



Glasgow Kelvin College
Annual Procurement Report (APR)
1 Aug 2018 – 31 July 2019

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Executive Summary

Since 31st December 2016 the Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated¹ 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 2018 – 31 July 2019 and addresses performance and achievements in delivering the Glasgow Kelvin College organisational procurement strategy during this period.

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

- EU regulated procurements amounted to £827,026.45. There were 3 such procurements completed².
- Lower value regulated procurements³ amounted to £419,325. There were 6 such procurements completed³.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Table A of this report.

Glasgow Kelvin College has over 355 active suppliers with whom the College did business in the reporting period and the total non-pay expenditure was £6,385,893.49. Total influenceable procurement spend was £3,727,698.59 of the non-pay spend. Of the influenceable spend £3,338,080.97 was contracted and £389,617.62 non-contracted. In addition to the regulated contracts awarded evidenced in within this report, Glasgow Kelvin College awarded 19 contracts which were below the regulated expenditure.

Contracted spend equates to 89% of the influenceable spend.

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.

C1 Spend – Influenceable spend through extant frameworks

18/19 C1 spend	As a % of influenceable spend
£1,223,724.34	33%

Collaborative Spend - Glasgow Kelvin College 2018-19

	Category:	Name of Supplier:	18/19 Spend:
1	Catering Kits	Russums	£ 12,074.64
2	Art resources	Abacus	£ 21,917.62

¹ '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).

² Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

³ Lower value regulated procurements are those above £50,000 or £2,000,000 but less than EU thresholds.

3	Taxis	Glasgow Taxis	£ 12,364.20
4	Buses	Allander Coaches	£ 1,635.00
5	Sports Kits	Kukri	£ 7,801.88
5	Furniture	Langstane Press	£ 225.00
6	PPE	Bunzl Greenham	£ 24,138.48
7	Similarity Detection Services	Turnitin	£ 9,076.10
		Total Collaborated	£ 89,232.91

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

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 Table 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 Table 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 2016. Due to the College expenditure it was subject to a "lite" assessment. Glasgow Kelvin College achieved a score of 80% and a banding of Gold. This scoring demonstrated excellent performance across the core assessment areas and contract compliance is increasing year on year.

Glasgow Kelvin College has Procurement Processes and sign off arrangements that are consistent with the guidelines set out in the 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 18-19 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 9 regulated procurement contracts over the reporting period. None of these were over £4 million in value.

In the reporting period, the following community benefits were fulfilled:

1. Student work experience and vocational training opportunities
2. Local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
3. GKC Velocity Dr Bike Sessions, Bike Breakfasts

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 had only 1 contract for a supported business in this period due to the nature of the requirements. This is with Haven Limited for ad-hoc uniform embroidery. 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. 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 Table D should be viewed with this caveat in mind.

The information provided in Table 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 Update

Procurement worked with Governance and has implemented new terms and conditions for all regulated tender processes incorporating recent changes to Data Protection Legislation, Criminal Finances Act, Modern Slavery Act and Fair Working Practices. The college continues to work with suppliers to ensure their processes are robust when handling the College's data under the GDPR regulations.

Gateway

The PECOS "Gateway" system is now in full use across the college with over 60% increase in spend using the on line 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

PECOS/Gateway – During the period of this report the Procurement Manager has continued to train a number of College staff to be able to identify contracted suppliers for their requirements and how to ensure contract prices and terms and conditions are applied. This year there has been an increase of 60% usage of the online system.

Glasgow Kelvin Velocity – The Cycle Hub built in 2018 through support from GKC Student Association and internal stakeholders has proven to be a triumph across the College and local community. Drop-in bike fix sessions; led rides and promotion of active travel; a social space; and bike breakfasts events, have been widely used. The Velocity Cycle Hub won at the Education Buildings Scotland 2018 Awards in the Innovation in Delivering a Sustainable Education Facility category, the only Scottish college in the running. This accolade is a significant acknowledgement for the Velocity Cycle Hub. In addition the College received funding from Transport Scotland's first E-Bike Grant Fund to support its Sustainability Agenda and recognise the work being done with the GK Velocity and the hard work undertaken to encourage students, staff and the community to adopt a healthy, sustainable lifestyle.

East End Garden - GKC Community Garden at our East End campus is nearly completed. The College received almost £14k of funding from The Levensat Trust and EBScotland to support this project. Collaborating with Enva Scotland and the Livingston Outlet Centre the garden has recycled/reused seating and bins. The garden is already being used as a social and learning space. GKC Procurement has and will continue to work with the stakeholders to ensure environmental sourcing and where possible use Small to Medium size Enterprises (SME).

Kelvin Innovation Centre - Deputy First Minister and Cabinet Secretary for Education and Skills, John Swinney MSP, officially opened the brand new Kelvin Innovation Centre in the Engineering wing at the Springburn Campus where £1.5m investment has created a dynamic and high-tech space with state-of-the-art equipment for project based learning.

Recycling Reductions – Enva Waste Management has been working closely with the College and has had environmental impact reducing waste streams and increasing recycling percentages from an average of 68% to 79% of waste collected over the last

year. This in turn has identified less waste collections and a reduction in costs of £11,200 approximately 20% on last year's spend for waste services.

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. Feedback from suppliers who have participated in the college's tenders has been highly positive with only a few specific suggestions for improvements and there have been no complaints or legal challenges to date.

Procurement Strategy Statement	Annual Report Commentary
<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>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 Scottish Procurement Journey.</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 a number of 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 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,</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>managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</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 (planned to be available for use late 2018) will provide 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 College is working towards being a Living Wage Employer.</p> <p>The Institution strives to comply with its duties under the Modern Slavery Act.</p>

In order 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 gives consideration to 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) Living Wage - The College is a Living Wage Foundation Accredited Employer and Contractors are encouraged to pay their staff in accordance with the Living Wage Foundation minimums known as the Real Living Wage. The contract for Cleaning is being retendered and the Catering requirement tender will commence January 2020. All tenderers shall be asked to commit to working with the College to pay staff working on the College Contract the Scottish Living Wage.

vi) The Procurement of Fairly and Ethically Traded Goods and Services. GKC sources goods giving consideration to 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. The Catering Services Contract has committed to the delivery of fresh, seasonal and health food offers whilst maintaining the highest standards of animal welfare through the use of certifications such including Farm Assurance Schemes, sustainably sourced fish and non-caged hen eggs. Other 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 - Whilst GKC Procurement has accomplished a significant amount during the reporting period seen with the rise in contracted compliant spend, we recognise 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. A key priority for Procurement in the immediate future is to work closely with Key Stakeholders across the College and agree a more formal and consistent approach to Contractor Performance Management (CPM).

Table A List of Regulated Procurements Completed in the Reporting Period 8/18 to 31/7/19

Regulated Procurements

Commodity	Contract Reference	Supplier Name	Date of Award	Category	Start Date	End Date	Value over contract period	SME Status	Supported Business
Building Environment Management System	CS-GKC059	MITIE Energy	21/3/2018	C - Contract	21/3/19	20/03/22	327,027.45	No	No
Network Servers, Host & Backup System	CS-GKC062	XMA Ltd	24/6/19	Call-off from Framework	1/7/19	30/6/23	250,000.00	No	No
Student Information Management System	CS/GRPT/19/002	PTFS Ltd	22/3/19	Call-off from Framework	1/8/19	31/7/24	249,999.00	No	No
Insurance with UMAL	CS-GKC054	UMAL	4/9/19	C-Contract	4/9/18	3/9/19	103,345.00	No	No
Hair Kits & Consumables	QQAL0046	Salon Alternatives	1/8/19	C - Contract	1/8/19	31/7/21	90,000.00	No	No
Beauty & Make-up Kits	GKCAL0047	College Kits Direct	1/8/19	C - Contract	1/8/19	31/7/21	60,000.00	No	No
Provision of Uninterrupted Power Supply	QQAL0052	Robert Donaldson Ltd	18/2/19	Call-off from Framework	1/3/19	29/2/24	57,998.00	No	No
Adobe Chest Agreements	CS-GKC053	Eduserve	15/8/18	Call-off from Framework	15/8/18	14/8/21	54,348.00	No	No
Mobile Phones	CS-GKC058	Daisy Communications	2/11/18	Call-off from Framework	2/11/18	1/11/21	53,634.00	No	No

Table B Regulated Procurements with Community Benefit Requirements - None applicable

Table C List of Regulated Procurements placed with Supported Businesses - None applicable

Table D List of Regulated Procurements planned to commence in next two F/Ys 19/20 & 20/21

Category subject	Owner: Cat A/B or C	New, extended or re-let procurement	Expected Date of Award	Estimated Value over contract period £
Cleaning Materials & Consumables	Call-off from Framework	re-let procurement	02/04/2020	50,000.00
Waste Management Services	Call-off from Framework	re-let procurement	09/08/2020	125,000.00
Stationery & Office paper	Call-off from Framework	re-let procurement	18/09/2020	50,000.00
LAN	C - Contract	re-let procurement	20/07/2020	60,000.00
Manned Guarding Security Services	C1 - Local Collaboration	re-let procurement	14/06/2020	200,000.00
Provision of Catering Services	C1 - Local Collaboration	re-let procurement	20/04/2020	52,000.00
Ground Maintenance Kelvin & Clyde	Call-off from Framework	New		N/K
MFD Equipment	Call-off from Framework	re-let procurement	01/03/2020	60,000.00

Table 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.

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's [Hub](#) page.

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.

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 also 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.