



# **South Lanarkshire College**

## **Annual Procurement Report**

**2021-2022**

**Reporting Period 1<sup>st</sup> August 2021 – 31<sup>st</sup> July 2022**

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## South Lanarkshire College - Annual Procurement Report (APR)

### Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated<sup>1</sup> spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a Procurement Strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the Procurement Strategy. South Lanarkshire College's annual regulated spend falls below £5 million and is not legally required to publish a Procurement Strategy or Annual Procurement Report however in the interest of transparency, the College has chosen to do so.

This report covers the period of 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 and addresses performance and achievements in delivering South Lanarkshire's organisational Procurement Strategy<sup>2</sup>. The Procurement Strategy was developed in consultation and discussion with the Head of Finance, and internal & 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 College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the College'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 on which the College may need to adjust.

South Lanarkshire College has completed the following procurements during the reporting period:

- Regulated procurements [goods and services worth more than £50,000(excluding VAT); works worth more than £2,000,000 (excluding VAT<sup>3</sup>) amounted to £1,503,576 (excluding VAT). There were 8 such procurements completed<sup>4</sup>.
- Below regulated procurements [goods and services worth lower than £50,000 (excluding VAT), works worth lower than £2 million (excluding VAT)] amounted to £296,611 (excluding VAT). There were 15 such procurements completed.

More detailed information on the regulated and below regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Annex B of this report.

South Lanarkshire has 326 active suppliers with whom the College did business in the reporting period and the total procurement expenditure excluding VAT was £2,137,3997. This comprises of £1,221,150 (57%) of regulated expenditure and £916,249 (43%) of below regulated expenditure.

The College seeks to optimise use of national, sectoral, local, or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and

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

<sup>2</sup> <https://www.south-lanarkshire-college.ac.uk/about-us/procurement/>

<sup>3</sup> Current public contracts thresholds

<sup>4</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

**70%** of the total procurement expenditure is through a compliant procurement process. This is made up of approximately **31%** of the College's contracted spend which is through local contracts and quotations managed by departments and approximately **39%** is through Collaborative Framework Agreements. The overall percentage of Collaborative Framework Spend has yet to be qualified by APUC Ltd.

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary.

- Section 1: Compliance to the Strategic Objectives
- Section 2: Summary of Regulated Procurements Completed
- Section 3: Review of Regulated Procurement Compliance
- Section 4: Community Benefit Summary
- Section 5: Supported Business
- Section 6: Future Regulated Procurements
- Section 7: Other Content for Consideration

MANDATORY

#### **Report Approved**

**By:**

**Signed:**

**Position:**

## Section 1: Compliance to the Strategic Objectives

South Lanarkshire College aims to conduct its procurements in an open and inclusive manner with procurement objectives. Aligning to the Procurement Strategy update 2021-2022, each objective was mapped to the five strategic areas as defined below by the Public Procurement in Scotland (PPS) 2016-2020 work plan<sup>5</sup>, this is owned by the Public Procurement Group (PPG) and the members are of the heads of the four Centres of Expertise along with senior Scottish Government procurement officials. This group sets the direction for public procurement for Scotland, which provides strategic direction, support, and monitors progress on the procurement reform agenda:

Sustainability;

Access;

Efficiency and collaboration;

Savings and benefits; and

Capability.

The objectives in turn were aligned with the College's Strategic Framework 2020-2025<sup>6</sup> and as further detailed in Lanarkshire's Regional Outcome Agreement 2019-22<sup>7</sup>. Annex E shows the Strategic Priorities, Strategic Objectives, and the College's commentary on compliance to the objectives.

## Section 2: Summary of Regulated Procurements Completed

The detailed summary of regulated procurements completed is set out in Annex B. That information, coupled with the publication of the College Contracts Register <https://www.apuc-scot.ac.uk/#!/institution?inst=35> and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

Annex B shows the regulated and procurements completed by the College. These are separated into contract categories and distinguish collaborative contracts from college only ones. For each completed procurement the information provided shows:

- the expected date of notice
- the date of award
- the start dates
- the end dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

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<sup>5</sup> Undergoing review at time of strategy update 2021-2022

<sup>6</sup> <https://www.slc.ac.uk/media/hwj2tq/strategy-2020-25.pdf>

<sup>7</sup> [http://www.sfc.ac.uk/web/FILES/outcome-agreements-1920/Lanarkshire\\_Outcome\\_Agreement\\_2019-20.pdf](http://www.sfc.ac.uk/web/FILES/outcome-agreements-1920/Lanarkshire_Outcome_Agreement_2019-20.pdf)

### **Section 3: Review of Regulated Procurement Compliance**

Where appropriate, South Lanarkshire College 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 College 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 College has conducted all its regulated procurements in compliance with the principles of the World Trade Organisation (WTO) Agreement on Government Procurement (GPA) Principles of non-discrimination, transparency, and procedural fairness.

Successful delivery against the Procurement Strategy objectives is part of a customer valued, Operational Procurement Review (OPR), that seeks incremental improvements to procurement processes and outcomes over time. The most recent assessment was carried out in March 2020 and the College received a score of 61%. This is the first year that the OPR has been scored. The intention is to improve upon this score with a target of 67% for the next assessment due in 2024.

### **Section 4: Community Benefit Summary**

The Procurement Reform (Scotland) Act 2014 (PRA) requires that for every procurement over £4m, South Lanarkshire College must 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, where relevant and proportionate and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The general College 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 applicable to the subject matter of the procurement, the requirement is then built into the procurement specification and/or technical questions and into the eventual conditions of contract performance.

As a small institution, South Lanarkshire College has not tendered for any procurements over £4m in the reporting period (in line with legislation) however has included Community Benefits Clauses in other tenders which fall below the £4m threshold.

## **Section 5: Supported Business**

Regulated procurements (between £50k and OJEU threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Route 3 mandates the use of the Single Procurement Document (SPD (Scotland)) and it is used as good practice for Route 2. The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are Supported Businesses.

The College reviews each regulated procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for supported businesses in this period however did procure goods through Hey Girls, a social enterprise, at a value of £2.5k.

## **Section 6 – Future Regulated Procurements**

South Lanarkshire College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex D should be viewed with this caveat in mind.

The information provided in Annex D covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

In the interest of transparency, we have included below regulated procurements. These are procurements which are low value, below £50k, where Procurement has still influenced the process.

## **Section 7 –Other Content for Consideration**

### **Covid-19 impact**

Demand for skills has shifted due to the impact of the pandemic, and SLC continue to invest in developing vocational areas where there is identified demand.

Data from Skills Development Scotland (SDS) job postings highlights that employers within the region are seeking softer skills as well as technical knowledge; requirement for customer service and teamwork/collaboration ability are prominent, as well as job-specific skills.

In addition, Covid-19 and the resulting rise of homeworking has highlighted the importance of digital skills, particularly for those in rural areas for whom opportunity may correspond with connectivity.

## Responding to Climate Emergency

### Remote Assessment Facility Vehicle

SLC are now working with Energy Skills Partnership as part of the ESP- Driving Net Zero Skills – Mobile Microgeneration and are hosting a mobile assessment centre that will be used to upskill the supply chain in Air/Ground Source Heat Pump technologies that will be accessible to all colleges in Scotland.

This training centre will be used for:

Industry up-skilling/re-skilling AS/GS HP  
Public and private awareness  
Community projects  
Schools / STEM projects  
Industry Events

The Scottish Government has accepted that the pathway to net zero for Scotland requires a very rapid large-scale decarbonisation of heat. To facilitate this a Heat in Building Strategy was drafted and sets out the Scottish Governments ambition to *double the number of zero emission heating systems installed in Scotland every year for the next 5 years and for the numbers of installations to reach 200,000 per year towards the end of this decade*<sup>8</sup>.

A majority of these will be individual heat pumps so, this initiative is a very forward-thinking approach to reducing carbon to meet the strategic aims targeted in 2030.

### FNT2030

The Supply Chain Manager has collated data for From Now To 2030 (FNT2030) under the distinct categorises below, which is the sustainability strategic aims targeted at 2030, linked to the UC Sector Climate Strategy (May 2022) signed by all College Principals.

FNT2030 has been broken into distinct categories that are required to be reported on to the Scottish Government as follows:

- Energy
- Food
- Furniture
- IS
- Labs and
- Travel

However, there are other sustainability targets throughout all the Universities and Colleges aimed at 2038 which are currently being reported back to the Scottish Government so the collated information will be combined to prevent a duplication of effort.

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<sup>8</sup> Heat in Buildings Strategy 7<sup>th</sup> October 2021- <https://www.gov.scot/publications/heat-buildings-strategy-achieving-net-zero-emissions-scotlands-buildings/>



## Annex A - Annual Procurement Summary

NOTE: reference to contract is also to be construed as meaning a Framework Agreement

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	South Lanarkshire College
b) Period of the annual procurement report	1 <sup>st</sup> August 2021- 31 <sup>st</sup> July 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£1,503,576
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	8
i) how many of these unique suppliers are SMEs	6
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirement	2

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups *(Each contracting authority sets its own priority groups)*

0

e) Number of Apprenticeships Filled by Priority Groups

0

f) Number of Work Placements for Priority Groups

0

g) Number of Qualifications Achieved Through Training by Priority Groups

0

h) Total Value of contracts sub-contracted to SMEs

0

i) Total Value of contracts sub-contracted to Social Enterprises

0

j) Total Value of contracts sub-contracted to Supported Businesses

0

k) Other community benefit(s) fulfilled

0

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.

2

b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a Regulated contract awarded during the period

0

c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.

1

d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

0

**6. Payment performance**

a) Number of valid invoices received during the reporting period.

3600

b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)

96%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	8
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£0.00
i) spend within the reporting year on regulated contracts	£0.00
ii) spend within the reporting year on non-regulated contracts	£0.00
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£2,137,399
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£777,866
c) Total procurement spend with Third sector bodies during the period covered by the report.	£0.00
d) Percentage of total procurement spend through collaborative contracts.	*39%
e) Total targeted cash savings for the period covered by the annual procurement report	0
i) targeted cash savings for Cat A contracts	0
ii) targeted cash savings for Cat B contracts	0
iii) targeted cash savings for Cat C contracts	0
f) Total delivered cash savings for the period covered by the annual procurement report	*£156,893
i) delivered cash savings for Cat A contracts	*£38,258
ii) delivered cash savings for Cat B contracts	*£42,512
iii) delivered cash savings for Cat C contracts	£76,123
g) Total non-cash savings value for the period covered by the annual procurement report	*£163,819

### **9. Future regulated procurements**

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

17
£2,199,000

\*Figure still to be verified by APUC Ltd

## Annex B List of Regulated Procurements Completed in the Reporting Period 1/1/21 – 31/7/22

### Compliant

#### Regulated

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	Contract End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Waste Management Services	Biffa Waste Services Ltd	25/10/2021	C1	17/01/2022	16/01/2025	12	£157,680	No	No
Internal Audit Services	Henderson Loggie	08/11/2021	B	08/11/2021	07/08/2025	12	£83,600	No	No
Provision of Timber	MGM Timber (Scotland) Ltd	09/11/2021	B	13/12/2021	12/12/2025		£160,000	Yes	No
Onsite Assessment Services for SVQ Construction Courses	Competence Matters Ltd	23/12/2021	C	23/12/2021	23/12/2025	12	£568,000	Yes	No
Grounds Maintenance	IPSUM Drainage (Scotland) Limited	11/01/2022	C	31/01/2022	30/01/2026		£84,828	Yes	No
Website Services	Bright Digital Marketing Limited	19/01/2022	C	19/01/2022	18/01/2025	24	£58,860	Yes	No
Nursery Services	Bertram Group - Thrive Childcare	20/07/2022	C	20/07/2022	19/07/2026		£147,508	Yes	No
Insurance Services	Education Protect Scotland Limited	21/07/2022	B	01/08/2022	31/07/2024	24	£243,100	Yes	No
						<b>Total (ex vat)</b>	<b>£1,503,576</b>		

#### Below regulated

The following below regulated contracts were placed where Procurement influenced the expenditure:

Agreement Title	Supplier Name	Date of Award	Owner	Contract Start Date	Contract End Date	Extension Period (Months)	Indicative Value over Contract Period	SME Status	Supported Business
Mechanical and Electrical Consultant - Plant Room Assessment and Report	Hawthorn Boyle	06/10/2021	C	07/10/2021	06/12/2021		£2,000	Yes	No

Provision of ESXi Servers and Database Server	XMA Ltd	16/10/2021	B	05/01/2022	04/01/2023		£48,616	No	No
Server Maintenance	Park Place Technologies	01/11/2021	C	01/11/2021	30/10/2022		£527	Yes	No
Plagiarism Software	Turnitin LLC	13/12/2021	B	13/12/2021	12/12/2023	12	£14,250	Yes	No
Provision of Branding Services	Bright Digital Marketing Limited	19/01/2022	C	19/01/2022	18/01/2023		£28,890	Yes	No
Confidential Waste	Shredall SDS Group	26/01/2022	B	26/01/2022	25/01/2025	12	£2,000	Yes	No
Lift Shaft Strengthening Works (design and build)	ARV Design Ltd/ Loaninghill Fabrication Company Ltd	21/02/2022	C	21/02/2022	20/04/2022	0	£35,880	Yes	No
Partition Maintenance	Style Scotland Limited	23/02/2022	C	23/02/2022	22/02/2025		£9,300	Yes	No
SITS System - Upgrade - Consultant	Bhola IT Ltd	07/03/2022	C	07/03/2022	06/04/2022		£9,000	Yes	No
Defibrillators including Pads	St John's Ambulance	25/04/2022	C	25/04/2022	24/05/2022		£4,646	No	No
Mobile Voice and Data Services	Vodafone Group Plc	24/05/2022	B	24/05/2022	23/05/2024		£30,552	No	No
Lift Maintenance	Kone PLC	25/05/2022	B	26/05/2022	25/05/2025		£6,733	Yes	No
Beauty Products and Kits	College Kits Direct Ltd	27/06/2022	B	01/08/2022	31/07/2026		£32,000	Yes	No
Hair Kits and Barber Kits	College Kits Direct Ltd	22/06/2022	B	01/08/2022	31/07/2026		£30,000	Yes	No
Media Make Up Kits	Freestyle Hair Co Ltd t/a Treasure House of Makeup	27/06/2022	B	01/08/2022	31/07/2026		£17,100	Yes	No
						<b>Total (ex vat)</b>	<b>£296,611</b>		

## Non-Compliant Spend

Any procurements carried out this financial year were carried out compliantly however analysis of 21/22 spend is indicating several areas where the historical value over a period of 4 years is above regulated threshold (>£50k). These areas have been prioritised alongside other contracts requiring renewals and incorporated into a long term forward plan.

Category Subject	Supplier Name	Owner Cat A/B or C	Value over Contract Period (4 Years – excl VAT)	Compliance Issue	Proposed Solution
Estates – Mechanical Maintenance	ECG Building Maintenance	C	£219,305	Historical Spend	On Forward Plan.
Estates – Electrical Services	Docherty Electrical Contractors	B	£109,980	Historical Spend	On Forward Plan. Investigate Framework.
Estates Cleaning Services	Interface Environment Management	C	£112,011	Historical Spend	On Forward Plan.
Marketing Advertising	Phoenix Outdoor Advertising Ltd	C	£82,950	Historical Spend	On Forward Plan
Estates - Catering Equipment Services	React Catering Services	B	£58,333	Historical Spend	On Forward Plan. Investigate Framework.
Construction Painting Materials	Dulux Decorators Paints	B	£82,050	Historical Spend	On Forward Plan. Investigate Framework.
Estates Door Maintenance	Dorma UK	B	£60,446	Historical Spend	On Forward Plan. Investigate Framework.
Estates and Building	MKM Building Supplies Ltd	B	£55,363	Historical Spend	On Forward Plan
Estates Pest Control	Environmental Pest Control	B	£53,679	Historical Spend	On Forward Plan. Investigate Framework.
Estates ID Badges	Digital ID	C	£57,730	Historical Spend	On Forward Plan.
Professional and Bought in Services including Consultancy	IHS	C	£53,815	Historical Spend	On Forward Plan
Alarms	Connolly Security Systems	C	£80,387	Historical Spend	On Forward Plan

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

The following Community Benefits are being provided via the following Contracts:

Contract Title	Supplier	Community Benefit
Catering Services	Inspire in conjunction with SLC and the Students Association.	As part of the community benefit requirement Inspire provide the following: <ul style="list-style-type: none"> <li>• Free Breakfast for the Students (porridge)</li> <li>• Subsidised Soup and Rolls</li> <li>• Surplus food given away to students at the end of every week.</li> </ul>
Hair and Barber Kits Beauty Products and Kits	College Kits Direct (Previously Capital Hair & Beauty)	<p><b>Training budget rebate</b></p> <p>CKD will provide the college with a rebate of 5% of the total spend, which can be used to purchase training courses.</p> <p><b>Student Spend Rebate</b></p> <p>In addition to the above college spend rebate, CKD have given the college an additional 3% rebate</p> <p><b>Free of charge products for prizes</b></p> <p>Up £250 per department</p> <p><b>Access to supplier Masterclasses</b></p>
Internal Audit	Henderson Loggie	<p>The Contractor will work with the College to deliver added value services, community benefits or other aspects which shall contribute to achieving social or added value which may not be explicitly required as part of this tender.</p> <p>The College runs a varied curriculum of Accounting Courses from a Modern Apprenticeship in Accounting to a Batchelor of Accounting, Students on these courses may benefit from external insight from the profession such as career talks or work experience,</p>



		Although not an exhaustive list, other added value or community benefits will include apprenticeships, training opportunities, placements, charity contributions, support for community projects or other relevant benefits.
Insurance Services	Education Protect Scotland Limited	SLC will have a review of community benefits as part of the contract review process as Education Protect have offered to deliver staff / student training on risk worth £3,000
Website Services	Bright Digital Marketing Ltd	One half-day digital marketing best practice seminar hosted at our office Studio in Glasgow

## Annex D List of Regulated Procurements planned to commence in next two F/Ys 22/23 & 23/24

### Regulated

Agreement Title	New, Extension or re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Multi-Functional Devices	Re-let	A	01/12/2022	28/01/2023	31/03/2023	31/03/2028	£112,000
Solar Photovoltaic System	New	C	01/12/2022	01/02/2023	01/03/2023	31/03/2023	£216,000
Building Maintenance	New	C	05/01/2023	01/06/2023	01/07/2023	30/06/2028	£325,000
Electrical Services	New	C	23/01/2023	01/03/2023	03/04/2023	31/03/2028	£75,000
Door Planned Preventative Maintenance	New	B	01/02/2023	01/05/2023	01/07/2023	30/06/2027	£60,000
Access Control incl ID Badges and System	New	C	01/03/2023	01/07/2023	01/09/2023	31/08/2027	£244,000
Kitchen Deep Clean	New	C	01/04/2023	01/06/2023	01/07/2023	30/08/2027	£50,000
Alarms including fire alarms	New	C	01/05/2023	01/08/2023	01/10/2023	30/09/2027	£100,000
Catering Services	Re-let	C	01/05/2023	01/06/2023	01/08/2023	31/07/2028	£100,000
Trade Framework (Materials)	New	C	01/06/2023	01/09/2023	01/10/2023	30/09/2027	£120,000
Estates Cleaning Services inc Washroom	New	B	01/07/2023	07/09/2023	21/09/2023	20/09/2027	£113,000
Catering Equipment Repair and Servicing	New	C	01/08/2023	01/11/2023	01/12/2023	30/11/2027	£71,000
Waste Management Services	Extension Available	B	01/02/2024	01/08/2024	17/01/2025	16/01/2028	£160,000
CCTV Maintenance	New	C	01/03/2024	01/07/2024	01/09/2024	31/08/2028	£75,000
Insurance Services	Extension Available	B	01/03/2024	01/06/2024	01/08/2024	31/07/2028	£240,000
Window Cleaning Services	New	C	01/03/2024	01/06/2024	01/07/2024	30/06/2028	£60,000
Adobe Software	Re-let	B	01/05/2024	01/06/2024	01/07/2024	30/06/2027	£78,000
						<b>Total</b>	<b>£2,199,000</b>

## Below Regulated

Agreement Title	New, Extension or Re-let	Category	Expected Date of Contract Notice	Expected Date of Award	Expected Start Date	Expected End Date (inc extensions)	Estimated Value over Contract Term (inc extensions)
Gutter Works	New	C	05/01/2023	23/01/2023	01/02/2023	31/03/2023	£50,000
Workroom Restructure	New	A	05/01/2023	23/01/2023	01/02/2023	31/03/2023	£100,000
Mobile Phone, Wifi and Mifi Services	Re-let	B	01/02/2023	05/03/2023	05/04/2023	04/04/2025	£32,000
Backup Software Renewal	Re-let	B	01/02/2023	20/02/2023	01/03/2023	28/02/2026	£17,000
Firewalls incl Support	Re-let	B	19/06/2023	01/08/2023	01/08/2023	31/07/2026	£25,000
Blended Learning Consortium	New	C	03/07/2023	21/09/2023	21/09/2023	20/09/2026	£14,000
Legal Services	Re-let	B	01/09/2023	01/12/2023	12/01/2024	11/01/2027	£40,000
Plagiarism Software	Extension Available	B	01/09/2023	01/11/2023	13/12/2023	12/12/2026	£14,000
F- Secure - Antivirus	Re-let	B	01/10/2023	01/11/2023	01/12/2023	30/11/2026	£24,000
Azure Offsite Backup Services	Re-let	B	27/02/2024	30/03/2024	01/04/2024	31/03/2027	£10,000
Psychological Testing Services	Re-let	C	18/03/2024	08/05/2024	10/06/2024	09/06/2028	£36,000
Cyber Essentials Plus Audit	Re-let	B	26/03/2024	03/04/2024	04/04/2024	03/04/2027	£18,000
Inisoft - tequios	Re-let	B	01/05/2024	03/06/2024	05/06/2024	04/06/2027	£26,000
Water Coolers	New	B	12/06/2024	04/08/2024	04/09/2024	03/09/2027	£30,000
Franking Machine	Extension Available	B	20/06/2024	12/09/2024	14/10/2024	13/10/2028	£13,000
						<b>Total</b>	<b>£449,000</b>

\*The dates and values on this annex are indicative and subject to change. By the time of publishing, some contracts may have been advertised.

\*\*For extensions available, as it is unknown whether extensions will be taken up, the dates reflect the end of the initial contract. If extensions are taken up, these dates shall push out.

## **Annex E Annual Report Commentary on Strategic Statements and Objectives**

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## STRATEGIC

Highest Quality Education and Support  
(College)

Inspirational Learner Journey  
(Regional)

An outstanding system of Learning. A more successful economy and society  
(SFC)

Successful Students  
(College)

Develop & Nurture  
(Regional)

A more equal society.  
A culture of enterprise and innovation  
(SFC)

Highest Quality Education and Support  
(College)

Effective & Efficient  
(Regional)

A more successful economy and society  
(SFC)

Sustainable Behaviours  
(College)

Strong & Sustainable  
(Regional)

High Performing institutions  
(SFC)

1

2

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## STRATEGIC PROCUREMENT OBJECTIVES

To work with internal academic budget holders professional support service colleagues and suppliers to deliver innovation and best value to the learning research and service support communities through the development of an effective and co-ordinated purchasing effort within the College.

To seek out professional development opportunities 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 the contracts for the benefit of customers and students.

To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

To develop sound and useful procurement management information in order to improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.

To embed sound and ethical social and environmental policies within the College's procurement function and to comply with relevant Scottish and UK Legislation in performance of the Sustainable Procurement Duty.

To promote the delivery of value for money through good procurement practice and optimal use of the procurement collaboration opportunities.

Procurement Strategy Objective	Procurement Strategy Statement	Annual Report Commentary on Strategy Delivery
To work with internal budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning, and service support communities, through the development of an effective and co-ordinated purchasing function	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>The College's general policy on consulting and engaging with those affected by its procurements</p>	<p>The Supply Chain Manager has worked with the internal stakeholders on all procurements carried out in 2021/2022 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs.</p> <p>The College follows the Scottish Government's Procurement Journey as standard procedure with its own internal governance and threshold levels &lt;£50k for Goods and Services and &lt;£2m for Works.</p> <p>The Supply Chain Manager supported by the Senior Supply Chain Manager has worked with Faculties and Depts to implement contracts in specific areas aligned to the College's priorities. A Project Strategy has been completed with the input from relevant stakeholders for the following contracts let within the period: These included:</p> <ul style="list-style-type: none"> <li>- Waste Services</li> <li>- Internal Audit Services</li> <li>- Insurance Services</li> <li>- On-Site Assessment Services</li> </ul> <p>Completion of a Project Strategy allows us to assess any risks associated with the procurement and the relevance of key areas such as UK GDPR, Cyber Security, Health &amp; Safety, Sustainability and Community Benefits. Key Performance Indicators were included in these contracts</p>
To develop sound and useful procurement management information to measure and improve procurement and supplier performance conducted through fair and transparent process	<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievement of its purposes</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat economic operators equally and without discrimination</p> <p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty</p>	<p>The College submits its annual expenditure to APUC Ltd where the data is coded allowing the Supply Chain Manager to analyse the data. This identifies any areas of regulated spend and high-risk areas. The College has a full set of data over a period of 4 years which provides clarity on areas that require to meet the Procurement Reform Act obligations. Areas of expenditure have been prioritised and are on the Procurement Forward Plan. These procurements shall follow the Scottish Government's Procurement Journey and shall be advertised through PCS with appropriate evaluation criteria and weightings in line with the process carried out for completed procurements in 2021/2022.</p> <p>The College uses the Pecos System for the placing of Purchase Orders. This Supply Chain Manager will undertake a review of Pecos to understand the current usage status with a view to maximising usage within the College.</p> <p>Savings are recorded where the College has used collaborative framework agreements and where savings have been achieved through local tender activity.</p>

	to act in a transparent and proportionate manner	A public facing, current contracts register where contracts are logged through the Hunter Database is available on SLC's procurement section of the website providing full transparency of the College's contracts.
To embed sound ethical, social and environment policies within the College's procurement function and to comply with the relevant Scottish, UK, and EU legislation in performance of the sustainable duty	<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with the Sustainable Procurement Duty</p> <p>The College's general policy on the payment of a living wage to persons involved in producing, providing, or constructing the subject matter of regulated procurements</p> <p>The College's general policy on promoting compliance by contractors and sub-contractors with the Health &amp; Safety at Work Act 1974 and any provision under that Act</p> <p>The College's general policy on the procurement of fairly and ethically traded goods and services</p> <p>The College's general policy on how it intends it approach to regulated procurements involving the provision of food to:</p> <ul style="list-style-type: none"> <li>- improve the health, wellbeing, and education of communities in the College's area</li> <li>- promote the highest standards of animal welfare</li> </ul> <p>How the College intends to ensure that, as far as is reasonably practicable, the</p>	<p>SME engagement is imperative to the College, and we continue to offer SME support in the tender process. Although limited in 2021/2022, the Supply Chain Manager will continue to attend events to support SMEs providing advice and a key contact for upcoming opportunities.</p> <p>Consideration of environmental, social, and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage of a regulated procurement. The College always considers use of a framework in the first instance. Using framework agreements means that where appropriate, these areas have already been considered and assessed as part of the award criteria where relevant.</p> <p>Although not a legal requirement, South Lanarkshire College complies with the duties under the Modern Slavery Act publishing an annual Modern Slavery Statement on the website. All Invitation to Tender documents for APUC framework agreements and local tenders have the Sustain Supply Chain Code of Conduct. Tenderers are asked to sign up to the ethos of the code as part of their bid committing to assurance that they do not use forced, involuntary or underage labour, that they provide suitable working conditions and terms, that they treat workers fairly and that they comply with all laws and regulations relating to ethical and environmental compliance.</p> <p>The College's standard Terms and Conditions were used in all local tenders. By the supplier signing to the College's terms and conditions, this minimises contractual risk to the College. They require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, the Equality Act 2010, and health and safety law. These terms also include a clause for a minimum payment term of 30 days of which the College must pay the supplier and a clause for the supplier to meet this term with any sub-contractors engaged as part of the contract. The College paid 96% of invoices within 30 days in year 2021/2022.</p> <p>The Supply Chain Manager attends the College Sustainability Group. The group meetings will resume and will be held monthly. The College is participating in the Sector's FNT2030 Sustainability plans. This project will develop a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain.</p>

	<p>following payments are made no later than 30 days after the invoice is presented:</p> <ul style="list-style-type: none"> <li>- payments due by the College to a Contractor</li> <li>- payments due by a contractor to a sub-contractor</li> </ul> <p>payments due by a sub-contractor to a sub-contractor</p>	<p>The College is a Living Wage employer. Where relevant and proportionate, as part of the regulated procurement process, a fair working practices evaluation question is included to assess suppliers and their level of compliance in this area.</p> <p>The College through APUC Ltd, is affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.</p> <p>The College has access to the EcoVadis sustainability ratings agency. This tool allows the College to review sustainability audits within our supply chain.</p> <p>The College has worked with the Catering Contractor, Inspire Catering, to remove single use plastic products such as containers and cutlery. The containers are now Vegware which are biodegradable compostable packaging.</p>
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>How the College intends to ensure that its regulated procurements will deliver value for money</p>	<p>The Supply Chain Manager continues to develop relationships with internal and external stakeholders.</p> <p>The updated Procurement Thresholds were agreed and circulated on 01 April 2022</p> <p>Further training and exposure to internal procurement processes for internal stakeholders is required within the College.</p> <p>The Supply Chain Manager has worked with Faculties and Depts to ensure that appropriate evaluation criteria and weightings and where appropriate, key performance indicators were included in procurements completed this year.</p> <p>We continue to offer support and direction to SMEs as required for specific tenders. The procurement section of the College website provides information for suppliers. This is currently under review.</p> <p>The Supply Chain Manager attends the Procurement Strategy Group for Colleges hosted by APUC Ltd and is a valuable peer network for advice, guidance, and information exchange.</p> <p>The Supply Chain Manager is part of the Central and South Regional Team which incorporates 5 Colleges across the Central Scotland Region where an APUC shared service is delivered. Regional Team Meetings are held and facilitated by our Senior Supply Chain Manager responsible for this team. This enables the team to exchange information and discuss regional collaborative opportunities.</p>



		South Lanarkshire College and New College Lanarkshire work closely to share best practice, align procurement processes and collaborate where possible.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities	How the College intends to ensure that its regulated procurements will deliver value for money	<p>The Supply Chain Manager has worked with the internal stakeholders on all procurements carried out in 2021/2022 to ensure that the specification meets requirements with evaluation criteria and weightings included which align to the College's needs. The internal stakeholders have been part of an evaluation panel which contributes to a value for money decision for the College.</p> <p>Through expenditure analysis, the Supply Chain Manager identifies where there is non-compliant spend and opportunities for utilising collaborative agreements or placing a local contract. The College seeks to use framework agreements where they deliver value for money.</p> <p>Where a collaborative framework agreement is not available or unsuitable, the College will seek competitive offers via an open tender. Regulated procurements are carried out in conjunction with the Supply Chain Manager. Evaluation criteria including price and quality aligned to a scoring methodology are stated on the Contract Notice and Tender Documents. Where relevant, a sustainability test is used to assess the relevance of areas such as environmental impact, fair work, equality, and social impact. Evaluations are initially carried out individually by tender panel members then a conclusion reached by consensus.</p> <p>The College works closely with New College Lanarkshire and has collaborated on a Waste Services Contract this year.</p> <p>The Supply Chain Manager contributes to the Procurement Strategy Group for Colleges which holds an annual Contracting Priorities Workshop where APUC Ltd seek input on future collaborative opportunities across the FE Sector.</p> <p>The College is increasing its collaborative expenditure on an annual basis (final figures have still to be confirmed).</p>
To seek out professional development opportunities and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance,	<p>The College's general duty on the procurement of fairly and ethically traded goods and services.</p> <p>How the College ensures that all its regulated procurements will be carried out in</p>	<p>The Supply Chain Manager attends the annual Procurex Conference, the APUC Procurement Network Conference, sectoral events and has access to training to develop skills to benefit the service provided to South Lanarkshire College. Training is assessed as part of a continual performance review and development process.</p> <p>A procurement awareness session was delivered to the college as part of the staff development day.</p>

and minimal risk throughout the life of the contracts for the benefit of customers and students.	compliance with its duty to act in a transparent and proportionate manner.	<p>The College actively supports the sourcing of goods that are fairly, ethically, and sustainably sourced. We consider risks as part of the Project Strategy which also includes a sustainability assessment prior to commencing the procurement process.</p> <p>The supplier management and performance measurement route are determined at the Project Strategy stage of the process. Segmentation of the level of spend and supply risk determines which appropriate route of Strategic, Managed or Routine processes will be applied to monitor the performance.</p> <p>Key Performance Indicators for strategic contracts are monitored to ensure the objectives of the service delivery is achieved. Contract Management is also a means of sharing best practice within the marketplace and delivering innovation throughout the term.</p>
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South Lanarkshire College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey. These have met the objectives and obligations set out immediately above.

## Annex F – 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 Ltd
- Scotland Excel
- NHS National Procurement

**Category C** Local Contracts for use by individual bodies

**Category C1** Local or regional collaborations between public bodies

**Below Regulated Procurements** are low value procurements with an estimated total value of less than £50k (ex vat) for goods and services and less than £2m for works. These are conducted in line with the College's internal procurement procedures.

**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.

**Centres of Expertise** are the procurement support and advisory bodies to the Public Sector. They are: Central Government Procurement, Advanced Procurement for Universities and Colleges (APUC Ltd), NHS National Procurement and Scotland Excel (Local Authority).

**Collaborative Procurement** is an effective way for more than one College/University, contractor, consultant, or supplier to join together to procure works, goods, or services, share expertise, promote efficiency, and deliver value for money savings in the form of a contract.

**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).

**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.

**EcoVadis** is global CSR assessment tool which is based on international standards to conduct individual sustainability performance assessments across all relevant areas of the supply chain. Suppliers assessed by EcoVadis will receive a sustainability scorecard with detailed insights into their strengths along with opportunities for improvement.

**GPA** - The Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO).

**GPA Thresholds** are the thresholds of the Agreement of Government Procurement which apply to public authorities from 1 January 2021. The current thresholds applicable are (net of VAT):- for Supply, Services and Design Contracts, £177,897, for Work Contracts, £4,447,447. The GPA thresholds are revised every 2 years. The next threshold change will occur on 1 January 2024.

**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.

**Institution** refers to College or University.

**Leverage Based Savings** - use of economies of scale to secure improved value.

**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.

**Non-Influenceable Spend** – This spend includes goods/services that can only be procured from one source, for example Scottish Qualification Authority.

**Non-Pay Influenceable Spend** – This is non-payroll spend that the procurement team can influence to Tender for Goods/Services/Works.

**Operational Procurement Review (OPR)** – Procurement assessment type for institutions with an annual Procurement spend of less than £2m.

**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.

**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.

**Regulated Procurements** are those whose values are greater than £50k for goods and services and greater than £2m for works. They require to be conducted in compliance with the Public Contracts (Scotland) Regulations 2015, the Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

**Real Living Wage** is a voluntary hourly rate that is set by the Living Wage Foundation. The hourly rate level is set annually and is based on the cost of living in the UK with the aim to help support a minimum acceptable quality of living.

**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.

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

**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.

**Sustain Supply Chain 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 Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**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.

**World Trade Organisation (WTO)** is the global international organisation dealing with the rules of trade between nations.