Annual Procurement Report

August 2021 to July 2022

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

CONTENTS

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 regulated[1] 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 2021** to **31 July 2022** and addresses performance and achievements in delivering the University of Aberdeen's organisational procurement strategy[2].

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 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.

Over the period covered by this report, the University completed 79 regulated procurements with a value of **£18,272,159.60.** 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	28	13,305,078.92
Lower Value	Good & Services in excess of £50,000 or Works in excess of £2,000,000	51	4,967,080.68
Total		**79**	**18,272,159.60**

45 of the 79 contracts above were awarded to SMEs[4] which constitutes 57% 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.

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[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).
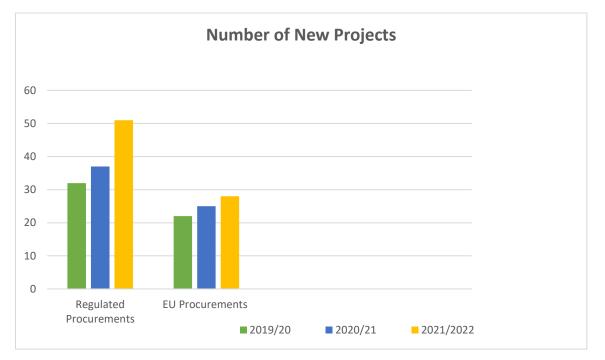[2] See link https://www.abdn.ac.uk/staffnet/working-here/legislations-7499.php
[3] Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

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37% of the above EU regulated procurements and 29% 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 28 % and has been across both high value/high risk EU/GPA procurements and Regulated procurements as shown below:

Number of New Projects

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 2,900 active suppliers with whom the University did business in the reporting period and the total non-pay expenditure was £69m.

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 that is scheduled to take place in 2023.

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: Helane Gannicliffe, Head of Procurement

Report Approved on: – 13 January 2023

By: Finance & Resourcing Committee

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

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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 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.

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
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.	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. 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. 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, the Scottish Government Climate & Procurement Forum – Monitoring & Reporting Group and the Aberdeen City Council Community Benefits Improvement Group (see Section 6). The Procurement Team (and other institutional stakeholders) actively participates in APUC framework agreement User Intelligence Groups and in the evaluation of associated tenders. The Procurement Team also engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.
To work with internal academic budget holders, professional	The procurement strategy is developed and agreed through consultation with the key stakeholders and end users for each regulated procurement.

support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.	This 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. 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. The Procurement Policy & Procedures were revised last year, and changes were made to improve processes based on feedback from stakeholders. 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. Care is taken to ensure that procurement operations align with and support institutional strategic objectives.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	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. 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. 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 Robert Gordon University & North East Scotland College on the Travel Management Services.

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.	Four members (3.6 FTE) of the Procurement Team of 5.6 FTE are fully qualified CIPS (Chartered Institute of Procurement & Supply) members. The Team regularly participates in competency-based training and skills development programmes provided by APUC, HEPA, Scottish Government and other relevant organisations. Procurement Awareness training is provided on an ongoing programme to ensure those with devolved procurement responsibilities are kept up to date. The Procurement website is updated regularly – it is user friendly and includes templates and forms for colleagues to use. 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.
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.	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. 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. Expenditure data is loaded on the Hub (i.e. Spikes Cavell) and Hunter (including Contracts Registers) as part of an ongoing process. The expenditure upload to Hunter is carried out on a quarterly basis to ensure that up-to-date data is available. 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. All regulated procurements opportunities are advertised on PCS and we make use of PCS-T electronic tendering tool, output based specifications and clear evaluation criteria are used to ensure that procurements are accessible to as many bidders (including SMEs) as possible.
To embed sound ethical, social and	Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits are made, where appropriate, on

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.	a contract-by-contract basis during the planning stage, utilising tools including APUC's Supply Chain Code of Conduct. 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. Where appropriate, and on a contract by contract basis, the University 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 and complies with its duties under the Modern Slavery Act. 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.

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 not award any contracts over the regulated procurement contract threshold of £4 million. However, the community benefits shown in Appendix B were 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 Supported Business register).

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 will 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.

The Scottish Government is also asking Procurement to take account of climate and circular economy considerations and measuring social impact in public procurement.

In an effort to address these points, the Procurement Team will work through the Climate Literacy for Procurers eLearning modules provided by Scottish Government. The eLearning comprises of 3 modules: The Climate Challenge; Responding to the Challenge; and Taking Action. They cover the strategic role of procurement in addressing policy & legislative priorities and focuses on the key outcomes and benefits from a sustainable procurement approach.

It is intended that each member of the Procurement Team responsible for conducting procurement projects will complete all 3 modules by 31 July 2023.

The University Head of Procurement participates in the Scottish Government Climate & Procurement Forum – Monitoring & Reporting Working Group. The Group aims to deliver a step change in procurement climate reporting by taking practical steps that navigate the complex field of climate-related reporting and monitoring, in order to support better decision making that will result in Green House Gas (GHG) emissions reductions.

The Working Group explores the options and the tools available for reporting.   Earlier this year, the Head of Procurement arranged a presentation to the Group of the APUC/HESCET Tool for Scope 3 emissions which is currently used by the Scottish HE/FE sector. Ways to further develop the tool and the ability to roll that out to other public sectors are being explored.

Particular Hotspot areas have been identified and explored by the Group in the past year, e.g. ICT Equipment and tyres. One of the Hotspots in progress at present is Food & Food Waste in HE institutions. A tool to track carbon emissions of food is being considered by the Group over the this year.

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Appendix A - Regulated Procurements Completed in the Reporting Period August 2021 to July 2022

PROJECT TITLE	SUPPLIER	Category	Start Date	End Date	Total Cost (incl Extensions)	SME
Johnston Redevelopment Project - Project Management and Design Team Services	Faithful & Gould	Call off from Framework	01/10/2021	28/02/2025	£1,083,406.00	No
King's Redevelopment Project - Project Management and Design Team Services	Turner & Townsend	Call off from framework	01/11/2021	31/07/2025	£1,038,492.00	No
FFC Scanner - Lot 1	Tesla Engineering Ltd	C	01/10/2021	30/09/23	£820,100.00	No
FFC Scanner - Lot 2 and Lot 3	Performance Controls Inc	C	06/12/2021	05/12/23	£598,670.00	No
Virtual Learning Environment 2021	Blackboard International	Call off from framework	01/08/2021	31/07/2023	£551,120.00	No
Beer, Cider and Spirit supplier	LWC Drinks Ltd	Call off from framework	01/08/2021	31/07/2023	£150,000.00	No
CCTV server and hardware	North SV	C	01/09/2021	31/08/2021	£95,000.00	Yes

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Aruba switches	European Electronique	Call off from framework	01/08/2021	30/06/2024	£540,000.00	No
Science Hub Networking	European Electronique	Call off from framework	01/08/2021	30/07/2026	£140,000.00	No
Library Stores Removal - Replaces AU19/119	Clockwork Removals	Call off from framework	01/08/2021	30/07/2023	£167,894.00	Yes
Website Governance Software	Siteimprove	C	02/08/2021	01/08/2024	£93,552.00	Yes
Human Rights Adviser	Demoura Lawson Consulting	C	01/08/2021	31/12/2022	£63,000.00	Yes
BMS Maintenance 2021 - Rank 1	West Coast Controls Ltd	C	31/08/2021	30/08/2024	£400,000.00	Yes
BMS Maintenance 2021 - Rank 2	Kendra Energy Solutions Ltd	C	31/08/2021	30/08/2021	£0.00	Yes
Legionella	Bureau Veritas	C	01/11/2021	31/10/230	£360,000.00	No
Confidential waste	Shredall	C	15/11/2021	14/11/2024	£260,000.00	Yes
Estates churn work	Commercial Moves/Space Solutions	C	01/10/2021	31/9/24	£50,000.00	Yes
Insurance Broker 2021	Marsh	C	02/08/2021	01/08/2022	£20,000.00	No
Dell EMC expansion	Dell EMC	call off from framework	16/08/2021	15/08/2024	£314,390.00	No
Irradiator	Xstrahl	C	20/12/2021	19/12/2026	£183,500.00	Yes
Johnston Halls - Asbestos Removal	Enviraz	C	04/04/2022	04/10/2022	£100,000.00	Yes
Niox Vero Devices	Circassia Ltd	C	02/08/2021	01/08/2022	£210,000.00	Yes

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Smart Inhalers + Software Licenses	Adherium	C	02/08/2021	01/08/2022	£86,520.00	Yes
G Block Refurbishment	Burns Construction	C	01/11/2021	30/04/2022	£176,081.53	Yes
VMWare cyberlab	Softcat	call off from framework	02/08/2021	27/07/2024	£84,247.00	No
Wine Supply	United Supplies Ltd	C	01/10/2021	30/09/2024	£250,000.00	Yes
Satellite building cleaning	Mario Group	C	17/01/2022	30/01/2025	£225,000.00	Yes
Barrier qualification chamber	Sengs	C	28/04/2022	27/10/2023	£1,600,000.00	Yes
HP laptops	HP inc. uk	Direct award from framework	29/07/2021	28/07/2022	£266,820.00	No
Pest control	NBC/Graham Environmental	open	01/02/2022	31/01/2024	£88,000.00	Yes
Combined Heat & Power Engine Maintenance	Clarke Energy Ltd	C	02/08/2021	01/08/2022	£110,000.00	No
Antibody Expression and Purification	Evitria AG	C	16/08/2021	31/01/2022	£52,288.00	No
Irradiator removal	RPS Services	Open	17/01/2022	16/06/2022	£144,000.00	Yes
Support & Maintenance - Functional Accelerators	Tribal Dynamics Ltd	C	01/10/2021	30/09/2022	£58,000.00	Yes

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Anaerobic Hood - replaces AU20/55	Don Whitley Scientific	C	17/12/2021	16/12/2023	£58,749.00	Yes
Student Assistance Programme	Spectrum Wellness	C	01/02/2022	31/01/2025	£158,575.00	Yes
HP equipment	HP inc. uk	Direct award from framework	29/09/2021	28/09/2022	£276,900.00	No
Graduations	TECA	C	07/10/2021	25/11/2021	£160,000.00	No
IT Services - Agile Resourcing Contract	Sthree	C	07/02/2022	06/02/2023	£450,000.00	No
Benchtop X-Ray Diffraction	Bruker	call off from framework	05/04/2022	04/05/2022	£71,803	No
Insurance Building Valuations - Faithful & Gould	Faithful & Gould	call off from framework	26/05/2022	25/11/2022	£93,396.00	No
Insurance Building Valuations - Oakleaf	Oakleaf Surveying Ltd	call off from framework	26/05/2022	25/11/2022	£99,745.00	Yes
Running and Analysis of FVCOM-ERSEM Coupling	National Oceanography Centre	C	02/11/2021	01/11/2024	£89,282.00	No
Gartner Subscription	Gartner UK Ltd	C	01/12/2021	30/11/2024	£263,400.00	No
District Heating Water Treatment	Rock Compliance	Direct award from framework	13/12/2021	12/12/2023	£66,000.00	Yes

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Vending fully managed service	Abercromby Vending	call off from framework	21/04/2022	20/04/2025	£40,000.00	Yes
Microbiological Safety Cabinets	SLS	call off from framework	31/03/2022	30/03/2025	£70,000.00	Yes
Laptop order	HP inc. uk	Direct award from framework	15/12/2021	14/12/2022	£302,625.00	No
Classroom Refresh	HP inc. uk	Direct award from framework	20/12/2021	19/12/2022	£200,046.00	No
STH lab outfit	Shimadzu	C	30/06/2022	29/06/2025	£177,363.77	Yes
Simulation Teaching Manikins	Lifecast Body Simulation	C	07/01/2022	06/01/2023	£62,100.00	Yes
Cyber incident response service	Quorum	C	08/04/2022	07/04/2024	£450,000.00	Yes
Specialist data set	Kantar Worldpanel Division	C	10/12/2021	09/12/2022	£84,000.00	No
Research Award Management System 2022	Worktribe Ltd	C	11/02/2022	10/02/2027	£690,000.00	Yes
HPC Additional Kit	OCF Plc	Call off from framework	31/07/2022	30/07/2027	114,015.49	Yes
Ubiquity Press	Ubiquity Press Ltd	C	18/03/2022	17/03/2025	£90,000.00	Yes
Building condition surveys	Oakleaf Surveying Ltd	call off from framework	27/04/2022	31/07/2022	£129,000.00	Yes

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Graduations Venue 2022_24	P&J Live (TECA)	C	01/03/2022	28/02/2023	£500,000.00	No
FFC Scanner Patient Couch & Composite Parts Lot 1 - Bore Section	Wideblue Ltd	C	05/07/2022	04/01/2024	£101,966.00	Yes
FFC Scanner Patient Couch & Composite Parts Lot 2 - Motorised Patient Positioning System	Futura Composites BV	C	30/06/2022	29/12/2023	£56,900.00	No
FFC Scanner Patient Couch & Composite Parts Lot 3 - Outer Covers	Wideblue Ltd	C	05/07/2022	04/01/2024	£49,580.00	Yes
Board Meeting Software	Decision Time Ltd	C	01/07/2022	30/06/2025	£125,000.00	Yes
Network kit P2 rooms	Computacenter UK	Direct award from framework	22/02/2022	21/02/2023	£51,263.05	No
EPOS System	Kappture	call off from framework	07/06/2022	31/07/2027	£120,000.00	No
Waters Service Contract	Waters Ltd	C	01/03/2022	28/02/2025	£134,508.00	No
TMS kit	MagVenture	C	25/04/2022	24/04/2023	£99,465.00	Yes

Dell Expansion	Dell EMC	call off from framework	30/05/2022	29/05/2027	£360,782.92	No
CNC Milling Machine	Haas Automation Ltd	C	21/04/2022	20/04/2023	£125,710.00	Yes
Interim Leadership Support - Directorate of Advancement	Halpin	C	11/04/2022	10/10/2022	£91,500.00	Yes
Digital PCR	FluidIgm	C	24/05/2022	23/05/2023	£121,692.00	Yes
Bruker NMR	Bruker	call off from framework	10/05/2022	09/05/2023	£57,559.00	No
Typhoon 5 phosphoimager	Cytiva	C	30/05/2022	29/05/2027	£126,000.00	No
Autoclaves - Preventative Maintenance 2022	Steris Solutions Ltd	C	01/06/2022	31/05/2023	£67,779.00	Yes
Coaching for Senior Posts within DT	Halpin	C	15/07/2022	14/02/2023	£106,750.00	Yes
Air Purification for Teaching Spaces 2022	A-Mac Environmental	C	20/07/2022	30/09/2023	£617,759.00	Yes
STH Furniture	Claremont Office Furniture	call off from framework	31/07/2021	30/07/2024	£115,000.00	Yes
Compound Microscopes (100), Cameras & Software	Carl Zeiss LTd	Call off from Framework	01/07/21	30/06/22	£296,496.00	No

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Medical Training Simulation Mannequins	Laerdal Medical Ltd	C	08/09/2021	07/09/24	£173,796.84	Yes
Laboratory Data Capture Systems and Peripherals	AD Instrumentation	C	Acceptance	3 months	£195,572.00	Yes

Appendix B - Community Benefits Delivered Summary

Construction Contract with Robertson – contract in place since 18/19 and delivered following to date

Work Experience	Measurable	Amount
Work Experience under 16 years	number of students	11
Work Experience over 16 years	number of students	22
Engagement with schools	**Measurable**	**Amount**
School visits/workshops	number of visits on site	11
Lectures at local schools	number of lectures in school	5
Engagement with Uni & Colleges	**Measurable**	**Amount**
University/college visits	number of visits on site	12
Lectures at local Uni/colleges	number of lectures on campus	20
Adult Employment Ops (19+)	**Measurable**	**Amount**
Number of ops created	number achieved	12
Number employed	number achieved	12
Apprentices		
Number created	number achieved	7
Number completed	Number achieved	4
Diversity	**Measurable**	**Amount**
No. of women into employment	number recruited	10
No. BAME in Work Experience over 16	number of students	2
Community Projects	Number	7
Local Charity Work	Number	34

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Appendix C - Regulated Procurements planned - 2022/23 & 2023/24

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 23	01/04/23	31/03/27	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
Business Travel	A	Re-let	N/A Mini Comp Framework	TBC	TBC	TBC	£8,000,000 (estimate up to period of 5 years)
Audio Visual Supply & Installation	B	Re-let	N/A Mini Comp - Framework	March 2023	1 May 2023	TBC	TBC
Executive Recruitment Services	C	Re-let	Jan 23	March 2023	June 2023	June 2026	TBC
King's Redevelopment - Construction	B	New	N/A Mini Comp	01/04/23	June 2023	TBC	TBC
New Business School – Construction	B	New	N/A Min Comp	01/04/23	June 2023	TBC	TBC
Radiation Protection Svs	C	Re-let	Nov 22	March 23	March 23	March 28	£125,000
K2 System	C	Re-let	Nov 22	April 2023	01/04/23	31/03/33	£1,800,000
Lab Move	C	New	Sept 2022	01/11/22	01/12/22	30/11/22	£90,000

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Access Control	B	Re-let	N/A Mini Comp Framework	Jan 2023	March 23	March 26	£135,000
Cleaning Equip Maint	C	Re-let	Nov 2022	01/12/22	01/12/22	30/11/27	£75,000
Auto Door Maint	B	Re-let	N/A Mini Comp - Framework	July 2023	01/08/23	31/07/27	£100,000
Occ Health	B	Re-let	N/A Mini Comp - Framework	March 2023	01/05/23	31/07/28	£250,000
Student Support System CRM	C	New	TBC	TBC	TBC	TBC	£100,000
VMWare	A	Re-let	N/A Mini Comp Framework	Dec 2022	01/01/23/	31/12/26	£240,000
Fresh Fruit & Veg	B	Re-let	N/A Framework	TBC	TBC	TBC	TBC
Fresh Seafood	B	Re-let	N/A Framework	TBC	TBC	TBC	£150,000
New Busi School – Enabling Works	A	New	N/A Mini Comp- Framework	Jan 23	03/05/23	TBC	£680,000
Oritrap Mass Spectrometer	B	New	N/A Mini Comp- framework	Nov 22	Nov 22	Nov 23	£625,000
Outlying Building Cleaning	C	New	Oct 22	January 23	Jan 23	Jan 27	£160,000
IT Services – Agile Resourcing Contract	A	In progress	In progress	Nov 22	Nov 22	Nov 24	£300,000
Legal Services	A	Re-let	N/A – Mini Comp Framework	Feb 23	May 23	May 27	£870,000

Microscope	B	New	Nov 22	Dec 22	March 23	March 26	£65,000
Marquee Hire	C	Re-let	March 23	March 23	01/08/23	31/07/27	£180,000
Insurance Broker	C	Re-let	Sept 22	Dec 22	Jan 23	TBC	TBC
Vehicle Hire	B	Re-let	TBC	TBC	TBC	TBC	£170,000
External Audit	A	Re-let	N/A – Mini Comp	Oct 22	Feb 23	Feb 27	TBC
PAT/FWT	C	Re-let	Jan 2023	March 2023	April 23	April 27	TBC
Next Generation Firewalls	A	Re-let	TBC	TBC	June 23	June 27	TBC
Data Storage Solution	C	Re-let	TBC	TBC	Jan 2024	Jan 2028	TBC
Software – Business School Accreditation Programmes	C	Re-let	TBC	TBC	Sept 2023	Sept 2027	TBC
Preventative Maint Cytometers	C	Re-let	TBC	TBC	July 2024	July 2028	TBC
Defective Media Retention	C	Re-let	TBC	TBC	Jan 2024	Jan 2028	TBC
Matlab Campus Wide License	C	Re-let	TBC	TBC	July 2023	July 2026	TBC
VDI Expansion	B	Re-let	TBC	TBC	July 2023	July 2026	TBC
Panopto software	B	Re-let	TBC	TBC	July 2023	July 2026	TBC
Microsoft EES Campus Agreement	A	Re-let	TBC	TBC	Jan 2024	Jan 2027	TBC
VMWare Cyberlab	B	Re-let	TBC	TBC	July 2024	July 2027	TBC
IT Classroom Refresh	B	Re-let	TBC	TBC	Oct 2023	Oct 2024	TBC
Staff & PGR Laptops	B	Re-let	TB	TBC	Oct 2023	Oct 2024	£300,000

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Contract Extensions

Project	Extension Due	Extensions available
Tree surveys	02/08/22	24 months
Inter Campus Transport	01/01/23	12 months
TUCO Online	16/01/23	204 Months
Agricultural Vehicle and small tools	02/08/22	24 months
Arboriculture	02/08/22	24 months
Floorcoverings	02/08/22	24 months
Electrical and Data	02/08/22	24 months
Access and scaffold	02/08/22	24 Months
Painting and decorating	02/08/22	24 months
Grounds maintenance	02/08/22	24 Months
Fuel cards	28/02/23	12 Months
Grocery, Frozen and Chilled Foods	01/02/23	12 Months
Staff Housing Cleaning Services	01/11/23	24 Months
Waste Management	31/05/23	36 Months
External Audit R&I	31/01/24	24 Months
India in-country Prescence	14/03/23	12months
Chemical Waste	29/02/24	24 months
Racking for Storage Facility	29/04/24	24 months
STH Furniture	30/07/24	24 months
Virtual Learning Environment	31/07/23	24 months
Beer, Cider and Spirit supplier	31/07/23	12 months
WEEE	30/04/24	24 months
Aruba switches	30/06/24	36 months
Library Stores Removal	30/07/23	24 months
BMS Maintenance	30/07/24	12 months
Teaching Space Furniture	30/07/24	24 months

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Pest control	31/01/24	24 months
Agile Resourcing Contract	06/02/23	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
Business School Trading Platform	14/03/23	60 months
CFAI Training	12/11/22	24 months
Chartered Management Institute Accreditation	31/08/23	12 months
High Performance Computing	13/10/23	12 months
Cleaning Materials & Disposable Paper	30/09/22	12 months
Investment Advice	04/07/24	24 months
Internal Audit	31/07/23	12 months
Bio waste management	15/09/22	24 months
Library Management System	04/03/24	24 Months
Taxi Services	30/09/22	24 months
24hr SDRL security	31/10/22	12 months
Data & Business Intelligence	16/02/23	12 months
Quantity Surveyor Services	30/11/22	24 months
Deep learning server	02/03/23	24 months
Vending Services	03/11/22	12 months

Appendix D - Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual 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.

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

- 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. 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 01/01/2022.

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.