



# Annual Procurement Report

## 2020-2021

<b>Title</b>	<b>Procurement Annual Report 2020-2021</b>
<b>Date</b>	<b>Nov 2021</b>
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<b>Prepared by</b>	<b>Tim Skyrme</b>

## UHI Executive Office - Annual Procurement Report (APR)

### Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy. Whilst the regulated spend of UHI Executive Office is below the £5million threshold, the institution is committed to doing this as best practice.

From the 1st January 2021, following the UK's exit from the EU, the UK is no longer subject to EU regulations and now follows UK domestic legislation. Tenders will now be published on a new tendering portal, called Find a Tender Service (FTS) instead of OJEU.

In terms of public procurement, the UK is now a member of the World Trade Organisation's (WTO) Government Procurement Agreement (GPA). This allows for the UK to have equal rights to bid on public sector contracts that are proposed by EU members and/or those in agreement with the GPA, and vice versa. The WTO'S GPA also governs procurement thresholds, which to date have remained unchanged from OJEU figures.

This report covers the period of August 2020 to July 2021 and addresses performance and achievements in delivering the Institution's procurement activities.

In line with Scotland's National Outcomes, this process of reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

The procurement function is managed by the Head of Facilities and Procurement. During the reporting period, the role was vacant from 8<sup>th</sup> April 2021 until 5<sup>th</sup> October 2021, during this time the institution was supported by the UHI Shared Service Head of Procurement on a no-cost basis. To assist the Head of Facilities and Procurement to ensure the institution meets its regulatory obligations operational tendering support is provided by a shared service resource through the Sectors' Centre of Expertise, APUC (Advanced Procurement for Universities and Colleges). Working remotely but dedicated to UHI Executive Office the resource facilitates a contracting plan of regulated and non-regulated tendering activity on behalf of the institution and provides operational level guidance and support to stakeholders on procurement related activities. The operational procurement resource reports to the Head of Facilities and Procurement at UHI Executive Office.

Supporting the drive for efficiencies through collaborative working, from both the UHI Academic Partners and the Scottish Government, the institution is supported by the UHI Procurement Shared Service Collaborative role. 50% of the role is dedicated to working with the Executive Office LIS team and the remaining time on non-IT activity. The benefit of the role continues to be significant and are outlined in the report.

As part of UHI Executive Offices role within the Moray Growth Deal projects, (Moray Aerospace, Advanced Technology and Innovation Campus and the Moray Learning Hub), the institution has engaged in a recruitment process via APUC shared services, for an experienced construction procurement resource. The resource will support the project team in procurement related activity whilst navigating through the complex process. The full-time resource will be dedicated to the MGD

projects, with employment commencing August 2021. During the recruitment process, the project team was supported on an interim arrangement by UHI SS Head of Procurement, on a no-cost basis.

Strategic level support is provided by the Head of Procurement (UHI Shared Service).

UHI Executive Office has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- GPA regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252<sup>1</sup>] amounted to £1,338,096.37. There were four such procurements completed<sup>2</sup>.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £482,498.65. There were 5 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.

UHI Executive Office has 502 active suppliers with whom the Institution did business in the reporting period). The total Core Trade Spend was £7,095,326.04, of which £4,698,120.44 was influential procurement expenditure.

The University spent £445,523.65 through contracts which were locally formed during the period of this report.

The Institution has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. A total of £2,675,895.10 (57% of institution spend) was recorded as being spent via collaborative tendering. This means that UHI Executive Office have exceeded the Scottish Government target, for which 40% of an institution's spend is to be spent through collaborative tendering. UHI Executive Office are committed to increasing the amount of spend which is spent through collaborative tendering.

The combined spend from Framework Agreements and Local Contracts was £3,062,631.75. This means that the compliance of £1,635,488.69 worth of spend needs to be investigated.

The University is committed to supporting our local Scottish economy and are committed to work with SME's to support them through contract activities. Going forward, the University is looking to categorise the SME status of suppliers, for which information will be available in future reports.

The Procurement function has identified that there is non-compliance with the Internal Governance Rules, within the devolved areas of procurement. This is being addressed through spend analysis to understand where spend could be consolidated into contracts. Furthermore, the Procurement department is also to be added as Approvers on the University Finance System, this will allow auditing of orders being processed, to determine and stop non-compliance. Consequently, stakeholders will be asked for evidence that their purchasing activities are in accordance with the University's Internal Governance Rules.

This report comprises nine sections which address reporting requirements.

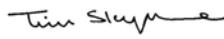
- Section 1: Summary of Procurements Completed
- Section 2: Review of Regulated Procurement Compliance

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<sup>1</sup> Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2022

<sup>2</sup> Completed when the award is published or where the procurement process otherwise comes to an end

- Section 3: Sustainability, Community Benefits and Value added Services Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: External Challenges & Risks
- Section 7: Procurement Policies and Procedures
- Section 8: Audit & Procurement Commercial Improvement Plan
- Section 9: Procurement Training

**Report Approved**      16 December 2021  
**By**                      Tim Skyrme  
**Signed**                   
**Position**              Head of Facilities and Procurement

## Section 1: Summary of Procurements Completed

UHI Executive Office is committed to conducting its procurements in an open and inclusive manner with procurement objectives aligned to the Institution's Strategic Plan.

The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the institutional Contracts Register ([Institution | APUC \(apuc-scot.ac.uk\)](#)) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the Institution's procurement activity over the reporting period.

In Appendix A, information is set out to show all regulated and non-regulated procurements completed.

A breakdown is provided by exercises completed by the UHI Collaborative role and local institutional exercises.

For each completed regulated procurement the information provided shows:

- the start dates
- the category subject matter
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end dates
- Savings achieved

The following BT1 AND BT2 Savings have been achieved in FY19/20.

Savings are calculated and approved, using the Scottish Cross Public Sector Savings Methodology.

Dept	Saving Type	Cash	Non-Cash
National Collaboration	BT1	£83,935.12	
	BT2		£207,409.00
	Cost Avoidance		£45,000
UHI Collaboration	BT1	£121,302.00	
	BT2		£17,651.23
Local Costs Savings	BT1	£27,334.78	
	BT2		£72,484.44

## Section 2: Review of Regulated Procurement Compliance

Where appropriate, UHI Executive Office 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 Institution 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 Institution has conducted all its regulated procurements in compliance with WTO and the EU (European Union) Treaty Principles of equal treatment, non-discrimination, transparency, proportionality, and mutual recognition.

Procurement aims and focus	Comments
<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>Addresses Statement of the authority's general policy on consulting and engaging with those affected by its procurements.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the Institution 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 other institutions within the UHI Partnership 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 <i>[if applicable]</i> 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</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>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and</p>

<p>effort within the Institution.</p>	<p>proportionate, such clauses may be included in procurements below £4m.</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 institution 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>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>The procurement staff participate in the UHI Strategic Procurement Team meetings. This provides an opportunity for networking, training, and sharing of information to assist further personal development.</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 and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard 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, appropriate use is made 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, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme.</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 Institution 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</p> <p><i>The Institution complies with its duties under the Modern Slavery Act.</i></p>

UHI Executive Office has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Non-Compliance

<b>No of Active Suppliers (20-21)</b>	502
<b>No of Categories over £50,000 with a contract in place</b>	11 Audio-visual Computing Estates Furniture Laboratories Medical Stationary Utilities Vehicles Telecommunications Professional Services
<b>No of Categories over £50,000 with <u>no</u> contract in place</b>	5  Catering – over 4 years, spend with various suppliers does not appear to be compliant. Compliance to be assured going forward, through the use of National Framework Agreements or Local Contracts.  Computing –. Compliance of various contracts need to be investigated. If evidence of compliance cannot be provided, then the requirement will be added to the Forward Contracting Plan.  Facilities – evidence of security contract is required. The spend for postal services is non-compliant, and this is to be transferred to a National Framework Agreement.  Health and Safety – evidence of compliance with two suppliers is required. If evidence cannot be provided, then the requirement will be added to the Forward Contracting Plan.  Janitorial – evidence of compliance is required. If evidence cannot be provided, then the requirement will be added to the Forward Contracting Plan.
<b>No of Categories over GPA with contract in place</b>	5  Computing Estates Furniture Libraries Travel
<b>No of Categories over GPA with <u>no</u> contract in place</b>	5

	<p>Computing –. compliance of various contracts need to be investigated. If evidence of compliance cannot be provided, then the requirement will be added to the Forward Contracting Plan.</p> <p>Libraries – compliance of various contracts need to be investigated. There appears to be several non-compliant contracts, in the form of a Non Competitive Action. It is recognised that this category should be a priority in terms of reducing the number of non-compliant contracts.</p> <p>Printing – spend is reducing in this category, but compliance of historical contracts needs to be investigated, and the Forward Contracting Plan updated accordingly.</p> <p>Telecommunications – compliance of various contracts need to be confirmed.</p> <p>Professional Services – compliance of various contracts need to be investigated. There appears to be a number of non-compliant contracts in this category. It is recognised that this category should be a priority in terms of reducing the number of non-compliant contracts.</p>
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### Section 3: Community Benefit Summary

For every procurement over £4m, UHI Executive Office consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

As opportunities of this value are irregular, the Institution is committed to, where applicable, driving these types of benefits through the tendering process regardless of contract value. Suppliers are invited to describe their approach to delivering community benefits or achieving social value, or value-added services through a contract, such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- 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.

Tenderers 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.

UHI Executive Office has awarded 5 regulated procurement contracts over the reporting period. None of these were/was over £4 million in value.

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

The Procurement Reform (Scotland) Act 2014 includes a provision allowing public bodies to restrict participation in the tendering process to Supported Businesses. It also places a requirement on a public body to:

- consider, before starting a procurement competition, how, by the way in which it conducts the procurement process, it might facilitate the involvement of Supported Businesses and
- (Assuming the public body considers it may facilitate involvement of Supported Businesses) then to act in a way to best bring that about

As part of the tendering process, the Institution reviews each procurement exercise to determine whether it could be fulfilled by a Supported Business. The Supported Business register is available to assist with this issue and is published by Ready for Business.

Link for the Supported Business [register](#), currently available and published by Ready for Business.

UHI Executive Office attended the Virtual Meet the Buyer event on the 7th of September 2020. This was an opportunity for engagement with local small and medium-sized enterprises (SME's), Third Sector and Voluntary Organisations.

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

UHI Executive Office 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 Appendix D should be viewed with this caveat in mind.

The information provided in Appendix D - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- expected award date
- the estimated value of the contract.
- contract category A, B, C or C1

## **Section 6 - External Challenges & Risks**

### **COVID 19**

As the global impacts of COVID19 continued within the reporting period the procurement team have ensured the Institution adhere to the Scottish Government SPPN's which have provided specific COVID19 guidance on supplier relief, making best use of resources, relaxation of procurement regulations and recovery and transition from COVID.

APUC have continued to support the University to minimise supply risks and all medium and high-risk framework suppliers have been regularly contacted to understand how the coronavirus is impacting the supply chain and what contingency plans are in place, to allow the sector to make necessary arrangements.

With a change in supporting home working and study the procurement team have worked closely with the partnership representatives and ICT suppliers to navigate global shortages to support staff and students with access to IT equipment.

At a time when many academic institutions as well as the wider public sector including the NHS were also trying to secure the same personal protective goods, the requirement was not without challenge. Work has continued with National Framework suppliers to secure necessary requirements. Stock provisions have been agreed to ensure sector coverage.

UHI Executive Office have managed the Personal Protective Equipment shortage by sourcing product from locally based suppliers and making use of national framework agreements.

### **BREXIT**

The Institution continue to work with APUC to analyse and determine any risks to the supply of goods and services, relating to BREXIT. A monthly report is updated and disseminated to the sector to allow the institution to determine the local impacts.

At present the Institution have no high-level risks, however the team are mindful on understanding the commercial impacts of increased costs and delivery delays.

As mentioned previously in the Executive Summary, regarding the impact of Brexit on current Procurement Regulations these will be fundamentally unchanged – financial thresholds, the basic requirements to advertise contracts, observe minimum timescales, and follow rules on technical specifications and award criteria, for example, remain in place. The European Single Procurement Document (ESPD) has been re-named the Single Procurement Document.

## **Section 7: Procurement Policies and Procedures**

The UHI Executive Office Procurement Policy was updated in February 2021. The UHI Executive Office Terms and Conditions of Contract have been updated and provide a more robust version to assist future procurement exercises.

The University recognises that the current Procurement Strategy expired in 2020 and as a matter of urgency needs to be renewed to align with the University Strategic Plan.

## **Section 8: Audit & Procurement Commercial Improvement Plan**

During the reporting period there was no Procurement Audit or Scottish Government PCIP (Procurement & Commercial Improvement Plan) exercise.

The latest PCIP was conducted on the 18<sup>th</sup> of November 2019, a copy of the report can be found here.



PCIP Lite Report  
UHI Exec Office - .xls

An internal Procurement Audit is expected to take place during the 2021/2022 year and a PCIP is due at the end of 2022.

## **Section 9: Procurement Training**

The Shared Service resource has attended training courses delivered by an external training provider for contract management, Incoterms for importing goods, terms and conditions, and business finance.

The shared service resource has applied and been awarded funding from the HE/FE/ Procurement Development Fund and is currently studying towards attainment of CIPS Level 6 Professional Diploma in Procurement and Supply.

Stakeholder training has been delivered to colleagues in Learning and Information Services, Biomedical Sciences and Facilities. This training centred around the use of National Frameworks.

Training has also been delivered to staff in Biomedical Sciences with regard to procurement considerations when Importing goods.

## 1. Appendices

### Appendix A - List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period (2020-2021)

#### Compliant – Collaborative Role

Ref	Project	Contract Value	Start Date	Institution
CS-OTH-13129	Non-Life Insurance	£271,852.19	01 Aug 2020	AC/EO/HTC/IC/LC C/MC/NHC/SMO/ WHC
CS-UHI-14866	Similarity Detection Software HE (Turnitin) - Extension	£15,438.50	01 Nov 2020	UHI Wide
CS-LIS-13920	Online Learning & Streaming (LinkedIn)	£141,726	19 Nov 2020	UHI Wide
CS-LIS-10766	Citrix Consultancy	£3,400	30 Nov 2020	UHI Wide
CS-UHI-13132	Mobile Phones	£19,932	01 Jan 2021	UHI Wide (Excl. OC & SC)
CS-UHI-14867	Similarity Detection Software FE (Urkund) - Extension	£8,450	01 Jan 2021	UHI Wide
CS-LIS-16078	Blackboard Ally - Extension	£20,238	27 Jan 2021	UHI Wide
UHI/HSS/0112	SHE H&S Software - Extension	£16,174	01 Mar 2021	EO/IC/MC/WHC/N HC
CS-LIS-19530	Online Streaming – TV Recordings (Clickview)	£5,995	01 Mar 2021	UHI Wide
CS-UHI-18149	Fixed Line Telephony 2021-24	£2,090	01 Apr 2021	UHI Wide
CS-LIS-19471	Single Sign-On Software	£3,525	01 May 2021	UHI Wide
CS-LIS-20450	ShareGate Licences	£7,816	13 Jun 2021	UHI Wide
CS-LIS-20301	Remote Access Solution	£27,948	01 Jul 2021	UHI Wide
CS-UHI-14864	UHI Print Solution 2021-26	£639,226.53	05 Jul 2021	UHI Wide
CS-UHI-19236	Student Crisis Out of Hours Telephone Line	£23,000	09 Jul 2021	UHI Wide
UHI-CAR-5054	Careers Mgmt. and E-Guidance Solution	£57,109	01 Oct 2021	UHI Wide
CS-UHI-18145	Library Mgmt. Software	£232,161.10	01 Sept 2022	UHI Wide

## Compliant - Local Contracts

Ref	Project	Contract Value	Start Date	Institution
UHI-SOH-19991	Provision of Optometry Equipment (Lot 1)	£47,413	02/07/2021	UHI Executive Office
UHI-SOH-19991	Provision of Optometry Equipment (Lot 2)	£25,959.45	02/07/2021	UHI Executive Office
UHI-RES-20919	Studio Flat Alterations - Single Track Hoist	£2410	15/07/2021	UHI Executive Office
UHI-H&S-5101	Online Health and Safety Training Content	£15,471.72	28/10/2021 (initially awarded 23/07/2021)	UHI Executive Office
UHI-DOBS-5127	Provision of a Raman Spectrometer	£23,324	05/02/2021	UHI Executive Office
UHI-DOBS-5124	Provision of Maintenance and Servicing of Nitrogen Generators	£33,164	02/02/2021	UHI Executive Office
UHI-FM-19929	Franking Machine	£2100	02/02/2021	UHI Executive Office
UHI-FM-20059	Design and Project Management Services (CFHS Lecture Theatre - Ventilation Enhancement Stage One)	£9906	07/06/2021	UHI Executive Office
UHI-FM-5121	CfHS Replacement Fire Alarm System	£118,295.10	23/04/2021	UHI Executive Office
UHI-CS-5130	Provision of External Audit Services	£164,000	04/06/2021	UHI Executive Office
UHI-DOBS-5120	Maintenance for Thermo Mass Spectrometer	£31,626.16	01/12/2020	UHI Executive Office
UHI/HSS/0112 - Extension	Health & Safety Software	£6000	07/01/2021	UHI Executive Office
CS-UHI-19236	Out of Hours Student Crisis Telephone Line 2021-22	£23,000	02/07/2021	UHI Executive Office
CS-UHI-18575	Provision of Architect Services (MAATIC)	£79,700	16/02/2021	UHI Executive Office

CS-UHI-17516	Provision of Project Management Services (MAATIC)	£194,856.55	28/05/2020	UHI Executive Office
CS-UHI-20727	Provision of Transport Consultant (MAATIC)	£13,600	14/06/2021	UHI Executive Office
UHI-DOBS-19858	Maintenance of a Sciex Qtrap 6500 Mass Spectrometer	£27,023.63	12/03/2021	UHI Executive Office
UHI-DOBS-19828	Maintenance and Servicing of a UPLC System	£5343.65	11/03/2021	UHI Executive Office
UHI-CS-20072	Provision of Legal Services (MAATIC)	TBC	31/03/2021	UHI Executive Office
UHI-SR-20612	Health & Safety Risk Assessment	£795.00	01/06/2021	UHI Executive Office
UHI-P&S-5122	Recruitment Services Chair of Court	£26,748.74	29/01/2021	UHI Executive Office
UHI-P&S-5123	College Alignment Options Appraisal	£47,131.10	22/01/2021	UHI Executive Office
UHI-SOH-20918	Optometry Consumables	£718.00	27/07/2021	UHI Executive Office
UHI-MAR-5131	Brand Positioning	£14,000.00	13/04/2021	UHI Executive Office
UHI-FM-5129	Window Remedial Works (Lot 1)	£4814.00	19/03/2021	UHI Executive Office
UHI-FM-5129	Window Remedial Works (Lot 2)	£12,767.00	19/03/2021	UHI Executive Office
CS-UHI-20533	Revision of Economic Appraisal for MAATIC Project	£2250.00	25/05/2021	UHI Executive Office
UHI-MAR-5034	Undergraduate Prospectus Printing	£7150.00	23/02/2021	UHI Executive Office

## Non-Compliant – Local Contracts

Category Subject	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	Compliance issue	Proposed Solution
Ascential Events - WARC Subscription	11/12/2020	C	01/12/2020	31/10/2021	£5500	Sole Supplier	To be reviewed
Mintel Group Limited - Mintel Reports	01/12/2020	C	01/12/2020	30/11/2020	£7100	Sole Supplier	To be reviewed
EBSCO Collections	28/05/2021	C	28/05/2021	27/05/2021	£105,191	Sole Supplier	To be reviewed
Authentic World Save - Safe Meditate Subscription	22/10/2021	C	22/10/2021	21/10/2021	£5724	Sole Supplier	To be reviewed
Edina	01/04/2021	C	01/04/2021	01/04/2022	£4300	Sole Supplier	To be reviewed
Westlaw UK Academic Subscription	01/06/2021	C	01/06/2021	30/05/2022	£4128	Sole Supplier	To be reviewed
ProQuest Subscriptions	25/06/2021	C	25/06/2021	25/06/2021	£11,532.26	Sole Supplier	To be reviewed

## Appendix B - List of Regulated Procurements with Community Benefit/ Social Value/Value Added Benefits

Project	Saving/Value Achieved
Provision of Optometry Equipment (Lot 2)	Option for attendance at University open days to demonstrate the use of equipment supplied to the University.
Provision of Architect Services (MAATIC)	The supplier has committed to providing a 2 week work placement for a College student.
Provision of Project Management Services (MAATIC)	<p>Equality in STEM promotion – the supplier is to provide a female staff member to provide a workshop/ key-note speech/ an interview which can be used for media purposes for Moray College UHI STEM week. 1 event per annum.</p> <p>The supplier is to host a 2 week Work Placement at their Inverness Office per annum. The work placement could be M&amp;E or QS based, and will be available to Moray College students.</p> <p>The supplier is to provide sponsorship for Moray College UHI STEM week event to the value of £500 per annum.</p> <p>College Workshops – the supplier is to deliver 2 College workshops to Moray College students on construction based disciplines per annum.</p> <p>Social Value-STEM Femme Programme – the supplier is to provide a senior female staff member to act as a role model with the UHI STEM Femme programme through face to face or online mentoring students for 3 days per annum.</p>
CS-OTH-13129 – Non-Life Insurance	<p>The Aviva Community Fund</p> <p>Customers of Aviva gain access to the Community Fund for providing social value and social responsibility projects. Individual applications are accepted across a wide range of community related topics. In 2018, 584 projects shared £1.7m with another £900k distributed to associated projects.</p> <p>To date more than £11.50m has benefited 900,000 individuals, with Aviva staff donating 41,700 charitable days and raising a further £1.90m for donations. Action to reduce CO2 by 46% since 2015 with the remainder subject to carbon offset</p>
CS-UHI-14864 - UHI Print Solution 2021-26	<p>The new proposed fleet from Capital is considerably more energy efficient than UHI's outgoing devices. This improvement will assist UHI in minimising our environmental impact and contributing to the carbon reduction agenda, as well as generating financial savings. Below is a comparison of the energy savings, CO2 reductions and financial savings that will be realised over a 5-year lease term from the new fleet over the outgoing one:</p> <ul style="list-style-type: none"> <li>- Energy savings: 33,670.00 kBYCO2 reductions: 16,902.34 KT</li> </ul>
Living Wage Accredited Suppliers	The University recorded spend during the 2020/2021 financial year with 15 suppliers who have achieved Living Wage accreditation.

## **Appendix C - Supported Businesses Summary**

UHI Executive Office have no contract spend with supported businesses but have identified two future opportunities (signs and uniforms). These will be explored in the next reporting period.

**Appendix D – Forward Contracting Plan (24 month period: 1<sup>st</sup> August 2021 – 30<sup>th</sup> July 2023)**

Ref	Project	Anticipated Contract Value	Forecasted Award Date	Institution
CS-LIS-14862	Similarity Detection Software HE 2022-24	£43,206	01/12/2021	Collaboration
CS-LIS-13348	Sophos Licences 2022-24	£15,000	01/08/2022	Collaboration
CS-OTH-18143	Collaborative PAT 2022-25	£64,000	30/11/2021	Collaboration
UHI-DOBS-19827	Maintenance for Thermo Mass Spectrometer	£30,000	01/12/2021	EO
UHI-OTH-21926	Replacement Signage across UHI Partnership	£80,000	13/12/2021	Collaboration
UHI-HR-20211	Employee Benefits	TBC	31/01/2022	EO
CS-OTH-21498	UHI PPE	TBC	01/02/2022	Collaboration
UHI-CS-22083	Provision of Legal Services	TBC	TBC	EO
CS-OTH-18917	Post Graduate & Research Ethics System PGRE	TBC	TBC	Collaboration
UHI-DOD-5073	Immunology Consumables	TBC	TBC	EO
UHI-LSC-21620	Provision of Biofilm Sensor	£24,000.00	01/03/2022	EO
UHI-LSC-21621	Provision of Optical Benches and Breadboards (Floating)	£24,000.00	01/03/2022	EO
UHI-LSC-21622	Provision of Optical Detectors	£12,000.00	01/03/2022	EO
UHI-LSC-21630	Provision of Other Light Sources	£12,000.00	01/03/2022	EO
UHI-LSCL21629	Provision of Optical Lens Systems on Benches	£12,000.00	01/03/2022	EO
UHI-HR-20437	Applicant Tracking System	TBC	04/03/2022	EO
UHI-CAR-20060	Incident Reporting and Recording System	£64,000.00	21/03/2022	EO
CS-LIS-16101	3 Par & UHI Server & Switch Maintenance	£72,000.00	04/04/2022	Collaboration
CS-LIS-18144	Firewall & Maintenance Services for UHI 2022-25	£155,000.00	15/04/2022	Collaboration
CS-OTH-5790	UHI Media Monitoring	£14,000.00	18/04/2022	Collaboration
UHI-DOD-5077	Cell Culture Reagent	TBC	01/05/2022	EO
UHI-LSC-21618	Provision of Lockers	TBC	16/05/2022	EO
UHI-LSC-21634	Provision of Scanning Electron Microscope	£300,000.00	01/06/2022	EO
UHI-FIN-50562	Grant Audit Services	TBC	10/06/2022	EO
UHI-LSC-21632	Provision of PVD System	£200,000.00	01/07/2022	EO
UHI-LSC-21615	Tea Bar Equipment	TBC	04/07/2022	EO
CS-LIS-18916	PBX Telephony Maintenance	£84,000.00	11/07/2022	Collaboration
UHI-DOBS-19039	Management of Lab Waste	£20,000.00	15/07/2022	EO
CS-UHI-19958	Adobe Student ETLA Licenses 2022-24	£96,000.00	01/08/2022	Collaboration
UHI-LIS-19072	Student Placement Software	£0.00	01/08/2022	EO
UHI-LSC-21636	Provision of Battery Hand Drills	TBC	01/08/2022	EO
UHI-LSC-21637	Provision of Bench Mounted Drill	TBC	01/08/2022	EO

UHI-LSC-21638	Provision of 3D Printer	£2000.00	01/08/2022	EO
UHI-NUR-20066	Epad - Student Electronic Practice Assessment Document	£60,000.00	01/08/2022	EO
UHI-RES-21696	Maintenance of Single Track Hoist	TBC	22/08/2022	EO
UHI-CS-19036	Internal Audit	£117,000.00	31/08/2022	EO
UHI-RES-19073	IPR Services/Patent Attorney	£50,000.00	03/10/2022	EO
UHI-WEB-19070	Web Search Engine	£80,000.00	12/11/2022	EO
UHI-FM-19043	Ness Walk Lift Maintenance	£20,000.00	30/11/2022	EO
UHI-FM-19035	Centre for Health Science Facilities Management Services	£120,000.00	01/01/2023	EO
UHI-FM-21974	EO Facilities Management	TBC	09/01/2023	EO
UHI-COR-19037	Travel services	£190,000.00	06/02/2023	EO
UHI-LIS-19095	Microsoft Consultancy	£72,000.00	10/03/2023	EO
CS-LIS-19959	Webex for Education 2023-26	£101,750.00	01/05/2023	Collaboration
CS-UHI-18150	Reading List Software 2023-25	£50,000.00	01/06/2023	Collaboration
UHI-FM-19042	Maintenance of Automatic Doors	£5,000.00	01/06/2023	EO
UHI-FM-19041	Waste Management and Recycling	£20,000.00	12/06/2023	EO
CS-LIS-18571	Online streaming & training services 2023-26	£200,000.00	14/06/2023	Collaboration
UHI-FM-19094	Water Quality Management	£5,000.00	01/08/2023	EO
CS-LIS-19615	Online Streaming Services - TV Recording 2022-26	£6,000.00	TBC	Collaboration
UHI-FM-21976	Maintenance of CFHS Lecture Theatre Ventilation System	TBC	TBC	EO
UHI-LAB-21413	Provision of a Customs Agent	TBC	TBC	EO or Collaboration

## 2. Glossary of Terms

### A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> <li>• Scottish Procurement</li> </ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> <li>• Scottish Procurement</li> <li>• APUC</li> <li>• Scotland Excel</li> <li>• NHS National Procurement</li> </ul>
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

**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.

**BT14 – Sustainability Based Benefits** - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction

Social, equality and / or environmental improvements

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

**Cost Avoidance** The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

**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.

**Find a Tender Service** is the UK advertising portal used to advertise all public sector goods, services or works contract opportunities above Scottish Government Thresholds.

**Flexible Framework** Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

**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

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £189,330, for Works Contracts £4,733,252. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2022.

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the

tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

**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 eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

**Small and Medium Sized Enterprises (SMEs)** encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Social Enterprises** are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

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

**Supply Chain Management Programme (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.

**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.

**Supported employment programme** means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

**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.

**WTO – GPA** In terms of public procurement, the UK is now a member of the World Trade Organisation's (WTO) Government Procurement Agreement (GPA). This allows for the UK to have equal rights to bid on public sector contracts that are proposed by EU members and/or those in agreement with the GPA, and vice versa. The WTO'S GPA also governs procurement thresholds, which to date have remained unchanged from OJEU figures.