



**Glasgow Kelvin College**  
**Annual Procurement Report (APR)**  
**1 Aug 2022 – 31 July 2023**

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### Report Approved

**By:**

**Signed:**

**Position:**

## 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 were required to develop and publish a procurement strategy and 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 2022 – 31 July 2023 and addresses performance and achievements in delivering the Glasgow Kelvin College's organisational procurement strategy during this period.

Glasgow Kelvin College has analysed third party expenditure and has identified that over the period(s) covered by this report the following expenditure has occurred:

- WTO GPA regulated procurements [goods and services worth more than £177,897 exc 20% VAT; works - worth more than £4,447,447 exc 20% VAT<sup>2</sup>] amounted to £2,046,506.41. There were 3 such procurements completed.
- Lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] amounted to £700,943.80. There were 8 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.

Glasgow Kelvin College has over 255 active suppliers with whom the College did business in the reporting period and the total non-pay expenditure was £6.13m. Total influenceable procurement spend was £5.1m of the non-pay spend. Of the influenceable spend £3.5m was regulated and £1.6M was non-regulated.

The College has been optimising use of national and sectoral collaborative contracts and frameworks. As well as bringing leverage-based savings, 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. 40% of the College spend went through collaborative agreements in 2022/23.

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).

<sup>2</sup> Public contracts (WTO GPA) thresholds shall be revised on 01 /01/2024.

## 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 Contract 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.

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. The intention now is to consolidate this score for the next assessment due in 2024.

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 22-23 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 not awarded any contracts in the reporting period with a value over £4 million.

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

1. Green Week stand set up by the college’s Catering services provider Baxterstorey. Video of recipe to use up leftovers and avoid food waste released by Baxterstorey with the College’s kitchen staff members for the Green Week.

2. Health and safety and food safety modules offered to all front of house and back of house students by the college's Catering services provider Baxterstorey. Ongoing allergen training has also been provided.
3. Sponsorship available for two students deserving hardship funding for 3 courses (Elementary Food and Health REHIS, Elementary Food Hygiene and Personal Licence Holder)
4. ENVA the Waste Management Contractor continues to support the East End Community Garden Project with free of charge compost. Enva continue to offer compost across the campuses if required. This has also been offered to College staff.
5. Hair & Beauty students have offered the community some beauty therapy treatments
6. ENVA offers visits of their disposal plant at Linwood to staff and students and supported additional "toolbox talks" to highlight the different waste streams in the College.

#### **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 did not reserve any contracts for supported businesses in this period, and no contracts have been placed with supported businesses.

In future, the College will continue to review suitability of reserving contracts as well as envisage a higher spend with supported business where requirements allow.

The College has a partnership with SENSCOT which allows for the procurement team to further explore opportunities to engage with SMEs, third sector bodies and supported businesses. SENSCOT are an organisation set up to work with social enterprises in Scotland to ensure they have the support they need to deliver positive outcomes in their communities.

The college also promotes the Supplier Development Programme. This programme assists Scottish SME or third sector organisations interested in working with the public sector. They offer expert training, support and information to help them win work and grow their business, completely free of charge.

#### **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. 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.
- contract category A, B, C or C1

**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.

**Achievements**

**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 value to users of procurement services	<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>

	<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>
<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>	<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>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<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 Supply Chain 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>The college has been embedding responsible procurement activity into the supply chains by requesting suppliers to complete Section 1 of the Supply Chain Management (scm) tool to assess basic company workforce information including living wage.</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> <p>Regards response to the global climate emergency, the college have submitted their first draft of net zero plans for each category reporting on progress made.</p> <p>The College was delighted to receive a grant from the Scottish green public sector estate decarbonisation scheme in March this year to implement energy conservation measures including air source heating and solar panels.</p> <p>Baxterstorey the Catering Services Contractor is working with the College to monitor and actively reduce their carbon footprint during the life of the catering services contract. Baxterstorey will provide a baseline figure to the College and work towards reducing their carbon footprint during the lifetime of the contract. Discussions are already ongoing about combining deliveries to reduce unnecessary travel.</p> <p>Baxterstorey is supporting the College in reaching its Net Zero targets through using the 17 Sustainable Development Goals (SDGs) action plan (including categories such as life on land, life below water, climate action, responsible consumption and production, sustainable cities and</p>

	<p>communities, clean energy, water and sanitation, etc.). Regular workshop meetings are being organised, initially to set targets and work towards these as well as new goals where opportunities are identified. These goals and achievements will also feed into the FNT2030 plan for Catering/Food.</p>
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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 3/2022)** 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.

## Annex A List of Regulated Procurements Completed in the Reporting Period 1/Aug/22 – 31/Jul/23

### Regulated Procurements

Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status
UMAL	01/08/2022	C	01/08/2022	31/07/2023	£139,018.00	Small
Muir Group Interiors Limited	10/10/2022	B	10/10/2022	09/10/2025	£75,000.00	Medium
BTO Solicitors	01/12/2022	C	01/01/2023	31/12/2026	£60,000.00	Medium
United Cleaning (1 <sup>st</sup> extension)	10/01/2023	C	10/01/2023	9/01/2024	£348,000.00	Small
Online Learning and Recruitment Services (1st extension)	28/02/2023	C	28/02/2023	29/02/2024	£125,000.00	Small
Blue Parmigan, Digital Bricks, Elite Training and Consultancy Ltd, ENLIGHTEN TRAINING LTD, Supportive Solutions Limited, THE POWER WITHIN TRAINING & DEVELOPMENT LTD, TOTAL MANAGEMENT TRAINING LTD.	11/04/2023	C	11/04/2023	10/04/2025	£872,000.00	Small
DMA Signs Ltd	12/07/2023	B	12/07/2023	11/11/2023	£100,000.00	Small
Baxterstorey Limited	17/07/2023	C	17/07/2023	16/07/2026	£826,506.41	Large
Khipu Networks	20/07/2023	B	20/07/2023	19/07/2026	£68,607.62	Small
Chest T/A JISC Group	14/08/2023	B	14/08/2023	13/08/2026	£65,028.18	small

E. Russum & Sons Ltd	01/05/2023	C	01/05/2023	30/04/2026	£68,290.00	Large
<b>Total</b>					<b>£2,747,450.21</b>	

### Non-Regulated Procurements

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period
Property Valuation Services for Clyde, Kelvin, City Colleges	Avison Young	01/09/2022	C	01/09/2022	31/08/2025	£18,468.00
Mobile Voice and Data Services (Mobile Phones)	Vodafone Group Plc	27/10/2022	B	27/10/2022	26/10/2024	£15,000.00
Provision of WorkRite Licenses	Ideagen Gael Limited	22/12/2022	C	22/12/2022	21/12/2027	£12,000.00
Network Services (IP Telephony)	Charterhouse Voice and Data Ltd	01/02/2023	B	01/02/2023	31/01/2026	£31,491.00
The Provision of Catering Equipment Maintenance Services	Scomac Catering Equipment Limited	17/02/2023	C	17/02/2023	16/02/2024	£12,000.00
Support and Maintenance of Finance System	Kick ICT Group Ltd	01/07/2023	C	01/07/2023	30/06/2024	£23,620.00
Campus Data WAN	Jisc Services Limited	14/07/2023	B	14/07/2023	13/07/2024	£17,000.00
The Provision of Beauty Kits	College Kits Direct Ltd	21/07/2023	B	21/07/2023	20/07/2024	£14,298.00
The Provision of Hair Kits	College Kits Direct Ltd	21/07/2023	B	21/07/2023	20/07/2024	£30,686.00

<b>Total</b>						<b>£174.563.00</b>
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### Annex B Regulated Procurements with Community Benefit Requirements

#### The Provision of Catering Services for Glasgow Kelvin College (Contract Reference: GKC-CAT-001) – Baxterstorey Ltd

1. A Green Week stand was set up recently by the college’s Catering services provider Baxterstorey. Video of a recipe to use up leftovers and avoid food waste was released by Baxterstorey with the College’s kitchen staff members for the Green Week.
2. Health and safety and food safety modules have been offered to all front of house and back of house students by the college’s Catering services provider Baxterstorey. Ongoing allergen training has also been provided.
3. Sponsorship has been made available for two students deserving hardship funding for 3 courses (Elementary Food and Health REHIS, Elementary Food Hygiene and Personal Licence Holder)

### 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 23/24 & 24/25

Category subject	Owner: Cat A,B,C or C1	New, extended or re-let procurement	Expected Date of Award	Estimated Value over contract period £
Student Records System	B	re-let	01/12/2023	£ 153,000.00
Provision of Cleaning Services for GKC (2nd extension option 2024)	C	extension	10/01/2024	£ 348,000.00
Insurance Services	B	re-let	31/ 03/24	£ 400,000.00
Online Learning and Recruitment Services 2nd extension option 2024)	C	extension	01/02/2024	£ 100,000.00
Furniture for Classrooms & Offices	B	re-let	01/02/2024	£ 50,000.00
Water and Waste Services	A	re-let	15/02/2024	£ 288,000.00
Provision of Power Supply & Maintenance	B	re-let	01/03/2024	£ 132,000.00
Building Environment Management Maintenance	C	re-let	20/03/2024	£ 84,000.00
Assistive Technology for Students	B	re-let	31/03/2024	£ 20,000.00
Employee Assistance Services	B	re-let	31/03/2024	£ 21,000.00
Provision of PAT Testing	B	re-let	01/04/2024	£ 53,400.00
Support and Maintenance of Finance System	C	relet	30/06/2024	£ 100,000.00
Hair kits	B	re-let	01/07/2024	£ 120,000.00

Beauty kits	B	re-let	01/07/2024	£	56,000.00
Network Servers, Host & Backup System	B	re-let	03/07/2024	£	184,000.00
Storage Back Up devices incl Disaster recovery	B	re-let	03/07/2024	£	132,000.00
Campus Data WAN	B	re-let	01/08/2024	£	50,700.00
Building Materials	B	re-let	01/12/2024	£	100,000.00
Similarity Detection System	B	re-let	01/12/2024	£	48,000.00
Provision for Internal Audit for Glasgow Kelvin College	B	re-let	01/08/2024	£	49,500.00
MFD Equipment	B	re-let	19/02/2025	£	300,000.00
Online Learning and Recruitment Services	C	re-let	27/02/2025	£	500,000.00
Cleaning Services	C	re-let	30/01/2025	£	1,500,000.00
CCTV Maintenance	C	new	22/02/2025	£	35,000.00
		<b>Total</b>		<b>£</b>	<b>4,824,600.00</b>

## Annex A - Annual Procurement Report Template

[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	Glasgow Kelvin College
b) Period of the annual procurement report	2022-2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	11
b) Total value of regulated contracts awarded within the report period	£2,747,450.21
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	11
i) how many of these unique suppliers are SMEs	11
ii) how many of these unique suppliers how many are Third sector bodies	
<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	11
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

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*)

-

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

-

**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.

11

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.

unknown

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

unknown

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

Unknown

**6. Payment performance**

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

5,173

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.

0

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.

0

**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

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

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.

£6,127,227.00

b) Total procurement spend with SMEs during the period covered by the annual procurement report.

£4,043,969.82

c) Total procurement spend with Third sector bodies during the period covered by the report.

-

d) Percentage of total procurement spend through collaborative contracts.

39%

e) Total targeted cash savings for the period covered by the annual procurement report

-

i) targeted cash savings for Cat A contracts

-

ii) targeted cash savings for Cat B contracts

-

iii) targeted cash savings for Cat C contracts

-

f) Total delivered cash savings for the period covered by the annual procurement report

£126,362.37

i) delivered cash savings for Cat A contracts

£16,910.38

ii) delivered cash savings for Cat B contracts

£77,598.99

iii) delivered cash savings for Cat C contracts

£31,853

g) Total non-cash savings value for the period covered by the annual procurement report

£220,336.44

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	24
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£4,824,600.00

## 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.