

Procurement Update

Overview

At present, the College has a contract with APUC for a 0.5FTE procurement professional (Supply Chain Manager). With the additional work identified, including a review of all contracts, this was extended temporarily to 0.8FTE.

The Supply Chain Manager is currently working towards refreshing all the procurement procedures, processes and templates and will be delivering training to all staff in due course. She has been working with the IT department to establish a Procurement hub on the College portal, with access available to all staff.

A schedule of contracts coming to an end has been produced and prioritised. APUC have provided additional assistance to the College to assist and a review of the current workload and resource available is being undertaken.

Procurement Reporting

The Annual Report is currently being prepared for 01 August 20 – 31st July 2021 and will be presented to the May 2022 meeting of the Finance and Resources Committee.

Scottish Funding Council Grants and Investment

SFC provide an allocation of ring-fenced Estates funding annually, which the College generally applies to minor works and major repairs projects. The College itself is in the throes of establishing a Strategic Investment Fund from its own resources to support change and this Fund will be synchronised to requirements. It is the intention to invest this Fund over the two to three year period, adding to it if resources become available.

Additionally, the College received an allocation of £141k in this financial year to address digital exclusion to support students who are struggling to afford to buy, maintain and connect the equipment they need to benefit from digital learning. This latter resource, has been made available by the Scottish Government and is part of the additional support for Scotland's colleges and universities in their fight against the effects of Covid-19.

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 also ensure that we build carbon reduction into the tendering exercise as it is important to adjust the working practices to enable us to reduce the carbon footprint and also 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 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. Part of the improvements in process being introduced is a register of community benefits which the Supply Chain Manager will monitor and report upon.

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Policies and Procedures & SLC Procurement Toolkit

As part of a wider College exercise, Procurement is currently reviewing all policies and procedures and giving them a refresh. These will be loaded to a centralised data hub as an SLC Procurement Toolkit. Procurement will provide further information i.e., the GO Live date in the next report. There will be full training on the use of the Toolkit for all relevant staff.

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 all staff to locate Framework Agreements that are available to assist 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>

Contract Renewals

The following contracts are due for renewal.

Contract	Expiry	Anticipated Procurement Process
Multi-functional Devices	July 2022	Feb 2022
Non-life Insurance	July 2022	Feb 2022
Mobile Phones and Management	Expired	Feb 2022
Hair and Barber Kits	July 2022	March 2022
Beauty Kits	July 2022	March 2022
Media Kits	July 2022	March 2022
Taxi Services	Expired	NCL led – SLC support
Cash in transit	Expired	Decision to be made
Nursery Services	July 2022	Decision to be made
Catering Services	July 2022	Decision to be made

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	Lift Shaft Strengthening Works	Estates	Mini Comp	Emergency Procurement
2	Multi-Functional Devices	Student Services/IT	Mini Comp via Framework	Data Collation
3	Mobile Phones	IT/ Estates	Mini Comp via Framework	Data Collation
4	Insurance	Finance	Mini Comp via Framework	Data Collation

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Contract Awarded Since Last Report

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

Service	Contracted	Awarded to:
Waste Management	04/10/21	Biffa Ltd
M & E Consultant for Boiler Room	06/10/21	Hawthorne Boyle
Server Maintenance	27/10/21	Park Place Technologies
Internal Audit	05/11/21	Henderson Loggie
Plagiarism Software	17/12/21	Turnitin
ESXI Servers, Database Servers for the College	20/12/21	XMA Ltd
Onsite Assessment Services for SVQ Courses (Construction)	05/01/22	Competence Matters Ltd
Grounds Maintenance	12/01/22	IPSUM Drainage (SCOTLAND) Ltd
Website Services	24/01/22	Innovation Digital/ T/A Three Part Story
Branding Services	24/01/22	Innovation Digital/ T/A Three Part Story
Confidential Waste	27/01/22	Shredall Group

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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. The Procurement Schedule for 2022 is attached as an appendix.

Priority	Category Subject	Supplier Name	Ex-VAT Value over Contract Period	Spend Notes	Compliance Issue	Target	Proposed Solution
1	Non-Life Insurance	Zurich Municipal	£180,580	Renewal	No	To be Tended by March 2022	Scheduled
1	Multi-Functional Devices	Capital Solutions	£12,500 p.a.	Note - usage seriously curtailed during lockdown etc	No	To be tendered by March 2022	Framework / tender
1	Mobile devices & management	Orange	£ 25,000	per annum	Level of spend merits procurement review.	To be tendered by March 2022	Framework / tender
1	Steel Fabrication - Lift Shaft Strengthening Work	TBC	Est'd at £28,000	One off	No	To be tendered immediately - require surveyor to prepare a specification	Tender / Quick Quote
1	Trades Framework (Services)	N/A	New	Set up new Framework in collaboration with NCL incl. SMEs to enable them to bid for college contracts	No	To be Tended by March 2022 led by NCL supported by SLC	Creation of a Trades Framework Agreement
1	HR-Retained employment law Advice	Prev. part of Legal Services Contract	new	Over 4 years	No	Tender in March 2022	Framework
1	Beauty Products & Kits	E A Ellisons & Co Ltd	£ 32,000	Over 4 years	No	Tender in March 2022	Framework
1	Barber kits	College Kits Direct Ltd	£ 21,000	Over 4 years	No	Tender in March 2022	Framework
1	Theatrical & Specialist Make-up Kits	E A Ellisons & Co Ltd	£ 17,172	Over 4 years	No	Tender in March 2022	Framework
1	Hair Consumables & Kits	College Kits Direct Ltd	£30,000	over 4 years	No	Tender in March 2022	Framework