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ANNUAL PROCUREMENT REPORT

1 AUGUST 2023 - 31 JULY 2024

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EXECUTIVE SUMMARY

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation 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 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 2023 to 31st July 2024 and addresses performance and achievements in delivering Forth Valley College's procurement strategy 2022-2025².

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 18 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 £1,411,564. There were 11 such procurements completed³.

GPA higher value regulated procurements (goods and services worth more than £179,087 and works worth more than £4,477,174)⁴ amounted to £18,144,726. There were 7 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 521 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 expenditure⁵ was £8,689,091, with £5,072,660 of regulated expenditure, £1,861,364 of non-regulated expenditure, and £1,755,066 of non-core expenditure⁶.

At least £2,773,945 was spent on 288 SMEs during the reporting period who constitute 55% of the total active suppliers, and 40% of core spend⁷. 12 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. 42% of the College spend went through collaborative agreements in 2022/2023 (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: 12th November 2024

By: Leadership Management Team

Report Approved: 21st November 2024

By: Finance, Resources and Infrastructure Committee

Signed: Senga McKerr

Position: Director of Finance

¹ '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).

² Procurement Strategy 2022 – 2025: www.forthvalley.ac.uk/media/9514/procurement-strategy-2022-2025.pdf.

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

⁴ Current **GPA public contracts thresholds** applicable from 1st January 2024 to 31st December 2025. These are revised every 2 years. Please see **Appendix E** for further information.

⁵ 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.

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

⁷ Core expenditure covers regulated and non-regulated expenditure excluding non-core expenditure.

SECTION 1: SUMMARY OF REGULATED PROCUREMENTS COMPLETED

Forth Valley College is committed to conducting its procurement activities in an open and inclusive manner with procurement objectives aligned to the College’s Strategic Plan 2022-2025.

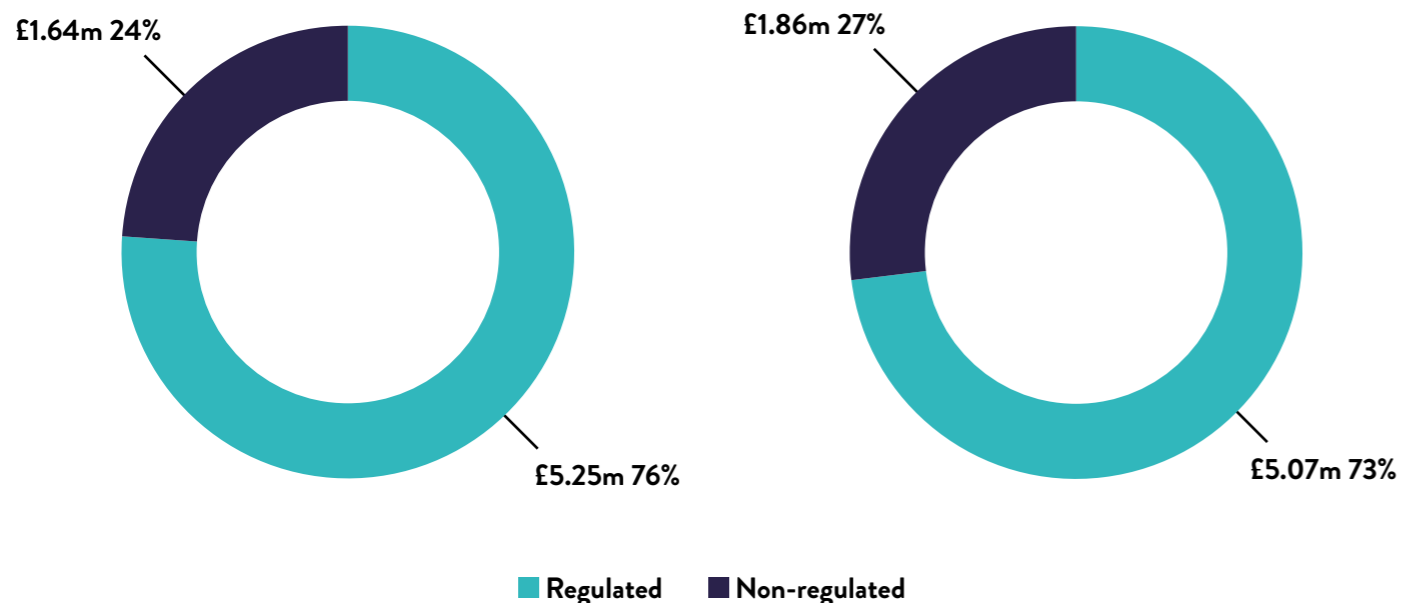
A detailed summary of regulated procurements completed within the reporting period is set out in **Appendix B**. This information, coupled with the publication of our **Contracts Register**⁸ and the systematic use of Public Contracts Scotland (PCS) and Quick Quotes, ensures full transparency of the College’s procurement activity throughout the reporting period.

Between 1st August 2023 and 31st July 2024, the College spent £6.93m on goods, services and works (both regulated and non-regulated expenditure, excluding non-core⁹ spending). Our core expenditure has increased by 1% compared to the previous reporting period, as shown in the graphs below. Spending on estates and buildings, catering supplies and services, and utilities saw notable increases. In contrast, the most significant reductions were observed in professional and bought-in services including consultancy, travel and transport, and computer supplies and services.

The percentage of collaborative spend for the 2023/2024 financial year is projected to be 40%.

Appendix B presents detailed information on both lower value and GPA higher value regulated procurements completed during the reporting period. These are categorised by subject and between collaborative contracts and institutional ones. For each completed regulated procurement, the information provided is provided:

- 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



⁸ See our Contract Register on www.apuc-scot.ac.uk/#!/institution?inst=34.
⁹ Non-core expenditure is all expenditure outwith the scope of the Procurement Regulations.

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 scored assessment was conducted in October 2019, achieving a score of 79% within the Gold band (Lite assessment), an improvement from the Silver band rating received in 2016.

In February 2024, the College undertook a PCIP Pulse Check Lite, a streamlined assessment focusing on strategic evidence areas over tendering processes and which is not intended to be comparable with previous PCIP assessments. The results highlighted improvements in contract and supplier management, whilst areas identified for further improvement in future assessments include fraud awareness and evidencing the impact of procurement on reducing the College’s greenhouse gas emissions (GHG).

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 £114,034 at BT1¹⁰, £157,277¹¹ at BT2 and £23,333 at BT8¹². Savings through framework agreements facilitated by the Procurement team were approximately £100.8k at BT1 and £284.3k at BT2, pending APUC verification of 2023/2024 savings figures.

¹⁰ 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).
¹¹ 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.
¹² 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.

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.

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 webpage¹³ and attending supplier/buyer engagement events and meetings.

During the reporting period, we have:

- Published 1 preliminary market consultation and 7 contract notices on PCS, and 12 on PCS Quick Quote.
- Updated 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.

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

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 or sub-criteria in the following procurements in 2023/2024:

Contract title	Evaluation criteria	Regulated or Non-Regulated
Student accommodation	Fair work practices	Regulated
Fresh fruit and vegetables	Environmental and sustainability	Regulated
Premium concept coffee bar	Corporate and social responsibility	Regulated
Fresh butcher meat	Environmental and Sustainability	Regulated
EPOS hardware and software systems	Corporate and social responsibility	Regulated
Fresh bakery products	Responsible procurement	Regulated
Hospitality students clothing, footwear and kits	Sustainability and Responsible Procurement	Regulated
Catering equipment	Corporate and social responsibility	Regulated
Timber products and materials	Sustainability	Regulated
Facilities management services	Fair work, innovation, social value and health and safety	Regulated
Firewall hardware and software support and licence	Sustainability and fair work practices	Regulated
Laptops	Sustainability and corporate social responsibility	Regulated
Welding simulators and associated software	Sustainability	Regulated
Legal services - people and HR matters	Community benefits, fair work practices and climate change	Regulated
Building construction consultancy	Fair work practices and community benefits	Non-regulated
VAT advisory services	Sustainable procurement	Non-regulated
Hairdressing wet products	Responsible procurement	Non-regulated
Specialist skincare products	Responsible procurement	Non-regulated

We make use of available sustainability tools and systems including the Sustainability Test, the Scottish Flexible Framework as well as the Sustain Supply Code of Conduct and EcoVadis. The College is also an affiliate member of Electronics Watch, an independent monitoring organisation of the electronics industry, which monitors ethical issues in the first, second and third tier supply chains.

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 3¹⁴ 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 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

14 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.

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 CO₂-e) have been calculated using spend-based method:

Procurement Category	2020/21	2021/22	2022/23	2023/24
Computer Supplies & Services	507.64	736.99	838.85	855.16
Catering Supplies & Services	80.56	331.10	287.77	628.01
Professional & Bought-in Services including consultancy	196.23	426.40	532.78	334.27
Travel & Transport (incl. Vehicle hire & Subsistence)	543.64	1,819.52	717.53	283.56
Estates & Buildings	334.79	385.44	129.68	212.76
Workshop & Maintenance Supplies (including Engineering)	54.46	89.91	33.82	87.70
Health & Safety & Security	74.61	46.98	54.64	68.60
Laboratory/Animal House Supplies & Services	48.56	198.89	64.24	62.52
Audio-Visual & Multimedia Supplies and Services	113.95	49.65	29.01	44.51
Stationery & Office Supplies	14.89	17.33	12.20	27.35
Non Influenceable Spend	1.94	18.85	4.54	26.51
Furniture, Furnishings & Textiles	12.42	46.47	26.35	24.60
Library & Publications	15.56	18.77	10.31	19.72
Telecommunications	39.28	26.90	18.07	19.43
Medical, Surgical, Nursing, Dentistry Supplies & Services	7.68	23.21	11.92	17.10
Vehicles, Fleet Management (Purchase, Lease, Contract Hire)	1.50	2.80	10.22	12.95
Sports Science and Recreation	0.77	10.17	9.57	9.38
Janitorial & Domestic Supplies & Services	6.59	9.40	6.28	9.08
Facilities Operations	1.33	3.56	5.91	5.70
Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services	11.22	3.91	2.51	2.94
Printing, Reprographics and Photocopying	2.00	1.44	1.69	2.41
Museums and Art	1.69	2.24	1.36	1.84

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 was 1 procurement of this value in 2023/2024 for Facilities Management Services.

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 conduct market research, consult and engage with relevant internal and external stakeholders. This approach ensures that the procurement aligns with the College's strategic aims and objectives, incorporates stakeholders' views, and enables meaningful contributions 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 £14,288 in 2023/2024.

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 options 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.
- 'Food to Go' service launched in November 2023 to help students access healthy food for free. Any food that is left over after daily refectory services is being bagged up and offered to students for free.

In November 2023, the College launched new cooking classes funded through the Scottish Procurement framework agreement for natural gas. These classes aimed to equip students with the skills to prepare nutritious, budget-friendly meals and were offered to students in supported courses.

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 20 days. This has improved on the prior year (2022/2023 was 25 days). 88% 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>Good for Businesses and their Employees: Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p>Good for Society: 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>Good for Businesses and their Employees: Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p>Open and Connected: 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>Good for Businesses and their Employees: Maximise the impact of procurement to boost a green, inclusive and wellbeing economy, promoting and enabling innovation in procurement.</p> <p>Good for Places and Communities: 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>Good for Society: 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 awarded 1 regulated procurement contract of £4m or greater in the reporting period.

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

- **Specialist skincare products:** Increase use of renewable energy, increased recycling and use of PCR (post-consumer related) content and FSC certified materials in packaging.
- **Training services:** Trainers are encouraged to use public transport and car sharing to attend training venues. Online training is being used to reduce transport. Most training materials are delivered on screen and paper handouts are kept to a minimum.
- **Psychological assessments:** Paperless service.
- **Chilled foods:** Improvement in insulation and addition of solar panels to warehouse and innovation hub to reduce electricity use. 100% single use plastic free deliveries having introduced, using recycled and recyclable paper-based products. ‘Wholehearted’ campaign in place donating to local community cause.
- **ePortfolio system:** Sponsorship of student awards.
- **Student counselling service:** Sponsorship of student awards.
- **Natural gas:** Funding for cooking classes for students to help them make budget friendly and nutritious meals.

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 and selection 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 contract is with a supported business:

Category Subject	Supplier Name	Date of Award	Cat A,B,C or C1	Contract Start Date	Value over reporting period (GBP)	SME Status
Sanitary products	Hey Girls CIC	October 2022	B	December 2018	2,404.72	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	1 st August 2023 – 31 st July 2024
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	18
b) Total value of regulated contracts awarded within the report period	£19,556,290
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	18
i) how many of these unique suppliers are SMEs	12
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	18
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.	1
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	11
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.	7
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.	7
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	6
6. PAYMENT PERFORMANCE	
a) Number of valid invoices received during the reporting period.	7,458
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	88%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	15
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:	£2,404
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£2,404

8. SPEND AND SAVINGS SUMMARY	
a) Total procurement spend for the period covered by the annual procurement report.	£6,934,025 ¹⁵
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£2,773,945
c) Total procurement spend with Third sector bodies during the period covered by the report.	£30,567
d) Percentage of total procurement spend through collaborative contracts.	40% ¹⁶
e) Total delivered cash savings for the period covered by the annual procurement report	£214,852 ¹⁷
f) Total non-cash savings value for the period covered by the annual procurement report	£464,921

9. FUTURE REGULATED PROCUREMENTS	
a) Total number of regulated procurements expected to commence in the next two financial years	30
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£4,397,033

15 Core expenditure.
 16 Estimated spend figure for 2023/2024. Latest validated figure was 42% for 2022/2023.
 17 Estimated savings for 2023/2024. Final figure is pending of APUC Ltd verification.

APPENDIX B: LIST OF REGULATED PROCUREMENTS COMPLETED IN THE REPORTING PERIOD 1ST AUGUST 2023 – 31ST JULY 2024

COMPLIANT

Category Subject	Supplier Name	Date of Award	Cat A, B, C or CI	Contract Start Date	Current End Date	End Date including Extensions	Value over Contract Period (GBP)	SME Status	Supported Business
Student Accommodation	The Park Hotel (Falkirk) Limited	10/08/2023	C	11/09/2023	10/06/2025	10/06/2025	415,667	Small	No
Student Management Software	Education Software Solutions Limited	25/08/2023	C	01/08/2023	31/07/2026	31/07/2028	265,713	Medium	No
Premium Coffee Bar Products	Nestle UK Ltd	01/09/2023	B	16/08/2023	15/08/2025	15/08/2027	84,610	Large	No
Multi-Functional Devices, Print Room Equipment and Services	Canon UK Ltd	29/09/2023	A	06/10/2023	05/10/2026	05/10/2026	275,488	Large	No
Firewall Hardware and Software Support and Licence	Guardian Internet Support Services (UK)Ltd	08/12/2023	C	15/12/2023	14/12/2025	14/12/2027	63,778	Micro	No
Catering Equipment	Stephens Catering Equipment Ltd	12/02/2024	B	12/02/2024	11/08/2024	11/08/2024	76,536	Medium	No
EPOS Hardware and Software Systems	Uniware Systems Limited	12/03/2024	B	12/03/2024	11/03/2027	11/03/2030	105,511	Small	No
Water and Waste Water Billing Services	Scottish Water Business Stream Limited	16/04/2024	A	01/04/2024	31/03/2027	31/03/2028	305,000	Large	No
Electricity	EDF Energy Customers Limited	17/04/2024	A	01/04/2024	31/03/2026	31/03/2029	4,720,000	Large	No
Fresh Bakery Products	D. McGhee & Sons Limited	18/04/2024	B	16/07/2024	15/07/2026	15/07/2028	88,000	Large	No
Fresh Butcher Meat	Campbell's Prime Meat Ltd	23/04/2024	B	23/04/2024	22/04/2027	22/04/2029	470,000	Medium	No
Facilities Management Services	FES FM Limited	26/04/2024	C	01/07/2024	30/06/2029	30/06/2033	11,896,525	Medium	No
Laptops	Dell Corporation Limited	03/06/2024	B	03/06/2024	02/07/2024	02/07/2024	122,512	Large	No
Welding Simulators and Associated Software	EWM Hightec Welding UK Limited	03/06/2024	C	07/06/2024	06/06/2028	06/06/2030	160,573	Small	No
Hospitality Student Clothing, Footwear and Kits	E. Russum & Sons Ltd	17/06/2024	C1	17/06/2024	16/06/2028	16/06/2030	80,000	Small	No
Timber Products and Materials	National Timber Group Limited	16/07/2024	B	01/08/2024	31/07/2026	30/07/2028	161,984	Medium	No
Fresh Fruit and Vegetables	Premier Produce Scotland Ltd	17/07/2024	B	22/07/2024	24/10/2024	24/10/2024	212,000	Small	No
Legal Services - People and HR Matters	Clyde & Co (Scotland) LLP	19/07/2024	C	01/08/2024	31/07/2027	31/07/2029	52,393	Medium	No
TOTAL							£19,556,290		

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
Natural Gas	TotalEnergies Gas and Power Limited	01/04/2020	31/03/2026	236,548	Funding for cooking classes for students to help them make budget friendly and nutritious meals.
Student Counselling Service	The Talking Rooms Ltd	30/08/2021	29/08/2025	140,000	Sponsorship of student awards.
Associate Trainers	Synergy Training Services Limited	05/01/2022	04/01/2026	91,943	Trainers are encouraged to use public transport and car sharing to attend training venues. Online training is being used to reduce transport. Most training materials are delivered on screen and paper handouts are kept to a minimum.
Chilled Foods	Fife Creamery Limited	01/08/2023	30/04/2027	280,970	Improvement in insulation and addition of solar panels to warehouse and innovation hub to reduce electricity use. 100% single use plastic free deliveries having introduced, using recycled and recyclable paper-based products. Wholehearted' campaign in place donating to local community cause.
ePortfolio System	Onefile Ltd	21/08/2023	20/08/2027	102,624	Sponsorship of student awards.

There were 10 procurements awarded with secured sustainability benefits BT14:

Category Subject	Supplier Name	Start Date	End Date including Extensions	Value over Contract Period (GBP)	Benefit
Facilities Management Services	FES FM Limited	01/07/2024	30/06/2033	11,896,525	The supplier is an accredited Living Wage Employer. Commitment to 1 apprentice annually. Commitment to: Sustain Supply Chain Code of Conduct; Modern Slavery and Human Trafficking Statement; Young Person's Guarantee; Stirling Employers Engagement Forum. 5% waste reduction annually. £5,000 commitment to a supported business. Participation in Careers Days. Use of electric or low emission vehicles. Consolidation of supply deliveries to reduce journeys. Green cleaning techniques. Use of eco-friendly materials, recycling and composting. Implementation of an Environmental and Sustainability Management Plan specific to the Contract. Effective energy management through measuring and monitoring consumption. Water, wastewater management and installation of water saving technologies. Maximising recycling opportunities and use of the circular economy. Target zero waste to landfill. Reducing single use plastics. Sustainable equipment and materials choices across Soft Services delivery. Exploration of renewable energy opportunities.
Electricity	EDF Energy Customers Limited	01/04/2024	31/03/2029	4,720,000	The supplier is an accredited Living Wage Employer.
Student Accommodation	The Park Hotel (Falkirk) Limited	11/09/2023	10/06/2025	415,667	Payment of the Real Living Wage. Commitment to: Sustain Supply Chain Code of Conduct.
Water and Waste Water Billing Services	Scottish Water Business Stream Limited	01/04/2024	31/03/2028	305,000	The supplier is an accredited Living Wage Employer.
Welding Simulators and Associated Software	EWM Hightec Welding UK Limited	07/06/2024	06/06/2030	160,573	Commitment to: Sustain Supply Chain Code of Conduct. 84% less accidents – no heat, sparks or fumes. 20% reduced power consumption against a traditional method.
EPOS Hardware and Software Systems	Uniware Systems Limited	12/03/2024	11/03/2030	105,511	The supplier is an accredited Living Wage Employer. Waste Reduction: The EPOS solution includes inventory management features that allow for accurate tracking of stock levels and minimising waste. Energy Efficiency: The EPOS hardware is designed to be energy-efficient, consuming less power compared to traditional point-of-sale systems. Carbon Emission Reduction: Electronic transactions and paperless receipts, helping reduce the usage of paper. Uniware has added CO2 per portion to the nutritional data relating to an item available at the PoS and the Order Kiosk.

Category Subject	Supplier Name	Start Date	End Date including Extensions	Value over Contract Period (GBP)	Benefit
Hospitality Student Clothing, Footwear and Kits	E. Russum & Sons Ltd	17/06/2024	16/06/2028	80,000	Support of College awards providing an annual 'Russums Prize'. Support towards special events and trips to enable a better student experience and have even assisted with competition judging. Product ranges feature sustainable fabrics. 'Ocean range' manufactured initiative in sewing rooms in Rotherham and sporting the 'Russums Ocean' tag, clothing utilising responsibly sourced cotton and a recycled polyester. Student orders are packed with the minimum packaging. Commitment to: Sustain Supply Chain Code of Conduct.
Premium Coffee Bar Products	Nestle UK Ltd	16/08/2023	15/08/2027	84,610	The supplier is an accredited Living Wage Employer. Clear roadmap to reach net zero by 2050. Products such as coffee and tea have ethical trade labels. Targets for packaging to be reusable or recyclable by 2025.
Firewall Hardware and Software Support and Licence	Guardian Internet Support Services (UK) Ltd	15/12/2023	14/12/2027	63,778	Payment of the Real Living Wage. Waste will be minimised by using of electronic documents where possible. Remote support provided, reducing the need for on-site visits and minimising carbon emissions. Commitment to: Sustain Supply Chain Code of Conduct.
Legal Services People and HR Matters	Clyde & Co (Scotland) LLP	01/08/2024	31/07/2029	52,393	The supplier is an accredited Living Wage Employer. Commitment to: Sustain Supply Chain Code of Conduct and Modern Slavery and Human Trafficking Statement. Targets in place to achieve net zero emissions on or before 2038.

APPENDIX D: LIST OF FUTURE REGULATED PROCUREMENTS (PLANNED TO COMMENCE IN NEXT TWO FINANCIAL YEARS 2024/2025 AND 2025/2026)

Category Subject	Category 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)
Grocery Provisions, Frozen and Chilled Food	B	Re-let	N/A - via framework	Aug-24	Aug-24	Jul-25	110,000
Provision of Associate Trainers	C	Re-let	Oct-24	Oct-24	Nov-24	Oct-26	88,000
Adobe Creative Cloud Subscription	B	Re-let	N/A - via framework	Nov-24	Nov-24	Nov-27	68,859
Travel Management Services	B	Re-let	N/A - via framework	Dec-24	Jan-25	Jan-29	200,000
Microsoft Licencing Agreement	B	Re-let	N/A - via framework	Dec-24	Mar-25	Feb-28	99,183
Premium Concept Products and Services for Stirling Coffee Kiosk	B	New	N/A - via framework	Dec-24	Jan-25	Jan-27	92,000
Art and Craft Supplies	B	B	N/A - via framework	Dec-24	Jan-25	Dec-24	53,328
Laundry Services	C	Re-let	Oct-24	Jan-25	Feb-25	Feb-27	79,002
Maintenance, Support and Hosting of College Website	C	Re-let	Oct-24	Jan-25	Apr-25	Mar-29	80,000
Temporary Recruitment Services for Curriculum Staff	C	Re-let	Nov-24	Jan-25	Mar-25	Mar-29	160,500
Disposable Packaging	B	Re-let	N/A - via framework	Jan-25	Feb-25	Feb-29	140,000
Maintenance of Network Equipment	A	Re-let	N/A - via framework	Jan-25	Mar-25	Feb-28	98,104
Managed Provision and Licences for Accounting, P2P and Budgeting Systems	C	Re-let	Dec-24	Feb-25	Jul-25	Jun-30	256,908
Skills Transition Centre - VR Immersive Space	C	New	Jan-25	Mar-25	May-25	Jun-25	102,500
Skills Transition Centre - Hydrogen Training Equipment	C	New	Feb-25	May-25	Jun-25	Nov-30	68,750
Skills Transition Centre - Digital Classrooms	C	New	Apr-25	Jun-25	Aug-25	Dec-25	105,000
Grocery Provisions, Frozen and Chilled Food	B	Re-let	N/A - via framework	Jun-25	Aug-25	Jul-29	440,000

Hair Workstation Kits and Consumables	B	Re-let	N/A - via framework	Jun-25	Jul-25	Jul-29	103,704
Beauty Workstation Kits and Consumables	B	Re-let	N/A - via framework	Jun-25	Jul-25	Jul-29	80,184
Student Counselling Service	B	Re-let	N/A - via framework	Jun-25	Aug-25	Aug-29	160,000
Skills Transition Centre - VR and AR Reality Upgrade	C	New	May-25	Jul-25	Sep-25	Aug-33	155,000
Skills Transition Centre - Wind Turbine Simulator	C	New	Aug-25	Oct-25	Dec-25	Jan-26	83,334
ePortfolio system	A	Re-let	N/A - via framework	June-25	Aug-25	Aug-29	125,120
Fresh Dairy Products	B	Re-let	N/A - via framework	Oct-25	Oct-25	Oct-29	85,935
Training Services for the Oil and Gas Technical Apprentice Programme (OGTAP)	C	Re-let	Sep-25	Nov-25	Feb-26	Feb-30	141,954
Skills Transition Centre - Multi-Purpose Simulators	C	New	Oct-25	Dec-25	Feb-26	Jun-26	413,000
Skills Transition Centre - Smart Infrastructure	C	New	Oct-25	Jan-26	Mar-26	Dec-31	91,668
Managed Print Solution	C	Re-let	Feb-26	Apr-26	Aug-28	Jul-31	460,000
HR and Payroll System	B	Re-let	N/A - via framework	May-26	Nov-26	Oct-31	190,000
Timetabling Software	B	Re-let	N/A - via framework	May-26	Oct-26	Sep-30	65,000
TOTAL							4,397,033

APPENDIX E: GLOSSARY OF TERMS

A, B, C AND C1 CONTRACTS

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> Scottish Procurement Crown Commercial Service
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> Scottish Procurement APUC and other UK FHE Consortia Scotland Excel NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	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/spend - 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	1 st January 2024 to 31 st December 2025	1 st January 2022 to 31 st December 2023
Supply, Services and Design	£214,904 incl. VAT (£179,087 excl. VAT)	£213,477 incl. VAT (£177,897 excl. VAT)
Light Touch Regime for Services	£663,540 incl. VAT (£552,950 excl. VAT)	£663,540 incl. VAT (£552,950 excl. VAT)
Works	£5,372,609 incl. VAT (£4,477,174 excl. VAT)	£5,336,937 incl. VAT (£4,447,447 excl. 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**¹⁸ 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.

¹⁸ See website: www.gov.scot/publications/scottish-procurement-information-hub-contract/

¹⁹ See website: www.gov.scot/policies/public-sector-procurement/fair-work-in-procurement/

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 considerations¹⁹.

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/spend – third-party expenditure excluded from the scope of the Procurement Regulations.

Non-pay expenditure/spend - 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.

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 chain²⁰.

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 HEPA²¹.

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.

²⁰ Carbon Trust website 2022, accessed 31st October 2022, www.carbontrust.com/resources/briefing-what-are-scope-3-emissions

²¹ Environmental Association for Universities and Colleges (EAUC), 2022, The Sustainability Exchange website, accessed 31 October 2022, www.sustainabilityexchange.ac.uk/hescet_tool

APPENDIX F: PROCUREMENT ACTION PLAN

(REFER TO APPENDIX G FOR KPI ACTUAL FIGURES AND TARGETS)

FORTH VALLEY COLLEGE – PROCUREMENT ACTION PLAN

OBJECTIVE 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.

Outcomes	Main Actions & Commitments	Completion Date	Key Performance Indicators	Benchmark Data	Target 2023/2024	PCIP Ref Lite	RAG
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) ²²	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) 36 (Aug 2021 to May 2022)	20 staff	1.4 1.6	Green
	Review of procurement policy and procedures.	Annual review in June. Annual reporting in November.	Dates of reviewed policy of procedures.	Last approval: Policy 15 June 2021 / Procedures 25 May 2021	June 2024		
	Update induction course on Moodle to reflect best practice and responsible procurement.	Annual review in August Annual reporting in November.	Date of new Moodle induction course and annual course reviews.	Last updated: 5 February 2021	August 2023		
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. Number of suppliers with catalogues being used.	90.8% (2020/2021) 0 (May 2022)	92% 10 suppliers		
	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. ²³	1414 out of 2136 invoices (66.2%) (Aug 2021–Jan 2022)	70%		
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	Green

22 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.

23 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

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.

Outcomes	Main Actions & Commitments	Completion Date	Key Performance Indicators	Benchmark Data	Target 2023/2024	PCIP Ref Lite	RAG
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. Further develop forward contracting plan to identify collaborative opportunities.	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 2.1 3.3	Green
	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. Feedback on contracts delivering good value (internal procurement satisfaction survey). Feedback on supplier satisfaction (supplier survey). Benefit types BT1 (cash), BT2 (non-cash savings) and others BT as % of influenceable expenditure.	12 (May 2021 – April 2022) 6 out of 15 (40%) positive feedback ²⁴ (2020/2021) 15 out of 17 (88%) positive feedback (2020/2021) 2020/2021: BT1: £83,094 BT2: £224,236	No target – varies year on year. 60% positive feedback 88% positive feedback No target – varies year on year.	Dash board 1.5 2.2 2.3 3.1 3.2 3.3	Yellow
	Invite key suppliers to Supplier and Contract Management (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 1 0 suppliers invited by FVC	6 suppliers invited by FVC		

24 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

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

Outcomes	Main Actions & Commitments	Completion Date	Key Performance Indicators	Benchmark Data	Target 2023/2024	PCIP Ref Lite	RAG
Embedded good sustainable practice to realise intended sustainable outcomes.	Annual Flexible Framework assessment.	Annual review in July. 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	
Consideration of whole life costs, climate emergency, circular economic, environmental, social impacts and community benefits in assessment of value for money.	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. Number of awarded contracts > £25k with secured sustainability benefits (BT14) as % of total.	9 out of 13 contracts (2020/2021) 6 out of 13 (2020/2021)	No targets - varies year on year because of nature of contracts.	2.2 2.3 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 2.4	

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	Targets 2022/2023 and 2023/2024	Actual 2022/2023	Actual 2023/2024
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	8 forward plan meetings: -Estates & Facilities: 2 (29/09/2022 and 19/06/2023). -IT: 2 (21/09/2022 and 19/09/2022) -Finance: 1 (14/09/2022) -ASC: 1 (23/09/2022) -STEM & Con: 1 (28/09/2022) -Hospitality: 1 (23/09/2022) More than 4 separate regular project specific meetings have taken place throughout the year.	6 forward plan meetings and other project specific meetings: -Estates & Facilities (more than 2 project specific meetings). -IT (25/07/2024 and more than 2 project specific meetings) -Finance (more than 2 project specific meetings) -ASC (23/08/2023 and more than 2 project specific meetings) -STEM & Con (28/08/2023 and 11/07/2024, and more than 2 project specific meetings) -Hospitality (29/08/2023 and 02/07/2024 and more than 2 project specific meetings)
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%	21 out of 28 (75%) positive feedback	26 out of 35 (74%) ²⁵ 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) 36 (Aug 2021 to May 2022)	20 staff	40 staff (16 sessions)	25 (5 sessions)
Review of procurement policy and procedures.	Annual review in June. Annual reporting in November.	Dates of reviewed policy of procedures.	Last approval: Policy 15 June 2021 / Procedures 25 May 2021	June 2023	13 June 2023	2 May 2024 with no changes
Update induction course on Moodle to reflect best practice and responsible procurement.	Annual review in August Annual reporting in November.	Date of new Moodle induction course and annual course reviews.	Last updated: 5 February 2021	August 2022	New version uploaded on 2 October 2023.	New version uploaded on 2 October 2023. Review taken place in May 2024 with plans to release new version in November 2024.
Implement PECOS Gateway (supplier catalogue use) for 3 top suppliers.	August 2022	PECOS Gateway successfully implemented.	No benchmark data.	By August 2022	7 suppliers implemented	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. Number of suppliers with catalogues being used.	90.8% (2020/2021) 0 (May 2022)	92% 10 suppliers	87% 1 supplier	97% 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. ²⁶	1414 out of 2136 invoices (66.2%) (6 months / Aug 2021 – Jan 2022)	70%	2570 out of 4017 invoices (64%)	3564 out of 3698 invoices (96%)
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	3 reviews August 2022 November 2022 March 2023	4 reviews August 2023 November 2023 May 2024 July 2024

25 Procurement satisfaction survey 2022/2024: 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.

26 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.

OBJECTIVE 2

Main Actions & Commitments	Completion Date	Key Performance Indicators	Benchmark Data	Targets 2022/2023 and 2023/2024	Actual 2022/2023	Actual 2023/2024
Scrutinise expenditure analysis to identify and optimise use of collaborative contracts. Further develop forward contracting plan to identify collaborative opportunities.	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%	42%	40% (pending of APUC verification) ²⁷
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.	All 92 regulated contracts on public contracts register.	All 90 regulated contracts on public contracts register.
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. Feedback on contracts delivering good value (internal procurement satisfaction survey). Feedback on supplier satisfaction (supplier survey). Benefit types BT1 (cash), BT2 (non-cash savings) and others BT as % of influenceable expenditure.	12 (May 2021 – April 2022) 6 out of 15 (40%) positive feedback (2020/2021) 15 out of 17 (88%) positive feedback (2020/2021) 2020/2021: BT1: £83,094 BT2: £224,236	No target – varies year on year. 60% positive feedback 88% positive feedback No target – varies year on year.	21 implementation and contract review meetings 14 out of 28 (50%) positive feedback 21 out of 24 (88%) positive feedback BT1: £227,875 (3.3%) BT2: £415,514 (6.0%) BT8: £23,333	14 implementation and contract review meetings 21 out of 35 (60% positive feedback) ²⁸ 14 out of 17 (82%) positive feedback ²⁹ BT1: £214,852 (3.1%) BT2: £441,588 (6.4%) BT8: £23,333 (pending of APUC verification)
Invite key suppliers to Supplier and Contract Management (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 1 0 suppliers invited by FVC	6 suppliers invited by FVC	47 suppliers invited by others (20 completed) 12 suppliers invited by FVC (2 completed)	48 invited by others (22 completed) 16 invited by FVC (2 completed)

OBJECTIVE 3

Main Actions & Commitments	Completion Date	Key Performance Indicators	Benchmark Data	Targets 2022/2023 and 2023/2024	Actual 2022/2023	Actual 2023/2024
Annual Flexible Framework assessment.	Annual review in July. 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 (July 2023)	Level 2 maintained. Some Level 3 criteria partially met (July 2024).
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. Number of awarded contracts > £25k with secured sustainability benefits (BT14) as % of total.	9 out of 13 contracts (2020/2021) – 69% 6 out of 13 contracts (2020/2021) – 46%	No targets - varies year on year because of nature of contracts.	7 out of 19 contracts – 37% 9 out of 19 contracts – 47%	19 out of 22 contracts - 87% 10 out of 22 contracts – 45%
Obtain carbon reduction plans from highest emitters (spend-based methodology)	December 2022	Number of carbon reduction plans.	0 (May 2022)	10	11	12

²⁷ APUC verified figure will be available in January 2025.

²⁸ 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.

²⁹ 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.





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