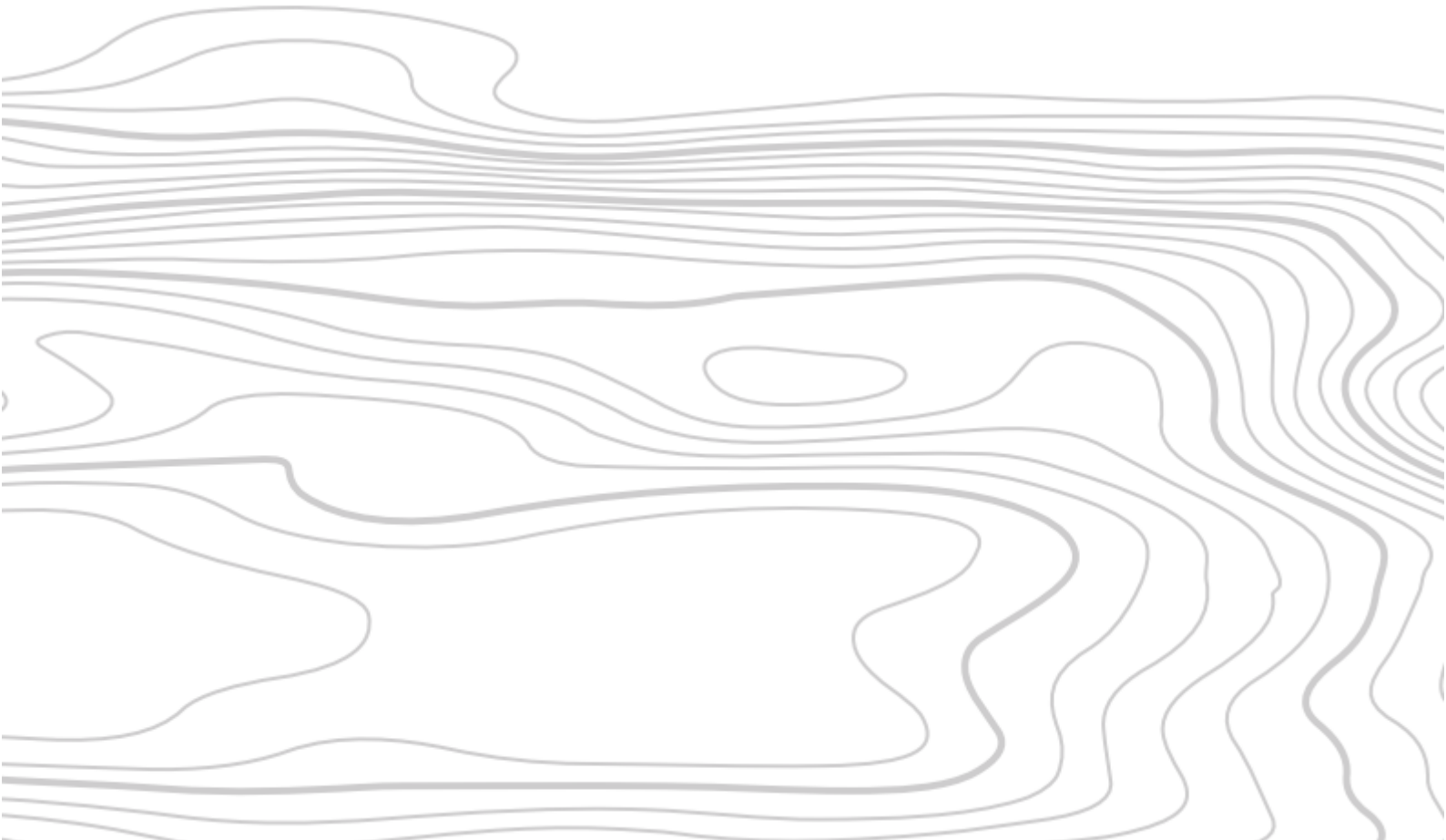




UNIVERSITY OF THE
WEST of SCOTLAND
UWS

Annual Procurement Report

*for the year ended
31st July 2025*



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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 1st August 2024 to 31st July 2025.

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 David Benstead – Head of Procurement

This annual report has been approved by the Audit and Risk Committee.

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required any public bodies which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 1st August 2024 to 31st July 2025 and addresses performance and achievements in delivering the University of the West of Scotland's organisational procurement strategy which can be found [here](#).

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

The strategy aligns with the aims and objectives of the Public Procurement Strategy for Scotland which provides a high-level vision for Scottish public procurement. The strategy supports the overarching objectives of public procurement being:

Good for Businesses and their Employees

Good for Places and Communities

Good for Society

Open and Connected

This annual report tracks the progress in line with these objectives.

As part of meeting the Sustainable Procurement Duty this report will summarise efforts made to improve the economic, social and environmental wellbeing of their area, in particular how procurement has contributed to the response to the global climate emergency.

University of the West of Scotland has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- Regulated procurements² above the Public Contracts (Scotland) Regulations 2015 threshold amounted to £12.7m. There were 11 such procurements completed.
- Regulated procurements above the Procurement Reform (Scotland) Act 2014 threshold amounted to £2.2m. There were 22 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.

¹ 'Regulated' procurements above are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

University of the West of Scotland has over 993 active suppliers (with whom the University did business in the reporting period) and the total non-pay spend of £34.2m was made up of £19.2m of regulated expenditure, £5.4m of non-influenceable expenditure and £9.6m of non-regulated.

The University has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 39% of the University spend went through collaborative agreements.

There were 33 regulated procurements awarded in the period, with 21 of these awarded to SMEs.

This report comprises six sections which address mandatory reporting requirements.

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: Optional Considerations

Section 1: Summary of Regulated Procurements Completed

University of the West of Scotland strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan.

The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the institutional Contracts Register ([Institution | APUC \(apuc-scot.ac.uk\)](#)) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the University's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and Public Contracts (Scotland) 2015 regulated procurements. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

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

Section 2: Review of Regulated Procurement Compliance

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the Regulated Procurements that have been completed during the year covered by the report”. Regulated Procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini competitions and call offs from existing framework agreements.

Over the period, the University has awarded a total of 32 Regulated Procurements at a potential value of circa £15 million.

Details of all regulated procurements for the reporting period can be found in Appendix A.

An analysis of non-pay spend for the reporting period is shown below in Figure 1. Circa 16% of non-pay spend has been via Category C (Cat C) Local Contracts let by the University. Circa 39% of non-pay spend has been via Collaborative Contracts let by Centres of Expertise, Scottish Government and similar consortia. Circa 28% of overall non-pay spend has been non-regulated. This non-regulated spend is a combination of local spend via devolved procurement in the Schools and departments throughout the University and cumulative spend, which falls below the Regulated Threshold of £50k.

It is worth noting that due to restrictions in last year’s report, due a cyber incident occurring during 2023, it was not possible to identify non-influenceable spend accurately so this was omitted from last year’s report. However, a comparable year on year graph has been included (Figure 2) for reference and to show progress.

Figure 1

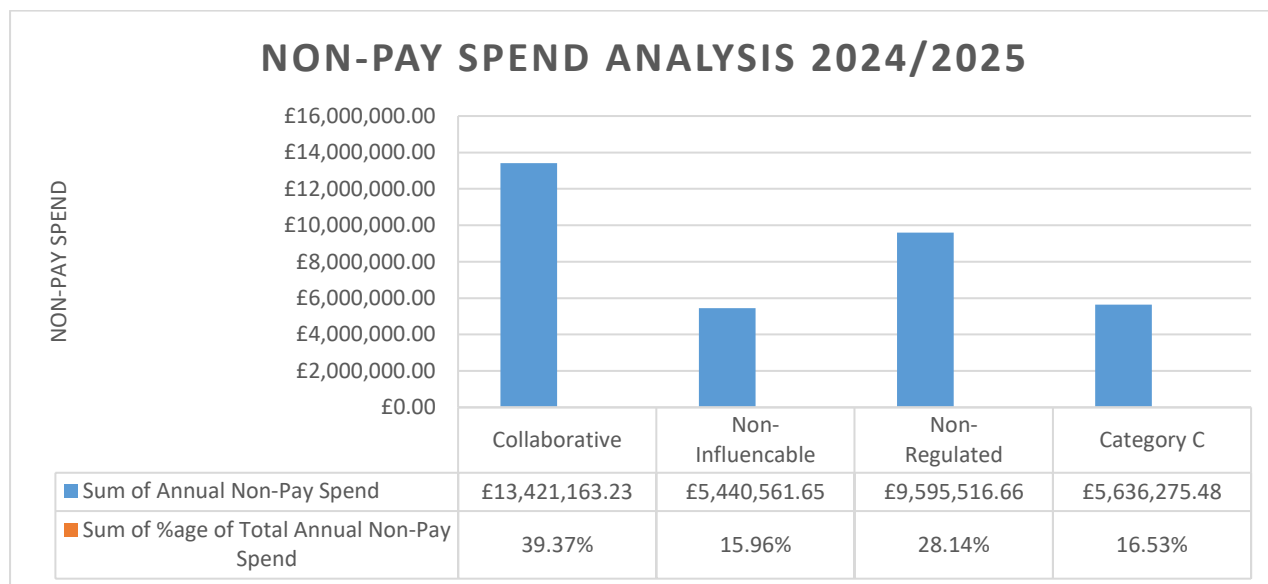
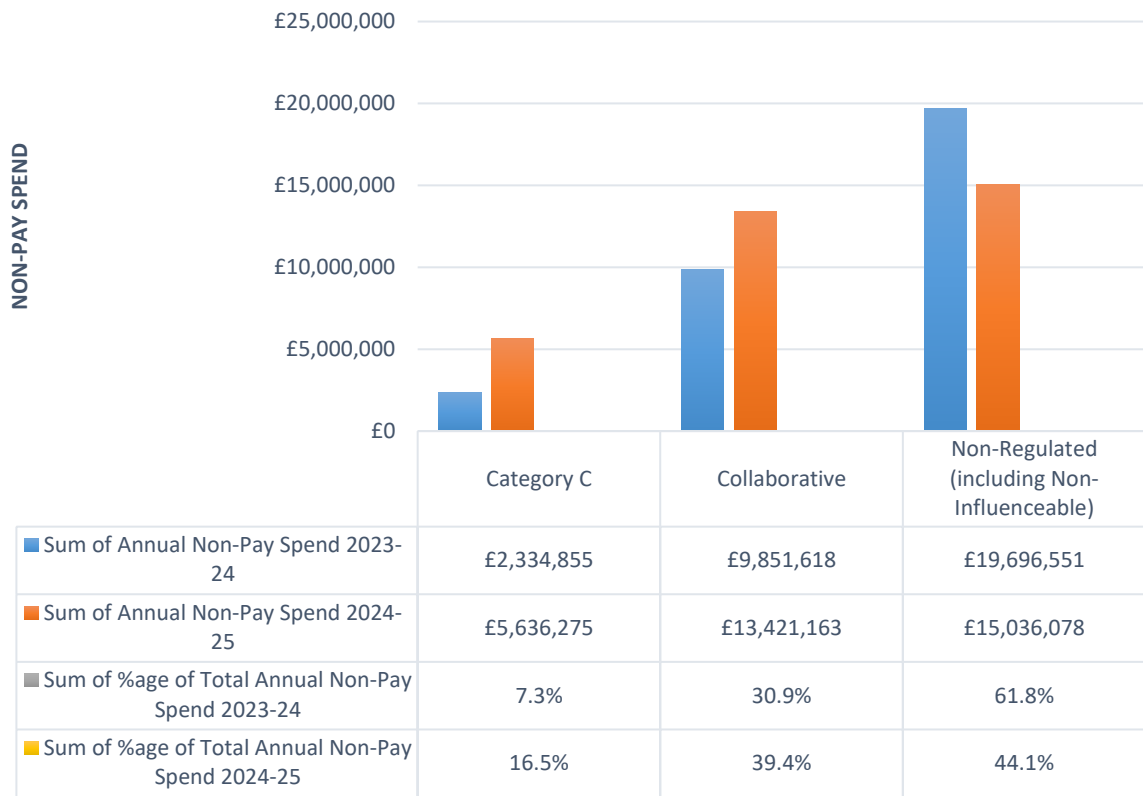


Figure 2

NON-PAY SPEND 2023/24 VERSUS 2024/25



The percentage of total non-pay spend derived from Local Contracts (Category C) let has increased by 9% year on year. The percentage of total non-pay spend derived from Collaborative Contracts has increased to 39% from 30% last year. It is worth noting that the HE sector target for collaborative contract percentage is 33% of overall non-pay spend per annum. The total of non-regulated spend is now at 28%. These improvements have resulted from a concerted effort by the Procurement Team to raise awareness of the benefits of early procurement involvement throughout the University.

Section 9 of the Procurement Reform (Scotland) Act 2014 details the sustainable procurement duty and in particular the facilitation of the involvement of small and medium sized enterprises. During the period circa £9 million of the £31.9 million third party spend was with SME's. Of the 33 regulated contracts awarded during the period, 21 of these were awarded to SMEs at a forecast total value of nearly £11m. A record of our progress in contracting with SMEs is displayed in figure 1 below.



The University is committed to working with our suppliers to encourage fair working practices and all tendered contracts include an appendix to record details from our suppliers. The University is a

member of the Real Living Wage Foundation. To comply with this membership, any contractors whose staff are present on any of the University Campuses for a minimum of 2 hours per week over any eight-week period should be paid the Real Living Wage appropriate for the area they are operating in.

Of the 33 regulated procurements that were awarded, 11 of the suppliers committed to paying the Living Wage with two of these being accredited by the Living Wage Foundation.

The University has published a new Procurement Strategy covering the period 2025 to 2030. Successful delivery against the procurement strategy objectives is part of an action plan that seeks incremental improvements to process and outcomes over time. The action plan is linked to the strategic objectives of [UWS Strategy 2030](#)

Section 3: Community Benefit Summary

During the period 1st August 2024 to 31st July 2025 no contracts were awarded with a value greater than £4m therefore no mandatory Community Benefits were delivered.

Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The University now includes a question in the Technical Section of their Invitation to Tender documentation requesting that bidders provide details of community benefits and/or added value that they provide as part of the contract. This question is only included where stakeholder consultation and engagement has suggested that benefit to the local community and added value may be relevant. The response to this question then forms part of the bidders' response and eventually becomes a contractual commitment.

During the period of this report the successful bidders have committed to the following community benefits:

- The employment of a junior role in the Central Scotland area
- Support for the local supply chain
- Contributions to local events
- Staff and student training

Section 4: Supported Business

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with relevant Procurement Legislation and ensuring value for money for the institution (using the only Supported Business [register](#) currently available and published by Ready for Business).

The University did not reserve any contracts for supported businesses in this period. Opportunities to engage with supported businesses and social enterprises is being actively explored for each relevant procurement exercise.

Section 5 – Future Regulated Procurements

University of the West of Scotland is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very

probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Appendix D should be viewed with this caveat in mind.

The information provided in Appendix C - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Section 6 –Other Content for Consideration

Collaborative Procurement

During the reporting period, the University has worked in partnership with Advanced Procurement for Universities and Colleges (APUC) Ltd, the procurement centre of expertise for Higher and Further Education in Scotland. The University continues to explore the possibility of collaboration with other public sector bodies in their local area to share best practise and maximise value for money and efficiency.

Procurement’s Role in the Delivery of the Virtual Learning Environment Replacement Project

The Procurement Department has been embedded in the University wide project to replace the Virtual Learning Environment (VLE) platform. The Head of Procurement has been a member of the VLE Project Team and has offered guidance throughout the first phase of the project in the planning, procuring and governance phases. This has been a successful project which has demonstrated the value of having Procurement involved in strategic project planning, development and delivery.

Appendices

Appendix A - List of Regulated Procurements completed in the Reporting Period 2024/2025

Category	Date of Award	Contract Start Date	Contract End Date	Agreement Title	Supplier Name	Contract Value	SME Status	Support Business
A	01/04/2025	01/04/2025	31/03/2027	Supply of Natural Gas	TotalEnergies Gas and Power Ltd	£700,000.00	Large	No
B	15/05/2025	19/05/2025	18/05/2029	Provision of Legal Services	Anderson Strathern	£300,000.00	Medium	No
B	12/02/2025	17/03/2025	16/03/2028	External Audit Services	AAB AUDIT & ACCOUNTANCY LIMITED	£500,000.00	Medium	No
C	12/12/2024	12/12/2024	11/06/2026	CCTV Hardware and Software upgrade	King Communications & Security Limited	£156,874.00	Small	No
B	25/11/2024	06/01/2025	05/01/2027	5GIR MPN	Vodafone Limited	£197,813.06	Large	No
C	04/11/2024	03/03/2025	02/03/2026	Backhaul connection for a node using Satellite plus Associated Services and Equipment	BubbleRAN Technology	£62,860.00	Medium	No
C	17/09/2024	01/10/2024	30/09/2025	DataVita for Moodle	Datavita Limited	£53,000.00	Micro	No
B	30/04/2025	04/05/2025	03/05/2028	Provision of Travel Management Services	Clarity Travel Mgmt (was Co-operative Travel Management)	£3,200,000.00	Medium	No
C	08/10/2024	21/12/2024	20/12/2027	Qlik License	Ometis Limited	£117,689.94	Medium	No
C	09/09/2024	10/10/2024	09/01/2025	Emergency preparation for year end financial statements and audit	The AAB Group	£167,500.00	Medium	No
B	14/04/2025	02/06/2025	01/06/2029	Curriculum Management System	Computacenter (UK) Limited	£391,193.19	Large	No
B	11/11/2024	25/11/2024	24/11/2026	Lift Maintenance	RJ Lifts Group Limited	£1,000,000.00	Medium	No
B	20/11/2024	01/01/2025	31/12/2025	Provision of Journal Subscriptions	Prenax Ltd.	£190,000.00	Medium	No
B	03/12/2024	06/01/2025	05/01/2026	Network Upgrade	Stone Technologies Limited T/A Converge Technology Solutions	£1,600,000.00	Large	No
B	21/08/2024	02/09/2024	01/09/2027	EPOS Hardware & Software	Uniware Systems Limited	£50,000.00	Small	No
C	10/01/2025	01/07/2025	30/06/2029	Pivot RP Research Software	Clarivate Analytics (UK) Limited	£78,000.00	Large	No

Category	Date of Award	Contract Start Date	Contract End Date	Agreement Title	Supplier Name	Contract Value	SME Status	Support Business
B	22/01/2025	22/01/2025	21/07/2026	HR Services	Hays Specialist Recruitment Limited	£100,000.00	Large	No
B	19/03/2025	24/03/2025	23/03/2026	Pest Control (Bird) Services - Ayrshire Campus	Contego Environmental Services	£65,000.00	Medium	No
B	07/03/2025	14/03/2025	13/03/2026	Provision of Sanitary Products	Banner Group Limited	£67,000.00	Large	No
C	21/05/2025	26/05/2025	25/08/2025	Craigie House Boiler Replacement	Valley Group Limited	£65,559.89	Small	No
C	21/04/2025	21/05/2025	20/05/2030	iTrent Upgrade and Licence Extension	MHR International UK Ltd	£585,955.00	Large	No
B	26/06/2025	18/05/2025	17/05/2028	Library Resource and Reading List Management Systems	Ex Libris UK Ltd	£301,000.00	Small	No
B	30/07/2025	12/01/2026	11/01/2031	Supply of Fixed Wire testing (EICR)	Comply2 Ltd.	£66,170.00	Small	No
C	17/07/2025	31/07/2025	30/07/2028	Supply of Uninterrupted Power Supply Planned service and maintenance	Sword IT Solutions Ltd	£105,264.00	Large	No
C	10/07/2025	10/07/2025	09/10/2025	London Campus space expansion (classrooms)	Maris Interiors LLP	£175,393.00	Large	No
B	18/06/2025	01/08/2025	31/07/2030	Multifunctional Devices (MFDs) Equipment and Managed Print Services	Sharp Business Systems UK PLC	£320,000.00	Small	No
B	25/07/2025	01/08/2025	31/07/2030	Elsevier Pure Research Information Management System	Elsevier B.V	£169,641.00	Large	No
C	14/08/2024	14/08/2024	13/08/2024	Supply of Hyperspectral Camera	Pro-Lite Technology Ltd	£50,000.00	Small	No

Appendix B – Procurement Summary Action Plan 2025/2026

Objective	Outcomes	Main Action and Commitments	Key Performance Indicators
To sustain and further develop partnerships within the sector, with other publicly funded	Ensure Procurement and stakeholders conduct pre-engagement with a broad	Work with stakeholders from the earliest opportunity to deliver best outcomes	More efficient, shorter procurement exercises delivering better value and efficiencies

Objective	Outcomes	Main Action and Commitments	Key Performance Indicators
<p>bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services (Strategy 2030 Goal – Growing Our Global Impact)</p>	<p>sector of both the market and category experts prior to going to market</p> <p>Liaise with public sector colleagues in the areas we operate to explore best practise and potential collaborations</p> <p>Explore best practise in other areas, market intelligence and innovation including with centres of excellence, vendors and other subject matter experts</p>	<p>Develop networks with other institutions, local authorities and similar in our local areas to explore opportunities to collaborate, swap intelligence and discuss innovation</p> <p>Attending public sector collaborative events such as APUC Procurement Strategy Group for Universities, Scottish Government Procurement Leaders Forum and similar</p>	<p>Increased collaboration across the sector including shared services/contractual arrangements that deliver better value, sustainability and social value</p> <p>Increase Procurement’s network and sphere of knowledge within the sector and beyond, enabling us to deliver better informed outcomes for stakeholders</p>
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of effective and co-ordinated procurement within the University (Strategy 2030 Goal – Creating and Applying New Knowledge)</p>	<p>Development and implementation of a Category Strategy within Procurement, with allocated areas of responsibility within the team.</p>	<p>Develop closer relationships with stakeholders responsible for key areas of spend (Estates, IT, Schools), creating close working relationships aimed at making faster, better value, procurement decisions</p>	<p>Partnership relationships between key stakeholders and category leads</p> <p>Fully formed category management structure in place</p> <p>Procurement early engagement for major projects</p> <p>Improved contract management</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement</p>	<p>Review of non-pay spend data to identify areas for consolidation of spend across the University and</p>	<p>Cross organisational working to consolidate spend and ensure compliance to Procurement Regulations (Scotland) Act 2014</p>	<p>Reduction in the number of suppliers used</p> <p>Better value for low value high volume commodities</p> <p>Increased benefits from the use of framework agreements such as standard terms and conditions and price stability</p>

Objective	Outcomes	Main Action and Commitments	Key Performance Indicators
collaboration opportunities (Strategy 2030 Goal – Growing Our Global Impact)	the use of collaborative framework agreements where relevant		
To implement, promote and lead effective contract management in conjunction with our stakeholders, focussed on delivering value, driving efficiency and minimising risk throughout the lifecycle of our contracts (Strategy 2030 Value – Accountability)	Initially lead on effective category management for Managed and Strategic contract within the University. Providing mentoring and support for stakeholders to allow them to get the best outcomes from contract agreements. Monitoring of milestones and targets for contracts and ensuring these are delivered in line with contractual obligations Supporting the supply chain in its relationships with the University	In conjunction with the implementation of a Category Management strategy, Procurement will work closely with stakeholders to manage contracts on a regular basis rather than by exception to allow both parties a forum for discussion for contract performance, KPI's etc	Better performing contracts, better supplier relationships and improved value and service
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process (Strategy 2030 Value – Accountability)	Better informed procurement decisions and understanding of contract spend throughout the University Monitoring of supplier performance relating to price and value on a regular basis Ensuring that contracts do not drift into other areas	Quarterly submission of Spikes Cavell Data and subsequent analysis of this data to identify, measure and analyse percentages of compliant spend versus non-compliant and also non-influenceable spend,	Reduction in non-compliant spend Better informed contract management and procurement decisions

Objective	Outcomes	Main Action and Commitments	Key Performance Indicators
	with large volumes of non-core spend		
To embed sound ethical, social and environmental policies within the Institution's procurement function. This will seek to respond to the global climate emergency, promote Fair Work First, encourage social impact through procurement and comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty (Strategy 2030 Value – Integrity)	Use of Sustainable Procurement Tools and other methodologies to ensure every relevant procurement exercise includes Responsible Procurement questions and they carry the relevant weighting Promotion of the completion of the Supply Chain Management Section 1 tool for all contracts to promote responsible procurement, sustainability and fair working practises	Ensuring that contractors are assessed on relevant aspects of ethical, social and environmental policies and community benefits offered at the point of tender Ensure responsible procurement commitments and community benefits offered are delivered via the contract management process. Analysis of the Section 1 Data to build a better picture of our impact on the environment, the local supply chain and fair working practises	Better informed engagement with contractors who are committed to sustainability, tackling climate issues and support fair working practises. Engagement with more local suppliers and supported businesses when possible. Delivering better value for the communities we operate in.

Appendix C - List of Regulated Procurements planned to commence in next two Financial Years (2024/2025 and 2025/2026)

Agreement Title	Renewal Date	Contract Value
Cleaning Services at Student Residences Ayr & Paisley	01/12/2025	£333,742.00

Agreement Title	Renewal Date	Contract Value
Provision of Journal Subscriptions	01/01/2026	£190,000.00
Provision of Occupational Health Services for Students - Ayr Campus	01/02/2026	£540,000.00
Provision of Occupational Health Services for Students - Paisley Campus	01/02/2026	£540,000.00
Provision of Occupational Health Services for Students - Lanarkshire Campus	01/02/2026	£1,080,000.00
Provision of Occupational Health Services for Students - Dumfries Campus	01/02/2026	£270,000.00
Provision of Sanitary Products	14/03/2026	£67,000.00
Pest Control (Bird) Services - Ayrshire Campus	24/03/2026	£65,000.00
Media Planning and Buying in Support of Student Recruitment	28/03/2026	£600,000.00
Provision of Waste Management Services	17/06/2026	£225,000.00
Agency Recruitment Services	22/07/2026	£100,000.00
Insurance - Terrorism	01/08/2026	£120,900.00
Insurance - Personal Accident & Business Travel	01/08/2026	£66,000.00
Provision of Insurance	01/08/2026	£2,850,000.00
Infoblox Solution - SSNA	01/08/2026	£141,338.58
Managed Print Equipment & Services	16/08/2026	£247,574.80
London Campus - Internet services	01/09/2026	£380,582.00
Payment Platform	01/09/2026	£240,000.00
Winter Preparedness Services	01/10/2026	£60,000.00
Provision of Insurance Brokerage Services	01/11/2026	£52,500.00
Lift Maintenance	25/11/2026	£1,000,000.00
Maintenance of Fire Alarm, Intruder, Disabled Toilets, Disabled Refuge & Doorsystems	09/12/2026	£120,000.00
Supply of Natural Gas	01/04/2027	£700,000.00
Supply of Water and Waste Water	01/04/2027	£600,000.00
National Electricity Framework SP21-052	01/04/2027	£9,200,000.00
Provision of Water Quality Management Services	01/04/2027	£360,000.00
Laundry Services at UWS Student Residences (Ayr & Paisley)	04/05/2027	£500,000.00
Use of digital ID cards for students	17/06/2027	£141,357.00
Preventative Maintenance	01/08/2027	£780,000.00
EPOS Hardware & Software	02/09/2027	£50,000.00

Agreement Title	Renewal Date	Contract Value
Qlik License	21/12/2027	£117,689.94

1. Scottish Government Annex A Report

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details	
a) Contracting Authority Name	University of the West of Scotland
b) Period of the annual procurement report	2024/2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	33
b) Total value of regulated contracts awarded within the report period	£14,986,222
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	33
i) how many of these unique suppliers are SMEs	11
ii) how many of these unique suppliers are Third sector bodies	None
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	33
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	None
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	None
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	3

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	None
e) Number of Apprenticeships Filled by Priority Groups	None
f) Number of Work Placements for Priority Groups	None
g) Number of Qualifications Achieved Through Training by Priority Groups	None
h) Total Value of contracts sub-contracted to SMEs	None
i) Total Value of contracts sub-contracted to Social Enterprises	None
j) Total Value of contracts sub-contracted to Supported Businesses	None
k) Other community benefit(s) fulfilled	None

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	33
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	11
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	2

6. Payment performance

a) Number of valid invoices received during the reporting period.	8683
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	61%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
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7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	None
b) Total spend with supported businesses during the period covered by the report, including:	None
i) spend within the reporting year on regulated contracts	None
ii) spend within the reporting year on non-regulated contracts	None

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£32.9m
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£11m
c) Total procurement spend with third sector bodies during the period covered by the report.	None
d) Percentage of total procurement spend through collaborative contracts.	39.4%
e) Total delivered cash savings for the period covered by the annual procurement report	£273,721
f) Total non-cash savings value for the period covered by the annual procurement report	£774,820

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	35
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£22m

2. Glossary of Terms

A, B, C and C1 Contracts (*Who buys what?*)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC's Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

BT14 – Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction

Social, equality and / or environmental improvements

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

Cost Avoidance The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's [Hub](#) page.

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Institutional Dashboard - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions’ key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

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

Output Specification requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

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

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Supported employment programme means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

Sustainable Procurement A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.