



Annual Procurement Report

2024-2025

Dundee & Angus College – Annual Procurement Report (APR) 2024/2025

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE (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 1 August 2024 to 31 July 2025 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:

- Higher value regulated procurements above the Public Contracts (Scotland) Regulations 2015 thresholds (goods and services worth more than £179,087; works worth more than £4,477,174 as per January 2024 aligned to the threshold values set by the World Trade Organisation's Government Procurement Agreement) amounted to £4,610,305. There were 3 such procurements completed.
- Lower value regulated procurements above the Procurement Reform (Scotland) Act 2014 threshold (goods and services worth more than £50,000, works worth more than £2 million) amounted to £532,021. There were 6 such procurements completed.

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

Dundee and Angus College have 608 active suppliers, of which 536 of which attributable to core expenditure, with whom the College did business in the reporting period.

At least £4,735,197 of core expenditure was spent with 444 SMEs during the reporting period. 10 SMEs featured in the award of regulated procurements during the period.

The total non-pay expenditure for the period was £10,247,576, with £6,184,101 of regulated expenditure, £1,970,206 of non-regulated expenditure, and, £2,093,269 of non-core 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 51% of the College's spend went through collaborative agreements during the reporting period (pending verification of collaborative spend via APUC).

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:

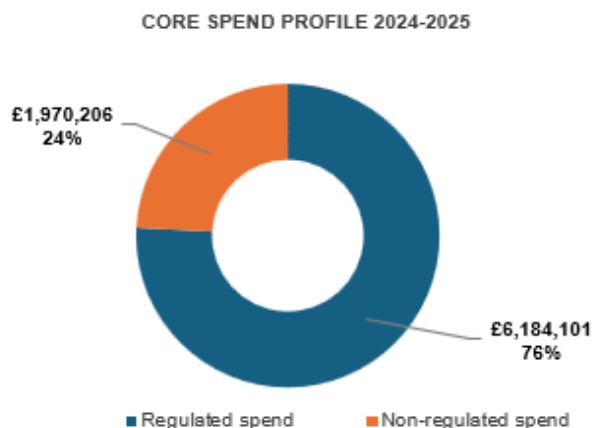
By name of authorising body:

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 Appendix 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.

Between 1 August 2024 and 31 July 2025, the College has spent £8,154,307 on goods, services and works (regulated and non-regulated expenditure), excluding non-core expenditure. The graph below illustrates the College's core spend profile over the period.



The College's percentage of collaborative spend is estimated to have remained consistent from 52% to 51% between 1 August 2024 and 31 July 2025 (pending verification of collaborative spend via APUC).

Further information can be found in Appendix A detailing both lower value regulated procurements completed and higher value Public Contracts (Scotland) 2015 regulated procurements completed in this reporting period. 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 the 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>Local collaboration previously utilised a collaborative approach to 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>
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<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>
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>The defined procurement process is managed through a professional Procurement Manager 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, has had 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>
To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted	Internal governance procedures, policies, and tools such as e-enabled workflow enhancements, are introduced to effect improvements to procurement process and efficiency.

<p>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> <p>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.</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 Infrastructure 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 were no regulated procurements at or above the £4million threshold.

In the reporting period, there were a number of regulated procurements awarded below £4million that included community and sustainability benefits, these include a cyber security upskilling and review, informal student support helpdesk, free advice helpline for adhoc legal queries not requiring formal instruction.

In the reporting period, community and sustainability benefits were fulfilled, including access to Water Efficiency Fund to install urinals reducing water consumption in accordance with the College's Climate Emergency Action Plan.

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.

Appendix A List of Regulated Procurements Completed in the Reporting Period August 2024 to July 2025

Category Subject	Supplier Name	Date of Award	Owner: A/B or C?	Start Date	End Date	Value Over Contract Period	SME Status	Supported Business?
Natural Gas	Total Energies Gas and Power Ltd	01/04/2025	A	01/04/2025	31/03/2030	£2,150,000	Large	No
Taxi Services and Private Transfers	City Cabs Dundee Ltd	23/04/2025	C1	28/05/2025	27/05/2032	£2,200,000	Micro	No
	Links Cabs Carnoustie	23/04/2025	C1	28/05/2025	27/05/2032		Small	No
	Map Travel	23/04/2025	C1	28/05/2025	27/05/2032		Micro	No
	Tele Taxis (Dundee) Ltd	23/04/2025	C1	28/05/2025	27/05/2032		Medium	No
	Z & H Travel Ltd t/a Birkhill Taxis	23/04/2025	C1	28/05/2025	27/05/2032		Micro	No
HR/Payroll System	Softcat PLC	10/06/2025	B	10/06/2025	09/06/2030	£260,305	Large	No
Fruit and Vegetable Supply	Les Turriff Limited	09/12/2024	B	06/01/2025	05/01/2029	£120,000	Small	No
Onefile Software Licence/Subscription	Onefile Ltd	29/07/2025	B	01/08/2025	31/07/2028	£102,695	Medium	No
All 4 Data Links Combined	The Networking People (TNP) Limited	27/09/2024	C	02/11/2024	01/11/2026	£90,000	Micro	No
Internal Audit	Henderson Loggie	12/06/2025	B	01/10/2025	30/09/2030	£84,000	Micro	No
Lift Maintenance	Stannah Lift Services Ltd	04/09/2024	B	02/09/2024	01/09/2028	£70,000	Large	No
Legal Services	Thorntons Law	07/09/2024	B	01/09/2024	31/01/2028	£65,327	Medium	No

Appendix B List of Regulated Procurements with Community Benefit Requirements Fulfilled

There was 1 regulated procurement with community benefits fulfilled during the reporting period:

Category Subject	Supplier Name	Date of Award	Owner: A/B or C?	Start Date	End Date	Value Over Contract Period	Benefit Type
Water and Waste Water Services	Scottish Water Business Stream Ltd	01/04/2024	A	01/04/2025	31/03/2028	£520,000	Access to Water Efficiency Fund to install urinals reducing water consumption in accordance with the College's Climate Emergency Action Plan

There were 2 regulated procurements awarded with community benefits offered during the reporting period:

Category Subject	Supplier Name	Date of Award	Owner: A/B or C?	Start Date	End Date	Value Over Contract Period	Benefit Type
Internal Audit	Henderson Loggie	12/06/2025	B	01/10/2025	30/09/2030	£84,000	Cyber security upskilling and review
Legal Services	Thorntons Law	07/09/2024	B	01/09/2024	31/01/2028	£65,327	Informal student support helpdesk and free advice helpline for adhoc legal queries not requiring formal instruction

Appendix C List of Regulated Procurements placed with Supported Businesses

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

Appendix D List of Regulated Procurements planned to commence in next two financial 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	New, Extended or Re-let Procurement	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected End Date (inc Extensions)	Estimated Value Over Contract Period	Owner: A/B or C?
Supply and Maintenance of MFDs	Re-let	N/A – via Framework Agreement	01/10/2025	01/01/2026	31/12/2029	£500,000	A
Azure Cloud Services	Re-let	N/A – via Framework Agreement	01/05/2026	01/08/2026	31/07/2030	£300,000	B
Confectionery Supply	New	N/A – via Framework Agreement	01/10/2025	02/10/2025	01/10/2026	£100,000	B
TCEP Mobile Unit	New	N/A – via Framework Agreement	31/10/2025	03/11/2025	02/11/2026	£125,000	A
Heavy Duty Electric Vehicle Training Rig	New	December 2025	10/09/2025	11/09/2025	10/09/2026	£160,000	C
Teaching Qualifications: Further Education (TQFE)	Re-let	N/A – via Framework Agreement	01/07/2026	01/08/2026	31/07/2029	£90,000	B
Catering Services	Re-let	N/A – via Framework Agreement	01/02/2027	01/03/2027	29/02/2028	£120,000	B

Fleet Maintenance	Re-let	N/A – via Framework Agreement	01/01/2026	03/02/2026	02/02/2030	£100,000	B
Finance System	Re-let	N/A – via Framework Agreement	01/06/2027	01/07/2027	30/04/2032	£120,000	B
Telephony	Re-let	N/A – via Framework Agreement	01/03/2026	01/04/2026	31/03/2030	£115,000	B
Non-Life Insurance and Insurance Related Services	Re-let	N/A – via Framework Agreement	01/08/2025	01/08/2025	31/07/2027	£180,000	B
Associate Trainers	Re-let	December 2025	01/04/2026	27/07/2026	26/07/2029	£200,000	C
Offshore Wind Technician Training Equipment	New	December 2025	31/01/2026	31/03/2026	30/03/2029	£150,000	C
Nacelle Wind Turbine Learning System	New	December 2025	31/01/2026	31/03/2026	30/03/2029	£125,000	C
Marketing Media & Advertising	New	N/A – via Framework Agreement	01/07/2026	01/08/2026	31/07/2029	£560,300	B
Personal Protective Equipment (PPE)	New	N/A – via Framework Agreement	01/02/2026	01/03/2026	28/02/2029	£228,514	B
First Aid Materials	New	N/A – via Framework Agreement	01/09/2026	01/10/2026	30/09/2029	£73,440	B
Signage/Printers	New	N/A – via Framework Agreement	01/10/2025	01/11/2025	31/10/2028	£116,066	B

Catering Consumables	New	N/A – via Framework Agreement	01/11/2025	01/11/2025	31/10/2028	£58,210	B
Student Support	New	N/A – via Framework Agreement	01/01/2027	01/01/2027	31/12/2029	£428,945	B
Desktop Client Devices	Re-let	N/A – via Framework Agreement	01/08/2025	01/09/2025	31/08/2029	£500,000	A
Legal Services	Re-let	N/A – via Framework Agreement	01/12/2025	01/02/2026	31/01/2028	£76,480	B
Trade Materials	New	N/A – via Framework Agreement	15/01/2026	01/04/2026	31/03/2029	£304,518	B
Sports Equipment	New	N/A – via Framework Agreement	01/06/2026	01/07/2026	30/06/2029	£281,895	B
Plant Hire	New	N/A – via Framework Agreement	01/04/2026	01/05/2026	30/04/2029	£322,646	B
Microsoft Campus Licence	Re-let	N/A – via Framework Agreement	01/11/2025	01/11/2025	31/10/2028	£240,000	B
Mobile Client Devices	Re-let	N/A – via Framework Agreement	15/08/2025	15/08/2025	14/08/2028	£500,000	A
Timber and Associated Products	Re-let	N/A – via Framework Agreement	01/03/2026	01/04/2026	30/06/2026	£130,000	B

Catering Equipment	Re-let	N/A – via Framework Agreement	01/03/2026	01/04/2026	31/03/2029	£92,220	B
Car Salary Sacrifice	New	N/A – via Framework Agreement	31/01/2026	31/03/2026	30/03/2029	£90,000	B
Onefile Software Licence/Subscription	Re-let	N/A – via Framework Agreement	29/07/2025	01/08/2025	31/07/2028	£102,695	A
Graduation Services	Re-let	N/A – via Framework Agreement	11/09/2025	01/10/2025	30/09/2028	£138,743	B
Internal Audit	Re-let	N/A – via Framework Agreement	12/06/2025	01/10/2025	30/09/2028	£84,000	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	01/08/2024 – 31/07/2025
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	9
b) Total value of regulated contracts awarded within the report period	£5,142,326
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	13
i) how many of these unique suppliers are SMEs	10
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	9
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	2

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.	3
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.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	3

6. Payment performance

a) Number of valid invoices received during the reporting period.	10782
b) Percentage of invoices paid on time during the period ("On time" means within the period set out in the contract terms.)	92%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	2
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.	£8,154,307 (core expenditure)
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,735,197
c) Total procurement spend with Third sector bodies during the period covered by the report.	£0
d) Percentage of total procurement spend through collaborative contracts.	51%
e) Total delivered cash savings for the period covered by the annual procurement report	£130,927
f) Total non-cash savings value for the period covered by the annual procurement report	£407,676

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two fiscal years	33
b) Total estimated value of regulated procurements expected to commence in the next two fiscal years	£6,713,672

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.

GPA – the Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO).

GPA regulated procurements – those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015, Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

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.

Living Wage – this is the real Living Wage. It is a voluntary wage rate of pay that is enough to ensure that those receiving it can have an acceptable standard of living, and applies to all employees 18 and over. It is calculated by the Resolution Foundation and overseen by the Independent Living Wage Commission. The rate is reviewed annually by the Living Wage Foundation. The payment of the real Living Wage can be mandated in relevant and proportionate contracts as part of fair work considerations.

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.