



Procurement Strategy 2020-22

Foreword

This Strategy has been designed to ensure legislative compliance with the Procurement Reform (Scotland) Act 2014 and other relevant legislation and is aligned with the College's and the Scottish Funding Council's key strategic outcomes as detailed in our Regional Outcome Agreement and Strategic Plan.

The key elements of the new legislation:

- require us to publish a procurement strategy and action plan
- require us to maintain a public contracts register on our external website
- increase the scope of our regulated procurements
- require us to publish an annual procurement report
- require us to meet the sustainable procurement duty

This Strategy sets us challenging but realistic goals for the development of our procurement activities over the next two years which will be subject to regular and transparent review.

The successful implementation of this Strategy can only be achieved by everyone involved in the procurement of goods, services and works on behalf of the College working in partnership with our Procurement Department and collaboratively with our partners across the wider education and public sector.

Working together we can significantly contribute to the future sustainability of the College through the reinvestment of resulting savings and efficiencies from our procurement activities to enhance our students learning experiences and outcomes and meet our Mission Statement '**Making Learning Work**' and the supporting Vision and Value Statements.

Alison Stewart
Vice Principal of Finance and Corporate Affairs

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1. Formation and approval of our Procurement Strategy

The formation of this Strategy has been guided throughout by the College's Procurement Department and Vice Principal of Finance and Corporate Affairs, and is the culmination of consultation and engagement with an appropriate and relevant range of staff across the College as well as external stakeholders.

This Strategy has also been informed by the Scottish Procurement's statutory guidance under the Procurement Reform (Scotland) Act 2014 with the support of APUC, the procurement centre of expertise for all of Scotland's colleges and universities.

The Strategy was approved by the College's Board of Management on the 22nd September 2020 and subsequently published on our website.

The Procurement Department and Vice Principal of Finance and Corporate Affairs in consultation with APUC as appropriate, will as a minimum, review this Strategy annually in compliance with the Procurement Reform (Scotland) Act 2014, thus maintaining the alignment of our procurement activity with our broader priorities and allow the College where necessary to revise the Strategy and its related Action Plan.

The Finance Committee will approve, review and monitor the progress of the procurement strategy, reporting into a college's board of management or equivalent, where required.

In addition, the college will establish an operational group of staff involved in procurement, to ensure wider consultation as required by the legislation.

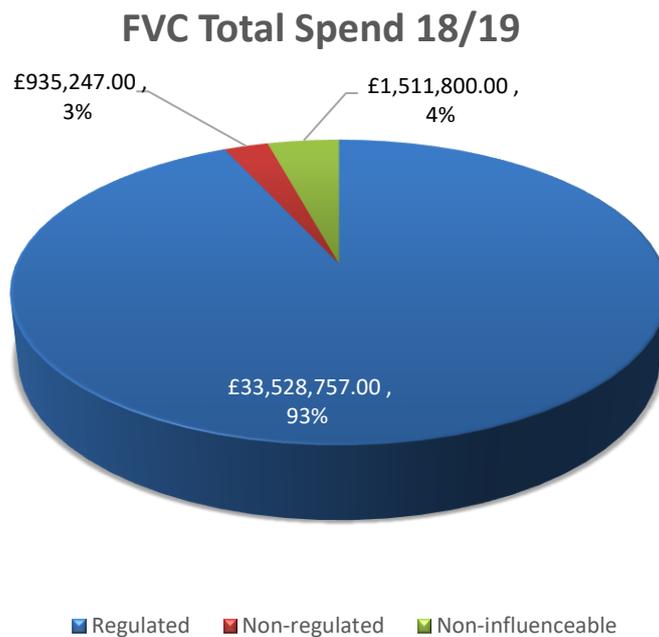
2. Context

This Procurement Strategy provides the framework within which the procurement activities of the College can develop and help support our strategic objectives and outcomes. It can also be understood as a procurement improvements journey based on a clear understanding of where the College is currently, in terms of our procurement practice and where we want and need to be, and how we should get there.

As above, the College is now legally required to have and maintain a procurement strategy as part of the requirements of the Procurement Reform (Scotland) Act 2014, which provides a national legislative framework for sustainable public procurement that supports Scotland's economic growth through improved procurement practice.

The Act focuses on a small number of general duties on contracting authorities regarding their procurement activities and some specific measures aimed at promoting good, transparent and consistent practice in procurement processes detailed in section 6 below.

The College's annual spend profile is displayed below with a total spend of £35,975,803. This comprises of procurement non-pay spend (influenceable spend) of £34,464,004 and £1,511,799 of non-influenceable spend (2018-19).



Thus our annual influenceable procurement spend of £34,464,004 is made up of £33,528,757 of regulated spend (above threshold) and £935,247 of non-regulated spend (below threshold).

2018/19 is an exceptional year for the figures shown above due to the procurement of the new Falkirk Campus. Without the capital spend in this year, the recurrent procurement influenceable spend is approx. £4.5m.

This Strategy recognises that our procurement practice is based on the Scottish Model of Procurement which sees procurement as an integral part of policy development and service delivery and is essentially about achieving the best balance of cost, quality and sustainability.

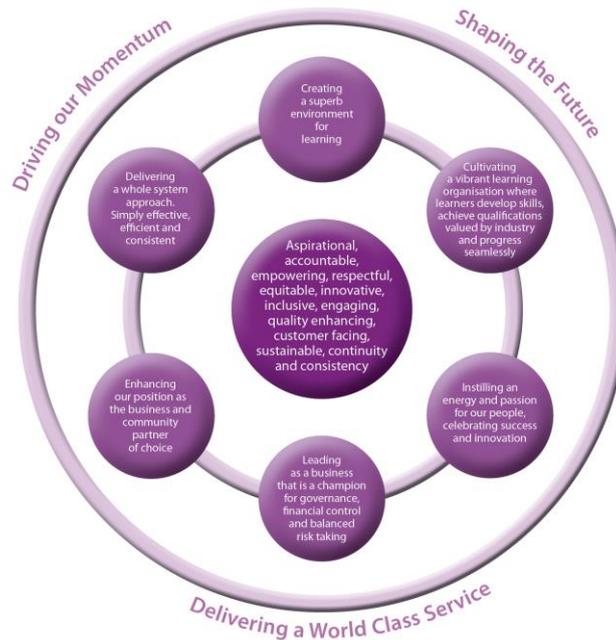
A key element of this Strategy is about moving the balance of procurement effort away from the buying or tendering phase and towards a greater emphasis on the planning and post contract phases of procurement. Included in this is an increasingly greater engagement with our internal and external stakeholders.

3. Procurement Mission

The Procurement mission for Forth Valley College is:

“To deliver a best in class, co-ordinated and efficient procurement function which is focused on achieving sustainable best value for all College stakeholders”

This aligns to the College’s Business Model which is formed by our Mission Statement **‘Making Learning Work’**, which is supported by the following Vision and Value statements:



The Procurement Department aims to ensure all procurement activities are carried out in the best interests of the College to support the College’s Strategic Priorities and Objectives.

To achieve this, Procurement will ensure:

- We understand and respond to internal and external stakeholders’ business needs and challenges and constantly changing market conditions;
- We will actively seek to use collaborative arrangements where they represent best value for the College;
- We will seek, establish and maintain supplier relationships to enhance the service we provide whilst obtaining best value for money and value added services;
- We will strive to improve processes to facilitate a streamlined approach for procurement of goods, services and works across the College, that drive innovation and reduce transactional costs through continuous improvement of the procurement process;
- We will take a lead role on strategic procurement initiatives;
- We will always remain open and act in a transparent and proportionate manner in all of our procurement activities;

- We will embed best practice Sustainable Procurement considerations in our procurement activities;
- We will conduct all regulated procurements in line with the College's Procurement Policy and Procedures; and
- We will have due regard to whether Procurement Policy and Procedures will further the aims of the General Equality Duty, through consideration of Public Sector Equality Duty in our procurement activities

4. Procurement Policy

Our Procurement Policy and Procedures set out the operational framework of how we conduct procurement of goods, services and works across the College, and are based on the EU Treaty Principles of equal treatment, non-discriminatory, mutual recognition, transparency, proportionality.

Furthermore, these policies and procedures are largely based upon the Scottish Government's Procurement Journey. This will facilitate our regulated procurements being conducted in accordance with best practice in a legally compliant manner that is consistent with the rest of the Scottish public sector in achieving value for money for our stakeholders.

The policy is therefore intended to:

- Ensure that procedures are in accordance with standards of public accountability;
- Ensure that the College is compliant to its obligations under the Public Procurement (Scotland) Act 2015, the Procurement Reform (Scotland) Act 2014 and Procurement (Scotland) Regulations 2016 and all subsequent amendments; and
- Promote equality, diversity and sustainability through procurement matters.

5. Strategic Procurement Objectives

Our strategic procurement objectives form the core of our Procurement Strategy.

These procurement objectives are designed to link to each of the following:

- College Strategic Priorities and Objectives (Mission/Vision/Value Statements noted above)
- Scottish Funding Council (SFC) Strategic Aims, as detailed in the College's Regional Outcome Agreement
- The Scottish Model of Procurement

5.1. College Regional Outcome Agreement

The Regional Outcome Agreement for the Forth Valley region contains the following SFC Priority Outcomes:

- Efficient and Sustainable

- Right learning in the right place
- High quality learning
- A developed workforce
- Equalities

5.2. The Scottish Model of Procurement

The Scottish Model of Procurement is based upon achieving the best balance between cost, quality and sustainability (i.e. not simply focusing on cost and quality). This model is supported by a Value for Money Triangle, which consists of the following four objectives:

- Delivering savings and benefits
- Maximising efficiency and collaboration
- Improving supplier access to public contracts
- Embedding sustainability in all we do

Scottish Procurement



Scottish Model of Procurement



5.3. Forth Valley College – Strategic Procurement Objectives – 2020-22

The Strategic Procurement Objectives (PO) for the period of this Procurement Strategy (2020-2022) are set out below:

PO1 - To maximise collaborative procurement opportunities in the delivery of value for money and efficiency

PO2 - To further develop a College wide approach to procurement which is co-ordinated, efficient and effective in the achievement of value for money, and which supports the delivery of high quality learning

PO3 - To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of the College Strategic Priorities and Objectives

PO4 - To embed relevant and appropriate procurement strategies to manage or reduce risk to the College

PO5 - To embed sound economic, social and environmental procurement policies, and to comply with relevant Scottish, UK and EU legislation in performance of the Sustainable Procurement Duty

The Procurement Action Plan in Section 8 shows how each of these link to the College Strategic Plan, Regional Outcome Agreement and Scottish Model of Procurement.

Furthermore, the Procurement Action Plan shows how these actions are measured and reported through our involvement in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) and through the publication of an Annual Procurement Report (see Section 7).

6. Ensuring compliance with general duties and specific measures of the Procurement Reform (Scotland) Act 2014

As required by the Act the College must comply with a small number of general duties and some specific measures which will be embedded in our Procurement Policy and Procedures or in our Action Plan (Section 8) but for clarity and to ensure full compliance with the Act are stated below:

General Duties/Specific Measures under the Act	What we will do
Contribute to the carrying out of our function and the achievement of our purposes	The College will analyse our non-pay expenditure to identify: EU regulated procurements Goods and Services greater than £ 189,330 Works worth more than £ 4,733,252; and Procurement Reform Act regulated procurements Goods and Services greater than £50,000 Works worth more than £2 million

	<p>The College will ensure that all commodity strategies and project specific procurement strategies align to the College’s strategic aims and objectives and in turn the College’s Regional Outcome Agreement. This will be achieved through appropriate and effective consultation.</p> <p>The College will consider where appropriate the effective use of contract and supplier management to monitor and further improve the regulated procurement contract outcomes.</p>
<p>Deliver Value for Money</p> <p>“Value for money, as defined by the Scottish Model of Procurement, is not just about cost and quality but about the best balance of cost, quality and sustainability”</p>	<p>The College through its Procurement Policy and Procedures will seek to consistently apply the principle of Value for Money, albeit the balance of cost, quality and sustainability will vary for each procurement depending on the particular commodity, category and market.</p> <p>The College will consider the whole-life cost of what is being procured and when applying the above principle of value for money, ensure that it does so in a clear, transparent and proportionate manner; in line with the Treaty on the Functioning of the European Union of equal treatment, non-discrimination, transparency, proportionality and mutual recognition and in complying with the general duties of the Act as well as the sustainable procurement duty (see below).</p>
<p>Treating relevant economic operators equally and without discrimination</p>	<p>The College will conduct all its regulated procurements in compliance with the principles of the Treaty on the Functioning of the European Union (<i>equal treatment, non-discrimination, transparency, proportionality and mutual recognition</i>) and will consider early engagement with the supply market where relevant prior to the publication of a contract notice.</p> <p>All regulated procurements will be posted on portals such as Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender(PCS-T) and shall strive to ensure the use of separate lots, where appropriate, with straightforward output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.</p>
<p>Acting in a transparent and proportionate manner</p>	<p>The College will ensure it engages with its local supply market and through the College’s Procurement Policy will mandate the use of clear and precise language in its specifications.</p>

	<p>The College shall ensure contracts are awarded using appropriate quality, risk and sustainability factors as well as cost according to declared score weightings specific to each contract.</p> <p>The College will actively take steps to make it easier for smaller and local businesses to bid for contracts through:</p> <ul style="list-style-type: none"> - the use of Public Contracts Scotland and Quick Quotes; - information contained on the Procurement page of the College website; - the provision of training and/or provide information on third party training opportunities (such as the Supplier Development Programme); - attending local supplier/buyer engagement events (such as Meet the Buyer).
<p>The Sustainable Procurement Duty</p>	<p>The College will give consideration to the environmental, social and economic issues relating to all regulated procurements and how benefits can be accrued, on a contract-by-contract basis by taking proportionate actions to involve SMEs, third sector bodies and supported businesses in our procurement activities and in so doing benefit not only the College but the wider Forth Valley region.</p> <p>The College will endeavour to make use of available tools and systems such as the Scottish Public Procurement Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework and Electronics Watch where relevant and proportionate to the scope of the procurement.</p>
<p>Policy on the use of community benefits</p>	<p>The College will consider for each of its procurements over £4m how it can improve the economic, social or environmental wellbeing of the Forth Valley region through the inclusion of community benefit clauses aligned with the College's own strategic outcomes as well as a number of the Scottish Government's National Outcomes namely outcomes 2, 3, 4 and 7:</p> <ul style="list-style-type: none"> - We realise our full economic potential with more and better <i>employment opportunities</i> for our people; - We are better educated, more skilled and more successful, renowned for our <i>research and innovation</i>;

	<ul style="list-style-type: none"> - Our young people are successful learners, confident individuals, effective contributors and responsible citizens; and - We have tackled the significant inequalities in Scottish society. <p>Examples of the scope of community benefits clauses may include, amongst others as appropriate, the delivery of training opportunities or subcontracting opportunities within the Forth Valley region, relevant and proportionate to the particular procurement.</p> <p>The College will strive to engage with internal stakeholders including students where relevant as well engage with the local and wider supplier community to ensure suppliers understand the use of community benefits and how to respond where they are included.</p> <p>Where possible and proportionate, such clauses may also be included in procurements below £4m.</p>
<p>Consulting and engaging with those affected by its procurements</p>	<p>The College will take note of available good practice/principles of engagement including those detailed in the National Standards for Community Engagement as well as ensuring procurement staff have or will be developed to have the relevant communication and engagement skills.</p> <p>The College will consider each procurement, the community affected by the resultant contract and ensure any affected organisations/persons are consulted (e.g. impact on service for students, persons or groups with relevant protected characteristics where reasonable adjustments may be considered as part of a specification, or a local contract that could be combined with other similar institution's needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>All of the above will be embedded in the College's procurement practice.</p>
<p>The Living Wage</p>	<p>As an organisation who is a Living Wage employer, the College recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. In compliance with the Act the College will consider, before undertaking a procurement, whether it is relevant and proportionate to include a question on fair work practices along with other relevant criteria, whilst ensuring the appropriate</p>

	<p>balance between quality and cost of the contract, paying regard to the statutory guidance including the application of the living wage.</p>
<p>Promoting compliance with the Health and Safety at Work Act 1974</p>	<p>The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation.</p> <p>Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation. Where proportionate, the College also seek to assess the compliance of subcontractors.</p>
<p>The procurement of fairly and ethically traded goods and services</p>	<p>As an organisation which holds Fairtrade status, the College actively supports the sourcing of goods that are fairly and ethically traded.</p> <p>Where directly relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations as well as considering equivalent offerings from suppliers that can demonstrate they can meet the specified criteria without necessarily having the specific certification.</p>
<p>The 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</p>	<p>The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare.</p> <p>The College will work to put in place affordable contracts, which meet the nutritional requirements for all users of our catering services and will use available good practice and guidance such as that made available by The University Catering Organisation (TUCO) and any other relevant bodies.</p> <p>The College utilises APUC and TUCO Framework Agreements for the vast majority of our food and catering requirements, and the products and services under these Frameworks must comply with all relevant legislation and standards.</p>
<p>Payment terms</p>	<p>The College recognises the importance of paying suppliers promptly once a service has been performed or goods delivered and that late payment is particularly</p>

	<p>detrimental to SMEs, third sector bodies and supported businesses.</p> <p>The College will comply with the Late Payment legislation and will review on a contract by contract basis whether such obligations should be enforced and monitored further down its supply chain.</p>
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7. Annual Procurement Report

7.1. Statutory Requirement

In accordance with requirement of the Procurement Reform (Scotland) Act 2014 the College will publish an Annual Procurement Report as soon as practicable after College's financial year end and will describe as required by the Act how it has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the public procurement rules to secure strategic objectives in compliance with the Act.

This report will also provide a commentary on the progress of this Strategy and its Action Plan.

7.2. Contents of our Annual Procurement Report

The Annual Procurement Report in compliance with the Act will contain as a minimum:

- A summary of the regulated procurements that have been completed during the year covered by the Report
- A review of whether these procurements complied with this Strategy
- The extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply
- A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year of the Report including for example; apprenticeships completed, curriculum support activities, business support activities, support to communities and resource efficiencies achieved in terms of materials, waste or water
- A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the Report
- A summary of the regulated procurements the College expects to commence in the next two financial years
- Such other information as the Scottish Ministers may by order specify and where applicable that demonstrate compliance with other legislation that places specific requirements on the College with respect to its procurement activities and the College will also consider including:
 - What it has learned from its consultation and engagement with stakeholders and those affected by its procurements, and what it is doing to respond to these views, including how procurement has furthered the College's work with regard to the General Equality Duty

- What it is doing to improve its performance and impact, drawing on relevant information – for example spend analysis – and what improvements have been achieved since its last report; and
- How it is working with other bodies – for example procurement centres of expertise – to maximise effectiveness and efficiency.

The College will seek to publish its annual procurement report in an inclusive way that takes into account equality and accessibility issues and allows stakeholders to form a clear view of the College's performance.

8. Procurement Action Plan

8.1. Introduction

The Action Plan consists of a number of specific actions and commitments in relation to each of the strategic objectives and their desired outcomes these are also cross referenced to the relevant section of the Procurement and Commercial Improvement Programme (PCIP).

Progress against this Action Plan (see below) will be regularly monitored by the College's Procurement Advisory Group.

As part of the formal annual review of this Strategy, as indicated in section 1 above, this Action Plan will be reviewed and updated as required, to maintain alignment of the College's procurement activity with its broader priorities.

Forth Valley College – Procurement Action Plan

SFC Priority Outcome	<ul style="list-style-type: none"> • Efficient and Sustainable 						
FVC Strategic Plan Value Statement	<ul style="list-style-type: none"> • Leading as a business that is champion for governance, financial control and balanced risk taking • Delivering a whole system approach. Simply effective, efficient and consistent 						
Scottish Model of Procurement Objective	<ul style="list-style-type: none"> • Maximising efficiency and collaboration • Delivering Savings and Benefits 						
Procurement Objective 1	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To maximise collaborative procurement opportunities in the delivery of value for money and efficiency	To maximise the use of collaborative Framework Agreements and Contracts (CAT A, B and C1)	<ul style="list-style-type: none"> • Review expenditure analysis on an annual basis to identify non-pay expenditure not covered by regulated contract 	<ul style="list-style-type: none"> • Scottish Procurement Information Hub/FVC expenditure analysis • APUC Annual Benefits Statement 	Increase uptake of available Collaborative Framework Agreements and Contracts annually (% of collaborative contracts used)	November 2020 then annually thereafter	<ul style="list-style-type: none"> • Dashboard • Assessment Q2.1 • Assessment Q3.3 	
<ul style="list-style-type: none"> • Develop forward contracting plan and identify opportunities to utilise collaborative opportunities 		<ul style="list-style-type: none"> • FVC expenditure analysis 					
<ul style="list-style-type: none"> • Identify any sectoral or regional opportunities to collaborate 		<ul style="list-style-type: none"> • CoEs and other Publicly funded Bodies Contracts Registers 					
		<ul style="list-style-type: none"> • Further embed collaborative procurement into policies and procedures (aligned to Procurement Journey) • Work with relevant College staff to maximise use of Framework Agreements where possible 	<ul style="list-style-type: none"> • FVC procurement policy and procedures • Framework Agreement information on FVC SharePoint site • Periodic departmental review meetings • Quarterly expenditure reports 				

SFC Priority Outcome	<ul style="list-style-type: none"> • Efficient and Sustainable • High Quality Learning • Right Learning in the right place 						
FVC Strategic Plan Value Statement	<ul style="list-style-type: none"> • Leading as a business that is champion for governance, financial control and balanced risk taking • Delivering a whole system approach. Simply effective, efficient and consistent 						
Scottish Model of Procurement Objective	<ul style="list-style-type: none"> • Maximising efficiency and collaboration • Delivering Savings and Benefits 						
Procurement Objective 2	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To further develop a College wide approach to procurement which is co-ordinated, efficient and effective in the achievement of value for money, and which supports the delivery of high quality learning	To increase the number of regulated contracts for College wide use for commonly purchased goods, services and works	<ul style="list-style-type: none"> • Review expenditure analysis to identify categories of goods, services and works which are not currently covered by a College wide contract 	<ul style="list-style-type: none"> • Scottish Procurement Information Hub/FVC expenditure analysis 	Increase the proportion of annual non-pay expenditure covered by a regulated contract (CAT A, B, C or C1)	November 2020 then annually thereafter	<ul style="list-style-type: none"> • Dashboard • Assessment Q3.3 	
		<ul style="list-style-type: none"> • Engage with relevant departments/staff to understand common requirements and develop appropriate procurement strategy (including route to market) • Implement College wide contracts, including appropriate contract management approach 	<ul style="list-style-type: none"> • Stakeholder Focus Groups/Surveys • CoEs and other Publicly funded Bodies Contracts Registers • FVC Contracts Register (website) • FVC SharePoint page (intranet) 	Increase the number of regulated contracts in FVC Contracts Register	November 2020 then annually thereafter		

	To maximise efficiency of processes relating to the requisition and invoicing of goods, services and works	<ul style="list-style-type: none"> Ensure procurement policy and procedures maximise efficiency relevant to value/risk of purchase Maximise use of available electronic processes and tools Reduce the cost of processing orders and invoices throughout the purchasing cycle 	<ul style="list-style-type: none"> Relevant staff/stakeholder survey/feedback FVC procurement policy and procedures P2P purchasing system Procurement Cards PCS/PCS-T P2P purchasing system/Finance system Finance Reports 	Reduce total number of Purchase Orders and Invoices processed per annum	November 2020 then annually thereafter	<ul style="list-style-type: none"> Dashboard Assessment Q2.3 Assessment Q4.1 	
	To improve the awareness of procurement policies and procedures amongst relevant College staff and suppliers through various sources of information	<ul style="list-style-type: none"> Monitor use of short Procurement induction course on Moodle for relevant new staff 	<ul style="list-style-type: none"> HR induction plan Moodle Report 	Total number of FVC staff that have completed the Induction course	July 2021 then annually thereafter	<ul style="list-style-type: none"> Assessment Q1.4 Assessment Q1.5 	
				Outputs of staff and supplier surveys/feedback	November 2020 then annually thereafter		
		<ul style="list-style-type: none"> Undertake periodical review meetings/training opportunities with departments to provide relevant updates 	<ul style="list-style-type: none"> Records of meetings/training sessions held and relevant information discussed. 	Maintain number of training sessions delivered to FVC staff on Procurement topics	November 2020 then annually thereafter		
		<ul style="list-style-type: none"> Improve the awareness of procurement information available for College staff 	<ul style="list-style-type: none"> Periodical department meetings Procurement SharePoint page Relevant staff/stakeholder survey/feedback E-Focus bulletins 	Increase the satisfaction percentage in the Procurement Satisfaction Survey	November 2020 then annually thereafter		

		<ul style="list-style-type: none"> • Improve the awareness of procurement information available for suppliers 	<ul style="list-style-type: none"> • FVC website • Supplier survey/feedback as appropriate • Supplier engagement events 	Maintain the satisfaction percentage in the Procurement Satisfaction Survey (Supplier)	November 2020 then annually thereafter		
	To ensure that our procurement policies and procedures continue to deliver the requirements of the College in an efficient and effective manner	<ul style="list-style-type: none"> • Review approaches to gathering feedback from College staff about the service provided by Procurement and suggestions for improvement • Continue to review and improve our policies and procedures based on feedback received 	<ul style="list-style-type: none"> • Stakeholder Focus Groups/Surveys • Procurement SharePoint Page 	Outputs of staff and supplier surveys/feedback	November 2020 then annually thereafter	<ul style="list-style-type: none"> • Assessment Q1.5 • Assessment Q1.6 • Assessment Q2.3 • Assessment Q3.1 • Assessment Q3.2 	

SFC Priority Outcome	<ul style="list-style-type: none"> • Efficient and Sustainable 						
FVC Strategic Plan Value Statement	<ul style="list-style-type: none"> • Leading as a business that is champion for governance, financial control and balanced risk taking • Delivering a whole system approach. Simply effective, efficient and consistent 						
Scottish Model of Procurement Objective	<ul style="list-style-type: none"> • Maximising efficiency and collaboration • Delivering Savings and Benefits 						
Procurement Objective 3	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of College Strategic Priorities and Objectives	To continue to record savings and efficiencies achieved through procurement activity	<ul style="list-style-type: none"> • Record local savings and efficiencies using agreed sector methodology • Review APUC Annual Benefits Statement for savings and efficiencies achieved through Frameworks 	<ul style="list-style-type: none"> • FVC procurement savings report/Hunter database • APUC Annual Benefits Statement 	Annual Report to Senior Management Team showing overall totals of: <ul style="list-style-type: none"> • Cash Savings • Non-Cash Savings • Added Value 	November 2020 then annually thereafter	Dashboard Assessment Q2.3 Assessment Q2.4	
	To report the benefits delivered by the Procurement function in support of College objectives	<ul style="list-style-type: none"> • Preparation of periodic reports that address the aims and objectives of the College, and the requirements of Procurement Reform (Scotland) Act 2014 • Prepare Annual Report on performance against Procurement Strategy 	<ul style="list-style-type: none"> • FVC procurement savings report/Hunter database • FVC Contracts Register • Stakeholder Focus Groups/Surveys • PCIP report • Forward Contracting Plan 	Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act	November 2020 then annually thereafter	Assessment Q1.2 Assessment Q2.4	

	<p>To seek to continually improve supplier performance through the management of performance on contracts</p>	<ul style="list-style-type: none"> • Seek feedback from College staff/departments on key suppliers/contracts • Hold periodic supplier reviews with key suppliers and discuss feedback and/or provide feedback to relevant CoE's for Framework Agreements • Seek supplier feedback on performance and opportunities to deliver further improvements 	<ul style="list-style-type: none"> • Stakeholder Focus Groups/Surveys • Contract KPI's/SLA's • Supplier feedback/performance improvement reports 	<p>Maintain level of staff satisfaction/positive feedback on supplier performance from Focus Groups and Surveys</p>	<p>July 2021 then annually thereafter</p>	<p>Assessment Q3.1 Assessment Q3.2 Assessment Q3.3</p>	
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SFC Priority Outcome	<ul style="list-style-type: none"> • Efficient and Sustainable 						
FVC Strategic Plan Value Statement	<ul style="list-style-type: none"> • Leading as a business that is champion for governance, financial control and balanced risk taking 						
Scottish Model of Procurement Objective	<ul style="list-style-type: none"> • Delivering Savings and Benefits • Maximising efficiency and collaboration • Embedding Sustainability in all we do 						
Procurement Objective 4	Target/Outcome	Main Actions	Benchmark Data/Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To embed relevant and appropriate procurement strategies to manage or reduce risk to the College.	To understand risks relating to key suppliers/contracts and implement relevant management approach	<ul style="list-style-type: none"> • Embed risk as a key consideration when developing contract/commodity strategy • Through detailed spend analysis, identify supplier/contract risk levels and determine appropriate tactical and strategic approaches to supply markets and contract management • Review the procurement risk register regularly to collate and manage all identified procurement risks • Communicate appropriate risks to Senior Management Team for inclusion in College Risk Register 	<ul style="list-style-type: none"> • FVC Commodity Procurement Strategy in conjunction with relevant FVC staff • FVC Expenditure Analysis 	Review procurement risk register regularly	Quarterly	Dashboard Assessment Q1.5 Assessment Q1.6 Assessment Q3.1	

	To reduce the College's exposure to any forms of risk relating to procurement activity	<ul style="list-style-type: none"> • Embed risk management processes into Policy and Procedures, including: <ul style="list-style-type: none"> - Schemes of Delegation - Conflict of Interest - Gifts and Hospitality - Counter Fraud • Continue to communicate Policy and Procedures to all FVC staff involved in procurement activity 	<ul style="list-style-type: none"> • FVC procurement policy and procedures • Procurement SharePoint page (intranet) • Periodical departmental meetings • Moodle induction 	Maintain total number of FVC staff that have completed the Induction course	July 2021 then annually thereafter		
				Maintain number of training sessions delivered to FVC staff on Procurement topics	July 2021 then annually thereafter		

SFC Priority Outcome	<ul style="list-style-type: none"> • Efficient and Sustainable • High Quality Learning • A developed workforce • Equalities 						
FVC Strategic Plan Value Statement	<ul style="list-style-type: none"> • Cultivating a vibrant learning organisation where learners develop skills, achieve qualifications valued by industry and progress seamlessly • Instilling an energy and passion for our people, celebrating success and innovation • Enhancing our position as the business and community partner of choice 						
Scottish Model of Procurement Objective	<ul style="list-style-type: none"> • Embedding Sustainability in all we do • Improving supplier access to public contracts 						
Procurement Objective 5	Target/Outcome	Main Actions	Benchmark Data/ Sources	KPI/Measure	Target Date for Review	PCIP Ref	RAG
To embed sound economic, social and environmental procurement policies and to comply with relevant Scottish, UK and EU legislation in performance of the Sustainable Procurement Duty.	To maximise the economic, social and environmental outcomes from our procurement activity	<ul style="list-style-type: none"> • Embed sustainability considerations into relevant commodity procurement strategies through the use of the Sustainability Test (including Sustainable Procurement Duty considerations) • Identify and maximise Community Benefit opportunities from contracts where appropriate • Award a contract to at least one Supported Business • Seek to maximise opportunities for SMEs and local businesses, particularly for below regulated procurement opportunities 	<ul style="list-style-type: none"> • Scottish Government Public Procurement Prioritisation Tool • FVC Commodity Procurement Strategy in conjunction with relevant FVC staff • FVC Contracts Register (website) • FVC procurement policy and procedures • PCS/PCS-T 	<ul style="list-style-type: none"> • Measure of sustainability benefits secured in contracts awarded, including Sustainable Procurement Duty considerations 	November 2020 then annually thereafter	Dashboard Assessment Q1.2 Assessment Q2.2 Assessment Q2.4	
				<ul style="list-style-type: none"> • Award a contract to a Supported Business 	November 2020 then annually thereafter	Dashboard Assessment Q2.4	

	To support the achievement of the College's overall Sustainability targets and objectives	<ul style="list-style-type: none"> Actively participate in the College Sustainability Committee Report on economic, social and environmental outcomes from our procurement activity Maintain Level 2 of Flexible Framework as a minimum Communicate Sustainable Procurement objectives to College stakeholders 	<ul style="list-style-type: none"> Sustainability Committee actions/Sustainable Procurement KPI's Summary of outcomes contained in Award Recommendation Report Annual Report Flexible Framework Assessment/Action Plan Procurement SharePoint page 	<ul style="list-style-type: none"> Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act 	November 2020 then annually thereafter	Assessment Q1.2	
			<ul style="list-style-type: none"> Maintain Level 2 of Flexible Framework 	July 2021 then annually thereafter			
	Increase supplier engagement in relation to FVC's sustainable procurement objectives	<ul style="list-style-type: none"> Improve information available to suppliers on how to do business with the College, and sustainability objectives Attend supplier engagement events in the Forth Valley area, such as Meet the Buyer 	<ul style="list-style-type: none"> FVC website Supplier survey/feedback as appropriate Supplier engagement events 	<ul style="list-style-type: none"> Maintain the satisfaction percentage in the Procurement Satisfaction Survey 	November 2020 then annually thereafter	Assessment Q2.4	

Procurement Objective	KPI	Target 20/21
1	Increase uptake of available collaborative FW Agreements (% of collaboration frameworks used)	65%
2	Increase the proportion of annual non-pay expenditure covered by a regulated contract	78%
	Increase the number of regulated contracts in FVC Contracts Register	33*
	Reduce total number of PO's and Invoices processed per annum	Reduce P.Os by 100; Reduce Invoices by 100
	Total number of FVC staff completed induction course	6
	Outputs of Staff and supplier surveys/feedback (Staff)	97%
	Number of Training sessions delivered to FVC Staff on Procurement Topics	16
	Internal staff - increase the satisfaction percentage in the Procurement Survey	97%
	Supplier - maintain the satisfaction percentage in the Procurement Satisfaction Survey	100% satisfied
	Outputs of staff and supplier surveys/feedback (Supplier)	100% satisfied
3	Annual report to SMT – showing cash savings Non cash savings Added value	November 2020
	Annual report showing achievement of strategic objectives in line with requirements of Procurement Reform (Scotland) Act	November 2020
	Level of staff satisfaction/positive feedback on supplier performance from Focus Groups and Surveys	Maintain Level of Positive Feedback – 100%
4	Review Procurement Risk Register regularly (update to show Bi-annually)	Review March 2021
	Total no. of FVC staff that have completed induction course	Maintain Level - 6
	No. of training sessions delivered to FVC staff on different Procurement topics	Maintain level - 16
5	Measure of sustainability benefits secured in contracts awarded, including Sustainable Procurement Duty considerations	3
	Award a contract to a Supported Business	1
	Annual Report showing the achievement of strategic objectives in line with the requirements of the Procurement Reform (Scotland) Act	November 2020
	Maintain Level 2 of Flexible Framework	July 2021
	Maintain the percentage in the Procurement Supplier Satisfaction Survey	Maintain Level of Positive Feedback – 100%

*Targets for 18/19 and 19/20 for this KPI were higher due to the increase in tendering for the new Falkirk Campus. This target has now resumed to a normal level in line with return to business as usual.