

Board of Management

Finance & Physical Resources Committee

Date of Meeting	Wednesday 21 November 2018
Paper No.	FPRC2-H
Agenda Item	10
Subject of Paper	Annual Procurement Report 2016 -2018 v2
FOISA Status	Disclosable
Primary Contact	Deborah Fagan, Procurement Manager ELT Member – Stuart Thompson, Vice Principal Corporate Services
Date of production	12 November 2018
Action	For Review

1. Recommendations

The Committee is asked to review the Annual Procurement Report 2016 - 2018 and feedback any changes before publishing on the College website and notifying First Ministers of the publication.

2. Purpose of report

The purpose of this report is to provide a draft of the Annual procurement Report 2016 - 2018 to the Finance & Physical Resources Committee before its publication.

3. Context

As part of the procurement Reform (Scotland) Act 2014, City of Glasgow College are required to prepare a Procurement Strategy as it has an estimated total value of regulated procurement spend of £5 million or more (excluding VAT) in a financial year. Our Procurement Strategy was published in December 2017. Further to this we must also publish an Annual Procurement Report. The Procurement Reform (Scotland) Act 2014 sets out what, as a minimum, each annual procurement report must contain:

- summary of the regulated procurements that have been completed during the year covered by the report,
- a review of whether those procurements complied with the College's procurement strategy,
- to 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 covered by the report,
- 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.

4. Impact and implications

Failure to publish an Annual Procurement Report is a direct non-compliance with the requirements of the Procurement Reform (Scotland) Act 2014.



Annual Procurement Report

2016 - 2018

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Charity Number: SC0 36198

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 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 1st August 2016 to 31 July 2018 and addresses performance and achievements in delivering the City of Glasgow College organisational procurement strategy².

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the authority'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.

City of Glasgow College has analysed third party expenditure and has identified that over the period(s) covered by this report the following expenditure has occurred:

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 & services (or £2,000,000 excluding VAT for a public works contract).

² Insert Strategy Link

- EU regulated procurements [goods and services worth more than £164,176; works worth more than £4,104,394³] amounted to £4,272,256. There were 16 such procurements completed⁴.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,818,664. There were 19 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex A of this report.

City of Glasgow College has over 1154 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £18,993,325 - £12,377,979 of which was regulated expenditure and £6,615,346 on non-regulated.

The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 45% of the College spend went through collaborative agreements. The sector target for collaborative spend is 40%.

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary.

- 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

³ Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2018

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

- Section 6: Sustainable Procurement Duty
- Section 7: ePurchasing System (PECOS)
- Section 8: Procurement & Commercial Improvement Programme (PCIP)
- Section 9: Stonewall Workplace Equality Index

This report has been produced by Deborah Fagan, Procurement Manager and approved by City of Glasgow College Finance & Physical Resources Committee on 21st November 2018.

Section 1: Summary of Regulated Procurements Completed

City of Glasgow College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.

The detailed summary of regulated procurements completed is set out in Annex A. That information, coupled with the publication of the institutional Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=31>) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In Annex A, information is set out to show lower value regulated procurements completed and EU regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

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

Section 2: Review of Regulated Procurement Compliance

Where appropriate, City of Glasgow College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).

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.

In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part our Procurement Improvement Report (PIR) that identifies improvements and seeks opportunity for further improvements with the procurement function, process and outcomes over time. The PIR also links to the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the HEFE sector is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented.

The following table sets out our compliance and performance with regards to our Procurement Strategy Objectives.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
To sustain and further develop partnerships within the sector, with	The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Glasgow Clyde College and Glasgow Kelvin College organisations to deliver local collaborative contracts.</p> <p>The institution actively engages with other bodies through HE and FE specific events and Scottish public-sector events.</p>
<p>To work with internal and external stakeholders to deliver innovation and best value to the College.</p>	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>City of Glasgow College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting - is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The College has collaborated with Glasgow Clyde College and Glasgow Kelvin College on a number of tenders. The three Colleges form a regional procurement team called GRPT (Glasgow Regional Procurement Team). The Procurement Manager at City of Glasgow College analyses spend for every category and then populates the local forward contracting plan with tender opportunities. The Head of the Glasgow Regional Procurement Team is then able to identify with the other Colleges forward contracting plans the collaborative tendering opportunities.</p> <p>Regional Collaboration in procurement across the Glasgow Region has meant that it has been made viable, to create a</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	<p>regional category based Procurement Team, managed collaboratively for the Colleges on the region's behalf by APUC Ltd, the sector's Centre of Procurement Expertise. Undertaking regional tenders has also brought significant efficiency savings within the Colleges from going to market once rather than several times over, while also benefiting from the increased market leverage this brings. The commodities covered have included Library systems, sports kits, art kits, security services, catering kits, PPE and waste management to name but a few. This has also benefited the supplier market as they can operate more efficiently by having to prepare a lesser number of bids, enabling them to supply to the public sector at lower cost.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category based contract and supplier management routines to monitor performance and introduce any improvements required.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
throughout the life of contracts for the benefit of customers and students.	
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance conducted through fair and transparent processes.	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub (Spikes Cavell), Hunter (including Contracts Registers) and the emerging APUC Procurement Data Dashboard (planned to be available for use in 2018).</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
To embed sound ethical, social and environmental policies within the	Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Prioritisation, APUC's Supply Chain Code of Conduct, and Sustain.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. 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 it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender. The College itself is an accredited Living Wage Employer.</p> <p>In line with the provisions of the Modern Slavery Act 2015 (the Act), the College is committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.</p>

City of Glasgow College has procurement process 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 immediately above.

Section 3: Community Benefit Summary

For every procurement over £4m, City of Glasgow College will consider 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.

The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement - on a case-by-case basis the question is asked, 'could a community benefit clause be usefully included'? 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.

Bidders 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.

City of Glasgow College has awarded 35 regulated procurement contracts over the reporting period. None of these were over £4 million in value however in the reporting period, the following community benefits from contracts below the value of £4 million were fulfilled:

1. Improving student experience and development:
 - Work experience placements
 - Career Talks
 - Interview Preparation and Coaching
 - Course related site visits and presentations

2. SME and Third Sector Engagement and Social Value
 - Work placement in conduction with Skills Development Scotland
 - Work placement in conduction with Princes Trust
 - Free provision of food, cutlery and crockery for various charities including You Matter and Homeless Glasgow

- A supply chain free of modern slavery and conforming to the suppliers code of conduct

Section 4: Supported Business

For all Procurements, regardless of value, City of Glasgow College's Procurement Service consider whether the goods or services could be fulfilled by a Supported Business whilst remaining compliant with EU, Scottish Procurement Legislation and internal Procurement Procedures, and ensuring value for money for the College. We review the Support Business register currently available and published by Ready for Business (<http://readyforbusiness.org/>) and cross reference the operating areas of listed businesses against the procurement requirements.

City of Glasgow College placed 1 contract with Supported Business, Haven Products Limited for PPE and Uniforms in 2016 for a period of 2 years at a value of £57,000.

Section 5 – Future Regulated Procurements

City of Glasgow 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 Annex B should be viewed with this caveat in mind. Where possible, City of Glasgow College will use available Collaborative Frameworks.

The information provided in Annex B covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement

- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Section 6 - Sustainable Procurement Duty

In compliance with the Sustainable Procurement Duty City of Glasgow College continues to give consideration to 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 SME's, third sector bodies and supported businesses in our procurement activities and in so bringing benefit not only the College but the wider community.

	16/17		17/18	
	Spend	No. of Suppliers	Spend	No. of Suppliers
SME's	£6,067,625 (60%)	434	£5,203,593 (41%)	495
Supported Businesses and 3 rd Sector Bodies	£102,191 (1.01%)	22	£113,651 (1.06%)	26

The College are concerned with the reduction in spend with SME's due to the potential barriers within the tender process. To combat this barrier the Procurement Service offer Supplier Engagement Days to offer guidance and advice the organisations in completing the tender process where relevant. They also provide details of the Supplier Development Programme, an organisation set up to provide free support to Scottish SME's and 3rd Sector Organisation in all aspects of tendering, in their tender documents.

The College is working in partnership with SENSCOT and Partnership for Procurement to further explore opportunities to engage with SME's, third sector bodies and supported businesses.

SENSCOT are an organisation set up to work with social enterprises in Scotland to ensure they have the support they need to delivery positive outcomes in their communities.

Partnership for Procurement, working in partnership with SENSCOT, is a new initiative which supports social enterprises and third sector organisations to build partnerships and consortia to better access public procurement and other contracting opportunities.

To support compliance with the duty the College will continuously 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 as well as APUC's Code of Conduct, Sustain and Electronics Watch where relevant and proportionate to the scope of the procurement.

To achieve and document our compliance with the Sustainable Procurement Duty City of Glasgow College has adopted APUC's Sustainability Test which is included within our Project Strategy Document. The Project Strategy Document must be completed by the Procurement Service, in conjunction with the internal stakeholders, for every Tender over the value of £50,000.

The College have signed up to the APUC Supply Chain Code of Conduct declaration and include this within all Competitive Tenders conducted by the Procurement Service. We are extending this by ensuring all new suppliers adopted within our electronic purchasing system (PECOS) sign up to the Supply Chain Code of Conduct.

The Sustain portal provided by APUC Ltd is a central hub where all education sector suppliers can complete and store sustainability compliance data. This portal is the core supply chain sustainability tool supporting institutions and our suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain. The Procurement Service has invited our Catering Suppliers - Baxter Storey and Our Sports Kits Suppliers - Kukri to sign up to Sustain.

City of Glasgow College are also a member of the Electronics Watch Consortia. Electronics Watch provides a structure compliant with EU public procurement legislation to investigate, monitor and address labour issues in IT products supplied to public buyers. It is designed to utilise the collective power of buyers across Europe, whilst remaining independent of any brands or suppliers.

Section 7 – ePurchasing System (PECOS)

City of Glasgow College moved to a fully electronic ordering system on 1st August 2018. The College currently has 682 Suppliers adopted on their ePurchasing system (PECOS).

By fully implementing the ePurchasing System this will provide City of Glasgow College with full visibility and control over non salary expenditure therefore reducing non-compliance with Regulations and internal Procedures. In addition, a fully implemented ePurchasing System will assist City of Glasgow College in achieving a higher score in their next PCIP Assessment.

Over the period covered by this report ePurchasing activity has increased and will continue to do so.

	16/17	17/18	Aug 18 - Oct 18
No. of Users	278	286	302
No. of Suppliers	246	514	682
No of Purchases Orders	1082	1564	1901
Value of Orders	£358,581	£769,970	£2,626,600

Section 8 - Procurement & Commercial Improvement Programme (PCIP)

City of Glasgow College’s PCIP assessment took place on 12th December 2016 achieving a score of 77% and a banding of Gold.

Summary Statement:

A score of 77% was achieved falling into the Gold band. The scoring demonstrates excellent performance across all 4 assessment areas. It is evident that the senior management support along with embedded processes and reporting has created a strong procurement function within the college. All assessment areas are expected to increase in score by the time of the next assessment in 2018/19. The increase in 'Contract' will be supported with the roll out of the CSM process and Key Purchasing Processes once a new finance and epurchasing system is in place.

The Assessment covers 4 main areas of the procurement function -

Leadership and Governance

- Procurement Representation and Influence
- Procurement Strategy
- Learning & Skills: Resource & Skills
- Learning & Skills: Capability
- Continuous Improvement of Procurement Activity
- Internal Control Systems, Risk Management, and Fraud Awareness and Prevention

Development and Tender

- Spend and Market Analysis
- Specification
- Evaluation Criteria
- Sustainability

Contract

- Contract & Supplier Management
- Contractual Obligations & Additional Benefits

Key Purchasing Processes

- Goods Receipt and Payment Process

The progress over the last financial year and the continued progress made by the Procurement Service will enable City of Glasgow College to achieve a higher score in the next round of PCIP Assessments due in early 2019.

Section 9 - Stonewall Workplace Equality Index

The Stonewall Workplace Equality Index is Britain's leading benchmarking tool for employers to assess LGBT inclusion within their organisation and through their supply chain in compliance with the Equality Act 2010 and The Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012.

Participating employers demonstrate their work in 10 areas of employment policy and practice, Procurement being one of those areas.

The procurement section of the assessment comprises of 4 questions and examines how the College affects change in its supply chain. The questions scrutinise the steps taken to ensure LGBT inclusive suppliers are procured and held account. The 4 questions cover the following areas:

- Procurement team training in relation to Diversity and Inclusion outcomes, inclusive of LGBT equality.
- How the organisation scrutinises suppliers in the tender process in regards to; whether they have a policy which explicitly bans discrimination/bullying and harassment based on sexual orientation or gender identity; and
- Whether they have equality training which is explicitly inclusive of sexual orientation and gender.
- How the organisation holds contracted suppliers to account within contract management and how they monitor and analysis LGBT related feedback on suppliers.
- How the organisation engages or collaborates with its suppliers in relational to joint LGBT diversity and inclusion training, inviting suppliers' employees to take part in LGBT employee network group events, joint community outreach projects targeting LGBT people and sharing best practice and policy around LGBT inclusion.

The Colleges performance within the Procurement Section of the Stonewall WEI over the past 3 years is as follows:

	Procurement Section Score				
	CoGC Score	Overall Average	Sector Average	Top 100 Average	Difference from top
2016	5 / 18	5	5	11	-6
2017	12 / 18	6	5	12	0
2018	15 / 17	5	5	12	+3

Due to the success of the College within the Procurement Section, Stonewall Scotland have invited the Colleges Procurement Manager and ED&I Manager to their Workplace Equality Index best practice seminar and awards event and the Stonewall Conference to showcase their efforts in procuring LGBT inclusive Suppliers. The College have shared best practise in this area with Skills Development Scotland to assist them with improvements in this area.

The approach taken in procuring LGBT inclusive Suppliers will be applied to all protected characteristics in compliance with the Equality Act 2010 to improve our service provision and ensure fair working practises.

City of Glasgow College recently won the ‘Diversity in the Public Sector’ award at the 2019 Herald Diversity Awards for this initiative.

Annex A List of Regulated Procurements Completed in the Reporting Period 8/16 – 7/18

Compliant

The list below contains no Supported Businesses.

Category Subject	Supplier name	SME status	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract period
Electronic Components - Lot 2 Tools & Fixings	1.City Electrical Factors 2.Rapid Electronics Ltd 3.Rexel UK Ltd 4.RS Components 5.Screwfix Direct 6.YESSS LTD	1.Large 2.Medium 3.Large 4.Large 5.Large 6.Medium	01/11/16	B	01/11/16	31/10/20	£399,000
Manned Security Services	MITIE Security Ltd	Large	08/08/16	C1	01/09/16	31/08/20	£386,075
Waste Management Services	William Tracey Group	Large	25/07/16	C1	15/08/16	14/08/20	£345,276
Cleaning materials and Disposable Paper Products	Bunzl Cleaning & Hygiene Supplies	Medium	03/04/18	B	03/04/18	02/04/2022	£320,000
Grocery Provisions and Chilled Foods	1. Bako North Western (Group) Ltd 2. Brakes Bros 3.BFS Group Limited T/A Bidvest 3663	1. Medium 2. Large 3. Medium	05/09/16	B	05/09/16	04/09/20	£300,000
Supply and Delivery of Catering Kits	Russums Ltd	Small	30/07/18	C1	01/08/18	01/08/22	£299,390
Supply of Citrix Licenses and Support	Phoenix Software Limited	Large	08/05/18	B	30/03/18	01/04/21	£285,999

Category Subject	Supplier name	SME status	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract period
Provision of Reprographics devices	Xerox (UK) Ltd	Large	04/07/16	A	01/08/16	31/07/21	£254,746
Provision of Taxi and Private Vehicle Hire Services	Glasgow Taxis Limited	Medium	22/06/17	C1	01/07/17	30/06/21	£250,000
Supply and Delivery of Sports Kits	Kukri	Large	10/07/17	C1	05/06/17	04/06/21	£248,570
Electronic Components - Lot 1 Electronic Components	1.City Electrical Factors 2.Rapid Electronics Ltd 3.Rexel UK Ltd 4.RS Components	1.Large 2.Medium 3.Large 4.Large	01/11/16	B	01/11/16	31/10/20	£244,000
Supply of Microsoft Licenses	Softcat Plc	Large	13/04/18	B	01/03/18	28/02/21	£210,000
HR/Payroll System	Midland Software Limited (MHR INTERNATIONAL UK LIMITED)	Large	06/04/17	B	18/04/17	17/04/23	£200,000
Student Records System	Capita Business Services Ltd	Large	01/08/16	C	01/08/16	31/07/18	£186,000
Supply, Delivery, Build and Commissioning of a Pneumatic Training Rig	Deltatecnix	Small	10/05/18	C	24/08/18	24/08/2021	£178,000
Finance System	Symmetry Ltd	Small	14/02/17	B	01/04/17	31/03/24	£165,200
Personal Protection Equipment	Bunzl Greenham	Large	10/07/18	C1	11/07/18	09/07/22	£160,000

Category Subject	Supplier name	SME status	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract period
Supply, Delivery and Maintenance of Cleaning Equipment	GT Cleaning Machines Ltd	Small	04/08/16	C	15/08/16	14/08/20	£150,000
Student Records System	Capita Business Services Ltd	Large	21/08/19	C	01/08/18	31/12/19	£127,847
Software License Resellers - Adobe Licenses	EDUSERV	Medium	22/08/18	B	14/08/18	13/08/21	£127,131
Photography Equipment and Consumables	1.WexPhoto Video 2.Creative Video Productions	1. Medium 2. Medium	28/09/17	B	28/09/17	30/11/19	£120,000
Trade Materials Lot 3 - General Ironmongery, Fixings, Adhesives, Sealants and Silicons	1. DECCO LIMITED T/A WHITE MILNE & CO 2. JEWSON LIMITED 3. S.I.I.S. LIMITED	1. Medium 2. Large 3. Medium	08/05/18	B	17/02/18	26/02/22	£110,000
Travel Management Services, Lot 3 -Student (Group) Travel Services	STA Travel	Medium	20/04/18	B	18/05/18	17/05/19	£100,000
Provision of Internal Audit Services	Henderson Loggie	Medium	21/09/16	C1	22/09/16	21/09/21	£100,000
Provision of a Childcare Vouchers Scheme	Edenred (UK Group) Ltd	Medium	05/10/17	B	05/10/17	31/10/18	£100,000
Supply & Delivery of Pre-Printed Smart Cards	Hambleside Merchandise	Medium	22/02/18	B	19/02/18	28/02/2022	£98,600
Engine Room Simulator Classroom	Transas Marine (UK) Ltd	Large	07/04/17	C	07/04/17	07/04/19	£90,000
Software Licence Resellers, Microsoft	SOFTCAT PLC	Large	15/03/17	B	01/02/17	31/03/18	£78,121
Supply and Delivery of Catering Kits	E.Russums & Sons Ltd	Small	27/06/17	C1	10/07/17	09/07/18	£75,196

Category Subject	Supplier name	SME status	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date	Value over contract period
Employee Counselling Services	People Asset Management Group Ltd	Small	08/07/18	B	08/09/18	07/09/21	£75,000
Supply, Delivery, Installation, Commissioning, and Maintenance of Built Environment Workshop Machinery	Dalton Wadkin	Small	28/07/16	C	29/07/16	29/11/18	£73,000
Supply, Delivery, Installation and Maintenance of a CNC Router	Dalton Wadkin	Small	06/07/16	C	06/07/16	05/07/20	£65,000
Supply, Delivery and Installation of an Oil Fired Steam Boiler	Nicol Boilers	Small	14/08/17	C	14/08/17	13/08/19	£61,767
Supply of Catering Dairy	Grahams The Family Dairy Ltd	Medium	11/06/18	B	13/06/18	25/10/19	£57,000
Supply of Periodicals	LM Information Delivery UK Ltd	Small	01/01/17	B	01/01/17	31/12/20	£50,000

Non-Compliant

Listed below non-compliant spend over the regulated threshold during the reporting period. Reasons for the non-compliant spend are as follows - lack of procurement resource, stakeholder lack of knowledge of regulations, legacy agreements. All non-compliant spend has now been identified and reported to our Board of Management. We are currently working on areas of this non-compliant spend with the remainder on our future tender plan.

Category Subject	Supplier Name	Value over Reporting Period	Proposed Solution
Digital Media - Search Engine Optimisation	Dog Digital Limited	£163,652	Tender Published
Fire Fighter Training for Cadets	BABCOCK FLAGSHIP LTD	£214,642	Tender in preparation
Fresh Meat	Fresh Select	£90,013	Tender in preparation
Promotional Items	Streamline Corporate	£85,864	Tender in preparation
Occupational Health Services	INTEGRAL OCCUPATIONAL HEALTH LTD	£83,036	Tender in preparation
NEBOSH Training	G & A WILSON	£57,196	Tender in preparation
NOCN Training	NOCN	£50,171	Tender in preparation
Fruit and Vegetables	URBAN GROCER	£93,104	On Future Tender Plan
Fresh Fish	THE FISH PEOPLE SCOTLAND LTD	£78,296	On Future Tender Plan
Catering Disposables	ALLIANCE DISPOSABLES LTD	£68,022	On Future Tender Plan
Life Insurance	LEGAL & GENERAL ASSURANCE SOCIETY	£62,476	On Future Tender Plan
Non Digital Advertising	NEWSQUEST MEDIA GROUP	£61,018	On Future Tender Plan

Category Subject	Supplier Name	Value over Reporting Period	Proposed Solution
Temporary and Interim Staff	HUDSON GLOBAL RESOURCES LTD	£95,537	No using Framework
HR Consultancy	KEITH ROSS	£92,064	No longer using
HR Payroll System	Wealden Computing Services	£138,505	Compliant Contract now awarded
Events Management	STARK EVENTS	£71,577	Compliant Contract now awarded

Annex B List of Regulated Procurements planned to commence in next two F/Ys 18/19 & 19/20

Category Subject	Owner: Cat A/B/C or C1	New/Re- let	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value	Likely Duration
The Provision of Catering Services	C	Re-Let	Aug-19	Feb-20	Feb-20	£8,000,000	4 Years +1 +1
Travel Management Services - Staff & Student, Travel & Accommodation	B	Re-Let	N/A - Framework	May-19	May-19	£1,000,000	3 Years +1
Provision of Temporary and Interim Staff - Admin, Interim Professionals & Catering/Manual	B	Re-Let	N/A - Framework	Apr-19	Apr-19	£1,000,000	3 Years +1
Hair and Beauty Products & Services	C1	Re-Let	N/A - Framework	Jan-20	Jan-20	£600,000	3 Years +1
Sign Language Interpreters	B	New	Jan-19	Apr-19	May-19	£400,000	3 Years +1
IT Related Accessories and Parts (ITRAP)	B	Re-Let	N/A - Framework	May-20	May-20	£400,000	3 Years +1
Fire Fighting Training	A	New	Feb-19	Jun-19	Jul-19	£380,000	3 Years +1
Network Service - Telephones - Rental & Calls, Digital Infrastructure.	B	Re-Let	N/A - Framework	Jun-19	Jun-19	£350,000	3 Years +1
Non Digital Media (Advertising)	B	New	N/A - Framework	Apr-19	Apr-19	£320,000	3 Years +1 +1
Student Records System	A	Re-Let	N/A - Framework	Apr-19	Apr-19	£300,000	5 Years +1 +1
Liquid Fuel - Heating oil	B	Re-Let	N/A - Framework	Sep-19	Sep-19	£300,000	3 Years +1
Desktop Client Devices	A	Re-Let	N/A - Framework	Dec-19	Dec-19	£300,000	3 Years +1

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value	Likely Duration
Apple Equipment & Services	B	Re-Let	N/A - Framework	Mar-20	Mar-20	£300,000	3 Years +1
Associate Trainers	A	New	Dec-19	May-19	May-19	£260,000	3 Years +1 +1
Provision of Public Affairs Services	C	Re-Let	Dec-19	Apr-19	May-19	£250,000	4 Years
The Provision of an Specialist Façade Cleaning	C	New	Jan-19	Jul-19	Jul-19	£244,000	3 Years +1
Supply of Catering Dairy	B	Re-Let	N/A - Framework	Sep-19	Sep-19	£228,000	3 Years +1
External Lets and Venues	B	New	N/A - Framework	May-20	May-20	£228,000	3 Years +1
Grounds Maintenance	A	New	Dec-18	Apr-19	May-19	£200,000	3 Years +1
General Stationery & Office Paper Agreement	A	Re-Let	N/A - Framework	May-20	May-20	£200,000	3 Years +1 +1
Tablet Client Devices	A	Re-Let	N/A - Framework	May-20	May-20	£200,000	3 Years +1
Supply and Delivery of Sanitary Product	B	Re-Let	N/A - Framework	Nov-18	Nov-18	£154,000	3 Years +1
The Provision Legal Services - One Stop Shop	B	Re-Let	N/A - Framework	Apr-19	Apr-19	£140,000	3 Years +1
MCA Approved Training for Nautical Cadets - STCW Courses	A	New	Apr-19	Sep-19	Sep-19	£120,000	3 Years +1
Cadet Uniforms	C	New	Mar-19	Jun-18	Jun-18	£120,000	4 Years
Photography Equipment and Consumables	B	Re-Let	N/A - Framework	Nov-19	Nov-19	£120,000	3 Years +1

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value	Likely Duration
Medical, First Aid and Teaching Supplies for Course Delivery	B	New	N/A - Framework	Feb-19	Feb-19	£100,000	3 Years
Portable Appliance & Fixed Wire Testing	B	Re-Let	N/A - Framework	Mar-19	Mar-19	£100,000	3 Years + 1
The Supply and Delivery Building Materials	B	Re-Let	N/A - Framework	Mar-19	Mar-19	£100,000	3 Years +1
Technology Products	B	Re-Let	N/A - Framework	Oct-19	Oct-19	£100,000	3 Years +1
Mobile Client Devices	A	Re-Let	N/A - Framework	Oct-19	Oct-19	£100,000	3 Years +1
The Provision of Coach Hire Services	C1	Re-Let	N/A - Framework	Jun-20	Jun-20	£100,000	3 Years +1
Supply & Delivery of Catering Disposables	B	New	N/A - Framework	Feb-20	Feb-20	£85,000	3 Years +1
The Supply and Delivery of Timber Products	B	Re-Let	N/A - Framework	Mar-19	Mar-19	£80,000	3 Years +1
The Supply of Fresh Bakery Products	B	Re-Let	N/A - Framework	Aug-19	Aug-19	£80,000	3 Years +1
Educational Psychologists	C	New	Nov-19	May-20	May-20	£80,000	3 Years +1
Network Services - Internet Connection for Student Accommodation	B	New	N/A - Framework	Feb-19	Feb-19	£60,000	3 Years
The Provision of a Radio Frequency Identification (RFID) System and Associated Goods and Services	C	Re-Let	Mar-19	Aug-19	Aug-19	£55,000	3 Years +1

Category Subject	Owner: Cat A/B/C or C1	New/Re- let	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value	Likely Duration
Supply and Delivery of Audio-visual Production & Presentation Services for events	C	New	Feb-20	May-20	May-20	£50,000	3 Years +1

Local Collaboration with Glasgow Regional Procurement Team

The future tenders listed below will be conducted in collaboration with Glasgow Clyde College and Glasgow Kelvin College

Category Subject	Owner: Cat A/B/C or C1	New/Re- let	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value for CoGC	Likely Duration
External Print	B	Re-Let	N/A - Framework	Mar-19	Mar-19	£400,000	4 Years
Manned Security Services for Student Accommodation	B	Re-Let	N/A - Framework	Aug-20	Aug-20	£400,000	3 Years +1
Waste Management Services	B	Re-Let	N/A - Framework	Jul-20	Jul-20	£350,000	3 Years +1 +1
Promotional Goods	B	New	N/A - Framework	Mar-19	Mar-19	£240,000	4 Years
Occupational Health	A	New	Feb-19	Jun-19	Jun-19	£220,000	4 Years

Annex C - Glossary of Terms

A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none">• Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none">• Scottish Procurement• Advanced Procurement for Universities and Colleges• Scotland Excel• NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC - Advanced Procurement for Universities and Colleges Ltd is a procurement centre of expertise for Universities and Colleges.

APUC's Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

BT14 - Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste - packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction

Social, equality and / or environmental improvements

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc.).

Cost Avoidance The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management

activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

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

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

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

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

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

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

Institutional Dashboard - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts

Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

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

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years - this is next due on 01/01/2018.

Output Specification requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

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

PCS-Tender is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass -

- **Micro enterprises:** enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- **Small enterprises:** enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- **Medium enterprises:** enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

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

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Supported employment programme means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

Sustain - is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

Sustainable Procurement A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods - tangible products such as stationery, which are often also known as supplies. Services - provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works - including construction works and utilities - energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

Document Control and Review

Approval Status	To be approved
Approved by	Stuart Thompson, Vice Principal Corporate Services
Date Approved	
EQIA Status	EQIA Conducted? Yes: X No: <input type="checkbox"/>
Proposed Review Date	September 2019
Lead Department	Procurement Service
Lead Officer(s)	Deborah Fagan, Procurement Manager
Board Committee	Finance & Physical Resources Committee
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Revision Log

Version Date	Section	Description
12/11/18	Document Creation	