

# University of the West of Scotland



## Annual Procurement Report

1st August 2019 to 31 July 2020

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## Introduction

In February 2020, UWS launched Strategy 2025 setting out bold ambitions for excellence in learning and teaching, distinctiveness in research and innovation and plans to shape our communities and the society around us. This new UWS Strategy builds on the success of the preceding Corporate Strategies but recognises the need for swifter change to our pedagogy and portfolio, our business engagement, and in our civic contribution to our local and global communities.

The Strategy emphasises a series of ambitions to 2025 which, within weeks, became even more pressing as the country went into lockdown caused by the Covid pandemic.

Commitments to flexible programmes of study with hybrid delivery options will be achieved in 2021 as staff and students have grappled to deliver years of pedagogical shift in a matter of months. A promise for staff to undertake continuing professional development has materialised with an immediate emphasis on staff training and support to radically increase their confidence in delivery of technology-enhanced learning. The concept of 'place' and the value of supported, engaged people is critical to the UWS Strategy 2025. This has informed our approach and our response through 2020 and challenged us to reflect on how we can continue to build communities and advance societal wellbeing while physically distanced, remote and restricted.

Throughout the past year, UWS has continued its emphasis on tackling research, including responding to a global necessity to support contributions to the Covid pandemic including the use of research facilities for testing; the production of PPE, and funded research projects in safety, wellbeing and physiology. We are proud of the important work UWS has been a part of throughout the pandemic, helping to support national struggles in the fight against coronavirus. This included 1,200 UWS nursing, midwifery and applied biomedical science students who joined the frontline fight to tackle coronavirus, and UWS's support for developing the NHS Louisa Jordan Hospital - recognised by the Royal Family on social media. As well as donating hospital beds from our skills labs we offered time, resources, staff and students to contribute to the NHS test-and-trace initiative. UWS was involved in three of the Scottish Government's 55 rapid research projects, which each received a share of £5 million funding, in an effort to support international work to combat Covid and its wider effects. UWS was awarded £129,000 to lead a study into the impact of social distancing and isolation on physical and mental health, as well as other studies understanding and reducing the psychosocial impact of social distancing on families of care home residents in Scotland.

This year also highlighted societal issues affecting students and staff across the UK. Events in America and protests all around the world led us to have important conversations around issues of racism in the Higher Education sector and wider society. As a University, we made a commitment along with colleges and universities from across Scotland by signing the Anti-Racism declaration acknowledging that racism exists in all Higher Education campuses and that we must unite in solidarity to take action. We continue to be committed to creating change in society and our community on issues of racism, discrimination and prejudice of all kinds and continue to strive for an equal, diverse and inclusive academic community. In both challenging and extraordinary times, we have continued to put our students at the heart of all we do, with a student-centric approach. This last year has seen great change but has allowed us to continue to develop our pedagogy and hybrid learning model. We have done so in a timescale that has been challenging but thanks to the dedication and hard work of our staff and students, this was possible. Although developed at a very different time, our Strategy remains the same - we remain committed to excellence in learning and teaching, distinctiveness in research and innovation and to continue to shape our communities and the society around us.

## Procurement Mission Statement

*“To provide an enabling and innovative procurement service which supports Strategy 2025 through collaboration, communication and consolidation.”*

## 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 2019 to 31 July 2020.

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

The total value of Regulated Procurements awarded for the period 1st August 2019 to 31 July 2020 was £4,904,826 (excluding VAT) and is summarised in **Appendix 2**.

## Section 2 – Review of Regulated Procurement Compliance

The UWS procurement strategy is contained within the UWS Procurement Plan (2021-2025) 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.
- 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.
- Ensure legal compliance with all relevant post-Brexit International, UK, Scottish Government and UWS procurement rules and regulations whilst enabling the delivery of Strategy 2025.
- 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 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 2019 to 31<sup>st</sup> July 2020 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 2019 to 31 July 2020 are included in **Appendix 4**.

## Section 4 – Supported Businesses Summary

During the period 1<sup>st</sup> August 2019 to 31<sup>st</sup> July 2020 UWS there have been no contracts awarded or external spend with Supported Business's.

Plans for the financial year 2020/21 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 2020 to 31<sup>st</sup> July 2022) 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 criterion in all tenders.

### Sustainability

Sustainability is at the forefront of what we do at UWS.

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

Non staff expenditure for the financial year 2019/20 was £34.4m (including VAT).

Influenceable spend for the financial year 2019/20 was £18.4m (excluding VAT) and is summarised for categories with a value over £25k in Appendix 6.

Collaboration

The Cat A, B, C & C1 percentage breakdown of spend is summarised below:

	2019/20
Cat A	10.7%
Cat B	28.5%
Cat C	60.8%
Cat C1	0%

Small and Medium Enterprises (SME's)

The percentage spend with SME's for the financial year 2019/20 was 41%.

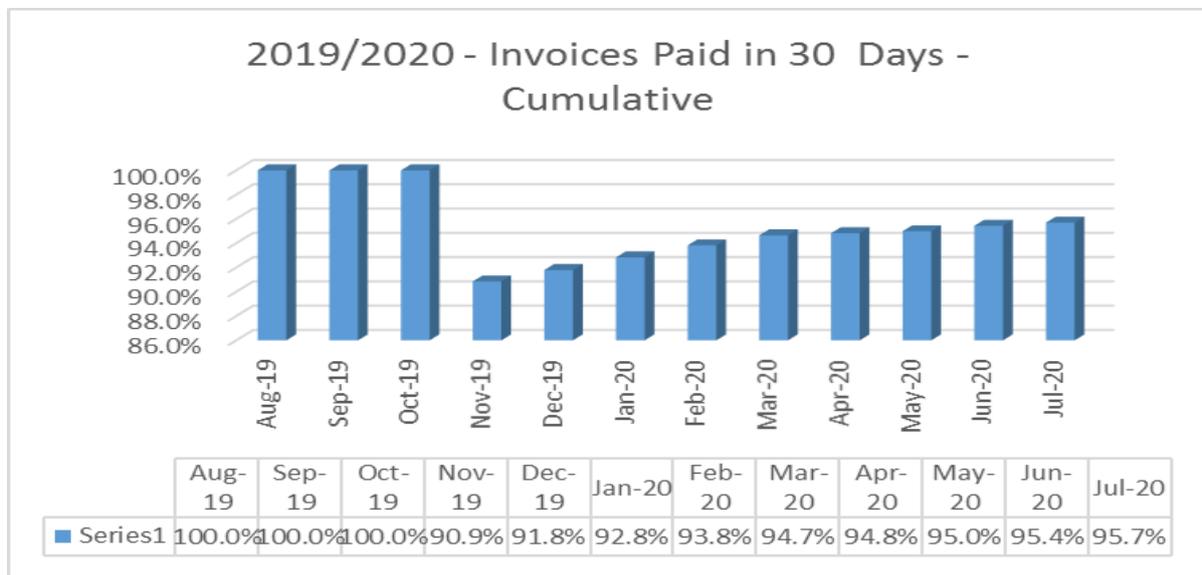
UWS Procurement will continue to support SME's and local suppliers by:

- 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 2019/20 Financial Year was as follows:



The Financial Management System (Unit 4, Milestone 7) upgrade completed July'20 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 2019 – 31<sup>ST</sup> JULY 2020).**

<u>Award Date</u>	<u>Title</u>	<u>Total Value</u>	<u>Supplier</u>	<u>Procedure</u>
01/08/2019	4 year Lease of Fleet Vehicles	£128,740	Arnold Clark	Mini competition
01/10/2019	Provision of Portable Appliance Testing	£67,533	PHS Compliance Ltd	Open
01/10/2019	Maintenance Banner europe, Student, Financial aid, Europe UCAS from 01/10/19 to 30/09/20	£79,127	Ellucian Global Limited	Direct Award from Framework Agreement
13/11/2019	Supply of Office, Computer & Library Supplies	£80,000	Banner UK Ltd	Direct Award from Framework Agreement
14/11/2019	Water Quality Management Services	£122,550	ECG Facilities Services	Mini competition
01/12/2019	Supply of Electricity - Lanarkshire Campus - (Wind Turbine Generated)	£800,000	Engie Power Limited	Award of a contract without prior publication of a call for competition
02/12/2019	ePurchasing Card Solution	£1,800,000	RBS Commercial Cards	Direct Award from Framework Agreement
09/12/2019	Maintenance of Fire Alarm, Intruder, Disabled Toilets, Disabled Refuge & Doorsystems.	£80,000	FES Support Services Ltd	Mini competition
01/01/2020	Desktop and Mobile Client devices	£250,000	HP Inc UK Limited	Direct Award from Framework Agreement

27/02/2020	Provision of Wide Area Network (WAN)-Ayr & Dumfries Campus + Ayr & Paisley Residences	£143,240	DataVita	Award of a contract without prior publication of a call for competition
06/03/2020	London Campus AV Equipment	£133,123	GV Audio	Mini competition
01/04/2020	External Audit Services	£210,000	KPMG	Mini competition
21/05/2020	Provision of HR/Payroll Systems & Associated Services	£260,513	Midland Software Ltd	Direct Award from Framework Agreement
01/06/2020	Travel Management Services	£750,000	Clarity Travel Management	Direct Award from Framework Agreement

## 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.	Compliant for all regulated procurements commenced after 1st August 2019.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
Section	Policy	Comments	Complies
5.4 Policy on promoting compliance by contractors and	UWS is committed to ensuring that all suppliers comply with the Health & Safety at Work, etc. Act 1974 and any provision	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

sub-contractors with the Health & Safety at Work, etc. Act 1974 and any provision made under that Act.	made under that Act and has an existing policy in place for the "Management of Contractors".		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.	<p>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.</p> <p>Where applicable appropriate standards and labels will be included in tenders to take account of fair and ethical trading considerations.</p>	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)	<p>UWS will continue to procure food through Framework Agreements put in place by TUCO and APUC.</p> <p>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 highest standards of animal welfare.</p> <p>UWS will also ensure that when applicable specifications include the requirement for:</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 the procurement of food.</p> <p>All regulated procurements for food were via TUCO Framework Agreements.</p>	Compliant

	<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>Payment clauses regarding 30 day payment term are embedded within the UWS standard terms and conditions of contract. These standard terms and conditions also</p>	<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.

	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'21
<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	UWS shall analyse third party spend data using Spikes Cavelle and Agresso. This Spend data	The timescales for the development of Category Strategies has been extended.	Partially compliant. Require to

<p>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>	<p>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>		<p>implement strategies across all key category areas.</p>
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**Required Action**

**Timescales**

Complete implementation Category Strategies across all key category areas.

Jul'21

<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
<p>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 be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<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> <li>• publish a Contract Register to provide transparency of future contact opportunities</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:</p> <p><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>	<p>Compliant for all regulated procurements commenced after 1st August 2017</p>

<b>Required Action</b>			<b>Timescales</b>
n/a			n/a

## APPENDIX 4 – COMMUNITY BENEFITS (1ST AUGUST 2019 TO 31 JULY 2020)

<b>Contractor</b>	<b>Contract</b>	<b>Committed</b>
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 2020 TO  
31<sup>ST</sup> JULY 2022)**

<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>
Framework Agreement for Event Management	N	Jun'21	Dec'21	Jan'22	£50k pa
Marketing & Communication Services – Digital Creation Brand/Digital Campaigns/Web Design & Build	N	Jan'21	Oct'21	Nov'21	£500k pa
Social Learning Platform, Learning Design Input and Technical Development	R	Dec'20	Apr'21	Apr'21	£1m
Travel Management Services	R	Nov'21	May'22	June'22	£700k pa
Framework Agreement for Minor Building Works	N	Mar'21	Sep'21	Oct'21	£500k pa
Provision of Legal Services	R	Dec'20	Mar'21	Apr'21	£70k pa
Provision of Facilities Management Services at Lanarkshire Campus	R	Aug'21	Jan'22	Jun'22	£750k pa
Framework Agreement for the Recruitment of Executive Staff.	N	Feb'21	Jun'21	Jul'21	£50k pa

**APPENDIX 6 - PROCUREMENT CATEGORY SPEND SUMMARY (1<sup>ST</sup> AUGUST  
2019 – 31<sup>ST</sup> JULY 2020).**

<b><u>Trade Classification (Thomson)</u></b>	<b><u>Total Spend</u></b>	<b><u>Trade Classification (Thomson)</u></b>	<b><u>Total Spend</u></b>
Property & Estate Management	£3,552,713	Newspaper & Magazine Publishers	£84,918
Business & Management Consultants	£968,933	Floor Laying; Refinishing & Resurfacing	£74,499
Electricity Companies	£934,552	Solicitors	£74,027
Computer Systems & Software (development)	£911,016	Booksellers	£73,461
Interior Designers & Furnishers	£834,326	Book Publishers	£72,742
Gas Companies	£775,776	Machinery - Industrial & Commercial	£70,329
Facilities Management	£774,401	Office Refurbishment Services	£64,976
Information Services	£433,179	Cleaning Services - Commercial	£57,406
Security Services	£374,894	Research Organisations	£57,000
Insurance - Other	£352,623	Office Equipment Mnfrs & Distributors	£56,179
Computer Systems & Software (sales)	£350,275	Internet Services	£56,163
Computer Consultants	£296,008	Educational Training Providers	£53,500
Travel Agents & Holiday Companies	£293,451	Building Services	£53,403
Construction Management	£244,599	Uniforms & Staff Wear	£51,780
Double Glazing Installers	£244,523	Cleaning Materials & Equipment	£51,397
Telecommunication Services	£239,699	Commercial Property Agents	£50,046
Employment & Recruitment Agencies	£233,249	Security Equipment	£45,033
Laboratory Equipment; Instruments & Supplies	£228,100	Accountants	£42,034
Scientific Apparatus & Instruments – Mnfrs	£208,804	Lighting Contractors	£40,679

Computer Rental	£195,908	Asbestos Surveys & Removal	£40,235
Electricians & Electrical Contractors	£189,018	Business Information Services	£39,795
Office Furniture & Equipment	£174,777	Tea & Coffee Merchants	£39,010
Laboratory Equipment	£160,556	Landscape Contractors	£37,816
Water Companies	£154,144	Copyright Agents	£36,835
Advertising - Agencies	£151,713	Psychologists	£35,915
Roofing Services	£134,273	Post Office Services	£35,094
Design Consultants	£129,987	Gas & Electrical Testing & Inspecting	£34,336
Frozen Foods - Wholesale	£125,246	Training Services	£33,573
Measuring; Analysing & Controlling Instruments	£108,134	Waste Disposal Services	£31,789
Audio-visual Equipment & Supplies	£107,510	Car Credit & Finance	£30,154
Catering Food & Drink Suppliers	£107,441	Mobile Phones	£30,095
Network & Data Communications	£99,209	Quantity Surveyors	£28,114
Electrical Goods Sales; Mnfrs & Wholesalers	£95,299	Exhibition & Event Organisers	£27,634
Publishers	£93,000	Advertising Services	£26,840
Public Relations Consultants	£89,514	Chemicals - Distributors & Wholesalers	£26,194
Fitness Equipment	£87,298	Plumbers	£25,915
Mail Order & Catalogue Shopping	£86,804	Electrical Wholesalers	£25,729
Computer Mnfrs	£85,412	Sports Clubs & Associations	£25,000