



**NEW  
COLLEGE  
LANARKSHIRE**

Bringing **Education** Closer

# **Annual Procurement Report**

## **2021-2022**

**Reporting Period 1<sup>st</sup> August 2021 – 31<sup>st</sup> July 2022**

## Contents

<b>Executive Summary</b>		<b>3</b>
<b>Section 1</b>	<b>Compliance to the Strategic Objectives</b>	<b>5</b>
<b>Section 2</b>	<b>Summary of Regulated Procurements Completed</b>	<b>5</b>
<b>Section 3</b>	<b>Review of Regulated Procurement Compliance</b>	<b>6</b>
<b>Section 4</b>	<b>Community Benefits Summary</b>	<b>6</b>
<b>Section 5</b>	<b>Supported Business</b>	<b>8</b>
<b>Section 6</b>	<b>Future Regulated Procurements</b>	<b>8</b>
<b>Section 7</b>	<b>Other Content for Consideration</b>	<b>9</b>
<b>Annex A</b>	<b>Annual Procurement Summary</b>	<b>10</b>
<b>Annex B</b>	<b>List of Regulated Procurements Completed</b>	<b>14</b>
<b>Annex C</b>	<b>List of Regulated Procurements with Community Benefits</b>	<b>18</b>
<b>Annex D</b>	<b>List of Regulated Procurement Planned over next 2 years</b>	<b>19</b>
<b>Annex E</b>	<b>Annual Report Commentary on the Strategic Objectives</b>	<b>22</b>
<b>Annex F</b>	<b>Glossary of Terms</b>	<b>28</b>

## 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<sup>1</sup> 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 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 and addresses performance and achievements in delivering New College Lanarkshire's organisational Procurement Strategy<sup>2</sup>. 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 on which the institution may need to adjust.

New College Lanarkshire has completed 7 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<sup>3</sup>)] amounted to £628,484 (excluding VAT). There were 2 such procurements completed<sup>4</sup>.
- PRA regulated procurements [goods and services worth more than £50,000 (excluding VAT), works worth more than £2 million (excluding VAT)] amounted to £438,753 (excluding VAT). There were 5 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 £332,535 (excluding VAT). There were 12 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 635 active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was £8,798,522. This comprises of £6,980,900 (79.34%) of regulated expenditure and £1,817,622 (20.66%) of non-regulated expenditure.

---

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

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

<sup>3</sup> Current public contracts GPA thresholds

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

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.

73% of the total procurement expenditure is through a compliant procurement process. Approximately 34% 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:** 12/12/2022

**By:** New College Lanarkshire

**Signed:**



Iain Clark

**Position:** Chief Financial Officer

## 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.

Work is currently underway to embed these new priorities across the Public Sector.

The objectives in turn were aligned with the Scottish Funding Council's (SFC) Priority Outcomes as further detailed in the College's Regional Outcome Agreement 2019-22<sup>5</sup> and Lanarkshire Regional Strategy 2018-2023<sup>6</sup>. Annex E shows the Strategic Priorities, Strategic Objectives and the College's commentary on compliance to the objectives.

## 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> 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 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.

<sup>5</sup> <https://www.nclanarkshire.ac.uk/media/4765/lanarkshire-region-oa-2019.pdf>

<sup>6</sup> <https://www.nclanarkshire.ac.uk/media/4209/lanarkshire-regional-strategy-2018-23.pdf>

### **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%. The intention now is to continue to improve upon this score for the next assessment due in 2024.

### **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 7 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.

Although below regulated value, the College awarded one contract to a supported business in this period.

Category Subject	Supplier	Value over contract period	Start date	End Date
Rebrand External and Internal Signage	Scotland's Bravest Manufacturing Company	£37,307	03/08/2021	03/11/2021

## 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

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

The Contractor has committed to a number of benefits as part of the tender including waste stream site audits which will provide an improvement plan and potential follow up training. Biffa have also committed to support the College in market awareness, student engagement and engagement with local partnerships to support the reuse and recycling programmes. Rebate spend arising from the use of the service will also be filtered down to support local initiatives.

#### **Industry 4 Automation Training Equipment (CS-NCL083) - Didactic Services Ltd**

The purchase of the equipment awarded to Didactic service will support the SMART Hub Lanarkshire, new centre of excellence for manufacturing innovation and robotics. The College will have a dedicated space for SMEs to meet, learn and access business support and academic expertise. Didactic will also support the World Skills Training Program and student access to a technical and training portal.

#### **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 £7,933.

## Annex A - Annual Procurement Summary

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

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	New College Lanarkshire
b) Period of the annual procurement report	1 <sup>st</sup> August 2021 - 31 <sup>st</sup> July 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	7
b) Total value of regulated contracts awarded within the report period	£1,067,237
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	7
i) how many of these unique suppliers are SMEs	2
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	6
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
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 Benefit Requirement	3

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

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	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	£0.00
j) Total Value of contracts sub-contracted to Supported Businesses	£0.00
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 have included a scored Fair Work criterion.	2
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	0
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
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

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	13,347
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	80%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	6
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
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:	£37,307
i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£37,307
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£ 8,798,522
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£3,586,001
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	Not recorded
i) targeted cash savings for Cat A contracts	Not recorded
ii) targeted cash savings for Cat B contracts	Not recorded
iii) targeted cash savings for Cat C contracts	Not recorded
f) Total delivered cash savings for the period covered by the annual procurement report	*£245,962
i) delivered cash savings for Cat A contracts	*£10,808
ii) delivered cash savings for Cat B contracts	*£150,417
iii) delivered cash savings for Cat C contracts	£84,737
g) Total non-cash savings value for the period covered by the annual procurement report	*£344,015

**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

26
£10,155,148

\*Figure still to be verified by APUC

Annex B List of Regulated Procurements Completed in the Reporting Period 1/8/21 – 31/7/22

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
Industry 4 Automation Training Equipment	Didactic Services Ltd	11/08/2021	C	01/09/2021	31/08/2026	-	£254,464	Y	N
Decarbonisation Feasibility Study	Atkins Limited	27/10/2021	C	27/10/2021	26/05/2022	-	£63,663	N	N
Waste Management Services	Biffa Waste Services Ltd	05/10/2021	B	17/01/2022	16/01/2025	12	£374,020	N	N
Floor Covering Replacement Works - Cumbernauld & Motherwell Campus	Morris & Spottiswood Ltd	01/02/2022	B	01/02/2022	31/05/2022	-	£124,221	N	N
Software Licence Resellers Agreement	Softcat	28/02/2022	B	01/03/2022	28/02/2023	-	£65,281	N	N
Server Storage Maintenance Support	Specialist Computer Centres	01/05/2022	B	01/05/2022	30/04/2023	24	£63,588	N	N
Total							£945,237		

The following below regulated contracts (>£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
Classroom Refurbishments - Cumbernauld Campus	Prime Build Solutions Ltd	20/11/2021	C	22/11/2021	21/04/2022	-	£41,733	Y	N

Decoration Works - Cumbernauld & Kirkintilloch Campus	Bell Decorating Group Limited	21/12/2021	C	28/02/2022	27/04/2022	-	£38,485	N	N
Internal Door Replacement Works - Cumbernauld Campus	BSL Interiors Ltd	21/12/2021	C	28/02/2022	27/04/2022	-	£29,900	Y	N
External Carpark Lighting – Cumbernauld Campus	NM Electrical Contracts	21/12/2021	C	28/02/2022	27/04/2022	-	£25,361	Y	N
Coatbridge Campus- Cyclical Painting Classrooms & Offices	MITIE	21/06/2022	C	11/07/2022	10/08/2022	-	£31,600	N	N
Coatbridge Campus - Carpark LED Lighting	NM Electrical Contracts	23/06/2022	C	11/07/2022	10/08/2022	-	£12,340	Y	N
Motherwell Campus - Internal Decoration to Offices & Classrooms	Bell Decorating Group Limited	21/07/2022	C	01/08/2022	31/08/2022	-	£15,800	N	N
Motherwell Campus - Nursery Decoration & Flooring	Bell Decorating Group Limited	21/07/2022	C	08/08/2022	07/09/2022	-	£13,368	N	N
Motherwell Campus - Carpark LED Lighting	NM Electrical Contracts	05/07/2022	C	18/07/2022	17/08/2022	-	£42,780	Y	N
Rebrand External and Internal Signage	Scotland's Bravest Manufacturing Company	02/08/2021	A	03/08/2021	02/11/2021	-	£36,173	Y	Y
Planned Preventative Maintenance (PPM) Programmes	Oakleaf Ltd	16/06/2022	B	10/07/2022	09/11/2022	-	£24,995	Y	N
Taxi Services - Coatbridge and Surrounding Areas	Airdrie Taxis	10/09/2021	C	13/09/2021	12/01/2023	-	£20,000	Y	N
Total							£332,535		

## Non-Compliant

The following contract was awarded in financial year 2021-2022:

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
Legal Services	Shepherd & Wedderburn	C	N/a	N/a	£122,000	<p>This service had to be procured through the specific supplier due to conflict of interest between legal firms, urgency of the requirement and relevant expertise.</p> <p>This expenditure was incurred by the Regional Body (NCL) on behalf of South Lanarkshire College (SLC). NCL was fully recompensed for all costs involved in this matter.</p>	SLC now settle all payment direct to the supplier. There is no further contract anticipated for NCL.

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
Telephony Lines	BT – British Telecom	C	03/04/12	02/04/17	£162,000	Legacy Rolling Contract	Included in the Tendering Plan.



Campus Links	Virgin Media Business	C	31/07/11	01/08/16	£200,000	Legacy Rolling Contract	Included in the Tendering Plan.
Network Maintenance	Capita	C	N/a	N/a	£404,000	Legacy Rolling Contract	Included in the Tendering Plan.
Catering Supplies & Services	Glencrest Ltd	C	N/a	N/a	£215,000	Legacy Rolling Contract	Previously compliant framework. On review plan.
Fire Alarm Maintenance	Fire Protection Group	C	30/06/18	29/06/19	£90,000	Legacy Spend – no formal contract	Included in the Tendering Plan.
Access Control, CCTV, Intruder Alarm System.	FPG Security	C	30/06/18	29/06/19	£122,000	Legacy Spend – no formal contract	Included in the Tendering Plan.
Vehicle Parts	Dingbro	C	N/a	N/a	£77,000	Legacy Spend – no formal contract	Included in the Tendering Plan.
Disposable Towels	Scrummi Towels	C	N/a	N/a	£55,000	Legacy Spend – no formal contract	Included in the Tendering Plan.
Legal Services	BTO Solicitors	C	N/a	N/a	£162,000	<p>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.</p> <p>The final expenditure is unknown at date of report.</p>	No further contract is anticipated once dispute is concluded.

Plumbing	John Laing & Sons	C	N/a	N/a	£112,000	Legacy agreement – Expired framework	Included in the Tendering Plan.
Plumbing	Caledonian Heating and Plumbing Ltd	C	N/a	N/a	£80,000	Legacy Spend – no formal contract.	Included in the Tendering Plan.
Flooring Works	Designer Contracts	C	N/a	N/a	£134,000	Legacy Spend – no formal contract.	Included in the Tendering Plan
Cleaning Services	Q C S (Lanark) Ltd	C	N/a	N/a	£132,000	Cleaning services spend. This service arose during Covid-19 period.	Included in the Tendering Plan
LEV Maintenance	Active Energy Solutions Ltd	C	N/a	N/a	£90,000	Legacy Spend – no formal contract.	Included in the Tendering Plan.
Roofing Works	Elite Metal Roofing Ltd	C	N/a	N/a	£54,000	Legacy Spend – no formal contract.	Included in the Tendering Plan.

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

### **Transport Services (CS-NCL047) - Blue Bus Ltd**

- Blue Bus have successfully recruited a Mechanic Modern Apprentice through the delivery of the Student Transport agreement during this reporting period. The Apprentice will split their time between learning the role within the organisation and attending College on day release.

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

- E.A. Ellisons & Co Ltd provided prizes for the College 2021 prize giving ceremonies under this agreement.

Annex D List of Regulated Procurements planned to commence in next two F/Ys 2022/2023 & 2023/2024

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)
Telephone Landlines	B	New Contract	01/12/2022	01/02/2023	01/03/2023	28/02/2027	£280,000
HVAC Maintenance	C	Re-let	15/01/2023	01/03/2023	01/04/2023	31/03/2027	£360,000
Provision of Minor Works: Electrical Joinery Plumbing Painting Flooring Multi-trades	C	Re-let	15/01/2023	01/03/2023	01/04/2023	31/03/2027	£2,400,000
Microsoft - Software Licence Resellers Agreement	B	Re-let (Call-Off Framework)	15/01/2023	01/02/2023	01/03/2023	28/02/2027	£260,000
Professional Services (Architects, QS)	B	New Contract	01/02/2023	01/05/2023	01/06/2023	31/05/2027	£500,000
SIEMaaS Licences	C	Re-let	01/02/2023	01/05/2023	01/06/2023	31/05/2027	£80,000
Provision of Internal Audit Services	B	Re-let (Call-Off Framework)	01/02/2023	01/05/2023	01/08/2023	31/07/2027	£100,000
Student Counselling Services	B	Re-let (Call-Off Framework)	01/04/2023	01/06/2023	16/08/2023	15/08/2027	£480,000
General Stationary	A	Re-let (Call-Off Framework)	01/04/2023	01/05/2023	01/05/2023	30/04/2027	£60,000
Desktop Client Devices	A	Re-let (Call-Off Framework)	01/04/2023	01/05/2023	01/06/2023	31/05/2027	£200,000
Provision of Occupational Health & Health Surveillance Services	C	Re-let	01/03/2023	01/06/2023	01/09/2023	31/08/2027	£200,000
Network Maintenance	C	Re-let	01/05/2023	01/08/2023	01/09/2023	31/08/2027	£320,000
MFDs Lease	B	Re-let (Call-Off Framework)	01/05/2023	01/09/2023	01/12/2023	30/11/2027	£217,148
Provision of Coach and Mini Bus Hire Services	C	Re-Let	01/04/2023	01/09/2023	01/11/2023	31/10/2027	£160,000

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	01/05/2023	01/09/2023	01/10/2023	31/09/2027	£60,000
Lift Maintenance	B	New Contract	01/05/2023	01/09/2023	01/10/2023	31/09/2027	£400,000
Clinical Waste including Washroom Services	B	Re-let (Call-Off Framework)	01/06/2023	01/09/2023	01/10/2023	31/09/2027	£94,000
Technology Products and Associated Services	B	Re-let (Call-Off Framework)	01/09/2023	01/11/2023	10/12/2023	30/11/2027	£400,000
CCTV & Security Alarms Maintenance	B	New Contract	01/10/2023	01/02/2024	01/04/2024	31/03/2028	£240,000
Franking Machine	B	Re-let (Call-Off Framework)	01/12/2023	01/02/2024	17/03/2024	16/03/2028	£80,000
Student and Staff Online Wellbeing Service	C	Re-let	01/12/2023	01/03/2024	01/04/2024	31/03/2028	£50,000
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	01/05/2024	01/08/2024	31/07/2029	£2,200,000
LEV Maintenance	C	New Contract	01/02/2024	01/05/2024	01/08/2024	30/04/2028	£90,000
Provision of Make-up Kits	B	Re-let (Call-Off Framework)	01/02/2024	01/05/2024	01/08/2024	31/07/2028	£144,000
Provision of Hair Kits	B	Re-let (Call-Off Framework)	01/02/2024	01/06/2024	01/08/2024	31/07/2028	£220,000
						<b>Total</b>	<b>£10,115,148</b>

The following are below regulated works contracts. These are still substantial contracts for the College and procurement will influence this spend.

Category Subject	Owner: Cat A/B/C or C1	New or re-let procurement	Expected Date of Contract	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period (excl VAT)
------------------	------------------------	---------------------------	---------------------------	------------------------	---------------------	-------------------	---

			<b>Notice Publication</b>				
Replacement Pipework and Electrical Works – Coatbridge Campus	C	New Contract	01/04/23	01/06/23	01/07/23	30/09/23	£135,000
Car Park Resurface – Motherwell	C	New Contract	01/04/23	01/06/23	01/07/23	30/09/23	£200,000
						<b>Total</b>	<b>£335,000</b>

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

Annex E Annual Report Commentary on the Strategic Objectives

STRATEGIC PRIORITIES

**Inspirational Learner Journey**

An outstanding system of Learning. A more successful economy and society.

1

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 College.

**Develop & Nurture**

A more equal society. A culture of enterprise and innovation.

2

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.

**Effective & Efficient**

A more successful economy and society.

3

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 development 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.

**Strong & Sustainable**

High Performance institutions.

4

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 Climate Emergency and to comply with relevant Scottish, and UK legislation in performance of the sustainable procurement duty.

STRATEGIC PROCUREMENT OBJECTIVES

Procurement Strategic Objective	Procurement Reform Act 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 following:</p> <p>The College’s general duty on the procurement of fairly and ethically traded goods and services.</p> <p>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.</p>	<p>Procurement is within the Finance office and is managed by 1 FTE. The Supply Chain Manager covers 6 campuses.</p> <p>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.</p> <p>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.</p> <p>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 will be applied to 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 marketplace and delivering innovation throughout the term.</p>
<p>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.</p>	<p>This commentary addresses the College’s general duty on the use of community benefits.</p>	<p>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.</p> <p>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.</p> <p>A Project 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"> <li>• Waste Management Services</li> <li>• Industry 4.0 Automation Equipment</li> </ul> <p>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&amp;S, Sustainability and Community Benefits.</p>



<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 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.</p>	<p>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:</p> <ul style="list-style-type: none"> <li>• Approved – Procurement has approved a single source</li> <li>• Call Off – Contract exists</li> <li>• NA – No quote required for one off purchase under £5k</li> <li>• Single - Received at least one quote between £5k - £9,999k</li> <li>• 3 Quotes – Purchases between £10k - £49,999k</li> <li>• Tender – Full tender process &gt;£50k have been carried out</li> <li>• Non-Competitive - Non Influenceable</li> </ul> <p>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.</p> <p>Reports are extracted from the finance system and uploaded to the APUC Contract Uptake 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.</p> <p>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.</p> <p>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.</p>
<p>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</p>	<p>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</p>	<p>SME engagement is imperative to the College, we continue to offer support to SMEs in the Tender process.</p> <p>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.</p> <p>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.</p>

<p>performance of the sustainable procurement duty.</p>	<p>provision made under that Act.</p> <p>How the College intends to ensure that all of its regulated procurements will be carried out in compliance with the sustainable procurement duty.</p> <p>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.</p> <p>How the College secures prompt settlements with suppliers.</p> <p>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>The College's general duty on the payment of Living Wage to persons</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>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.</p> <p>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.</p> <p>New College Lanarkshire is a 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.</p> <p>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.</p> <p>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 will develop a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain.</p> <p>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.</p>
---	---	--

	involved in producing, providing or constructing the subject matter of regulated procurements.	
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.	<p>New College Lanarkshire established how it would engage with internal and external stakeholders and suppliers. The guidelines are set out in our Procurement Strategy.</p> <p><a href="https://www.nclanarkshire.ac.uk/media/6911/fin01procurement-strategy-2021v2.docx">https://www.nclanarkshire.ac.uk/media/6911/fin01procurement-strategy-2021v2.docx</a></p> <p>A current contracts database is in place and publicly available.</p> <p><a href="https://www.apuc-scot.ac.uk/#!/institution?inst=65">https://www.apuc-scot.ac.uk/#!/institution?inst=65</a></p> <p>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.</p> <p>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.</p> <p>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. We have progressed a collaborative tender for Waste Services with South Lanarkshire College which was awarded in this reporting year 2021/2022.</p> <p>New College Lanarkshire and South Lanarkshire College are pursuing further collaborations in the 2022/2023 financial year with a regional Taxi Services and Minor Works framework agreement.</p> <p>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.</p>
3.3 To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<p>This commentary addresses the following:</p> <p>How the College intends to ensure that its regulated procurements will deliver value for money.</p>	<p>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.</p>

	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.</p>	<p>The College's non-pay influenceable expenditure is approximately £8.8m from 1<sup>st</sup> August 2021 – 31<sup>st</sup> July 2022. Of the non-pay influenceable expenditure, *73% is contracted and *27% is non-contracted.</p> <p>79.34% of this spend was regulated spend. This comprised of 53.59% GPA regulated spend and 25.75% PRA regulated spend. 20.66 was below the regulated threshold.</p> <p><b>Collaborative Spend</b></p> <p>Approximately *34% of the contract spend was through collaborative agreements.</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> <p>*Percentages have yet to be qualified by APUC.</p>
--	--	--

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 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.

**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.

**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](#).

**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 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** – 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 annual procurement 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 (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.

**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 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.

**Sustain Supply Chain 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 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.