



# **Annual Procurement Report**

For the period ended  
31 July 2018

## **Contents**

1. Introduction	4
2. Summary of Regulated Procurement Completed	6
3. Review of Regulated Procurement Compliance	7
4. Community Benefit Summary	10
5. Supported Businesses Summary	11
6. Future Regulated Procurements Summary	12
Annex A – List of Regulated Procurements Completed 1/1/17 – 31/7/18	13
Annex B – List of Regulated Procurements Planned to Commence after 31/7/18	18
Annex C – Glossary of Terms	20

## 1: Introduction

The Procurement Reform (Scotland) Act 2014 (PRA) requires all public organisations with an annual regulated spend of £5 million or more to prepare and implement an annual procurement strategy. This requirement took effect in December 2016.

All organisations (including HE and FE institutions) that are required to develop and publish a procurement strategy must also publish an Annual Procurement Report (APR). The APR is to summarise procurement activities carried out during the period covered by the organisation's procurement strategy.

This APR covers the period 1 January 2017 to 31 July 2018 and summarises the activities that have been carried out in delivering Ayrshire College's organisational procurement strategy<sup>1</sup>.

Ayrshire College's Procurement Strategy was developed through consultation and discussions with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholders are also engaged in the annual assessment of the College's achievement of regulatory compliance, strategic objectives, value for money and delivery of Ayrshire College's aims and objectives, in line with [Scotland's National Outcomes](#).

This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the College may need to adjust.

During the period 1 January 2017 to 31 July 2018 Ayrshire College incurred the following expenditure:

- EU regulated procurement of £418,990. There were two such procurements completed.<sup>2</sup>
- Lower value regulated procurements of £5,262,081. There were 25 such procurements completed.

More detailed information on the regulated procurements is set out in Section 2 and in Annex A of this report.

Ayrshire College has over 1,561 active suppliers on its Purchase Ledger and the College did business with circa. 954 suppliers in the reporting period. 56% of these suppliers are located in Scotland.

Total non-salary expenditure for the 18 month reporting period was £29,247,173 of which £13,451,633 could be influenced by procurement action with £4,633,035 of expenditure within Categories B, C and C1, and £3,400,548 of non-regulated expenditure.

Wherever possible Ayrshire College, has sought to use national, sectoral, local or regional C1 collaborative contracts and frameworks. The use of these contracts and frameworks helps the College achieve leverage based savings. In addition, the burdens of risk, contract and supplier management are reduced and the number of resource intensive formal local

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<sup>1</sup> [http://www1.ayrshire.ac.uk/media/4876/procurement-strategy-2017-2020\\_updated-30317\\_final.pdf](http://www1.ayrshire.ac.uk/media/4876/procurement-strategy-2017-2020_updated-30317_final.pdf)

<sup>2</sup> EU Regulated Procurement is defined as goods and services worth more than £181,302 or works worth more than £4,551,413.

tenders that need to take place is reduced significantly. 35% of the College's total procurement influenced spend went through collaborative agreements.

This report comprises five sections:

- Summary of Regulated Procurements Completed
- Review of Regulated Procurement Compliance
- Community Benefit Summary
- Supported Businesses Summary
- Future Regulated Procurements Summary
- Other Content for Consideration

This Annual Procurement Report is approved by the College's Executive and Senior Management Team and signed on its behalf by:

**H Dunk**

**Principal**

10 December 2018

## **2: Summary of Regulated Procurements Completed**

Ayrshire College conducts all of its procurement activities in an open and transparent manner, and in line with its overarching organisational Strategic Plan.

The detailed summary of all regulated procurement activities completed during the period of this report is set out in Annex A. This information, coupled with the publication of the Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=39>) and systematic use of Public Contracts Scotland (PCS) and Quick Quotes, provides complete visibility of Ayrshire College's regulated procurement activity.

In Annex A the use of collaborative contracts is shown separately from those let by Ayrshire College. For each regulated procurement that was completed, the information provided shows:

- the category and contract subject matter;
- the name of the supplier;
- the date of award;
- collaborative or institution owned;
- the contract start date;
- the end date provided for in the contract or a description of the circumstances in which the contract will end;
- estimated total value of the contract over the contract period; and
- the status of the supplier e.g. SME or supported business.

### **3: Review of Regulated Procurement Compliance**

Where appropriate, Ayrshire College has made use of collaborative contracts. These contracts deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money.

The College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition. The College has appropriate procurement controls in place that ensure Ayrshire College awards its business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

Successful delivery against the Procurement Strategy objectives is part of a continual procurement improvement plan that seeks incremental improvements to the procurement process and outcomes over time. This continual improvement is based on Ayrshire College's assessment against the Scottish Government Procurement & Commercial Improvement Programme (PCIP).

The PCIP is a useful tool through which the college sector is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented. Ayrshire College's first assessment under PCIP was completed in 2016. The College was placed in the Bronze Performance Band. Since this assessment, Ayrshire College has been working to improve upon this with the aim of achieving the Silver Performance Band at its next assessment. The next assessment will be carried out in 2019.

The following schedule sets out the College's compliance and performance against the approved Ayrshire College Procurement Strategy.

<b>Procurement Strategy Statement</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
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	Ayrshire College actively seeks to engage with internal and external stakeholders prior to tendering and during the life of a contract. This informs the College of possible necessary adjustments and improvements to specification, service delivery and added value.  The level of consultation with those involved or affected by the procurement is always on a scale relevant to the contract in question.  Ayrshire College contributes to APUC contracting plans and the College's Procurement Manager actively engages with other bodies in pursuit of collaborative opportunities. In addition, those charged by the College with overseeing procurement attend HE and FE procurement specific events, and wider Scottish public sector events.

<b>Procurement Strategy Statement</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
To work with internal curriculum budget holders, service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.	<p>For each regulated procurement, a procurement strategy is developed and agreed, through consultation, with end users, suppliers and other key stakeholders. This approach is used to secure the most appropriate procurement routes to market with the aim of encouraging innovation and improve skills and competencies. Where relevant, for non-regulated procurements a similar approach is adopted.</p> <p>These procurement activities directly follow the guidelines set out in the <a href="#">Scottish Procurement Journey</a>. This ensures that the approach is consistent, transparent and in line with Scottish Public Sector recognised best practice.</p>
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities	<p>For each procurement, the best balance of whole life cost, quality and sustainability is used to ensure Ayrshire College's procurement activities deliver best value for money.</p> <p>How services and works are procured by the College is reviewed regularly both with APUC and internally. These reviews identify collaboration opportunities through national and sector frameworks, and ensure that the College's contracts maximise the benefit of any procurement activity and minimise duplication.</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>Procurement at Ayrshire College is managed as a shared service with APUC. The Procurement Manager holds recognised procurement qualifications and has access to competency based training, skills development programmes and career development opportunities through APUC.</p> <p>Procurement training sessions are regularly held for College staff with devolved purchasing responsibility and guidance is also available to all staff on the College's intranet.</p> <p>Post procurement feedback is sought to check that tendering outcomes are being delivered against strategies / business case objectives and user expectations.</p> <p>During the duration of the contract, regular performance review meetings take place with suppliers with formal contract management procedures being adopted for key contracts and suppliers.</p>

<b>Procurement Strategy Statement</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.	<p>The College has internal governance procedures and policies in place to ensure an effective and efficient procurement process is in place.</p> <p>Expenditure analysis of data held both internally and on external APUC forums ensures that procurement management information is available to support budgetary planning decisions.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. The College uses national forums, such as Procurement Contracts Scotland, to publish procurement opportunities. Appropriate use is also made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders as possible.</p>
To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits are made on a contract-by-contract basis when planning procurement work. The College utilises tools such as the Flexible Framework, and APUC's Supply Chain Code of Conduct to access best practice examples.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and meet high ethical standards and values in the conduct of their business. Ayrshire College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation.</p> <p>Ayrshire College is a Living Wage employer. The College seeks to promote and encourage the Living Wage and fair work practices in suppliers through its tender documentation where relevant and proportionate.</p> <p>Ayrshire College is developing a zero tolerance policy toward slavery and human trafficking, in line with the provisions of the Modern Slavery Act 2015. The College's procurement policy and procedures will be updated to ensure, where relevant, consideration and compliance with the act by its main suppliers and their supply chain partners. The policy is due to be in place by 31 July 2019.</p>

## **4: Community Benefit Summary**

Ayrshire College considers how it can improve economic, social or environmental wellbeing through inclusion of community benefit clauses. The College includes a community benefit clause in every procurement over £4m. This can be community benefit through targeted recruitment and training, small business and social enterprise development or community engagement. Where possible, relevant and proportionate such clauses are also included in regulated procurements valued at below £4m. Suppliers are invited to describe their approach to delivering community benefits or achieving social value through the contract.

Ayrshire College's policy for identifying potential community benefit opportunities is to conduct a risk and opportunities assessment on a case-by-case basis, with engagement and consultation with stakeholder groups being key. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the conditions of contract performance.

Relevant community benefits include, but are not restricted to:

- 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, third sector and supported businesses;
- direct involvement in community based schemes or programmes;
- equality and diversity initiatives;
- supply-chain development activity;
- educational support initiatives; and
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

During the reporting period Ayrshire College awarded 27 regulated procurement contracts. Although none of these were over £4 million in value, 13 contracts awarded by the College have included a community benefit clause. These 13 contracts have provided, or are anticipated to provide, student experience and development benefits, for example through site visits and career talks.

## **5: Supported Business Summary**

For all regulated procurements, Ayrshire College considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation, and ensuring value for money for the College.

The College reviews the Supported Business register currently available and published by Ready for Business) and cross-reference the operating areas of listed businesses against the procurement requirement. The register can be accessed at the following link:  
<http://readyforbusiness.org>.

Ayrshire College did not reserve any contracts for supported businesses in this reporting period. Purchase orders to the value of £5,100 were however placed with an Ayrshire supported business in respect of laundry services.

## **6: Future Regulated Procurements Summary**

Ayrshire College is keen to encourage competition by promoting supplier participation in its procurement process to achieve best value for money in its procurements. The College achieves this by giving notice to suppliers of tendering opportunities that are expected to commence over the next two financial years. These are detailed in see Annex B. The College also publishes Prior Information Notices sufficiently in advance of tenders being issued to allow for market engagement meetings.

The information provided in Annex B 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;

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing exact details of the College's future requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change.

Therefore readers are asked to consider the information outlined in Annex B in this context.

## Annex A: List of Regulated Procurements Completed – 1 January 2017 to 31 July 2018

### COMPLIANT

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period	SME status	Supported Business	Our Ref
Supply of Igel Licences	Insight Direct (UK) Ltd	06/09/2017	A	06/09/2017	05/10/2017	£25,309	No	No	2017-PS-27Igel
Cold Water Tank Replacement Works	Clearwater Technology Ltd	29/06/2018	C	29/06/2018	31/08/2018	£29,610	Yes	No	2018-PS-26
Student Psychological Assessments Framework	1. UPEEL Ltd; 2. Lorraine Forsyth	13/04/2017	C	13/04/2017	12/04/2018	£30,000	Yes	No	2016-37
Supply of Hair and Beauty Students Uniforms 2018	Decowear Ltd t/a Salonwear Direct	04/06/2018	B	04/06/2018	05/06/2019	£31,400	Yes	No	2018-PS-10
Emergency Lighting & Fixed Wire Remedial Works	Fortress Security Alarms Ltd	12/10/2017	C	12/10/2017	12/04/2018	£34,000	Yes	No	2017-PS-19
Supply of Firewall Security Protection Solution	Barrier Networks Ltd	01/07/2018	C	01/07/2018	30/06/2021	£35,936	Yes	No	2018-QQ-06
Grounds Maintenance at Ayr and Kilmarnock Campuses	Nuture Landscapes Ltd	22/03/2018	C	01/04/2018	31/03/2021	£38,750	No	No	2017-PS-33
Supply & Delivery of Hospitality Uniforms and Kits 2017	Nisbets PLC	28/06/2017	C	28/06/2017	27/06/2018	£40,200	No	No	2017-PS-17
Supply & Delivery of Student PPE 2017	Ioma Clothing	19/06/2017	B	19/06/2017	18/06/2018	£41,900	No	No	2017-PS-09
Supply & Delivery of Student PPE 2018	Trinity Workwear Ltd	19/07/2018	B	19/07/2018	18/06/2018	£42,500	Yes	No	2018-PS-23

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period	SME status	Supported Business	Our Ref
Alterations to Form HIVE Kitchen at Kilwinning Campus	Grant McGregor t/a/ MCG Joinery	23/07/2018	C	23/07/2018	22/10/2018	£44,892	Yes	No	2018-PS-31
Disposal of Surplus Assets- Auction Services	Hickman Shearer Ltd	13/10/2017	C	13/10/2017	12/01/2018	£45,000	Yes	No	2017-PS-11
Supply of Student Sport Kit 2017	Only Sport Ltd	17/07/2017	C	17/07/2017	16/07/2018	£45,500	Yes	No	2017-PS-16
Provision, Support & Maintenance of Curriculum Timetabling System	Semestry Ltd	09/02/2017	C	09/02/2017	08/02/2019	£47,130	Yes	No	2016-30
Virtual Learning Platform	Lynda.com	18/07/2017	C	18/07/2017	17/07/2020	£49,770	No	No	2017-PS-22
Supply of Furniture to Ayrshire College's 3 Campuses 2018	AFH Strategic Contracts	19/07/2018	B	19/07/2018	18/09/2018	£52,854	Yes	No	2018-PS-29
Alteration Works to Form HIVE Kitchen at Ayr Campus	Ross Doyle Joinery Ltd	02/07/2018	C	02/07/2018	01/09/2018	£53,883	Yes	No	2018-PS-30
Supply of Beauty Kits to Ayrshire College 2018	E A Ellison & Co Ltd	29/06/2018	B	01/07/2018	30/06/2019	£55,400	Yes	No	2018-PS-11
Supply of Furniture for ACF Summer Works 2018	Azzurro Ltd	11/06/2018	B	11/06/2018	10/09/2018	£57,122	Yes	No	2018-PS-21
Internal Audit Services	BDO LLP	20/06/2018	B	01/07/2018	30/06/2023	£66,240	No	No	2018-PS-01
Supply & Delivery of Furniture for Learning & Resource Centre, Kilwinning Campus	Azzurro Ltd	06/06/2017	B	06/06/2017	05/08/2017	£68,375	Yes	No	2017-PS-07a
Supply of Laptops 2018	Capito Ltd	22/06/2018	C	22/06/2018	21/08/2018	£68,891	Yes	No	2018-PS-25

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period	SME status	Supported Business	Our Ref
Supply of Thin Client Enable Laptops	CDW Limited	06/09/2017	A	06/09/2017	05/10/2017	£74,877	No	No	2017-PS-27Laptops
Music Rooms Alteration Works at Ayr Campus	Worksmart Contracts Ltd	11/06/2018	C	11/06/2018	10/09/2018	£96,183	Yes	No	2018-PS-24
Supply, Support and Maintenance of ICT Networking Equipment	Desk Top Publishing Micro Systems Limited t/a The DTP Group	03/05/2018	A	03/05/2018	02/05/2021	£108,030	No	No	2018-PS-09
Supply, Support and Maintenance of IT Server Equipment	Desk Top Publishing Micro Systems Limited t/a The DTP Group	07/09/2017	B	07/09/2017	06/09/2018	£118,194	No	No	2017-PS-27Moonshot
Supply of Thin Clients Devices and Associated Licences	I Konic Ltd	11/07/2018	A	11/07/2018	10/07/2021	£124,483	Yes	No	2018-PS-28
Provision of IT System Support and Professional Services	I Konic Ltd	18/07/2017	C	18/07/2017	17/07/2022	£125,000	Yes	No	2017-PS-14
Supply & Installation of Replacement Windows to Dam Park Building- Phase 2	CMS Enviro Systems Ltd t/a CMS Window Systems	18/07/2017	C	18/07/2017	17/10/2017	£146,256	Yes	No	2017-PS-20
Refurbishment of Toilets, Dam Park Building	Redpath Construction Ltd	09/02/2017	C	09/02/2017	08/04/2017	£161,812	Yes	No	2016-41
Ayrshire College Inter-site WAN Connectivity	Adept Telecom PLC	26/04/2018	B	26/04/2018	25/04/2021	£175,000	Yes	No	2017-PS-29
Supply of Software Licences- Citrix	Fujitsu Services Ltd	07/09/2017	A	07/09/2017	06/09/2020	£193,010	No	No	2017-PS-27Citrix

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period	SME status	Supported Business	Our Ref
Alteration Works at Learning & Resource Centre, Kilwinning Campus	Worksmart Contracts Ltd	12/06/2017	C	12/06/2017	11/10/2017	£206,565	Yes	No	2017-PS-07b
Supply of Moonshot Equipment to Ayrshire College	Desk Top Publishing Micro Systems Limited t/a The DTP Group	11/07/2018	A	11/07/2018	10/07/2020	£225,980	No	No	2018-PS-27
Health and Social Care Suite Works at Dam Park Building, Ayr Campus	Worksmart Contracts Ltd	11/06/2018	C	11/06/2018	10/09/2018	£360,362	Yes	No	2018-PS-12
Restaurant & Classroom Fit-out, Ayr Campus	Worksmart Contracts Ltd	09/06/2017	C	09/06/2017	08/09/2017	£362,800	Yes	No	2017-PS-08d
Re-roofing to Dam Park Building Phase 2	Hugh L S McConnell Ltd	20/01/2017	C	20/01/2017	19/07/2017	£392,510	Yes	No	2016-38A
Re-roofing and Associated Works, Dam Park Building 2018	Rancel Roofing and Cladding Ltd	21/05/2018	C	21/05/2018	20/08/2018	£435,144	Yes	No	2018-PS-18
Supply and Installation of Replacement Windows, Dam Park Building, Ayr Campus	CMS Enviro Systems Ltd t/a CMS Window Systems	10/03/2017	C	10/03/2017	09/09/2017	£462,200	Yes	No	2017-PS-01
Alterations to Hospitality Suite- Kitchen Design & Build at Ayr Campus	GHI Contracts Ltd	21/06/2017	C	21/06/2017	20/09/2017	£565,280	Yes	No	2017-PS-08c

## NON-COMPLIANT

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract Period	Compliance Issue	Proposed Solution
Roof Repairs to Riverside Building, Ayr Campus	Starfish 9 Ltd	05/01/2017	C	05/01/2017	04/04/2017	£19,738	Tender issued via PCS Quick Quote - no responses	One-off repair- Contractor of other roof works on-site asked for price
Plagiarism Software	Turnitin	03/09/2018	C	03/09/2018	02/09/2019	£15,921	Existing IT System Support- to be reviewed 2018/19	To ensure best value for money, system requirements to be identified and tendered.
IT Software- Moodle	Learning Nexus	02/10/2018	C	01/08/2018	31/12/2018	£15,600	Legacy IT system	To ensure best value for money, system requirements to be identified and tendered.
Texting Services	TextAnywhere SCRL Ltd	11/10/2018	C	01/08/2018	31/07/2019	£13,200	Integrated into MIS - 12 month only	To ensure best value for money, system requirements to be identified and tendered.
Students Record System Unit-E support	Capita	11/07/2018	C	01/08/2018	31/07/2020	£104,462	Legacy IT System Support- to be reviewed 2019	To ensure best value for money, system requirements to be identified and tendered.

## Annex B: List of Regulated Procurements Planned to Commence After 31 July 2018

Category Subject	Owner: Cat A/B/C or C1	New, Extended or Re-let Procurement	Expected contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over Contract Period (£)
Supply of Biomass Fuel	C	re-let	17/06/2018	16/08/2018	17/08/2017	16/08/2018	£76,000
Plagiarism Software	B	re-let	02/07/2018	31/08/2018	01/09/2017	31/08/2018	£15,000
Provision of Legal Services- General	B	re-let	06/08/2018	05/10/2018	06/10/2016	05/10/2018	£18,000
Internet Site Support	C	re-let	14/08/2018	13/10/2018	14/10/2016	13/10/2018	£37,000
Provision of Legal Services- People Matters	C	re-let	04/09/2018	03/11/2018	04/11/2016	03/11/2018	£18,000
Health & Safety Management System	C	re-let	09/12/2018	07/02/2019	08/02/2016	07/02/2019	£68,000
Provision of Water Coolers	B	re-let	30/01/2019	31/03/2019	01/04/2016	31/03/2019	£17,000
Water Testing Service	B	re-let	03/02/2019	04/04/2019	05/04/2016	04/04/2019	£22,000
Provision of Telephone System to Ayrshire College	B	re-let	23/04/2019	22/06/2019	23/06/2016	22/06/2019	£32,265
Virtual Learning Platform	C	re-let	18/05/2019	17/07/2019	18/07/2017	17/07/2019	£49,770
Supply of Beauty Kits to Ayrshire College 2018	B	re-let	01/06/2019	31/07/2019	01/08/2018	31/07/2019	£55,400
Supply of Students PPE Kit 2018	B	re-let	01/06/2019	31/07/2019	01/08/2018	31/07/2019	£42,000
Support and Maintenance of IT Server Equipment	A	re-let	08/07/2019	06/09/2019	07/09/2017	06/09/2019	£15,000
Student Psychological Assessments	C	re-let	12/02/2020	12/04/2020	13/04/2017	12/04/2020	£30,000

Category Subject	Owner: Cat A/B/C or C1	New, Extended or Re-let Procurement	Expected contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over Contract Period (£)
Provision of Multi-functional Copiers	A	re-let	04/03/2020	03/05/2020	04/05/2015	03/05/2020	£250,000
Provision, Support & Maintenance of Curriculum Timetabling System	C	re-let	11/12/2016	09/02/2017	09/02/2017	08/02/2019	£47,130
Supply of Hospitality Student Uniforms	B	re-let	02/03/2019	01/05/2019	01/07/2019	30/06/2020	£40,000
Supply of Beauty Students Uniforms	B	re-let	02/03/2019	01/05/2019	01/07/2019	30/06/2020	£31,000
Estates Minor Works Framework	C	new	03/12/2018	01/02/2019	01/02/2019	31/01/2021	£200,000
Site Security- Manned	B	new	03/12/2018	01/02/2019	01/02/2019	31/01/2021	£30,000
Site Security- Alarms & CCTV Maintenance	B	new	03/12/2018	01/02/2019	01/02/2019	31/01/2021	£44,200
Supply of Cleaning Products	B	new	03/12/2018	01/02/2019	01/02/2019	31/01/2021	£49,500
Taxis	C1	new	31/01/2019	01/04/2019	01/05/2019	30/04/2020	£27,000
Moodle	B	new	01/04/2019	31/05/2019	01/08/2019	31/07/2022	£40,000
Supply, Support and Maintenance of Students Records System	B	new	10/08/2019	08/11/2019	01/04/2020	31/03/2025	£300,000
Occupational Health Services	C	new	03/12/2018	01/02/2019	01/02/2019	31/01/2021	£75,000

## Annex C - 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"> <li>• Scottish Procurement</li> </ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> <li>• Scottish Procurement</li> <li>• APUC</li> <li>• Scotland Excel</li> <li>• NHS National Procurement</li> </ul>
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.

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

**Flexible Framework** Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

**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 institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure

reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

**Lotting** - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £181,302, for Works Contracts £4,551,413. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2020.

**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.

**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.

**Sustain** - is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

**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.