

**Annual Procurement Report**

**2022-2023**

**Reporting Period 1st August 2022 – 31st July 2023**



|  |  |  |
| --- | --- | --- |
| **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** | **11** |
| **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** | **22** |
| **Annex F** | **Glossary of Terms** | **29** |



**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 regulated[[1]](#footnote-2) 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 2022 to 31st July 2023 and addresses performance and achievements in delivering New College Lanarkshire’s organisational Procurement Strategy[[2]](#footnote-3). 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.](https://nationalperformance.gov.scot/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 on which the institution may need to adjust.

New College Lanarkshire has completed 11 regulated contracts during the reporting period:

* GPA regulated procurements [goods and services worth more than £177,897 (excluding VAT); works worth more than £4,447,447 (excluding VAT[[3]](#footnote-4))] amounted to £1,160,501 (excluding VAT). There were 2 (inc 1 x 5 lots) such procurements completed[[4]](#footnote-5).
* PRA regulated procurements [goods and services worth more than £50,000 (excluding VAT), works worth more than £2 million (excluding VAT)] amounted to £886,543 (excluding VAT). There were 9 such procurements completed.

In addition, although not required as part of the report, the College also completed a number of below regulated procurements (goods and services worth less than £50,000 (excluding VAT), works worth less than £2m (excluding VAT). These amounted to £202,338 (excluding VAT). There were 7 (inc 1 x 3 lots) 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 approximately 663 active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was £10,375,608. This comprises of £8,064,515 (77.72%) of regulated expenditure and £2,311,603 (22.28%) of non-regulated expenditure.



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.

79% of the total procurement expenditure is through a compliant procurement process. Approximately 38% of the College’s contracted spend went through Collaborative Framework Agreements. The overall percentages have yet to be qualified by APUC.

This report comprises seven sections, the first six cover mandatory reporting with the seventh 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:**

**By:** New College Lanarkshire

**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, through the Procurement Strategy Action Plan, is mapped to the seven strategic areas below as defined in 2021, by the **Public Procurement Group (PPG) in Scotland. This group** provides strategic direction, support and monitors progress on the procurement reform agenda**.**

* Leadership and Visibility;
* Sustainable Economic Recovery;
* Supply Chain Resilience (public sector);
* Maximise impact of the sustainable duty (including post EU-exit implications);
* Climate emergency (including carbon reduction and a circular economy);
* Achieving professional excellence (against national policy and standards) - **people and capability;**
* Develop our use of systems to exploit sustainable outcomes and support reporting.

**The priorities have been aligned with the SFC’s Priority Outcomes as further detailed in the College’s Regional Outcome Agreement 2021 – 22, the New College Lanarkshire “Strategy 2025” and the Strategic Objectives of the Regional Strategy 2018 – 2023 (as current at the time).**

A new Public Procurement Strategy for Scotland 2023 to 2028 was introduced in June 2023 and the College will support the delivery of its objectives, through its 2023-2024 Procurement Strategy and subsequent annual reports.

**Section 2: Summary of Regulated Procurements Completed**

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**](http://www.apuc-scot.ac.uk/#!/institution?inst=65) andthe systematic use of Public ContractsScotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.

Annex B shows below regulated, PRA regulated procurements and GPA 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
* 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 the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency and procedural fairness.

Successful delivery against the Procurement Strategy objectives is part of a customer valued, Procurement Commercial Improvement Programme (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 76%. A new assessment, PCIP Pulse Check Lite, has been introduced for 2024 focussing on higher level and more strategic evidence areas that are currently produced on a more regular basis. Although this will not be scored, there will be a report provided to the College on continuous improvement areas.

**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 15 regulated procurement contracts over the reporting period. None of these were over £4 million in value however 3 contracts awarded below £4 million included Community Benefits. Further details are provided in Annex C.



**Section 5: Supported Business**

PRA regulated procurements and GPA regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

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

The College did not reserve any contracts for supported businesses in this period.

**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**

**Added Value**

**Insurance Services (NCL-21-007) – Education Protect Scotland Limited**

The College insurance broker have returned a profit share rebate to the College during this reporting period. The share of the rebate for this report period was £8,412.

**NCL Website Services (NCL-22-051) - Bright Digital Marketing Ltd**

The Contractor has committed to support knowledge transfer through the delivery of the contract working closely with the College Designer and Developer throughout the process, providing training and key knowledge transfer.

There were 7 procurements awarded with secured sustainability benefits BT14:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Category Subject** | **Supplier Name** | **Start Date** | **End Date** | **Value over Contract Period**  **(incl extension)** | **Benefit** |
| Refresh of Wireless Network Solution | IP-Performance Ltd | 17/04/2023 | 16/07/2028 | £294,251 | Offer for all obsolete existing equipment to be decommissioned, uninstalled and sent to their WEEE partner. |
| Network Maintenance | PING Network Solutions | 01/10/2022 | 30/09/2024 | £120,000 | The supplier is an accredited living wage employer. |
| Provision of Taxi Services | Airdrie Taxis (Lot 1) | 14/08/2023 | 13/08/2025 | £131,606 | The supplier is an accredited living wage employer. Can provide Electric Hybrid Vehicles in the delivery of the service. |
| Reverse Vending Machine | Excel Vending Limited | 01/04/2023 | 31/03/2026 | £106,740 | Invested in upgrading their fleet to Euro 6 emission vehicles. The supplier is an accredited living wage employer. The supplier has also provided copies of their Whistleblowing, Anti-Bribery and Modern Slavery Policies. |
| Legal Services | Anderson Strathern | 16/01/2023 | 15/01/2024 | £90,000 | The supplier is an accredited living wage employer and are signatories to the Scottish business pledge. |
| NCL Website Services | Bright Digital Marketing Ltd (t/a Bright Signals) | 01/03/2023 | 28/02/2026 | £69,536 | The supplier is an accredited living wage employer. |
| Provision of Stationary & Office Supplies | Lyreco | 01/07/2023 | 30/06/2027 | £74,000 | The supplier is an accredited living wage employer and are signatories to the Scottish business pledge. |

**Annex A - Annual Procurement Summary**

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Organisation and report details** |  |  |  |  |  |  |
| a) Contracting Authority Name |  |  |  |  | New College Lanarkshire |  |
| b) Period of the annual procurement report |  |  |  |  | 1st August 2022 - 31st July 2023 |  |
| c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)* | | | | | Yes |  |
|  |  |  |  |  |  |  |
| **2. Summary of Regulated Procurements Completed** |  |  |  |  |  |  |
| a) Total number of regulated contracts awarded within the report period | | | |  | 11 (inc 1 x 5 lots) |  |
| b) Total value of regulated contracts awarded within the report period | | | |  | £2,047,044 |  |
| c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period | | | | | 14 |  |
| i) how many of these unique suppliers are SMEs |  |  |  |  | 12 |  |
| ii) how many of these unique suppliers are Third sector bodies | | | |  | 0 |  |
|  |  |  |  |  |  |  |
| **3. Review of Regulated Procurements Compliance** |  |  |  |  |  |  |
| a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy | | | | | 11 |  |
| b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy | | | | | 0 |  |
|  |  |  |  |  |  |  |
| **4. Community Benefit Requirements Summary** |  |  |  |  |  |  |
| **Use of Community Benefit Requirements in Procurement:** |  |  |  |  |  |  |
| a) Total Number of regulated contracts awarded with a value of £4 million or greater. | | | | | 0 |  |
| b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community | | | | | 0 |  |
| Benefit Requirements. | | | | |  |  |
| c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community | | | | | 3 |  |
| 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) | | | | | 0 |  |
| e) Number of Apprenticeships Filled by Priority Groups |  |  |  |  | 0 |  |
| f) Number of Work Placements for Priority Groups |  |  |  |  | 0 |  |
| g) Number of Qualifications Achieved Through Training by Priority Groups | | | | | 0 |  |
| h) Total Value of contracts sub-contracted to SMEs |  |  |  |  | 0 |  |
| i) Total Value of contracts sub-contracted to Social Enterprises |  |  |  |  | 0 |  |
| j) Total Value of contracts sub-contracted to Supported Businesses |  |  |  |  | 0 |  |
| k) Other community benefit(s) fulfilled |  |  |  |  | 0 |  |
|  |  |  |  |  |  |  |
| **5. Fair Work and the real Living Wage** |  |  |  |  |  |  |
| a) Number of regulated contracts awarded during the period that included a Fair Work First criterion. | | | |  | 0 |  |
|  | | | |  |  |  |
| b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated | | | | | 0 |  |
| contract awarded during the period. | | | | |  |  |
| c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated | | | | | 6 |  |
| contract during the period. | | | | |  |  |
|  |  |  |  |  |  |  |
| **6. Payment performance** |  |  |  |  |  |  |
| a) Number of valid invoices received during the reporting period. |  |  |  |  | 17,443 |  |
| b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in | | | | | 73.76% |  |
| the contract terms.) | | | | |  |  |
| c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt | | | | | 11 |  |
| payment of invoices in public contract supply chains. | | | | |  |  |
| d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain | | | | | 0 |  |
| of public contracts. | | | | |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **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 |  |
| i) spend within the reporting year on regulated contracts |  |  |  |  | 0 |  |
| ii) spend within the reporting year on non-regulated contracts | | | |  | 0 |  |
|  |  |  |  |  |  |  |
| **8. Spend and Savings Summary** |  |  |  |  |  |  |
| a) Total procurement spend for the period covered by the annual procurement report. | | | | | £10,375,608 |  |
| b) Total procurement spend with SMEs during the period covered by the annual procurement report. | | | | | £6,559,013 |  |
| 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. | | | |  | \*38% |  |
|  |  |  |  |  |  |  |
| e) Total delivered cash savings for the period covered by the annual procurement report | | | | | \*£289,949 |  |
|  |  |  |  |  |  |  |
| f) Total non-cash savings value for the period covered by the annual procurement report | | | | | \*£501,079 |  |
|  |  |  |  |  |  |  |
| **9. Future regulated procurements** |  |  |  |  |  |  |
| a) Total number of regulated procurements expected to commence in the next two financial years | | | | | 28 |  |
| b) Total estimated value of regulated procurements expected to commence in the next two financial years | | | | | £8,737,148 |  |
|  | | | | |  |  |

\*Figure still to be verified by APUC

**Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/22 – 31/7/23**

**Compliant**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Subject** | **Supplier Name** | **Date of Award** | **Owner:**  **Cat A, B or C** | **Start Date** | **End Date** | **Extension (months)** | **Value over Contract Period**  **(incl extension)** | **SME Status** | **Supported Business** |
| Provision of Beauty Kits | E A Ellison & Co Ltd | 05/08/2022 | B | 08/08/2022 | 07/08/2024 | 24 | £157,000 | Y | N |
| Network Maintenance | PING Network Solutions | 01/09/2022 | C | 01/10/2022 | 30/09/2024 | - | £120,000 | Y | N |
| Reverse Vending Machine | Excel Vending Limited | 21/11/2022 | B | 01/04/2023 | 31/03/2026 | 24 | £106,740 | Y | N |
| Legal Services | Anderson Strathern | 10/01/2023 | B | 16/01/2023 | 15/01/2024 | 24 | £90,000 | Y | N |
| Upgrade LAN Core Switches | Stone Technologies Limited | 30/01/2023 | C | 01/02/2023 | 31/01/2024 | - | £149,784 | Y | N |
| Motherwell Campus - Smoke Detector Heads Replacement | SPIE Scotshield Limited | 01/02/2023 | C | 01/02/2023 | 31/03/2023 | - | £59,483 | N | N |
| NCL Website Services | Bright Digital Marketing Ltd | 27/02/2023 | C | 01/03/2023 | 28/02/2026 | 24 | £69,536 | Y | N |
| Doors Maintenance – Coatbridge | Dasco Entrance Technology Ltd | 28/02/2023 | B | 01/03/2023 | 29/02/2024 | 36 | £60,000 | Y | N |
| Refresh of Wireless Network Solution | IP-Performance Ltd | 13/04/2023 | B | 17/04/2023 | 16/07/2028 | - | £294,251 | Y | N |
| Provision of Taxi Services  5 Lot details:  Lot 1 - Coatbridge & Surrounding Areas  Lot 2 - Cumbernauld & Kirkintilloch  Lot 3 - Motherwell  Lot 4 - Hamilton  Lot 5 - East Kilbride | Airdrie Taxis (Lot 1)  Redline Cars (Lot 1, 3 & 4)  Central Cab Co (Lot 2)  East Kilbride Taxi Owners Association (Lot 5) | 01/06/2023 | C | 14/08/2023 | 13/08/2025 | 24 | £866,250 | Y  Y  Y  Y | N  N  N  N |
| Provision of Stationary & Office Supplies | Lyreco | 01/07/2023 | A | 01/07/2023 | 30/06/2027 | - | £74,000 | N | N |
|  | Total | | | | | | £2,047,044 |  | |

The following below regulated contracts Goods & Services (>£0<50k), Works (>£0<£2m) were placed where procurement influenced expenditure:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Subject** | **Supplier Name** | **Date of Award** | **Owner:**  **Cat A, B or C** | **Start Date** | **End Date** | **Extension (months)** | **Value over Contract Period**  **(incl extension)** | **SME Status** | **Supported Business** |
| Motherwell Campus – New Paint Workshop Booths | C and A Interiors Ltd | 22/09/2022 | C | 26/09/2022 | 25/10/2022 | - | £25,893 | Y | N |
| Provision of Occupational Health & Health Surveillance Services | The MCL Group (Int) Ltd | 09/12/2022 | C | 09/01/2023 | 08/01/2024 | - | £45,000 | Y | N |
| Employee Benefits | Edenred (UK Group) Ltd | 03/03/2023 | A | 03/03/2023 | 02/03/2026 | 12 |  | N | N |
| eMarketplace for Tail End Spend | Amazon | 03/05/2023 | B | 04/05/2023 | 03/05/2026 | - | £30,000 | N | N |
| Science & Technology Uniform PPE | ALJ Industrial | 09/06/2023 | C | 01/07/2023 | 30/06/2024 | - | £20,000 | Y | N |
| Catering Equipment & Work Wear | E. Russum & Sons Ltd | 28/06/2023 | C | 01/07/2023 | 30/06/2024 | - | £30,000 | Y | N |
| Provision of Makeup Kits 3 Lot details:  Lot 1 - Standard Kit  Lot 2 - Skincare and Hair Kit  Lot 3 - SFX Kit | BPERFECT LTD (Lot 1)  E A Ellison & Co Ltd (Lot 2)  Freestyle Hair Co Ltd (Lot 3) | 07/06/2023 | C | 01/07/2023 | 31/07/2024 | - | £51,445 | Y  Y  Y | N  N  N |
|  | Total | | | | | | £202,338 |  | |

**Non-Compliant**

There were no non-compliant regulated procurements in financial year 2022-2023:

Analysis of spend is indicating several areas where the historical value over a period of 4 years is above regulated threshold (>£50k). Where applicable, these areas have been prioritised alongside other contracts requiring renewals and incorporated into a long term forward plan.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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** |
| Life Insurance | Unum | C | N/a | N/a | £360,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Legal Services | BTO Solicitors | C | N/a | N/a | £224,000 | This service had to be procured through the specific supplier due to an ongoing dispute yet to be resolved. BTO is managing all court fees and QC/KC fees, expert witness statements / opinions and independent technical surveys on NCLs behalf which are thereafter billed back. These fees are included in BTOs overall value.  The final  expenditure is unknown at date of report. | No further contract is anticipated once dispute is concluded. |
| Campus Links | Virgin Media Business | C | 31/07/11 | 01/08/16 | £200,000 | Legacy Rolling Contract | Included in the Tendering Plan. |
| Catering Supplies & Services | Glencrest Ltd | C | N/a | N/a | £185,000 | Legacy Rolling Contract | Previously compliant framework. On review plan. |
| Telephony Lines | BT – British Telecom | C | 03/04/12 | 02/04/17 | £146,000 | Legacy Rolling Contract | Included in the Tendering Plan. |
| Fire Alarm Maintenance | Fire Protection  Group | C | 30/06/18 | 29/06/19 | £135,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Cleaning Services | Q C S (Lanark) Ltd | C | N/a | N/a | £133,000 | Cleaning services spend. This service arose during Covid-19 period. | Included in the Tendering Plan |
| Access Control, CCTV,  Intruder Alarm  System. | FPG Security | C | 30/06/18 | 29/06/19 | £120,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Plumbing | Caledonian Heating and Plumbing Ltd | C | N/a | N/a | £106,577 | Legacy Spend – no formal contract. | Included in the Tendering Plan. |
| Vehicle Parts | Dingbro | C | N/a | N/a | £85,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Winter Maintenance | Icewatch Ltd | C | N/a | N/a | £79,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Disposable Towels | Scrummi Towels | C | N/a | N/a | £70,000 | Legacy Spend – no formal contract | Included in the Tendering Plan. |
| Catering Supplies & Services | Bestway Van Sales | C | N/a | N/a | £66,000 | Legacy Spend – no formal contract. | Included in the Tendering Plan. |
| LEV Maintenance | Active Energy Solutions Ltd | C | N/a | N/a | £59,000 | Legacy Spend – no formal contract. | Included in the Tendering Plan. |
| Audio-Visual & Multimedia Supplies and Services | Hiav (Highlands & Islands) | C | N/a | N/a | £53,000 | Legacy Spend – no formal contract. | Included in the Tendering Plan. |
| HVAC Maintenance | Enterprise Controls | C | N/a | N/a | £51,000 | Legacy Spend – no formal contract. | Included in the Tendering Plan. |

**Annex C List of Regulated Procurements with Community Benefit Requirements Fulfilled**

Provision of Hair Kits (CS-NCL042) **- E.A. Ellisons & Co Ltd**

* E.A. Ellisons & Co Ltd provided prizes for the College 2022 prize giving ceremonies under this agreement.

Provision of Beauty Kits (NCL-22-004) **- E.A. Ellisons & Co Ltd**

* E.A. Ellisons & Co Ltd provided prizes for the College 2022 prize giving ceremonies under this agreement.

Waste Management (NCL-21-011**) – Biffa Waste Services Ltd**

* The Contractor has delivered waste stream site audits to all campuses which has provided an improvement plan and potential follow up training required. Biffa have also supported the College in market awareness, student and staff engagement.

**Annex D List of Regulated Procurements planned to commence in next two F/Ys 2023/2024 & 2024/2025**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Category Subject** | | **Owner: Cat A/B/C or C1** | **New or re-let procurement** | **Expected Date of Contract Notice Publication** | **Expected Date of Award** | **Expected Start Date** | **Expected End Date** | **Estimated Value over contract period (excl VAT)** |
| Provision of Student Travel | | B | Re-let (Call-off Framework) | 22/09/2023 | 24/11/2023 | 01/12/2024 | 30/11/2028 | £600,000 |
| Security, Storage & Back-up Infrastructure | | B | Re-let (Call-off Framework) | 01/11/2023 | 17/11.2023 | 01/12/2024 | 30/11/2028 | £400,000 |
| Fire Lifts Upgrade | | B | Re-let (Call-off Framework) | 01/12/2023 | 20/12/2023 | 15/01/2024 | 31/03/2024 | £234,000 |
| Door System Installation | | B | Re-let (Call-off Framework) | 01/12/2023 | 20/12/2023 | 15/01/2024 | 31/03/2024 | £100,000 |
| Franking Machines | | B | Re-let (Call-off Framework) | 15/01/2024 | 01/03/2024 | 17/03/2024 | 16/03/2027 | £30,000 |
| MFDs Lease | | A | Re-let (Call-off Framework) | 08/01/2024 | 01/03/2024 | 01/04/2024 | 31/03/2028 | £217,148 |
| Water & Wastewater Billing Services | | A | Re-let (Call-off Framework) | 01/02/2024 | 01/03/2024 | 01/04/2024 | 31/03/2028 | £560,000 |
| Transport Services | | C | Re-let | 01/02/2024 | 01/06/2024 | 02/08/2024 | 01/08/2028 | £2,800,000 |
| Provision of Coach and Mini Bus Hire Services | | C | Re-let | 01/02/2024 | 01/06/2024 | 01/07/2024 | 30/06/2028 | £228,000 |
| Clinical Waste including Washroom Services | | B | Re-let (Call-off Framework) | 01/03/2024 | 01/05/2024 | 01/06/2024 | 31/05/2028 | £94,000 |
| Provision of Hair Kits | | B | Re-let (Call-off Framework) | 01/04/2024 | 01/07/2024 | 01/08/2024 | 31/07/2028 | £210,000 |
| Provision of Make-up Kits | | B | Re-let (Call-off Framework) | 01/04/2024 | 01/07/2024 | 01/08/2024 | 31/07/2028 | £144,000 |
| Provision of Internal Audit Services | | B | Re-let (Call-off Framework) | 01/04/2024 | 01/07/2024 | 01/08/2024 | 31/07/2028 | £100,000 |
| Student and Staff Online Wellbeing Service | | B | Re-let (Call-off Framework) | 01/06/2024 | 01/08/2024 | 01/09/2024 | 31/08/2029 | £50,000 |
| HVAC Maintenance | | C | Re-let | 01/06/2024 | 01/10/2024 | 01/11/2024 | 30/10/2028 | £360,000 |
| **Category Subject** | | **Owner: Cat A/B/C or C1** | **New or re-let procurement** | **Expected Date of Contract Notice Publication** | **Expected Date of Award** | **Expected Start Date** | **Expected End Date** | **Estimated Value over contract period (excl VAT)** |
| Water Quality Management | | B | New Contract (Call-off Framework) | 01/08/2024 | 01/11/2025 | 01/12/2025 | 30/11/2029 | £60,000 |
| Provision of Occupational Health & Health Surveillance Services | | B | Re-let (Call-off Framework) | 01/08/2024 | 01/12/2024 | 09/01/2025 | 08/01/2029 | £200,000 |
| Telephony Services - Main Lines | | B | New Contract | 01/10/2024 | 01/02/2025 | 01/03/2025 | 28/02/2029 | £280,000 |
| Fire Protection Maintenance | | C | New Contract | 01/10/2024 | 01/02/2026 | 01/03/2026 | 28/02/2030 | £150,000 |
| Campus Links | | B | New Contract | 01/12/2024 | 01/04/2025 | 01/05/2025 | 30/05/2029 | £240,000 |
| Networks Managed Security Information and Event Management | | B | New Contract (Call-off Framework) | 01/12/2024 | 01/04/2025 | 01/05/2025 | 30/05/2029 | £120,000 |
| Kitchen Equipment Maintenance | | B | New Contract (Call-off Framework) | 01/02/2025 | 01/05/2025 | 01/06/2025 | 31/05/2027 | £40,000 |
| Disposable Towels | | C | New Contract | 01/03/2025 | 01/06/2025 | 01/07/2025 | 30/06/2029 | £200,000 |
| Lift Maintenance | | B | New Contract (Call-off Framework) | 01/04/2025 | 01/07/2025 | 01/08/2025 | 31/07/2029 | £400,000 |
| Insurance Services | | B | Re-let (Call-off Framework) | 01/04/2025 | 01/07/2025 | 01/08/2025 | 31/07/2029 | £600,000 |
| LEV Maintenance | | C | New Contract | 01/05/2025 | 01/08/2025 | 01/09/2025 | 31/08/2029 | £90,000 |
| Fire Alarm Maintenance | | C | New Contract | 01/06/2025 | 01/10/2025 | 01/11/2025 | 31/10/2029 | £160,000 |
| Hydraulic Equipment Maintenance | | C | New Contract | 01/07/2025 | 01/10/2025 | 01/11/2025 | 31/10/2029 | £70,000 |
|  | **Total** | | | | | | | **£8,737,148** |

The dates on this annex are indicative and subject to change.

**Annex E Annual Report Commentary on the Strategic Objectives**

This page is intentionally blank

**Partnering to Grow**

**(College)**

**Strong & Sustainable**

**(Regional)**

**Responding to the Climate Emergency**

**Equalities and Inclusion**

**Fair Access and Transitions**

**(Outcome Agreement)**

**Simplifying How We Work**

**Partnering to Grow**

**(College)**

**Effective & Efficient**

**(Regional)**

**Contribution to Economic Recovery and Social Renewal**

**Learning with Impact**

**(Outcome Agreement)**

**Expanding our Educational Reach**

**(College)**

**Develop & Nurture**

**(Regional)**

**Learning with Impact**

**Student Participation and Engagement in their educational experience**

**(Outcome Agreement)**

**Partnering to Grow**

**(College)**

**Inspirational Learner Journey**

**(Regional)**

**Quality Learning, Teaching and Support**

**Focused and Streamlined Priorities**

**(Outcome Agreement)**

**STRATEGIC**

1.3 To promote the delivery of Value for Money through good procurement practice and optimal use of the procurement collaboration opportunities.

1.5 To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

1.1 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.

1.2To 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 College.

**4**

**3**

**2**

**1**

1.3 To promote the delivery of Value for Money through good procurement practice and optimal use of the procurement collaboration opportunities.

1.6 To embed sound, ethical, social and environmental policies within the Institution’s procurement function, respond to the global Climate Emergency and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty.

1.4 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 the contracts for the benefit of customers and students.

**STRATEGIC PROCUREMENT**

**OBJECTIVES**

|  |  |  |
| --- | --- | --- |
| **Procurement Strategic Objective** | **Procurement Reform Act Statement** | **Annual Report Commentary on strategy delivery/compliance** |
| 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. | This commentary  addresses the following:  The College’s general duty on the procurement of fairly and ethically  traded goods and services.  How 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. | Procurement is within the Finance office and is managed by 1 FTE. The Supply Chain Manager covers 5 campuses.  The Supply Chain Manager attends the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and has access to training to develop skills to benefit the service provided to New College Lanarkshire. Training is assessed as part of a continual performance review and development process.  The College actively supports the sourcing of goods that are fairly, ethically and sustainably sourced. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process.  A documented Contract Management process is now embedded. The supplier management and performance measurement route are determined at the Commodity Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes are applied to monitor the performance.  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 marketplace and delivering innovation throughout the term. |
| 1.2 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. | This commentary  addresses the  College’s general duty on the use of community benefits. | New College Lanarkshire’s Tendering Policy has been written fully compliant to the Scottish Government’s Procurement Journey and is updated on an annual basis.  All regulated procurements, where timescales permit, have 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.  A Project Strategy has been completed with the input from each relevant group for the following contracts let within the period:   * Provision of Beauty Kits * Reverse Vending Machine * Motherwell Campus - Smoke Detector Heads Replacement * NCL Website Services * Refresh of Wireless Network Solution * Provision of Taxi Services * Provision of Makeup Kits   Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, H&S, Sustainability and Community Benefits. |
| 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. | This commentary  addresses  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. | New College Lanarkshire utilise TechOne as the Finance system.  Significant enhancements have been introduced to ensure all requisitions state how the procurement was sought. There are 7 options to choose from:   * 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 Influenceable   All requisitions over a value of £10k are work-flowed through to the Supply Chain Manager for approval. All contracted Procurements are registered on the Hunter database, ensuring all spend over the regulated threshold is published on the public facing Contracts Register.  Reports are extracted from the finance system and uploaded to the APUC Hunter System where the spend is categorised. This enables us to analyse spend for recurring procurements which exceeds the procurement threshold over a 4-year period. This informs our forward tender plan.  Local savings are recorded to report efficiencies of the procurement function and reported to APUC.  All regulated procurements are advertised on Public Contracts Scotland and published on either Public Contracts Scotland – Quick Quote or Public Contracts Scotland – Tender.  The Supply Chain Manager delivered Procurement training to the heads of departments within the College. This session focused on the Colleges procurement statutory obligations, where to locate the buyer information and an overview of the internal procurement and policies and procedures. The training also promoted the use of framework agreement and considerations to economic, social and environmental procurement impacts during the purchasing decisions. |
| 3.1 To embed sound, ethical, social and  environmental policies within the Institution’s  procurement function, respond to the Climate Emergency and to comply with  relevant Scottish and UK legislation in  performance of the sustainable procurement duty. | This commentary  addresses the following:  The College’s duty on promoting compliance  by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act.  How the College intends to ensure that all of its  regulated  procurements will be carried out in compliance with the sustainable  procurement duty.  How the College intends to ensure that its regulated  procurements will be carried out in compliance with its duty to treat relevant  economic operators  equally and without  discrimination.  How the College secures  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.  The College’s  general duty on the payment of  Living Wage to persons  involved in producing,  providing or  constructing the subject matter of  regulated  procurements. | SME engagement is imperative to the College, we continue to offer support to SMEs in the Tender process.  Although activity has been limited this year, the Supply Chain Manager is regularly asked to attend events for the Federation of Small Businesses, providing advice and a key contact for further information in contracting opportunities.  Risk Management procedures are in place to assess if the service/goods have a high sustainability impact. On all local regulated procurements, an exercise is carried out using the APUC 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.  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.  New College Lanarkshire complies with its duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.  The College uses standard terms and conditions that, require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. Payment terms with Contractors are 30 days and Contractors are required to pay sub-contractors within that period.    New College Lanarkshire is a real Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area.  The College is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.  The College formed a Sustainability Committee in early 2022 which is attended by Procurement. The group meet every quarter to provide an update within their business areas and any key topics to be aware of. The College are participating in the Sectors FNT2030 Sustainability plans. This project, as led by APUC Ltd, in collaboration with the College, has developed a set of goals for the College and the sector as a whole to address the Climate Emergency through its supply chain.  New College Lanarkshire are early adopters of the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain. The College have invited our top 100 suppliers in accordance with spend on the portal. |
| 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. | This commentary  addresses the College’s  general duty on  consulting and  engaging with those affected by its procurements. | New College Lanarkshire established how it would engage with  internal and external stakeholders and suppliers. The guidelines are set out in our Procurement Strategy.  <https://www.nclanarkshire.ac.uk/media/ablkj1hc/procurement-strategy-2023-24.pdf>  A current contracts database is in place and publicly available.  <https://www.apuc-scot.ac.uk/#!/institution?inst=65>  Where appropriate New College Lanarkshire invites local suppliers to the College for workshops on “How to Tender”, this has proven to be successful, quantified by an increase of SMEs bidding.  New College Lanarkshire’s Supply Chain Manager is a member of the Procurement Strategy Group – Colleges (PGS-C), and regularly attends APUC Open Forums and networking events.  Regional Team meetings are held and facilitated by our Senior Supply Chain Manager responsible for the Central and South Region. This enables the Supply Chain Managers to discuss where there are opportunities for regional collaboration.  New College Lanarkshire and South Lanarkshire College are pursuing further collaborations in the 2023/2024 financial year with a regional Minor Works framework agreement.  The College is a member the Environmental Association for Universities and Colleges (EAUC) which supports HE and FE institutions across the UK on sustainability issues. The College also actively engages with other bodies through HE and FE specific events. |
| 3.3 To promote the delivery of value for money through good  procurement practice and optimal use of  procurement  collaboration  opportunities. | This commentary addresses the following:  How the College intends to ensure that its regulated  procurements will deliver value for money.  How the College intends to ensure that its regulated  procurements will contribute to the carrying out of its functions and achievements of its purpose. | Procurement works closely with stakeholders impacted by any procurement process. Procurement guides the College stakeholders through the collaborative framework agreements and for local tenders, procurement leads the tender process guiding the stakeholders, carefully considering the balance of cost and quality. The stakeholders are part of the evaluation team who assess the quality aspect of the tender bids providing their input into a value for money decision.  The Supply Chain Manager contributes to the annual Contracting  Priorities Workshop to ensure the requirements of the College can be identified for consolidated contracting.  It is estimated that during the reporting period, locally tendered savings were £75k for BT1 Savings. Through use of APUC framework agreements, savings were approximately £214k at BT1 and £501k at BT2, pending APUC verification of 2022/2023 savings figures. |

New College Lanarkshire has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These 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

* Scottish Procurement

**Category B** Collaborative Contracts available to public bodies within a specific sector

* Scottish Procurement
* APUC
* Scotland Excel
* NHS National Procurement

**Category C** Local Contracts for use by individual bodies

**Category C1** Local or regional collaborations between public bodies

**Category Subject** is a collection of commodities or services sourced from the same or similarsupply 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 corepurpose 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 keyinformation 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 withcustomers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

**EcoVadis** is global CSR assessment tool which is based on international standards to conduct individual sustainability performance assessments across all relevant areas of the supply chain. Suppliers assessed by EcoVadis will receive a sustainability scorecard with detailed insights into their strengths along with opportunities for improvement.

**GPA -** The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO). For more information visit [WTO website](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

**GPA Thresholds** are the thresholds of the Agreement of Government Procurement which apply to public authorities from 1 January 2021. The current thresholds applicable are (net of VAT): - for Supply, Services and Design Contracts, £177,897, for Work Contracts, £4,447,447. The GPA thresholds are revised every 2 years. The next threshold change will occur on 1 January 2024.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution whichuses 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** –Expenditure paid to third party suppliers for goods, services and works. It is calculated based upon the total value of invoices paid per annum. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but includes spending on agency staff, capital expenditure and programme spend on commodities and services.

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

**Real Living Wage** is a voluntary hourly rate that is set by the Living Wage Foundation. The hourly rate level is set annually and is based on the cost of living in the UK with the aim to help support a minimum acceptable quality of living.

**Lotting -** the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation47), 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 fromone source, for example Scottish Qualification Authority.

**PRA –** the Procurement Reform (Scotland) Act 2014.

**PRA Thresholds** – the thresholds set by the Scottish Government where the Procurement Reform (Scotland) Act 2014 applies. £50,000 ex VAT (goods and services) and £2,000,000 ex VAT (works).

**Prioritisation** - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid allprocuring 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 theprocurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previousProcurement 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 publicsector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system and is centrally funded by the ScottishGovernment. 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.

**Savings** – as defined in the Procurement Benefits Reporting Guidance by UK Universities Purchasing Consortia (UKUPC).

BT1 – Direct Price Based Savings

BT2 – Price Versus Market Savings

BT14 – Sustainability Based Savings

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and itscriticality 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 andmoving a product or service from the supplier to the procurer.

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

**Sustain Supply Chain Code of Conduct -** APUC and its client community of colleges and universities iscommitted 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 Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**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.

**World Trade Organisation (WTO)** is the global international organisation dealing with the rules of trade between nations.

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) [↑](#footnote-ref-2)
2. https://www.nclanarkshire.ac.uk/us/media-centre/college-procurement [↑](#footnote-ref-3)
3. Current public contracts GPA thresholds [↑](#footnote-ref-4)
4. Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements [↑](#footnote-ref-5)