

# University of the West of Scotland



## Annual Procurement Report

1st August 2018 to 31 July 2019

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## Introduction

The past year has seen the University of the West of Scotland (UWS) continue its recent successes with more great achievements linked to students, staff, teaching, research and global engagement. The University continues to live by our nine truths, and is committed to delivering a student centred, research informed curriculum that helps to transform lives.

It is essential that we continue to provide leading-edge teaching, contemporary and inspirational learning environments, and invest in research so that we can enhance our pedagogy and prepare UWS students for a rewarding future. Our three clear thematic aspirations in Student Success; Research and Enterprise; and Global Engagement enable us to do this and are strengthened by a focus on people, sustainability, and technology to support learning, research and partnerships.

In 2018/19 our status and position in rankings has continued to improve. We were rated in The Times and Sunday Times Good University Guide as Scotland's highest-ranked modern university and as a top 100 UK university. We climbed into the next category in the Times Higher Education's World University Rankings, identified by them as being in their top 500 universities globally. We have also risen ten places to 104th in The Complete University Guide rankings for 2020, as well as eight places to 106th in the Guardian University Guide. UWS is one of the most notable climbers this year, which is deserved recognition for the great strides we have made in enhancing the student experience, supporting students to continue their studies to a successful outcome and the success our graduates have in attaining graduate level employment or further study on departure.

UWS is, without question, a sector leader in widening participation and makes an enormous contribution to ensuring the Scottish Government delivers on its ambitions for equality in higher education. We lead the way in enabling more people from disadvantaged and non-traditional backgrounds to have the opportunity to attend university to make a positive difference to their lives. The introduction of free gym memberships for all students at UWS-operated fitness facilities from 2019 is a sector-leading development, being the first of all Scottish universities to offer this. This unique move aims to remove barriers to entry to ensure all students are able to get active and pursue a healthy lifestyle, supporting our commitment to positive mental health and wellbeing. We are hugely proud to open up opportunities and provide positive routes for students to come onto programmes that they are capable of succeeding at, and to make going to university a reality for everyone, irrespective of their background.

The new Lanarkshire campus, finished in 2018, continues to be at the forefront of modern learning environments, providing technology-rich, innovative learning and social spaces to enrich the educational journey of our students. It has been a huge success and recognised nationally; recently being crowned winner of the prestigious 2019 Guardian University Award which recognises the most sustainable and inspiring higher education buildings in the UK. Sustainability is at the heart of the campus which is powered by 100% renewable energy, making it one of the UK's greenest educational environments.

Through our various global and trans-national education (TNE) partnerships, we are delivering UWS higher education in more parts of the world than ever before, and I remain committed to us becoming one of the largest providers of Scottish higher education across the globe. In the past year new TNE programmes have been delivered in the Seychelles and Malaysia, further expanding our global reach.

## **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 August 2018 to 31 July 2019.

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 August 2018 to 31 July 2019 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 August 2018 to 31<sup>st</sup> July 2019 is included in **Appendix 3**.

## Section 3 – Community Benefit Summary

Contract Plans were introduced in August'17 and are mandatory for all procurements over £25k (Supplies & Services) and £100k (Works). The Contract Plan includes a section on the inclusion of Community Benefits.

The Community Benefits that were committed to and delivered during the period 1st August 2018 to 31 July 2019 are included in **Appendix 4**.

## Section 4 – Supported Businesses Summary

During the period 1<sup>st</sup> August 2018 to 31<sup>st</sup> July 2019 UWS has spent a total of £708.10 direct to Haven Recycle for the disposal of IT equipment.

Plans for the financial year 2019/20 include continuing to:

- consider Supported Business in Contract Plans.
- evaluate Supported Business support as part of Community Benefits in appropriate contracts

## Section 5 – Future Regulated Procurements Summary

The Regulated Procurements that UWS currently anticipates to commence in the next two financial years (1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2021) are included in **Appendix 5**.

## Section 6 – Other Content for Consideration

### Procurement

The UWS Procurement Team consists of:

- 1 x Senior Procurement Business Partner
- 1 x Senior Procurement Officer
- 1 x Procurement Officer

Procurement have responsibility for tendering all:

- Supplies/Service Contract > £25k
- Works > £100k

### Inclusion

UWS is an inclusive university. We extend our commitment to everyone – regardless of age, disability, gender identity, pregnancy and maternity, marital status, race, religion or belief, sex or sexual orientation.

We respect and celebrate diversity. We do not tolerate exclusion, harassment or victimisation. We tackle discrimination and prejudice.

Inclusion is included as an award criteria in all tenders.

### Sustainability

Sustainability is at the forefront of what we do at UWS, Sustainability is one of our three pillars of research and our Lanarkshire Campus is a leading example of an energy carbon neutral campus with sustainable features including a windfarm, generating 100% renewable power, and rainwater harvesting.

Procurement supports minimising UWS's impact on the environment, whilst fulfilling all Sustainability compliance obligations by imbedding the Scottish Governments:

- Sustainable Public Procurement Prioritisation Tool
- Sustainability Test (for all Regulated contracts)
- Flexible Framework

## Category Spend

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

<b>Proc-HE Level 1</b>	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
Estates & Buildings	£3,203,727	£6,120,234	£10,850,918.18
Professional & Bought-in Services	£3,555,417	£2,960,332	£2,590,186.34
Computer Supplies & Services	£1,743,138	£2,036,123	£2,470,067.70
Utilities	£1,605,475	£1,710,127	£2,162,120.39
Catering Supplies & Services	£777,159	£989,706	£666,419.78
Travel & Transport (incl. Vehicle hire & Subsistence)	£1,062,069	£934,246	£813,430.85
Safety & Security	£716,768	£668,671	£704,728.55
Laboratory/Animal House Supplies & Services	£426,299	£649,313	£320,966.73
Telecommunications; Postal & Mail Room Services	£1,031,656	£619,611	£434,359.25
Workshop & Maintenance Supplies (Lab & Estates)	£402,739	£310,637	£157,919.18
Furniture; Furnishings & textiles	£279,715	£275,733	£340,130.18
Medical; Surgical; Nursing Supplies & Services	£150,790	£204,346	£169,992.95
The Arts; Audio-Visual & Multimedia Supplies and Services	£339,023	£195,301	£797,028.05
Stationery & Office Supplies	£349,199	£191,482	£146,710.26
Library & Publications	£222,744	£175,700	£171,252.82
Miscellaneous/Unclassified	£238,228	£137,978	£205,225.53
Janitorial & Domestic Supplies & Services	£95,818	£89,227	£213,152.83
Vehicles (Purchase; Lease; Contract Hire)	£35,589	£41,056	£51,709.72
Printing	£28,680	£30,123	£32,073.16
Agricultural; Fisheries; Forestry; Horticultural; Oceanographic Supplies & Services	£4,311	£7,481	£1,241.08
Total	£16,268,544	£18,347,427	£23,299,633.53

## Collaboration

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

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>Cat A</b>	9.2%	8.9%	23%
<b>Cat B</b>	37.5%	39.2%	27.4%
<b>Cat C</b>	53.3%	51.9%	49.6%
<b>Cat C1</b>	0%	0%	0%

## Small and Medium Enterprises (SME's)

Percentage spend with SME's for the previous three financial years is summarised below:

	<b>2016/17</b>	<b>2017/18</b>	<b>2018/19</b>
<b>% Spend with SME's</b>	48.4%	54.7%	64.1%

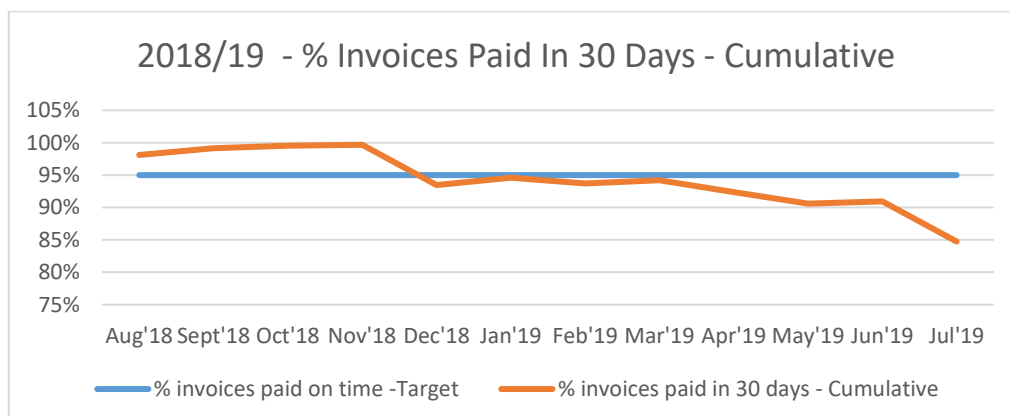
UWS Procurement will continue to support SME's by:

- maximising opportunities for lotting contracts

## Payment Practice Code

UWS is committed to dealing fairly and professionally with all of our Suppliers. Our target is to pay at least 95% of invoices **within 30 days of receipt of a valid invoice.**

Our cumulative payment performance over the 2018/19 Financial Year was as follows:



The current Financial Management System upgrade, due to complete March 2020, will positively impact on payment performance.



## 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, <b>social</b> 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 (1<sup>ST</sup> AUGUST 2018 – 31<sup>ST</sup> JULY 2019).**

<b>Award Date</b>	<b>Title</b>	<b>Total Value</b>	<b>Contract Awarded To</b>	<b>Procedure</b>
03/09/2018	Student Analytics System	£297,000.00	Solutionpath Ltd (GB)	Award of a contract without prior publication of a call for competition
03/09/2018	Occupational Health Services for Students	£500,000.00	NHS Greater Glasgow and Clyde (GB) / Salus Occupational Health & Safety (GB) / Dumfries & Galloway NHS (GB)	Open
05/10/2018	Provision of Insurance Services to UWS	£905,290.56	Maven Public Sector , Zurich Municipal ,Royal & Sun Alliance Insurance Plc & Allianz Insurance plc.	Mini competition
14/12/2018	Lanarkshire Campus: E2 Labs Fit Out	£3,593,834.52	FES Ltd (GB)	Restricted
10/05/2019	UWS Ayr Campus:Residences Window Replacement	£715,558.80	Scottech Limited (GB)	Open
16/05/2019	Award of UWS Waste Management Services	£223,026.48	Enva (GB)	Mini competition
17/05/2019	Nuclear Magnetic Resonance (NMR) Equipment	£360,000.00	JEOL (UK) Ltd (GB)	Award of a contract without prior publication of a call for competition
20/05/2019	ICP Facilities for the University of the West of Scotland	£199,894.95	PerkinElmer LAS (UK) Ltd (GB)	Award of a contract without prior publication of a call for competition

### 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 £25k (Supplies & Services) and £100k (Works).The Contract Plan includes the consideration of Community Benefits	Compliant for all regulated procurements commenced after 1st August 2017.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
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.
<b>Required Action</b>			<b>Timescales</b>
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 £25k (Supplies & Services) and £100k (Works).The Contract Plan includes the consideration of Fair Working Practices.	Partially compliant. FWP's still require to be included in <u>all</u> relevant contracts.
<b>Required Action</b>			<b>Timescales</b>
Where relevant Invitation to Tender Documents to be amended to include FWP's as a minimum requirement.			March 2020.

<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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 £25k (Supplies & Services) and £100k (Works) H&S is included as a weighted evaluation criteria.	Compliant for all regulated procurements commenced after 1st January 2017.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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 £25k (Supplies & Services) and £100k (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.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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"> <li>• appropriate food standards certification or equivalent</li> <li>• careful sourcing of Halal and Kosher meat</li> <li>• careful sourcing of eggs and consideration of the different types of system</li> <li>• organic certification; and</li> <li>• Royal Society for the Protection of Birds</li> <li>• freedom foods.</li> </ul>		
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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"> <li>• suppliers will be advised that any invoices without purchase orders numbers on them will be returned unpaid</li> <li>• a report will be developed from Agresso to enable payments on time to be measured.</li> <li>• the payment on time report will be used to identify and review factors which are resulting in late payments.</li> <li>• 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.</li> </ul>	<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.		
<b>Required Action</b>			<b>Timescales</b>
Review the practicality of measuring contractor to subcontractor payment performance as a kpi.			Mar'20
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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"> <li>including Community Benefit clauses in appropriate contracts.</li> <li>selecting a procurement route which encourages participation from local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's</li> <li>any potential environmental impacts resulting from the Sustainable Prioritisation Procurement Tool and Sustainability Test</li> </ul> <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 &amp; 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.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a

<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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"> <li>• Utilising innovative procurement solutions.</li> <li>• Collaborative contracts.</li> <li>• Use of existing Framework Agreements</li> <li>• Market engagement</li> <li>• Supplier Relationship Management</li> </ul> <p>This will ensure that procurement activity supports the UWS Corporate Strategy whilst delivering value for money.</p>	The timescales for the development of Category Strategies has been extended.	Partially compliant. Require to implement strategies across all key category areas.
<b>Required Action</b>			<b>Timescales</b>
Complete implementation Category Strategies across all key category areas.			Jul'20
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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"> <li>• advertise Regulated and OJEU tenders on Public Contracts Scotland (PCS)</li> <li>• publish all Contract Awards on PCS</li> <li>• consider lotting contracts</li> <li>• ensure selection and award criteria are transparent, proportionate and non-discriminatory.</li> </ul>	<p>Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies &amp; 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:  <a href="https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws">https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws</a></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"> <li>publish a Contract Register to provide transparency of future contact opportunities</li> </ul>		
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a

## APPENDIX 4 – COMMUNITY BENEFITS (1ST AUGUST 2018 TO 31 JULY 2019)

Contractor	Contract	Committed
FES Ltd	Lanarkshire Campus: E2 Labs	<ul style="list-style-type: none"> <li>• 52 new entrant weeks per £1m contract value.</li> <li>• Local Meet the Buyer event</li> <li>• Identify opportunities to enhance the community garden within the Lanarkshire Campus.</li> <li>• Site Visit for a group of Students during the project delivery.</li> </ul>
ENVA	Waste Management Services	<ul style="list-style-type: none"> <li>• Giving opportunities to long term unemployed, and works in partnership with local job centres to offer, when available, 8-week work experience programmes.</li> <li>• Work with UWS and take part in any charity events. In addition consider sponsorship for any cause which the University is involved with.</li> </ul>

**APPENDIX 5 – EXPECTED REGULATED PROCUREMENTS – 1<sup>ST</sup> AUGUST 2019 TO  
31<sup>ST</sup> JULY 2021)**

<b>Description</b>	<b>New (N)/Extended (E)/ Re-let (R)</b>	<b>Contract Notice</b>	<b>Award Date</b>	<b>Start Date</b>	<b>Estimated Value (excl VAT)</b>
Grounds Maintenance & Winter Preparedness Services	N	Oct'19	Feb'20	Mar'20	£70k pa
Network Support Services	R	Nov'19	Jan'20	Jan'20	£70k pa
Framework Agreement for Event Management	N	Feb '20	Aug'20	Sep'20	£50k pa
Marketing & Communication Services Lot 1 - Advertising	R	Feb'20	Oct'20	Nov'20	£420k pa
Marketing & Communication Services Lot 2 - Design Advertising	R	Feb'20	Oct'20	Mar'21	£145k pa
Travel Management Services	R	n/a – mini competition	Mar'20	Travel Management Services	£700k pa