

# Annual Procurement Report

November 2022



# 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 Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 August 2021 to 31 July 2022 and addresses performance and achievements in delivering the Edinburgh Napier University 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 institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

Edinburgh Napier University has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- Procurements regulated under the World Trade Organisation's Government Procurement Agreement (GPA) [goods and services worth more than £213,477; works worth more than £5,336,937<sup>3</sup> incl. VAT] amounted to £2,106,099. There were 6 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> [https://staff.napier.ac.uk/services/finance/Procurement/Documents/ERPT\\_ProcurementStrategy.pdf](https://staff.napier.ac.uk/services/finance/Procurement/Documents/ERPT_ProcurementStrategy.pdf)

<sup>3</sup> Public contracts (GPA) thresholds are revised every 2 years – next revision due on 01 /01/2024. For further info see: <https://www.gov.scot/publications/procurement-thresholds-and-vat-inclusion-in-estimated-contract-value-sppn-8-2021/>

<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 excl. VAT] amounted to £3,066,019. There were 34 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.

Edinburgh Napier University has over 900 active suppliers with whom the University did business in the reporting period and the total procurement expenditure was £30,147,824.

The University 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. 27% of the University spend went through collaborative agreements.

74% was spent with SMEs who constitute 86% of the total of active suppliers. 32 SMEs featured in the award of regulated procurements.

This report comprises six sections which address mandatory reporting requirements

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary

**Report Approved** – 17 November 2022

**By** – Audit & Risk Committee

**Signed** – Andy McGoff

**Position** - Director of Finance and Operations

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# 1. Summary of Regulated Procurements Completed

Edinburgh Napier University strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan.

The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the institutional Contracts Register<sup>5</sup> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the University's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and GPA regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

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

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<sup>5</sup> <http://www.apuc-scot.ac.uk/#!/institution?inst=51>

## 2. Review of Regulated Procurement Compliance

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

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

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

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

Procurement aims and focus	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>Addresses Statement of the authority's general policy on consulting and engaging with those affected by its procurements.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution 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 institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Edinburgh College to deliver local collaborative contracts.</p>

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
	The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p> <p>Addresses Statement of the authority's general policy on the use of community benefit requirements</p>	<p>Optimal procurement 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 Scottish Procurement Journey.</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>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Support Academic and Professional Services Departments to enhance the learning experience, for the many and diverse needs of stakeholders, by providing innovative solutions for their procurement decisions.</p>	<p>Optimal procurement 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 Scottish Procurement Journey.</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>For every procurement over £4m, the institution will consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m.</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives.</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Embed sound ethical, social and environmental policies within the Institution's procurement function to ensure compliance with relevant Scottish, UK and EU 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 Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme (section 2 questions = Sustain)</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The institution 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 institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation. The University is a Living Wage employer.</p> <p>The Institution complies with its duties under the Modern Slavery Act.</p>
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities working 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 best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>The University sorts 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 with APUC 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>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Sustain and further develop partnerships within the sector, with other publicly funded and professional bodies, and where appropriate with supply markets that will yield intelligence, innovation and deliver value to users of procurement.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution 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 institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>
<p>Develop management information to measure and improve procurement and supplier performance, assisting key stakeholder areas in meeting their requirements for best value goods and services.</p>	<p>Internal governance procedures, policies and tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard 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>

Edinburgh Napier University 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.



### 3. Community Benefit Summary

For every procurement over £4m, Edinburgh Napier University 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 University policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included’? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing ‘upskilling’ opportunities (e.g., Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,

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.

Edinburgh Napier University has awarded 40 regulated procurement contracts over the reporting period. None of these were over £4 million in value.



## 4. Supported Business

Higher value procurements 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 [see Glossary of Terms for definitions].

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with GPA and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).

The University did not reserve any contracts for supported businesses in this period. The University aims to increase its contract uptake through the Supported Business framework agreement over the next two years. In tandem, the University will research opportunities for awarding contracts to third sector bodies including social enterprises.



## 5. Future Regulated Procurements

Edinburgh Napier University 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.

The information provided in Appendix D - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category: call off from framework, C – local contract or C1 – local collaboration



# 6. Appendices

- Appendix A List of Regulated Procurements Completed in the Reporting Period  
01/08/21 – 31/07/22
- Appendix B List of Regulated Procurements with Community Benefit  
Requirements Fulfilled
- Appendix C List of Regulated Procurements placed with Supported Businesses
- Appendix D List of Regulated Procurements planned to commence in next two  
F/Ys 22/23 & 23/24

## Appendix A

### List of Regulated Procurements Completed 1 August 2021 – 31 July 2022

Contract Title	Supplier	Date of Award	Category	Contract Start Date	Final Date	Contract Value	SME
Building Condition Survey	Oakleaf Surveying	26/05/2022	Call-off from Framework	26/05/2022	31/12/2022	£130,000	Small
Legal Services	Anderson Strathern	01/10/2021	C	01/09/2021	31/08/2023	£200,000	Medium
Cognos Planning Analytics License IBM	Capita Consulting Ltd	25/11/2021	C	29/11/2021	28/11/2024	£80,000	Micro
Fixed Wire Testing Campus & Non Accom Sites	Comply2 Ltd.	01/02/2022	Call-off from Framework	01/02/2022	31/01/2023	£75,000	Small
Unified Communications	PING Network Solutions	16/02/2022	C	11/03/2022	10/03/2025	£50,000	Small
Fire Equipment & Maintenance	Firemark (formerly FPS)	14/10/2021	Call-off from Framework	15/10/2021	14/10/2023	£60,000	Small
Employee Assistance Programme	Employee Advisory Resource	31/07/2021	C	01/08/2021	31/07/2022	£68,000	Medium
Snow Clearing & Gritting	Ground Control	29/10/2021	C	01/11/2021	31/10/2024	£280,000	Micro
CRM Development	Incremental Group Limited	16/05/2022	C	05/04/2022	04/10/2022	£99,725	Medium
Data Backup & Recovery Solution	PING Network Solutions	03/02/2022	C	04/02/2022	03/02/2027	£375,000	Small
Waste Management General Waste	ENVA	01/02/2022	C	01/02/2022	31/01/2025	£480,000	Large

Contract Title	Supplier	Date of Award	Category	Contract Start Date	Final Date	Contract Value	SME
Merchiston Churchill Theatre Rent	City of Edinburgh Council	23/08/2021	C	23/08/2021	22/02/2022	£120,000	Large
Near Homes Phase 2 Construction R & D	Ecosystems IT Ltd	09/03/2022	C	14/03/2022	13/04/2022	£99,700	Small
Advanced Manufacturing programme Engineering Machine	Yamazaki Mazak UK Ltd	19/07/2021	C	01/10/2021	30/09/2022	£160,000	Large
SHEDL eBooks	Springer Nature	30/07/2021	Call-off from Framework	01/08/2021	31/07/2025	£50,305	Medium
Unit 4 Agresso licence, support & maintenance	UNIT4 Business Software Ltd	01/08/2021	Call-off from Framework	01/08/2021	31/07/2022	£60,574	Medium
Tribal SITS and Dynamics licenses 21/22	Tribal Education Limited	30/06/2021	Call-off from Framework	01/08/2021	31/07/2022	£135,549	Large
Modular Building Craiglockhart Campus Furniture	Claremont Office Furniture Ltd	01/09/2021	C	01/09/2021	31/12/2021	£81,600	Large
	Alpha Marketing UK Ltd						Medium
Modular Building Craiglockhart Campus Grounds Work	J Sives Surfacing	02/08/2021	C	02/08/2021	01/09/2021	£129,768	Small
Formation of new Lecture Theatre Works Replacement Air Ventilation	Bouygues (U.K.) Limited	23/08/2021	C	23/08/2021	22/11/2021	£120,000	Small
	MPACT Group Ltd						Medium

Contract Title	Supplier	Date of Award	Category	Contract Start Date	Final Date	Contract Value	SME
Works Canal Space Bainfield Works Element	MPACT Group Ltd	05/10/2021	C	18/10/2021	17/01/2022	£280,000	Medium
Kistler Force Dynamometer	Kistler Instruments Ltd	06/09/2021	C	15/09/2021	14/09/2022	£51,000	Small
Gunt Equipment Various	Gunt Technology Ltd	23/08/2021	C	20/09/2021	19/09/2022	£54,000	Small
Lindsey Stewart lecture theatre HyFlex+ AV installation	Streamtec Limited	17/08/2021	Call-off from Framework	17/08/2021	16/08/2022	£60,000	Small
Craiglockhart External Classroom AV Installations	Streamtec Limited	07/08/2021	Call-off from Framework	07/08/2021	06/08/2022	£165,000	Small
B55 HyFlex+ AV Installation	Streamtec Limited	17/08/2021	Call-off from Framework	17/08/2021	16/08/2022	£105,000	Small
Catering Coffee Machines and Coffee Disposables	Coffee Conscience Ltd	23/08/2021	C	20/09/2021	19/03/2023	£79,000	Small
ALMA library management system	Ex Libris UK Ltd	19/08/2021	Call-off from Framework	14/08/2021	13/08/2022	£94,432	Small
ABI academic journals	Proquest	26/08/2021	Call-off from Framework	01/08/2021	31/07/2023	£53,164	Micro
Business Analyst - Curriculum Management	Lorien Resourcing Ltd	30/09/2021	Call-off from Framework	01/10/2021	31/03/2022	£50,000	Large
Consultancy More Homes Scotland Project	Turley Management Solutions Ltd	01/10/2021	C	01/10/2021	31/07/2022	£115,000	Micro

Contract Title	Supplier	Date of Award	Category	Contract Start Date	Final Date	Contract Value	SME
IT Specialist Recruitment	Livingston James Ltd	30/01/2022	C	01/02/2022	31/01/2023	£50,000	Small
Clarivate/Web of Science	Clarivate Analytics (UK) Limited	01/10/2021	Call-off from Framework	01/10/2021	30/09/2024	£50,038	Large
Print Serials LM Prenax	LM Prenax (formerly LM Information Deliver UK Ltd)	13/10/2021	Call-off from Framework	13/10/2021	12/10/2022	£85,000	Medium
Monographs 21-22 Proquest	ProQuest	01/04/2022	C	13/10/2021	12/10/2022	£150,000	Large
Washroom Services Hygiene	Rentokil Initial Services UK Ltd	01/02/2022	C	01/02/2022	31/01/2024	£53,714	Large
NTTF Skills for a Low Carbon Future - Scottish Retrofit Training	Retrofit Academy CIC	27/10/2021	C	01/12/2021	31/03/2022	£78,850	Large
New Classroom Furniture Project	Azzurro Ltd	27/10/2021	C	27/10/2021	26/02/2022	£60,000	Large
	Claremont Office Furniture Ltd						Large
	Alpha Marketing UK Ltd						Medium
	Langstane Press Limited						Medium
Waste Management Confidential Waste Lot	Shredall Ltd	01/02/2022	C	01/02/2022	31/01/2025	£90,000	Small
Elsevier ScienceDirect Electronic Journal	Elsevier B.V	28/04/2022	Call-off from Framework	02/05/2022	01/05/2025	£491,099	Large

Contract Title	Supplier	Date of Award	Category	Contract Start Date	Final Date	Contract Value	SME
Read and Publish, 2022-2024							

## Appendix B

### List of Regulated Procurements with Community Benefit Requirements Fulfilled

None

## Appendix C

### List of Regulated Procurements placed with Supported Businesses

None

## Appendix D

### List of Regulated Procurements planned during 1 August 2022 – 31 July 2024

Contract Title	Expected Award Date	Expected Start Date	Expected End Date	Estimated Value Over Contract Period	Category
Academic Consultancy Project	01/11/2022	01/11/2022	28/02/2023	£140,000	C
Courier, Parcel & International Mail & Parcel Services	29/11/2023	02/12/2023	01/12/2026	£100,000	C
Fire Alarm Maintenance	26/07/2022	02/08/2022	01/08/2024	£160,000	C
Internal Audit	01/07/2023	01/08/2023	31/07/2028	£350,000	Call-off from Framework
External Audit	01/03/2023	01/04/2023	31/03/2028	£330,000	Call-off from Framework
Student Accommodation Cleaning Services	03/07/2023	07/08/2023	06/08/2025	£1,100,000	C
AV Supply and Installation	01/09/2023	01/10/2023	30/09/2026	£120,000	C
Graduation Services	01/02/2023	01/03/2023	28/02/2027	£700,000	C
Mobile Telephony	01/08/2022	01/09/2022	31/08/2025	£120,000	C
Deep Cleaning Student Accommodation Sites Summer Period	21/11/2022	01/05/2023	30/04/2024	£240,000	C
Building Control Systems	21/08/2023	02/10/2023	01/10/2025	£120,000	C
Craiglockhart Window Replacement Programme Works Element	17/07/2023	03/10/2023	02/08/2024	£1,500,000	C
Online Payment provider	01/08/2023	01/08/2023	31/07/2027	£280,000	C
Cisco Network Support	23/01/2023	23/01/2023	22/01/2027	£650,000	C
Provision of Specific Learning Disability (SpLD) Testing	01/09/2022	01/10/2022	30/09/2025	£140,000	C

<b>Contract Title</b>	<b>Expected Award Date</b>	<b>Expected Start Date</b>	<b>Expected End Date</b>	<b>Estimated Value Over Contract Period</b>	<b>Category</b>
MTD Compliance - PX Cube Implementation	01/06/2023	01/07/2023	30/06/2024	£80,000	C
Payment Platform	01/05/2023	01/08/2023	31/07/2026	£280,000	C
Payment Solutions - PSC	01/05/2023	01/08/2023	31/07/2026	£700,000	C
Tribal SITS and Dynamics licenses 22/23	29/06/2022	01/08/2022	31/07/2023	£210,000	C
Reactive Maintenance	31/08/2022	01/11/2022	31/10/2024	£210,000	C



## Glossary of Terms

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

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

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

**BT14 – Sustainability Based Benefits** - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction
- Social, equality and / or environmental improvements

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

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** these typically provide details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc).

**Cost Avoidance** The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e., negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

**Flexible Framework** Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

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

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

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

For more information, visit the Scottish Government's Hub page.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

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

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

**Lotting** - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices.

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

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

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

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

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

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

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

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

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

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

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

**Supply Chain Management Programme (Sustain)** is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical, and socially responsible supply chain

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

**Supported employment programme** means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy, and the environment.

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

