



Annual Procurement Report

2018-2019

Reporting Period 1st August 2018 – 31st July 2019

Contents

Executive Summary		3
Section 1	Compliance to the Strategic Objectives	5
Section 2	Summary of Regulated Procurements Completed	5
Section 3	Review of Regulated Procurement Compliance	6
Section 4	Community Benefits Summary	6
Section 5	Supported Business	8
Section 6	Future Regulated Procurements	8
Section 7	Other Content for Consideration	9
Annex A	Annual Procurement Summary	10
Annex B	List of Regulated Procurements Completed	14
Annex C	List of Regulated Procurements with Community Benefits	19
Annex D	List of Regulated Procurement Planned over next 2 years	20
Annex E	Annual Report Commentary on the Strategic Objectives	23
Annex F	Glossary of Terms	30

New College Lanarkshire - Annual Procurement Report (APR)

Executive Summary

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

This report covers the period of 1st August 2018 to 31st July 2019 and addresses performance and achievements in delivering New College Lanarkshire's organisational procurement strategy². The development of the procurement strategy was developed in 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 College'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. New College Lanarkshire has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- EU regulated procurements [goods and services worth more than £181,302(excluding VAT); works worth more than £4,504,325(excluding VAT³) amounted to £5,644,354(excluding VAT). There were 4 such procurements completed⁴.
- Lower value regulated procurements [goods and services worth more than £50,000(excluding VAT, works worth more than £2 million (excluding VAT)] amounted to £361,150(excluding VAT). There were 4 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Annex B of this report.

New College Lanarkshire has over 725 active suppliers with whom the College did business in the reporting period) and the total procurement expenditure excluding VAT was £9,487,336 -

¹ '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).

² <https://www.nclanarkshire.ac.uk/us/media-centre/college-procurement>

³ Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2020

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

£7,547,485 of regulated expenditure (recorded on the Contracts Register) and £1,939,851 of non-regulated.

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

The College's non pay expenditure was £9.4m in the reporting period, 79% of this spend was regulated spend (level of spend was above the EU/PRA threshold), 84% of the regulated spend is contracted.

34% of the College's contracted spend went through Collaborative Framework Agreements. This figure was extracted from the spend reports within the College finance system. The overall percentage has yet to be qualified by APUC Ltd.

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary.

- Section 1: Compliance to the Strategic Objectives
- Section 2: Summary of Regulated Procurements Completed
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Community Benefit Summary
- Section 5: Supported Business
- Section 6: Future Regulated Procurements
- Section 7: Other Content for Consideration

MANDATORY

Report Approved – Vice Principal - Resources

By

Signed

Position

Section 1: Compliance to the Strategic Objectives

New College Lanarkshire strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives. Each objective is mapped to the five strategic areas as defined below by the Public Procurement in Scotland (PPS) 2016-2020 work plan, this is owned by the Public Procurement Group (PPG) and the members are of the heads of the four Centres of Expertise along with senior Scottish Government procurement officials. This group sets the direction for public procurement for Scotland, which provides strategic direction, support and monitors progress on the procurement reform agenda:

- Sustainability;
- Access;
- Efficiency and collaboration;
- Savings and benefits; and
- Capability.

The objectives in turn were aligned with the Scottish Funding Council's (SFC) Priority Outcomes ⁵as further detailed in the College's Regional Outcome Agreement 2014-17 ⁶and Regional Strategy 2016-2019. Annex E shows the Strategic Priorities, Strategic Objectives and the College's commentary on compliance to the objectives.

The Strategic Objectives will be reviewed to ensure the Strategic Priorities and the Strategic Objectives are aligned to the current Scottish Funding Council (SFC) Priority Outcomes 2019 – 2022⁷, Lanarkshire Regional Strategy 2018 – 2023⁸ and Lanarkshire Outcome Agreement 2019 – 2022.⁹

Section 2: Summary of Regulated

The detailed summary of regulated procurements completed is set out in Annex B. That information, coupled with the publication of the institutional Contracts Register <http://www.apuc-scot.ac.uk/#!/institution?inst=65> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

Annex B, shows the lower value regulated procurements completed and EU regulated procurements completed by the College. 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

⁵ <http://www.sfc.ac.uk/about-sfc/about-us/priorities.aspx>

⁶ [http://www.sfc.ac.uk/web/FILES/Outcome Agreements Lanarkshire1617/Lanarkshire Outcome Agreement 2016-17.pdf](http://www.sfc.ac.uk/web/FILES/Outcome%20Agreements%20Lanarkshire1617/Lanarkshire%20Outcome%20Agreement%202016-17.pdf)

⁷ <http://www.sfc.ac.uk/about-sfc/strategic-framework/strategic-framework.aspx>

⁸ <https://www.nclanarkshire.ac.uk/media/4209/lanarkshire-regional-strategy-2018-23.pdf>

⁹ <https://www.nclanarkshire.ac.uk/us/strategy-and-performance/outcome-agreement>

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

Section 3: Review of Regulated Procurement Compliance

Where appropriate, New College Lanarkshire 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 College 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 College 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, procurement continual improvement process (PCIP) that seeks incremental improvements to process and outcomes over time.

New College Lanarkshire is subject to a PCIP Lite Assessment. The most recent assessment was carried out in November 2019, the Procurement function successfully raised the score from 54% to 75%.

Section 4: Community Benefit Summary

For every procurement over £4m, New College Lanarkshire 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 may be included in regulated procurements valued at below £4m.

The College 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.

New College Lanarkshire has awarded 8 regulated procurement contracts over the reporting period. None of these were over £4 million in value. The total number of these with community benefit requirements fulfilled was 4.

In the reporting period, the following community benefits were **fulfilled**:

1. Student Toolbox Talks were provided by industry experts to students, by facilitating informal group discussions that focused on a particular interest to the students.
2. Student work experience, our suppliers offered work placements in their organisations for Business Administration.
3. Charity contributions
4. Low Emission Vehicles

See Annex C for further details.

Section 5: 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)). The ESPD 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.

The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the institution .

The College did not reserve any contracts for supported businesses in this period, however it is a key objective to review the Regulated Procurements planned to commence in the next F/Y 19/20 for opportunities for Supported Businesses.

Section 6 – Future Regulated Procurements

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

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

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

Section 7 –Other Content for Consideration

Credit Card Spend & Online Purchases

An initiative was carried out by creating an Amazon Business Account. Over the reporting period, a total of £37k was spent with Amazon and payment going through the College Credit Cards. This created additional work for Finance teams, and Procurement had no way of identifying the products being procured.

The Amazon Business Account allows Procurement to restrict high value/risk items such as electrical goods etc. Authorisation levels can also be built into the account, only allowing approved requisitioners access and approvals which mirror the Finance system.

Procurement can access Business Dynamics, which provides reports on the account activity which provides greater transparency.

Annex A - Annual Procurement Report

NOTE: reference to contract is also to be construed as meaning a Framework Agreement

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	New College Lanarkshire
b) Period of the annual procurement report	1 st August 2018 - 31 st July 2019
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£6,005,504
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	5
i) how many of these unique suppliers are SMEs	5
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community	4

Benefit Requirements

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

- d) Number of Jobs Filled by Priority Groups *(Each contracting authority sets its own priority groups)*
- e) Number of Apprenticeships Filled by Priority Groups
- f) Number of Work Placements for Priority Groups
- g) Number of Qualifications Achieved Through Training by Priority Groups
- h) Total Value of contracts sub-contracted to SMEs
- i) Total Value of contracts sub-contracted to Social Enterprises
- j) Total Value of contracts sub-contracted to Supported Businesses
- k) Other community benefit(s) fulfilled

0
0
0
0
£249,000.00
£0.00
£0.00
0

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.
- b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.
- d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

0
1
0
0

6. Payment performance

- a) Number of valid invoices received during the reporting period.
- b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)

Not Available
Not Available

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	N/A
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	N/A

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£0.00
i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£0.00

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£ 9,487,336
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,931,126
c) Total procurement spend with Third sector bodies during the period covered by the report.	£0.00
d) Percentage of total procurement spend through collaborative contracts.	34%
e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report	£415,344
i) delivered cash savings for Cat A contracts	£50,140
ii) delivered cash savings for Cat B contracts	£269,935
iii) delivered cash savings for Cat C contracts	£95,269
g) Total non-cash savings value for the period covered by the annual procurement report	£469,348

9. Future regulated procurements

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

34
£6,927,000

Annex B List of Regulated Procurements Completed in the Reporting Period 1/1/18 – 31/7/19

Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period (excl VAT)	SME status	Supported Business
Principal Contractor – Back Log Maintenance	SPIE Ltd	07/05/19	C	18/06/19	23/08/19	£3.8m	N	N
Provision of Transport Services	Blue Bus Ltd	05/06/19	C	01/08/19	09/01/24	£2.8m	Y	N
Digital Marketing Services	Crunch Simply Digital	05/02/19	C	01/08/19	31/07/20	£100k	N	N
External Marketing Services	Spirit Media Scotland	09/07/19	C	01/08/19	31/07/23	£320K	N	N
Provision of Coach & Mini Bus Services	1. Blue Bus Ltd 2. A & C Coaches 3. Go Taxis 4. Carr Loch Lomond 5. JMB Travel	01/11/19	C	01/11/19	31/10/23	£80k	Y	N
Flooring Works Coatbridge	Designer Contracts	04/07/19	C	15/07/19	09/08/18	£27k	Y	N
West Gable – Re-Render – Cumbernauld	DH Roofing	24/07/19	C	05/08/19	16/08/19	£22k	Y	N
Electrical Works - Motherwell	NM Electrical	04/06/19	C	08/07/19	19/07/19	£12k	Y	N
Workshop Refurbishments – Cumbernauld	C and A Interiors	21/06/19	C	18/06/19	31/07/19	£24k	Y	N
Painting Works – Coatbridge	Mitie	21/06/19	C	01/07/19	26/07/19	£26k	Y	N

MW1007 Refurbishment Motherwell	C and A Interiors	03/06/19	C	18/06/19	31/07/19	£14k	Y	N
Electrical Upgrade & Replacement Works – Cumbernauld	NM Electrical	04/06/19	C	18/06/19	31/07/18	£12k	Y	N
Remedial Repairs - Coatbridge	C and A Interiors	11/03/19	C	18/06/19	18/07/19	£8K	Y	N
Web Filtering & Monitoring	Insight Direct	12/09/18	C	22/09/18	21/09/11	£69k	N	N
Bar Refurbishment – Cumbernauld	C and A Interiors	20/11/18	C	27/11/18	10/12/19	£9K	Y	N
Internal Audit Services	Wylie & Bissett	04/06/19	C	01/08/19	31/07/24	£112K	N	N
R&D Asbestos Survey	Acron Asbestos	14/05/19	C	01/06/19	16/06/19	£10k	N	N

Non-Compliant

Category Subject	Supplier name	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period (4 Yrs - excl VAT)	Compliance issue	Proposed Solution
Telephony Landlines	BT- British Telecom	C	03/04/12	02/04/17	£280k	Legacy rolling contract	Mini competition will be issued under the Jisc – Telecommunications Framework in December 2019.
Campus Links	Virgin Media Business	C	31/07/11	01/08/16	£240k	Legacy rolling contract	Mini competition will be issued under the Jisc – Telecommunications Framework in 2020.
Celcat Timetabling	Corbett Engineering	C	N/A	N/A	£132k	Cost to change is not feasible.	This spend will be reviewed annually with a view to explore other software in the market.
Vehicle Parts	Dingbro	C	N/A	N/A	£80k	Legacy Spend – No formal contract	Included in the 2 year Tendering Plan
Electronics	Ebuyer UK Ltd	C	N/A	N/A	£127k	Legacy Spend – No formal contract	Move spend to a compliant Framework/Contract.
Access Control, CCTV, Intruder Alarm System.	FPG Security	C	30/06/18	29/06/19	£60k	Legacy Contract – Rolling year contract	Included in the 2 year Tendering Plan
Fire Alarm Maintenance	Fire Protection Group	C	30/06/18	29/06/19	£600k	Legacy Contract – Rolling year contract	Included in the 2 year Tendering Plan

Tequios Bursery Systems	Inisoft Ltd	C	N/A	N/A	£160k	Cost to change is not feasible.	This spend will be reviewed annually with a view to explore other software in the market.
Lift Maintenance	Otis	C	N/A	N/A	£100k	Manufacturers can only maintain lifts due to closed protocol. Annual renewal	Included in the 2 year Tendering Plan
Training & Certification	Prodigy Learning	C	N/A	N/A	£100k	Legacy Spend no formal contract	Included in the 2 year Tendering plan.
Disposable Towels	Scrummi Towels	C	N/A	N/A	£50k	Legacy Spend no formal contract	Included in the 2 year Tendering Plan
Kitchen Equipment Maintenance	Kitchenforce	C	N/A	N/A	£50k	Legacy Spend no formal contract	Included in 2 year Tendering plan
Window Cleaning	QCS (Lanark)	C	N/A	N/A	£60k	3 Quotes however spend has exceeded threshold.	Included in 2 year Tendering plan
Laundry Services	The Dry Cleaning Company	C	N/A	N/A	£60k	Legacy Spend no formal contract	Included in 2 year Tendering plan.
Adobe Creative Cloud	Eduserv	C	N/A	N/A	£96k	Annual Renewal	This spend will be reviewed annually with a view to explore other software in the market.
Fall Protection Inspections	HCL Safety Ltd	C	N/A	N/A	£82k	Annual Renewal	Included in the 2 year Tendering Plan
Intranet Maintenance	Interact Internet	C	N/A	N/A	£82k	Annual Renewal	This spend will be reviewed annually with a view to explore other software in the market.
Similarity Detection Systems	Turnitin	C	N/A	N/A	£50k	Legacy Spend no formal contract	This spend will be reviewed annually with a

							view to explore other software in the market.
UnitE – Student Records System	Capita FHE	C	01/08/19	31/07/24	£287k	Sole Source Approved for 5 Year Extension - Cost to change is not feasible.	Upon expiration of current agreement review system in place.

Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Start Date	End Date	Contract Value (excl VAT)	Benefit Type
Principal Contractor – Back Log Maintenance	SPIE Ltd	18/06/19	23/08/19	£3.8m	Local Charity contributions, use of local SMEs, Segregated waste management plan and co-ordination of transport to site.
Provision of Transport	Blue Bus Ltd	01/08/19	31/09/24	£2.8m	Student Work Experience, Free External Advertising in local area for the College. Fuel efficient vehicles to reduce Carbon Footprint
Provision of Coach & Mini Bus Hire	1 Blue Bus Ltd 2 A & C Coaches 3 Go Taxis 4 Carr Loch Lomond 5 JMB Travel	01/11/19	31/10/23	£80k	Student Work Experience, Free External Advertising in local area for the College. Fuel efficient vehicles to reduce Carbon Footprint
Internal Audit Services	Wylie & Bissett	01/08/19	31/7/24	£112k	Professional Workshops for related College courses.

Annex D List of Regulated Procurements planned to commence in next two F/Ys 18/19 & 19/20

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period (excl VAT)
Alcohol – Supply and Distribution of Spirits, Wine, Beer & Cider	B	Re-let (Call Off Framework)	16/01/20	16/01/20	16/01/24	£15k
Library Books, Educational Textbooks and Multimedia Supplies	B	Re-let (Call Off Framework)	01/02/20	01/02/20	30/01/24	£60k
Water and Waste Water Services	A	Re-let (Call Off Framework)	01/03/20	01/03/20	28/02/24	£520k
National Framework for Workstation Client Devices	A	Re-let (Call Off Framework)	09/03/20	09/03/20	08/03/24	£600k
IT Peripherals	A	Re-let (Call Off Framework)	14/03/20	14/03/20	13/03/24	£40k
Grocery, Frozen & Chilled	B	Re-let (Call Off Framework)	01/04/20	01/04/20	31/03/24	£610k
Apple Equipment & Services	A	Re-let (Call Off Framework)	01/04/20	01/04/20	31/03/24	£260k
Natural Gas	A	Re-let (Call Off Framework)	01/04/20	01/04/20	31/03/24	£650k
Cleaning Materials and Disposable Paper Products	B	Re-let (Call Off Framework)	03/04/20	03/04/20	02/04/24	£45k
Fresh Fish & Seafood	B	Re-let (Call Off Framework)	14/04/20	14/04/20	13/04/24	£15k
Electrical Sundries Supply of	B	Re-let (Call Off Framework)	25/04/20	25/04/20	24/04/24	£30k
IT Related Accessories and Parts (ITRAP)	B	Re-let (Call Off Framework)	01/06/20	01/06/20	31/05/24	£30k

General Stationary and Office Paper	A	Re-let (Call Off Framework)	01/06/20	01/06/20	31/05/24	£80k
Tablet Client Devices	A	Re-let (Call Off Framework)	20/06/20	20/06/20	19/06/24	£300k
Catering Disposables & Sundries	B	Re-let (Call Off Framework)	20/10/20	20/10/20	19/10/24	£80k
Plumbing Consumables & Commercial Heating Products	B	Re-let (Call Off Framework)	10/08/20	10/08/20	09/08/24	£40k
Recruitment Services	B	Re-let (Call Off Framework)	01/09/20	01/09/20	31/08/24	£70k
Software Licence Agreement	B	Re-let (Call Off Framework)	01/12/20	01/12/20	30/11/24	£120k
Desktop & Notebook	B	Re-let – Call off Framework	01/09/20	01/09/20	31/08/24	£400k
Soft Drinks and Associated Services	B	Re-let – Call off Framework	01/10/20	01/10/20	30/09/24	£200k
Postal Services	B	Re-let – Call off Framework	01/20/20	10/10/20	30/09/24	£12k
Fresh Dairy Products	B	Re-let – Call off Framework	26/10/20	26/10/20	25/10/24	£60k
Audio Visual Equipment – Supply of Equipment and Consumables	B	Re-let – Call off Framework	31/10/20	31/10/20	30/10/24	£55k
IT Consumables	A	Re-let – Call off Framework	01/11/20	01/11/20	31/10/24	£250k
Print Books & Standing Orders	B	Re-let – Call off Framework	03/11/20	03/11/20	02/11/24	£200k
Fresh Fruit & Vegetables	B	Re-let – Call off Framework	20/12/20	20/12/20	19/12/24	£70k
Periodicals	B	Re-let – Call off Framework	01/01/20	01/01/20	31/12/24	£60k

Trade Materials	B	Re-let – Call off Framework	17/02/20	17/02/20	16/02/24	£20k
Fresh Butcher Meat	B	Re-let – Call off Framework	05/03/20	05/03/20	04/03/24	£180k
Sustainable Timber Products & Materials	B	Re-let – Call off Framework	23/04/20	23/04/20	22/04/21	£60k
Telephone Landlines	C	New Contract	01/02/20	01/03/20	28/02/24	£280k
Campus Links	C	New Contract	01/02/20	01/03/20	28/02/24	£240k
Vehicle Parts	C	New Contract	01/04/20	01/08/20	31/07/24	£80k
Access Control, CCTV, Intruder Alarm System	C	New Contract	01/04/20	01/05/20	30/04/24	£60k
Fire Alarm Maintenance	C	New Contract	01/04/20	01/05/20	30/04/24	£600k
Lift Maintenance	C	New Contract	01/07/20	01/08/20	31/07/24	£100k
Training & Certification	C	New Contract	01/06/20	01/09/20	31/08/24	£100k
Disposable Towels	C	New Contract	01/06/20	01/08/20	31/07/24	£50k
Kitchen Equipment Maintenance	C	New Contract	01/12/20	01/02/20	31/01/24	£50k
Window Cleaning	C	New Contract	01/03/21	01/03/21	28/02/25	£60k
Laundry Services	C	New Contract	01/06/20	01/08/20	31/07/24	£60k
Fall Protection Systems	C	New Contract	01/03/21	01/03/21	28/02/25	£82k
Student Travel	C1	New Contract	01/03/20	01/04/20	31/03/24	£280k

Annex E Annual Report Commentary on the Strategic Objectives

STRATEGIC PRIORITIES

STRATEGIC OBJECTIVES

Learner Journey

1

1.1 To seek professional development opportunities to enrich and enhance experience and capability of procurement practitioners.

1.2 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.

Relevant & Responsive Skills Training

2

2.1 To develop sound and useful procurement management information in order to measure and improve procurement.

Efficient, Strong & Sustainable

3

3.1 To embed sound ethical, social and environment policies within the College's procurement function and to comply with the relevant Scottish, UK and EU legislation in performance of the sustainable duty.

3.2 To sustain and further develop partnerships within the sector, 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.

3.3 To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>1.1 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>This commentary addresses the statement of the College's general duty on the procurement of fairly and ethically traded goods and services.</p> <p>It also addresses that the College ensures that all its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>Procurement is within the Finance office and is managed by 1 FTE. The Supply Chain Manager covers 6 campuses.</p> <p>Training is provided by APUC Ltd arranged events, sectoral conferences. The Supply Chain Manager regularly attends any available training to develop her skills to benefit the service provided to New College Lanarkshire.</p> <p>Route One training was carried out with a key member of each support department and faculty to develop the skills of delegated buyers, including appropriate approaches to below threshold procurements in the use of specifications, selection and award criteria. In order to safeguard the delegated buyers, training was provided in the use of Quick Quote in Public Contracts Scotland.</p> <p>A documented Contract Management process has been created.</p> <p>Supplier management and performance measurement route is determined at the Commodity Strategy stage of the process.</p> <p>Segmentation of the level of spend and supply risk determines which appropriate route of Strategic/Managed or Routine processes will be applied to be monitor the performance.</p> <p>Key Performance Indicators are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the market place and delivering innovation throughout the term.</p> <p>Details of the Community Benefits delivered through our Facilities Management contract are detailed in Annex B.</p>
<p>1.2 To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best</p>	<p>New College Lanarkshire's Tendering Policy has been written fully compliant to the Scottish Governments Procurement Journey.</p> <p>C:\Users\cheryl.spence\Desktop\Policies\FIN07_Tendering Policy Sept 2019.docx</p>

<p>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>This statement addresses the statement of the College's general duty on the use of community benefits.</p>	<p>All regulated procurements require a User Intelligent Group, which involves internal stakeholders to review the current provision and where possible improvements can be made, in the re-lets and/or new contracts.</p> <p>A category strategy has been completed with the input from each relevant group for the following contracts let within the period:</p> <ul style="list-style-type: none"> • Transport Services • Internal Audit • Digital Marketing • External Marketing Services
<p>2.1 To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p> <p>This statement addresses the statement on how the College intends to ensure that all of its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>New College Lanarkshire utilise TechOne as their Finance system. Significant enhancements have been introduced to ensure all requisitions state how the procurement was sought. There are 7 options to choose from:</p> <ul style="list-style-type: none"> • Approved – Procurement has approved a single source. • Call Off – Contract exists • NA – No quote required for one off purchase under £5k • Single - Received at least one quote between £5k - £9,999k • 3 Quotes – Purchases between £10k - £49,999k • Tender – Full tender process >£50k have been carried out. • Non Competitive - Non Influencable <p>All requisitions over a value of £10k is work flowed through to the Supply Chain Manager for approval.</p> <p>All Procurements are registered on the Hunter database, ensuring all spend over the regulated threshold is published on the Public facing contracts register.</p> <p>Reports are extracted from the finance system to enable us to contribute to the overall sector collaborative spend figures and analyse spend for recurring procurements which exceed the threshold over a 4 year period.</p> <p>Local savings are recorded to report the efficiencies of the procurement function and reported to APUC Ltd.</p> <p>All regulated procurements are advertised on Public Contracts Scotland and published on Public Contracts Scotland – Tender.</p> <p>Credit Card spend has been scrutinised to identify areas of noncompliance and high risk purchases. This has resulted in a strategy</p>

	<p>being drafted for creating an Online Business Account and Business & Student Travel. Full details are provided in section 7.</p>
<p>3.1 To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p> <p>This statement addresses the statement of the College's duty on promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 194 (c.37) and any provision made under that Act.</p> <p>The College must set out how it intends to ensure that all of its regulated procurements will be carried out in compliance with the sustainable procurement duty.</p> <p>This statement also addresses how the College intend to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.</p>	<p>SME engagement is imperative to the College, we continue to offer support to SME's in the Tender process.</p> <p>In addition the Supply Chain Manager is regular asked to attend events for the Federation of Small Businesses, providing advice and a key contact for further information in contracting opportunities.</p> <p>Risk Management procedures are in place to assess if the service/goods has a high sustainability impact. On all regulated procurements, an exercise is carried out using the APUC Ltd prioritisation tool. This enables the Supply Chain Manager to identify where appropriate evaluation criteria can be embedded in the Invitation to Tender, and also where social benefits could be achieved.</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. New College Lanarkshire is committed to contracting only with suppliers that comply with all appropriate and relevant legislation.</p> <p>All Invitation to Tender documents have APUC Ltd Supply Chain Code of Conduct and Tenderers are asked to sign up to the ethos of the code as part of their bid.</p> <p>New College Lanarkshire is striving to be a Living Wage employer, accreditation should be achieved by the end of 2018.</p>

<p>This statement addresses securing prompt settlements with suppliers, the provision of food to improve the health wellbeing and education of communities in the College’s local area and promote the highest standards of animal welfare.</p> <p>This statement addresses the College’s authority general duty on the payment of Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.</p>	
<p>3.2 To sustain and further develop partnerships within the sector, 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>This statement addresses the College’s general duty on consulting and engaging with those affected by its procurements.</p>	<p>New College Lanarkshire established how they would engage with internal and external stakeholders and suppliers. The guidelines are set out in our Procurement Strategy.</p> <p>..\Procurement Strategy\FIN01Procurement Strategy 2016 - 19 Final Revision July 2019.docx</p> <p>Over the period covered by this report, full expenditure analysis has been carried out to create a contracts database, the register is publically available</p> <p>https://www.nclanarkshire.ac.uk/us/media-centre/college-procurement</p> <p>Where appropriate New College Lanarkshire will invite local suppliers to the College for workshops on “How to Tender”, this has proven to be successful, quantified by an increase of SME’s bidding.</p> <p>New College Lanarkshire’s Supply Chain Manager is a member of the Procurement Strategy Group – Colleges (PGS-C), and regularly attends APUC Ltd Open Forums and networking events.</p> <p>Regional Team meetings are held and facilitated by our Senior Supply Chain Manager responsible for the Central and South region. This</p>

	<p>enables the Supply Chain Managers to discuss where there are opportunities for regional collaboration.</p> <p>Through this means of communication we have been able to identify the following collaborative exercises:</p> <ul style="list-style-type: none"> • Business & Student Travel – New College Lanarkshire & West Lothian College • Meet the Buyer Event – South Lanarkshire College and New College Lanarkshire <p>The College actively engages with other bodies through HE and FE specific events, Scottish public-sector.</p>
<p>3.3 To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p> <p>This statement addresses how the College intends ensure it's regulated procurements will be carried out in compliance with the sustainable procurement duty.</p> <p>This addresses how the College intends to ensure that its regulated procurements will deliver value for money.</p> <p>This statement also addresses how the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and</p>	<p>The College's non-pay expenditure has averaged approximately £9.4m from 1st August 2018 – 31st July 2019</p> <p>79% of this spend was Regulated Spend – 23% (PRA) & 56% (EU), 19% fell below the threshold.</p> <p>The Regulated spend 84% is contracted, and 16% non-compliant, which is detailed in Appendix A of this report.</p> <p>The Contracted spend was a split of 20% PRA & 64% EU, 16% fell below the threshold.</p> <p>Collaborative spend</p> <p>34% of the Regulated Contract spend was through collaborative agreements: (Percentage has yet to be qualified by APUC Ltd)</p> <p>There has been an increase of contracted spend of 3% from the 17/18 financial year. All benefits are reported via a shared service report. This report will supersede the previous format of reports to provide evidence good procurement practice is being carried out.</p> <p>The Supply Chain Manager contributes to the annual Contracting Priorities Workshop to ensure the requirements of the College can be identified for consolidated contracting.</p>

achievements of its purpose.	
------------------------------	--

New College Lanarkshire 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.

Annex F - Glossary of Terms

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

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

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

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).

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.

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.

Non Pay Influenceable Spend – This is the level (above regulated Spend £50k excluding VAT) at which the spend figure becomes open to manipulation and interpretation. “Influenceable spend” is the subset of non-payroll **spend** that the procurement team can influence to Tender for Goods/Services/Works.

Lite Assessment (PCIP) – Assessment type of the PCIP for institutions with an annual Procurement spend, greater than £2m but less than £15m.

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

Non Influenceable Spend – This spend includes goods/services that can only be procured from one source, for example Scottish Qualification Authority

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 equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2020.

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.

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

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.

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.