

**Glasgow Kelvin College**

**Finance and Resources Committee – 8 February 2022**

**Annual Procurement Report 2020-21**

**Report by Vice Principal Operations & Procurement Manager**

**1. Introduction**

One of the requirements of the Procurement Reform (Scotland) Act 2014 is that all public bodies publish a detailed report on procurement activity. The purpose of this report is to present the members of the Finance and Resources Committee with Glasgow Kelvin College's Annual Procurement Report, covering the period from 1 August 2020 to 31 July 2021 for noting - attached at **Appendix 1**.

The College's Procurement position for the year is also summarised on **Appendix 2**, the Annual Procurement Report Template, Annex A, which is required by Scottish Government.

**2. College Procurement**

Members will be aware that Advance Procurement in Universities and Colleges (APUC) is the procurement centre of expertise for the College and University sectors in Scotland. Additionally, APUC provides a regional procurement shared service to the three Glasgow Colleges whereby they employ qualified procurement staff who are placed in each College. This arrangement ensures appropriate professional supervision and that regional collaborative procurement can take place within the region. It also helps avoid duplication and contributes to the work of the Glasgow Colleges Group and Glasgow Colleges Regional Board (GCRB).

The Annual Procurement Report has been prepared by APUC staff and outlines the main procurement activity and plans at the College. It also confirms that the College is fully compliant with the requirements of the Act.

The College has a procurement section on its web site which hosts this report along with other key procurement contacts and related documents such as the Procurement Strategy: <https://www.glasgowkelvin.ac.uk/procurement/>

All public bodies are required to publish similar reports and these should be made publicly available on-line.

**3. Resource Implications**

There are no new resource implications associated with the contents of this report. The cost of the APUC shared service is reviewed annually and included in the College budget.

#### **4. Equality Impact**

No negative impacts on people with protected characteristics have been identified as a consequence of this report.

#### **5. Risk and Assurance**

No new risks have been identified as a consequence of the contents of this report.

The Annual Procurement Report has been prepared by qualified procurement staff employed by APUC and therefore provides the Committee with external assurance that the College is compliant with the Procurement Reform legislation.

#### **6. Recommendations**

Members of the Finance and Resources Committee are recommended to note the contents of this report and its appendix.

#### **7. Further Information**

Members may obtain further information relating to the contents of this report from Jeanette Evans, Vice Principal Operations, [jevans@glasgowkelvin.ac.uk](mailto:jevans@glasgowkelvin.ac.uk) or Alison Lees, Procurement Manager, [alees@glasgowkelvin.ac.uk](mailto:alees@glasgowkelvin.ac.uk).

**JE/AL**  
**Glasgow Kelvin College**  
**February 2022**



**Glasgow Kelvin College**  
**Annual Procurement Report (APR)**  
**1 Aug 2020 – 31 July 2021**

**Prepared by Alison Lees, Procurement Manager**

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## Executive Summary

Since 31<sup>st</sup> December 2016 the Procurement Reform (Scotland) Act 2014 (PRA) required 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. Organisations 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.

This report covers the period of 1 Aug 2020 – 31 July 2021 and addresses performance and achievements in delivering the Glasgow Kelvin College organisational procurement strategy during this period.

As discussed in the Procurement Report 2019-20, from mid-March 2020 there was a world outbreak of a contagious virus (“COVID-19”) and Scottish Government (SG) announced a national lockdown which mandated the closure of non-essential retail, hospitality and education establishments. The College suspended all face-to-face teaching as of 17 March 2020 and the majority of learning was provided on-line. The national lockdown remained in place until 23 August 2021 which encompasses the period of this Procurement Report, 1 August 2020 to 31 July 21.

The College continues to monitor restrictions and envisages that during the term 2021-22 more staff and students will return to College, again dependant on Scottish Government restrictions. Since August 2021, due to ongoing SG social distancing restrictions, teaching and working from home continues and only 20 to 30% of students and staff are attending the College campuses.

During this unprecedented time there were 7 regulated procurement purchases totalling £1,440,743.53. Scottish Government provided advice to public bodies that direct awards could be made for emergency requirements. In addition, extant contracts, which were due to be retendered during this period, could be extend. As some companies were closed, and with no access to campus buildings, effective competition was deemed unfeasible.

Glasgow Kelvin College has over 300 active suppliers with whom the College did business in the reporting period and the total non-pay expenditure was £4,809,011.18. Total influenceable procurement spend was £3,713,742.06 of the non-pay spend. Of the influenceable spend £2,695,615.49 was contracted which equates to 72.6%.

The College has been optimising use of national and sectoral collaborative contracts and frameworks. As well as bringing leverage-based savings for the College of £716,992.51 in this financial year, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

This report comprises seven sections, the first five cover mandatory reporting.

- 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

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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).

## Section 1: Summary of Regulated Procurements Completed

Glasgow Kelvin College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.

The detailed summary of regulated procurements completed is set out in Annex A. That information, coupled with the publication of the College's [Contracts Register](#) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In Annex A, information is set out to show lower value regulated procurements completed and EU regulated procurements completed. It distinguishes use of collaborative frameworks from contracts led by the College.

For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- 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.

## Section 2: Review of Regulated Procurement Compliance

Where appropriate, Glasgow Kelvin 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 EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of an action plan that seeks incremental improvements to process and outcomes over time. The action plan is based on the College assessment against the Scottish Government Procurement and Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which can provide valuable benchmarks by which necessary improvements might be identified, consulted over and implemented.

The College's most recent PCIP was conducted in 2019. Due to the College expenditure it was subject to a "lite" assessment. Glasgow Kelvin College achieved a score of 87% and a banding of Gold. This scoring demonstrated excellent performance across the core assessment areas and contract compliance is increasing year on year. There was no PCIP during this reporting period the next report will be Summer 2023.

Glasgow Kelvin College has published Procurement Processes and sign off arrangements that are consistent with the guidelines set out in the Scottish Government Procurement Journey and that have met procurement objectives and obligations.

### Section 3: Community Benefit Summary

For every procurement over £4m, Glasgow Kelvin College 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. During the 2020-21 period the College did not have any procurement of this value.

However the general College policy on identifying community benefit requirements is to conduct a 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,
- 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.

Bidders 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.

Glasgow Kelvin College has awarded 7 regulated procurement contracts over the reporting period. None of these procurements were over £4 million in value.

In the reporting period, the following community benefits were fulfilled from extant contracts:

1. Student work experience and vocational training opportunities, this includes Hair and Beauty Contractors providing additional free tuition to students.

2. Heating and Ventilation Contractors have provided technical seminars to students to further embellish their knowledge and understanding of the subject areas.
3. ENVA the Waste Management Contractor has delivered 6 tonnes of compost to the East End Community Garden Project free of charge. Enva continue to offer compost across the campuses if required. This has also been offered to College staff.
4. Hair & Beauty students have offered the community some beauty therapy treatments
5. Barbering Academy students continue to offer haircuts and beard trims free to the community with support from the Contractor Rebel Rebel.

#### **Section 4: Supported Business**

For all regulated procurements, Glasgow Kelvin College considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with EU and ensuring value for money for the College.

The College has 1 contract with a supported business in this period due to the nature of the requirements. This is with Haven Limited for ad-hoc uniform embroidery, although there was no spend with the company during this reporting period.

The College publishes its commitment to Access and Inclusion and its Equalities Mainstreaming Report separately.

#### **Section 5 – Future Regulated Procurements**

Glasgow Kelvin 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 as use of the College campuses continues to be limited due to COVID-19 social-distancing regulations. 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, (where the information is available):

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- expected start date
- The estimated value of the contract.

#### **Section 6 – Content for Consideration**

##### **Legislation**

Procurement continues to work with the college to ensure compliance with procurement regulations and college procedures. In addition, the College continues to work with suppliers to ensure their processes are robust when handling the College's data under the GDPR regulations.



Procurement embeds sound ethical, social and environmental policies within the Institution's procurement function, and shall respond to the global climate emergency complying with relevant Scottish and UK legislation in performance of the sustainable procurement duty.

### Gateway

The PECOS "Gateway" system is now in full use across the college with increased spend using the online catalogues. The Gateway allows for a requisitioner to be able to access online linked supplier catalogues. Using an online basket, the requirements can be transferred directly on to a PECOS order ensuring GKC are receiving all discounts that are available.

### Below Regulated Expenditure

In addition to the regulated contracts Glasgow Kelvin College continued to use extant frameworks and contracts for requirements. Spend during this report amounted to a total of £2,695,615.49.

During 20-21 there has been an increased use of external trainers where GKC cannot provide the training required by our external partners. This has resulted in a spend of £423,477.13 which has not already been included in the regulated or below regulated figures above. A competitive tender exercise is currently being prepared to encapsulate this spend.

### Achievements

**PECOS/Gateway** – Over the period of this report there has been some background work undertaken by Scottish Government to improve the online programme to make the system quicker thus leaner. This year the online system has been utilised for more than 73% of orders.

**No PO no PAY** - GKC finance and procurement staff work closely together to reduce maverick spend. Where invoices are received without the prior issue of a PO the invoice is either returned to the supplier to identify the requisitioner, or where the requisitioner details are available, sent directly to them to raise a PO to facilitate online BACS payment.

### Section 7 – Compliance with Procurement Strategy

Our procurement policies and procedures align fully with the Scottish Government Procurement Journey following best practice procurement in a legally compliant manner. There have been no complaints or legal challenges during this year.

Procurement Strategy Statement	Annual Report Commentary
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	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g., impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p>

value to users of procurement services	<p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with 3 organisations to deliver local collaborative contracts.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>
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 Institution.	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also 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 <a href="#">Scottish Procurement Journey</a>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives</p>
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>The College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The college has collaborated with Glasgow Clyde College and City of Glasgow College on several tenders. The three colleges form a regional procurement team called GRPT (Glasgow Regional Procurement Team). The Procurement Manager at the College analyses spend for every category and then populates the local forward contracting plan with tender opportunities. The Head of the Glasgow Regional Procurement Team is then able to identify with the other colleges forward contracting plans for the collaborative tendering opportunities.</p> <p>Regional Collaboration in procurement across the Glasgow region has meant that it has been made viable; to create a regional category-based Procurement Team, managed collaboratively on the College's behalf by Advanced Procurement for Universities and Colleges, the</p>

	<p>sector's Centre of Procurement Expertise. Undertaking regional tenders has also brought significant efficiency savings within the Colleges from going to market once rather than several times over, while also benefiting from the increased market leverage this brings. The commodities covered have included Library systems, sports kits, art kits, security services, catering kits, PPE, furniture and waste management to name but a few. This has also benefited the supplier market as they can operate more efficiently by having to prepare a lesser number of bids, enabling them to supply to the public sector at lower cost.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis is carried out to inform future procurement activities and provide management information. Data for analysis is drawn from the College's finance system along with annual spend data located on APUC's Hub and Hunter database which also provides the college's full contract register of collaborative agreements and local contracts. The APUC Procurement Data Dashboard provides additional, valuable management information.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. Use is made of PCS and PCS-T to publish procurement opportunities. In addition, appropriate use is made up of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>

<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Sustainability Test, APUC's Code of Conduct, and Sustain.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract-by-contract basis, the institution 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 Institution strives to comply with its duties under the Modern Slavery Act.</p>
<p>Take account of climate emergency and circular economy in procurement activity and seek to address.</p>	<p>The defined procurement process determines Carbon reduction targets, measurement and reporting throughout the term of the contract. Using management reporting and evidence supplied by the Contractor.</p> <p>Identification of reuse or recycle or destruction with zero waste to landfill.</p>

To deliver strategic procurement objectives and to comply with the general duties and specific measures of the PRA, a number of critical areas have been identified for continual annual review including:

- i) **Organisational Spend** - The Procurement Manager analyses organisational spend on a yearly basis to identify opportunities to combine individual commodity spend into larger more cost-effective local contracts. Spend on local contracts has steadily increased demonstrating improved purchasing compliance across the organisation.
- ii) **Transparency** - All procurements are undertaken in full compliance with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition. All regulated procurements are published on Public Contracts Scotland (PCS) with output-based specifications and clear evaluation criteria to ensure our contract opportunities are accessible to as many bidders as possible.
- iii) **The Sustainable Procurement Duty** - GKC considers the environmental, social and economic issues relating to all regulated procurements. These and other relevant elements are reviewed in every individual procurement strategy per regulated tender to ensure opportunities to improve sustainability in our procurements are not overlooked. Head of Facilities and Environmental Sustainability works closely with procurement and supports APUC in the use of its "Sustain" sustainability assessment web portal, developed

to record the social, ethical and economic standards and compliance of suppliers and identify areas of risk and opportunities for influence.

iv) Community Benefits – Where possible GKC includes appropriate Community Benefit requirements in relevant contracts.

v) Addressing Climate and Circular Economy (SPPN 1/2021) The institution will seek to take account of climate and circular economy in its procurement activity on a contract-by-contract basis. The institution will utilise available tools and systems such as Prioritisation, Life Cycle Impact Mapping where relevant and proportionate to the scope of the procurement.

vi) The Procurement of Fairly and Ethically Traded Goods and Services. GKC sources goods considering fair and ethical trading and equivalent offerings wherever possible and relevant. The Catering Contractor has included a variety of fair and ethically traded food choices in all outlets.

vii) The Provision of Food and Improving the Health, Wellbeing and Education of Communities in the College's Area, and the Promotion of the Highest Standards of Animal Welfare. Food purchases are made using the TUCO (The University Caterers Organisation) Contracts. TUCO is committed to driving the health and well-being agenda on behalf of the education sector with sustainability embedded into all contracts. All TUCO suppliers must undergo rigorous assessment of environmental credentials.

x) Performance Management – Despite College closure, due to COVID-19, Procurement has undertaken performance management through different mediums, e.g., e-mail and video conferences. Procurement recognises that there is more we can do to add value across the College and drive value and efficiency savings during the life of the Contract.

## Annex A List of Regulated Procurements Completed in the Reporting Period 1/Aug/19 – 31/Jul/20

### Regulated Procurements

Commodity	Contract Reference	Supplier Name	Date of Award	Category	Start Date	End Date	Value over contract period £	SME Status	Supported Business
Client Devices - Notebooks	SP-19-016	HEWLETT PACKARD LTD	6 Mar 2021	C - Contract	01/01/2020	31/12/2022	143,837.73	No	No
Insurance	INS1001AP	UMAL	10 Aug 2020	C-Contract	2/02/2018	1 /02/2023	101,104.00	No	No
HP Chromebook	SP-19-013	XMA Ltd	13 Jul 2021	C-Contract	27/07/2021	28/11/2022	70,992.00	No	No
MS Campus	ITS2004NE	Softcat	31 Mar 2021	C-Contract	27/04/2021	26/08/2021	66,886.03	No	No
GYM Equipment	One Off Creditors	Powerhouse Fitness	13 Jul 2021	C-Contract	28/07/2021	28/8/2021	52,174.01	No	No
Waste Management	GCC-GRPT-EMF1027AP-Waste21	ENVA Ltd	24 May 2021	C-Contract	01 /09/2021	31/08/2024	120,000.00	No	No
Manned Guarding	Ref: 0719	MITIE Security Services	01 Jul 2021	C-Contract	02/08/2021	01/08/2025	885,749.76	No	No
<b>Total</b>							<b>1,440,744.00</b>		

## Non-Regulated Procurements

Commodity	Contract Reference	Supplier Name	Date of Award	Category	Start Date	End Date	Value over contract period £	SME Status	Supported Business
E-Books	CS-GKC072	Askew & Holts	25 March 2021	HR	01/04/21	31/03/24	12,000.00	No	No
Retail Shop & Enhanced Cleaning	GKC-CS-RETAIL- 001	United Cleaning	17 Aug 2020	C-Contract	17/08/2021	31/12/2021	40,000.00	No	No
Pre-Planned Maintenance	GCC-GRPT-MPPM-20	Richard Irvin FM Ltd	1/12/20	C-Contract Collaboration GRPT	1/12/20	30/Nov/23	30,276.57	No	No
<b>Total</b>							<b>82,276.57</b>		

## Annex B Regulated Procurements with Community Benefit Requirements

None applicable

## Annex C List of Regulated Procurements placed with Supported Businesses

None applicable

#### Annex D List of Regulated Procurements planned to commence in next two F/Ys 21/22 & 22/23

Category subject	Owner: Cat A/B or C	New, extended or re-let procurement	Expected Date of Award	Estimated Value over contract period £	Comments
Cleaning Materials & Consumables	Call-off from Framework	re-let procurement	02/08/2022	30,000	Was extended due to COVID
Fire Alarm Systems	Call off from framework	Re-tender	02/04/2022	54,000	Was extended due to COVID
Stationery & Office paper	Call-off from Framework	re-let procurement	18/09/2022	35,000	Was extended due to COVID
Provision of Catering Services	C1 - Local Collaboration	re-let procurement	01/07/2022	100,000	Due to COVID restrictions there will be no Catering Services until restrictions are lifted
Supply and Delivery of Art Kits	C-contract	re-let procurement	01/05/2022	100,000	Was extended due to COVID
Supply and Delivery of Catering Kits	C-contract	re-let procurement	01/05/2022	50,000	Was extended due to COVID
The Provision of Internal Audit Services	Call-off from Framework	re-let procurement	01/05/2022	72,000	Was extended due to COVID
Similarity Detection System	Call-off from Framework	re-let procurement	01/10/2022	60,000	Was extended due to COVID



PPE (Personal Protective Equipment)	Call-off from Framework	re-let procurement	01/Jul/2022	50,000	Glasgow College Collaboration
LAN	Call-off from Framework	re-let procurement	20 July 2022	60,000	Possible Collaboration with Clyde
Unified Wireless Network	Call-off from Framework	re-let procurement	01/03/2022	90,000	Was extended due to COVID
Building Materials	Call-off from Framework	re-let procurement	01/Apr/2022	105,000	
Network Services	Call-off from Framework	re-let procurement	26/05/2022	50,000	Was extended due to COVID
Cabling ICT	Call-off from Framework	re-let procurement	11/08/2022	75,000	
Mobile Phones	Call-off from Framework	Re-let procurement	01/09/2022	TBC	
Legal Services	Call-off from Framework	Re-let procurement	01/10/2022	50,000	
BEMS Maintenance	C-Contract	Tender	01/06/2023	55,000	
<b>Total</b>				<b>1,036,000</b>	

## Annex E - Glossary of Terms

**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.

**Category of supply** 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.

**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.

**Hunter** - Hunter has been developed by the APUC 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 and has been fully adopted by GKC.

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 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

**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 e-Tendering 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** is 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** - 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.

**Sustainability Test**- This tool is designed to help embed relevant and proportionate sustainability requirements in the development of contracts. Used in conjunction with The Scottish Prioritisation Methodology it gives clear direction on embedding sustainable action in procurement exercises.

**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.

## Annex A

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

**1. Organisation and report details**

a) Contracting Authority Name

Glasgow Kelvin  
College

b) Period of the annual procurement report

1/8/20-31/7/21

c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)

Yes

**2. Summary of Regulated Procurements Completed**

a) Total number of regulated contracts awarded within the report period

7

b) Total value of regulated contracts awarded within the report period

£1,440,743.53

c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period

0

i) how many of these unique suppliers are SMEs

0

ii) how many of these unique suppliers how many are Third sector bodies

0

**3. Review of Regulated Procurements Compliance**

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy

7

b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy

0

**4. Community Benefit Requirements Summary****Use of Community Benefit Requirements in Procurement:**

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 Requirements

0

## Annex A

### **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)*
- e) Number of Apprenticeships Filled by Priority Groups
- f) Number of Work Placements for Priority Groups
- g) Number of Qualifications Achieved Through Training by Priority Groups
- h) Total Value of contracts sub-contracted to SMEs
- i) Total Value of contracts sub-contracted to Social Enterprises
- j) Total Value of contracts sub-contracted to Supported Businesses
- k) Other community benefit(s) fulfilled

0
0
0
0
0
0
0
3

### **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.
- 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.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.
- d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

7
0
0
0

### **6. Payment performance**

- a) Number of valid invoices received during the reporting period.
- b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)
- c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.

3,833
79%
0

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
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## **7. Supported Businesses Summary**

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
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	0

## **8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£4,809,011.18
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,882,547.23
c) Total procurement spend with Third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	64%

e) Total targeted cash savings for the period covered by the annual procurement report	£
i) targeted cash savings for Cat A contracts	«Value (£)»
ii) targeted cash savings for Cat B contracts	«Value (£)»
iii) targeted cash savings for Cat C contracts	«Value (£)»

f) Total delivered cash savings for the period covered by the annual procurement report	£
i) delivered cash savings for Cat A contracts	£716,992.51
ii) delivered cash savings for Cat B contracts	£
iii) delivered cash savings for Cat C contracts	£

g) Total non-cash savings value for the period covered by the annual procurement report	£
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## **9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	16
b) Total estimated value of regulated procurements expected to commence in the next two financial years	

