



# Annual Procurement Report

## 2020-2021

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Charity Number: SC0 36198

## Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required 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 2020 to 31 July 2021 and addresses performance and achievements in delivering the City of Glasgow College organisational procurement strategy<sup>2</sup>.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the College may need to adjust.

City of Glasgow College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252<sup>3</sup>] amounted to £4,038,573. There were 8 such procurements completed<sup>4</sup>.

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<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> Strategy - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/CoGC%20Procurement%20Strategy%202020-2022%20v1.1.pdf>

<sup>3</sup> Public contracts (EU) thresholds are revised every 2 years – next due on 01/01/2022

<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

- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £808,284. There were 10 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Appendix A.

City of Glasgow College has over 628 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £10,200,368 - £6,435,958 of which was regulated expenditure, £1,760,559 on non-regulated expenditure and £2,003,851 on non-influencable 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. 65% of the College spend went through collaborative agreements.

33% was spent with SME's who constitute 54% of the total of active suppliers. 77 SME's feature in the award of regulated procurements.

This report comprises 8 sections, the first five cover mandatory reporting with the remaining discretionary.

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary-
- Section 6: Go Awards
- Section 7: Climate Change
- Section 8: Fair Work First

This report has been produced by Deborah Fagan, Head of Procurement and approved by City of Glasgow College Finance & Physical Resources Committee on 1<sup>st</sup> December 2021 and the Board of Management on 15<sup>th</sup> December 2021.

## Section 1: Summary of Regulated Procurements Completed

City of Glasgow College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.

The detailed summary of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the Colleges Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=31>) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

At the end of this report information is set out to show lower value regulated procurements completed and EU regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract - total over contract period
- collaborative or college owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME / supported business

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

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

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

In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the HEFE sector is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented.

The PCIP assessment was conducted in November 2021 with the College scoring 94% and falling within the Gold band.

The following table sets out our compliance and performance with regards to our Procurement Strategy Objectives:

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the College considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar College’s needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The College contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Glasgow Clyde College, Glasgow Kelvin College and wider to deliver local collaborative contracts.</p> <p>The College actively engages in internal and external working groups as well as attending HE and FE specific events and Scottish public-sector events.</p> <p>Working Group and Forum Membership:</p> <p>Scottish Government procurement Climate Forum APUC LTD Procurement Strategic Group</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	<p>EAUC Sustainable Procurement Topic Support Network  Environmental Sustainability Working Group  Glasgow Procurement Collaboration Group  HE/FE Supply Chain Climate Strategy Working group  Climate Emergency Procurement Working Group</p>
<p>To work with internal and external stakeholders to deliver innovation and best value to the College.</p>	<p>Optimal procurement project strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <u>Scottish Procurement Journey</u>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>Care is taken to ensure that procurement operations link in with and support the College's strategic objectives.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	Regular meetings with heads of department are established and procurement awareness and training sessions are delivered to identified target audiences regularly throughout the year.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>City of Glasgow College organises regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting - is subject to annual review and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The College has collaborated with Glasgow Clyde College and Glasgow Kelvin College on a number of tenders. The three Colleges form a regional procurement team called GRPT (Glasgow Regional Procurement Team). The Head of Procurement at City of Glasgow College analyses spend for every category to populate the local forward contracting plan with tender opportunities. This assists in identifying collaborative opportunities within the region.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and;</p> <p>work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The Procurement Department consists of a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the College to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>All members of the team hold a level of CIPS qualifications. One member of the team is MCIPS qualified with two others working towards this qualification. Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p>
<p>To develop sound and useful procurement management information in order to</p>	<p>Internal governance procedures, policies and tools are introduced to effect improvements to procurement process and efficiency.</p>

<b>Procurement Strategy Statement</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
<p>measure and improve procurement and supplier performance conducted through fair and transparent processes.</p>	<p>Expenditure segmentation analysis and data located on the Hub (Spikes Cavell), Hunter (including Contracts Registers) and APUC Ltd.'s Procurement Data Dashboard.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Life Cycle Mapping, Prioritisation, Supply Chain Code of Conduct, and Sustainability Test.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the College will assess the legislation applicable to a</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	<p>procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation, GDPR etc. Where relevant and proportionate the Living Wage and Fair Work Practices of suppliers are promoted in tenders. The College itself is an accredited Living Wage Employer.</p> <p>In line with the provisions of the Modern Slavery Act 2015 (the Act), the College is committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.</p>

City of Glasgow College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Listed within Appendix A of this report is the Colleges regulated non-compliant spend during the reporting period. All non-compliant spend has now been identified and reported to our Board of Management. We are currently working on areas of non-compliant spend.

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

For every procurement over £4m, City of Glasgow College 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 general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments, within our Project Strategies, 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.

Bidders 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.

City of Glasgow College has awarded 18 regulated procurement contracts over the reporting period. None of these were over £4 million in value however in the reporting period, the following community benefits from contracts below the value of £4 million were fulfilled:

1. Improving student experience and development:
  - Work experience placements
  - Career Talks
  - Interview Preparation and Coaching
  - Course related site visits and presentations
  - Delivery of Modern Apprenticeships
2. SME and Third Sector Engagement and Social Value
  - Work placement in conjunction with Skills Development Scotland
  - Work placement in conjunction with Princes Trust
  - A supply chain free of modern slavery and conforming to the suppliers code of conduct

Further information on Community Benefit requirements fulfilled can be found at the end of the report.

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

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the 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 Procurement Legislation and ensuring value for money for the College (using the only Supported Business [register](#) currently available and published by Ready for Business).

City of Glasgow College did not reserve any contracts for supported businesses in this period, however spend has occurred with 3 supported businesses to the value of £35k in the reporting period. The College currently hold a regulated contract with Hey Girls for the supply for sanitary products to the value of £50,000.

#### **Section 5 – Future Regulated Procurements**

City of Glasgow College 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 Appendix D should be viewed with this caveat in mind. Where possible, City of Glasgow College will use available Collaborative Frameworks.

The information provided in the list of Future Regulated Procurements covers:

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

### **Section 6 – Go Awards**

The Procurement Department were successful in winning the Procurement Team of the Year award at the 20/21 GO Awards and were shortlisted for Procurement Team of the Year at the National GO Awards in Birmingham.

The Procurement Team of the Year Award recognises the power and potential of a focused and unified approach to procurement. It acknowledges leadership, communication, innovation, collaboration, employee development and a collective team ethic and approach to deliver excellence in public services.

### **Section 7: Climate Change**

Public sector procurement has been identified as having a pivotal role and being a key enabler in contributing to national climate change targets. Public bodies are required to report annually on how their procurement policies and activities have: contributed to carbon emissions reduction targets; contributed to climate change adaptation; and acted sustainably.

The College is in the process of developing and implementing a number of policies, route-maps and action plans which will further support and influence the emerging climate change emergency such as. These policies and plans will be embedded

within the Procurement Departments strategic procurement process and will be supported in the delivery by The Scottish Government's sustainable tools.

### **Section 8: Fair Work First**

The College has taken an incremental approach to implementing the expanded Fair Work First in new procurement processes.

The expanded principles of the Fair Work First guidance are being incorporated into all relevant and proportionate Procurement exercises and applying a minimum weighting of 3% within the tender evaluation criteria.

Payment of the real Living Wage will be mandated in all relevant and proportionate contracts. This will be required where:

- Fair Work First practises, including payment of the real Living Wage is relevant to how the contract will be delivered;
- it does not discriminate amongst potential bidders;
- it is proportionate to do so; and
- the Contract will be delivered by workers based in the UK.

## Appendix A - List of Regulated Procurements Completed in the Reporting Period 1<sup>st</sup> August 2019 – 31<sup>st</sup> July 2020

### Compliant

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date (Inc. extension)	Value over contract period
Provision of College Insurance	Um Association Ltd	Small	01/08/20	CAT C	01/08/20	31/07/22	£106,542
Provision of a Diverse and Sustainable Catering Service	BaxterStorey Scotland Ltd	Large	08/09/20	CAT C	01/08/20	31/07/26	£1,200,000
Provision of Server Maintenance including Replacement & Repair	Stone Computers Limited	Large	27/08/20	CAT B	15/08/20	14/08/22	£245,716
Provision of Network Maintenance including Replacements and Repairs	SCC (Specialist Computer Centres)	Large	01/09/20	CAT B	15/08/20	14/08/24	£549,013
Supply of colour house products and service provision of training	L'oreal UK Ltd	Large	02/09/20	CAT B	31/08/20	31/08/24	£80,000

Supply of Electronic Components and Associated Products	Rapid Electronics Limited RS Components Ltd Cyclops Electronics Ltd Premier Farnell Edmundson Electrical Ltd Grafton Merchanting GB Ltd SJ Electronics Ltd Thurlby Thandar Instruments Ltd Allbatteries UK Rexel UK Limited	Medium Large - - Large Large - - - Large	02/11/20	CAT B	31/10/20	31/12/23	£200,000
Supply of Periodicals	LM Prenax UK	Medium	08/01/21	CAT B	01/01/21	31/12/24	£50,000
Provision of WIFI Connection and Devices for ESOL & Student Support	Vodafone Group Plc	Large	26/11/20	CAT A	01/01/21	30/03/22	£64,377
Digital Marketing Partnership	Jump Digital Ltd	Small	01/04/21	CAT C	01/04/21	31/03/23	£62,000
Provision of Microsoft Licenses with Added Value	Phoenix Software Limited	Large	23/03/21	CAT B	01/04/21	31/03/24	£403,576
Provision and Support of Bursary Management Software	Inisoft	Small	07/07/21	CAT C	01/07/21	30/06/26	£66,000
Provision of a Virtual Learning Environment	Instructure Global Limited	Large	14/06/21	CAT B	01/07/21	30/06/27	£665,268
Provision of Portable Appliance Testing (PAT)	SS Testing	Medium	07/07/21	CAT B	07/07/21	06/07/26	£70,200

Supply and Delivery of Sportswear	White Label Sourcing Ltd	Small	08/07/21	CAT C1	08/07/21	07/07/25	£183,316
Provision of cloud to cloud backup	Phoenix Software Limited	Large	26/07/21	CAT B	01/08/21	01/08/24	£58,650
Provision of manned guard security	Mitie	Large	24/06/21	CAT B	02/08/21	02/08/25	£425,000
Delivery of Teaching Qualification in Further Education Programme	University of Aberdeen	Large	27/05/21	CAT B	01/09/21	31/08/23	£67,200
Provision of Waste Services	ENVA	Medium	27/05/21	CAT B	01/09/21	31/08/26	£350,000

#### Non-Compliant Spend in the reporting period

Category Subject	Supplier Name	Value over Contract Period	Proposed Solution
Occupational Health	The Poster Company	£74,387	Tender in Progress
Large Format Printing	Integral Occupational Health Ltd	£126,112	Contract in final stage of award

#### Appendix B - List of Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Supply of Wine, Beer and Beverages	Inverarity Morton	01/02/19	01/02/22	£38,703	<ul style="list-style-type: none"> <li>- Staff and Student Training Once per academic year</li> <li>- Sponsorship of Student Awards and Event Nights</li> </ul>
Supply of Fresh Fruit and Vegetables	Mclays Ltd	04/02/19	01/02/23	£240,000	<ul style="list-style-type: none"> <li>- Sponsorship of Student Awards and Event Nights.</li> </ul>
Supply of Fresh Butcher Meat	Mclays Ltd	13/05/19	13/05/23	£200,000	<ul style="list-style-type: none"> <li>- Staff and Student Training (Butchery) twice per academic year</li> <li>- Sponsorship of Student Awards and Event Nights</li> </ul>
Provision of Painting Services	Scott Bro's Ltd	01/07/19	31/12/24	£64,667	<ul style="list-style-type: none"> <li>- 2 Apprenticeships for 4 years.</li> </ul>
Supply of Fish	The Fish People Ltd	04/03/19	30/03/23	£172,000	<ul style="list-style-type: none"> <li>- Staff and Student Training (Fish fileting) twice per academic year</li> <li>- Sponsorship of Student Awards and Event Nights.</li> </ul>
The Provision of a Diverse and Sustainable Catering Service	BaxterStorey Scotland Ltd	01/08/20	31/07/26	£12,000,000	<ul style="list-style-type: none"> <li>- 6 Modern Apprenticeships (1 per year)</li> <li>- 48 Work Experience Placements (8 annually)</li> <li>- English for Speakers of other Languages (ESOL) placements (3 placements per term)</li> <li>- Talks to procurement students from our supply chain (1 per term)</li> <li>- Students on springboard placement (2/4 per term)</li> <li>- Hospitality students experience at large corporate events (4 times per year)</li> <li>- Careers events, to promote Catering as a</li> </ul>

					career to students and Q & A session (2 sessions per year)
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**Appendix C – List of Regulated Procurement placed with Supported Businesses in the reporting period**

N/A

**Appendix D - List of Regulated Procurements planned to commence in next two F/Ys 21/22 & 22/23**

Category Subject	Owner: Cat A/B/C or C1	New/Re- let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Supply & Delivery of Smart Cards	B	Re-Let	N/A - Framework Call Off	Jan-22	£100,000
Supply of Trade Materials	B	Re-Let	N/A - Framework Call Off	Feb-22	£160,000

Supply of Cleaning Materials and Disposable Paper Products	B	Re-Let	N/A - Framework Call Off	Mar-22	£320,000
Supply of General Stationery & Office Paper	A	Re-Let	N/A - Framework Call Off	Mar-22	£200,000
Provision of Cisco Firewall	B	Re-Let	N/A - Framework Call Off	Mar-22	£78,000
Provision of Web Protection	B	Re-Let	N/A - Framework Call Off	Mar-22	£67,000
Supply of Hair and Beauty Kits and Consumables	B	Re-Let	N/A - Framework Call Off	Apr-22	£334,000
Supply of Events Production Equipment	C	New	Jan-22	Apr-22	£80,000
Supply of Specialist Skincare Products	B	Re-Let	N/A - Framework Call Off	Apr-22	£52,000
Provison of Student Mobile App	C	New	Dec-21	Apr-22	£50,000
Supply of Personal Protection Equipment	C1	Re-Let	N/A - Framework Call Off	Jun-22	£160,000
Supply of Multi-Functional Devices	A	Re-Let	N/A - Framework Call Off	Jun-22	to be confirmed
Provision of Server Maintenance including Replacement & Repair	B	Re-Let	N/A - Framework Call Off	Jul-22	£500,000
Supply of Catering Kits	C1	Re-Let	May-22	Jul-22	£300,000

Provision of Adobe Licenses	B	Re-Let	N/A - Framework Call Off	Jul-22	£200,000
Supply of Photography Equipment and Consumables	B	Re-Let	N/A - Framework Call Off	Jul-22	£120,000
Supply of Zoom Licenses	B	Re-Let	N/A - Framework Call Off	01/07/22	£84,129
Provision of an Asset Management System	C	New	Apr-22	Aug-22	to be confirmed
Supply of Colour House Products and Training	B	Re-Let	N/A - Framework Call Off	Aug-22	£80,000
Provision of Similarity Detection Software	B	Re-Let	N/A - Framework Call Off	Aug-22	£80,000
Provision of Nintex Licensing and Support	B	Re-Let	N/A - Framework Call Off	Aug-22	£62,000
Provision of a Radio Frequency Identification (RFID) System	B	Re-let	N/A - Framework Call Off	Sep-22	to be confirmed
Supply of Sanitary Products	B	Re-Let	N/A - Framework Call Off	Sep-22	£50,000
Supply of Catering Disposables and Catering Equipment	B	Re-Let	N/A - Framework Call Off	Oct-22	£80,000
Provision of a Laundry Services	B	Re-Let	N/A - Framework Call Off	Nov-22	£100,000
Supply of Periodicals	B	Re-Let	N/A - Framework Call Off	Dec-22	£50,000

Supply of Fresh Fruit and Vegetables	B	Re-let	N/A - Framework Call Off	Jan-23	£300,000
Supply of Promotional Materials	B	Re-Let	N/A - Framework Call Off	Feb-23	£240,000
Provision of Digital Marketing Services	C	Re-Let	Dec-22	Mar-23	£400,000
Provision of Litho/Digital Print Service	A	Re-let	N/A - Framework Call Off	Mar-23	£240,000
Supply of Fish	B	Re-let	N/A - Framework Call Off	Mar-23	£230,000
Provision of a HR/Payroll System	B	Re-let	N/A - Framework Call Off	Mar-23	to be confirmed
Supply of Medical and First Aid Supplies	B	Re-Let	N/A - Framework Call Off	Mar-23	£75,000
Provision Building Materials	B	Re-let	N/A - Framework Call Off	Apr-23	£100,000
Provision of Educational Psychologist Services	C	Re-let	Jan-23	Apr-23	£80,000
Supply and Delivery of Timber Products	B	Re-let	N/A - Framework Call Off	Apr-23	£75,000
Provision of Provision of Personal Survival Techniques and Fire Training	A	Re-let	Feb-23	May-23	to be confirmed
Supply of Fresh Butcher Meat	B	Re-let	N/A - Framework Call Off	May-23	£200,000

Provision of Legal Services	B	Re-let	N/A - Framework Call Off	May-23	to be confirmed
Provision of Student Counselling Services	B	New	N/A - Framework Call Off	Jun-23	to be confirmed
Provision of a Library Management System	B	Re-let	N/A - Framework Call Off	Jul-23	to be confirmed
Provision of Sign Language Interpreters	B	Re-let	N/A - Framework Call Off	Jul-23	£600,000
Supply of Grocery and Frozen Products	B	Re-let	N/A - Framework Call Off	Jul-23	£300,000
Provision of Specialist External Façade and Internal Window Cleaning Services	C	Re-let	Apr-23	Jul-23	£220,200
Supply of VMWare	B	Re-let	N/A - Framework Call Off	Jul-23	£64,142
Provision of Associate Trainers	C	Re-let	May-23	Aug-23	£1,800,000
Delivery of Teaching Qualification in Further Education Programme	B	Re-let	N/A - Framework Call Off	Aug-23	£67,200


**Annual Procurement Report Template**

**Annex A**

[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	City of Glasgow College
b) Period of the annual procurement report	2020-2021
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	18

b) Total value of regulated contracts awarded within the report period	£4,846,857
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	27
i) how many of these unique suppliers are SMEs	8
ii) how many of these unique suppliers how many 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	27
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 Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	1

#### **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	3
f) Number of Work Placements for Priority Groups	7
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	Est £320k
i) Total Value of contracts sub-contracted to Social Enterprises	-
j) Total Value of contracts sub-contracted to Supported Businesses	-
k) Other community benefit(s) fulfilled	

### **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.	18
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.	5
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	0
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	4

### **6. Payment performance**

a) Number of valid invoices received during the reporting period.	5106
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	45%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	00
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

### **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:	3
i) spend within the reporting year on regulated contracts	£32,777
ii) spend within the reporting year on non-regulated contracts	£1,588

### **8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£10,200,368
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£3,343,987
c) Total procurement spend with Third sector bodies during the period covered by the report.	£87,309
d) Percentage of total procurement spend through collaborative contracts.	65%
e) Total targeted cash savings for the period covered by the annual procurement report	-
i) targeted cash savings for Cat A contracts	-

ii) targeted cash savings for Cat B contracts	-
iii) targeted cash savings for Cat C contracts	-
f) Total delivered cash savings for the period covered by the annual procurement report	£370,980
i) delivered cash savings for Cat A contracts	£12,969
ii) delivered cash savings for Cat B contracts	£157,714
iii) delivered cash savings for Cat C contracts	£200,297
g) Total non-cash savings value for the period covered by the annual procurement report	£423,292
<b><u>9. Future regulated procurements</u></b>	
a) Total number of regulated procurements expected to commence in the next two financial years	47
b) Total estimated value of regulated procurements expected to commence in the next two financial years	>£8,298,671

## Annex B - Glossary of Terms

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

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

**APUC** - Advanced Procurement for Universities and Colleges Ltd is a procurement centre of expertise for Universities and Colleges.

**Supply Chain Code of Conduct** - City of Glasgow College 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 Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. 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.

**Hub (Spikes Cavell)** - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's [Hub](#) page.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling

organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

**Institutional Dashboard** - is the area within the APUC Buyers Portal developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data.

**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

**Prioritisation** - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

**Procurement Journey** is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

**PCS (Public Contracts Scotland)** is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

**Small and Medium Sized Enterprises (SMEs)** encompass -

- **Micro enterprises:** enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- **Small enterprises:** enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- **Medium enterprises:** enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Social Enterprises** are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

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

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

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a

whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**Third-Party Expenditure** is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods - tangible products such as stationery, which are often also known as supplies. Services - provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works - including construction works and utilities - energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.