

Procurement Update

Overview and staffing update

The College Procurement function is currently working towards refreshing all the procurement procedures, processes and templates and will be delivering training to all staff in due course. A session on the updated procurement thresholds and procedures was delivered at the recent Staff Development Day and this will be repeated at a forthcoming College Leadership Team meeting.

At present, the College has a contract with APUC for a 0.5FTE procurement professional. With the additional work identified, including a review of all contracts, this was extended temporarily to 0.8FTE. The College has also had additional support from APUC over the past year but both APUC and the College have identified that there is a requirement for a solution that allows the Supply Chain Manager to concentrate on major contracts and the development of procurement processes internally. To that end, it has been agreed to look to APUC to provide a further secondment for a period of up to one year as part of a project to bring the College up to date in terms of contracts and the establishment of an online procurement resource.

Procurement Reporting

The College is not formally required to produce an Annual Report due to its level of spend being below the appropriate threshold, but it does do so as a demonstration of good practice. The Report for the period 1st August 2020 – 31st July 2021 will be presented to the Finance and Resources Committee in April 2022.

Sustainability/ Carbon Reduction

Sustainability continues to be a key focus in Procurement and opportunities to build sustainability into each contract will continue to be considered.

Procurement will ensure that we build carbon reduction into the tendering process. It is recognised that it is important to adjust working practices to enable us to reduce the carbon footprint, to have targets for reducing indirect emissions of greenhouse gases and to report on how we will align spending and use of resources with emissions reduction efforts.

The College function is also looking at what is termed “circular procurement” which sets out an approach to green public procurement. This includes paying special attention to “the purchase of works, goods or services that seek to contribute to the closed energy and materials loops with the supply chains, whilst minimising, and in the best case avoiding, negative environmental impacts and waste creation across the whole life-cycle” This will be embedded into the procurement policy and processes. For example: potentially leasing rather than owning vehicles.

The Supply Chain Manager attends the Sustainability Group to obtain information on anything that could be included in future procurement activities and to advise on opportunities for Community Benefit.

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Policy and Procedures & SLC Procurement Toolkit

The Procurement Thresholds and the Procurement Initiation form have now been approved (see Finance and Resources Committee ref. 08-22 for the former) and will be accessible to all SLC Staff.

Procurement is currently reviewing all policy and procedures and given them a refresh, these are being uploaded onto SharePoint – SLC Finance- SLC Procurement Toolkit.

The Procurement Toolkit will be a portal that holds all policy, procedures, and guidance for procurement activities. This includes – Thresholds for procurement, Maps of the Process, Procurement Templates, and Process guidance, this will provide all the tools required to procure compliantly.

This will also link to the SLC Contract register and APUC Framework Agreement Library this will enable the staff to locate Framework Agreements that are available within their field of expertise.

As seen via the link below – [Framework Agreements](https://www.apuc-scot.ac.uk/#!/contracts) or <https://www.apuc-scot.ac.uk/#!/contracts>

The Procurement Toolkit is still being developed and Procurement will provide further information i.e., the GO Live date in the next report.

Procurement Training will be developed in line with the SLC Procurement Toolkit, further information to follow.

Single Tender Action – (Emergency Works) Contracted Since Last Report

These were put in place as emergency works due to potential risk of life or limb due to wind damage to the building and emergency lift repairs.

Service	Contracted	Awarded to:
Emergency Building Cladding Stabilising- Design & Build	18/02/22	Reigart Contracts Ltd
Steel Fabrication Services - Lift Shaft Strengthening Work	22/02/22	Loaninghill Fabrications

Awarded Contracts Since Last Report

The Following Contracts have now been placed via tenders and / or extended.

Service	Contracted	Awarded to:
Partition Maintenance Contract	22/02/22	Style Moveable partition Specialists

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Contract Novation

The following Contracts have been taken over by a different company mid contract, so it had to be novated to the new supplier to continue delivery of the contracted service.

Service	Novated	From – Previous Supplier	To – New Supplier
Website Services	31/03/22	Innovation Digital/ TA Three Part Story	Bright Digital Marketing Limited
Branding Services	31/03/22	Innovation Digital/ TA Three Part Story	Bright Digital Marketing Limited

Contracts in the Tender Process

The following contracts are currently going through the tender process and will be awarded in due course.

	Service	Area	Process	Stage
1	Multi-Functional Devices	Student Services/IT	Mini Comp via Framework	Draft Tender documents being reviewed
2	Mobile Phones	IT/ Estates	Mini Comp via Framework	Data Collation
3	Insurance	Finance	Mini Comp via Framework	Draft Tender documents being reviewed
4	Nursery Services	Student Services	TBC	Data Collation

Contract Renewals

The following contracts are due for renewal.

Contract	Expiry	Anticipated Procurement Process
Multi-functional Devices	July 2022	March 2022
Non-life Insurance	July 2022	Feb 2022
Mobile Phones and Management	Expired	Feb 2022
Nursery Services	July 2022	April 2022
Hair and Barber Kits	July 2022	April 2022
Beauty Kits	July 2022	April 2022
Media Kits	July 2022	April 2022
Taxi Services	Expired	NCL led – SLC support
Cash in transit	Expired	April 2022
Catering Services	July 2022	Been extended for 1 year

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Summary of Contracts in Progress (Extract from the Procurement Schedule)

The table below contains projects that currently in Priority 1 and will be taken forward in the next 6 to 9 months:

Priority	Category Subject	Supplier Name	Owner Cat A/B or C	Value over Contract Period (excl VAT)	Spend Notes	Compliance Issue	Target	Proposed Solution
1	Non Life Insurance	Zurich Insurance Services	B	£180,580	over 4 years	No	To be Tendered in April 2022	Framework
1	Multi-Functional Devices	Capital Solutions	B	£12,500	Charge p.a. but usage seriously curtailed during lockdown etc	No	To be tendered in April 2022	Framework / tender
1	Mobile devices & management	Orange	B	£36,000	per annum	Yes	To be tendered by April 2022	Framework / tender
1	Building Cladding Survey	TBC	B	TBC	new	No	URGENT	Tender
1	Nursery Services	Happitots	C	Income of £70k per annum	low usage due to Covid 19 - supplier looking to end the contract	N/A	To be tendered in April 2022	Tender
1	Electrical Services	Docherty Electrical	B	£149,860	Charge over 4 years	Level of spend merits procurement review.	One month from engagement of M & E consultant	On Forward Plan. Investigate Framework.
1	Student App	New	B	TBC	for 3 years	N/A	To be tendered once approved by SLT	not on Schedule
1	Trades Framework Services)	N/A	C	TBC	Set up new Framework in collaboration with NCL incl. micro businesses to enable them to bid for College contracts	No	To be Tendered by March 2022 led by NCL and supported by SLC	Creation of a Trades Framework Agreement
1	HR- Retained employment law advice	used to be part of Legal Contract	B	TBC	New	No	To Be tendered by Feb 2022	Framework
1	Beauty Products & Kits	E A Ellisons & Co Ltd	C		Over 4 years	N/A	Tender in March 2022	Framework
1	Barber kits	College Kits Direct Ltd	C		Over 4 years	N/A	Tender in March 2022	Framework
1	Theatrical & Specialist Make-up Kits	E A Ellisons & Co Ltd	C		Over 4 years	N/A	Tender in March 2022	Framework
1	Hair Consumables & Kits	College Kits Direct Ltd	C		over 4 years	N/A	Tender in March 2022	Framework