



# Annual Procurement Report

August 2024 to July 2025



***"Open to all and dedicated to the pursuit of truth in the service of others"***  
***Bishop Elphinstone, 1495***

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## University of Aberdeen - Annual Procurement Report (APR)

### Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated<sup>1</sup> procurement spend of £5 million or more to develop a procurement strategy and to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of **1 August 2024 to 31 July 2025** and addresses performance and achievements in delivering the University of Aberdeen's organisational procurement strategy<sup>2</sup>.

The development of the present 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 [National Performance 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 on which the institution may need to adjust.

Over the period covered by this report, the University completed 52 regulated procurements with a value of **£35,911,573.16**. The breakdown is as follows & in figure 1 below:

Regulated Procurement	Contract Value	Number Completed <sup>3</sup>	Value (£)
Over GPA Threshold	Goods and services in excess of WTO GPA Threshold of £ 179,087	21	33,394,759.98
Lower Value Regulated	Good & Services in excess of £50,000 or Works in excess of £2,000,000	31	2,516,813.18
<b>Total</b>		<b>52</b>	<b>35,911,573.16</b>

30 of the 52 contracts above were awarded to SMEs<sup>4</sup> which constitutes 57.7% of suppliers featured in the award of regulated procurements.

The University optimises use of national (Cat A), sectoral (Cat B), local (Cat C) or regional collaborative (Cat C1 - where local public sector organisations collaborate) contracts and frameworks whenever possible. By using such frameworks, the burdens of risk and contract management are shared with the wider HE sector and the number of resource intensive formal local tenders that need to take place, is reduced significantly.

<sup>1</sup> 'Regulated' procurements 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).

<sup>2</sup> See link <https://www.abdn.ac.uk/staffnet/working-here/legislations-7499.php>

<sup>3</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

<sup>4</sup> SME - see definition in Appendix D - Glossary of Terms

Regulated & GPA projects completed by the Procurement Team over reporting period:

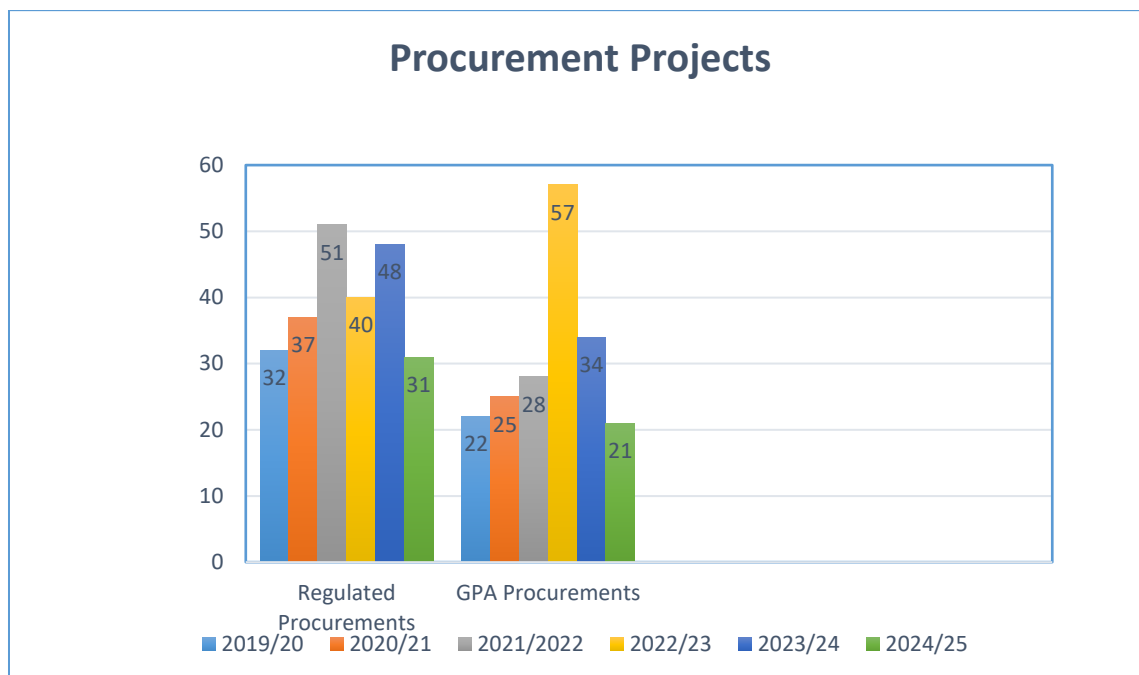


Figure 1

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

The University of Aberdeen has over 2,500 active suppliers with whom the University did business in the reporting period and the total non-pay expenditure was £62m ex VAT.

The Annual Procurement Report outlines the wide-ranging programme of procurement activities led by the Procurement Team. Despite facing significant resource constraints, the team has consistently delivered cost savings where feasible. However, the need to prioritise tasks has inevitably limited the overall impact that could have been achieved under optimal conditions.

The University Procurement Team is independently assessed under the Scottish Government Procurement Commercial Improvement Programme (PCIP). PCIP delivers periodic assessments of key benchmarks and recommends what necessary improvements might be prioritised, planned and implemented.

The next full PCIP assessment has not yet been scheduled. However, the Procurement Team opted to take part in a lighter touch PCIP Assessment conducted by APUC in November 2023. The assessment is intended to focus on the higher level and more strategic areas of the PCIP.

More detailed information on the regulated procurements is provided in this report.

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

**Report Owner: Martin Phillips, Procurement Manager**

**Report Approved on: – XX November 2025**

**By: XXXXXXXX XXXXXXXXXXXX**

***The Accountable Officer for University of Aberdeen is Principal & Vice-Chancellor, Professor George Boyne***

## Section 1: Summary of Regulated Procurements Completed

The University of Aberdeen strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan. The University launched the Aberdeen 2040 strategic plan in February 2020 and the procurement strategy is reviewed, and objectives set to align with the University Strategy.

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 (<http://www.apuc-scot.ac.uk/#%21/institution?inst=24>) 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 WTO/GPA regulated procurements completed. 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 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.
- Whether the supplier is an SME

There were also some instances where clause 33, negotiated procedure without prior publication of the Public Contracts (Scotland) Regulations 2015 were utilised after assessment.



## Section 2: Review of Regulated Procurement Compliance

Where appropriate, the University of Aberdeen has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).

In making its regulated procurements every care has been taken to ensure that the University awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report the University has conducted all its regulated procurements in compliance with Public Contracts (Scotland) 2015 principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

The following table sets out the University's Procurement Strategy Statement with a review of strategy, compliance and performance to achieve our corporate and strategic aims and objectives: -

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector (including APUC and EAUC), with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>The Procurement Team continues to foster strong relationships with internal stakeholders, external partners, and suppliers. This active engagement generates valuable feedback that informs strategic adjustments and process improvements across the University's procurement activities.</p> <p>The University contributes annually to the Higher and Further Education (HE/FE) sector contracting plans and has played a pivotal role in coordinating regional procurement efforts. Collaborative contracts have been successfully delivered in partnership with NHS Grampian, Aberdeen City Council, Police Scotland, Robert Gordon University, University of Dundee, and North East Scotland College—enhancing local value and alignment.</p> <p>The Head of Procurement (HoP) position is currently vacant but, when in post, they represented the University in key sector forums, including:</p> <ul style="list-style-type: none"> <li>• <b>APUC Procurement Strategy Group</b></li> <li>• <b>APUC Responsible Procurement Group</b></li> <li>• <b>Scottish Government Professional Practice &amp; Development Group</b></li> <li>• <b>North East Anchor Group (Procurement)</b></li> </ul> <p>These contributions ensure the University remains aligned with national procurement priorities and best practices.</p> <p>The Procurement Team, alongside other institutional stakeholders, actively participates in APUC framework agreement User Intelligence Groups and contributes to the evaluation of associated tenders. Broader engagement is maintained through regular attendance at:</p> <ul style="list-style-type: none"> <li>• HE and FE-specific procurement events</li> <li>• Scottish public sector forums</li> </ul>

	<ul style="list-style-type: none"> <li>• UK-wide HE sector gatherings</li> </ul> <p>This collaborative approach strengthens the University's procurement capability, promotes responsible sourcing, and supports sector-wide innovation.</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 an effective and co-ordinated purchasing effort within the Institution.</p>	<p>The University's procurement strategy is developed through active consultation with key stakeholders and end users for each regulated procurement. This collaborative, intelligence-led approach enables the delivery of innovative solutions and enhances institutional capability in identifying optimal routes to market. All procurement activity is aligned with the principles and processes outlined in the <a href="#">Scottish Procurement Journey</a>, ensuring best value outcomes and consistency with public sector standards.</p> <p>Adherence to the Procurement Journey framework helps manage expectations across stakeholders, customers, and suppliers, while promoting best practice and harmonisation with other Scottish public sector organisations.</p> <p>In line with statutory obligations and institutional values, the University considers the inclusion of community benefit clauses in all procurements exceeding £4 million. Where appropriate and proportionate, such clauses may also be applied to procurements below this threshold. To support this, the Procurement Team has developed targeted questions around community benefit provision for inclusion in relevant tender exercises. For example, the Main Contractor Framework Agreement includes a weighted and scored question under the Social Responsibility &amp; Sustainability section.</p> <p>Procurement operations are aligned with the University's strategic objectives, ensuring that purchasing decisions contribute meaningfully to the institution's academic, research, and service support.</p>



<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>The Procurement Team continues to work closely with other HE/FE institutions and local public sector organisations. For example, in the next reporting period we will be collaborating with Robert Gordon University developing a joint Waste Agreement.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The Procurement Manager is a fully qualified <a href="#">CIPS</a> (Chartered Institute of Procurement &amp; Supply) member.</p> <p>The Team regularly participates in competency-based training and skills development programmes provided by APUC, HEPA, Scottish Government and other relevant organisations.</p> <p>Resource permitting, Procurement Awareness training is provided on an ongoing programme to ensure those with devolved procurement responsibilities are kept up to date.</p> <p>The Procurement website is updated regularly – it is user friendly and includes templates and forms for colleagues to use. There are plans in the next reporting period for a significant overhaul to bring in line with some process reviews.</p> <p>Post procurement reviews are carried out and Supplier Contract Management guidance incorporated into the University Procurement Policy and Procedures. The Procurement Team, where resource permits, is involved in managing appropriate contacts to ensure continued performance levels and improvements throughout the lifetime of the Contact.</p>

<p>To develop robust and useful procurement management information to measure and improve procurement and supplier performance in support of corporate and academic planning conducted through fair, transparent and safe processes.</p>	<p>The University has an integrated electronic Purchase2Pay Finance &amp; Procurement System with workflow enhancements to ensure any purchase orders raised at the regulated procurement threshold or above (over £50K) are approved by the Procurement Manager or delegate before being issued to the supplier to ensure compliance with policy and procedures.</p> <p>Expenditure data is presented to Scottish Government through DXC spend analytics and Hunter (including Contracts Registers) as part of an ongoing process.</p> <p>The expenditure upload to Hunter is carried out on a quarterly basis to ensure that up-to-date data is available.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers.</p> <p>All regulated procurements opportunities are advertised on PCS, and we make use of the PCS-T electronic tendering tool, using output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC/GPA legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits are made, where appropriate, on a contract-by-contract basis during the planning stage, utilising tools including APUC's Supply Chain Code of Conduct.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The use of the Single Procurement Document (SPD) – contains questions used in the selection stage of a procurement exercise to identify suitably qualified and experienced bidders in all regulated procurements has been particularly valuable in achieving this goal.</p> <p>Where appropriate, and on a contract-by-contract basis, the University will assess the legislation applicable to a procurement exercise and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate, the Living Wage and fair work practices of suppliers are promoted in tender documentation.</p> <p>Procurement Team members have completed modules on the Scottish Government Climate Literacy eLearning – Sustainable Procurement Tools Platform. Also attended several CIPS webinars covering Sustainability in the Supply Chain.</p>

	<p>The University is a Living Wage employer and complies with its duties under the Modern Slavery Act.</p> <p>In line with the Modern Slavery Act 2015, the University produces a Slavery &amp; Human Trafficking Statement.</p>
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The University of Aberdeen has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

### Section 3: Community Benefit Summary

For every procurement over £4m, the University of Aberdeen will consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. 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 are considered at Procurement Project Strategy stage.

The general University policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included’? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing ‘upskilling’ opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities, apprenticeships
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

### Section 4: Supported Business

Higher value regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses. See Appendix D - Glossary of Terms for definitions.

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with GPA and Scottish 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 over the last financial year. However, in compliance with the Period Products (Free Provision) (Scotland) Act 2021 which came into force in August 2022, the University provides free period products to students which are sourced via Hey Girls who is a Social Enterprise organisation.

### Section 5 – Future Regulated Procurements

The University of Aberdeen is keen to encourage competition by promoting optimal participation in its procurement process and to 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 C 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

#### Procurement - Evaluation Tool Refinement

The Procurement Team, in partnership with colleagues from Digital & Information Services, successfully developed a bespoke tender evaluation tool aimed at streamlining procurement processes. This initiative was designed to enhance operational efficiency within the team and simplify the evaluation of tender submissions for staff across the University. By integrating user-friendly features and automating key steps, the tool supports consistent, transparent, and timely decision-making in line with procurement best practices.

Collaboration with our colleagues has allowed us to have a bespoke tool which fits exactly with our requirements and gives us control over any upgrades or enhancements we require. Work on this is ongoing to refine and enhance user experience.

#### Sustainability & Climate Change

The University is committed in the Aberdeen 2040 strategy to:

- show leadership in working for the sustainable future of our planet, setting an example to our sector and to society.
- evaluate all our actions for their impact on the environment, and to meet stretching standards and targets.
- use our resources wisely, plan ahead and secure new sources of income to ensure our university's financial sustainability.
- Encourage everyone within our community to work and live sustainably, recognising the importance of our time, energy and resilience.
- Achieve net zero carbon emissions before 2040.

During this reporting period, the University Net Zero & Emissions Manager and the Procurement Team have been working together on specific procurement projects, as well as producing a best practice bank of questions. The questions are now applied by the Procurement Lead when developing appropriate procurement project strategies. It is intended to standardise these sustainability/Net Zero focused tender questions and encourage a wider focus of the supply chain on Net Zero requirements.

Some of the projects we have worked on include: Inter Campus Transport, Taxi Services and Main Contractor Framework Agreement.

## Annual Procurement Report August 2024 – July 2025



### Appendix A - Regulated Procurements Completed in the Reporting Period August 2023 to July 2024

Agreement Title	Suppliers	Category	Date of Award	Contract Start Date	Final Date	Contract Value	SME Status
MFD Services	Epson	Call-off from Framework	01/08/2024	01/05/2024	31/07/2029	£360,000.00	Large
Gartner Executive Program	Gartner	C	01/08/2024	01/08/2024	31/07/2027	£207,833.00	Large
Staff Surveys Project Managed	Peachy Mondays	Call-off from Framework	07/08/2024	01/08/2024	31/07/2028	£100,000.00	Micro
InCites Analytics Tool Subscription 2024-2027	Clarivate Analytics (UK) Limited	C	28/08/2024	17/09/2024	16/09/2027	£166,674.93	Large
Codio UK HiEd Licence 2024/2025	CODIO LTD	C	17/09/2024	17/09/2024	16/09/2025	£58,233.00	Micro
Oracle Technical Support Licences	Oracle Corporation UK Ltd	C1 - Local Collaboration	20/09/2024	16/11/2024	15/11/2025	£85,001.00	Large
Agile Resource Agreement	SThree Partnership LLP	Call-off from non-promoted Framework	24/09/2024	23/09/2024	22/09/2027	£300,000.00	Large
Virtual Learning Environment (VLE) 2025	TET Limited	Call-off from non-promoted Framework	24/09/2024	01/08/2024	31/07/2029	£684,838.96	Large
Supply of Lab Gas	BOC	Call-off from Framework	01/10/2024	01/10/2024	30/09/2028	£600,000.00	Large
Tractor and associated equipment	Ravenhill Ltd	C	22/10/2024	24/10/2024	23/10/2027	£58,215.00	Medium
HR Payroll	Zellis UK Limited (formerly Northgate Arinso UK Ltd)	Call-off from non-promoted Framework	29/10/2024	01/03/2025	29/02/2028	£531,620.00	Large
Compressed Air Servicing	Scot Industrial Air	C	01/11/2024	01/08/2024	31/07/2027	£90,000.00	Small
Admissions Platform 2024 (Enroly)	Enroly	C	01/11/2024	12/11/2024	11/11/2027	£115,081.00	Micro
Curriculum Mgmt & Recruitment 2024-2027	Tribal Education Limited	Call-off from non-promoted Framework	08/11/2024	01/10/2024	30/09/2027	£174,000.00	Large
Library periodicals 2025	LM Prenax (formerly LM Information Deliver UK Ltd)	C - Framework	14/11/2024	01/01/2025	31/12/2025	£600,000.00	Medium
Supply & Installation of a 6 Cylinder Battery Cycler	Bio-Logic Science Instruments Ltd	C	19/11/2024	19/11/2024	18/02/2027	£55,980.00	Medium
Virtual Desktop Infrastructure (VDI) 2024	Dell Corporation Limited	Call-off from Framework	22/11/2024	16/12/2024	15/12/2029	£88,952.84	Large

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Student Engagement Platform (Gecko Pro & Protect) 2025-26	Gecko Labs Limited	C	26/11/2024	01/12/2024	30/11/2025	£25,410.00	Small
Arctic helicopter services	CHC Group Limited	C	03/12/2024	03/12/2024	02/12/2034	£100,000.00	Medium
Inter-Campus Transport	First Aberdeen Limited	C	17/01/2025	01/01/2025	31/12/2027	£420,000.00	Large
Waters Service Contract	Waters Ltd	C	11/02/2025	01/03/2025	28/02/2027	£105,156.00	Medium
Milestone Pilot	TET Limited	Call-off from non-promoted Framework	12/02/2025	17/02/2025	16/02/2026	£23,235.00	Large
Safezone	CriticalArc Ltd	C	24/02/2025	27/05/2025	26/05/2030	£125,000.00	Small
Main contractor framework	Ogilvie Construction/Graham Construction/CBES Limited	C - Framework	26/02/2025	01/02/2025	31/01/2028	£20,000,000.00	Large
Service contract for Beckman Coulter CytoFLEX SRT	Beckman Coulter United Kingdom (UK) Limited	C	28/02/2025	01/01/2025	31/12/2027	£83,205.00	Small
Copyright Licensing 25-30	Copyright Licensing Agency Limited	C	03/03/2025	01/08/2024	31/07/2027	£350,000.00	Medium
HP classroom equipment	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	Call-off from Framework	04/03/2025	04/03/2025	03/03/2026	£53,328.00	Large
Social Media Monitoring	Brandwatch / Falcon.io ApS	C	27/03/2025	27/02/2025	26/02/2028	£148,104.00	Large
Natural Gas	TotalEnergies Gas and Power Ltd	Call-off from Framework	01/04/2025	01/04/2025	31/03/2028	£4,506,948.00	Large
Employee Assistance Programme 2025	Health Assured Limited	Call-off from Framework	03/04/2025	30/04/2025	29/04/2027	£10,880.00	Medium
Marquees	Esslemont Marquees	C	11/04/2025	01/04/2025	31/03/2028	£315,000.00	Micro
Controlled drug trial	Sharp Clinical Services (UK) Ltd	C	23/04/2025	23/04/2025	22/04/2029	£70,000.00	Small
Employee Benefits 2025-28	Vivup	Call-off from Framework	24/04/2025	01/05/2025	30/04/2028	£0.00	Medium
Supply of Beer & Cider	LWC Drinks Ltd	Call-off from Framework	28/04/2025	01/05/2025	30/04/2027	£88,000.00	Small
Fresh Butcher Meat	G McWilliam Aberdeen Ltd	C	26/05/2025	01/05/2025	30/04/2027	£268,000.00	Small
Grocery Provisions, Frozen and Chilled Foods	Bidvest Foodservice	Call-off from Framework	26/05/2025	01/04/2025	31/03/2027	£400,000.00	Large
American Chemical Society (ACS) Read & Publish 2025-26 agreement	JISC Services Limited	Call-off from Framework	28/05/2025	01/01/2025	31/12/2026	£126,000.00	Medium

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Alumni and fundraising CRM	Blackbaud Europe Ltd.	C	29/05/2025	01/06/2025	31/05/2028	£242,741.00	Medium
Virtual Infrastructure and Storage	Dell Corporation Limited	Call-off from Framework	13/06/2025	31/07/2025	30/07/2030	£547,779.02	Large
Steris Autoclave Maintenance	Steris Solutions Ltd	C	15/06/2025	01/06/2025	31/05/2026	£51,743.00	Medium
Proact/Commvault support licence	Proact IT UK Ltd	Call-off from non-promoted Framework	18/06/2025	18/06/2025	17/06/2026	£44,169.00	Medium
Student Welfare (InfoHub)	Tribal Education Limited	Call-off from non-promoted Framework	25/06/2025	30/12/2024	29/12/2025	£11,480.88	Large
Metacompliance software	Computacenter (UK) Limited	Call-off from Framework	26/06/2025	26/06/2025	25/06/2028	£62,926.53	Large
Digital Preservation System	Libnova	Call-off from Framework	03/07/2025	07/07/2025	06/07/2030	£116,038.00	(Blank)
Painting framework 2025	Bell Decorating Group Limited	C	04/07/2025	01/08/2025	31/07/2027	£160,000.00	Large
Small vehicles maintenance framework 2025	Gwt Engineering Ltd	C	08/07/2025	01/08/2025	31/07/2027	£400,000.00	Small
Gutter and roof cleaning framework 2025	Alpha-FM	C	16/07/2025	01/08/2025	31/07/2027	£80,000.00	Micro
Access and scaffold service framework 2025	AAA SCAFFOLDING UK LIMITED	C	17/07/2025	01/08/2025	31/07/2027	£200,000.00	Micro
Electrical and data maintenance framework 2025	OCS TECHNICAL SERVICES LIMITED (frmly FES FM Ltd.)	C	23/07/2025	01/08/2025	31/07/2027	£500,000.00	Medium
HVAC and plumbing maintenance framework 2025	OCS TECHNICAL SERVICES LIMITED (frmly FES FM Ltd.)	C	23/07/2025	01/08/2025	31/07/2027	£1,600,000.00	Medium
External Print and Associated Services	Langstane Press Limited	C	31/07/2025	01/08/2025	31/07/2028	£360,000.00	Medium
Tree surveys framework 2025	GLENDALÉ COUNTRYSIDE LIMITED	C	31/07/2025	01/08/2025	31/07/2027	£40,000.00	Large

### Appendix B - Community Benefits

In line with the Procurement Reform Scotland Act 2014, the University of Aberdeen considers the inclusion of community benefit requirements for all regulated procurements with an estimated value of £4 million or more.

The only procurement meeting or exceeding the £4 million threshold during the reporting period was the Main Contractor Framework. The Main Contractor Framework has an estimated maximum value of £20 million but contains no guaranteed call-off value and therefore no single contract under the framework currently meets the £4 million threshold. Suppliers included community benefit commitments in their framework submissions, but delivery of those commitments depends on individual call-off projects and no call-off projects meeting or completing community benefit delivery were finalised during the reporting period. As a result, there are no tangible community benefits to report for this period.

Community benefit commitments are recorded in the framework evaluation records and will be monitored through the supplier management process.

The University remains committed to maximising social value through procurement. Opportunities to include proportionate and measurable community benefits will continue to be considered for future regulated procurements. The Procurement Office will work with academic and professional services stakeholders and framework suppliers to identify suitable projects and delivery partners and to track delivery of agreed community benefits as projects progress.

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### Appendix C - Regulated Procurements planned - 2025/26 & 2026/27

#### New or re-let procurement

Category Subject Matter	Category	New or re-let procurement	Expected contract notice publication date	Forecast Start Date
SUMS membership	C	New	Contracted	01/08/2025
Educational Psychologist	C	New	Contracted	01/09/2025
Student Needs Assessment	C	New	Contracted	01/09/2025
Student Facilitation	C	New	Contracted	01/09/2025
Oracle Technical Support Licences	C	Re-let	Contracted	16/11/2025
Student Engagement Platform (Gecko tender) 2026-29	Call-off from Framework	New	Contracted	01/12/2025
Classroom timetabling	C	Re-let	Contracted	01/12/2025
Security Operation Centre	Call-off from Framework	New	Contracted	01/12/2025
Reactive Furniture Supply	C	Re-let	Contracted	15/12/2025
Chatbot (currently FutrAI)	C	New	Contracted	01/01/2026
Arb work retender	C	Re-let	Q4 2025	01/02/2026
Hot Beverage Ingredients, Equipment and Associated Products	Call-off from Framework	Re-let	Q4 2025	01/03/2026
IT service desk	C	Re-let	Q4 2025	22/03/2026
External Audit Services	Call-off from Framework	Re-let	Q4 2025	01/04/2026
Liquid fuels	Call-off from Framework	Re-let	Q1 2026	03/04/2026
Online Education Management System	C	Re-let	Q1 2026	01/05/2026
Preventative Maintenance – Autoclaves	C	Re-let	Q1 2026	01/06/2026
Executive Recruitment Framework 2026-2029	C	Re-let	Q1 2026	01/06/2026
Matlab Licence 2026	C	Re-let	Q2 2026	01/08/2026



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Proact/Commvault support licence	Call-off from non-promoted Framework	Re-let	Q2 2026	18/06/2026
(RISE) Research Information System Evaluation	C	Re-let	Q2 2026	01/09/2026
Cleaning & Janitorial Products	Call-off from Framework	Re-let	Q2 2026	10/10/2026
Fresh Seafood	Call-off from Framework	Re-let	Q3 2026	05/12/2026
Student Management System (student records)	C	Re-let	Q3 2026	25/12/2026
Cyber Ark Least Privilege Solution Replacement	Call-off from non-promoted Framework	Re-let	Q3 2026	01/01/2027
Library Management Platforms	Call-off from Framework	Re-let	Q3 2026	08/01/2027
Search engine	C	Re-let	Q3 2026	01/03/2027
Waters service agreement	C	Re-let	Q3 2026	01/03/2027
Fuel cards	Call-off from Framework	Re-let	Q3 2026	01/03/2027
Waste Water & Water Services	Call-off from Framework	Re-let	Q3 2026	01/04/2027
Supply of HH and NHH Electricity	Call-off from Framework	Re-let	Q3 2026	01/04/2027
Property Valuations	Call-off from Framework	Re-let	Q1 2027	12/06/2027
Cyberlab VMWare	Call-off from Framework	Re-let	Q1 2027	01/07/2027

The data provided above is based on current position, values and durations are subject to change based on the formation of a contract strategy for each contract. Historical data indicates that the known volume of future contracts and procurement involvement at this stage typically will vary and normally increases significantly each year.

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### Contract Extensions

Project	Extension Due	Extensions available	Potential value including extensions
mobile phones voice and data	20/10/2025	24	£20,000.00
Fresh Fruit & Vegetables	05/12/2025	12	£450,000.00
Waste Oil	01/01/2026	12	£30,000.00
Springer Nature Subscription and Publishing	01/01/2026	7	£290,000.00
Outlying sites cleaning	16/01/2026	24	£24,000.00
Radiation Protection Services	01/03/2026	24	£120,000.00
Sanitary waste uplift	26/06/2026	24	£75,000.00
Accreditation software	26/06/2026	96	£60,000.00
IT training	10/07/2026	24	£80,000.00
Distributed Firewall	01/08/2026	24	£135,710.50
Similarity Detection Software	01/08/2026	12	£61,785.86
Lift maintenance	01/08/2026	12	£110,000.00
Auto door maintenance	01/08/2026	12	£50,000.00
Travel Services	01/09/2026	24	£3,000,000.00
LIBRARY SELF SERVICE EQUIPMENT AND ASSOCIATED SERVICES 2cqr	01/09/2026	36	£30,000.00
Air filters	01/09/2026	24	£90,000.00

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Car Parking Payment (Lot 1)	05/09/2026	12	£4,450.00
Car Parking Enforcement (Lot 2)	05/09/2026	12	£49,500.00
Mailing for DT	01/10/2026	36	£85,000.00
Catering Eco-disposables	22/10/2026	24	£165,085.12
Telephony	01/11/2026	24	£60,000.00
Overnight security for SDRL	08/11/2026	24	£90,000.00
CFAI Training - Copy	13/11/2026	45	£116,800.00
Stationery & Office Supplies	14/11/2026	24	£0.00
Admissions Processing Service	20/11/2026	24	£646,875.00
Franking	01/02/2027	36	£18,000.00
Publishing Partner	07/02/2027	84	£180,000.00
Computer aided facilities management	26/02/2027	24	£90,000.00
Vehicle Hire	01/03/2027	12	£150,000.00
Microsoft EES Campus Agreement	01/03/2027	12	£1,781,844.75
Grocery Provisions, Frozen and Chilled Foods	01/04/2027	24	£400,000.00
Legal Services - Corporate, Commercial Law & Financial Services	01/04/2027	24	£300,000.00
Legal Services - Estates & Facilities	01/04/2027	24	£351,000.00
Fresh Butcher Meat	01/05/2027	24	£140,000.00

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WEEE Uplift & Disposal & Associated Services	01/05/2027	24	£60,000.00
Email Marketing Software	01/07/2027	24	£130,050.00
Tax advisory	01/07/2027	36	£121,000.00
Careers CRM	01/08/2027	84	£45,000.00
Clinical Waste Uplift	01/08/2027	24	£150,000.00
Small vehicles maintenance framework	01/08/2027	24	£200,000.00
Grounds maintenance framework	01/08/2027	24	£36,000.00
Tree surveys framework	01/08/2027	24	£30,000.00
Electrical and data maintenance framework	01/08/2027	24	£250,000.00
HVAC and plumbing maintenance framework	01/08/2027	24	£800,000.00
Floorcovering framework	01/08/2027	24	£100,000.00
Painting framework	01/08/2027	24	£160,000.00
Access and scaffold service framework	01/08/2027	24	£160,000.00
Gutter and roof cleaning framework	01/08/2027	24	£80,000.00
Compressed Air Servicing	01/08/2027	24	£90,000.00

## Appendix D - 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"> <li>• Scottish Procurement</li> </ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> <li>• Scottish Procurement</li> <li>• APUC</li> <li>• Scotland Excel</li> <li>• NHS National Procurement</li> </ul>
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.

**GPA** - The Agreement on Government Procurement of the World Trade Organization (WTO), commonly known as the GPA, establishes a framework of rights and obligations for government procurement among the WTO members that have signed it.

**GPA Regulated Procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015. **Hub (DXC)** - The Scottish Procurement Information Hub is provided by DXC 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](#) news article.

**Hunter** - Hunter has been developed by APUC's 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.