



UNIVERSITY OF THE  
WEST of SCOTLAND  
**UWS**

# Annual Procurement Report

*1st August 2021 to 31 July 2022*

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## Executive Summary

University of the West of Scotland (UWS) incorporates four distinctive campuses situated in Ayr, Dumfries, Lanarkshire and Paisley and one in London.

University of the West of Scotland aims to have a transformational influence on the economic, social and cultural development of the west of Scotland and beyond.

- In the Research Excellence Framework (REF) 2021, 90 percent of research at University of the West of Scotland was classed as world-leading, internationally excellent, or recognised internationally
- UWS was crowned Higher Educational Institution of the Year in The Herald Higher Education Awards 2022
- UWS Students' Union won the University Students' Association of the Year in the NUS (National Union of Students) Scotland Awards 2022
- UWS is officially recognised by Times Higher Education in the top 150 universities worldwide under 50 years old (2022 Young University Rankings)
- UWS is officially recognised by Times Higher Education in the top 200 universities worldwide as assessed against the United Nations' Sustainable Development Goals (SDGs). UWS was the most impactful university in Scotland for 'decent work and economic growth' (UN SDG 8), and 23rd most impactful university in the world for 'reducing inequalities' (UN SDG 10) (source: The Times Higher Education Impact Rankings 2022)

In line with the provisions of the Modern Slavery Act 2015 (the Act), UWS has published a Modern Slavery Act Statement and is fully committed to a zero-tolerance policy towards slavery and human trafficking. We are committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and across our supply chain. UWS procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.

[Modern Slavery Statement | UWS | University of the West of Scotland](#)

UWS considers the payment of the real Living Wage to be a significant indicator of an employer's commitment to Fair Work practices and that payment of the real Living Wage is one of the clearest ways that an employer can demonstrate that it takes a positive approach to its workforce. Our tender processes have been updated to ensure compliance with paying the real Living Wage for our main suppliers and their supply chain partners.

## Annual Procurement Report

This Annual Procurement Report is published in compliance with the Procurement Reform (Scotland) Act 2014 and current Scottish Government Procurement Guidance and covers the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022.

A glossary of procurement terminology is included in **Appendix 1**.

**Annual Procurement Report (cont'd)**

The author of the Report is:

Alistair Munn - Senior Procurement Business Partner

The Report has been approved by:

Archie MacIver - Vice Principal, Finance & Infrastructure

## Section 1 – Summary of Completed Regulated Procurements

The total value of Regulated Procurements awarded for the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 was £1,678,516 (excluding VAT) and is summarised in **Appendix 2**.

This compares to Regulated Procurements awarded for the period 1st August 2020 to 31 July 2021 of £4,001,959 (excluding VAT) as reported in our 2020/21 Annual Procurement Report.

The reduction in value of Regulated Procurement awards from 2020/21 is a result of the award of a large value Supported Social Learning Platform during 2020/21.

## Section 2 – Review of Regulated Procurement Compliance

The UWS procurement strategy is embodied within the UWS Procurement Plan (2021-2025) and the key 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

The UWS Procurement Plan (2021-2025) includes specific statements to demonstrate how UWS will comply with the requirements of the Procurement Reform (Scotland) Act 2014.

The review of Regulated Procurement Compliance for the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 is included in **Appendix 3**.

## Section 3 – Community Benefit Summary

During the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 no contracts were awarded with a value greater than £4m therefore no mandatory Community Benefits were delivered.

A Community Benefits plan will be introduced during the FY2022/23 to implement, record and manage Community Benefits for contracts with values below £4m.

## Section 4 – Supported Businesses Summary

During the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 there have been no contracts awarded or external spend with Supported Business's.

Plans for the financial year 2022/23 include continuing to:

- consider opportunities for Supported Business's in Contract Plans.
- consider restricting tender opportunities to Supported Business where the goods or service can be delivered by a Supported Business

## Section 5 – Future Regulated Procurements Summary

The Regulated Procurements that UWS currently anticipates commencing in the next two financial years (1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2024) are included in **Appendix 5**.

## Section 6 – Other Content for Consideration

### Procurement

The UWS Procurement Team consists of:

- 1 x Senior Procurement Business Partner
- 1 x Senior Procurement Officer
- 1 x Procurement Officer
- 1 x Assistant Procurement Officer

Procurement have responsibility for tendering all:

- Supplies/Service Contract > £25k
- Works > £100k

### Equality, Diversity & Inclusion

At UWS we are committed to advancing and promoting equality and diversity in all of our activities and aim to establish an inclusive culture, free from discrimination and based upon the values of fairness, dignity and respect. We are committed to enhancing wellbeing and have the structures, leadership and support in place to embed equality, diversity and inclusion into everything we do.

Equality, Diversity & Inclusion is included as an award criterion in all tenders.

### Sustainability

UWS is committed to sustainability and social responsibility. The UWS Strategy 2025 commits UWS to reducing our emissions and becoming net zero by 2040 and sets one of the institutional values to be 'tackling world issues'.

### Sustainability (cont'd)

Procurement supports minimising UWS's impact on the environment, whilst fulfilling all Sustainability compliance obligations by imbedding the Scottish Governments:

- Sustainable Public Procurement Prioritisation Tool
- Sustainability Test (for all Regulated contracts)
- Flexible Framework

### Category Spend

Operating expenses for the financial year 2021/22 were £47.25m (including VAT) of which £25.06m (excluding VAT) was influenceable spend. The influenceable spend is summarised by Proc-HE Level 1 Category's where category spend is over £5k in **Appendix 6**.

### Collaboration

The Cat A, B, C & C1 percentage breakdown of spend is summarised below:

	<b>2021/22</b>
<b>Cat A - Scottish National Contracts</b>	11.5%
<b>Cat B - Scottish Sectoral Level Contracts</b>	25.8%
<b>Cat C - Scottish Local Level Contracts</b>	62.7%
<b>Cat C1 - Cross-Sectoral Collaborative Level Contracts</b>	0%

### Small and Medium Enterprises (SME's)

The percentage spend with SME's for the financial year 2021/22 was 53.8%.

UWS Procurement will continue to support both SME's and local suppliers by maximising:

- the use of SME's and local suppliers for "non regulated" spend.
- the lotting of contracts when feasible to do so.

### Payment Practice Code

UWS is committed to dealing fairly and professionally with all of our Suppliers.

For the year 2021/22 the percentage of invoices paid in 30 days was 64.2%.

Whilst FY 21/22 payment performance fell well below our new 22/23 target of 95%, as a result of the ongoing actions listed below, payment performance has shown a positive trend in terms of monthly performance and as of Sept'22 the cumulative figure for FY22/23 was 75%.

Payment Practice Code (cont'd)

The ongoing actions to improve payment performance introduced during 2021/22 include:

- increased use of the Corporate Procurement Card
- increased use of Direct Debits
- stricter application of the UWS “No PO/No Pay” policy.
- negotiating with f suppliers who still submit paper invoices to move to electronic invoices.
- staff training and stricter application of UWS P2P process in terms of retrospective ordering and the increased use of call off orders.

The medium/long term action is to implement an Account Payable Solution which is currently being considered as part of the wider Digital Transformation project at UWS.



**APPENDIX 1 – PROCUREMENT GLOSSARY**

<b>Term</b>	<b>Description</b>
Award Criteria	The criteria used to compare and score the merits of the specific bids for a contract.
Call Off	Contracts awarded using a Framework Agreement.
Category A Contracts	Scottish National Contracts
Category B Contracts	Scottish Sectoral Level Contracts
Category C Contracts	Scottish Local Level Contracts
Category C1 Contracts	Scottish Regional or Cross-Sectoral Collaborative Level Contracts
Centre of Expertise (CoE)	A procurement organisation which promote collaboration and puts in place framework agreements on behalf of particular sectors i.e. Advanced Procurement for Universities and Councils (APUC).
Contract Plan	A document which plans for a specific tender process.
Competitive Dialogue Procedure	A procurement procedure which can be used to procure supplies, services or works
Competitive Procedure with Negotiation	A procurement procedure which can be used to procure supplies, services or works
Contract	A legally binding agreement between two or more parties.
Contract Award Notice	A published notice which confirms the details of an awarded contract.
Contract Notice	A published notice which advertises a procurement requirement.
Contract Management	The process of monitoring supplier performance on a contract.
Contract Value	Estimate of the value of a contract over the whole period of the contract including any extension periods.
Corporate Social Responsibility	Business approach that contributes to sustainable development by delivering economic, <b>social</b> and environmental benefits for all stakeholders.
Dynamic Purchasing System (DPS)	An electronic procurement process, similar to a framework agreement, but where the Contract Notice remains open throughout the lifetime of the DPS meaning that new suppliers can join at any time.
European Single Procurement Document (ESPD)	A document which contains questions used at the selection stage of a procurement exercise to identify suitably qualified and experienced bidders.
EU Procurement Thresholds	The contract values above which a contract is defined as an OJEU contract.
Framework Agreement	A framework agreement is an agreement with one or more suppliers to establish terms governing contracts that may be awarded during the life of the framework agreement.
Influenceable Spend	Influenceable spend is spend that procurement has the ability to change, either through negotiation, choosing different suppliers or changing demand. I've added the definition to the "Procurement Glossary"
Innovation Partnership Procedure	A procurement procedure which can be used to procure supplies, services or works.
Key Suppliers	Those suppliers identified as business critical in terms of risk/value and business continuity.
MEAT	The most economically advantageous tender.
Negotiated Procedure without Prior Publication	A procurement procedure which can be used to procure supplies, services or works.

Non Regulated Procurement	A procurement with a contract value < £50,000 (excluding VAT) for goods/services and <£2m (excluding VAT) works.
OJEU	Official Journal of the European Union.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement.
Procurement Journey	Public procurement website containing guidance for public sector buyers
Public Contracts Scotland (PCS)	The portal used by the Scottish public sector to advertise all regulated and OJEU contracts.
PCS-Tender	An on-line e-sourcing tool which public sector bodies in Scotland use to facilitate tender exercises.
Public Procurement Rules	Term used to refer to all public procurement legislation.
Quotation/Quick Quote	Process to advertise low value/low risk procurement requirements.
Regulated Procurement	A contract >£50,000(excluding VAT) for goods and/or services and >£2m (excluding VAT) for works.
Reserved Contract	A contract which can only be supplied by a Supported Business or Businesses.
Restricted Procedure	A two-stage procedure whereby suppliers are required to complete an ESPD and must satisfy certain selection criteria (the first stage).
Selection Criteria	Used to evaluate a tenderers capability and capacity.
Small Medium Enterprise (SME)	Business's which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Specification	Statement of the particular needs to be satisfied, or essential characteristics required (in a good, material, method, process, service, system, or work) and which a supplier must deliver.
Standstill	A period of at least ten calendar days following the notification of an award decision in a contract tendered via the OJEU before the contract is signed with the successful supplier(s).
Supplier Relationship Management (SRM)	Supplier Relationship Management is the discipline of strategically planning for, and managing, all interactions with third party organizations that supply goods and/or services to an organization in order to maximize the value of those interactions.
Supported Business	An organisation whose main aim is the social and professional integration of disabled and disadvantaged workers and where at least 30% of their workforce are classed as disabled or disadvantaged.
Tender	The procurement process of planning, advertising, evaluating and awarding a contract.
Value for Money	The optimum combination of cost and quality to provide the required service.
VEAT Notice	Stands for Voluntary Ex-Ante Transparency notice. It is a means of advertising the intention to let a contract without opening it up to formal competition.
Whole Life Costing	Whole life costing appraises the total cost of an asset over its whole life. It takes account of the initial capital cost, as well as operational, maintenance, repair, upgrade and eventual disposal costs.

**APPENDIX 2 - REGULATED PROCUREMENTS (1<sup>ST</sup> AUGUST 2021 – 31<sup>ST</sup> JULY 2022).**

<u>Award Date</u>	<u>Title</u>	<u>Total Value (excl VAT)</u>	<u>Contract Awarded To</u>	<u>Procedure</u>
27/10/21	Cleaning services at student residences	£333,742	Caledonian Maintenance Services Ltd	Open Tender
01/11/21	HP Elitevbook 840 i5-1135G7 840 G8 Base NB PC	£148,500	HP Inc UK Limited	Call Off - Scottish Government Framework Agreement
01/12/21	HP Z1 G8 for NDNA; Reference Model: 34991133; Configuration: 35227079	£92,434	HP Inc UK Limited	Call Off - Scottish Government Framework Agreement
01/02/22	Spectrometer LUMOS II compact standalone FT-IR microscope	£60,818	Bruker UK Limited	Direct Award from Framework Agreement
14/02/22	Supply & Installation of a Scanning Electron Microscope	£581,170	Hitachi High-Tech Europe GmbH	Mini Competition
01/04/22	8815379-HP Chromebook 14A G5 A4-9120C 4GB/32GB	£88,740	Xma Ltd	Call Off - Scottish Government Framework Agreement
20/06/22	Provision of Condition Surveys at Ayr & Paisley Campuses Contract No	£82,640	Oakleaf Surveying Ltd	Mini Competition
01/07/22	Dumfries Campus - AV Equipment	£290,472	GVAV Ltd	Mini Competition
	<b>Total Value (excl VAT)</b>	<b>£1,678,516</b>		

**APPENDIX 3 - REVIEW OF REGULATED PROCUREMENT COMPLIANCE**

<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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.	During the period 1st August 2021 to 31st July 2022 no contracts were awarded with a value greater than £2m therefore no mandatory Community Benefits were delivered.  A Community Benefits plan will be introduced during the FY2022/23 to implement, record and manage Community Benefits for contracts with values below £2m.	
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies & Services) and £350k (Works).The Contract Plan includes the requirement to consult with stakeholders.	Compliant for all regulated procurements commenced after 1st August 2017.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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.	Contract Plans were introduced in August'17 and are mandatory for all procurements over £25k (Supplies & Services) and £100k (Works).The Contract Plan includes the consideration of Fair Working Practices.	Compliant for all regulated procurements commenced after 1st August 2019.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>

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<p>5.4 Policy on promoting compliance by contractors and sub-contractors with the Health &amp; Safety at Work, etc. Act 1974 and any provision made under that Act.</p>	<p>UWS is committed to ensuring that all suppliers comply with the Health &amp; 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”.</p>	<p>For all procurements over £25k (Supplies &amp; Services) and £100k (Works) H&amp;S is included as a weighted evaluation criteria.</p>	<p>Compliant for all regulated procurements commenced after 1st January 2017.</p>
<p><b>Required Action</b></p>			<p><b>Timescales</b></p>
<p>n/a</p>			<p>n/a</p>

Section	Policy	Comments	Complies
<p>5.5 Policy on the procurement of fairly and ethically traded goods and services.</p>	<p>UWS supports the sourcing of goods that are fairly and ethically traded. The UWS Sustainability Plan (2016-2020) includes an action to submit an application for Fairtrade status during 2017/18.</p> <p>Where applicable appropriate standards and labels will be included in tenders to take account of fair and ethical trading considerations.</p>	<p>Contract Plans were introduced in August’17 and are mandatory for all procurements over £25k (Supplies &amp; Services) and £100k (Works).The Contract Plan includes a section on fairly and ethically traded goods and services.</p>	<p>Compliant for all regulated procurements commenced after 1st August 2017.</p>
<p><b>Required Action</b></p>			<p><b>Timescales</b></p>
<p>n/a</p>			<p>n/a</p>

Section	Policy	Comments	Complies
<p>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)</p>	<p>UWS will continue to procure food through Framework Agreements put in place by TUCO and APUC.</p> <p>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.</p>	<p>Contract Plans were introduced in August’17 and are mandatory for all procurements over £50k (Supplies &amp; Services) and £350k (Works).The Contract Plan includes a section on the procurement of food.</p> <p>All regulated procurements for food were via TUCO Framework Agreements.</p>	<p>Compliant</p>

	<p>UWS will also ensure that when applicable specifications include the requirement for:</p> <ul style="list-style-type: none"> <li>• appropriate food standards certification or equivalent</li> <li>• careful sourcing of Halal and Kosher meat</li> <li>• careful sourcing of eggs and consideration of the different types of system</li> <li>• organic certification; and</li> <li>• Royal Society for the Protection of Birds</li> <li>• freedom foods.</li> </ul>		
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Non Compliant</b>
<p>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.</p>	<p>The following steps will be taken to ensure prompt payments are made to suppliers:</p> <ul style="list-style-type: none"> <li>• suppliers will be advised that any invoices without purchase orders numbers on them will be returned unpaid</li> <li>• a report will be developed from Agresso to enable payments on time to be measured.</li> <li>• the payment on time report will be used to identify and review factors which are resulting in late payments.</li> <li>• suppliers with high volume transactions will be investigated on Agresso and Spikes Cavelle Observatory to identify opportunities to switch to consolidated invoices or payment by Corporate Procurement Card.</li> </ul> <p>Payment clauses regarding 30 day payment term are embedded within the UWS standard terms and conditions</p>	<p>Faster payment to sub-contractors are now included within standard terms at the ITT stage.</p> <p>Action Plan is currently in place to ensure UWS payments to suppliers continues to move towards 95%.</p>	

	of contract. These standard terms and conditions also require the contractor to apply these conditions onto any sub-contractors and sub-contractors of sub-contractors.		
<b>Required Action</b>			<b>Timescales</b>
Delivery of supplier payment performance action plan.			Jul'23
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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.	<p>Whilst developing contract plans UWS will give consideration to:</p> <ul style="list-style-type: none"> <li>including Community Benefit clauses in appropriate contracts.</li> <li>selecting a procurement route which encourages participation from local businesses, SMEs, Third Sector Organisations, Social Enterprises and Supported Business's</li> <li>any potential environmental impacts resulting from the Sustainable Prioritisation Procurement Tool and Sustainability Test</li> </ul> <p>At the tender evaluation stage UWS will evaluate costs based on whole life costing.</p> <p>The Flexible Framework will be adopted and a Sustainability action plan will be created to ensure that sustainability is embedded in the procurement process.</p>	<p>Scottish Government Prioritisation Tool is used on an annual basis to identify categories where Sustainability can be influenced.</p> <p>Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies &amp; Services) and £350k (Works).The Contract Plan includes a section on Sustainability including Sustainable Prioritisation Procurement Tool and Sustainability Test</p>	Compliant for all regulated procurements commenced after 1st August 2017.
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<b>Section</b>	<b>Policy</b>	<b>Comments</b>	<b>Complies</b>
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	<p>UWS shall analyse third party spend data using Spikes Cavelle and Agresso. This Spend data will be used to inform category strategies.</p> <p>Procurement will work closely with departments/schools to</p>	The timescales for the development of Category Strategies has been extended.	Compliant for all regulated procurements commenced after 1st August 2021.

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<p>functions and achievements of its purpose and how it intends to ensure that its regulated procurements will deliver value for money.</p>	<p>develop contract strategies which support the UWS Corporate Strategy.</p> <p>Category strategies will identify opportunities for:</p> <ul style="list-style-type: none"> <li>• Utilising innovative procurement solutions.</li> <li>• Collaborative contracts.</li> <li>• Use of existing Framework Agreements</li> <li>• Market engagement</li> <li>• Supplier Relationship Management</li> </ul> <p>This will ensure that procurement activity supports the UWS Corporate Strategy whilst delivering value for money.</p>		
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a
<p><b>Section</b></p> <p>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.</p>	<p><b>Policy</b></p> <p>To ensure procurement activities are carried out in an equal, non-discriminate, transparent and proportionate manner UWS will:</p> <ul style="list-style-type: none"> <li>• advertise Regulated and OJEU tenders on Public Contracts Scotland (PCS)</li> <li>• publish all Contract Awards on PCS</li> <li>• consider lotting contracts</li> <li>• ensure selection and award criteria are transparent, proportionate and non-discriminatory.</li> <li>• publish a Contract Register to provide transparency of future contact opportunities</li> </ul>	<p><b>Comments</b></p> <p>Contract Plans were introduced in August'17 and are mandatory for all procurements over £50k (Supplies &amp; Services) and £100k (Works).</p> <p>Contract Plans ensure the first four bullet points are complied with.</p> <p>The UWS Contract Register is published at:</p> <p><a href="https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws">https://www.uws.ac.uk/about-uws/compliance/tendering-supplying-to-uws</a></p>	<p><b>Complies</b></p> <p>Compliant for all regulated procurements commenced after 1st August 2017</p>
<b>Required Action</b>			<b>Timescales</b>
n/a			n/a



**APPENDIX 4 – COMMUNITY BENEFITS (1ST AUGUST 2021 TO 31 JULY 2022)**

Note: During the period 1<sup>st</sup> August 2021 to 31<sup>st</sup> July 2022 no contracts were awarded with a value greater than £4m therefore no mandatory Community Benefits were delivered.

**APPENDIX 5 – EXPECTED REGULATED PROCUREMENTS (1<sup>ST</sup> AUGUST 2022 to 31<sup>ST</sup> JULY 2024)**

<b>Description</b>	<b>New (N)/Extended (E)/ Re-let (R)</b>	<b>Contract Notice</b>	<b>Award Date</b>	<b>Start Date</b>	<b>Estimated Value (excl VAT)</b>
Marketing & Communication Services – Digital Creation Brand/Digital Campaigns/Web Design & Build	N	Jan'23	Aug'23	Oct'23	£500k pa
Travel Management Services	R - minicomp	Nov'23	May'24	June'24	£700k pa
Framework Agreement for the Recruitment of Executive Staff.	N	Mar'23	Jul'23	Aug'23	£50k pa
Waste Management Services	R - minicomp	Jan'23	Apr'23	Jun'23	£75k pa
Framework Agreement for Project Management Services	N	Jan'23	Aug'23	Aug'23	£100k pa
Framework Agreement for Building Works	N	Jan'23	Aug'23	Aug'23	£1.5m pa
Framework Agreement for Estates Compliance Services	N	Jan'23	Aug'23	Aug'23	£500k pa
Provision of Wide Area Network (WAN)	R	Jan'23	Mar'23	Mar'23	£100k pa
Provision of Moving & Handling Training for Students.	R	Nov'23	Apr'24	Jun'24	£100k pa

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Framework Agreement - Window Cleaning	R	Jan'24	Jun'24	Aug'24	£30k pa
Summer & Winter Grounds Maintenance	R	Nov'22	Jan'22	Mar'23	£40k pa
Supply of MFD's Print Room - Large Printers	R - minicomp	Feb'23	May'23	Sep'23	£50k pa
Supply of MFD's	R - minicomp	Jan'23	Apr'23	Aug'23	£115k pa
Provision of Insurance Services	R - minicomp	Nov'22	Jul'23	Aug'23	£500k pa

## APPENDIX 6 - PROCUREMENT CATEGORY SPEND SUMMARY (1<sup>ST</sup> AUGUST 2021– 31<sup>ST</sup> JULY 2022

Proc-HE Level 1	Total Spend (excl VAT)
Professional & Bought-in Services	£5,927,927
Estates & Buildings	£5,825,161
Computer Supplies & Services	£5,040,791
Utilities	£1,937,553
Medical; Surgical; Nursing Supplies & Services	£802,845
Life Sciences Laboratory Supplies & Services	£721,325
Safety & Security	£669,670
Miscellaneous/Unclassified	£572,534
Furniture; Furnishings & textiles	£558,949
The Arts; Audio-Visual & Multimedia Supplies and Services	£547,016
Workshop & Maintenance Supplies (Lab & Estates)	£523,712
Travel & Transport (incl. Vehicle hire & Subsistence)	£356,804
Library & Publications	£333,236
Catering Supplies & Services	£248,183
Telecommunications; Postal & Mail Room Services	£236,442
Stationery & Office Supplies	£159,628
Janitorial & Domestic Supplies & Services	£132,900
Printing	£53,352
Vehicles (Purchase; Lease; Contract Hire)	£53,202
Agricultural; Fisheries; Forestry; Horticultural; Oceanographic Supplies & Services	£32,771



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