



UNIVERSITY OF THE  
WEST of SCOTLAND  
UWS

# Annual Procurement Report

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## INTRODUCTION

The Procurement Reform (Scotland) Act 2014 requires public sector contracting authorities with regulated procurement activity of £5 million or more per annum to publish an Annual Procurement Report after the end of each financial year.

This Annual Procurement Report covers the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023.

UWS incorporates five distinctive campuses situated in Ayr, Dumfries, Lanarkshire, Paisley, London and employs over 1,600 staff.

Please see [Glossary | Procurement Journey](#) for glossary of procurement terminology.

The author of this report is Alistair Munn – Senior Procurement Business Partner.

This annual report has been approved by Archie MacIver - Vice Principal, Finance & Infrastructure.

## Section 1 – Summary of completed regulated procurements

A regulated procurement is defined as an awarded contract where the total contract value (excluding VAT) is greater than the following values:

- Goods/Services - £50k
- Works - £2m

The total value of Regulated Procurements awarded for the period 1st August 2022 to 31st July 2023 was **£8,247,440.00** (excluding VAT) and is summarised in Appendix 1.

This compares to Regulated Procurements awarded for the period 1st August 2021 to 31 July 2022 of **£1,678,516.00** (excluding VAT) as reported in our 2021/22 Annual Procurement Report.

The large increase in the value of Regulated Procurement awards during 2022/23 was a result of awarding the following contracts (see Appendix 1):

- Insurance's
- Framework Agreement – Toilet Refurbishments
- Fit out works at Dumfries Campus

## Section 2 – Review of regulated procurement compliance

The UWS procurement strategy is embodied 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 based on whole life costs.
- Increase expertise, capacity, and effectiveness of UWS Procurement Staff

The UWS Procurement Plan (2021-2025) includes specific statements to demonstrate how UWS will comply with the requirements of the Procurement Reform (Scotland) Act 2014.

An internal review of Regulated Procurement Compliance has been completed and confirmed that UWS is compliant in all areas of the UWS Procurement Plan (2021-2025) with the exception of the achievement of targeted supplier payment terms, where further progress is needed to address factors leading to delays in payments. UWS understands the reputational risk of not paying suppliers in a timely manner and is committed to rebuilding the capability to be compliant in paying 95% of supplier invoices within 30 days, following the impact of the cyber attack suffered by the University in July 2023.

### **Section 3 – Community Benefit summary**

During the period 1st August 2022 to 31st July 2023 no contracts were awarded with a value greater than £4m therefore no mandatory Community Benefits were delivered.

UWS Procurement will continue to seek Community Benefits across all our contracts including the provision of goods, services and works. This will be achieved by including a “Community Benefit” question within our quality evaluation tender process to encourage suppliers to consider delivering recruitment, training, education, and community engagement opportunities whilst delivering contracts.

## **Section 4 – Supported Businesses summary**

The primary aim of a Supported Business is the social and professional integration of disabled or disadvantaged persons. At least 30 percent of the employees of those businesses should be disabled or disadvantaged.

During the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023 there have been no contracts awarded or external spend with Supported Business's.

Plans for the financial year 2023/24 include continuing to:

- Consider opportunities for Supported Business's in Contract Plans.
- Consider restricting tender opportunities to Supported Business where the goods or service can be delivered by a Supported Business.

## **Section 5 – Future regulated procurements summary**

The Regulated Procurements that UWS currently anticipates commencing over the next two financial years (1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2025) are included in Appendix 2. This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Over a forecast period of two years, it is very probable that priorities will change so the list should be viewed with this in mind.

## **Section 6 – Category Spend**

As result of the cyber attack suffered by the University in July 2023, Procurement Category Spend is not available at the time of publishing this report.

## **Small and Medium Enterprises (SME's)**

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

- the use of SME's and local suppliers for "non regulated" spend.
- the lotting of contracts when feasible to do so.
- review, when appropriate, the use of "Neutral Vendor" Framework Agreements to channel sme and local spend.

## **Section 7 – Sustainability**

UWS has committed to placing the UN Sustainable Development Goals (SDGs) at the heart of the university's Strategy 2025. The Strategy 2025 highlights the University's commitment to tackling the UN Sustainable Development Goals. UWS has committed to reducing emissions and becoming net zero by 2040.

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

As part of the tendering process, suppliers are requested to describe their approach to contribute to reducing carbon emissions and help UWS becoming net zero by 2040 whilst delivering their goods, services or works.

## **Section 8 – Other content for consideration**

### **Equality, Diversity & Inclusion (EDI)**

At UWS we are committed to advancing and promoting equality and diversity in all our activities and aim to establish an inclusive culture, free from discrimination and based upon

the values of fairness, dignity, and respect. We are committed to enhancing wellbeing and have the structures, leadership, and support in place to embed equality, diversity and inclusion into everything we do.

Equality, Diversity & Inclusion is included as an award criterion in all tenders.

### **Modern Slavery Act**

To comply with the Modern Slavery Act 2015 (the Act), UWS has published a Modern Slavery Transparency Statement setting out our zero-tolerance approach towards slavery and human trafficking. We are committed to maintaining and improving our systems and processes to reduce risk in this area, both in relation to our own operations and across our supply chain. Please see the link below for further details.

[Modern Slavery Statement | UWS | University of the West of Scotland](#)

An ongoing annual audit, using previous 12 months spend data, is undertaken to check that suppliers Modern Slavery Act statement are compliant with the requirements of the Act.

### **Real Living Wage**

UWS is a Real Living Wage employer and considers the payment of the real Living Wage to be a significant indicator of an employer's commitment to Fair Work practices.

The payment of the Real Living Wage hourly rate is required as a minimum payment for all staff involved in delivering services and/or works to UWS and is included as a minimum requirement in all tenders.

A Real Living Wage action plan is in place to monitor and ensure current suppliers are paying the real living wage to staff and to ensure any changes to the real living wage are implemented in a timely manner by UWS suppliers,



## Appendix 1 - REGULATED PROCUREMENTS (01/08/22 – 31/07/23)

<u>Award Date</u>	<u>Title</u>	<u>Total Value (excl VAT)</u>	<u>Contract Awarded To</u>	<u>Procedure</u>
15/08/22	Dumfries Campus – Fit Out Works	£1,375,670	akp Scotland Ltd	Request for Quotation
13/10/22	Dumfries Campus - Supply of FFE – WP1 Workstations	£76,283	Azzuro Ltd	Mini-Comp
13/10/22	Dumfries Campus - Supply of FFE - WP2 - UWS Training/Meeting & 3rd Space	£129,910	Alpha Marketing UK Limited	Mini-Comp
17/01/23	Occupational Health Services for Students – Ayr Campus	£180,000	NHS Ayrshire & Arran	Open Tender
17/01/23	Occupational Health Services for Students – Dumfries Campus	£90,000	Heales Medical	Open Tender
17/01/23	Occupational Health Services for Students – Lanarkshire Campus	£360,000	Salus Occupational Health	Open Tender
17/01/23	Occupational Health Services for Students – Paisley Campus	£180,000	NHS - Greater Glasgow & Clyde	Open Tender
24/02/23	Ayr & Paisley Campus's – Lift Maintenance	£100,000	Orona Ltd	Mini-Comp
01/05/23	Provision of Media Planning and Buying in Support of Student Recruitment	£200,000	The Media Shop Scotland	Mini-Comp
04/05/23	Ayr & Paisley Residences – Laundry Hire Services	£90,000	Ultimate Solutions & Associates LTD	Open Tender

<u>Award Date</u>	<u>Title</u>	<u>Total Value (excl VAT)</u>	<u>Contract Awarded To</u>	<u>Procedure</u>
31/05/23	Provision of Waste Management Services - (All Campuses)	£300,000	Enva	Mini-Comp
23/06/23	Framework Agreement – Toilet Refurbishment Works	£2,000,000	Taylor & Fraser / akp Scotland Ltd / Redpath Construction	Open Tender
28/06/23	Paisley Campus – Supply & Installation of Gym Equipment	£87,401	Pulse Fitness Ltd	Mini-Comp
27/07/23	Provision of Insurance - Lot 1 - Property Damage/Business Interruption/Money, Lot 2 – Computer, Lot 3 - Contract Works, Lot 5 - Employers' Liability, Lot 6 - Public & Products Liability, Lot 10 - Directors & Officers Liability, Lot 11 – Crime, Lot 13 - Engineering Inspection	£2,832,030	Zurich Municipal	Mini-Comp
27/07/23	Provision of Insurance – Lot 4 Terrorism	£120,825	Alesco	Mini-Comp
27/07/23	Provision of Insurance – Lot 8 Motor Fleet	£66,750	RMP Ltd	Mini-Comp
27/07/23	Provision of Insurance – Lot 9 Accident & Business Travel	£58,571	Maven Public Services	Mini-Comp
	<b>Total Value (excl VAT)</b>	<b>£8,247,440</b>		

## Appendix 2 - FUTURE REGULATED PROCUREMENTS (01/08/23 – 31/07/25)

<u>Description</u>	<u>New (N)/ Re-let (R)</u>	<u>Contract Notice</u>	<u>Award Date</u>	<u>Start Date</u>	<u>Estimated Value* (excl VAT)</u>
Framework Agreement - Window Cleaning	R – Open Tender	Jan'24	Jun'24	Aug'24	£120k
Travel Management Services	R – Mini-Comp	Feb'24	May'24	May'24	£3m
Provision of Moving & Handling Training for Students.	R – Open Tender	Feb'24	May'24	Jul'24	£400k
Marketing & Communication Services – Digital Creation Brand/Digital Campaigns/Web Design & Build	N - Open Tender	Mar'24	Aug'24	Sep'24	£2m
Supply of MFD's	R – Mini-Comp	Mar'24	Jul'24	Aug'24	£345k
Supply of MFD's Print Room - Large Printers	R – Mini-Comp	Apr'24	Aug'24	Sep'24	£250k
Lanarkshire Campus - Total Facilities Management	R - Open Tender	Dec'24	Apr'25	June'25	£4m

\* Total value based on four year contracts.