



Annual Procurement Report

August 2022 to July 2023



"Open to all and dedicated to the pursuit of truth in the service of others"
Bishop Elphinstone, 1495

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University of Aberdeen - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ procurement spend of £5 million or more to develop a procurement strategy and to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of **1 August 2022 to 31 July 2023** and addresses performance and achievements in delivering the University of Aberdeen’s organisational procurement strategy².

The development of the present 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 [National Performance 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.

Over the period covered by this report, the University completed 97 regulated procurements with a value of **£30,162,685.78**. The breakdown is as follows:

Regulated Procurement	Contract Value	Number Completed ³	Value (£)
EU/GPA Threshold	Goods and services in excess of GPA/EU Threshold	57	26,584,494.30
Lower Value	Good & Services in excess of £50,000 or Works in excess of £2,000,000	40	3,467,716.48
Total		97	30,052,210.78

59 of the 97 contracts above were awarded to SMEs⁴ which constitutes 61% of suppliers featured in the award of regulated procurements.

The University optimises use of national (Cat A), sectoral (Cat B), local (Cat C) or regional collaborative (Cat C1 - where local public sector organisations collaborate) contracts and frameworks whenever possible. By using such frameworks, the burdens of risk and contract management are shared with the wider HE sector and the number of resource intensive formal local tenders that need to take place, is reduced significantly.

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

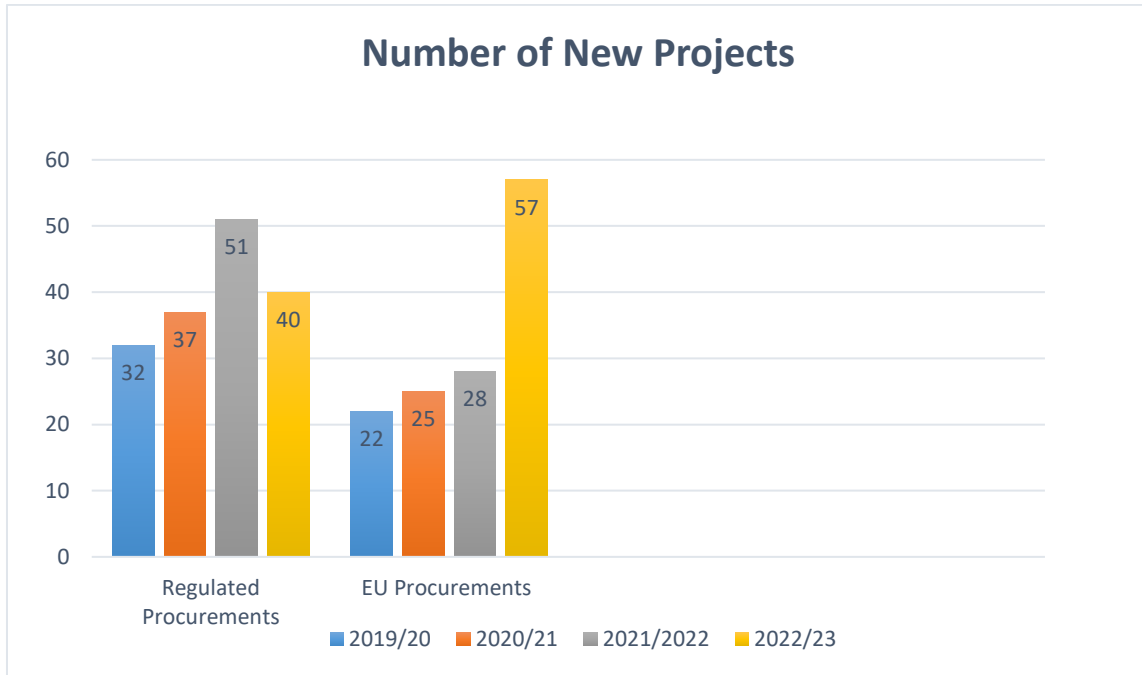
² See link <https://www.abdn.ac.uk/staffnet/working-here/legislations-7499.php>

³ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

⁴ SME - see definition in Appendix D - Glossary of Terms

39% of the above EU regulated procurements and 31% of lower value regulated procurements conducted during this reporting period were against national and sectoral framework agreements.

The number of projects completed by the Procurement Team has increased considerably during the last financial year. This is an increase of around 23% in the past year and represents a considerable total increase of 79% since 2019, as shown below:



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

The University of Aberdeen has over 3,100 active suppliers with whom the University did business in the reporting period and the total non-pay expenditure was £75m ex VAT.

The APR sets out the extensive programme of procurement activity undertaken by the Procurement Team. It also details the Community Benefits achieved through procurement activity in conjunction with suppliers and stakeholders. These are requirements which deliver wider benefits in addition to the core purpose of a contract and relate to social, economic and/or environmental benefits.

The Procurement Team continues to work on an eInvoicing Project to automatically receive and process electronic invoices from suppliers. It is widely recognised that eInvoicing is an efficient and time saving process for both the University and suppliers.

The University Procurement Team is independently assessed under the Scottish Government Procurement Commercial Improvement Programme (PCIP). PCIP delivers periodic assessments of key benchmarks and recommends what necessary improvements might be prioritised, planned and implemented. The most recent PCIP was conducted in 2019 and the institutional score fell into performance band 3. This rating sits in the upper half of the performance bands and showed an overall improvement of 3 bands on the previous assessment score from 2016.

Our continuous improvement plan is regularly revisited to deliver improvements upon this score in time for the next PCIP assessment which has yet to be scheduled. In the meantime, the Procurement Team will take part in a Pulse Check Assessment in November 2023. This is a lighter touch assessment which is intended to focus on higher level and more strategic areas. Although not comparable with previous PCIP, it is evidence based and will provide feedback and identify potential areas for improvement.

More detailed information on the regulated procurements and Community Benefits are provided in this report.

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
- Section 6: Optional Considerations

Report Owner: Helene Gannicliffe, Head of Procurement

Report Approved on: – XX November 2023

By: XXXXXXXX XXXXXXXXXXXX

The Accountable Officer for University of Aberdeen is Principal & Vice-Chancellor, Professor George Boyne

Section 1: Summary of Regulated Procurements Completed

The University of Aberdeen strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan. The University launched the Aberdeen 2040 strategic plan in February 2020 and the procurement strategy is reviewed, and objectives set to align with the University Strategy.

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 (<http://www.apuc-scot.ac.uk/#%21/institution?inst=24>) 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 EU/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 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.
- Whether the supplier is an SME

There were also some instances where clause 33, negotiated procedure without prior publication of the Public Contracts (Scotland) Regulations 2015 were utilised after assessment.

Section 2: Review of Regulated Procurement Compliance

Where appropriate, the University of Aberdeen 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 Public Contracts (Scotland) 2015 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.

The following table sets out the University’s Procurement Strategy Statement with a review of strategy, compliance and performance to achieve our corporate and strategic aims and objectives: -

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector (including APUC and EAUC), 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 Procurement Team actively seeks engagement with internal and external stakeholders and suppliers providing valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>The University contributes to annual HE/FE sector contracting plans and has coordinated procurement efforts on a regional basis with NHS Grampian, Aberdeen City Council, Robert Gordon University, University of Dundee and North East Scotland College to deliver local collaborative contracts.</p> <p>The Head of Procurement (HoP) attends and contributes to APUC (Advanced Procurement for Universities & Colleges - the procurement centre of expertise for Scotland's universities and colleges) Procurement Strategy Group. The HoP participates on the APUC Responsible Procurement Group and the Scottish Government Climate & Procurement Forum – Monitoring & Reporting Group.</p> <p>The Procurement Team (and other institutional stakeholders) actively participates in APUC framework agreement User Intelligence Groups and in the evaluation of associated tenders.</p> <p>The Procurement Team also engages with other bodies through HE and FE specific events, Scottish public-sector events, and wider UK HE events.</p>
<p>To work with internal academic budget</p>	<p>The procurement strategy is developed and agreed through consultation with the key stakeholders and end users for each regulated procurement.</p>

<p>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 intelligence gathering approach is 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 other organisations 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 align with and support institutional strategic objectives.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</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 groups regulated procurements into procurement categories. How goods, services and works are bought, i.e. joint purchasing, use of local, regional and national framework agreements, consolidated contracting, is subject to annual review with APUC. Also, 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 Procurement Team continues to work closely with other HE/FE institutions and local public sector organisations. For example, during this reporting period we are collaborating with University of Dundee on the Tax Advisory Service.</p> <p>The Head of Procurement also participates in the recently formed Scottish Licensing Group to consider software procurement, operational and implementation issues within the sector & to ensure value for money is achieved.</p>

<p>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>Three members (3 FTE) of the Procurement Team of 5 FTE are fully qualified CIPS (Chartered Institute of Procurement & Supply) members.</p> <p>The Team regularly participates in competency-based training and skills development programmes provided by APUC, HEPA, Scottish Government and other relevant organisations.</p> <p>Resource permitting, Procurement Awareness training is provided on an ongoing programme to ensure those with devolved procurement responsibilities are kept up to date.</p> <p>The Procurement website is updated regularly – it is user friendly and includes templates and forms for colleagues to use.</p> <p>Post procurement reviews are carried out and Supplier Contract Management guidance incorporated into the University Procurement Policy and Procedures. The Procurement Team is involved in managing appropriate contacts to ensure continued performance levels and improvements throughout the lifetime of the Contact.</p>
<p>To develop robust and useful procurement management information to measure and improve procurement and supplier performance in support of corporate and academic planning conducted through fair, transparent and safe processes.</p>	<p>The University has an integrated electronic Purchase2Pay Finance & Procurement System with workflow enhancements to ensure any purchase orders raised at the regulated procurement threshold or above (i.e. over £50K) are approved by the Head of Procurement before being issued to the supplier to ensure compliance with policy and procedures.</p> <p>The Procurement Team continues to work with Accounts Payable & Estates colleagues and suppliers on an e-Invoicing Project to facilitate electronic methods for receiving invoices from suppliers to effect improvements to procurement process and efficiency which benefits both the institution and the suppliers.</p> <p>Expenditure data is loaded on the Hub (i.e. Spikes Cavell) and Hunter (including Contracts Registers) as part of an ongoing process.</p> <p>The expenditure upload to Hunter is carried out on a quarterly basis to ensure that up-to-date data is available.</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.</p> <p>All regulated procurements opportunities are advertised on PCS and we make use of the PCS-T electronic tendering tool, using 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 Institution’s procurement function and to comply with relevant Scottish, UK and EC/GPA 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 are made, where appropriate, on a contract-by-contract basis during the planning stage, utilising tools including APUC’s Supply Chain Code of Conduct.</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 use of the Single Procurement Document (i.e. SPD) – contains questions used in the selection stage of a procurement exercise to identify suitably qualified and experienced bidders in all regulated procurements has been particularly valuable in achieving this goal.</p> <p>Where appropriate, and on a contract-by-contract basis, the University will assess the legislation applicable to a procurement exercise 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.</p> <p>The University is a Living Wage employer and complies with its duties under the Modern Slavery Act.</p> <p>In line with the Modern Slavery Act 2015, the University produces a Slavery & Human Trafficking Statement which is reviewed and published on an annual basis.</p>
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The University of Aberdeen 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.

Section 3: Community Benefit Summary

For every procurement over £4m, the University of Aberdeen 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 are considered at Procurement Project Strategy stage.

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,
- 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.

During the reporting period, the University did award a contract over the regulated procurement contract threshold of £4 million. The Community Benefits provided are shown in Appendix B along with those delivered within the period via existing contracts.

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 European Single Procurement Document (ESPD (Scotland) now known as SPD). The ESPD (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 Appendix D - 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 EU/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.

Section 5 – Future Regulated Procurements

The University of Aberdeen is keen to encourage competition by promoting optimal participation in its procurement process and to 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 C should be viewed with this caveat in mind.

The information provided in Appendix C - 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 –Other Content for Consideration

Sustainability & Climate Change

The University is committed in the Aberdeen 2040 strategy to:

- show leadership in working for the sustainable future of our planet, setting an example to our sector and to society.
- evaluate all our actions for their impact on the environment, and to meet stretching standards and targets.
- use our resources wisely, plan ahead and secure new sources of income to ensure our university's financial sustainability.
- Encourage everyone within our community to work and live sustainably, recognising the importance of our time, energy and resilience.
- Achieve net zero carbon emissions before 2040.

During this reporting period, the University appointed a Net Zero & Emissions Manager who the Procurement Team has been working together with to set Pathways, Strategies & Targets in relation to Sustainable Procurement in the Supply Chain. We are also working together to create a database of sustainability focused questions to include in Procurement projects where relevant. This will allow us to evaluate & score bids appropriately in relation to sustainability.

Procurement Team – Excellence Award

The Procurement Team was nominated this year for an Outstanding Team – Excellence Award. The University Principal's Excellence Awards recognise the positive impact staff have on others and highlight the significant contributions of staff in fulfilling the objectives and values of the University.

The Outstanding Team Award is for a team who has made an outstanding contribution to the University in achieving their objectives.

The nomination was made by the Deputy Director of Digital Directorate who said :

“The team have universally been responsive, proactive and accessible. Feedback from across the Digital Directorate has been overwhelmingly positive about the supporting role that every member of that team has provided in the continuity of delivery and maintenance of all of our services in terms of supply and risk management. The specialist guidance from the procurement team has been responsive and constructive throughout all our procurement projects”.

Although the Procurement Team did not ultimately win the award, it was encouraging to have been nominated and our expertise & knowledge recognised by a key stakeholder within the institution.

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Appendix A - Regulated Procurements Completed in the Reporting Period August 2022 to July 2023

PROJECT TITLE	SUPPLIER	Category	Start Date	End Date	Total Cost (incl Extensions)	SME
*Interpreting Suite	Televic	C	09/03/2022	08/03/2025	£223,539.00	Yes
Content Management System	TERMINALFOUR	C	15/08/2022	14/08/2025	£518,137.00	Yes
SDRL window panes	Euro Clad	C	30/09/2022	29/09/2032	£220,062.83	Yes
Controlled Carparking - Lot 1 - Payment	PayByPhone	C	05/09/2022	04/09/2025	£4,450.00	No
Controlled Parking - Lot 2 - Enforcement	Horizon	C	05/09/2022	04/09/2025	£49,500.00	Yes
FFC -RF Coils	Wideblue Ltd	C	08/08/2022	07/08/2024	£117,225.00	Yes
Echocardiography machine	Philips	C	01/09/2022	31/08/2023	£155,490.00	No
Stationery & Office Supplies 2022	Lyreco	Call off from framework	01/11/2022	31/10/2025	£173,000	No

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Insurance Broker 2022	Marsh Ltd	Call off from framework	01/08/2022	31/01/2023	£20,000.00	No
Lab Equipment Maintenance Autoclaves - lot 1	Hilton Instruments	C	01/08/2022	31/07/2024	£300,000.00	No
Lab Equipment Maintenance Balances - lot 2	Hilton Instruments	C	01/08/2022	31/07/2024		No
Lab Equipment Maintenance Centrifuge - lot 3	Hilton Instruments	C	01/08/2022	31/07/2024		No
Lab Equipment Maintenance Microscopes - lot 4	MSAC	C	01/08/2022	31/07/2024		Yes
Lab Equipment Maintenance Pure air - lot 5	Laboratory Specialist Services Ltd	C	01/08/2022	31/07/2024		Yes
Lab Equipment Maintenance Refrigeration - Lot 6	Sparks	C	01/08/2022	31/07/2024		Yes
Lab Equipment Maintenance Spectrophotometer – Lot 7	Hilton Instruments	C	01/08/2022	31/07/2024		No
Vehicle hire	Arnold Clark Vehicle Mgt	Direct award from framework	01/03/2023	28/02/2026	£250,000.00	No

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Alarm maintenance	IRN Security	C	01/08/2022	31/07/2024	£400,000.00	Yes
Window cleaners	Perfect shine	C	01/08/2022	31/07/2025	£212,000.00	Yes
Window cleaners	FCCS	C	01/08/2022	31/07/2025		Yes
*PIV Systems Upgrade	Dantec Dynamics	C	10/06/2022	09/06/2023	£125,000.00	Yes
Digitised Archives	Cengage	C	01/08/2022	31/07/2023	£64,940.00	Yes
Audio Visual Supply & Installation 2023	Streamtec Ltd	Call off from framework	01/05/2023	30/04/2026	£822,525.00	Yes
Executive Recruitment Services Framework 2023	GatensbySanderson	C	01/06/2023	31/05/2026	£699,000.00	Yes
Executive Recruitment Services Framework 2023	WittKieffer International	C	01/06/2023	31/05/2026		Yes

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Executive Recruitment Services Framework 2023	Eden Scott	C	01/06/2023	31/05/2026		Yes
Servers Maintenance 2022	MCSa	C	01/08/2022	31/07/2025	£153,748.20	Yes
Ad hoc cleaning	Perfect clean	C	01/08/2022	31/07/2025	£100,000.00	Yes
Ad hoc cleaning	Marioclean	C	01/08/2022	31/07/2025		Yes
Health and Safety Training	Evolve	C	01/08/2022	31/07/2025	£275,000.00	Yes
Health and Safety Training	Ringlink	C	01/08/2022	31/07/2025		Yes
Events and Conference Management 2022	Centium Software Pty Ltd	C	03/10/2022	02/10/2025	£234,370.00	Yes
Data Centre Servicing	INS Sudlows	C	01/08/2022	31/07/2025	£140,000.00	Yes
Tribal Dynamics SAAS	Tribal Education Ltd A	Call off from framework	01/10/2022	30/09/2022	£58,000.00	No

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Server and Storage	Proact IT	Call off from framework	01/08/2022	31/07/2025	£54,250.26	Yes
**King's Redevelopment Project - Construction	Cancelled	Call off from framework				
Similarity Detection Software	Turnitin	Call off from framework	01/08/2022	31/07/2023	£49,951.54	No
Design services	Natives Online Ltd	C	04/11/2022	03/11/2024	£500,000.00	Yes
Design services	The Union Advertising Agency	C	04/11/2022	03/11/2024		Yes
Design services	Stand Ltd	C	04/11/2022	03/11/2024		Yes
External Audit 2022	Ernst & Young	Call off from framework	01/04/2023	31/03/2026	£1,030,000.00	No
Lt Subscription Software	AD Instrumentation	C	12/08/2022	11/08/2027	£217,580.00	Yes

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Cleaning & Janitorial Products	Unico Ltd	Direct award from Framework	10/10/2022	09/10/2024	£1,175,257.00	Yes
**New Business School (Johnston) Construction	Cancelled	Call off from framework				
Asbestos Services Lot 1 – Removals	Enviraz (Scotland) Ltd	C	07/11/2022	06/11/2024	£2,000,000	Yes
Asbestos Services Lot 1 – Removals	Rhodar Ltd	C	07/11/2022	06/11/2024		No
Asbestos Services Lot 2 – Analytics	Tersus	C	07/11/2022	06/11/2024		Yes
Asbestos Services Lot 2 – Analytics	Environtec Ltd	C	07/11/2022	06/11/2024		Yes
Lab move	Simon Hegele Logistics	C	12/12/2022	31/01/2023	£130,000.00	Yes
Oracle Technical Support Licenses	Oracle Corporation UK	C	16/11/2022	15/11/2023	£108,300.00	No

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Polworth Medical Library Furniture	Azzurro	Call off Framework	07/09/2022	06/09/2025	£101,945.00	No
Student Engagement Platform 23-25	Softcat Plc	Direct award from Framework	27/01/2023	26/01/2025	£45,390.00	No
Radiation Protection Services 2023	NHS Grampian	C	01/03/2023	28/02/2026	£229,542.00	No
Mathematica Software Support License	Wolfram	C	01/10/2022	30/09/2025	£75,288.00	Yes
CRM System Development & Alumni relations 22-23	Blackbaud Europe Ltd	C	13/09/2022	12/09/2023	£55,204.00	Yes
HP laptop purchase	HP inc. uk	Direct award from framework	08/09/2022	07/09/2023	£180,720.00	No
Insurance Broker 2023	Marsh Ltd	C	01/02/23	31/01/26	£8,129,565.00	No

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Cleaning equipment maintenance	Briggs Equipment	C	01/12/2022	31/11/25	£150,000.00	No
Occupational Health 2023	OHWorks Ltd	C	01/05/2023	30/04/2026	£272,500.00	Yes
Combined Heat & Power Engine Maintenance 2022	Clarke Energy Ltd	C	24/08/2022	23/08/2025	£750,000.00	No
VMWare 2022-23	Softcat Plc	Call off from framework	01/01/2023	31/12/2025	£191,263.56	No
Fresh Fruit & Vegetables 2022	Total Produce	Call off from framework	05/12/2022	04/12/2024	£450,000.00	Yes
Fresh Seafood 2022	Direct Seafoods	Call off from framework	05/12/2022	04/12/2024	£150,000.00	Yes
Cleaning Chemicals and Consumables 2022	Unico Ltd	Call off from framework	15/05/2023	14/05/2025	£112,000.00	Yes
**New Business School - Enabling Works	Cancelled	Call off from framework				
Oritrap Mass Spectrometer	Thermo Fisher Scientific	Call off from framework	16/12/2022	15/12/2024	£611,022.81	No

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Outlying sites cleaning	Perfect Clean Edinburgh	C	16/01/2023	15/01/2026	£400,000.00	Yes
Agile resourcing 2022	Sthree	Call off	28/11/2022	31/08/2023	£300,000.00	No
Classroom Refresh 2022-2023	HP inc. uk	Direct award from framework	26/10/2022	25/10/2023	£181,393.50	No
Staff and PGR laptops	HP inc. uk	Direct award from framework	26/10/2022	25/10/2023	£288,576.60	No
Property Valuations 2023	Gerald Eve LLP	Call off from framework	12/06/2023	01/06/2025	£131,900.00	No
Microscope suitable for electrophysiology	Scientifica	Call off from framework	10/01/2023	09/01/2024	£60,495.34	Yes
Asian Innovative Food	King Asia	Call off from framework	01/02/2023	27/02/2025	£251,200.00	Yes
European Innovative Food	LoveJoes Ltd	Call off from framework	01/02/2023	27/02/2025	£240,000.00	Yes

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Waste Oil	Olleco	Call off from framework	01/01/2023	31/12/2025	N/A	Yes
Fresh Sandwiches	Tiffin	Call off from framework	16/03/2023	15/03/2025	£920,000.00	Yes
Student Admissions Support Service	QSES	C	06/12/2022	05/12/2023	£196,000.00	Yes
Timetabling Software	Advanced Business Software & Solutions Ltd	C	01/12/2022	30/11/2025	£126,023.00	No
USB Dongle Server & Rail Kit - Supply and Install	Advanced Power Technology Ltd	C	12/12/2022	11/12/2023	£74,702.00	Yes
Hillhead heating consultancy	Turner & Townsend	Call off from framework	05/05/2023	12/09/2025	£530,000.00	No
Email Marketing Software 2023	Computacenter UK	Call off from framework	01/07/2023	30/06/2024	£47,703.90	No
Optical Components	Thorlabs	C	04/01/2023	03/01/2024	£80,000.00	Yes

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New Carnegie Locks	Aspex	C	26/05/2023	25/05/2026	£170,000.00	Yes
Library periodicals 2023	LM Prenax	Call off from Framework	01/01/2023	31/12/2023	£1,200,000.00	Yes
Library supplementary cleaning	Perfect Clean Edinburgh	C	01/04/2023	31/03/2026	£100,000.00	Yes
InCites Analytics Tool Subscription	Clarivate	C	01/10/2022	30/09/2023	£53,748.22	No
Accreditation software	H2 Software	C	26/06/2023	25/06/2024	£150,000.00	Yes
Sanitary Waste Uplift & Disposal & Associated Services	PHS	Call off from framework	25/06/2023	24/06/2026	£125,000.00	No
*Coffee service provider	Matthew Algie	Call off from framework	01/04/2022	31/03/2025	£616,000.00	Yes
IT Training	QA ltd	C	10/07/2023	09/07/2026	£200,000.00	No
Acoustic Fish Tagging Equipment	RS Aqua	C	17/04/2023	16/04/2024	£216,240.00	Yes

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HPC Additional Kit 2023	OCF Plc	Call off from Framework	07/07/2023	06/07/2026	£660,000.00	Yes
VDI Hardware and Support Upgrade	Dell Corporation	Call off from Framework	26/06/2023	25/06/2028	£122,139.02	No
SDRL furniture	Claremont Office Furniture	call off from framework	29/06/2023	28/06/2026	£320,000.00	No
Autoclaves - Preventative Maintenance 2023	Steris Solutions Ltd	C	01/06/2023	31/05/2024	£60,148.00	Yes
Cell Sorter	Beckman Coulter	C	31/07/2023	30/07/2024	£119,240.00	Yes
Chat Bot	FUTR Ai Ltd	C	01/07/2023	30/06/2023	£25,935.00	Yes

* Start date in previous financial year but not included in previous APR as not all terms and/or processes concluded

** Tender process and the evaluation of bids completed up to point of Award then decision made to cancel projects due to escalation in costs

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Appendix B - Community Benefits Delivered Summary

Insurance Brokerage Service with Marsh Ltd as per framework agreement:

- Setting up Industry days for students to engage with professionals
- CII free membership
- Work with communities to provide apprenticeships
- Staff volunteering & fundraising

Construction Contract with Robertson – contract in place for Construction of Science Teaching Hub and delivered following to date:

Work Experience	Measurable	Amount
Work Experience under 16 years	number of students	12
Work Experience over 16 years	number of students	23
Engagement with schools	Measurable	Amount
School visits/workshops	number of visits on site	14
Lectures at local schools	number of lectures in school	20
Engagement with Uni & Colleges	Measurable	Amount
University/college visits	number of visits on site	14
Lectures at local Uni/colleges	number of lectures on campus	22
Adult Employment Ops (19+)	Measurable	Amount
Number of ops created	number achieved	15
Number employed	number achieved	15
Apprentices		
Number created	number achieved	8
Number completed	Number achieved	5
Diversity	Measurable	Amount
No. of women into employment	number recruited	12
No. BAME in Work Experience over 16	number of students	4

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Community Projects	Number	10
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Appendix C - Regulated Procurements planned - 2023/24 & 2024/25

New or re-let procurement

Category Subject	Owner: Cat A/B/C or C1?	New or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Temporary Staff	B	New	N/A Mini Comp Framework	April 24	Apr 24	Mar 28	TBC
Promotional Merchandise	B	New	N/A Mini Comp - Framework	TBC	TBC	TBC	TBC
Heating Project	A	New	N/A Mini Comp - Framework	TBC	TBC	TBC	TBC
Telephony	A	Re-let	N/A Mini Comp	In progress	Nov 23	Oct 28	£100,000
Mobile Voice & Data Svs	A	Re-let	N/A Mini Comp	In progress	Oct 23	Oct 27	£40,000
Admissions Processing Service	C	Re-let	In progress	In progress	Dec 23	Dec 28	£600,000
Natural Gas	A	Re-let	N/A Framework	Mar 25	Apr 25	TBC	TBC
Estates - Electrical and Data	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£500,000
Estates - Agricultural Vehicle and small tools	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£400,000
Estates - HVAC plumbing	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£400,000
Estates - Painting and decorating	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£280,000

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Estates - Access and scaffold	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£200,000
Estates - Arboriculture	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£140,000
Estates - Building fabric cleaning	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£100,000
Estates - Floorcoverings	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£80,000
Estates - Grounds maintenance	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£72,000
Estates - Tree surveys	C	Re-let	Feb 24	May 24	Aug 24	Jul 28	£16,000
Multi-Function Devices	B	Re-let	N/A Mini Comp Framework	Jun 24	Aug 24	July 28	TBC
Building Trades – Projects Term Contract	C	New	Jan 2024	April 2024	May 24	April 28	TBC
Courier Services	B	New	N/A Mini Comp Framework	Jan 24	TBC	TBC	TBC
Workwear	B	New	N/A Mini Comp Framework	Feb 24	TBC	TBC	TBC
Cyber Resilience	A	Re-let	N/A Framework	TBC	TBC	TBC	TBC
Hillhead Electrical Infrastructure upgrade	A	New	N/A Framework	TBC	TBC	TBC	TBC
Meston Electrical Infrastructure Upgrade	A	New	N/A Framework	TBC	TBC	TBC	TBC
Butcher Meat	B	New	N/A Framework	Nov 23	TBC	TBC	TBC
Light Sheet Microscope	A	New	Oct 23	Jan 23	03/05/23	TBC	£700,000

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Mech & Eng Consultant	B	New	N/A Mini Comp-framework	TBC	TBC	TBC	TBC
Employee Benefits	B	Re-let	TBC	TBC	TBC	TBC	TBC
Gas purification system	C	New	TBC	TBC	TBC	TBC	TBC
Legal Services	A	Re-let	N/A – Mini Comp	Feb 24	Mar 24	May 28	£530,000
Inter-Campus Transport	C	Re-let	TBC	TBC	TBC	TBC	TBC
Franking Machine	B	New	In progress	Jan 24	Mar 24	March 28	TBC
Taxi Services	C	Re-let	April 24	July 24	01/10/24	30/09/28	TBC
Tax Advisory Service	B	Re-let	N/A Mini Comp	Feb 2024	Jun 24	Jun 28	TBC
Grocery Provisions, Frozen & Chilled Foods	B	Re-let	TBC	TBC	March 24	Feb 28	TBC
India In Country Presence	C	Re-let	TBC	TBC	March 24	Feb 27	TBC
WEEE	B	Re-let	TBC	TBC	May 24	May 28	TBC
Preventative Maint Cytometers	C	Re-let	TBC	TBC	July 24	July 28	TBC
Defective Media Retention	C	Re-let	TBC	TBC	Jan 24	Jan 28	TBC
Copyright Licensing	C	Re-let	TBC	TBC	Apr 24	TBC	TBC
Teaching Space Furniture	B	Re-let	TBC	TBC	TBC	TBC	TBC
Gartner Exec Prog	C	Re-let	TBC	TBC	Dec 24	Nov 27	TBC
Microsoft EES Campus Agreement	A	Re-let	TBC	TBC	Jan 2024	Jan 2027	£900,000
VMWare Cyberlab	B	Re-let	TBC	TBC	July 2024	July 2027	£85,000
IT Classroom Refresh	B	Re-let	TBC	TBC	Oct 2024	Oct 2025	TBC

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Staff & PGR Laptops	B	Re-let	TB	TBC	Oct 2024	Oct 2025	TBC
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The data provided above is based on current position, values and durations are subject to change based on the formation of a contract strategy for each contract. Historical data indicates that the known volume of future contracts and procurement involvement at this stage typically will vary and normally increases each year.

Contract Extensions

Project	Extension Due	Extensions available
Legionella Consultant	01/11/23	48 months
CFAI Training	13/11/23	36 months
TUCO Online	17/01/24	192 months
Graduation Ceremony Venue	01/03/24	12 months
External Audit R&I	31/01/24	24 months
Chemical Waste	29/02/24	24 months
Racking for Storage Facility	29/04/24	24 months
STH Furniture	30/07/24	24 months
WEEE	30/04/24	24 months
Aruba switches	30/06/24	36 months
BMS Maintenance	30/07/24	12 months
Teaching Space Furniture	30/07/24	24 months
Pest control	31/01/24	24 months
District Heating Water Treatment	12/12/23	24 months
Cyber incident response service	07/04/24	96 months
Lab Equipment Maintenance	31/07/24	36 months
Alarm maintenance	31/07/24	24 months
Investment Advice	04/07/24	24 months

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Library Management System	04/03/24	24 months
Online Education Management System	02/05/24	12 months
IT Service Desk	20/02/24	24 months
Waste Management	01/06/24	24 months
Firewall Maintenance	18/07/24	12 months
Website Governance Software	02/08/24	48 months
Cleaning & Janitorial Products	10/10/24	24 months
Fresh Fruit & Veg	05/12/24	24 months
Fresh Seafood	05/12/24	24 months
Waste Oil Collection	01/01/25	24 months
Student Engagement Platform	27/01/25	24 months
Innovative Food Asian	01/02/25	24 months
Innovative Food European	01/02/25	24 months
Interpreting Suite	09/03/25	36 months
Pre-prepared Sandwiches	16/03/25	24 months
Cleaning Consumables 2022	15/05/25	24 months
Property Valuations 2023	12/06/25	24 months

Appendix D - Glossary of Terms

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

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

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

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.)

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- 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.

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

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

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- 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 APUC's 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. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £189,330, for Works Contracts £4,733,252. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2024.

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.