specific measures aimed at promoting good, transparent and consistent practice in procurement processes detailed in section 6 below.

This Strategy recognises that our procurement practice is based on the Scottish Government's [Public Sector Procurement Policy](#) which sees procurement as an integral part of policy development and service delivery and is essentially about achieving the best balance of cost, quality and sustainability.

A key element of this Strategy is about moving the balance of procurement effort away from the buying or tendering phase and towards a greater emphasis on the planning and post contract phases of procurement. Included in this is an increasingly greater engagement with our stakeholders both internal and external.

3 PROCUREMENT MISSION

Our procurement mission is to support the [College's Vision](#) by enabling and supporting the College community in achieving value for money through continually improving our sustainable procurement practice.

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4 PROCUREMENT POLICY

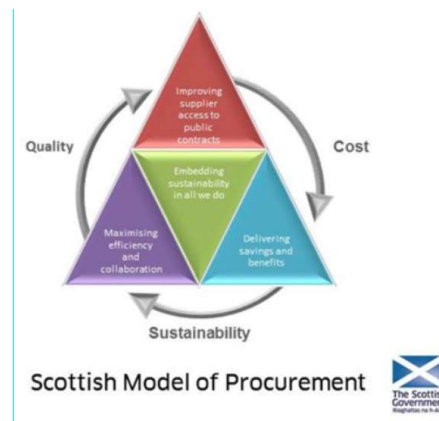
Our Procurement Policy and Procedures sets out our operational framework of how we conduct procurement. The policy and associated procedures ensure the procurement of all goods, services and works are achieved at competitive prices, are governed by the Public Contracts (Scotland) Regulations 2015 principles of non-discrimination, transparency and procedural fairness. They comply with the Sustainable Procurement Duty and other relevant statutory requirements. In adherence to the regulations the College can demonstrate its accountability for, and good governance of its funds.

Our policy is therefore intended to:

- Ensure that procedures are in accordance with standards of public accountability;
- Ensure that procedures are in accordance with the Scottish Government’s Procurement Journey;
- Ensure that the College is compliant to its obligations under the Public Contracts (Scotland) Regulations 2015, the Procurement Reform (Scotland) Act 2014 and the Procurement (Scotland) Regulations 2016; and
- Promote equality, diversity and sustainability through procurement matters.

5 STRATEGIC PROCUREMENT OBJECTIVES

Our strategic procurement objectives form the core of our Procurement Strategy. Each objective is mapped to the four strategic areas aligned to the Scottish Model of Procurement:



i. Improving Supplier Access to Public Contracts

To make procurement as straightforward as possible for the College and potential suppliers, in particular to improve access for local suppliers and SME’s and to eliminate anything that does not add value to the procurement. As well as develop sound and useful procurement management information to measure and improve procurement, supplier performance, and to improve co-ordinated procurement planning

ii. Delivering savings and benefits

To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities. To work with our internal stakeholders and suppliers to deliver continued value, managed performance and minimal risk throughout the

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life of contracts for the benefit of customers and students.

iii. **Maximising efficiency and collaboration**

To work with internal academic budget holders and professional support services colleagues and suppliers to deliver innovation and best value to the teaching and learning, and services support communities, through the continuous development of effective and co-ordinated procurement processes.

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.

Deliver professional procurement training to our colleagues embedding procurement and contract management skills across the College.

iv. **Embedding sustainability in all we do**

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

These objectives are measured and supported in three ways; through the [Dundee and Angus College Outcome Agreements \(AY 2021-22\)](#), through our involvement in the [Scottish Government's Procurement and Commercial Improvement Programme \(PCIP\)](#) and through the publication of an Annual Procurement Report.

6 **ENSURING COMPLIANCE WITH GENERAL DUTIES AND SPECIFIC MEASURES OF THE PROCUREMENT REFORM (SCOTLAND) ACT 2014**

6.1 **Introduction**

As required by the Act, the College must comply with a small number of general duties and some specific measures which will be embedded in our Procurement Policy. For clarity and to ensure full compliance with the Act these are stated below.

6.2 **Contribute to the carrying out our function and the achievement of our purposes**

The College will analyse its third-party expenditure, identify 'GPA regulated procurements' [Goods and Services currently worth more than £213,477 (177,897 excluding VAT) and Works worth more than £5,336,937 (£4,447,447 excluding VAT) GPA Thresholds that apply to the College as an "other public sector contracting authority")] and 'lower value regulated procurements' [Goods and Services worth more than £50,000 and Works worth more than £2 million (Procurement Reform Act 2014)]

In addition, the College will categorise regulated procurements by Proc-HE Commodity category and give consideration to appropriate and effective consultation that aligns individual procurement strategies with the College's own aims and objectives, and in turn their contribution to the National Outcomes as detailed in the College's Regional Outcome Agreement.

Finally, the College will consider, where appropriate, the effective use of proportionate contract and supplier management to monitor and further improve the regulated procurement contract outcomes.

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6.3 Deliver value for money

Value for money as defined by the Scottish Model of Procurement is not just about cost and quality, but about the best balance of cost, quality, and sustainability.

The College through its Procurement Policy and practice will seek to consistently apply the above principle albeit the balance of cost, quality and sustainability will vary for a regulated procurement depending on the characteristics of the subject matter and its market.

The College will consider the use of whole-life costing of what is being procured, where appropriate, and when applying the above principle of value for money, ensure that it does so in a clear, transparent and proportionate manner; in line with the Public Contracts (Scotland) Regulations 2015; equal treatment, non-discrimination, transparency, proportionality and mutual recognition and in complying with [Section 8 Procurement Reform \(Scotland\) Act 2014](#) as well as Sustainable Procurement (see 6.5 below).

6.4 Treating relevant economic operators equally and without discrimination

The College will conduct all of its regulated procurements in compliance with the principles of the Public Contracts (Scotland) Regulations 2015; equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

All regulated procurements will be posted on free to access portals such as [Public Contracts Scotland](#) (PCS) and [Public Contracts Scotland - Tender](#) (PCS-T), and shall strive to ensure the appropriate use of separate lots with straightforward output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.

6.4 Acting in a transparent and proportionate manner

The College will ensure it engages widely with its local supply market on an ongoing basis and though the College's Procurement Policy will mandate the use of clear and precise language in its specifications and ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract.

The College will actively take steps to make it easier for smaller and local businesses to bid for contracts through:

- Market engagements
- Use of Public Contract Scotland – Tender (PCS-T), Public Contracts Scotland (PCS) and Quick Quotes, Providing information on third party training opportunities such as [Supplier Development Programme](#) to build suppliers capacity to better navigate the public tender process; and
- Publishing a contracts register to highlight contracts that local suppliers may be interested in bidding for.

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6.5 Sustainable Procurement

The College is committed to sustainable procurement.

Procurement strives to ensure the College's requirements of acquiring goods, services and works in a way that delivers best value-for-money and benefits for not only to the College, but in a way that makes a significant, sustainable and socially responsible contribution in our local regions and across the world.

Purchasing decisions have major socio-economic and environmental implications locally, nationally, and globally, now and for generations to come. As such, the College are committed to integrating sustainability into everyday practice and decision-making processes, thereby minimising our environmental impact and optimising the social and economic outcomes associated with our operations.

It is recognised that our external supply chain partners make a significant contribution to carbon and sustainability (in its broadest sense), therefore staff involved in the procurement of goods, services and works throughout the College must consider appropriate environmental, social and economic factors in their purchasing decision

To support compliance with [The Sustainable Procurement Duty](#) the College will endeavour to make use of some available tools and systems such as the Scottish Public Procurement Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework as well as [APUC's Supply Chain Code of Conduct](#), Sustain and Electronics Watch, where relevant and proportionate to the scope of the procurement.

Our sustainable procurement goals assist and promote in the delivery of the College's [Climate Emergency Action Plan](#), ensuring that:

- Environmental sustainability and social impact are incorporated into the whole procurement process - assessing and defining the need, evaluating options, design and specifying, supplier selection, tender evaluation, post-contract management and supplier development
- The College and our supply base comply with all relevant legislation and regulatory requirements
- The College promotes sustainable awareness and assessment amongst suppliers and contractors
- The College procures sustainable products and services wherever possible
- The College continues to reduce the negative environmental and sustainability impacts of construction and refurbishment projects
- The College develops measures to monitor our sustainable practice with a view to seeking continual improvement
- The College uses the results of the monitored practice to benchmark its performance against similar organisations, and analyses the benchmarked performance to identify areas of practice for improvement
- Staff are upskilled to make sustainable procurement decisions and have the tools to do so.

These aims will now be supported by a [Supply Chain Climate & Ecological Emergency Strategy](#) (SCCEES) which has been co-developed by a broad range of stakeholders from the University and College sectors. This will facilitate the monitoring of activities designed to reduce climate impact across seven main commodity categories. Estate Operations and Development, Catering, Furniture, Information Technology / Services (IT/S), Laboratories,

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and Travel and Transport having been recognised as the most significant areas of impact. Effective management of these areas will be critical to the sector’s contribution in helping to address the Climate and Ecological Emergency

6.6 Modern Slavery & Human Trafficking

The College is committed to measuring and actively monitoring that [Modern Slavery](#) and human trafficking is not taking place in any parts of its operation within the College and its supply chain.

Under the Modern Slavery Act, the College is committed to ensuring there are no instances of modern slavery, human trafficking, forced and bonded labour and labour rights violations in its supply chains, and that the following principles are adhered to:

- Employment is freely chosen
- Freedom of association and the right to collective bargaining are respected
- Working conditions are safe and hygienic
- Child labour shall not be used
- Living wages are paid
- Working hours are not excessive
- No discrimination is practiced
- Regular employment is provided
- No harsh or inhumane treatment is allowed.

6.7 Policy on the use of community benefits

The College will consider for each of its procurements based on proportionality and relevance of the procurement activity as to how it can improve the economic, social or environmental wellbeing of the Tayside region through the inclusion of [Community Benefit Clauses](#) aligned with the College’s own strategic outcomes as well as a number of the Scottish Government’s [National Outcomes](#), specifically those for education - “We are well educated, skilled and able to contribute to society”, the economy - “We have a globally competitive, entrepreneurial, inclusive and sustainable economy”, Fair Work and Business - “We have thriving and innovative businesses, with quality jobs and fair work for everyone” and the environment - “We value, enjoy, protect and enhance our environment”.

Legislation requires [Community Benefits](#) to be mandatory for any procurements with an accumulative value of over £4m.

The aim of Community Benefits is to build stronger communities, reduce social exclusion and poverty, and encourage the development of the local economy. Examples of the scope of community benefits clauses will include the delivery of training opportunities or subcontracting opportunities within Tayside relevant and proportionate to the particular procurement. The College will strive to engage with internal stakeholders including students where relevant as well as engage with the local and wider supplier community to ensure suppliers understand the use of community benefits and how to respond where they are included.

6.8 Consulting and engaging with those affected by its procurements

The College will take note of available good practice/principles of engagement, including

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those detailed in the [National Standards for Community Engagement](#), as well as ensuring procurement staff have, or will be developed to have, the relevant communication and engagement skills. The College will consider each procurement, the community affected by the resultant contract, and ensure any affected organisations/persons are consulted (e.g., impact on service for students, or a local contract that could be combined with other similar institution’s needs). Such consultation will always be on a scale and approach relevant to the procurement in question. All of the above will be embedded in the College’s procurement practice.

6.9 The Living Wage

The College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. Dundee and Angus College pay the Living Wage to all of its staff and is an accredited living wage employer. In compliance with the Act the College will consider, before undertaking a procurement, whether it is relevant and proportionate to include a question on fair work practices along with other relevant criteria, whilst ensuring the appropriate balance between quality and cost of the contract, paying regard to [Fair work and Procurement](#) including the application of the [Scottish Living Wage](#).

6.10 Promoting compliance with the Health and Safety at Work Act 1974

The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation. Where appropriate, and on a contract-by-contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation. Where proportionate, the College also seek to assess the compliance of subcontractors.

For all suppliers it is a requirement to have completed a Health and Safety Assessment Questionnaire.

6.11 The procurement of fairly and ethically traded goods and services

The College supports the sourcing of goods that are fairly and ethically traded. Where directly relevant, it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.

6.12 The provision of food and improving the health, wellbeing and education of communities in the College’s area, and the promotion of the highest standards of animal welfare

The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare.

The College will work to put in place affordable contracts, which meet the nutritional requirements for food for all users of our catering services and will use available good practice and guidance such as ["Catering for Change – Buying food sustainably in the public sector"](#).

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6.13 Payment terms

The College recognises the importance of paying suppliers promptly once a service has been performed or goods delivered and that late payment is particularly detrimental to SMEs, third sector bodies and supported businesses.

The College will comply with the [Late Payment Legislation](#) and will review on a contract by contract basis whether such obligations should be enforced and monitored further down its supply chain.

7 ANNUAL PROCUREMENT REPORT

7.1 Statutory Requirement

In accordance with the Procurement Reform (Scotland) Act 2014 the College will publish an Annual Procurement Report as soon as practicable after College's financial year end and will describe, as required by the Act, how it has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the public procurement rules to secure strategic objectives in compliance with the Act.

This report will also provide a commentary on the progress of this Strategy.

7.2 Contents of our Annual Procurement Report

The Annual Procurement Report in compliance with the Act will contain as a minimum the following:

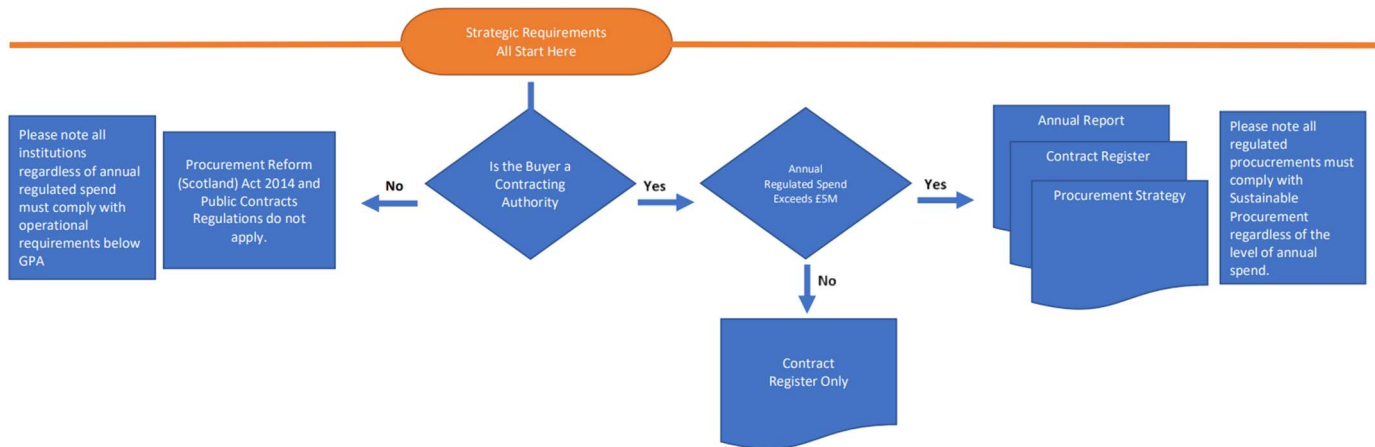
- A summary of the regulated procurements that have been completed during the year covered by the Report
- A review of whether these procurements complied with this Strategy
- The extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply
- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year of the Report including for example, apprenticeships completed, curriculum support activities, business support activities, support to communities and resource efficiencies achieved in terms of materials, waste or water.
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the Report
- A summary of the regulated procurements the College expects to commence in the next two financial years
- Such other information as the Scottish Ministers may by order specify, and where applicable demonstrate compliance with other legislation placing specific requirements on the College with respect to its procurement activities. The College will also consider including:

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- What it has learned from its consultation and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views
- What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report; and
- How it is working with other bodies – for example procurement centres of expertise – to maximise effectiveness and efficiency.

The College will seek to publish its annual procurement report in an inclusive way that takes into account equality and accessibility issues and allows stakeholders to form a clear view of the College’s performance.

Annex A.



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