



PROCUREMENT PLAN

2021/2025

DREAM / BELIEVE / ACHIEVE

Contents

Section		Page no.
1.	Executive Summary	3
2.	Strategic Context	3
3.	Procurement Mission Statement	4
4.	Procurement Objectives	4
5.	Compliance with the Procurement Reform (Scotland) Act	4
6.	Annual Reporting	7
7.	Procurement Plan Ownership and Contact Details	7
8.	Approval	8
9.	Appendix 1 – Procurement Action Plan	9

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

1. Executive Summary

The University of the West of Scotland Procurement Plan 2021/2025 has been implemented to:

- ensure Procurement continues to deliver an enabling service which contributes to and supports the University of West of Scotland (UWS) Strategy 2025:

<https://www.uws.ac.uk/media/6217/uws-strategy-2025.pdf>

- embed inclusion and diversity in all procurement activity
- embed sustainability in all procurement activity.
- deliver Value for Money.
- comply with the requirements of all current public procurement legislation including s.15 Procurement Reform (Scotland) Act 2014.

Consultation will take place with relevant stakeholders on an ongoing basis to ensure that this Procurement Plan has the flexibility to support the UWS Strategy 2025.

2. Strategic Context

The UWS Strategy 2025 sets out the ambitions for the University of the West of Scotland (UWS) for the next five years, and lays the foundation for the University towards 2025.

UWS works in partnership with its students to deliver world-ready graduates who will design, shape and build a new future. We are pioneers in developing effective interactions with global business, industry and the public and voluntary sectors.

Learning & teaching

Through inspired teaching, we will improve the lives of those who study at UWS, and enable them to improve the lives of others.

Distinctive research & innovation

We believe in excellent, relevant and purposeful research which will underpin our strategic growth.

Shaping our communities & society

UWS is a civic university - it is an anchor institution within the communities in which it is based, with impact that reaches beyond our campus regions

We dare to be different.

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

This Procurement Plan sets out the planned approach to ensuring Procurement continues to support the Strategy 2025 whilst operating within a challenging economic, legislative and regulatory environment, including the ongoing requirement to deliver the requirements of the Procurement Reform (Scotland) Act 2014.

The Procurement Action Plan (Appendix 1) details the key actions and timescales required to enable this Procurement Plan to be delivered.

3. Procurement Mission Statement

To provide an enabling and innovative procurement service which supports Strategy 2025 through collaboration, communication and consolidation.

4. Procurement Objectives

The procurement objectives are as follows:

- Embed an innovative and commercially focussed approach to Procurement across UWS to simplify processes, deliver best value and reduce risk.
- Secure maximum social value from UWS spend with suppliers by embedding the consideration of social (including equal rights and non-discrimination), environmental and economic wellbeing in procurement.
- Ensure legal compliance with all relevant post-Brexit International, UK, Scottish Government and UWS procurement rules and regulations whilst enabling the delivery of Strategy 2025.
- Deliver value for money (VfM) in terms of ensuring efficiency, effectiveness and economy in all procurement issues and ensuring costs are evaluated on the basis of whole life costs.
- Increase expertise, capacity and effectiveness of UWS Procurement Staff

A Procurement Action Plan has been developed and is included in Appendix 1.

The details on how the Procurement Plan will be delivered will be contained within the UWS Procurement Manual.

5. Compliance with the Procurement Reform (Scotland) Act

The inclusion of the following statements in this Procurement Plan demonstrate how UWS will continue to comply with the requirements of the Procurement Reform (Scotland) Act 2014:

5.1 Policy on the use of Community Benefit requirements.

For every procurement over £50k (Supplies & Services) and £2m (Works) UWS will consider opportunities to include Community Benefits requirements. These may include employment opportunities, supply chain initiatives and community engagement.

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

5.2 Policy on consulting and engaging with Schools and Departments.

Prior to tendering, and during the completion of Contract Plans, UWS will identify any stakeholders who may be affected by the resultant contract. Consultation will be considered and carried out if proportionate to the service, supply or works being procured.

5.3 Policy on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.

UWS will encourage the inclusion of Fair Working Practices as an evaluation criteria at the award stage for regulated contracts.

5.4 Policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work, etc. Act 1974 and any provision made under that Act.

UWS is committed to ensuring that all suppliers comply with the Health & Safety at Work, etc. Act 1974 and any provision made under that Act and has an existing policy in place for the "Management of Contractors".

5.5 Policy on the procurement of fairly and ethically traded goods and services.

UWS supports the sourcing of goods that are fairly and ethically traded.

Where applicable appropriate standards and labels will be included in tenders to take account of fair and ethical trading considerations.

5.6 Policy on how UWS intends its approach to regulated procurements involving the provision of food to: improve the health, wellbeing and education of communities in the organisation's area; and promote the highest standards of animal welfare (if applicable)

UWS will continue to procure food through Framework Agreements put in place by TUCO and APUC.

Where foods are procured out with these Framework Agreements UWS shall ensure that animal related food suppliers comply with all relevant legislation (eg Animal Health and Welfare (Scotland) Act 2006 , The Welfare of Animals at the Time of Killing (Scotland) Regulations 2012, The Welfare of Animals (Transport) (Scotland) Regulations 2006) and amendments to ensure the highest standards of animal welfare.

UWS will also ensure that when applicable specifications include the requirement for:

- appropriate food standards certification or equivalent
- careful sourcing of Halal and Kosher meat
- careful sourcing of eggs and consideration of the different types of system
- organic certification; and
- Royal Society for the Protection of Birds freedom foods.

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

5.7 Statement on the University's policy on how it intends to ensure that, so far as is reasonably practicable payments to suppliers and by suppliers to their supply chain are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented.

The following steps will continue to be taken to ensure prompt payments are made to suppliers:

- the "No PO No Pay" policy will continue to be adhered to.
- payment performance shall be measured on monthly basis
- a payment on time report will be used to identify and review factors which are resulting in late payments.
- suppliers with high volume transactions will be investigated on the Financial Management System to identify opportunities to switch to consolidated invoices or payment by Mastercard.

Payment clauses regarding 30 day payment term are embedded within the UWS standard terms and conditions of contract. These standard terms and conditions also require the suppliers to apply these conditions onto any sub-contractors and sub-contractors of sub-contractors.

5.8 Statement on the University's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty.

Whilst developing contract plans UWS will give consideration to:

- including Community Benefit clauses in appropriate contracts.
- selecting a procurement route which encourages participation from local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's
- any potential environmental impacts resulting from the Sustainable Prioritisation Procurement Tool and Sustainability Test

At the tender evaluation stage UWS will evaluate costs based on whole life costing.

The Flexible Framework will be adopted and a Sustainability action plan will be created to ensure that sustainability is embedded in the procurement process.

5.9 Statement on the University's policy on how it intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose and how it intends to ensure that its regulated procurements will deliver value for money.

UWS shall analyse third party spend data using the Financial Management System. This Spend data will be used to inform category strategies.

Procurement will work closely with departments/schools to develop contract strategies which support the UWS Strategy 2025.

Category strategies will identify opportunities for:

- Utilising innovative procurement solutions.
- Collaborative contracts.

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

- Use of existing Framework Agreements
- Market engagement
- Supplier Relationship Management

This will ensure that procurement activity supports the UWS Strategy 2025 whilst delivering value for money.

5.10 Statement on the University's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination and how it intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.

To ensure procurement activities are carried out in an equal, non-discriminate, transparent and proportionate manner UWS will:

- advertise tenders on Public Contracts Scotland (PCS)
- publish all Contract Awards on PCS
- consider lotting contracts
- ensure selection and award criteria are transparent, proportionate and non- discriminatory.
- publish a Contract Register to provide transparency of future contact opportunities

6. Annual Reporting

UWS will produce an Annual Procurement Report which will include:

- progress against points 5.1-5.10
- the regulated procurements that have been completed during the year covered by the report
- any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- any steps taken to facilitate the involvement of Supported Businesses in regulated procurements during the year covered by the report,
- a summary of the regulated procurements the University expects to commence in the next two financial years,
- a review of whether regulated procurements complied with the UWS Procurement Plan.
- to the extent that any regulated procurements did not comply, a statement of how the University intends to ensure that future regulated procurements do comply,
- such other information as the Scottish Ministers may by order specify.

The Annual Report will be published no later than 31st December of each year.

7. Enabling Plan Ownership and Contact Details

Alistair Munn

Senior Procurement Business Partner

Alistair.Munn@uws.ac.uk



0141 848 3943

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

8. Approval

This Procurement Plan has been agreed by:

Signed:	
Name:	Alistair Munn
Position:	Senior Procurement Business Partner
Date:	24 th November 2020
 	
Signed:	
Name:	Archie MacIver
Position:	Head of Finance
Date:	4 th December 2020
 	
Signed:	
Name:	Denise McConnell
Position:	Interim Director of Finance
Date:	3 rd December 2020

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

Appendix 1 – Procurement Action Plan

Objective	Actions	Responsibilities*	Timescales
Embed a more innovative and commercially focussed approach to Procurement across UWS to simplify processes, deliver best value and reduce risk.	Develop category strategies for key commodity areas.	SPBP/SPO	Nov'21
	Implement Supplier Relationship Management with key UWS suppliers to ensure that contracts are delivering value and innovation throughout their life cycle.	SPO/PO	Mar'22
	Develop and maintain a procurement risk register to identify risks and areas for improvement.	SPBP	Ongoing
Secure maximum social value from UWS spend with suppliers by embedding the consideration of social, environmental and economic wellbeing in procurement.	Consider inclusion of Community Benefit clauses in appropriate contracts.	SPO	Ongoing
	Ensuring procurement processes are streamlined and accessible to suppliers of all sizes.	SPBP	Ongoing
	Support local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's by encouraging them to participate in UWS contracts.	SPBP/SPO	Ongoing
	Re-assess current Flexible Framework status and create a Sustainability Plan	SPBP	Aug'21
	Re-evaluate Sustainable Prioritisation Procurement Tool	SPBP	Aug'21
Ensure legal compliance with all relevant post-Brexit International, UK, Scottish Government and UWS procurement rules and regulations without impacting on the delivery of the UWS Corporate Strategy.	Implement "Whole Life Costing" as part of cost evaluation at award stage.	SPO	Jun'21
	Ensure procurement staff are regularly updated regarding new legislation, changes to legislation and Scottish Procurement Policy Notes.	SPBP	Ongoing
	Provide procurement training across relevant UWS staff to ensure basic understanding of procurement legislation.	SPBP/SPO/PO	Jul'21
	Ensuring procurement templates are regularly reviewed and updated in line with new legislation, changes to legislation, Scottish Procurement Policy Notes and best practice.	SPO	Ongoing
Secure maximum social value from UWS spend with suppliers by embedding the	Publish quarterly procurement reports for all departments/schools.	SPO/PO	Jan'22
	Consider inclusion of Community Benefit clauses in appropriate contracts.	SPO	Ongoing

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020

consideration of social, environmental and economic wellbeing in procurement.	Ensuring procurement processes are streamlined and accessible to suppliers of all sizes.	SPBP	Ongoing
	Support local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's by encouraging them to participate in UWS contracts.	SPBP/SPO	Ongoing
	Re-assess current Flexible Framework status and create a Sustainability Plan	SPBP/SPO/PO	Jul'21
	Re-evaluate Sustainable Prioritisation Procurement Tool	SPBP	Jul'21
	Implement "Whole Life Costing" as part of cost evaluation at award stage.	SPO	Jul'21
Deliver savings and Best Value.	Increase UWS collaboration with other organisations.	SPBP/SPO	Ongoing
	Make better use of market research and benchmarking.	SPO/PO	Ongoing
	Engage earlier with the market to ensure specifications reflect current market conditions to maximise competition.	SPBP/SPO	Oct'21
	Agree a savings target and implement a tool to measure the benefits achieved through procurement in both cash and non-financial terms.	HOF/SPBP	Mar'21
Increase expertise, capacity and effectiveness of UWS Procurement Staff	Develop Procurement staff through completion of MCIPs, training, secondments and mentoring.	SPBP	Ongoing
	Develop professional contract and supplier management practices.	SPBP/SPO	Dec'22
	Increase early engagement with departments/schools to foster longer term relationships with consideration of job shadowing and/or where required working within departments/schools.	SPBP/SPO	Ongoing

*Key

PO = Procurement Officer

SPO = Senior Procurement Officer

SPBP = Senior Procurement Business Partner

HOF = Head of Finance

Author: A Munn - Senior Procurement Business Partner

Date: 24th November 2020