



# Annual Procurement Report

August 2020 to July 2021



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

## **CONTENTS**

### **Executive Summary**

### **Section 1: Summary of Regulated Procurements Completed**

### **Section 2: Review of Regulated Procurement Compliance**

### **Section 3: Community Benefit Summary**

### **Section 4: Supported Business**

### **Section 5: Future Regulated Procurements Section**

### **Section 6: Other Content for Consideration**

### **Appendices in support of above**

### **Appendix A – List of Regulated Procurements Completed**

### **Appendix B –Community Benefit Summary**

### **Appendix C – List of Regulated Procurement Planned**

### **Appendix D – Glossary of Terms**

## 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 2020 to 31 July 2021** 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 [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.

Over the period covered by this report, the University completed 62 regulated procurements with a value of **£15,238,746**. The breakdown is as follows:

Regulated Procurement	Contract Value	Number Completed <sup>3</sup>	Value (£)
EU/GPA Threshold	Goods and services in excess of £181,302 or Works in excess of £4,551,413 <sup>4</sup>	25	12,059,316
Lower Value	Good & Services in excess of £50,000 or Works in excess of £2,000,000	37	3,179,430
<b>Total</b>		<b>62</b>	<b>15,238,746</b>

38 of the 62 contracts above were awarded to SMEs<sup>5</sup> which constitutes 61% 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).

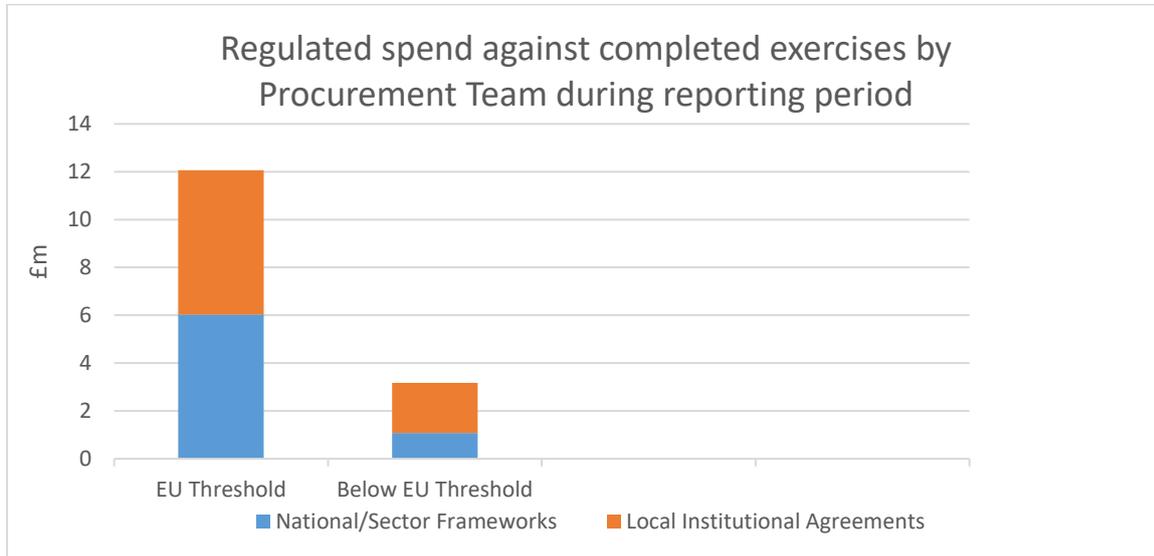
<sup>2</sup> See link <https://www.abdn.ac.uk/staffnet/working-here/legislations-7499.php>

<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

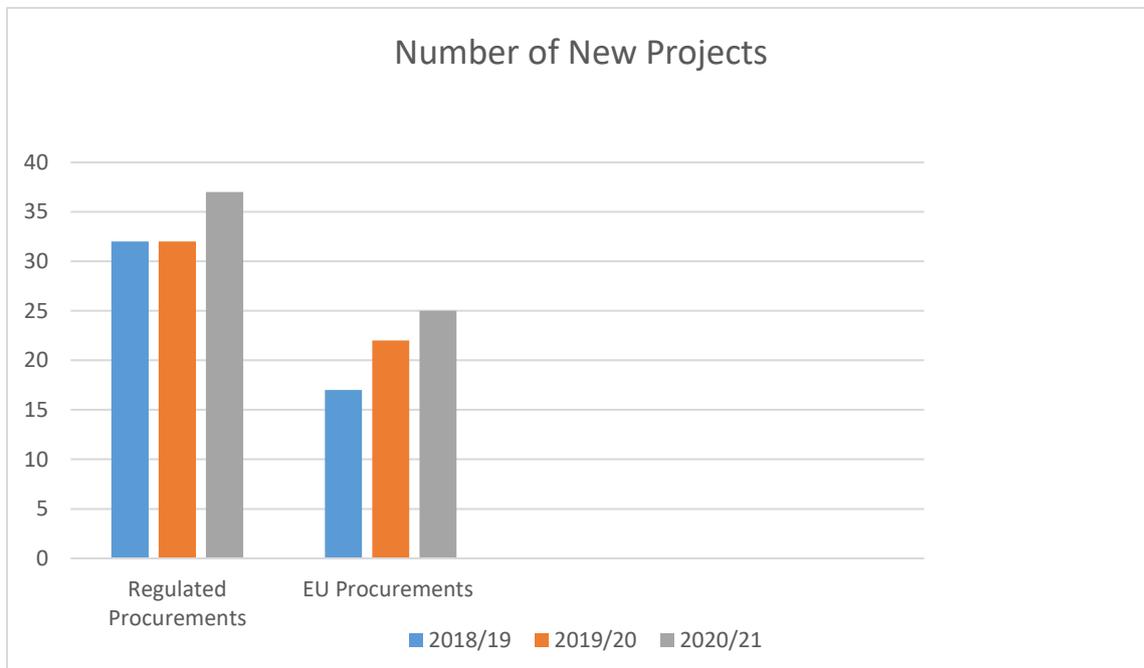
<sup>4</sup> Public contracts (EU) thresholds are revised every 2 years – next due on 01/01/2022. With UK exit from the EU on 01/01/2021 these thresholds continue to apply in line with World Trade Organisation Agreement on Government Procurement (GPA)

<sup>5</sup> Small and Medium Sized Enterprises (see Appendix D Glossary for definition)

50% of the above EU regulated procurements and 34% of lower value regulated procurements conducted during this reporting period were against national and sectoral framework agreements. See chart below:



The number of projects completed by the Procurement Team has risen once again during the last financial year as colleagues use the services of professional procurement staff to guide them. It is a rise of around 15% and has been across both high value/high risk EU/GPA procurements and Regulated procurements as shown below:



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 2,700 active suppliers with whom the University did business in the reporting period and the total non-pay expenditure was £66m.

The APR sets out the extensive programme of procurement activity undertaken by the Procurement Team. It also details the Community Benefits achieved through procurement activity in conjunction with suppliers and stakeholders. These are requirements which deliver wider benefits in addition to the core purpose of a contract and relate to social, economic and/or environmental benefits.

The Procurement Team continues to work on an eInvoicing Project to automatically receive and process electronic invoices from suppliers. It is widely recognised that eInvoicing is an efficient and time saving process for both the University and suppliers.

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 most recent PCIP was conducted in 2019 and the institutional score fell into performance band 3. This rating sits in the upper half of the performance bands and showed an overall improvement of 3 bands on the previous assessment score from 2016.

Our continuous improvement plan is regularly revisited to deliver improvements upon this score in time for the next PCIP assessment that is scheduled to take place in 2022.

More detailed information on the regulated procurements and Community Benefits are 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: Helene Gannicliffe, Head of Procurement**

**Report Approved on: – 23 November 2021**

**By: University Court**

***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 EU/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.
- SME business

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 EU Treaty 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: -

<b>Procurement aims and focus</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
<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 actively seeks engagement with internal and external stakeholders and suppliers providing valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>The University contributes to annual HE/FE sector contracting plans and has coordinated procurement efforts on a regional basis with NHS Grampian, Aberdeen City Council, Robert Gordon University, University of Dundee and North East Scotland College to deliver local collaborative contracts.</p> <p>The Head of Procurement (HoP) attends and contributes to APUC (Advanced Procurement for Universities &amp; Colleges - the procurement centre of expertise for Scotland's universities and colleges) Procurement Strategy Group. The HoP participates on the APUC Responsible Procurement Group, the Scottish Government Climate &amp; Procurement Forum – Monitoring &amp; Reporting Group and the Aberdeen City Council Community Benefits Improvement Group (see Section 6).</p> <p>The Procurement Team (and other institutional stakeholders) actively participates in APUC framework agreement User Intelligence Groups and in the evaluation of associated tenders.</p>

	<p>The Procurement Team also engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</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 procurement strategy is developed and agreed through consultation with the key stakeholders and end users for each regulated procurement. In fact, a new Procurement Project Strategy document was developed and introduced by Procurement this year.</p> <p>This intelligence gathering approach is used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <a href="#">Scottish Procurement Journey</a>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with other organisations across the Scottish public sector.</p> <p>The Procurement Policy &amp; Procedures were revised this year and changes were made to improve processes based on feedback from stakeholders.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m.</p> <p>Care is taken to ensure that procurement operations align with and support institutional strategic objectives.</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 University groups regulated procurements into procurement categories. How goods, services and works are bought, i.e. joint purchasing, use of local, regional and national framework agreements, consolidated contracting, is subject to annual review with APUC. Also, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The Procurement Team continues to work closely with other HE/FE institutions and local public sector organisations. For example, during this reporting period we collaborated with Robert Gordon University on the Waste Management 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>Four members (3.6 FTE) of the Procurement Team of 5.6 FTE are fully qualified <a href="#">CIPS</a> (Chartered Institute of Procurement &amp; Supply) members.</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>Procurement Awareness training is provided on an ongoing programme (note: this was paused as a result of Covid 19) to ensure those with devolved procurement responsibilities are kept up to date.</p> <p>The Procurement website was updated this year – it is user friendly and includes templates and forms for colleagues to use.</p> <p>Post procurement reviews are carried out &amp; Supplier Contract Management guidance incorporated into the University Procurement Policy and Procedures. The Procurement Team 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 (i.e. over £50K) are approved by the Head of Procurement before being issued to the supplier to ensure compliance with policy and procedures.</p> <p>The Procurement Team continues to work with Accounts Payable &amp; Estates colleagues and suppliers on an e-Invoicing Project to facilitate electronic methods for receiving invoices from suppliers to effect improvements to procurement process and efficiency which benefits both the institution and the suppliers.</p> <p>Expenditure data is taken from the University’s Finance &amp; Procurement System and sorted by supplier/spend/School/commodity or service type/transaction/payment type/fund source etc. It is loaded on the Hub (i.e. Spikes Cavell) and Hunter (including Contracts Registers) as part of an ongoing process.</p> <p>The expenditure upload to Hunter is now 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 PCS-T electronic tendering tool, output based specifications and clear evaluation criteria are used 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, and SUSTAIN.</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 European Single Procurement Document (i.e. ESPD (now known as SPD since leaving EU on 1/1/21) – contains questions used in the selection stage of a procurement exercise to identify suitably qualified and experienced bidders) in all</p>

	<p>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 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>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 which is reviewed and published on an annual basis.</p>
--	---

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.

## Annual Procurement Report August 2020 – July 2021



During the reporting period, the University did not award any contracts over the regulated procurement contract threshold of £4 million. However, the community benefits shown in Appendix B were delivered within the period via existing contracts.

## Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU 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 European Single Procurement Document (ESPD (Scotland) now known as SPD). The ESPD (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 EU/GPA and Scottish Procurement Legislation and ensuring value for money for the institution (using the [Supported Business register](#)).

The University did not reserve any contracts for supported businesses in this period. However, the University did contract with 1 supported business – via APUC framework at value of £7,315 for the purchase of furniture for student residencies.

## 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

### Brexit, the Supply Chain & Importing Goods

Procurement provided guidance to University Schools/Directorates in relation to Brexit. This was prior to a deal being agreed and included a summary of changes, the impact on supply chains and the next steps in the event of a 'no deal'. The Procurement Team sent out questionnaires to over 50 key stakeholders to understand their supply chains & identify potential risks and what action could be taken to mitigate those risks.

Suppliers deemed to be of high/medium risk were contacted to establish potential impacts and understand the mitigating actions they were taking. Questions were asked around Labour considerations, the Supply Chain (e.g. stock piling potential for goods being stuck in port etc), Regulatory changes and Commercial Aspect (e.g. introduction of tariffs) so we could identify any pinch points. This mirrored the approach taken by APUC for Framework Agreement suppliers.

Once a deal was reached by Government, it was clear there would be a huge impact on the University when importing & exporting goods. Additional customs duties, VAT, border controls, import paperwork etc would be required that hadn't been required before leaving the EU. This would result in delays & additional expenses for both the University and the freight forwarders/couriers involved. Suppliers were not prepared for the changes and this resulted in severe disruption within some supply chains.

Collaboration between the Finance Team & Procurement was necessary to develop a Guide to Importing Goods & Services post Brexit and provide assistance to Schools/Directorates as they adapt to the new processes and procedures. Although things have eased somewhat, our collaboration continues as we continue to provide advice and guidance to Schools/Directorates when required.

### 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 will 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.

The Scottish Government is also asking Procurement to take account of climate and circular economy [considerations](#) and measuring social impact in public [procurement](#)

In an effort to address these points, the Procurement Team is undertaking Climate Literacy for Procurers eLearning modules provided by Scottish Government. It deals with the strategic role of procurement in addressing policy & legislative priorities and focuses on the key outcomes and benefits from a sustainable procurement approach.

The University Procurement Team participates in the Scottish Government Climate & Procurement Forum – Monitoring & Reporting Working Group. The Group aims to deliver a step change in procurement climate reporting by taking practical steps that navigate the complex field of climate-related reporting and monitoring, in order to support better decision making that will result in Green House Gas (GHG) emissions reductions

Additionally, the HoP worked with the APUC Responsible Procurement Group to research suitable tools/service to review suppliers' sustainability credentials/Corporate Social Responsibility (CSR) performance and manage detailed supply chain assessments. A suitable portal has been selected on behalf of the Scottish HE/FE Sector to provide this service and the University has signed up as an early adopter. Over the coming year, the Procurement Team will analyse the organisation's operations and its supply chain to prioritise high risk categories/suppliers across a range of CSR issues including Environment and Ethical & Sustainable Procurement. We will work with providers to assess those suppliers and CSR experts will produce ratings and detailed scorecards that make it easy for the University and the Supplier to understand their CSR performance, and to work together where improvements are needed. The rating is based on an evidence-based assessment, adapted to hundreds of business categories, considers relevant industry labels and certifications as well as local laws in 150 countries, and is aligned with global standards such as the UN Global Compact.

# Annual Procurement Report August 2020 – July 2021



## Appendix A - Regulated Procurements Completed in the Reporting Period August 2019 to July 2020

PROJECT TITLE	SUPPLIER	Category	Start Date	End Date	Total Cost (incl Extensions)	SME
Estates lot 10 - Grounds maintenance	Countrywide Grounds Maintenance Ltd	C	03/08/2020	02/08/2022	£72,000.00	Yes
	Idverde Ltd	C	03/08/2020	02/08/2022	Ranked	No
SIT project	Fenix Media Ltd (T/A Pulsar Platform)	C	01/08/2020	31/07/2021	£250,000.00	No
Reduced Basis Finite Element Analysis Software	Akselos S.A,	C	01/10/2020	30/09/2023	£150,000.00	Yes
Fruit & Veg	George Anderson & Son	B	01/02/2021	31/07/2022	£114,070.00	Yes
Matlab Campus Wide License	Mathworks	C	01/08/2020	31/07/2023	£142,194.51	No
VDI Expansion 2020	Phoenix Software Ltd	B	01/08/2020	31/07/2023	£288,471.00	No
Staff Housing Cleaning Services (Ranked)	First Choice Cleaning Services	C	02/11/2020	01/11/2023	£55,000.00	Yes
	Tidy Green Clean	C	03/11/2020	02/11/2023	Ranked	
*Simulator	Offshore Simulator Centre	C			£1,065,6000	Yes
Quantity Surveyor Services	Doig & Smith	C	01/12/2020	30/11/2022	£200,000.00	Yes
	Thomas & Adamson	C	01/12/2020	30/11/2022	Ranked	Yes

## Annual Procurement Report August 2020 – July 2021



Online Education Partner	The Interactive Design Institute Ltd	C	27/09/2020	26/09/2022	£100,000.00	Yes
Admissions System	Tribal Education Ltd	C	16/12/2020	15/12/2024	£717,000.00	No
Circuit Laundry contract	Circuit	C	01/09/2020	31/08/2027	£0.00	Yes
Estates lot 1	Alpha-FM	C	03/08/2020	02/08/2021	£100,000.00	Yes
	First Choice Cleaning Services	C	03/08/2020	02/08/2021	Ranked	Yes
Estates lot 2 - Tree surveys	Rumroy	C	03/08/2020	02/08/2022	£16,000.00	Yes
	Struan Dalgleish Arboriculture	C	03/08/2020	02/08/2022	Ranked	Yes
Estates lot 3 - Agricultural Vehicle and small tools	GWT Engineering Ltd	C	03/08/2020	02/08/2022	£400,000.00	Yes
	Ravenhill Ltd	C	03/08/2020	02/08/2022	Ranked	Yes
Estates lot 4 - HVAC plumbing	ECG Building Maintenance (t/a ECG Facilities Services)	C	03/08/2020	02/02/2022	£400,000.00	No
	FES FM Ltd	C	03/08/2020	02/02/2022	Ranked	No
Estates lot 5 - Arboriculture	Roy Cowie LBS Ltd	C	03/08/2020	02/08/2022	£140,000.00	Yes
	Wakeley Tree Surgeons	C	03/08/2020	02/08/2022	Ranked	Yes
Estates lot 6 - Floorcoverings	General & Technical Flooring Services Ltd	C	03/08/2020	02/08/2022	£80,000.00	Yes
	Veitchi	C	03/08/2020	02/08/2022	Ranked	Yes

## Annual Procurement Report August 2020 – July 2021



Estates lot 7 - Electrical and Data	BAM FM Ltd	C	03/08/2020	02/08/2022	£500,000.00	No
	FES FM Ltd	C	03/08/2020	02/08/2022	Ranked	No
Estates lot 8 - Access and scaffold	Muehlhan Industrial Services	C	03/08/2020	02/08/2022	£200,000.00	Yes
	TRAC Oil & Gas Ltd	C	03/08/2020	02/08/2022	Ranked	Yes
Estates lot 9 - Painting and decorating	Bell Decorating Group Ltd	C	03/08/2020	02/08/2022	£280,000.00	Yes
	Scott Bros Glasgow Ltd	C	03/08/2020	02/08/2022	Ranked	Yes
Panopto software 2020	Academia	B	01/08/2020	31/07/2023	£195,000.00	No
Software - Lt Subscription 20/21	AD Instrumentation	C	12/08/2020	11/08/2021	£60,300.00	Yes
Asbestos Survey Services	Environtec Ltd	C	01/12/2020	30/11/2022	£35,900.00	Yes
Short Courses & Microcredentials	FutureLearn Ltd	C	14/10/2020	13/10/2023	£90,000.00	No
Embryoscope Incubator	Vitrolife Ltd	C	06/01/2021	05/01/2022	£69,863.00	Yes
Waste Management	EIS	C1	01/06/2021	31/05/2023	£565,000.00	Yes
SIMOA immunoassay equipment	Quanterix	C	24/08/2020	23/08/2021	£82,000.00	yes

## Annual Procurement Report August 2020 – July 2021



External Audit R&I 2021	Henderson Loggie	B	01/02/2021	31/01/2024	£110,000.00	Yes
Copyright Licence for Higher Education	Copyright Licencing Agency	C	01/08/2020	31/07/2025	£535,000.00	Yes
Fertility Medicines	AAH Pharmaceuticals Ltd	B	01/09/2020	31/08/2022	£695,622.00	No
Support & Maintenance for Tribal Dynamics 20/21	Tribal Dynamics Ltd	C	01/10/2020	01/10/2021	£58,000.00	Yes
Cromarty Lighthouse Cleaning	Mario Group	C	08/03/2021	07/03/2024	£57,950.00	Yes
Consumables for IVF Equipment	Cook (UK) Ltd	C	15/10/2020	14/10/2021	£72,500	No
India in-country Prescence	In-country ltd	C	15/03/2021	14/03/2023	£165,000.00	Yes
Oracle Database Software Maintenance	Oracle Corporation UK Ltd	C	16/11/2020	15/11/2021	£102,093.00	No
Childcare Vouchers	Edenred	B	01/03/2021	28/02/2022	£477,000.00	No
Maintenance Contract Q Exactive Plus Mass Spec	Thetmo Fisher	C	30/01/2021	29/01/2024	£99,317.00	No
Fertility Consent Platform	MD Consents Ltd	B	22/10/2020	21/10/2025	£131,725.00	Yes
Microsoft EES Campus Agreement	Phoenix Software Ltd	A	01/02/2021	31/01/2024	£900,000.00	No
Chemical waste	Veolia ES Ltd	B	01/03/2021	29/02/2024	£100,000.00	No
MRI maintenance	Philips	C	18/12/2020	17/12/2025	£591,735.00	No

## Annual Procurement Report August 2020 – July 2021



Library Periodicals 2021	LM Prenax	B	01/01/2021	31/12/2021	£700,000.00	yes
Fresh Seafood	Direct Seafood	B	03/05/2021	02/05/2022	£39,500.00	Yes
Voice Production/Issue	Mailing & Data Solutions	C	29/03/2021	28/03/2022	£96,000.00	Yes
Racking for Storage Facility - replaces AU/126	Bruynzeel	B	30/04/2021	29/04/2024	£800,000.00	Yes
WEEE	TES-AMM, CCL (North)	B	01/05/2021	30/04/2024	£60,000.00	Yes
	CCL North Ltd	B	01/05/2021	30/04/2024	Ranked	Yes
Online Recruitment System	Hireserve Ltd	C	01/05/2021	30/04/2024	£63,050.00	Yes
Cyberlab Server for NCS	OCF Plc	A	30/06/2021	29/06/2026	£56,000.00	Yes
Compound Microscopes (100), Cameras & Software	Carl Zeiss Ltd	B	14/07/21	13/07/22	£296,496.00	No
Human Rights Adviser	Demoura Lawson Consulting	C	01/07/2021	31/12/2022	£63,000.00	Yes
Cyberlab Network kit	Logicalis	B	29/07/2021	28/07/2024	£49,940.00	No
Teaching Space Furniture	Claremont Office Furniture	B	01/07/2021	30/07/2024	£1,000,000	Yes
Preventative Maintenance - Autoclaves	Steris Solutions Ltd	C	01/06/2021	31/05/2022	£64,551.82	Yes
Network kit	Computacenter UK	A	03/06/2021	02/06/2022	£83,288.70	No
Digitised Archives	Cengage	C	01/08/21	31/07/22	£64,940	No

## Annual Procurement Report August 2020 – July 2021



Laptops	Getech UK Ltd	A	16/07/2021	15/07/2024	£111,000.00	Yes
VMWare cyberlab	Softcat	A	28/07/2021	27/07/2024	£84,247.00	No
HP laptops	HP inc. uk	B	29/07/2021	28/07/2022	£266,820.00	No
Laboratory Data Capture Systems and Peripherals	AD Instrumentation	C	31/07/21	30/07/26	£195,572.00	Yes

*\*Contract start date was delayed due to Covid-19 restrictions – equipment & engineers coming from outside UK*

# Annual Procurement Report August 2020 – July 2021



## Appendix B - Community Benefits Delivered Summary

Construction Contract with Robertson – contract in place since 18/19 and delivered following to date

<b>Work Experience</b>	<b>Measurable</b>	<b>Amount</b>
Work Experience under 16 years	number of students	9
Work Experience over 16 years	number of students	20
<b>Engagement with schools</b>	<b>Measurable</b>	<b>Amount</b>
School visits/workshops	number of visits on site	11
Lectures at local schools	number of lectures in school	5
<b>Engagement with Uni &amp; Colleges</b>	<b>Measurable</b>	<b>Amount</b>
University/college visits	number of visits on site	9
Lectures at local Uni/colleges	number of lectures on campus	20
<b>Adult Employment Ops (19+)</b>	<b>Measurable</b>	<b>Amount</b>
Number of ops created	number achieved	12
Number employed	number achieved	12
<b>Apprentices</b>		
Number created	number achieved	7
Number completed	Number achieved	3
<b>Diversity</b>	<b>Measurable</b>	<b>Amount</b>
No. of women into employment	number recruited	10
No. BAME in Work Experience over 16	number of students	2
<b>Community Projects</b>	Number	7
<b>Local Charity Work</b>	Number	33

## Annual Procurement Report August 2020 – July 2021



### Appendix C - Regulated Procurements planned - 2021/22 & 2022/23

#### New or re-let procurement

Category Subject	Owner: Cat A/B/C or C1?	New or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Vehicle Hire	B	Re-let	N/A Mini Comp Framework	April 22	31/05/22	22/10/26	£250,000
Pest Control	B	Re-let	N/A Mini Comp - Framework	01/12/21	01/02/22	31/01/26	£88,000
Vehicle Leasing	B	Re-let	N/A Mini Comp - Framework	August 2022	01/10/22	30/09/26	£180,000
Marquee Hire	C	Re-let	TBC	TBC	01/08/22	TBC	TBC
Innovative Food Concepts	B	Re-let	N/A Mini Comp - Framework	August 2022	20/09/22	19/09/25	£180,000
Fruit & Vegetables	B	Re-let	N/A mini comp framework	April 2022	01/08/22	31/07/24	£200,000
Mobile Phones and fixed lines	B	Re-let	N/A Mini Comp	01/09/22	28/10/22	27/10/26	£192,000
Systems Upgrades	C	Re-let	February 2022	July 2022	27/08/22	26/08/26	£100,000
Server Maintenance Services	B	Re-let	N/A Mini Comp Framework	June 2022	01/08/22	31/07/25	£30,000
Data Centre Maintenance	C	Re-let	April 2022	June 2022	01/08/22	31/07/25	£70,000
VMWare Support & Maintenance	B	Re-let	N/A Mini Comp Framework	July 2022	09/10/22	08/10/25	£135,000
Campus Wide License - Labs	C	Re-let	April 2023	Jun 2023	01/08/23	31/07/26	£140,000

## Annual Procurement Report August 2020 – July 2021



Presentation software	B	Re-let	N/A Mini Comp - Framework	July 2023	01/08/23	31/07/26	£195,000
Lab Equipment Maintenance	C	Re-let	April 22		01/08/22	31/07/25	£180,000
Office, Computer and Library Supplies	B	Re-let	N/A Mini Comp Framework	June 2022	01/08/22	31/08/26	£500,000
Innovative Food	B	Re-let	N/A Mini Comp Framework	Feb 2022	20/03/22	19/03/25	£180,000
Fresh Seafood	B	Re-let	N/A Mini Comp - Framework	April 2022	03/05/22	04/05/23	£40,000
Executive Recruitment	B	Re-let	N/A Mini Comp		01/05/22	30/04/26	TBC
Temporary Staff	B	New	N/A Mini Comp	August 2022	01/08/22	TBC	TBC
Cash Health Plans	C	New	N/A Mini Comp	April 2022	01/05/22	30/04/25	TBC
Interpreting Suite	C	In progress	In progress	January 2022	Jan 22	3	£170,000
FFC Scanner	C	In progress	In progress	Nov 2022	TBC	TBC	£1,600,000
Student Assistance Programme	C	In progress	In progress	January 2022	01/03/22	28/02/27	£150,000
X-ray Equipment (Irr)	C	In progress	In progress	Dec 2021	01/02/22	31/01/25	£110,000
Barrier Qual Chamber	C	In progress	In progress	Nov 2021	01/02/22	31/01/25	£1,000,000
Agile Resourcing Contract for IT Services	B	In progress	In progress	30/11/21	01/12/21	30/11/22	£130,000
Patient Couch for FFC Scanner	C	In Progress	30 November 2021	February 2022	30/11/22	29/11/23	£350,000
Fix Installation Improvement Works	C	New	N/A – Mini Comp Local Framework	TBC	TBC	TBC	£350,000
Construction	TBC	New	TBC	TBC	TBC	TBC	£19,000,000
Construction	TBC	New	TBC	TBC	TBC	TBC	£29,000,000

## Annual Procurement Report August 2020 – July 2021



### Contract Extensions

Project	Extension Due	Extensions available
Imaging Software for Echocardiography Image	03/06/22	36 months
Lift Maintenance	01/08/22	12 months
Inter Campus Transport	01/01/23	24 months
Quantity Surveyor Services	01/12/22	24 months
Vending Machines	03/11/22	12 months
Grounds Maintenance	03/08/22	24 months
Building Fabric Cleaning	02/08/22	24 Months
Tree Surveys	02/08/22	24 months
HVAC Plumbing	02/08/22	24 Months
Arboriculture	02/08/22	24 Months
Floorcoverings	02/08/22	24 Months
Electrical & Data	02/08/22	24 Months
Access & scaffold	02/08/22	24 Months
Painting & Decorating	02/08/22	24 Months
Asbestos Survey Services	01/12/22	36 months
Waste Management	31/05/23	36 months
Online Education Management System	01/05/22	48 months
Fuel cards	28/02/23	12 months
Voice Production	28/03/22	24 months
Radiation Protection Services	01/03/22	12 months
Clinical Waste Uplift & Disposal	16/09/22	24 months
Audio Visual Equipment - Supply, Installation and Maintenance	01/05/22	12 months
Sanitary waste uplift and disposal	25/06/22	12 months
Business School Trading Platform	14/03/23	60 months

## Annual Procurement Report August 2020 – July 2021



HPLC System	31/07/22	12 months
India In Country Presence	14/03/23	12 months
Taxi Services	30/09/22	24 months
Internal Audit	31/07/22	24 months
Insurance Services	31/07/22	24 months
Data & Business Intell Consultancy	16/02/23	12 months
SIT Project	01/08/22	96 months
Library self service equipment	01/08/22	24 months
Beers, Cider & Spirits	31/07/23	12 months
Childcare Vouchers	28/02/23	12 months
Deep Learning Server	02/02/23	24 Months
Building termed contractor	05/08/22	12 months
Online programme delivery	01/10/22	12 months
Provision of Overnight Security Staff at SDRL	31/10/22	12 months
Fertility Database Creation and Management	07/01/22	24 months
Soft FM Services to Oil & Gas Technology Centre	07/01/22	12 months
Research Award Management System	21/01/22	24 months
Provision of Search Engine and Query Builder	14/02/22	24 months
Liquid Fuels	14/03/22	12 months
IT Service Desk	20/03/22	48 months
External Audit	01/04/22	24 months
Library supplementary cleaning	01/04/22	12 months
Occupational Health	01/05/22	24 months
Employee Benefits Platform / Assistance Programme	01/05/22	24 months
Research Award Management System	20/01/22	24 months
Online Ed Mgt System - Phase 2	02/05/22	12 months
Tax Advisory Service	14/06/22	24 months
ITS Training	01/07/22	12 months

**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.)

## Annual Procurement Report August 2020 – July 2021



- 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.

**EU regulated procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

**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: -

## Annual Procurement Report August 2020 – July 2021



- 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.

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value

## Annual Procurement Report August 2020 – July 2021



equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £189,330, for Works Contracts £4,733,252. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2022.

**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.