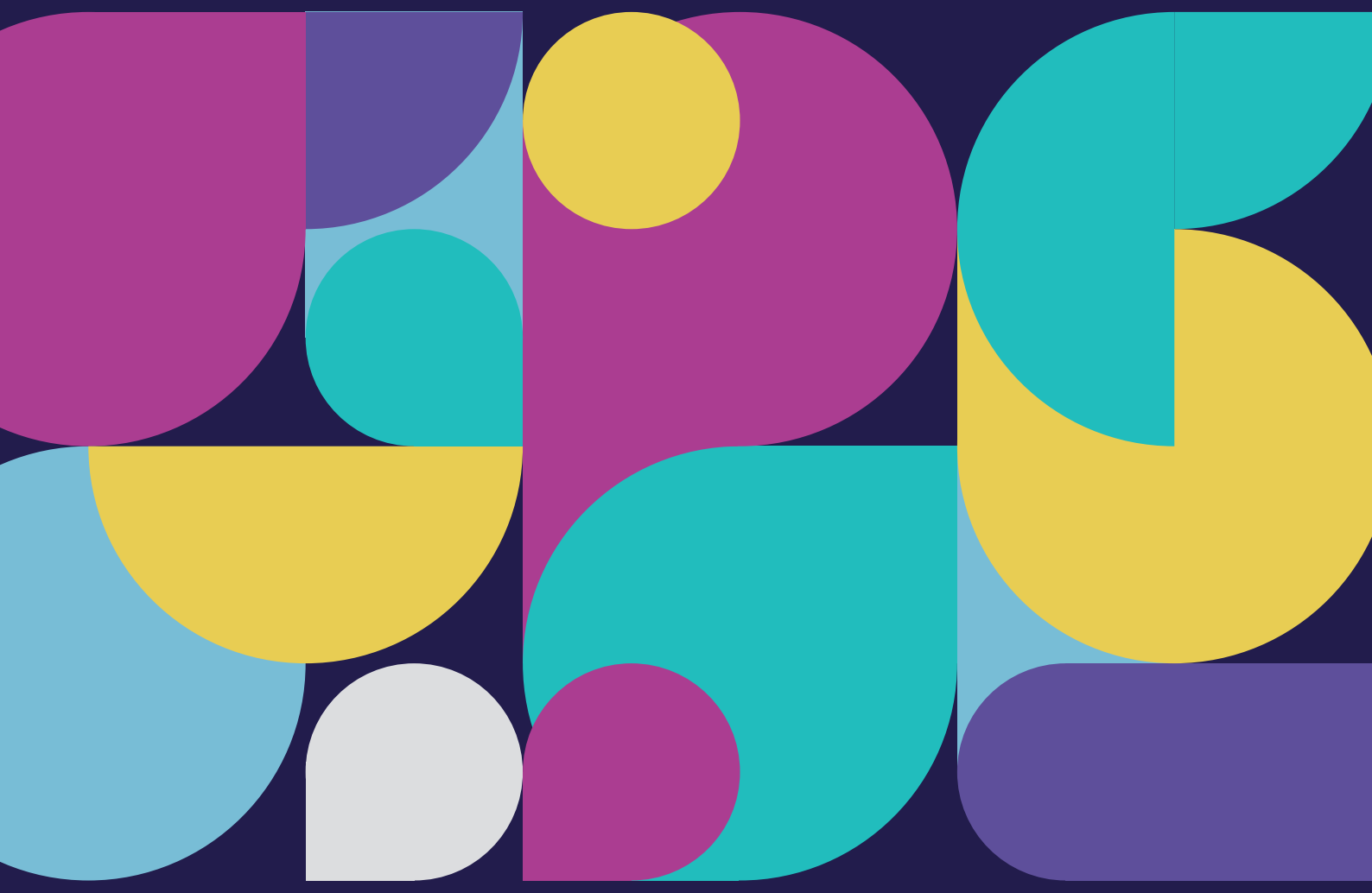




MAKING  
LEARNING  
WORK



# ANNUAL PROCUREMENT REPORT

1ST AUGUST 2022 - 31ST JULY 2023

STATUS

APPROVED

|  |  |
|--|--|
| Date of Version                                | 21st November 2023   |
| Responsibility for Contents                    | Procurement Manager  |
| Responsibility for Approval<br>Primary Content | Finance, Resources and Infrastructure Committee<br>Procurement Manager |



# CONTENTS

---

**EXECUTIVE SUMMARY** ..... 4

**SECTION 1: SUMMARY OF REGULATED PROCUREMENTS COMPLETED** ..... 6

**SECTION 2: REVIEW OF REGULATED PROCUREMENT COMPLIANCE** ..... 7

**SECTION 3: COMMUNITY BENEFIT SUMMARY** ..... 12

**SECTION 4: SUPPORTED BUSINESS SUMMARY**..... 13

**SECTION 5: FUTURE REGULATED PROCUREMENTS SUMMARY** ..... 14

**APPENDIX A: ANNUAL PROCUREMENT REPORT SUMMARY** ..... 15

**APPENDIX B: LIST OF REGULATED PROCUREMENTS COMPLETED IN THE REPORTING PERIOD 1ST AUGUST 2022 – 31ST JULY 2023** ..... 17

**APPENDIX C: LIST OF REGULATED PROCUREMENTS WITH COMMUNITY BENEFIT REQUIREMENTS FULFILLED** ..... 18

**APPENDIX D: LIST OF FUTURE REGULATED PROCUREMENTS (PLANNED TO COMMENCE IN NEXT TWO FINANCIAL YEARS 2023/2024 AND 2024/2025)** ..... 19

**APPENDIX E: GLOSSARY OF TERMS** ..... 20

**APPENDIX F: PROCUREMENT ACTION PLAN** ..... 23

**APPENDIX G: PROCUREMENT ACTION PLAN – KPI FIGURES AND TARGETS** ..... 26



## EXECUTIVE SUMMARY

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated<sup>1</sup> spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31st December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This APR covers the period of 1st August 2022 to 31st July 2023 and addresses performance and achievements in delivering Forth Valley College's procurement strategy 2022-2025<sup>2</sup>.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in Forth Valley College's 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 College, value for money (defined as the best balance of cost, quality and sustainability) and delivery against the College'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.

Forth Valley College has analysed third party expenditure excluding VAT and has completed 8 regulated procurements during the period covered by this report:

- Lower value regulated procurements (goods and services worth more than £50,000 and works worth more than £2 million) amounted to £500,522. There were 5 such procurements completed<sup>3</sup>.
- GPA higher value regulated procurements (goods and services worth more than £177,897, light touch regime services worth more than £552,950 and works worth more than £4,447,447)<sup>4</sup> amounted to £1,051,756. There were 3 such procurements completed.

More detailed information on the regulated procurements is provided in **Section 1**, **Section 2** and in **Appendix B** of this report.

Forth Valley College has 518 active suppliers with whom the College did business in the reporting period. At least 122 of these suppliers were from the Forth Valley region.

The total non-pay expenditure<sup>5</sup> was £8,527,832, with £5,247,903 of regulated expenditure, £1,639,386 of non-regulated expenditure, and £1,640,542 of non-core expenditure<sup>6</sup>.

At least £2,975,736 was spent on 375 SMEs during the reporting period who constitute 72% of the total active suppliers, and 43% of core spend<sup>7</sup>. 4 SMEs featured in the award of regulated procurements.

Forth Valley College has been optimising use of national (A), sectoral (B), local (C) 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. 33% of the College spend went through collaborative agreements in 2021/2022 (latest verified collaborative spend).

This report comprises of five sections that cover mandatory reporting.

**SECTION 1: SUMMARY OF REGULATED PROCUREMENTS COMPLETED**

**SECTION 2: REVIEW OF REGULATED PROCUREMENT COMPLIANCE**

**SECTION 3: COMMUNITY BENEFIT SUMMARY**

**SECTION 4: SUPPORTED BUSINESSES SUMMARY**

**SECTION 5: FUTURE REGULATED PROCUREMENTS SUMMARY**

**Report Approved: 14th November 2023**

**By: Leadership Management Team**

**Report Approved: 21st November 2023**

**By: Finance, Resources and Infrastructure Committee**

**Signed: Senga McKerr**

**Position: Director of Finance**

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

<sup>2</sup> Procurement Strategy 2022 – 2025: [www.forthvalley.ac.uk/media/9514/procurement-strategy-2022-2025.pdf](http://www.forthvalley.ac.uk/media/9514/procurement-strategy-2022-2025.pdf).

<sup>3</sup> Deemed completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements.

<sup>4</sup> Current GPA public contracts thresholds applicable from 1st January 2022 to 31st December 2023. These are revised every 2 years. Please see Appendix E for further information.

<sup>5</sup> Non-pay expenditure covers all third-party expenditure. It excludes directly employed workers and associated costs such as national insurance, pension contributions and administration costs.

<sup>6</sup> Non-core expenditure is third-party expenditure excluded from the scope of the Procurement Regulations.

<sup>7</sup> Core expenditure covers regulated and non-regulated expenditure excluding non-core expenditure.

## SECTION 1: SUMMARY OF REGULATED PROCUREMENTS COMPLETED

Forth Valley College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan 2022-2025.

The detailed summary of regulated procurements completed during the period of this report is set out in **Appendix B**. That information, coupled with the publication of our **Contracts Register**<sup>8</sup> and the systematic use of Public Contracts Scotland (PCS) and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

Between 1st August 2022 and 31st July 2023, the College has spent £6.89m on goods, services and works (regulated and non-regulated expenditure), excluding non-core<sup>9</sup> expenditure. Our core spend has reduced 1% from the previous reporting period, as shown in the graphs below, with reductions observed in estates and buildings, furniture, laboratory supplies and services, workshop and maintenance supplies, and travel and transport. Conversely, an increase has been noted in expenditure related to catering supplies and services, facilities operations, computer supplies and services, health and safety, professional and bought-in services, stationery and office supplies, telecommunications and utilities.

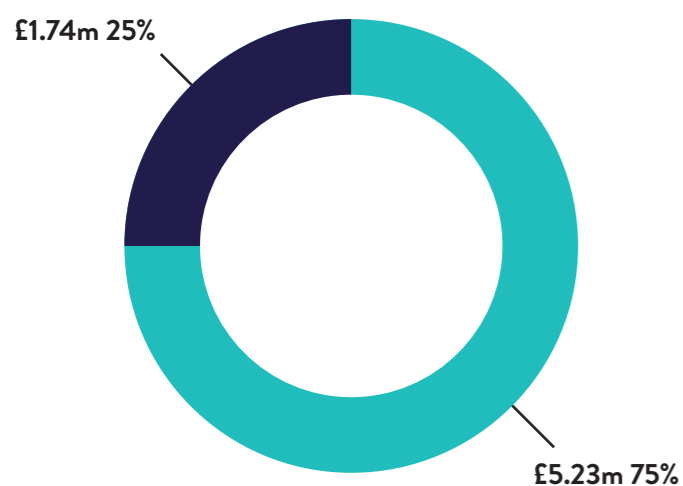
Our percentage of collaborative spend is also estimated to have been increased from 33% in 2021/2022 to 40%<sup>10</sup> in 2022/2023.

In **Appendix B**, information is set out to show lower value and GPA higher value regulated procurements completed. 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 contract start date
- the category subject matter
- the name of the supplier
- estimated total value of the contract 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
- the SME and supported business status

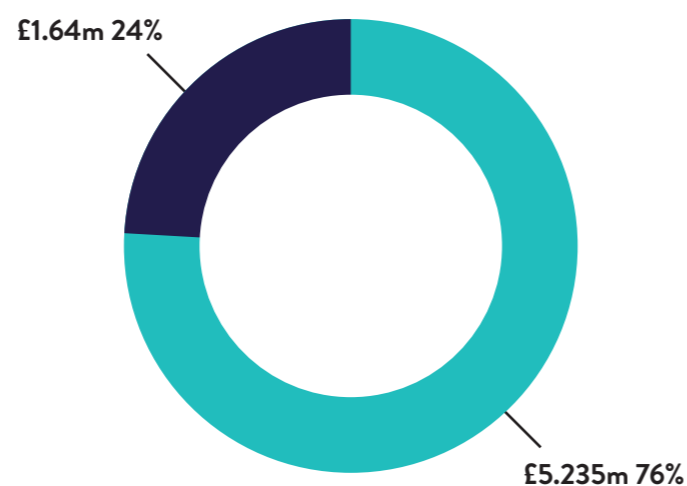
CORE SPEND PROFILE 2021-22 (£m)

Total £6.97m



CORE SPEND PROFILE 2022-23 (£m)

Total £6.89m



■ Regulated ■ Non-regulated

<sup>8</sup> See our Contract Register on <http://www.apuc-scot.ac.uk/#!/institution?inst=34>

<sup>9</sup> Non-core expenditure is all expenditure outwith the scope of the Procurement Regulations.

<sup>10</sup> Collaborative spend in 2022/2023 is still pending of APUC Ltd verification.

## SECTION 2: REVIEW OF REGULATED PROCUREMENT COMPLIANCE

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

Successful delivery against our procurement strategic objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

Our CIP is based on the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the College is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented.

The College's most recent assessment was conducted in October 2019 and the score was 79% within the gold band (lite assessment), an increase from the silver banding assessment in 2016. The intention now is to continue to improve upon this score for the next assessment due in 2023/2024.

Forth Valley College has procurement processes 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 in our Procurement Strategy and the following general duties and specific measures of the Procurement Reform (Scotland) Act 2014:

### A. CONTRIBUTING TO CARRYING OUT OUR FUNCTION AND THE ACHIEVEMENT OF OUR PURPOSES

Forth Valley College has carried out an analysis of the non-pay expenditure for the reporting period.

The Procurement service analyses non-pay expenditure on a quarterly basis to identify tender and efficiency opportunities and plan procurement activity.

The regulated procurements completed in the reporting period have been carried out with the involvement and consultation of relevant stakeholders. Tender or project strategies have considered the risk, value and strategic importance of the procurement and have been aligned to the College's strategic aims and objectives.

The College manages regulated procurement contracts and suppliers with the aim of ensuring that contracts deliver the required standards, provide value for money, risks are identified and managed and we continually improve contracts and supplier performance.

### B. DELIVERING VALUE FOR MONEY

We have consistently sought to apply the principle of value for money (best balance of cost, quality and sustainability) and we include whole-life costing in our regulated procurements.

Where appropriate, Forth Valley College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and the best balance of cost, quality and sustainability.

Key contracts and suppliers have been pro-actively managed to ensure contract deliverables and objectives are achieved.

It is estimated that during the reporting period, locally tendered savings were £82,384.02 at BT1<sup>11</sup> and £23,333 at BT8<sup>12</sup>. Savings through framework agreements facilitated by the Procurement team were approximately £123.2k at BT1 and £321.2k at BT2<sup>13</sup>, pending APUC verification of 2022/2023 savings figures.

### C. TREATING RELEVANT ECONOMIC OPERATORS EQUALLY AND WITHOUT DISCRIMINATION

The College has conducted all its regulated procurements in compliance with the principles of openness, transparency and non-discrimination.

All regulated procurements are published on PCS and we have made use of separate lots, where appropriate.

In our tender documents, we have included straightforward output based specifications and clear evaluation criteria to ensure that procurement exercises and contracts are accessible to as many bidders as possible.

<sup>11</sup> Benefit Type 1: direct price based savings calculated versus previous price paid (for re-tenders) or against the average price of top 5 compliant bids (for new or ad hoc requirements).

<sup>12</sup> Benefit Type 8: external provider price calculated versus in-house costs to identify savings that would have been lost if the procurement had not been conducted.

<sup>13</sup> Benefit Type 2: price versus market savings calculated against market prices to identify savings that would have been lost if the procurement had not been conducted.

**D. ACTING IN A TRANSPARENT AND PROPORTIONATE MANNER**

We ensure that procurement documentation is simplified wherever possible, using plain English and contain the appropriate number of evaluation criteria questions to reduce the resource impact on suppliers. The full evaluation criteria and scoring methodology are clearly stated in our invitation to tender documents which we publish on PCS.

We actively take steps to make our contracts accessible to smaller and local businesses through the use of PCS Quick Quote, information contained on the College Procurement webpage<sup>14</sup> and attending supplier/buyer engagement events and meetings.

During the reporting period, we have:

- Published 2 contract notices on PCS, and 9 on PCS Quick Quote.
- Updated our Procurement policy and updated relevant information on our Procurement webpage.
- Sought to obtain the views and feedback of our key suppliers via our annual supplier survey, and contract and supplier management activity.

**E. SUSTAINABLE PROCUREMENT DUTY AND SUPPORTING SCOTLAND'S RESPONSE TO THE GLOBAL CLIMATE EMERGENCY**

We consistently give consideration to environmental, ethical, economic and social impacts as well as the promotion of positive impacts and innovation relating to all regulated procurements during the tender strategy of each procurement and throughout the procurement journey. We included community benefits, fair work, equality, health and safety or sustainability evaluation criteria in the following procurements in 2022/2023:

| Contract title   | Evaluation criteria                      | Regulated or Non-Regulated |
|--|--|----------------------------|
| Chilled foods  | Corporate social responsibility          | Regulated                  |
| Internal audit services  | Value added and community benefits       | Regulated                  |
| iTrent payroll and HR solution                                   | Accessibility guidelines                 | Regulated                  |
| Apple equipment  | Responsible procurement                  | Non-regulated              |
| Disposable products and kitchen chemicals                        | Corporate social responsibility          | Non-regulated              |
| Condition survey and planned preventative maintenance programmes | Sustainable and environmental management | Non-regulated              |
| Furniture  | Sustainability                           | Non-regulated              |
| Vision and lighting equipment                                    | Sustainability                           | Non-regulated              |
| Teaching Qualification Further Education programme               | Equality, diversity and inclusion        | Non-regulated              |

We make use of available sustainability tools and systems including the Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework as well as the Sustain Supply Code of Conduct, Electronics Watch and EcoVadis.

We take proportionate actions to involve SMEs, third sector bodies and supported businesses in our procurement activities. For example by:

- Engaging with SMEs and third sector suppliers as part of pre-tender market engagement;
- Considering reserving contracts to supported businesses;
- Being transparent about our tendering plans, publishing our Procurement Strategy and Annual Procurement Reports on our College website and advertising our regulated contracts on PCS;

- Providing debriefing to bidders and asking for their feedback, and
- Dividing our requirements into lots, where relevant.

The Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Amendment Order 2020, which came into force in November 2020, updated reporting requirements in two key ways relating to procurement:

- With effect from March 2022, we must report in our Public Bodies Climate Change Duties (PBCCD) annual reports, "targets for reducing indirect emissions of greenhouse gases". Indirect emissions include supply chain emissions; and
- We are also required to report in our PBCCD annual reports how we align spending plans and use of resources to contribute to reducing emissions and delivering emissions reduction targets.

Forth Valley College has reported Scope 3<sup>15</sup> supply chain emissions in our PBCCD annual report.

The College takes account of climate impacts and circular economy considerations in its procurement activity contributing to the **Scottish Colleges Statement of Commitment on the Climate Emergency**.

Scottish University and College supply chains are seen as a key focus for early attention across all institutions to significantly reduce greenhouse gas emissions (GHG) emissions. A shared **Supply Chain Climate and Ecological Emergency Strategy** has been agreed by the Principals' groups of both the University and College sectors in Scotland. We have produced action plans to reduce emissions in Primary Impact Areas of Climate Change (PIACC): Estate Operations & Development, Catering, Furniture, Information Technology & Services, Laboratories and Travel & Transport.

The following Scope 3 GHG emissions (Mt CO<sub>2</sub>-e) have been calculated using spend-based method:

| Procurement Category  | 2019/20  | 2020/21 | 2021/22 | 2022/23 |
|---|----------|---------|---------|---------|
| Computer Supplies & Services  | 1,279.83 | 507.64  | 736.99  | 838.85  |
| Professional & Bought-in Services including consultancy                         | 173.46   | 197.44  | 428.63  | 529.01  |
| Catering Supplies & Services  | 472.63   | 80.56   | 331.10  | 287.67  |
| Estates & Buildings   | 4,485.12 | 334.79  | 385.44  | 132.80  |
| Laboratory/Animal House Supplies & Services                                     | 317.37   | 52.12   | 198.99  | 64.40   |
| Health & Safety & Security  | 94.29    | 74.61   | 46.98   | 54.51   |
| Workshop & Maintenance Supplies (including Engineering)                         | 175.21   | 54.21   | 89.83   | 33.72   |
| Audio-Visual & Multimedia Supplies and Services                                 | 383.48   | 113.95  | 49.31   | 28.24   |
| Furniture, Furnishings & textiles   | 190.57   | 12.42   | 46.47   | 26.35   |
| Telecommunications  | 10.54    | 39.28   | 26.90   | 18.07   |
| Stationery & Office Supplies  | 36.81    | 14.89   | 17.33   | 12.20   |
| Medical, Surgical, Nursing, Dentistry Supplies & Services                       | 6.48     | 7.68    | 23.21   | 11.06   |
| Library & Publications  | 26.86    | 15.56   | 18.77   | 10.31   |
| Vehicles, Fleet Management (Purchase, Lease, Contract Hire)                     | 4.37     | 1.50    | 2.80    | 10.21   |
| Sports Science, and Recreation  | 61.06    | 0.77    | 10.17   | 9.57    |
| Janitorial & Domestic Supplies & Services                                       | 11.84    | 6.59    | 9.40    | 6.28    |
| Facilities Operations   | 2.99     | 1.33    | 3.56    | 5.91    |
| Non Influenceable Spend   | 17.61    | 2.78    | 19.34   | 4.49    |
| Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services | 16.70    | 11.22   | 3.91    | 2.29    |
| Printing, Reprographics and Photocopying  | 8.81     | 2.00    | 1.44    | 1.69    |
| Museums and Art   | 3.43     | 1.69    | 2.24    | 1.36    |

<sup>15</sup> Scope 1 emissions are direct operational emissions (arising from owned or controlled sources e.g. combustion of fuel in facilities or owned vehicles). Scope 2 are indirect emissions from purchased energy (e.g. purchased electricity, heating and cooling). Scope 3 emissions are in the organisation's value chain. For example, procurement of goods and services, business travel, staff commuting, water and waste.

<sup>14</sup> FVC Procurement webpage: <https://www.forthvalley.ac.uk/about-us/procurement/>

## F. COMMUNITY BENEFITS

The College considers for each of its procurements of £4m or greater how it can improve the economic, social or environmental wellbeing of the Forth Valley region through the inclusion of community benefit requirements. There were no procurements of this value in 2022/2023.

In addition, for procurements of less than £4m, the College includes community benefits award criteria where appropriate, as part of the sustainable procurement duty considerations. Please see [Section 3](#) for details of community benefits delivered.

## G. CONSULTING AND ENGAGING WITH THOSE AFFECTED BY ITS PROCUREMENTS

As part of the development of project or tender strategies prior to the publication of regulated procurement tenders, we carry out market research, consult and engage with relevant internal and external stakeholders to ensure the procurement is aligned to the College’s strategic aims and objectives, stakeholders’ views are taken into account and they can contribute to the development of the project or tender strategy.

We offer debriefs to all tenderers (successful and unsuccessful alike) with an aim to demonstrate transparency, ensure a full understanding how the award decision was reached and to encourage continuous improvement.

We have also issued our annual satisfaction surveys to suppliers to understand their views and experiences of doing business with the College, and to internal stakeholders to highlight opportunities for improvement.

## H. LIVING WAGE

As an organisation who is a Living Wage Accredited Employer, where relevant and proportionate, sustainability requirements including support for Fair Work practices and the Living Wage have been considered for all regulated procurements. A Living Wage statement has been incorporated within invitation to tender or quote documents and scored where appropriate as part of Fair Work award criteria. Please see [Appendix C](#) for sustainability benefits, which include the Living Wage.

## I. COMPLIANCE WITH THE HEALTH AND SAFETY AT WORK ACT 1974

As an organisation that holds the Healthy Working Lives Gold award, Forth Valley College is committed to contracting only with suppliers that comply with Health and Safety legislation and we consider Health and Safety at projects strategy stage.

Where appropriate, the College assesses the legislation applicable to a procurement and has taken steps to ensure bidders comply with such legislation. Where proportionate, the College also seeks to assess the compliance of subcontractors.

## J. PROCUREMENT OF FAIRLY AND ETHICALLY TRADED GOODS AND SERVICES

Forth Valley College actively supports the sourcing of goods that are fairly and ethically traded.

We consider sustainability including fairly and ethically traded goods and services throughout the procurement journey in our regulated procurements from project strategy to contract and supplier management.

Our fair trade spend in catering goods was £16,686 in 2022/2023.

## K. PROVISION OF FOOD AND IMPROVING THE HEALTH, WELLBEING AND EDUCATION OF COMMUNITIES IN THE COLLEGE’S AREA, AND THE PROMOTION OF THE HIGHEST STANDARDS OF ANIMAL WELFARE

The College is always striving to offer nutritious and seasonal food throughout our refectories and Gallery restaurant with the vast majority of food and catering requirements purchased through APUC and TUCO framework agreements. The products and services under these agreements comply with all relevant legislation and standards.

Where relevant, the nutritional requirements of food and the welfare of animals are taken into account in regulated procurements as part of TUCO and APUC tendering, with tenderers undergoing a rigorous assessment of environmental credentials.

In recent times we have adjusted our food offerings to reduce the use of red meats and promote plant based and white meat options given the current understandings that these are more beneficial to health and wellbeing. We continue to look at adding further plant based dishes to all of our offerings and also run vegan food classes.

We also look and listen to the current custom and over the last few years we have introduced Halal option given a large part of the customer base require availability of these products.

The College has several initiatives that contribute to improving health and wellbeing:

‘Healthy Breakfast Table’ with cereal, fresh fruit and porridge available for students.

Complimentary lunch with bowl of soup and a roll to all students.

## L. PAYMENT TERMS

The College recognises the importance of paying suppliers promptly once services or goods have been delivered.

Our standard payment terms are set on our finance system to be 30 days from the date of receipt of a valid invoice. On an exception basis, it is possible to reduce these standard payment terms if requested.

Invoices are paid on a fortnightly basis by the due date and when they are authorised for payment on our finance system.

During the reporting period the average number of days between invoice date and payment was 25 days. This has improved on the prior year (2021/22 was 29 days). 86% of invoices were paid within 30 days.

We issue our standard terms and conditions with our regulated procurements and we require our contractors to pay relevant sub-contractors within 30 days of receipt of a valid and payable invoice.

We also measure progress against our 3 strategic procurement objectives:

| College Procurement Strategic Objectives  | Public Procurement Strategy for Scotland Objectives   |
|---|---|
| 1. To work with budget holders, colleagues and suppliers to engage early to reduce risk, deliver innovation and best value through the development of an effective and co-ordinated purchasing effort within the College to support the delivery of a successful student journey. | <p><b>Good for Businesses and their Employees:</b> Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><b>Good for Society:</b> Ensure that we are efficient, effective and forward thinking through continuous improvement to help achieve a fairer and more equal society.</p>   |
| 2. To sustain and further develop partnerships and collaboration within the sector, with other publicly funded bodies and suppliers to deliver best value to users of procurement services.   | <p><b>Good for Businesses and their Employees:</b> Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><b>Open and Connected:</b> Ensure procurement in Scotland is open, transparent and connected at local, national and international levels.</p>   |
| 3. To embed sound ethical, social and environmental procurement practices within the College to comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty and to support our journey to net-zero climate emissions.                     | <p><b>Good for Businesses and their Employees:</b> Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p><b>Good for Places and Communities:</b> Maximising the impact of procurement with strong community engagement and development to deliver social and economic outcomes as a means to drive wellbeing by creating quality employment and skills.</p> <p><b>Good for Society:</b> Ensure that we are efficient, effective and forward thinking through continuous improvement to help achieve a fairer and more equal society.</p> |

Please see our Procurement Action Plan ([Appendices F and G](#)) for details of the main activity we have undertaken during the reporting period and our Key Performance Indicators (KPIs) and targets.

## SECTION 3: COMMUNITY BENEFIT SUMMARY

For every procurement over £4m, Forth Valley College considers 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.

Forth Valley College’s approach to identifying community benefit opportunities is to conduct risk and opportunities assessments through stakeholder consultation and engagement on a case-by-case basis. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing ‘upskilling’ opportunities (e.g. Toolbox talks) with students and staff,
- 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.

Forth Valley College has not awarded a regulated procurement of £4m or greater in the reporting period.

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

- **Training services:** Trainers are encouraged to use public transport and car sharing to attend training venues. Online training has been introduced. Most training materials are delivered on screen and handouts are kept to a minimum.
- **Travel management agency services:** Services include carbon neutral hotels.
- **PPE and work wear:** Fleet is 50% fully electric, waste is 100% recycled or reused and outer sleeve packing is 100% biodegradable. Young learners and graduate placements have taken place.
- **Fire and security maintenance service:** More than half of the fleet is hybrid or electric vehicles. Modern apprenticeships are in place.
- **Managed provision of accounting software:** The majority of the work is delivered remotely saving on travel emissions.
- **Consultancy services:** Student internship in place.
- **Electronic components:** Holding stock to reduce the amount of deliveries. Apprenticeship schemes in place.
- **Salon supplies:** Packaging has been reduced in kits by consolidating orders.
- **Chilled foods:** Investment in new transport fleet which reduces the need for additional diesel fuelled refrigeration. Sales vehicles are electric or operate a hybrid electric system. Installed of Automated External Defibrillators in every delivery truck to provide emergency access to life saving equipment throughout Scotland.

A detailed breakdown of community benefits and sustainability benefits for regulated procurements is provided in [Appendix C](#).

## SECTION 4: SUPPORTED BUSINESS SUMMARY

Lower value regulated procurements (between £50k and GPA thresholds) and higher value regulated procurements (those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses. Please see [Appendix E - Glossary of Terms for definitions](#).

Forth Valley College reviews each procurement to determine whether it could be fulfilled by a supported business, whilst remaining compliant with Scottish Procurement Legislation and ensuring value for money.

The College did not reserve or award any new contracts to supported businesses in the reporting period. The following 2 contracts are with supported businesses:

| Category Subject  | Supplier Name       | Date of Award | Cat A,B,C or C1 | Contract Start Date | Value over reporting period (GBP) | SME Status |
|-------------------|---------------------|---------------|-----------------|---------------------|-----------------------------------|------------|
| Offsite storage   | Capture All Limited | January 2020  | C               | February 2020       | 2,200.40                          | Small      |
| Sanitary products | Hey Girls CIC       | December 2018 | B               | December 2018       | 3,807.20                          | Small      |

## SECTION 5: FUTURE REGULATED PROCUREMENTS SUMMARY

Forth Valley College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in [Appendix D](#) should be viewed with this caveat in mind.

Please note that when regulated procurements are to be completed via a framework agreement, a contract notice will not be published and only suppliers within the relevant framework will be able to participate in the exercise.

The information provided in [Appendix D – 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

## APPENDIX A: ANNUAL PROCUREMENT REPORT SUMMARY

**NOTE:** reference to contract is also to be construed as meaning a framework agreement.

| 1. ORGANISATION AND REPORT DETAILS  |  |
|---|--|
| a. Contracting Authority Name   | Forth Valley College of Further and Higher Education |
| b. Period of the annual procurement report  | 1st August 2022 – 31st July 2023                     |
| c. Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No) | Yes  |

| 2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED  |            |
|---|------------|
| a. Total number of regulated contracts awarded within the report period                               | 8          |
| b. Total value of regulated contracts awarded within the report period                                | £1,552,278 |
| c. Total number of unique suppliers awarded a place on a regulated contract awarded during the period | 8          |
| i) how many of these unique suppliers are SMEs  | 4          |
| ii) how many of these unique suppliers are Third sector bodies  | 0          |

| 3. REVIEW OF REGULATED PROCUREMENTS COMPLIANCE  |   |
|---|---|
| a. Number of regulated contracts awarded within the period that complied with your Procurement Strategy       | 8 |
| b. Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy | 0 |

| 4. COMMUNITY BENEFIT REQUIREMENTS SUMMARY  |   |
|--|---|
| Use of Community Benefit Requirements in Procurement:  |   |
| a. Total Number of regulated contracts awarded with a value of £4 million or greater.  | 0 |
| b. Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.            | 0 |
| c. Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements            | 5 |
| Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period: |   |
| d. Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)  | 0 |
| e. Number of Apprenticeships Filled by Priority Groups   | 0 |
| f. Number of Work Placements for Priority Groups   | 0 |
| g. Number of Qualifications Achieved Through Training by Priority Groups   | 0 |
| h. Total Value of contracts sub-contracted to SMEs   | 0 |
| i. Total Value of contracts sub-contracted to Social Enterprises   | 0 |
| j. Total Value of contracts sub-contracted to Supported Businesses   | 0 |
| k. Other community benefit(s) fulfilled  | 0 |

| 5. FAIR WORK AND THE REAL LIVING WAGE   |   |
|---|---|
| a. Number of regulated contracts awarded during the period that included a Fair Work criterion.   | 0 |
| b. Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period. | 2 |
| c. Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.         | 2 |



| 6. PAYMENT PERFORMANCE   |      |
|--|------|
| a. Number of valid invoices received during the reporting period.  | 7709 |
| b. Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.                                  | 86%  |
| c. Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains. | 4    |
| d. Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.                                | 0    |

| 7. SUPPORTED BUSINESSES SUMMARY  |        |
|--|--------|
| a. Total number of regulated contracts awarded to supported businesses during the period     | 0      |
| b. Total spend with supported businesses during the period covered by the report, including: | £6,008 |
| i) spend within the reporting year on regulated contracts                                    | £0     |
| ii) spend within the reporting year on non-regulated contracts                               | £6,008 |

| 8. SPEND AND SAVINGS SUMMARY   |                          |
|--|--------------------------|
| a. Total procurement spend for the period covered by the annual procurement report.              | £6,887,289 <sup>16</sup> |
| b. Total procurement spend with SMEs during the period covered by the annual procurement report. | £2,975,735               |
| c. Total procurement spend with Third sector bodies during the period covered by the report.     | £58,634                  |
| d. Percentage of total procurement spend through collaborative contracts.                        | 40% <sup>17</sup>        |
| e. Total delivered cash savings for the period covered by the annual procurement report          | £205,623 <sup>18</sup>   |
| f. Total non-cash savings value for the period covered by the annual procurement report          | £368,863                 |

| 9. FUTURE REGULATED PROCUREMENTS  |             |
|---|-------------|
| a. Total number of regulated procurements expected to commence in the next two financial years          | 26          |
| b. Total estimated value of regulated procurements expected to commence in the next two financial years | £21,001,000 |

16 Core expenditure.  
 17 Estimated spend figure for 2022/2023. Latest validated figure was 33% for 2021/2022.  
 18 Estimated savings for 2022/2023. Final figure is pending of APUC Ltd verification.

## APPENDIX B: LIST OF REGULATED PROCUREMENTS COMPLETED IN THE REPORTING PERIOD 1ST AUGUST 2022 – 31ST JULY 2023

### COMPLIANT

| Category Subject   | Supplier Name                      | Date of Award | Cat A,B,C or C1 | Start Date | Current End Date | End Date including Extensions | Value over Contract Period (GBP) | SME Status | Supported Business |
|--|------------------------------------|---------------|-----------------|------------|------------------|-------------------------------|----------------------------------|------------|--------------------|
| iTrent payroll and HR solution   | MHR International UK Limited       | 08/11/2022    | A               | 31/10/2022 | 30/10/2024       | 30/10/2026                    | 245,908                          | Large      | No                 |
| Internal audit services  | Wylie and Bisset LLP               | 06/06/2023    | B               | 01/08/2023 | 31/07/2026       | 31/07/2027                    | 66,360                           | Medium     | No                 |
| Mobile client devices  | HP Inc UK Limited                  | 22/06/2023    | A               | 22/06/2023 | 21/09/2023       | 21/09/2023                    | 121,597                          | Large      | No                 |
| Insurance services   | Education Protect Scotland Limited | 23/06/2023    | B               | 01/08/2023 | 31/07/2025       | 31/07/2027                    | 524,878                          | Micro      | No                 |
| Supply and installation of CCTV systems in Alloa and Stirling campuses | FES Support Services Limited       | 26/06/2023    | C               | 30/06/2023 | 29/10/2023       | 29/11/2023                    | 89,941                           | Large      | No                 |
| Chilled foods  | Fife Creamery Limited              | 03/07/2023    | B               | 01/08/2023 | 30/04/2025       | 30/04/2027                    | 280,970                          | Medium     | No                 |
| ePortfolio system  | Onefile Ltd                        | 18/07/2023    | A               | 21/08/2023 | 20/08/2025       | 20/08/2027                    | 102,624                          | Medium     | No                 |
| General office supplies  | Lyreco UK Limited                  | 18/07/2023    | A               | 01/07/2023 | 30/06/2027       | 30/06/2027                    | 120,000                          | Large      | No                 |
| <b>TOTAL</b>   |                                    |               |                 |            |                  |                               | 1,552,278                        |            |                    |

### NON-COMPLIANT

None

## APPENDIX C: LIST OF REGULATED PROCUREMENTS WITH COMMUNITY BENEFIT REQUIREMENTS FULFILLED

There were 5 regulated procurements with community benefit requirements fulfilled during the reporting period. Please see [Section 3: Community Benefit Summary](#) for more details.

| Category Subject                        | Supplier Name                      | Start Date | End Date including Extensions | Value over Contract Period (GBP) | Benefit   |
|---|------------------------------------|------------|-------------------------------|----------------------------------|---|
| Associate trainers                      | Synergy Training Services          | 05/01/2022 | 04/01/2026                    | 91,943                           | Trainers are encouraged to use public transport and car sharing to attend training venues. Online training has been introduced. Most training materials are delivered on screen and handouts are kept to a minimum. |
| Business travel services                | Key Travel Limited                 | 03/07/2017 | 02/06/2024                    | 222,897                          | Services include carbon neutral hotels.   |
| PPE, work wear and associated services  | Aspire Industrial Services Limited | 28/07/2022 | 27/07/2027                    | 144,365                          | Fleet is 50% fully electric, waste is 100% recycled or reused and outer sleeve packing is 100% biodegradable. Young learners and graduate placements have taken place.  |
| Fire and security maintenance           | FMS Fire and Security Ltd          | 01/01/2020 | 30/06/2024                    | 129,588                          | More than half of the fleet is hybrid or electric vehicles. Modern apprenticeships are in place.  |
| Beauty workstation kits and consumables | E A Ellison & Co Limited           | 30/07/2021 | 29/07/2025                    | 80,184                           | Packaging has been reduced in kits by consolidating orders.   |

There were 2 procurements awarded with secured sustainability benefits BT14:

| Category Subject   | Supplier Name                | Start Date | End Date including Extensions | Value over Contract Period (GBP) | Benefit   |
|--|------------------------------|------------|-------------------------------|----------------------------------|---|
| Supply and installation of CCTV systems in Alloa and Stirling campuses | FES Support Services Limited | 26/06/2023 | 29/11/2023                    | 89,941                           | The supplier is an accredited living wage employer. |
| General office supplies  | Lyreco UK Limited            | 18/07/2023 | 30/06/2027                    | 120,000                          | The supplier is an accredited living wage employer. |

## APPENDIX D: LIST OF FUTURE REGULATED PROCUREMENTS (PLANNED TO COMMENCE IN NEXT TWO FINANCIAL YEARS 2023/2024 AND 2024/2025)

| Category Subject   | Owner: Cat A/B/C or C1? | New, extended or re-let procurement | Expected contract notice publication date | Expected Date of Award | Expected Start Date | Expected End Date (including extensions) | Estimated Value over contract period (GBP) |
|--|-------------------------|-------------------------------------|---|------------------------|---------------------|--|--|
| Fresh fruit and vegetables   | B                       | Re-let                              | N/A – via framework                       | November 2023          | January 2024        | January 2028                             | 120,000                                    |
| Firewall hardware and software support and licence                       | C                       | Re-let                              | October 2023                              | November 2023          | December 2023       | December 2027                            | 56,000                                     |
| Fresh butcher meat   | B                       | Re-let                              | N/A – via framework                       | December 2023          | January 2024        | January 2028                             | 236,000                                    |
| Replacement of EPOS hardware and software systems                        | B                       | New                                 | N/A – via framework                       | January 2024           | April 2024          | April 2030                               | 94,000                                     |
| Sustainable timber products  | B                       | Re-let                              | N/A – via framework                       | January 2024           | February 2024       | February 2028                            | 106,000                                    |
| Replacement of dust extraction system in Stirling Campus                 | C                       | New                                 | December 2023                             | February 2024          | April 2024          | April 2024                               | 90,000                                     |
| Taxi and private hire services   | C                       | Re-let                              | January 2024                              | March 2024             | April 2024          | April 2028                               | 104,000                                    |
| Travel management services   | B                       | Re-let                              | N/A – via framework                       | March 2024             | June 2024           | June 2028                                | 200,000                                    |
| Catering and front of house uniforms                                     | C                       | Re-let                              | February 2024                             | April 2024             | August 2024         | August 2028                              | 80,000                                     |
| Fresh bakery products  | B                       | Re-let                              | N/A – via framework                       | April 2024             | July 2024           | July 2028                                | 50,000                                     |
| Water and wastewater billing Services                                    | A                       | Re-let                              | N/A via framework                         | April 2024             | April 2024          | March 2028                               | 220,000                                    |
| Electricity  | A                       | Re-let                              | N/A via framework                         | April 2024             | April 2024          | March 2030                               | 3,900,000                                  |
| Facilities management services   | C                       | Re-let                              | October 2023                              | April 2024             | July 2024           | June 2033                                | 13,500,000                                 |
| Grocery provisions, frozen and chilled food                              | B                       | Re-let                              | N/A – via framework                       | May 2024               | June 2024           | June 2028                                | 440,000                                    |
| Art and craft supplies   | B                       | Re-let                              | N/A – via framework                       | May 2024               | June 2024           | June 2028                                | 53,000                                     |
| Legal services   | C                       | Re-let                              | April 2024                                | June 2024              | August 2024         | August 2028                              | 160,000                                    |
| Occupational health and health surveillance services                     | C                       | Re-let                              | May 2024                                  | July 2024              | August 2024         | August 2028                              | 92,000                                     |
| Adobe creative cloud subscription  | B                       | Re-let                              | N/A – via framework                       | September 2024         | November 2024       | November 2027                            | 69,000                                     |
| Managed provision and licences for accounting, P2P and budgeting systems | C                       | Re-let                              | September 2024                            | November 2024          | January 2025        | January 2029                             | 257,000                                    |
| ePortfolio system  | C                       | Re-let                              | October 2024                              | January 2025           | August 2025         | August 2029                              | 125,000                                    |
| Laundry services   | C                       | Re-let                              | November 2024                             | January 2025           | February 2025       | February 2029                            | 53,000                                     |
| Maintenance of network equipment   | B                       | Re-let                              | N/A – via framework                       | February 2025          | March 2025          | March 2029                               | 100,000                                    |
| Microsoft licencing agreement  | B                       | Re-let                              | N/A – via framework                       | February 2025          | March 2025          | March 2028                               | 74,000                                     |
| Beauty workstation kits and consumables                                  | B                       | Re-let                              | N/A – via framework                       | June 2025              | July 2025           | July 2029                                | 80,000                                     |
| Hair workstation kits and consumables                                    | B                       | Re-let                              | N/A – via framework                       | June 2025              | July 2025           | July 2029                                | 104,000                                    |
| Provision of apprentice accommodation                                    | C                       | Re-let                              | May 2025                                  | July 2025              | September 2025      | March 2027                               | 638,000                                    |
| <b>TOTAL</b>   |                         |                                     |   |                        |                     |  | <b>21,001,000</b>                          |

TOTAL 21,001,000

## APPENDIX E: GLOSSARY OF TERMS

### A, B, C AND C1 CONTRACTS

|                    |  |
|--------------------|--|
| <b>Category A</b>  | Collaborative Contracts available to all public bodies<br>Scottish Procurement<br>Crown Commercial Service   |
| <b>Category B</b>  | Collaborative Contracts available to public bodies within a specific sector<br>Scottish Procurement<br>APUC and other UK FHE Consortia<br>Scotland Excel<br>NHS National Procurement |
| <b>Category C</b>  | Local Contracts for use by individual public bodies  |
| <b>Category C1</b> | Local or regional collaborations between public bodies   |

**BT1 - Direct Price Based Savings** - for new contracts that replace pre-existing supply agreements, these savings are calculated versus previous price paid at the end of the previous contract(s) period. For contracts that are for something that has not been bought before / an ad hoc requirement – the benchmark is the average price of the top 5 acceptable compliant (or all the bidders if there are less than 5) highest ranked bids.

**BT2 - Price Versus Market Savings** - these savings are reported against market pricing instead of, or in addition to, the savings achieved against previous baseline prices (i.e. the savings described at BT1 above). The purpose of BT2 savings is to identify the savings that would be lost if the procurement had not been conducted by the organisation.

**BT8 - Make Versus Buy / Outsourcing** - these savings are reported as transfer of internal production or service to / from external suppliers. The same business requirements and quality standards are still met. These are non-cash savings that would be lost if the procurement had not been conducted by the organisation.

**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** - 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** - 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 Benefit Contract 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 and procurement category).

**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.

**Core expenditure/pend** - covers regulated and non-regulated expenditure excluding non-core expenditure.

**GPA regulated procurements** - those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015, Procurement (Scotland) Regulations 2016 and the Procurement Reform (Scotland) Act 2014.

**GPA** – the Agreement on Government Procurement is a plurilateral agreement within the framework of the World Trade Organisation (WTO). For more information visit [WTO website](#).

**GPA Thresholds** – are revised every 2 years and the present thresholds are inclusive of VAT. The present threshold values excluding the standard VAT rate of 20% are indicative only:

| Contract Type                   | 1st January 2022 to 31st December 2023    | 1st January 2020 to 31st December 2021 |
|---------------------------------|---|--|
| Supply, Services and Design     | £213,477 inc VAT<br>(£177,897 ex VAT)     | £189,330 ex VAT                        |
| Light Touch Regime for Services | £663,540 inc VAT<br>(£552,950 ex VAT)     | £663,540 ex VAT                        |
| Works                           | £5,336,937 inc VAT<br>(£4,447,447 ex VAT) | £4,733,252 ex VAT                      |

Higher value regulated procurements are advertised in line with GPA thresholds on a new UK e-notification system called Find a Tender System (FTS), which replaced the Official Journal of the European Union (OJEU) following the UK exit of the EU.

**Flexible Framework** - Self-Assessment Tool (FFSAT) that 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](#)<sup>19</sup> page.

**Hunter** - Hunter has been developed by the APUC 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 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.

**Light touch regime for services** - is a specific set of rules for certain service contracts that are generally of lower interest to cross-border competition. These services are specified in

**Schedule 3 to the Public Contract (Scotland) Regulations 2015** and cover certain educational, hotel, legal, postal services and other.

**Living Wage** - this is the real Living Wage. It is a voluntary wage rate of pay that is enough to ensure that those receiving it can have an acceptable standard of living, and applies to all employees 18 and over. It is calculated by the Resolution Foundation and overseen by the Independent Living Wage Commission. The rate is reviewed annually by the [Living Wage Foundation](#). The payment of the real Living Wage can be mandated in relevant and proportionate contracts as part of fair work considerations<sup>20</sup>.

**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.

**Non-core expenditure/pend** – third-party expenditure excluded from the scope of the Procurement Regulations.

**Non-pay expenditure/pend** - covers all third-party expenditure including non-core expenditure It excludes directly employed workers and associated costs such as national insurance, pension contributions and administration costs.

**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** - 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.

<sup>19</sup> See website: <https://www.gov.scot/publications/scottish-procurement-information-hub-contract/>  
<sup>20</sup> See website: <https://www.gov.scot/policies/public-sector-procurement/fair-work-in-procurement/>

**PCS (Public Contracts Scotland)** - the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** - 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.

**Scope 3 emissions** - Greenhouse gas emissions are categorised into three groups or 'Scopes' by the most widely-used international accounting tool, the Greenhouse Gas (GHG) Protocol. Scope 1 covers direct emissions from owned or controlled sources. Scope 2 covers indirect emissions from the generation of purchased electricity, steam, heating and cooling consumed by the reporting company. Scope 3 includes all other indirect emissions that occur in a company's value chain<sup>21</sup>.

**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** - 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.

**Spend-based method** - GHG emissions have been estimated on the economic value of goods and services purchased and multiplying it by using Department for Business, Energy & Industrial Strategy (BEIS), formerly DEFRA conversion factors. The calculation tool has been developed by the Responsible Procurement Group Scope 3 sub-group, UKUPC, EAUC and HEPA<sup>22</sup>.

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

**Supported business** - 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** - 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.

**Sustain Supply Chain 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 Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**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** - excludes non-core expenditure and it is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods, services and works. 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.

## APPENDIX F: PROCUREMENT ACTION PLAN

### OBJECTIVE 1

| Objective  | Outcomes  | Main Actions & Commitments  | Completion Date   | Key Performance Indicators  | Benchmark Data  | Target 2022/2023    | PCIP Ref Lite | RAG   |        |
|--|---|---|---|---|---|---------------------|---------------|-------|--------|
| To work with budget holders, colleagues and suppliers to engage early to reduce risk, deliver innovation and best value through the development of an effective and co-ordinated purchasing effort within the College to support the delivery of a successful student journey. | Established relationships with key customers to achieve efficient tendering, contract management and improved communications. | Establish regular meetings with key customers to improve forward contracting plan.      | Ongoing with annual reporting of previous financial year in November. | Number of meetings with key customers held.   | 2 meetings a year with Facilities, IT, Finance, Commercialisation, STEM & Construction and Hospitality. | 12                  | 1.1           | Green |        |
|  | Procurement information routinely communicated to people who need to know.  | Optimise use of intranet to communicate procurement information.                        | Ongoing with annual reporting of previous financial year in November. | Feedback on communication (internal procurement satisfaction survey).                                       | 11 out of 15 (73%) positive feedback (2020/2021) <sup>23</sup>  | 70%                 | 1.5           | Green |        |
|  | Embed best practice responsible procurement to all phases of the procurement process.   | Continue to deliver training sessions.  | Annual reporting of previous financial year in November.              | Details of training delivered and numbers of staff.   | 56 (2020/2021)<br>36 (Aug 2021 to May 2022)   | 20 staff            | 1.4           | 1.6   | Green  |
|  |   | Review of procurement policy and procedures.  | Annual review in June.<br>Annual reporting in November.               | Dates of reviewed policy of procedures.   | Last approval: Policy 15 June<br>2021 / Procedures 25 May 2021  | June 2023           |               |       | Green  |
|  |   | Update induction course on Moodle to reflect best practice and responsible procurement. | Annual review in August<br>Annual reporting in November.              | Date of new Moodle induction course and annual course reviews.  | Last updated: 5 February 2021   | August 2022         |               |       | Yellow |
|  | Implementation of efficient order processes with purchases authorised on P2P before   | Implement PECOS Gateway (supplier catalogue use) for 3 top suppliers.                   | August 2022   | PECOS Gateway successfully implemented.   | No benchmark data.  | By August 2022      | 1.6           | 4.1   | Green  |
|  |   | Promote the use of contracted and catalogue suppliers.                                  | Ongoing with annual reporting of previous financial year in November. | Compliant expenditure as % of influenceable expenditure.<br>Number of suppliers with catalogues being used. | 90.8% (2020/2021)<br>0 (May 2022)   | 92%<br>10 suppliers |               |       | Yellow |
|  |   | Purchases are authorised on P2P before goods, services and works are supplied.          | Ongoing with annual reporting of previous financial year in November. | % of invoices with associated POs. <sup>24</sup>  | 1414 out of 2136 invoices (66.2%)<br>(Aug 2021 - Jan 2022)  | 70%                 |               |       | Yellow |
|  | A robust procurement risk register.   | Review risk register quarterly and communicate key risks to LMT.                        | Quarterly reviews with annual reporting of previous financial year.   | Completion of reviews.  | 2 reviews in 2021   | 4 reviews a year    | 1.6           |       | Yellow |

21 Carbon Trust website 2022, accessed 31st October 2022, <https://www.carbontrust.com/resources/briefing-what-are-scope-3-emissions>

22 Environmental Association for Universities and Colleges (EAUC), 2022, The Sustainability Exchange website, accessed 31 October 2022, [https://www.sustainabilityexchange.ac.uk/hescet\\_tool](https://www.sustainabilityexchange.ac.uk/hescet_tool)

23 Procurement satisfaction survey 2020/2021: 11 responses strongly agree or agree with the statement "I am satisfied with the quality and accuracy of information I receive from the procurement service". 3 responses neither agree nor disagree. 1 response disagree.

24 Excluding food, drink and catering sundries, utilities (gas, electricity, water), telephone charges (landline and mobile), postal services, metric parking charges, non-core payments (payments to public bodies, awarding bodies, subscriptions to professional bodies, academic associations and societies, external examiner fees, course registrations), emergency services, (e.g. taxis for first aid), cycle scheme, CPD payments, legal fees.

**OBJECTIVE 2**

| Objective  | Outcomes  | Main Actions & Commitments   | Completion Date  | Key Performance Indicators  | Benchmark Data  | Target 2022/2023  | PCIP Ref Lite           | RAG   |
|--|---|--|--|---|---|-------------------|-------------------------|-------|
| To sustain and further develop partnerships and collaboration within the sector, with other publicly funded bodies and suppliers to deliver best value to users of procurement services. | Optimised use of Cat A, B and C1 collaborative contracts to all areas of influenceable expenditure.   | Scrutinise expenditure analysis to identify and optimise use of collaborative contracts. | Ongoing with quarterly analysis Annual reporting of previous financial year in November.                                 | Use of Cat A, B and C1 contracts as % of influenceable expenditure. | 34% (2020/2021)                                       | 36%               | Dashboard<br>2.1<br>3.3 | Green |
|  |   | Further develop forward contracting plan to identify collaborative opportunities.        |  |   |   |                   |                         |       |
|  | Maintain contracts register.  | Ongoing with annual reporting of previous financial year end in November.                | Number of contracts in contracts register.   | 77 (May 2022)   | All regulated contracts on public contracts register. |                   |                         |       |
| Effective contract and supplier management that secures, savings, service improvements and/or innovation over the lifetime of the contracts.   | Develop implementation, contract management and supplier relationships processes for key contracts in collaboration with internal stakeholders and suppliers. | Ongoing with annual reporting of previous financial year end in November.                | Number of implementation and contract management meetings with suppliers.  | 12 (May 2021 – April 2022)  | No target – varies year on year.                      | Dash board<br>1.5 | Yellow                  |       |
|  |   | 6 out of 15 (40%) positive feedback <sup>25</sup> (2020/2021)                            | Feedback on contracts delivering good value (internal procurement satisfaction survey).                                  | 15 out of 17 (88%) positive feedback (2020/2021)                    | 60% positive feedback                                 | 2.2               |                         |       |
|  | 15 out of 17 (88%) positive feedback (2020/2021)  | Feedback on supplier satisfaction (supplier survey).                                     | 2020/2021:<br>BT1: £83,094<br>BT2: £224,236  | 88% positive feedback   | No target – varies year on year.                      | 2.3               |                         |       |
| Invite key suppliers to SCM system.  | Annual reporting of previous financial year in November.  | Number of suppliers with SCM section 1 completed   | 34 suppliers invited by others (out of 77 suppliers with SCM route) 14 completed SCM section 10 suppliers invited by FVC | 6 suppliers invited by FVC  |   |                   | Green                   |       |

<sup>25</sup> Procurement satisfaction survey 2020/2021: 6 responses strongly agree or agree with the statement “contracts negotiated by the procurement service deliver quality and value for money”. 8 responses neither agree nor disagree. 1 response disagree.

**OBJECTIVE 3**

| Objective   | Outcomes   | Main Actions & Commitments   | Completion Date   | Key Performance Indicators  | Benchmark Data   | Target 2022/2023  | PCIP Ref Lite     | RAG   |
|---|--|--|---|---|--|---|-------------------|-------|
| To embed sound ethical, social and environmental procurement practices within the College to comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty and to support our journey to net-zero climate emissions | Embedded good sustainable practice to realise intended sustainable outcomes. | Annual Flexible Framework assessment.  | Annual review in July.<br>Annual reporting in November.               | Achievement of Level 3 FF   | Level 2 (July 2021)  | Maintain Level 2 for 2022/2023 with a view to increase to Level 3 in 2023/2024. | 1.3               | Green |
|   |  | Embed sustainable procurement duty processes in project strategies, specification and evaluation criteria. | Ongoing with annual reporting of previous financial year in November. | Number of awarded contracts > £25k awarded with sustainability evaluation criteria as % of total. | 9 out of 13 contracts (2020/2021)<br>6 out of 13 (2020/2021) | No targets - varies year on year because of nature of contracts.                | 2.2<br>2.3<br>2.4 |       |
|   | Reduce scope 3 carbon emissions.   | Obtain carbon reduction plans from highest emitters (spend-based methodology)                              | December 2022   | Number of carbon reduction plans.   | 0 (May 2022)   | 10  | 2.3<br>2.4        | Green |

**RAG Key:**

Actions and Commitments on track for completion or completed

Actions and Commitments started but not completed

Actions and Commitments not yet started

## APPENDIX G: PROCUREMENT ACTION PLAN – KPI FIGURES AND TARGETS

### OBJECTIVE 1

| Main Actions & Commitments   | Completion Date   | Key Performance Indicators  | Benchmark Data  | Target 2022/2023 | Actual 2021/2022 <sup>26</sup> - Under previous Procurement Strategy (For Information) | Actual 2022/2023   |
|--|---|---|---|------------------|--|--|
| Establish regular meetings with key customers to improve forward contracting plan. | Ongoing with annual reporting of previous financial year in November. | Number of meetings with key customers held.                           | 2 meetings a year with Facilities, IT, Finance, Commercialisation, STEM & Construction and Hospitality. | 12               | Not applicable   | 8 forward plan meetings:<br><br>-Estates & Facilities: 2 (29/09/2022 and 19/06/2023).<br><br>-IT: 2 (21/09/2022 and 19/09/2022)<br><br>-Finance: 1 (14/09/2022)<br><br>-ASC: 1 (23/09/2022)<br><br>-STEM & Con: 1 (28/09/2022)<br><br>-Hospitality: 1 (23/09/2022)<br><br>More than 4 separate regular project specific meetings have taken place throughout the year. |
| Optimise use of intranet to communicate procurement information.                   | Ongoing with annual reporting of previous financial year in November. | Feedback on communication (internal procurement satisfaction survey). | 11 out of 15 (73%) positive feedback (2020/2021)  | 70%              | 19 out of 29 (66%) positive feedback   | 21 out of 28 (75%) <sup>27</sup> positive feedback   |
| Continue to deliver training sessions.   | Annual reporting of previous financial year in November.              | Details of training delivered and numbers of staff.                   | 56 (2020/2021)<br>36 (Aug 2021 to May 2022)   | 20 staff         | 36 staff (11 sessions)   | 40 staff (16 sessions)   |
| Review of procurement policy and procedures.                                       | Annual review in June.<br><br>Annual reporting in November.           | Dates of reviewed policy of procedures.                               | Last approval: Policy 15 June<br><br>2021 / Procedures<br><br>25 May 2021                               | June 2023        | 14 June 2022   | 13 June 2023   |

<sup>26</sup> Data for financial year 2021/2022 is for information and has been reported where it exists. We were reporting KPIs under the previous procurement strategy and some of the current KPIs were not being measured in 2021/2022.

<sup>27</sup> Procurement satisfaction survey 2022/2023: Staff responses to the statement “I am satisfied with the quality and accuracy of information I receive from the procurement service”. Strongly agree and agree responses have been counted as positive.

| Main Actions & Commitments  | Completion Date   | Key Performance Indicators  | Benchmark Data   | Target 2022/2023        | Actual 2021/2022 <sup>26</sup> - Under previous Procurement Strategy (For Information) | Actual 2022/2023  |
|---|---|---|--|-------------------------|--|---|
| Update induction course on Moodle to reflect best practice and responsible procurement. | Annual review in August<br><br>Annual reporting in November.          | Date of new Moodle induction course and annual course reviews.  | Last updated: 5 February 2021                                      | August 2022             | Not applicable   | New version uploaded on 2 October 2023.                             |
| Implement PECOS Gateway (supplier catalogue use) for 3 top suppliers.                   | August 2022   | PECOS Gateway successfully implemented.   | No benchmark data.   | By August 2022          | Not applicable   | 7 suppliers implemented   |
| Promote the use of contracted and catalogue suppliers.                                  | Ongoing with annual reporting of previous financial year in November. | Compliant expenditure as % of influenceable expenditure.<br><br>Number of suppliers with catalogues being used. | 90.8% (2020/2021)<br><br>0 (May 2022)                              | 92%<br><br>10 suppliers | 90%<br><br>Not applicable  | 87%<br><br>1 supplier   |
| Purchases are authorised on P2P before goods, services and works are supplied.          | Ongoing with annual reporting of previous financial year in November. | % of invoices with associated POs. <sup>28</sup>  | 1414 out of 2136 invoices (66.2%) (6 months / Aug 2021 – Jan 2022) | 70%                     | Not applicable   | 2570 out of 4017 invoices (64%)                                     |
| Review risk register quarterly and communicate key risks to LMT.                        | Quarterly reviews with annual reporting of previous financial year.   | Completion of reviews.  | 2 reviews in 2021  | 4 reviews a year        | 2 reviews<br><br>September 2021<br><br>February 2022                                   | 3 reviews<br><br>August 2022<br><br>November 2022<br><br>March 2023 |

<sup>28</sup> Excluding food, drink and catering sundries, fuel, utilities (gas, electricity, water), telephone charges (landline and mobile), postal services, metric parking charges, card payments, direct debits, non-core payments (payments to public bodies, awarding bodies, subscriptions to professional bodies, academic associations and societies, external examiner fees, course registrations), emergency services (e.g. taxis for first aid), cycle scheme, CPD payments, legal fees.

**OBJECTIVE 2**

| Main Actions & Commitments  | Completion Date   | Key Performance Indicators  | Benchmark Data   | Target 2022/2023   | Actual 2021/2022 <sup>29</sup> - Under previous Procurement Strategy (For Information)   | Actual 2022/2023  |
|---|---|---|--|--|--|---|
| Scrutinise expenditure analysis to identify and optimise use of collaborative contracts.<br>Further develop forward contracting plan to identify collaborative opportunities. | Ongoing with quarterly analysis<br>Annual reporting of previous financial year in November. | Use of Cat A, B and C1 contracts as % of influenceable expenditure.   | 34% (2020/2021)  | 36%  | 33%  | 40% (pending of APUC verification) <sup>30</sup>  |
| Maintain contracts register.  | Ongoing with annual reporting of previous financial year end in November.                   | Number of contracts in contracts register.  | 77 (May 2022)  | All regulated contracts on public contracts register.  | Not applicable   | 92  |
| Develop implementation, contract management and supplier relationships processes for key contracts in collaboration with internal stakeholders and suppliers.                 | Ongoing with annual reporting of previous financial year end in November.                   | Number of implementation and contract management meetings with suppliers.<br><br>Feedback on contracts delivering good value (internal procurement satisfaction survey).<br><br>Feedback on supplier satisfaction (supplier survey).<br><br>Benefit types BT1 (cash), BT2 (non-cash savings) and others BT as % of influenceable expenditure. | 12 (May 2021 – April 2022)<br><br>6 out of 15 (40%) positive feedback (2020/2021)<br><br>15 out of 17 (88%) positive feedback (2020/2021)<br><br>2020/2021:<br>BT1: £83,094<br>BT2: £224,236 | No target – varies year on year.<br><br>60% positive feedback<br><br>88% positive feedback<br><br>No target – varies year on year. | Not applicable<br><br>10 out of 29 (34%) positive feedback<br><br>27 out of 31 (87%) positive feedback<br><br>BT1: £195,990 (2.8%)<br>BT2: £293,279 (4.2%) | 21 implementation and contract review meetings<br><br>14 out of 28 (50%) positive feedback <sup>31</sup><br><br>21 out of 24 (88%) positive feedback <sup>32</sup><br><br>BT1: £205,622 (3.0%)<br>BT2: £345,530 (5.0%) (pending of APUC verification) |
| Invite key suppliers to SCM system.   | Annual reporting of previous financial year in November.                                    | Number of suppliers with SCM section 1 completed.   | 34 suppliers invited by others (out of 77 suppliers with SCM route)<br><br>14 completed SCM section 10 suppliers invited by FVC  | 6 suppliers invited by FVC   | Not applicable   | 47 suppliers invited by others (20 completed)<br><br>12 suppliers invited by FVC (2 completed)  |

29 Data for financial year 2021/2022 is for information and has been reported where it exists. We were reporting KPIs under the previous procurement strategy and some of the current KPIs were not being measured in 2021/2022.

30 APUC verified figure will be available in January 2024.

31 Procurement satisfaction survey: Staff responses to the statement “Contracts negotiated by the procurement service deliver quality and value for money”. Strongly agree and agree responses have been counted as positive.

32 Supplier survey: Supplier responses to the statement “Overall, I am satisfied with the way FVC engaged with my business”. Strongly agree and agree responses have been counted as positive.

**OBJECTIVE 3**

| Main Actions & Commitments   | Completion Date   | Key Performance Indicators   | Benchmark Data   | Target 2022/2023  | Actual 2021/2022 <sup>33</sup> - Under previous Procurement Strategy (For Information) | Actual 2022/2023   |
|--|---|--|--|---|--|--|
| Annual Flexible Framework assessment.  | Annual review in July.<br>Annual reporting in November.               | Achievement of Level 3 FF  | Level 2 (July 2021)  | Maintain Level 2 for 2022/2023 with a view to increase to Level 3 in 2023/2024. | Level 2 maintained (October 2022)  | Level 2 maintained (July 2023)                                 |
| Embed sustainable procurement duty processes in project strategies, specification and evaluation criteria. | Ongoing with annual reporting of previous financial year in November. | Number of awarded contracts > £25k awarded with sustainability evaluation criteria as % of total.<br><br>Number of awarded contracts > £25k with secured sustainability benefits (BT14) as % of total. | 9 out of 13 contracts (2020/2021) – 69%<br><br>6 out of 13 contracts (2020/2021) – 46% | No targets - varies year on year because of nature of contracts.                | Not applicable   | 7 out of 19 contracts – 37%<br><br>9 out of 19 contracts – 47% |
| Obtain carbon reduction plans from highest emitters (spend-based methodology)                              | December 2022   | Number of carbon reduction plans.  | 0 (May 2022)   | 10  | Not applicable   | 11   |

33 Data for financial year 2021/2022 is for information and has been reported where it exists. We were reporting KPIs under the previous procurement strategy and some of the current KPIs were not being measured in 2021/2022.







# MAKING LEARNING WORK

[www.forthvalley.ac.uk](http://www.forthvalley.ac.uk)