



Annual Procurement Report

2023-2024

Dundee & Angus College – Annual Procurement Report (APR) 2023/2024

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 and 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 2023 to July 2024 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 is the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the 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 and Angus College have analysed third-party expenditure and have identified that over the period covered by this report the following expenditure has occurred:

- UK regulated procurements [goods and services worth more than £214,904; works worth more than £5,372,609] amounted to £6,843,056. There were 4 such procurements completed².
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,146,503. There were 16 such procurements completed.

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

Dundee and Angus College had 547 suppliers within the reporting period, and 456 of these suppliers are recorded as SMEs. 12 SMEs featured in the award of regulated procurements during the period.

The total non-pay expenditure was £13,543,120. This was made up of £216,746 capital expenditure, £7,269,549 of regulated expenditure (suppliers where in excess of £50,000 has been spent) and £3,797,295 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 public works contracts)

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

Date Report Approved:

By name of authorising body:

Section 1: Summary of Regulated Procurements Completed

Dundee and 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.

Pages 10 – 11 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 and 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 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.</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>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>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, and Tayside Contracts, to deliver local collaborative contracts.</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 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. In adherence to best practices, specific contract strategies are now being integrated for all contract activities, irrespective of whether they meet or exceed the £25,000 threshold.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers</p> |

| | |
|---|--|
| | <p>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 well-being of its area through inclusion of community benefit clauses. Where possible and proportionate these clauses may also 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, the use of local, regional, and national framework agreements, consolidated contracting – is subject to regular review with APUC (Advanced Procurement for Universities & Colleges). Through user consultation, sensible aggregation opportunities are exploited, and category and commodity strategies are developed, recorded, signed off and processed.</p> |
| <p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p> | <p>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>The existing “Introduction to Procurement” module, designed to help College staff understand legislative background and enhance knowledge of business processes and internal governance, needs a comprehensive review and update. Crucial aspects like content, delivery methods, and interactive components are to be refreshed to ensure continued effectiveness and relevance. The goal is to elevate the learning experience, align the module with recent changes in legislation and industry standards, and maintain a robust resource that empowers College staff with the necessary skills for proficient procurement practices.</p> <p>Post-procurement reviews are carried out to check that tendering outcomes are delivering against business case objectives. These, in turn, are consolidated by contract and supplier management routines based on value and risk to monitor performance and introduce any required improvements.</p> |
| <p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning</p> | <p>Internal governance procedures, policies, and tools such as e-enabled workflow enhancements, are introduced to effect improvements to procurement process and efficiency.</p> |

| | |
|---|---|
| <p>conducted through fair and transparent process.</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>Public Contracts Scotland is used 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 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>The introduction of FNT2030 includes clear actions and monitoring for Waste, ICT, Estates, Furniture, and Energy categories.</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 continuing, incremental 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 and Property Committee of the College's Board of Management.

Section 3: Community Benefit Summary

For every procurement over £4m, Dundee and Angus College will consider how it can improve the economic, social or environmental well-being of its area through the inclusion of community benefit clauses to assist with achieving sustainability in contract activity. This includes 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,
- minimising 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.

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

Section 4: Supported Business

Dundee and Angus College reviews each appropriate procurements to determine whether subsequent 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 achieving better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities 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 highly probable that circumstances and priorities will change, so the list of projected individual regulated procurement exercises outlined in this 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 and Angus College have a strong commitment to sustainability, and where relevant and proportionate, sustainability criteria are evaluated in procurement exercises for both regulated and non-regulated contracts. From Now Til' 2030 (FNT2030) worksheets are embedded within the procurement function and linked to the procurement workstreams, with full support and buy-in from the wider College network.

Appendix 1: List of Regulated Procurements Completed in the Reporting Period August 2023 to July 2024

Compliant

| Category Subject | Supplier Name | Date of Award | Owner: A/B or C? | Start Date | End Date | Value Over Contract Period | SME Status | Supported Business? |
|--|---|---------------|------------------|------------|----------|----------------------------|-------------|---------------------|
| Electricity (Supply) | EDF Energy | 1/4/24 | A | 1/4/24 | 31/3/29 | £3,550,000.00 | Large | No |
| Desktop Client Devices | HP Inc UK Limited (formerly Hewlett Packard UK Ltd) | 28/9/23 | A | 1/9/23 | 31/8/25 | £2,400,000.00 | Large | No |
| Water and Waste Water Services | Business Stream Ltd (a Scottish Water Company) | 1/4/24 | A | 1/4/24 | 31/3/28 | £520,000.00 | Large | No |
| Supply of LED Lighting Replacement at Gardyne Campus | Rexel UK Ltd | 10/8/23 | C | 10/8/23 | 9/2/24 | £373,056.49 | Large | No |
| VR Headsets | Animmersion UK Ltd | 10/10/23 | C | 23/10/23 | 22/10/26 | £200,000.00 | Micro | No |
| Installation of LED Lighting Replacement at Gardyne Campus | PME (DUNDEE) LTD | 2/10/23 | C | 9/10/23 | 8/2/24 | £144,471.25 | Small | No |
| Condition Survey & Feasibility Study | Doig and Smith | 12/2/24 | C | 16/2/24 | 15/8/24 | £128,652.58 | Medium | No |
| Life Sciences Equipment | SciQuip Ltd | 29/1/24 | C | 1/2/24 | 31/5/25 | £100,000.00 | Small | No |
| Life Sciences Equipment | Wolf Laboratories Limited | 29/1/24 | C | 1/2/24 | 31/5/25 | £100,000.00 | Small | No |
| Sun Finance Systems Licence Maintenance | Kick ICT Group Ltd | 5/6/24 | C | 1/7/24 | 30/6/27 | £84,695.00 | Medium | No |
| Fleet Maintenance | Tayside Contracts | 1/8/23 | B | 1/8/23 | 31/7/26 | £75,000.00 | Public Body | No |
| Occupational Health | PAM Group Limited | 1/11/23 | C | 1/11/23 | 31/3/25 | £75,000.00 | Medium | No |
| Hydrogen Vehicle | ARVAL UK LTD | 26/2/24 | C | 1/3/24 | 28/2/25 | £65,000.00 | Large | No |
| FE Licence Originality Checker | Turnitin LLC | 28/7/24 | C | 1/8/24 | 31/7/25 | £39,000.00 | Large | No |
| Timetabling Software | Corbett Engineering Limited (Celcat) | 8/3/24 | C | 1/4/24 | 31/3/25 | £35,000.00 | Small | No |
| Onefile Software Licence/Subscription | Onefile Ltd | 10/6/24 | C | 1/8/24 | 31/7/25 | £30,360.00 | Medium | No |
| Adobe Creative Cloud Licence | Chest T/A JISC Group | 1/8/23 | B | 1/8/23 | 31/7/24 | £29,296.35 | Large | No |
| Replacement Firewall | PING Network Solutions | 10/6/24 | C | 26/6/24 | 25/6/25 | £14,700.00 | Small | No |
| My Day Software Subscription | Academia | 3/4/24 | C | 1/7/24 | 30/6/25 | £12,898.69 | Medium | No |
| Secure Payment Solution | The Access Group - PAY360 | 22/5/24 | C | 1/6/24 | 31/5/25 | £12,429.85 | Medium | No |

Non-Compliant

There were no procurement activities deemed non-compliant during the reporting period.

List of Regulated Procurements with Community Benefit Requirements Fulfilled

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

List of Regulated Procurements placed with Supported Businesses

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

List of Regulated Procurements planned to commence in next to two Academic Years 2024/25 & 2025/26

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.*

| Title | Re-occurring | Forecast award date | Expected Start Date | Expected End Date | Estimated value over contract period | Category |
|---|--------------|---------------------|---------------------|-------------------|--------------------------------------|----------|
| Legal Services | Y | 01/09/2024 | 01/09/2024 | 31/01/2026 | £65,326.66 | B |
| Lift Maintenance | Y | 02/09/2024 | 02/09/2024 | 01/09/2026 | £70,000.00 | B |
| Website Consultancy | N | 16/09/2024 | 16/09/2024 | 15/03/2025 | £25,000.00 | C |
| Helpdesk Ticket Management Support and Licenses | Y | 26/09/2024 | 26/09/2024 | 25/09/2025 | £8,568.00 | C |
| Lift Replacement (Calc Building - Arbroath) | N | 01/11/2024 | 01/02/2025 | 31/01/2026 | £64,000.00 | C |
| Taxi Services and Private Transfers KW | Y | 01/11/2024 | 01/11/2024 | 31/10/2027 | £440,000.00 | C1 |
| Electronic Point of Sale System (EPOS) (KW) | Y | 01/11/2024 | 01/12/2024 | 30/11/2027 | £30,000.00 | C |
| All 4 Data Links Combined | N | 02/11/2024 | 02/11/2024 | 01/11/2025 | £90,000.00 | C |
| Azure Cloud Services | Y | 30/11/2024 | 01/01/2025 | 31/12/2025 | £300,000.00 | B |
| Waste Management | Y | 30/11/2024 | 30/11/2024 | 29/11/2026 | £375,000.00 | B |
| Fleet Management System | Y | 30/11/2024 | 01/01/2025 | 31/12/2029 | £24,240.00 | B |
| Fruit and Vegetable Supply (KW) | Y | 01/12/2024 | 01/01/2025 | 31/12/2028 | £120,000.00 | C |
| Energy Monitoring System | Y | 01/01/2025 | 01/01/2025 | 31/12/2028 | £12,000.00 | C |
| Building Management System (BMS) Upgrade | N | 01/02/2025 | 01/02/2025 | 31/01/2026 | £50,000.00 | C |
| Travel Management System | Y | 03/02/2025 | 03/03/2025 | 02/03/2028 | £0.00 | B |
| Fixed Performance Analysis - BePro | Y | 05/03/2025 | 01/04/2025 | 31/03/2028 | £30,000.00 | C |
| CCTV and Access Control | Y | 01/04/2025 | 01/04/2025 | 31/03/2029 | £50,000.00 | C |
| Natural Gas | Y | 01/04/2025 | 01/04/2025 | 31/03/2030 | £2,150,000.00 | A |
| Timetabling Software | Y | 01/04/2025 | 01/04/2025 | 31/03/2026 | £350,000.00 | C |
| Occupational Health | Y | 01/04/2025 | 01/04/2025 | 31/03/2026 | £20,000.00 | C |

| | | | | | | |
|---|---|------------|------------|------------|-------------|----|
| HR/Payroll System | N | 10/05/2025 | 10/06/2025 | 09/06/2030 | £177,500.00 | B |
| My Day Software Subscription | Y | 01/06/2025 | 01/07/2025 | 30/06/2028 | £39,000.00 | C |
| Onefile Software Licence/Subscription | Y | 01/06/2025 | 01/07/2025 | 30/06/2028 | £90,000.00 | B |
| Non-Life Insurance and Insurance Related Services | Y | 01/08/2025 | 01/08/2025 | 31/07/2027 | £180,000.00 | B |
| Desktop Client Devices | N | 01/08/2025 | 01/09/2025 | 31/08/2029 | £0.00 | A |
| Articulate 360 Teams Academic Subscriptions | Y | 11/08/2025 | 21/11/2025 | 20/11/2027 | £15,000.00 | B |
| Mobile Client Devices | N | 15/08/2025 | 15/08/2025 | 14/08/2028 | £0.00 | A |
| Saffron Annual Licence and Support | Y | 01/09/2025 | 01/09/2024 | 31/08/2025 | £15,000.00 | B |
| Website Build / Refresh | N | 01/09/2025 | 01/09/2025 | 31/08/2026 | £0.00 | C |
| Graduation Services | Y | 01/09/2025 | 01/10/2025 | 30/09/2028 | £45,000.00 | C1 |
| Internal Audit | Y | 01/09/2025 | 01/10/2025 | 30/09/2028 | £60,000.00 | B |
| Supply and Maintenance of MFDs | N | 01/10/2025 | 01/01/2026 | 31/12/2029 | £500,000.00 | A |
| Signage/Printers* | N | 01/10/2025 | 01/11/2025 | 31/10/2028 | £116,066.00 | B |
| External Marketing Support | Y | 01/11/2025 | 01/11/2025 | 31/10/2029 | £160,000.00 | B |
| Catering Consumables* | Y | 01/11/2025 | 01/11/2025 | 31/10/2028 | £58,210.76 | B |
| Microsoft Campus Licence | Y | 01/11/2025 | 01/11/2025 | 31/10/2028 | £240,000.00 | A |
| Legal Services | Y | 01/12/2025 | 01/02/2026 | 31/01/2028 | £76,480.00 | B |
| Trade Materials* | Y | 15/01/2026 | 01/04/2026 | 31/03/2029 | £304,518.76 | C |
| Leisurewear* | Y | 20/01/2026 | 03/02/2026 | 02/02/2029 | £32,021.40 | B |
| Sports Activities* | Y | 22/01/2026 | 05/02/2026 | 04/02/2029 | £36,841.08 | B |
| Personal Protective Equipment (PPE)* | Y | 01/02/2026 | 01/03/2026 | 28/02/2029 | £228,514.48 | B |
| Swimming Pool Chemicals & Repair | Y | 01/02/2026 | 01/03/2026 | 28/02/2029 | £93,566.32 | C |
| Horticulture - Tree Surgeon* | Y | 17/02/2026 | 03/03/2026 | 02/03/2029 | £46,248.00 | C |
| Telephony | Y | 01/03/2026 | 01/04/2026 | 31/03/2030 | £115,000.00 | A |
| Timber and Associated Products | Y | 01/03/2026 | 01/04/2026 | 30/06/2026 | £130,000.00 | C |
| Catering Equipment | Y | 01/03/2026 | 01/04/2026 | 31/03/2029 | £92,220.64 | B |
| Associate Trainers | Y | 01/04/2026 | 27/07/2026 | 26/07/2029 | £200,000.00 | C |
| Plant Hire* | Y | 01/04/2026 | 01/05/2026 | 30/04/2029 | £322,646.32 | A |
| Sports Equipment* | Y | 01/06/2026 | 01/07/2026 | 30/06/2029 | £281,895.28 | B |
| Teaching Qualifications: Further Education (TQFE) | Y | 01/07/2026 | 01/08/2026 | 31/07/2029 | £90,000.00 | C |
| Marketing Media & Advertising* | Y | 01/07/2026 | 01/08/2026 | 31/07/2029 | £560,300.84 | B |

Annual Procurement Report - Annex A

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

1. Organisation and report details

| | |
|---|--------------------------|
| a) Contracting Authority Name | Dundee and Angus College |
| b) Period of the annual procurement report | 01/08/2023 – 31/07/2024 |
| c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No) | Yes |

2. Summary of Regulated Procurements

Completed

| | |
|---|------------|
| a) Total number of regulated contracts awarded within the report period | 20 |
| b) Total value of regulated contracts awarded within the report period | £7,989,560 |
| c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period | 20 |
| i) how many of these unique suppliers are SMEs | 12 |
| ii) how many of these unique suppliers how many 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 | 20 |
| b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy | 0 |

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 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 |

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. | 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 |

6. Payment performance

| | |
|--|-------|
| a) Number of valid invoices received during the reporting period. | 11860 |
| b) Percentage of invoices paid on time during the period ("On time" means within the period set out in the contract terms.) | 78.2% |
| 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. | £13,543,120 |
| b) Total procurement spend with SMEs during the period covered by the annual procurement report. | £7,238,813 |
| 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 | £225,264 |

| | |
|--|------------|
| ii) delivered cash savings for Cat C contracts | 0 |
| g) Total non-cash savings value for the period covered by the annual procurement report | £795,013 |
| <u>9. Future regulated procurements</u> | |
| a) Total number of regulated procurements expected to commence in the next two fiscal years | 51 |
| b) Total estimated value of regulated procurements expected to commence in the next two fiscal years | £8,580,164 |

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 e-Tendering 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 (SCM) 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 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.

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 01/01/2026.