



UNIVERSITY OF THE
WEST of SCOTLAND
UWS

PROCUREMENT REPORT

1 AUGUST 2023 - 31 JULY 2024

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INTRODUCTION

The Procurement Reform (Scotland) Act 2014 requires public sector contracting authorities with regulated procurement activity of £5 million or more per annum to publish an Annual Procurement Report after the end of each financial year.

This Annual Procurement Report covers the period 1st August 2023 to 31st July 2024.

UWS incorporates five distinctive campuses situated in Ayr, Dumfries, Lanarkshire, Paisley, London and employs over 1,600 staff.

Please see [Glossary | Procurement Journey](#) for glossary of procurement terminology.

The author of this report is David Benstead – Head of Procurement

This annual report has been approved by Archie MacIver - Vice Principal, Finance & Infrastructure.

University of the West of Scotland - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) required any public bodies which has an estimated annual regulated¹ 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.

This report covers the period of 1st August 2023 to 31st July 2024 and addresses performance and achievements in delivering the University of the West of Scotland's organisational procurement strategy which can be found [here](#).

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and 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 strategy aligns with the aims and objectives of the Public Procurement Strategy for Scotland which provides a high-level vision for Scottish public procurement. The strategy supports the overarching objectives of public procurement being:

Good for Businesses and their Employees

Good for Places and Communities

Good for Society

Open and Connected

This annual report tracks the progress in line with these objectives.

As part of meeting the Sustainable Procurement Duty this report will summarise efforts made to improve the economic, social and environmental wellbeing of their area, in particular how procurement has contributed to the response to the global climate emergency.

University of the West of Scotland has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- Regulated procurements² above the Public Contracts (Scotland) Regulations 2015 threshold amounted to £5.5m. There were 5 such procurements completed.
- Regulated procurements above the Procurement Reform (Scotland) Act 2014 threshold amounted to £1.4m. There were 23 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.

¹ 'Regulated' procurements above are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

University of the West of Scotland has over 845 active suppliers (with whom the University did business in the reporting period) and the total procurement expenditure was £13.6m of regulated expenditure (recorded on the Contracts Register) and £18.3m on non-regulated.

The University 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. 21% of the University spend went through collaborative agreements.

8% of the University spend was spent with SMEs who constitute 1.6% of the total number of active suppliers. 6 SMEs featured in the award of regulated procurements.

This report comprises six sections which address mandatory reporting requirements.

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: Optional Considerations

Section 1: Summary of Regulated Procurements Completed

University of the West of Scotland strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University'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 University's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and Public Contracts (Scotland) 2015 regulated procurements. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME / supported business?

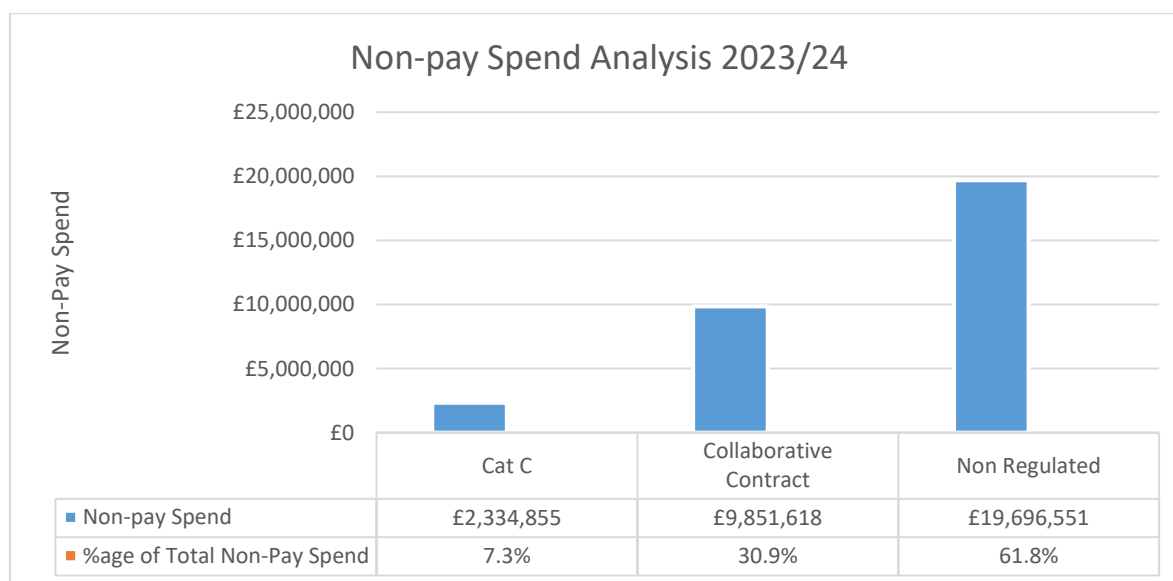
Section 2: Review of Regulated Procurement Compliance

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the Regulated Procurements that have been completed during the year covered by the report”. Regulated Procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini competitions and call offs from existing framework agreements.

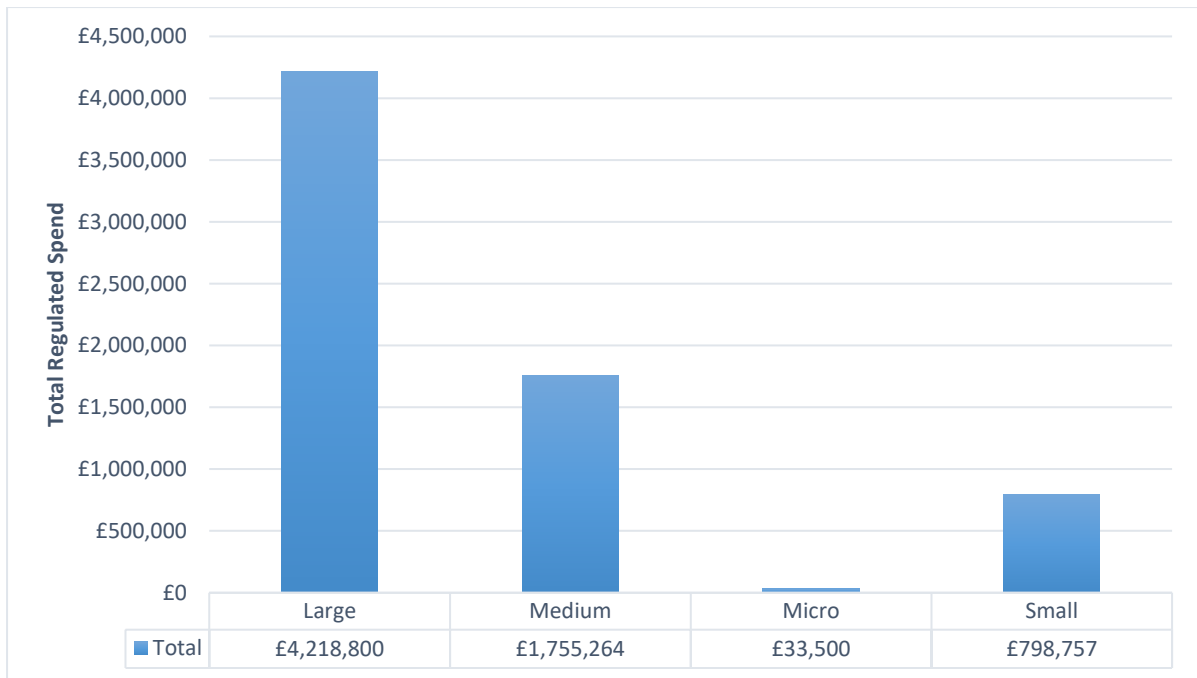
Over the period, the University has awarded a total of 28 Regulated Procurements at a potential value of circa £6.8 million.

Details of all regulated procurements for the reporting period can be found in Appendix A.

An analysis of non-pay spend for the reporting period is shown below. 7% of non-pay spend has been via Category C (Cat C) Local Contracts let by the University. Circa 31% of non-pay spend has been via Collaborative Contracts let by Centres of Expertise, Scottish Government and similar consortia. Circa 62% of overall non-pay spend has been non-regulated. This non-regulated spend is a combination of local spend via devolved procurement in the Schools and departments throughout the University and cumulative spend which falls below the Regulated Threshold of £50k. It is the intention to review this spend as part of the ongoing spend review in the University.



Section 9 of the Procurement Reform (Scotland) Act 2014 details the sustainable procurement duty and in particular the facilitation of the involvement of small and medium sized enterprises. During the period circa £2.6 million of the £31.9 million third party spend was with SME's. Of the 28 contracts awarded during the period, 14 of these were awarded to SMEs at a forecast total value of nearly £2.5m. A record of our progress in contracting with SMEs is displayed in figure 1 below.



The University is committed to working with our suppliers to encourage fair working practices and all tendered contracts include an appendix to record details from our suppliers. In contracts awarded during this period 22 suppliers have committed to paying the real living wage and 11 are accredited real living wage employers.

Successful delivery against the procurement strategy objectives is part of an action plan that seeks incremental improvements to process and outcomes over time. The action plan is based on the University’s assessment against the Scottish Government Procurement and Commercial Improvement Programme (PCIP).

The University’s most recent PCIP assessment was conducted in November 2023 in the form of a Pulse Check conducted by APUC Limited. The Pulse Check focuses on higher level and more strategic evidence areas that are currently produced on a regular basis.

The Pulse Check Summary Statement stated that the University had broadly maintained the level of procurement performance from the previous PCIP in 2019 where a score of 61% was recorded, falling into the Medium banding. However, it was noted that some areas more generally were at risk of falling back if factors around procurement representation, risk management and continuous improvement were not addressed. A summary action plan has been put in place to address this and is attached at Appendix B.

Section 3: Community Benefit Summary

During the period 1st August 2023 to 31st July 2024 no contracts were awarded with a value greater than £4m therefore no mandatory Community Benefits were delivered.

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.

The University now includes a question in the Technical Section of their Invitation to Tender documentation requesting that bidders provide details of community benefits and/or added value that they provide as part of the contract. This question is only included where stakeholder consultation and engagement has suggested that benefit to the local community and added value

may be relevant. The response to this question then forms part of the bidders' response and eventually becomes a contractual commitment.

Section 4: Supported Business

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with relevant Procurement Legislation and ensuring value for money for the institution (using the only Supported Business [register](#) currently available and published by Ready for Business).

The University did not reserve any contracts for supported businesses in this period, however the University has called off from the Social Enterprise Hey Girls! CIC via the APUC Washroom Solutions and Sanitary Products framework at a value of £10k.

Opportunities to engage with supported businesses and social enterprises is being actively explored for each relevant procurement exercise.

Section 5 – Future Regulated Procurements

University of the West of Scotland 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 C - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Section 6 –Other Content for Consideration

Collaborative Procurement

During the reporting period, the University has worked in partnership with Advanced Procurement for Universities and Colleges (APUC) Ltd, the procurement centre of expertise for Higher and Further Education in Scotland. The University is also exploring the possibility of collaboration with other public sector bodies in their local area to share best practise and maximise value for money and efficiency.

Procurement Function Structure

During the reporting period, the University has had a number of staff changes within the Procurement Team and an overview of the staff provision is shown below:

Head of Procurement (1.0 FTE)

Senior Procurement Office (0.6 FTE)

Procurement Officer (Vacant Post)

Procurement Assistant (0.6 FTE)

The appointment of a temporary Procurement Project Manager (PPM) (0.8 FTE) to support the Head of Procurement has been successfully carried out and the PPM will take up position in late October for a period of 6 months initially.

Payment Performance

Due to the cyber incident in July 2023 and the subsequent rebuilding of the University's network, the Payment Performance figure of 28.7% for the period is not representative of the University's payment performance during business as usual operations. It is expected that the Payment Performance figure for 2024-2025 will be significantly improved.

Appendices

Appendix A - List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 2023/2024

Compliant

Supplier name	Date of Award	Category ³	Start Date	End Date	Value over contract period	SME status	Supported Business
Aon UK Limited	03/07/2023	B	01/08/2023	31/07/2026	£66,000.00	Large	No
ALESCO RISK MANAGEMENT SERVICES LIMITED	03/07/2023	B	01/08/2023	31/07/2026	£120,900.00	Large	No
Zurich Municipal	03/07/2023	B	01/08/2023	31/07/2026	£2,850,000.00	Large	No
The Media Shop	15/08/2023	B	15/08/2023	31/07/2026	£500,000.00	Small	No
Mitie Landscapes	01/09/2023	B	01/10/2023	30/09/2025	£60,000.00	Medium	No
Aon UK Limited	02/10/2023	B	01/11/2023	31/10/2026	£52,500.00	Large	No
Fes Support Services Limited	09/11/2023	C	09/12/2023	08/12/2026	£120,000.00	Large	No
Portfolio Payroll	18/12/2023	C	18/12/2023		£133,860.00	Medium	No
ECG Facilities Services	01/03/2024	B	01/04/2024	31/03/2027	£360,000.00	Medium	No
SCOTTISH WATER BUSINESS STREAM LIMITED	01/04/2024	A	01/04/2024	31/03/2027	£600,000.00	Large	No
Bunzl UK Limited	01/05/2024	B	13/05/2024	12/08/2024	£107,793.00	Large	No
Digital ID	17/06/2024	C	17/06/2024	16/06/2027	£141,357.00	Small	No
Celcat	17/06/2024	B	17/06/2024	31/07/2028	£141,357.00	Large	No
Central Demolition	24/06/2024	B	24/06/2024	23/09/2024	£1,129,000.00	Medium	No

³ Please see glossary of terms for definition of contract category

Appendix B – Summary Action Plan from PCIP Pulse Check

Questions	Pulse Check Level	Commentary	Action
SECTION 1 LEADERSHIP & GOVERNANCE			
Procurement Representation What is the procurement representation across the organisation?	Improving	This level has fallen back since the last PCIP. It was highlighted that procurement is no longer represented on the same internal groups. The impact of covid and personnel changes has meant that there has been a greater focus on dealing with day-to-day issues rather than with strategic focus. Progress has been made building relationships with estates colleagues but other internal relationships require more work.	Procurement to hold a "place at the table" in relevant cross functional groups. Individual engagement being developed with key stakeholders across the institution such as schools, estates functions, risk and resilience, learning and teaching.
Procurement Influence What level of influence does your procurement function have over routine and major procurement activity? What does your procurement function deliver to your organisation	Improving	This level has been maintained. Procurement is involved in large high risk/high value projects. And internal controls ensure that regulated spend is channelled through to procurement. Procurement projects discussed included Lift Maintenance and Laundry for Residences. Resource issues were highlighted as a potential risk to operational effectiveness.	Ensuring stakeholders across the university are aware of internal controls and processes and procedures. Procurement function to assess routes to market for all regulated procurements
Procurement Strategy In what ways is your organisation's procurement strategy linked to your organisation's corporate strategy? Where applicable is this procurement strategy delivering the sector's strategic objectives?	Improving	This level has been maintained. The Annual Procurement Report continues to go to Audit and Risk Committee. The strategy is in place until 2025 but requires some updating.	Review of Procurement Strategy to align with the University's strategy to take place before June 2025

<p>Learning & Skills: Capability What does the organisation do to develop existing procurement individuals and future talent?</p>	<p>Developing</p>	<p>This level has been maintained. Performance is managed in line with internal processes. Individuals have been identified for progression with the department. However resource issues were flagged up as an risk in delivering current objectives.</p>	<p>Development of capability continues with the embedding of APUC procurement staff in the onsite procurement team. On the job coaching has been included in the ongoing continuous improvement plan for the department.</p>
<p>Risk Management What is the organisation's approach to managing risk and contingency planning within procurement activity? Project Team agreement to stay as previous cycle.</p>	<p>Developing</p>	<p>This level has fallen back since the last PCIP. It was felt that the university approach to risk management was not as robust was previous. This was evidenced by a recent cyber-attack suffered by the university. There will be a greater focus on risk management going forward, particularly with regards to Business Continuity, Risk Prevention and Mitigation.</p>	<p>The procurement function will conduct robust risk management on all procurement exercises including the inclusion of relevant accreditation, certifications as selection criteria. Robust technical questions will be included in the technical/quality sections of invitation to tender documents and supplier will be assessed on all aspects of business continuity.</p>
<p>Fraud Awareness & Prevention What steps has your organisation taken to counteract fraud?</p>	<p>Improving</p>	<p>This level has been maintained. There is still a coordinated approach to countering fraud. This has been extended to include Cyber Security.</p>	<p>The procurement function is aiming to work closely with the IT function in order to ensure the necessary accreditations, certifications and evaluation questions around Cyber Security are included in future Invitation to Tender documents</p>

<p>Commercial Awareness & Acumen What does the organisation do to promote commercial competence and ensure it is embedded within its organisation and culture?</p>	<p>Good Practice</p>	<p>This level has been maintained. There is a strong commercial focus including spin off companies and the Knowledge Transfer Partnership. UWS also operates its London Campuses.</p>	<p>Raising the profile of the Procurement Function is serving to raise awareness of commercial aspects and good practise. The Procurement function is reaching out to devolved budget holders to ensure that low value procurement via the Self-Service route is still going through the Most Economically Advantageous route via frameworks agreements or existing contracts wherever possible.</p>
<p>Continuous Improvement of Procurement Activity What does your organisation do to drive continuous improvement in its procurement activity?</p>	<p>Developing</p>	<p>This has fallen back since the last PCIP. This is largely the result of the impact of Covid. Resource issues have meant less focus on continuous improvement e.g. feedback has not been sought for some time.</p>	<p>Since the arrival of the new Head of Procurement, a full review has been carried out on internal governance and procurement processes and procedures. This has resulted in the introduction of an updated Procurement Quick Guide to all users. The use of PCS and PCS-T has been increased along with Hunter as a contract register. Further developmental work will continue including the development of a category management approach as resources allow</p>

<p>Climate Change Does your organisation embed climate and circular economy considerations into your corporate procurement strategy and delivery? Does your Senior Management actively measure and recognise the positive environmental impact that procurement can make in a planned, organisational approach? Are progress and achievements included in your organisation's annual procurement reports?</p>	<p>Developing/Improving</p>	<p>The university has a clear commitment on Climate Change through to 2040. Climate and Circular Economy consideration are embedded into the procurement strategy. These considerations are also flowing through to operational procurement processes.</p>	<p>Procurement are now actively supporting the development of the institutional Sustainability Plan at UWS. There is also now an added focus on Responsible Procurement questions in the technical evaluation criteria of all tenders. A review of potential sustainability benefits is planned via framework agreements currently being accessed is planned.</p>
<p>SECTION 2 DEVELOPMENT & TENDER</p>			
<p>Spend Analysis What does procurement do to understand organisational spend and spend profile to drive best value and collaboration?</p>	<p>Improving</p>	<p>This level has been maintained. Spend data is analysed on a category basis. Some discussions are underway around collaborative opportunities for example with Ayrshire College and Glasgow School of Art.</p>	<p>Spend analysis capabilities are being developed within the Procurement team with the view to introducing trend analysis as part of monthly reviews of non-pay spend. The University is keen to look to collaborate with local authority and HE/FE partners in our operational areas.</p>

<p>Implementation & Exit Strategies, Life Cycle Planning How does your organisation use implementation plans and exit strategies efficiently?</p>	<p>Developing</p>	<p>This level has been maintained since the previous PCIP. A recent project discussed was implementation of the Occupational Health agreement.</p>	<p>The procurement function will include robust implementation and exit strategies in all relevant contracts. Currently, the Head of Procurement is a member of the Project Steering Group for the implementation of the VLE platform for the university.</p>
<p>SECTION 3 CONTRACT</p>			
<p>Contract & Supplier Management What does your organisation do to manage contracts and suppliers?</p>	<p>Developing</p>	<p>This level has been maintained. There is contract and supplier management that takes place, for example with travel management and banking. However, this is not done on the consistent basis outlined in the "Improving" level.</p>	<p>The Procurement function is now supporting stakeholders in the management of key contracts throughout institution. This is both on a routine basis and when corrective action on performance is required.</p>

<p>Contractual Obligations & Additional Benefits What does your organisation do to work with suppliers throughout the life of a contract? How do these activities: - ensure contractual obligations are met? -identify and deliver additional benefits to both parties?</p>	<p>Developing/Improving</p>	<p>There has been improvement in this area. There is more extensive use and monitoring of KPIs and SLAs moving the university closer to the description in the "Improving" level.</p>	<p>The introduction of Hunter as a contract register and the inclusion of achievable KPI's in invitation to tender documents means the Procurement function are now equipped to monitor contractual obligations in existing contracts. This will be done in conjunction with stakeholders to ensure contracts are consistently delivering and performing as required.</p>
<p>Lessons Learned What benefits have been delivered through reviewing lessons learned from procurement exercises?</p>	<p>Developing/Improving</p>	<p>This level has been maintained. Lessons learned continue to be reviewed internally but not carried out as consistently as required for the "Improving" level.</p>	<p>The Procurement function will include a "lessons learned" document against each major procurement exercise in order to build a knowledge hub to support contract management and re-lets.</p>
<p>SECTION 4 SYSTEMS</p>			
<p>Goods Receipt and Payment Process What is your organisation's goods/ services/minor works receipt process? How are payments authorised to meet payment targets and increase efficiencies?</p>	<p>Good Practice</p>	<p>This level has been maintained. Systems remain in place and are on course to be upgraded.</p>	<p>Further development of the Goods Receipt and Payment Process is proposed with the trial of embedded Procurement Cards for low value/high volume commodities such as travel and catering supplies.</p>

Appendix C - List of Regulated Procurements planned to commence in next two Financial Years (2024/2025 and 2025/2026)

Commodity/Service or Project	Forecast Award Date	Forecast Start Date	Forecast End Date	Estimated Annual Value	Estimated Contract Value	Category
Lanarkshire Campus FM Consultancy	11/11/2024	18/11/2024	17/11/2028	£50,000.00	£50,000.00	B
Mini Bus with Driver Hire	17/12/2024	01/01/2025	31/12/2028	£21,000.00	£63,000.00	C
Print & Fulfilment and Design Print and Fulfilment	31/12/2024	03/02/2025	02/02/2029	£200,000.00	£800,000.00	B
Print & Fulfilment and Design Design	31/12/2024	03/02/2025	02/02/2029	£100,000.00	£400,000.00	B
5GIR MPN	01/10/2024	03/03/2025	02/03/2029	£102,000.00	£204,000.00	B
Backhaul connection for a node using Satellite plus Associated Services and Equipment	07/10/2024	03/03/2025	02/03/2029	£62,860.00	£62,860.00	C
MX-PDK-8 SW License and Associated Equipment and Services	07/10/2024	03/03/2025	02/03/2029	£145,400.00	£145,400.00	C
External Audit Services	03/03/2025	17/03/2025	16/03/2029	£100,000.00	£500,000.00	B
Provision of Travel Management Services	03/03/2025	01/04/2025	31/03/2029	£800,000.00	£3,200,000.00	B
Laundry Services at UWS Student Residences (Ayr & Paisley)	23/03/2025	04/05/2025	03/05/2029	£100,000.00	£500,000.00	C
Provision of HR/Payroll Systems & Associated Services	09/04/2025	21/05/2025	20/05/2029	£110,261.00	£441,044.00	B
Lanarkshire Campus - Facilities Management	02/04/2025	01/06/2025	31/05/2029	£900,000.00	£3,600,000.00	B
Provision of Legal Services	10/05/2025	10/06/2025	09/06/2029	£75,000.00	£300,000.00	B
Provision of Legal Services - Lot 3 Commercial	29/04/2025	10/06/2025	09/06/2029	£50,000.00	£100,000.00	B
Provision of Legal Services - Lot 2 Property & Estates	29/04/2025	10/06/2025	09/06/2029	£50,000.00	£100,000.00	B

Commodity/Service or Project	Forecast Award Date	Forecast Start Date	Forecast End Date	Estimated Annual Value	Estimated Contract Value	Category
Managed Print & Equipment Services (MFD)	20/06/2025	01/08/2025	31/07/2029	£66,061.00	£66,061.00	B
Managed Print Equipment & Services	17/07/2025	28/08/2025	27/08/2029	£48,309.56	£247,574.80	B
Winter Preparedness Services	20/08/2025	01/10/2025	30/09/2029	£30,000.00	£60,000.00	C
Cleaning Services at Student Residences – Lot 1 Ayr & Lot 2 Paisley	01/11/2025	01/12/2025	30/11/2029	£125,000.00	£250,000.00	C
Cleaning Services at Student Residences – Lot 1 Ayr & Lot 2 Paisley	01/11/2025	01/12/2025	30/11/2029	£125,000.00	£250,000.00	C
Provision of Occupational Health Services for Students - Ayr Campus	21/12/2025	01/02/2026	31/01/2030	£180,000.00	£540,000.00	C
Provision of Occupational Health Services for Students - Paisley Campus	21/12/2025	01/02/2026	31/01/2030	£180,000.00	£540,000.00	C
Provision of Occupational Health Services for Students - Lanarkshire Campus (Lot 3)	21/12/2025	01/02/2026	31/01/2030	£360,000.00	£1,080,000.00	C
Provision of Occupational Health Services for Students - Dumfries Campus	21/12/2025	01/02/2026	31/01/2030	£90,000.00	£270,000.00	C
Summer & Winter Grounds Maintenance – Ayr & Paisley Campus	26/12/2025	06/02/2026	05/02/2030	£44,280.00	£132,840.00	C
Lift Maintenance	18/01/2026	01/03/2026	28/02/2030	£50,000.00	£150,000.00	B
Virtual Learning Environment	01/06/2025	01/04/2026	31/03/2030	£500,000.00	£2,000,000.00	B
Media Planning and Buying in Support of Student Recruitment	17/03/2026	28/04/2026	27/04/2030	£600,000.00	£600,000.00	B
Provision of Waste Management Services	06/05/2026	17/06/2026	16/06/2030	£75,000.00	£225,000.00	B
Infoblox Solution	20/06/2026	01/08/2026	31/07/2030	£28,267.72	£141,338.58	C
Insurance - Lot 4 - Terrorism	20/06/2026	01/08/2026	31/07/2030	£40,300.00	£120,900.00	B

Commodity/Service or Project	Forecast Award Date	Forecast Start Date	Forecast End Date	Estimated Annual Value	Estimated Contract Value	Category⁴
Provision of Insurance: Lot 1,2,3,5,6,10,11,13,	20/06/2026	01/08/2026	31/07/2030	£950,000.00	£2,850,000.00	B
Payment Platform	21/07/2026	01/09/2026	31/08/2030	£40,000.00	£240,000.00	B

⁴ Please see glossary of terms for definition of contract category

1. 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"> • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
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.

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

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

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

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

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

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Institutional Dashboard - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions’ key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

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.