



Annual Procurement Report

2019 - 2020

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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 to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 1st August 2019 to 31 July 2020 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 College, 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 College may need to adjust.

City of Glasgow College has analysed third party expenditure and has identified that over the period 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 Strategy - <https://www.cityofglasgowcollege.ac.uk/sites/default/files/CoGC%20Procurement%20Strategy%202020-2022%20v1.1.pdf>

- EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252³] amounted to £5,261,874. There were 9 such procurements completed⁴.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £908,142. There were 11 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 765 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £9,121,960 - £5,168,763 of which was regulated expenditure, £2,049,218 on non-regulated expenditure and £1,903,978 on non-influencable expenditure.

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. 60% of the College spend went through collaborative agreements.

47% was spent with SME's who constitute 52% of the total of active suppliers. 79 SME's feature in the award of regulated procurements.

This report comprises 10 sections, the first five cover mandatory reporting with the remaining discretionary.

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary

³ Public contracts (EU) thresholds are revised every 2 years – next due on 01/01/2022

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

- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: Sustainable Procurement Duty
- Section 7: Procurement & Commercial Improvement Programme (PCIP)
- Section 8: ePurchasing System (PECOS)
- Section 9: Learning and Development
- Section 10: Go Awards

This report has been produced by Deborah Fagan, Lead Procurement Manager and approved by City of Glasgow College Finance & Physical Resources Committee on 2nd December 2020 and the Board of Management on 16th December 2020.

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 are set out in a list at the end of this report with details summarised in Annex A. That information, coupled with the publication of the Colleges 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.

At the end of this report 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 college 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 of our Procurement Improvement Report (PIR) that identifies improvements and seeks opportunity for further development within the procurement function, processes 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
<p>To sustain and further develop partnerships within the sector, with 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>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.</p> <p>For each procurement, the College 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 College's needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The College contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Glasgow Clyde College, Glasgow Kelvin College and wider to deliver local collaborative contracts.</p> <p>The College 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</p>	<p>Optimal procurement project 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</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>deliver innovation and best value to the College.</p>	<p>procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <u>Scottish Procurement Journey</u>.</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> <p>Care is taken to ensure that procurement operations link in with and support the College's strategic objectives.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<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 organises 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 and, through user consultation, optimal category strategies are agreed, sensible aggregation</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	<p>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 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 in this reporting period have included Educational Psychologists. This has also benefited the supplier market</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	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.
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.	<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 College 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>
To develop sound and useful procurement management information in order to	Internal governance procedures, policies, tools are introduced to effect improvements to procurement process and efficiency.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>measure and improve procurement and supplier performance conducted through fair and transparent processes.</p>	<p>Expenditure segmentation analysis and data located on the Hub (Spikes Cavell), Hunter (including Contracts Registers) and the APUC Procurement Data Dashboard.</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>
<p>To embed sound ethical, social and environmental policies within the College’s procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>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 Life Cycle Mapping, Prioritisation, APUC’s Supply Chain Code of Conduct, and Sustainability Test.</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 College will assess the legislation applicable to a</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
	<p>procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation, GDPR etc. Where relevant and proportionate the Living Wage and Fair Work Practices of suppliers are promoted in tenders. 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.

Listed at the end of this report is the Colleges 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 non-compliant spend with the remainder on our future tender plan.

Non-compliant spend has reduced from 7% in the last reporting period to 2% in this reporting period. The efforts the College have made to reduce non-compliant spend include:

Online Procurement Awareness Training

In addition to the face to face Procurement Awareness Training the Procurement Service have created an eLearning module which is mandatory for all staff with purchasing and budgetary responsibilities to complete.

Face to face training and the module covers the following areas:

- Procurement Responsibilities
- Category Spend
- Complaint Spend & Procurement Procedures
- Non-Compliant Spend
- Procurement Thresholds and Values
- Case Studies & Questions

Electronic Ordering

Fully electronic ordering using PECOS is in place with controls embedded to heavily reduce non-compliant spend. All paper PO's have been removed from circulation and no invoices should be processed without a valid PECOS PO number.

Electronic Ordering via PECOS allows the Procurement Service to control and vet the Colleges supply base, monitor purchases and ensure compliance with procurement procedures.

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, within our Project Strategies, 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 20 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
 - Delivery of Modern Apprenticeships
2. SME and Third Sector Engagement and Social Value
 - Work placement in conjunction with Skills Development Scotland
 - Work placement in conjunction with Princes Trust
 - A supply chain free of modern slavery and conforming to the suppliers code of conduct

Further information on Community Benefit requirements fulfilled can be found at the end of the report.

Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.

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

City of Glasgow College did not reserve any contracts for supported businesses in this period, however 3 contracts have been placed with supported businesses through the standard open tendering route to the value of £50,000.

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 at the end of this report should be viewed with this caveat in mind.

Where possible, City of Glasgow College will use available Collaborative Frameworks.

The information provided in the list of Future Regulated Procurements covers:

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

Section 6 - 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.

	2019 - 2020	
	Spend	No. of Suppliers
SME's	£4,265,717 (47%)	394
Supported Businesses and 3 rd Sector Bodies	£95,281 (1.32%)	31

To encourage SME's, Supported Businesses and 3rd Sector Bodies to bid for tenders the Procurement Service host Supplier Engagement Days to offer guidance and advice to organisations in completing the tender process where relevant. One project where a Supplier Engagement Day was held resulted in the award to 31 SME's on a £1.8m framework.

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, within their tender documents.

To support compliance with the Procurement Sustainability 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 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 complete a Sustainability Test for each project 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 being conducted over the value of £50,000.

The College have signed up to the APUC Supply Chain Code of Conduct declaration and included this within all Competitive Tenders. They have recently extending this by ensuring all new suppliers adopted within our electronic purchasing system (PECOS) sign up to the Supply Chain Code of Conduct.

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 - Procurement & Commercial Improvement Programme (PCIP)

City of Glasgow College's PCIP assessment took place on 25th November 2020 achieving a score of 94% and a banding of Gold. This was an increase on the 77% score in 2017.

Summary Statement:

The PCIP score achieved by the College is excellent, at the upper end of the gold standard range. Sound procurement processes are well embedded and understood. These are demonstrably linked to outcomes and benefits that support optimal use of College resources in meeting corporate strategic objectives, as

well as broader collaborative opportunities that arise through the GRPT and wider public sector procurement programme. The reporting processes are robust. A key factor in the success of the College procurement operation and its sustained improvements journey, is the ongoing support of College senior management. This has been an essential element in the facilitation of high quality performance.

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 continuous improvements made by the Procurement Service, from the feedback provided in the PCIP, will enable City of Glasgow College to achieve a higher score in the next round of PCIP Assessments due in 2021.

Section 8 – ePurchasing System (PECOS)

City of Glasgow College moved to a fully electronic ordering system on 1st August 2018. The College currently have 1238 Suppliers adopted on their ePurchasing system (PECOS) with 6936 orders, a total value of £16.9m, going through the system within the reporting period.

By fully implementing the ePurchasing System it has provided City of Glasgow College with full visibility and control over non-salary expenditure therefore reducing non-compliance with Regulations and internal Procedures significantly.

Section 9 – Learning and Development

City of Glasgow College actively support training and development of its Procurement Service as well as that of the members of staff involved in the procurement process.

Online Procurement Awareness Module - In addition to the face to face Procurement Awareness Training the Procurement Service have created an eLearning module which was rolled out to all staff with purchasing and budgetary responsibilities in April 2019.

Modern Apprentice - In December 2018 the College employed its first Procurement Modern Apprentice via the Skills Development Scotland Modern Apprenticeship Programme. The candidate has been outstanding currently completing their SVQ Level 3 in Procurement and is now completing their CIPS Level 2. They have secured a permanent position with the College as a Procurement Assistant.

Enhanced Qualifications - Two member of the procurement team are currently working towards their MCIPS qualifications with a further member of the team completing a Master in Supply Chain Management.

Student Support - Every year the Procurement Service provide work experience placement to HND Supply Chan Management Students to support them in completing their Graded Unit.

Section 10 – Go Awards

The Procurement Service were successful in winning the Supplier Relationship Management award at the 19/20 Go Awards for putting sustainability first and demonstrating excellent collaborative practices, demonstrated within the College's Catering Contract.

At the recent 20/21 GO Awards they were awarded Procurement Team of the Year.

The Procurement Team of the Year Award recognises the power and potential of a focused and unified approach to procurement. It acknowledges leadership, communication, innovation, collaboration, employee development and a collective team ethic and approach to deliver excellence in public services.

List of Regulated Procurements Completed in the Reporting Period 1st August 2019 – 31st July 2020

Compliant

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date	Value over contract period
Staff Benefits: Cycle to Work	Cycle Solutions	Small	18/09/19	CAT B	24/09/19	23/09/23	£50,000
Supply and delivery of specialist skincare products	Eve Taylor	Small	22/04/20	CAT B	30/04/20	30/04/22	£52,000
Supply of VMWare	Softcat Plc	Large	16/03/20	CAT B	01/08/20	31/07/23	£64,142
Provision of Cisco Umbrella Services	Barrier Networks Ltd	Small	12/03/20	CAT B	16/03/20	16/03/22	£67,000
Supply and Delivery of Timber Products	-Jewsons Ltd -MGM Timer Ltd -Rembrand Ltd	Large Medium Large	05/08/19	CAT B	05/08/19	22/04/23	£75,000
Supply and Delivery of Catering Disposables and Catering Equipment	Alliance Disposables	Large	07/11/19	CAT B	07/11/19	07/11/22	£80,000
Provision of Educational Psychologist Services	-Educational Psychology Consulting -Robert Johnston	Micro Micro	09/04/20	CAT C	01/05/20	01/05/23	£80,000
Supply and delivery of Building Materials	-D McNair ltd -Grafton Merchanting GB Ltd t/a Buildbase -Jewsons Ltd -MGM Timber Ltd -Rembrand Timber Ltd	Medium Large Large Medium Large	05/08/19	CAT B	05/08/19	31/03/23	£100,000

Supply of Liquid Fuel	Certas Energy t/a Scottish Fuels	Large	14/10/19	CAT A	14/10/19	30/03/23	£100,000
Provision of NEBOSH Associate Trainers	G & A Wilson	Small	12/11/19	CAT C	12/11/19	25/08/23	£120,000
Photography Equipment and Consumables	-WexPhoto Video -Creative Video Production	Medium Medium	10/03/20	CAT B	01/08/20	31/07/22	£120,000
Provision of Print and Associated Services - Litho/Digital Print Services	J Thomson	Medium	08/11/19	CAT A	08/11/19	31/03/23	£200,000
Provision of Water and Wastewater Services	Scottish Water Business Stream Ltd	Large	01/04/20	CAT A	01/04/20	31/03/24	£200,000
Supply and delivery of innovative promotional materials)	Get Yourself Noticed	Small	24/01/20	CAT B	05/02/20	28/02/23	£240,000
Supply of Desktop Client Devices	HP INC. UK LIMITED	Large	30/01/20	CAT B	01/01/20	31/12/23	£300,000
Provision of Public Affairs Services	Dram Communications	Small	27/02/20	CAT C	21/02/20	20/02/24	£304,000
Supply and delivery of Beauty Consumables and Beauty Kits, Hair Consumables and Hair Kits	College Kits Direct Ltd	Small	22/04/20	CAT B	30/04/20	30/04/22	£334,000
Provision of SAN Array and Maintenance	Insight Direct (UK) Ltd	Large	14/07/20	CAT B	01/08/20	31/07/25	£583,874
Supply of Natural Gas	Total Gas & Power	Large	01/04/20	CAT A	01/04/20	31/03/26	£1,300,000
Provision of Associate Trainers	-3i Training & Consultancy Limited -Arete Training Solutions -BDS - Business Development and Support Limited	Small Small Small	26/08/19	CAT C	26/08/19	25/08/23	£1,800,000

	-Business Success Partnership	Small				
	-Business Training Associates Centre	Small				
	-Cazbro	Small				
	-CBES Ltd	Small				
	-Clearview Minds	Small				
	-Connect Three Solutions	Small				
	-Fife College	Large				
	-G & A Wilson	Small				
	-HSC Futures Ltd	Small				
	-Inspiring Solutions	Small				
	-Jelf Risk Management	Small				
	-JoinTheDots(Consultants) Ltd	Small				
	-Knowbetter L&D limited	Micro				
	-Le Grove Media & Training	Small				
	-MADELEINE O'BRIEN CONSULTING	Micro				
	-Make it so training solutions	Small				
	-NDR Consultants Ltd.	Small				
	-Perth Innovation Ltd	Small				
	-Phoenix Software	Large				
	-Positive Qualities Ltd	Small				
	-Positively Speaking	Small				
	-RF Safety Services	Small				
	-Scapa Services (UK) Ltd	Small				
	-SRS Training Group Limited	Small				
	-Stun Creative ltd	Small				
	-Targeted Compliance	Medium				

	Training -The Grow Consultancy -The Training Team (Scotland) -Ticky Boo Training	Small Small Small Small					
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Non-Compliant Spend in the reporting period

Category Subject	Supplier Name	Value over Contract Period	Proposed Solution
Occupational Health	INTEGRAL OCCUPATIONAL HEALTH LTD	£142,121	Tender in progress
Sign Language Interpreter	Deaf Connections	£74,056	Compliant Contract now awarded
Large Format Printing	The Poster Company	£58,808	Tender in progress

List of Regulated Procurements with Community Benefit Requirements Fulfilled in the reporting period

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Catering Service	Baxter Storey Scotland Limited	01/08/16	31/7/20	£8,000,000	<ul style="list-style-type: none"> - 6 Modern Apprentices - 28 Work placements - £3,000 of funding from sustainable initiatives i.e. food composter - Mock interview sessions

					- Event sponsorship - Free soup for all students in January 2020
Grounds Maintenance	GRITTIT Ltd	01/04/19	31/03/24	£35,000	- 4 Seasonal Work placements
Painting Services	Scott Bro's Ltd	01/07/19	31/12/24	£65,000	- 2 Modern Apprentices (4 years)

List of Regulated Procurements planned to commence in next two F/Ys 20/21 & 21/22

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 of Microsoft Licenses	B	Re-Let	N/A - Framework	Feb-21	Feb-21	£210,000	2 years
Asset Management system	C	New	Jan-21	Mar-21	Mar-21	£50,000	3 Years
Supply of Citrix Licenses and Support	B	Re-Let	N/A - Framework	Mar-21	Mar-21	£285,999	3 Years
Courier, Parcel and International Mail Services	B	Re-Let	N/A - Framework	Mar-21	Mar-21	£50,000	4 Years
Server Equipment	B	New	N/A - Framework	Apr-21	May-21	>£100,000	3 Years

Provision of Teaching Qualification in Further Education	C	Re-Let	Mar-21	May-21	May-21	£250,000	4 Years
Minor Works Framework	C	New	Mar-21	Jun-21	Jun-21	£60,000	3 Years
Provision of PAT Testing	B	Re-Let	N/A - Framework	Jun-21	Jun-21	£50,000	2 Years
Adobe Licenses	B	Re-Let	N/A - Framework	Jul-21	Jul-21	£127,131	2 Years
Network ISE (support for digital learning)	B	New	N/A - Framework	Jul-21	Jul-21	£90,000	4 Years
College Insurance	B	New	N/A - Framework	Jul-21	Jul-21	£125,000.00	3 Years
Provision of Reprographics devices	B	Re-Let	N/A - Framework	Jul-21	Jul-21	£50,000.00	4 years
Supply of colour house products and service provision of training	B	Re-Let	N/A - Framework	Aug-21	Aug-21	£80,000.00	4 Years
Provision of Internal Audit Services	B	Re-Let	N/A - Framework	Sep-21	Sep-21	£100,000.00	4 Years
Employee Counselling Services	B	Re-Let	N/A - Framework	Sep-21	Sep-21	£100,000.00	4 Years
Provision of a Radio Frequency Identification (RFID) System and Associated Goods and Services	C	Re-Let	May-21	Sep-21	Sep-21	£80,000.00	6 Years
Halls of Residence Internet connectivity	C	New	Jul-21	Sep-21	Sep-21	>£182,000	3 Years
Virtual Desktop Replacement	B	Re-Let	N/A - Framework	Sep-21	Oct-21	£200,000	3 Years

Centralised Authentication Platform	B	Re-Let	N/A - Framework	Oct-21	Oct-21	£100,000	3 Years
Specialist Crafts	C	Re-Let	Sep-21	Nov-21	Nov-21	£50,000	3 years
Supply & Delivery of Pre-Printed Smart Cards	B	Re-Let	N/A - Framework	Jan-22	Jan-22	£100,000	4 Years
Cleaning Materials and Disposable Paper Products	B	Re-Let	N/A - Framework	Mar-22	Mar-22	£320,000	4 Years
Events Production Equipment (PA System, Lighting etc.)	C	New	Feb-22	Mar-22	Mar-22	£80,000	3 Years
Provision of Cisco Firewall	B	Re-Let	N/A - Framework	Mar-22	Mar-22	£78,000	3 Years
Provision of Cisco Umbrella Services (Web Protection)	B	Re-Let	N/A - Framework	Mar-22	Mar-22	£67,000	2 Years
Video Wall Replacements	B	New	N/A - Framework	Apr-22	Apr-22	120,000	4 Years
Beauty Consumables and Beauty Kits, Hair Consumables and Hair Kits	B	Re-Let	N/A - Framework	Apr-22	Apr-22	£334,000	3 Years
Specialist skincare products	B	Re-Let	N/A - Framework	Apr-22	Apr-22	£52,000	4 Years
Legal Services	B	Re-Let	N/A - Framework	Jun-22	Jun-22	£140,000	4 years
Photography Equipment and Consumables	B	Re-Let	N/A - Framework	Jul-22	Jul-22	£120,000	4 Years
Server Maintenance including Replacement & Repair	B	Re-Let	N/A - Framework	Aug-22	Aug-22	£200,000	4 years

Franking Machines	B	Re-Let	N/A - Framework	Aug-22	Aug-22	£90,000	4 Years
Sanitary Products	B	Re-Let	N/A - Framework	Sep-22	Sep-22	£50,000	4 Years
Staff Virtual Private Network	B	New	N/A - Framework	Sep-22	Oct-22	£70,000	3 Years
Catering Disposables and Light Equipment	B	Re-Let	N/A - Framework	Nov-22	Nov-22	£80,000	4 Years
Laundry Services	B	Re-Let	N/A - Framework	Dec-22	Dec-22	£100,000	4 Years

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 CoGC Value	Likely Duration
Waste Management Services	B	Re-Let	N/A - Framework	Jul-20	Jul-20	£350,000.00	4 Years
Similarity Detection System	B	Re-Let	N/A - Framework	Oct-21	Oct-21	£80,000.00	4 Years
Art Kits and Materials	C	Re-Let	N/A - Framework	Jul-22	Jul-22	£50,000.00	4 Years

Personal Protection Equipment	B	Re-Let	N/A - Framework	Jul-22	Jul-22	£160,000.00	4 Years
Supply and Delivery of Catering Kits	B	Re-Let	N/A - Framework	Aug-22	Aug-22	£299,390.00	4 Years

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	City of Glasgow College
b) Period of the annual procurement report	2019-2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	20
b) Total value of regulated contracts awarded within the report period	£6,170,016
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	46
i) how many of these unique suppliers are SMEs	46
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	20
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

- d) Number of Jobs Filled by Priority Groups (*Each contracting authority sets its own priority groups*)
- e) Number of Apprenticeships Filled by Priority Groups
- f) Number of Work Placements for Priority Groups
- g) Number of Qualifications Achieved Through Training by Priority Groups
- h) Total Value of contracts sub-contracted to SMEs
- i) Total Value of contracts sub-contracted to Social Enterprises
- j) Total Value of contracts sub-contracted to Supported Businesses
- k) Other community benefit(s) fulfilled

48
8
32
56
Est £320k
-
-
4

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.
- b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.
- d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

18
8
1
Unknown

6. Payment performance

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

6645
38%
0
0

7. Supported Businesses Summary

- a) Total number of regulated contracts awarded to supported businesses during the period

0

b) Total spend with supported businesses during the period covered by the report, including:	3
i) spend within the reporting year on regulated contracts	£17,116
ii) spend within the reporting year on non-regulated contracts	£5,570
8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£9,121,960
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,265,717
c) Total procurement spend with Third sector bodies during the period covered by the report.	£72,593
d) Percentage of total procurement spend through collaborative contracts.	60%
e) Total targeted cash savings for the period covered by the annual procurement report	-
i) targeted cash savings for Cat A contracts	-
ii) targeted cash savings for Cat B contracts	-
iii) targeted cash savings for Cat C contracts	-
f) Total delivered cash savings for the period covered by the annual procurement report	£483,319
i) delivered cash savings for Cat A contracts	£60,935
ii) delivered cash savings for Cat B contracts	£84,478
iii) delivered cash savings for Cat C contracts	£337,906
g) Total non-cash savings value for the period covered by the annual procurement report	£356,621
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	38
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£4,159,130

Annex B - 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 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.

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.

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