

University of the West of Scotland



Annual Procurement Report

1st January 2017 to 31 July 2018

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Introduction

At UWS, we believe in our students' future.

We have a proud record in delivering work-ready graduates and developing effective partnerships with business, industry and the public and voluntary sectors.

With our cutting-edge courses, practical knowledge, and intelligent teaching, we help our students get ahead.

UWS, as one of Scotland's biggest modern universities with campuses in Ayr, Dumfries, Lanarkshire and Paisley, is the local university for over 30% of the population of central Scotland. We also have growing national and international reach; our fifth UK campus opened in London in September 2015.

Through our innovative learning partnership we invest in people's potential to shape their future. Built on uniting students, professionals, industry and our communities, this partnership stretches from the West of Scotland around the world.

We believe in the transformative power of active learning and engagement. We treat our students as individuals, partners and potential leaders in their fields and professions, providing them with the globally relevant knowledge, skills and confidence to think critically and to challenge received wisdom.

Through the strengthening of our academic excellence and application of our academic expertise, we will significantly increase turnover, broaden income streams and contribute to the international development of knowledge.

UWS Truths

At UWS we adhere to a set of truths in all that we do:

- We are here for our students
- Our teaching is our passion, and it reaches to the future
- We understand that a graduate career is important to our students
- We are a knowledge-rich organisation
- We believe in partnership with business (private, public and global)
- We are an international university
- UWS is a great place to work and study
- We are an inclusive organisation that welcomes and values diversity
- UWS is a university that dares to be different

Procurement Mission Statement

"To provide an enabling, innovative and transformational procurement service which supports the strategic aims of the University of the West of Scotland".

Annual Procurement Report

This Annual Procurement Report is published in compliance with the Procurement Reform (Scotland) Act 2014 and the relevant Scottish Government Procurement Guidance and covers the period 1st January 2017 to 31 July 2018.

A glossary of procurement terminology is included in **Appendix 1**.

The owner of the Report is:

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Section 1 – Summary of Completed Regulated Procurements

Regulated Procurements awarded and published on Public Contracts Scotland for the period 1st January 2017 to 31 July 2018 are included in **Appendix 2**.

Section 2 – Review of Regulated Procurement Compliance

The UWS procurement strategy is contained within the UWS Procurement Implementation Plan (2017-2020) and the key objectives are as follows:

- Embed an innovative and commercially focussed approach to Procurement across UWS to simplify processes, deliver best value and reduce risk.
- Ensure legal compliance with all relevant EU, UK, Scottish Government and UWS procurement rules and regulations whilst enabling the delivery of the UWS Corporate Strategy.
- Secure maximum social value from UWS spend with suppliers by embedding the consideration of social (including equal rights and non-discrimination), environmental and economic wellbeing in procurement.
- Deliver value for money (VfM) in terms of ensuring efficiency, effectiveness and economy in all procurement issues and ensuring costs are evaluated on the basis of whole life costs.
- Increase expertise, capacity and effectiveness of UWS Procurement Staff

The UWS Procurement Implementation Plan includes specific statements to demonstrate how UWS will comply with the requirements of the Procurement Reform (Scotland) Act 2014.

The review of Regulated Procurement Compliance for the period 1st January 2017 to 31st July 2018 is included in **Appendix 3**.

During the review of spend data for the period 1st January 2017 to 31 July 2018 it became apparent that a number of contracts which had all been procured compliantly had been awarded without a regulated award notices being published.

These contracts are included in **Appendix 4** and fall into two categories:

- over £50k call off from existing Framework Agreements.
- specialist requirements where alternatives were not available and/or alternative solutions which did not comply with UWS requirements.

As a result of the review of regulated procurement compliance the following action plan will be implemented:

Item	Action	Timescales	Responsible
Regulated Contracts with no Published Awards	Procurement approval required for all PO's >£5k	Nov'18	Procurement
Ensuring 30 day payments terms with sub-contractors.	Review the practicality of measuring subcontractor payment performance as a kpi.	Jul'19	Procurement

Section 3 – Community Benefit Summary

Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).

The Contract Plan now includes a section on the inclusion of Community Benefits included in **Appendix 5**

The Community Benefits that were committed to and delivered during the period 1st January 2017 to 31 July 2018 are included in **Appendix 6**.

Section 4 – Supported Businesses Summary

During the period 1st January 2017 to 31st July 2018 UWS has:

- awarded one contract with a total spend of £380 direct to Haven Recycle* for the disposal of IT equipment.

Currently UWS is negotiating with Haven Recycle to put in place a longer term agreement where the total expected contract value is below the threshold for quotes/tenders.

Plans for the financial year 2018/19 include:

- consideration of supported businesses in Contract Plans.
- engage with existing supported businesses to help grow their commercial resilience.
- evaluating supported business support as part of Community Benefits in appropriate contracts

*Haven Recycle is a supported business based in Glasgow which operates an accredited Waste Electrical and Electronic Equipment (WEEE) recycling facility.

Section 5 – Future Regulated Procurements Summary

The Regulated Procurements that UWS currently anticipates to commence in the next two financial years (1st August 2018 to 31st July 2020) are included in **Appendix 8**.

Section 6 – Other Content for Consideration

Sustainability

In September 2018 University of the West of Scotland's (UWS) new multi-million pound Lanarkshire campus opened its doors to all students.

During the period covered by this Annual Procurement Report UWS acquired a 35 year lease on the three Eco Campus buildings at Hamilton International Park. The developer undertook took the shell & core and Cat-A works together with the construction of a new street atrium to link the three buildings.

The culmination of this two-year project and a £110 million investment, the campus, which stretches over 85,000m² is situated in one of Scotland's most successful business parks.

UWS Lanarkshire represents a step-change in the way learning and teaching is delivered in Scotland, and its various spaces have been designed to be open, multifunctional and collaborative, in a move to revolutionise traditional higher education pedagogy.

The campus is home to some of Scotland's newest and most cutting-edge research facilities, including Scotland's highest-specification environmental chamber - one of only two in the country - and Scotland's newest simulated nursing and midwifery teaching environment. Based within Hamilton International Business Park, UWS Lanarkshire is co-located alongside over 80 local, national and international businesses, including HSBC, Babcock and John Lewis. Its location provides a wealth of opportunities for collaboration with students, graduates and academics, and the campus is open for companies to use its first-class facilities, which include a 236-capacity auditorium and a conference space for up to 128 people.

A priority has been placed on sustainability, making UWS Lanarkshire one of the UK's greenest university campuses, powered exclusively by renewable energy from the nearby Blantyre Muir wind farm.

Procurement

The UWS Procurement Team consists of:

- 1 x Senior Procurement Business Partner
- 2 x Senior Procurement Officers

UWS Procurement is currently de-centralised with procurement having responsibility for tendering all:

- Supplies/Service Contract > £50k
- Works > £350k
- Cross School/Department Contracts

Category Spend

Category Spend (excluding VAT) for the previous two financial years is summarised below:

Proc-HE Level 1	2016/17	2017/18
Estates & Buildings	£3,203,727	£6,120,234
Professional & Bought-in Services	£3,555,417	£2,960,332
Computer Supplies & Services	£1,743,138	£2,036,123
Utilities	£1,605,475	£1,710,127
Catering Supplies & Services	£777,159	£989,706
Travel & Transport (incl. Vehicle hire & Subsistence)	£1,062,069	£934,246
Safety & Security	£716,768	£668,671
Laboratory/Animal House Supplies & Services	£426,299	£649,313
Telecommunications; Postal & Mail Room Services	£1,031,656	£619,611

Workshop & Maintenance Supplies (Lab & Estates)	£402,739	£310,637
Furniture; Furnishings & textiles	£279,715	£275,733
Medical; Surgical; Nursing Supplies & Services	£150,790	£204,346
The Arts; Audio-Visual & Multimedia Supplies and Services	£339,023	£195,301
Stationery & Office Supplies	£349,199	£191,482
Library & Publications	£222,744	£175,700
Miscellaneous/Unclassified	£238,228	£137,978
Janitorial & Domestic Supplies & Services	£95,818	£89,227
Vehicles (Purchase; Lease; Contract Hire)	£35,589	£41,056
Printing	£28,680	£30,123
Agricultural; Fisheries; Forestry; Horticultural; Oceanographic Supplies & Services	£4,311	£7,481
Total	£16,268,544	£18,347,427

Collaboration

The Cat A, B, C & C1 breakdown of spend for the previous two financial years is summarised below:

	2016/17	2017/18
Cat A	9.2%	8.9%
Cat B	37.5%	39.2%
Cat C	53.3%	51.9%
Cat C1	0%	0%

Small and Medium Enterprises (SME's)

Spend with SME's for the previous two financial years is summarised below:

	2016/17	2017/18
% Spend with SME's	48.4%	54.7%

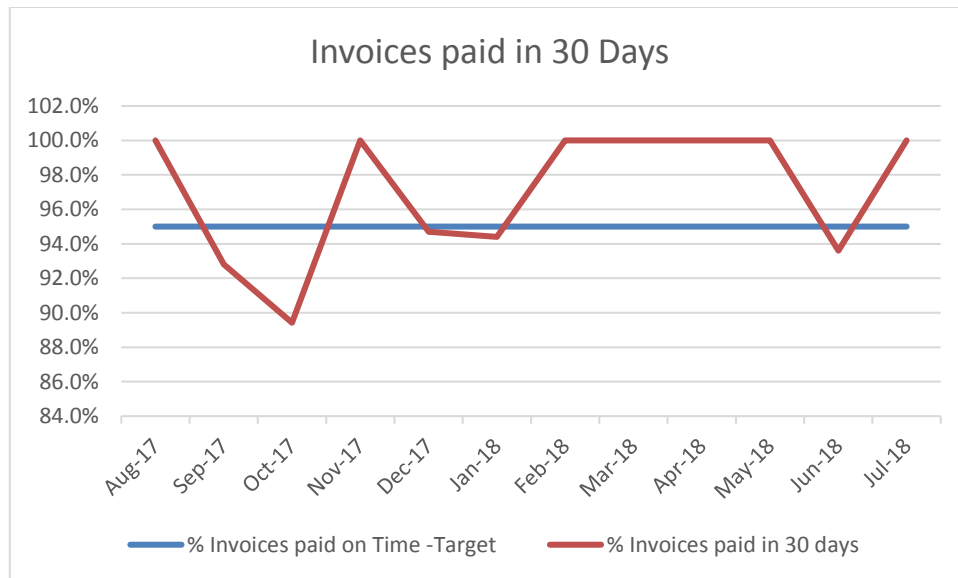
UWS Procurement will continue to support SME's by:

- maximising opportunities for lotting contracts
- implement Dynamic Purchasing Systems where practicable

Payment Practice Code

UWS is committed to dealing fairly and professionally with all of our Suppliers. We aim to pay at least 95% of invoices within 30 days of receipt of a valid invoice. For most of our Suppliers this would be within 30 days of the date of invoice however for suppliers who can demonstrate that earlier payments are justified we agree shorter payment terms.

Our payment performance over the 2017/18 Financial Year was as follows:



APPENDIX 1 – PROCUREMENT GLOSSARY

Term	Description
Award Criteria	The criteria used to compare and score the merits of the specific bids for a contract.
Call Off	Contracts awarded using a Framework Agreement.
Category A Contracts	Scottish National Contracts
Category B Contracts	Scottish Sectoral Level Contracts
Category C Contracts	Scottish Local Level Contracts
Category C1 Contracts	Scottish Regional or Cross-Sectoral Collaborative Level Contracts
Centre of Expertise (CoE)	A procurement organisation which promote collaboration and puts in place framework agreements on behalf of particular sectors i.e. Advanced Procurement for Universities and Councils (APUC).
Contract Plan	A document which plans for a specific tender process.
Competitive Dialogue Procedure	A procurement procedure which can be used to procure supplies, services or works
Competitive Procedure with Negotiation	A procurement procedure which can be used to procure supplies, services or works
Contract	A legally binding agreement between two or more parties.
Contract Award Notice	A published notice which confirms the details of an awarded contract.
Contract Notice	A published notice which advertises a procurement requirement.
Contract Management	The process of monitoring supplier performance on a contract.
Contract Value	Estimate of the value of a contract over the whole period of the contract including any extension periods.
Corporate Social Responsibility	Business approach that contributes to sustainable development by delivering economic, social and environmental benefits for all stakeholders.
Dynamic Purchasing System (DPS)	An electronic procurement process, similar to a framework agreement, but where the Contract Notice remains open throughout the lifetime of the DPS meaning that new suppliers can join at any time.
European Single Procurement Document (ESPD)	A document which contains questions used at the selection stage of a procurement exercise to identify suitably qualified and experienced bidders.
EU Procurement Thresholds	The contract values above which a contract is defined as an OJEU contract.
Framework Agreement	A framework agreement is an agreement with one or more suppliers to establish terms governing contracts that may be awarded during the life of the framework agreement.
Innovation Partnership Procedure	A procurement procedure which can be used to procure supplies, services or works.
Key Suppliers	Those suppliers identified as business critical in terms of risk/value and business continuity.
MEAT	The most economically advantageous tender.

Negotiated Procedure without Prior Publication	A procurement procedure which can be used to procure supplies, services or works.
Non Regulated Procurement	A procurement with a contract value < £50,000 (excluding VAT) for goods/services and <£2m (excluding VAT) works.
OJEU	Official Journal of the European Union.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement.
Procurement Journey	Public procurement website containing guidance for public sector buyers
Public Contracts Scotland (PCS)	The portal used by the Scottish public sector to advertise all regulated and OJEU contracts.
PCS-Tender	An on-line e-sourcing tool which public sector bodies in Scotland use to facilitate tender exercises.
Public Procurement Rules	Term used to refer to all public procurement legislation.
Quotation/Quick Quote	Process to advertise low value/low risk procurement requirements.
Regulated Procurement	A contract >£50,000(excluding VAT) for goods and/or services and >£2m (excluding VAT) for works.
Reserved Contract	A contract which can only be supplied by a Supported Business or Businesses.
Restricted Procedure	A two-stage procedure whereby suppliers are required to complete an ESPD and must satisfy certain selection criteria (the first stage).
Selection Criteria	Used to evaluate a tenderers capability and capacity.
Small Medium Enterprise (SME)	Business's which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Specification	Statement of the particular needs to be satisfied, or essential characteristics required (in a good, material, method, process, service, system, or work) and which a supplier must deliver.
Standstill	A period of at least ten calendar days following the notification of an award decision in a contract tendered via the OJEU before the contract is signed with the successful supplier(s).
Supplier Relationship Management (SRM)	Supplier Relationship Management is the discipline of strategically planning for, and managing, all interactions with third party organizations that supply goods and/or services to an organization in order to maximize the value of those interactions.
Supported Business	An organisation whose main aim is the social and professional integration of disabled and disadvantaged workers and where at least 30% of their workforce are classed as disabled or disadvantaged.
Tender	The procurement process of planning, advertising, evaluating and awarding a contract.
Value for Money	The optimum combination of cost and quality to provide the required service.
VEAT Notice	Stands for Voluntary Ex-Ante Transparency notice. It is a means of advertising the intention to let a contract without opening it up to formal competition.
Whole Life Costing	Whole life costing appraises the total cost of an asset over its whole life. It takes account of the initial capital cost, as well as operational, maintenance, repair, upgrade and eventual disposal costs.

APPENDIX 2 - REGULATED PROCUREMENTS (1ST JANUARY 2017 - 31 JULY 2018).

Award Published Date	Supplier	Description	Total Value (excluding VAT)	Start Date	End Date	Comments
30/04/2018	Saville Audio Visual (GB)	UWS Lanarkshire Campus Audio Visual Equipment	£1,251,383	20/04/2018	31/12/2018	Mini Comp
10/04/2018	Bunzl UK t/a Lockhart Catering Equipment (GB)	Award of Catering Equipment for Lanarkshire Campus	£283,157	05/02/2018	31/08/2018	Mini Comp
22/02/2018	ISS Mediclean Limited Trading as ISS Facility Services Education (GB)	Lanarkshire Campus: Facilities Management Services	£3,453,149	01/06/2017	31/05/2024	OJEU Restricted
12/02/2018	DataVita (GB)	UWS: Lanarkshire Campus - Provision of Wide Area Network (WAN)	£295,975	01/12/2017	30/11/2022	VEAT - The procurement falls outside the scope of application of the Directive
07/02/2018	Unit4 Business Software Limited (GB)	Finance System Upgrade	£148,000	01/01/2018	01/01/2019	VEAT - The procurement falls outside the scope of application of the Directive
10/01/2018	XMA Ltd (GB)	AIX Equipment	£137,058	01/01/2018	31/12/2023	Mini Comp
10/01/2018	AFH Strategic Contracts Limited (GB)	Lanarkshire Campus FF&E	£1,161,308	20/12/2017	31/08/2018	Mini Comp
10/01/2018	Alpha Marketing UK Ltd (GB)	Lanarkshire Campus FF&E	£659,273	20/12/2017	31/08/2018	Mini Comp
17/11/2017	Muirgroup Interiors Ltd (GB)	Award of Design, Manufacture, Supply & Installation of Window Blinds	£107,285	17/11/2017	31/08/2018	Mini Comp
16/11/2017	Space Solutions (GB)	UWS: Lanarkshire Campus - Move Management	£58,450	15/11/2017	31/01/2019	Mini Comp

13/11/2017	Sharp Business Systems UK Plc (GB)	Provision of Managed Print Equipment & Services	£264,246	11/08/2017	10/08/2021	Mini Comp
13/11/2017	Softcat Ltd (GB)	Anti-Virus Software Solution	£226,003	01/10/2017	30/09/2022	Mini Comp
08/11/2017	akp Scotland Limited (GB)	Lanarkshire Campus: Fit Out	£1,068,361	10/11/2017	31/08/2018	Open Tender
08/11/2017	akp Scotland Limited (GB)	Lanarkshire Campus: Joinery	£943,823	10/11/2017	31/08/2018	Open Tender
08/11/2017	akp Scotland Limited (GB)	Lanarkshire Campus: The Street	£706,789	10/11/2017	31/08/2018	Open Tender
30/06/2017	Doig & Smith (GB)	Award of New Lanarkshire Campus - Quantity Surveying Services	£66,000	28/06/2017	30/09/2018	Mini Comp
07/06/2017	Turner & Townsend (GB)	Award of New Lanarkshire Campus: Facilities Management Services - Procurement Support and Advice	£60,575	17/05/2017	31/03/2018	Quick Quote
07/03/2017	Scott-Moncrieff (GB)	Award of Provision of External Audit Services	£101,400	03/04/2017	02/04/2020	Mini Comp
07/03/2017	Infonetica Ltd (GB)	Award of Provision of an Ethics Approval System	£71,076	06/02/2017	05/02/2020	Quick Quote

APPENDIX 3 - REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Section	Policy	Comments	Complies
5.1 Policy on the use of Community Benefit requirements.	For every procurement over £50k (Supplies & Services) and £2m (Works) UWS will consider opportunities to include Community Benefits requirements. These may include employment opportunities, supply chain initiatives and community engagement.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes the consideration of Community Benefits	Compliant for all regulated procurements commenced after 1st August 2017.
Required Action			Timescales
Contract Plan template to be amended to include mandatory CB's above £4m for works.			Complete
Section	Policy	Comments	Complies
5.2 Policy on consulting and engaging with Schools and Departments	Prior to tendering, and during the completion of Contract Plans, UWS will identify any stakeholders who may be affected by the resultant contract. Consultation will be considered and carried out if proportionate to the service, supply or works being procured.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes the requirement to consult with stakeholders.	Compliant for all regulated procurements commenced after 1st August 2017.
Required Action			Timescales
n/a			n/a
Section	Policy	Comments	Complies
5.3 Policy on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements .	UWS will encourage the inclusion of Fair Working Practices as an evaluation criteria at the award stage for regulated contracts.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes the consideration of Fair Working Practices.	Non-Compliant - only one contract (Lanarkshire Campus – Provision of Facilities Management Services) included FWP's as a weighted criteria.
Required Action			Timescales
Invitation to Tender Documents to be amended to include FWP's as a minimum requirement.			Complete

Section	Policy	Comments	Complies
5.4 Policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work, etc. Act 1974 and any provision made under that Act.	UWS is committed to ensuring that all suppliers comply with the Health & Safety at Work, etc. Act 1974 and any provision made under that Act and has an existing policy in place for the "Management of Contractors".	For all procurements over £50k (Supplies & Services) and £350k (Works) H&S is included as a weighted evaluation criteria.	Compliant for all regulated procurements commenced after 1st January 2017.
Required Action			Timescales
n/a			n/a
Section	Policy	Comments	Complies
5.5 Policy on the procurement of fairly and ethically traded goods and services.	UWS supports the sourcing of goods that are fairly and ethically traded. The UWS Sustainability Plan (2016-2020) includes an action to submit an application for Fairtrade status during 2017/18. Where applicable appropriate standards and labels will be included in tenders to take account of fair and ethical trading considerations.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes a section on fairly and ethically traded goods and services.	Compliant for all regulated procurements commenced after 1st August 2017.
Required Action			Timescales
n/a			n/a
Section	Policy	Comments	Complies
5.6 Policy on how UWS intends its approach to regulated procurements involving the provision of food to: improve the health, wellbeing and education of communities in the organisation's area; and promote the highest standards of animal welfare (if applicable)	UWS will continue to procure food through Framework Agreements put in place by TUCO and APUC. Where foods are procured out with these Framework Agreements UWS shall ensure that animal related food suppliers comply with all relevant legislation (eg Animal Health and Welfare (Scotland) Act 2006 , The Welfare of Animals at the Time of Killing (Scotland) Regulations 2012, The Welfare of Animals (Transport) (Scotland) Regulations 2006) and amendments to ensure the	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes a section on the procurement of food. All regulated procurements for food were via TUCO Framework Agreements.	Compliant

	<p>highest standards of animal welfare.</p> <p>UWS will also ensure that when applicable specifications include the requirement for:</p> <ul style="list-style-type: none"> • appropriate food standards certification or equivalent • careful sourcing of Halal and Kosher meat • careful sourcing of eggs and consideration of the different types of system • organic certification; and • Royal Society for the Protection of Birds • freedom foods. 		
Required Action			Timescales
n/a			n/a
Section	Policy	Comments	Complies
5.7 Statement on the University's policy on how it intends to ensure that, so far as is reasonably practicable payments to suppliers and by suppliers to their supply chain are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented.	<p>The following steps will be taken to ensure prompt payments are made to suppliers:</p> <ul style="list-style-type: none"> • suppliers will be advised that any invoices without purchase orders numbers on them will be returned unpaid • a report will be developed from Agresso to enable payments on time to be measured. • the payment on time report will be used to identify and review factors which are resulting in late payments. • suppliers with high volume transactions will be investigated on Agresso and Spikes Cavelle Observatory to identify opportunities to switch to consolidated invoices or payment by Corporate Procurement Card. 	<p>Since Aug'17 a monthly "invoices paid within 30 days" report is being published.</p> <p>The above report is being used on an ongoing basis to identify internal training requirements and to set up meetings with non-performing suppliers.</p> <p>Contractor payment term with subcontractors are now being included in works contracts as selection/evaluation criteria.</p>	Partially Compliant – no action has been taken in terms of reviewing the payment performance of contractors to sub – contractors.

	Payment clauses regarding 30 day payment term are embedded within the UWS standard terms and conditions of contract. These standard terms and conditions also require the contractor to apply these conditions onto any sub-contractors and sub-contractors of sub-contractors.		
Required Action			Timescales
Review the practicality of measuring contractor to subcontractor payment performance as a kpi.			Jul'19
Section	Policy	Comments	Complies
5.8 Statement on the University's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty.	<p>Whilst developing contract plans UWS will give consideration to:</p> <ul style="list-style-type: none"> including Community Benefit clauses in appropriate contracts. selecting a procurement route which encourages participation from local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's any potential environmental impacts resulting from the Sustainable Prioritisation Procurement Tool and Sustainability Test <p>At the tender evaluation stage UWS will evaluate costs based on whole life costing.</p> <p>The Flexible Framework will be adopted and a Sustainability action plan will be created to ensure that sustainability is embedded in the procurement process.</p>	<p>Scottish Government Prioritisation Tool is used on an annual basis to identify categories where Sustainability can be influenced.</p> <p>Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes a section on Sustainability including Sustainable Prioritisation Procurement Tool and Sustainability Test</p>	Compliant for all regulated procurements commenced after 1st August 2017.
Required Action			Timescales
n/a			n/a

Section	Policy	Comments	Complies
5.9 Statement on the University's policy on how it intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose and how it intends to ensure that its regulated procurements will deliver value for money.	<p>UWS shall analyse third party spend data using Spikes Cavelle and Agresso. This Spend data will be used to inform category strategies.</p> <p>Procurement will work closely with departments/schools to develop contract strategies which support the UWS Corporate Strategy.</p> <p>Category strategies will identify opportunities for:</p> <ul style="list-style-type: none"> • Utilising innovative procurement solutions. • Collaborative contracts. • Use of existing Framework Agreements • Market engagement • Supplier Relationship Management <p>This will ensure that procurement activity supports the UWS Corporate Strategy whilst delivering value for money.</p>	As result of the increased workload to support procurement services relating to the new Lanarkshire Campus the timescales for the development of Category Strategies has been extended.	No
Required Action			Timescales
Implement Category Strategies for key category areas.			Oct'19
Section	Policy	Comments	Complies
5.10 Statement on the University's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination and how it intends to ensure that its regulated procurements will	<p>To ensure procurement activities are carried out in an equal, non-discriminate, transparent and proportionate manner UWS will:</p> <ul style="list-style-type: none"> • advertise Regulated and OJEU tenders on Public Contracts Scotland (PCS) • publish all Contract Awards on PCS • consider lotting contracts • ensure selection and award criteria are transparent, proportionate and non-discriminatory. 	<p>Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).</p> <p>Contract Plans ensure the first four bullet points are complied with.</p> <p>The UWS Contract Register is published at: https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws</p>	Compliant for all regulated procurements commenced after 1st August 2017

<p>be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<ul style="list-style-type: none"> publish a Contract Register to provide transparency of future contact opportunities 		
Required Action			Timescales
n/a			n/a

**APPENDIX 4 – REGULATED PROCUREMENTS – NO PUBLISHED AWARD
(1ST JANUARY 2017 - 31 JULY 2018)**

Date Awarded	Supplier	Description	Comments
04/03/2018	Sporting Edge UK Ltd	Supply and installation of simulated altitude and range temperature environmental chamber.	Specialist Equipment - No alternatives available on the market.
7/20/2018	Leisure Management Technology Ltd	Implementation of licences and training of the attendance monitoring system.	Specialist Equipment - No alternatives available on the market.
7/23/2018	Xma Limited	Academic hardware and support for specialist labs.	Framework Agreement
5/24/2018	Xma Limited	Lumos Tablet Hardware.	Framework Agreement
6/25/2018	Xma Limited	Cisco Catalyst 3850 48 Port UPoEIP Base.	Framework Agreement
07/04/2018	HP Inc UK Limited	23" HP EliteDisplay E233.	Framework Agreement
3/19/2018	Snowden HR Services Limited	Interim Director of P&OD.	Specialist HR - No alternatives available on the market.
1/16/2018	Softcat Ltd	Implementation Services - Sprint 1 -3.	Framework Agreement
08/04/2017	Carl Zeiss Ltd	AxioscanZ.1 slide scanner package.	Specialist Equipment - No alternatives available on the market.
5/31/2018	ISSET (Training) Ltd	Isset - Mission Discover 2018.	Specialist Teaching Services - No alternatives available on the market.
12/07/2017	LM Tietopalvelut OY/ LM Information...	Periodicals.	Framework Agreement
7/18/2018	LM Tietopalvelut OY/ LM Information...	2018 T&F journals (Call off).	Framework Agreement
12/08/2017	LM Tietopalvelut OY/ LM Information...	Calender year journals Jan - Dec 2018.	Framework Agreement
7/18/2018	Building Management Solutions Integ...	Point to point validation of Trend 963 building management system.	Framework Agreement
3/27/2018	John Wiley & Sons Limited	eResources for MBA.	Framework Agreement

APPENDIX 5 – COMMUNITY BENEFITS CALCULATOR

<u>Value</u>	<u>Category</u>	<u>Consider</u>	<u>Mandatory</u>	<u>Scored at Selection Stage</u>	<u>Scored at Award Stage</u>	<u>Type</u>
>£50k-£250k	Supplies & Services	Yes	No	No	No	<ul style="list-style-type: none"> • Voluntary
£250k - £1m	Supplies & Services	Yes	No	Yes	Yes	<ul style="list-style-type: none"> • Supply Chain Initiatives • Education/Community Engagement
>£1m	Supplies & Services	No	Yes	Yes	Yes	<ul style="list-style-type: none"> • 52 weeks new entrant per £1m • Supply Chain Initiatives • Education/Community Engagement
<£1m	Works	Yes	No	No	No	<ul style="list-style-type: none"> • Voluntary
£2m-£4m	Works	Yes	No	Yes	Yes	<ul style="list-style-type: none"> • 52 weeks new entrant per £1m • Supply Chain Initiatives • Education/Community Engagement
>£4m	Works	No	Yes	Yes	Yes	<ul style="list-style-type: none"> • 52 weeks new entrant per £1m • Supply Chain Initiatives • Education/Community Engagement

APPENDIX 6 – COMMUNITY BENEFITS (1ST JANUARY 2017 TO 31 JULY 2018)

Contractor	Contract	Committed	Delivered	Comments
akp Scotland Ltd	Lanarkshire Campus: Fit Out, Joinery & Street	<ul style="list-style-type: none"> • Work Experience • Supply Chain Initiatives • Education/Community Engagement 	See Appendix 7	Awarded prior to Table 3 Community Benefits being included in the Contract Plan.
ISS Facility Services Education	Lanarkshire Campus: Facilities Management Services	<ul style="list-style-type: none"> • Apprenticeship Opportunity • Supply Chain Initiatives • Education/Community Engagement 	No	To be delivered during 1 st June 2018 - 31 st May 2022.
Saville Audio Visual	UWS Lanarkshire Campus Audio Visual Equipment	Work with companies such as NEC and Crestron to provide an Interactive learning space within the campus. A space that can be used by students to gain experience of using interactive, collaboration solutions and systems that will help prepare them for real life working scenarios of a modern business.	No	To be delivered by 31/12/2018

APPENDIX 7 - AKP – COMMUNITY BENEFITS



UWS Lanarkshire Campus Community Benefits Report



Part 1: New Entrants / Apprentices / Work Experience

During the Fit Out of the UWS Lanarkshire Campus Contract, **akp engaged local John Ogilvie High School in Hamilton** to offer 1 No pupil 4-6 hours a week of work shadowing / work experience. Ross Docherty was selected by the School as a suitable pupil to take part in the initiative. Ross spent a number of Friday morning's on site at UWS Lanarkshire shadowing akp Site and Project Managers and a variety of trades, allowing Ross a good overall understanding of the career paths available within the industry today.



akp have built a good relationship with John Ogilvie High School and will look to **involved their pupils in future projects we deliver within the schools catchment area.**

Part 2: Supply Chain initiatives

During the UWS Lanarkshire Contract akp rallied Suppliers and Supply Chain partners to gather **Food Bank Donations for local Trussell Trust Food Bank, Nazarene Hall in Blantyre.**



Part 3: Community/Education Engagement.

akp are headline sponsor of the UWS "Inspiring Women" programme of events which are taking part over 4 dates in the coming 12 months. The first of which took part on the 27th September at UWS Paisley Campus.

akp attended to support the programme and were able to answers any questions staff, students and guests had on STEM and careers available within the Construction Industry and explained how gender imbalance is beginning to even out somewhat at many levels within the industry.

With akp's **Roz Malcolm** also a **training CITB Funded Construction Ambassador**, akp were well placed to represent the industry at this event.



APPENDIX 8 – EXPECTED REGULATED PROCUREMENTS – 1ST AUGUST 2018 TO 31ST JULY 2020)

Description	New (N)/Extended (E)/ Re-let (R)	Contract Notice	Award Date	Start Date	Estimated Value (excl VAT)
Insurance Brokerage Services	R	n/a – mini competition	Oct'18	Nov'18	£50k
Manual Handling Training	N	Aug'18	Nov'18	Nov'18	£200k
Coach Hire - Dynamic Purchasing System	N	Nov'18	Dec'18	Dec'18	£30k pa
Estates Minor Works - Dynamic Purchasing System	N	Nov'18	Jan'19	Feb'19	£900k pa
Framework Agreement for Recruitment of Senior Posts	N	Dec'18	Jul'19	Jul'19	£100k
Framework Agreement for Event Management –	N	Dec'18	Jun'19	Jun'19	£200k
Travel Management Services	R	n/a – mini competition	Feb'20	June'20	£750k pa
Marketing & Communication Services Lot 1 - Advertising	R	Dec'19	Oct'20	Nov'20	£420k pa
Marketing & Communication Services Lot 2 - Design Advertising	R	Mar'20	Jan'21	Mar'21	£145k pa
IUPC Lab Gases	R	May'19	Oct'19	Nov'19	£25k pa