Finance Committee

Date of Meeting	26 November 2025
Paper No.	FC2-C
Agenda Item	3.3
Subject of Paper	Annual Procurement Report 2024-2025
FOISA Status	Disclosable
Primary Contact	Deborah Fagan Associate Director, Procurement & Asset Management
Date of production	13th November 2025
Action	For Decision

1. Recommendations

1.1. The Committee is asked to:

- **Review and approve** the Annual Procurement Report (APR) 2024–2025 (Appendix A) for publication by 31 December 2025, in line with Section 18 of the Procurement Reform (Scotland) Act 2014 ("the Act").
- **Note** that, following approval, the report will be shared with the Board of Management prior to publication on the College website. Scottish Ministers will be notified in accordance with statutory requirements.

2. Consultation

2.1. Preparation of the APR included the following consultation and engagement:

- **Scottish Government** – utilisation of statutory guidance and reporting templates
- **APUC Ltd** – best practice guidance, benchmark data and national insight
- **Internal Stakeholders** – engagement with Faculties, Finance, HR, IT, Facilities, and the Senior Leadership Team to validate data, performance measures and the future tender pipeline

- **Procurement and Asset Management Team** – collaborative drafting, peer review and quality assurance

3. Key Insights

3.1. The APR provides assurance that the College has met its obligations under the Procurement Reform (Scotland) Act 2014 and has delivered effective, transparent and strategically aligned procurement throughout 2024–2025. The report outlines performance against the 2022–2026 Procurement Strategy, evidences value for money, compliance, sustainability and value add and sets out the forward procurement pipeline.

3.2. Key insights for the Committee include:

- **Compliance & Governance:** 100% compliant regulated and non-regulated spend; PCIP Gold maintained at 94%; 63% of spend delivered through collaborative contracts.
- **SME, Third Sector & Supported Business Engagement:** 49% spend with SMEs; £403k directed to the Third Sector; £32k spent with Supported Businesses.
- **Value for Money:** £1.1m cash savings and £335k efficiency gains delivered; 31 regulated tenders completed to a total value of £7.6m.
- **Sustainability & Climate Duties:** SDGs embedded in all regulated tenders; Climate & Sustainable Purchasing module rolled out (97% completion); Climate Action Plans in place across key categories.
- **Community Benefits:** Student-focused added value delivered through training, placements, masterclasses, donations, sponsorship and industry engagement.
- **National Recognition:** Winner of four categories at the 2025 Scottish GO Awards and progressing to the UK National GO Awards 2026.

4. Impact and Implications

4.1. Compliance - Failure to publish this report would result in direct non-compliance with the Procurement Reform (Scotland) Act 2014. Approval ensures the College meets statutory obligations.

4.2. Strategic Risk - High procurement compliance reduces exposure to financial, operational and reputational risk. Continued oversight by the Committee provides assurance of adherence to legislation, internal governance and sector best practice.

4.3. Financial Impact - Delivery of both cash and non-cash savings contributes to the College's financial sustainability agenda and protects resources for front-line teaching and student services.

4.4. Sustainability & Net Zero - Embedding climate change duties, SDGs and sustainable procurement practices ensures alignment with the College's Net Zero 2040 commitments and wider Glasgow City Region objectives.

4.5. Reputation - National recognition through the GO Awards strengthens the College's profile in the Scottish public sector and enhances confidence from regulators, partners, and suppliers.

Annual Procurement Report

2024-2025

Executive Summary

City of Glasgow College's purpose is to *Let Learning Flourish* through Inspiration, Excellence and Innovation. The College continues to redefine the role of further education and its contribution to the economy, the community, and society. Its landmark campuses at Riverside and the City Centre are recognised beacons within the Scottish Further Education sector.

As Scotland's largest college, City of Glasgow College is home to around 27,000 students and 1,140 FTE staff. The College is a centre of learning and innovation with strong historic industry links and a valued reputation for developing the workforce of the future across a wide range of specialist disciplines in Glasgow, nationally, and internationally.

The College offers an extensive portfolio of education and training opportunities, from foundation-level study through to master's programmes delivered in partnership with Higher Education institutions. It continues to strengthen its relationships with business and industry to support skills development, innovation, and economic growth across Glasgow, the UK and internationally.

Investment in the College's two state-of-the-art campuses has been fundamental to delivering a first-class learning experience, while also supporting Scotland's and the College's Net Zero journey.

With the support of such an advanced and forward-thinking organisation, investment in College Procurement has enabled the team to grow in both strength and capability. The inclusion of Asset Management within the Procurement remit has further enhanced governance, value for money, and lifecycle management across the College's estate. This integrated approach is driving stronger alignment between procurement, sustainability, and financial planning, ensuring the effective and compliant delivery of regulated and sustainable procurement.

The Procurement and Asset Management Team achieved outstanding success at the Scottish Government Opportunities (GO) Awards 2025, winning four categories – Supplier of the Year (in partnership with BaxterStorey), Procurement Team of the Year, Individual of the Year (Deborah Fagan, Associate Director), and Future Leader (Rachel Park, Procurement Coordinator). These achievements reflect the team's professionalism, innovation, and commitment to sustainable and inclusive procurement. Following this success, the College will now represent Scotland as finalists at the UK National GO Awards in Liverpool in 2026.

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

Accordingly, the College is pleased to publish our eighth APR addressing our performance and achievements in delivering our organisational procurement strategy, covering the period 1st August 2024 to 31st July 2025.

The content of the report covers all Regulated Procurements completed during the reporting period and details how these have supported the objectives of the 2024-2025 Procurement Action Plan contained within the College's Procurement Strategy 2022-2026 (v3.2).

- 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

This report has been produced by Deborah Fagan, Associate Director, Procurement & Asset Management and approved by City of Glasgow College's Finance Committee on 26th November 2025.

[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).

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 Appendix A. That information, coupled with the publication of the College's Contracts Register (http://www.apuc-scot.ac.uk/#!/institution?inst=31) and the systematic use of Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender (PCS-T), 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 GPA 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 date
- 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 in the contract or a description of the circumstances in which the contract will end
- SME/Supported Business

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:

- GPA regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252[2]] amounted to £6,053,024. There were 14 such procurements completed[3].

[2] Public contracts (EU) thresholds are revised every 2 years – next due on 01/01/2024
[3] Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

- Lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,641,661. There were 17 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Appendix A.

City of Glasgow College has over 889 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £12,164,824 - £9,115,467 of which was regulated expenditure, £1,217,521 non-regulated expenditure and £1,831,834 non-influenceable expenditure.

The College has been optimising the 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. 63% of the College spend went through collaborative agreements.

49% was spent with SMEs who constitute 42% of the total of active suppliers. 21 SMEs feature in the award of regulated procurements.

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 conducting 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.

Regulated Procurements are undertaken with consideration of the World Trade Organisation's (WTO) Government Procurement Agreement (GPA) principles of non-discrimination, transparency and procedural fairness.

The relevant legislation and the Colleges internal rules governing procurement activity are followed and this is supported by a comprehensive toolkit containing standardised documents and templates aligning to the Scottish Government's Procurement Journey.

The College is committed to ensuring that suppliers are paid within 30 days or less. The procurement team work closely with the finance team to improve payment processes across all contracts.

A 'No PO No Payment' policy is upheld, and all suppliers are advised to deliver electronic invoices directly to our finance team to support paperless, timeous and efficient payment processes.

The College confirms that all regulated and non-regulated procurement activity during 2024–2025 was fully compliant, with zero instances of non-compliant spend.

The following table sets out our compliance and performance with regards to our procurement strategy objectives:

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Action on Climate Emergency - Contribute to the Colleges Net Zero Target and wider sustainable development challenges by applying sustainable development thinking in procurement of college contracts and promoting innovation and encourage different ways of working.	Sustainability is now engrained in all procurement activity, with UN Sustainability Development Goals integrated into every regulated Tender and Contract and detailed Climate Action Plans developed for key spend categories including Food, Catering, Travel, Hair & Beauty, and ICT. The Climate Change Procurement Awareness eLearning Module achieved 97% completion, embedding capability across the College, while whole-life costing and Scope 3 emission reporting are now standard practice. The 2025 Modern Slavery Statement and recognised sustainability standards reinforce our ethical supply chain commitments, and the Department continues to influence national direction through leadership roles within APUC, EAUC, and the Scottish Government Climate Forum. Looking ahead, the Department will lead the rollout of the Supplier Sustainability Pathway — a programme developed by the University of Edinburgh —further embedding supplier decarbonisation and carbon performance metrics within our contracts.
Team Development - Continue to development a skilled, diverse and inclusive procurement team, embedding our values in all our work and investing in supporting and developing our people to meet the challenges of procurement and contract management in a changing environment	The Department has strengthened team capability and resilience through consistent leadership, structured development, and sector engagement. Monthly team meetings and quarterly training ensure alignment and knowledge transfer, supported by active collaboration with APUC and cross-college peer reviews. PDRs are now embedded across eligible staff, driving accountability and individual growth. Ongoing development includes a Modern Apprentice completing an SVQ in Business Administration, an Asset Management Officer undertaking a professional qualification, and the Associate Director progressing both FCIPS accreditation and a leadership mentoring programme in partnership with the Chamber of Commerce. This approach is building a skilled,

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
	motivated, and future-ready team with the capacity to deliver on the College's strategic ambitions.
Increase Community Benefits - Increase Community Benefits delivered through our contracts, mandating them in all contracts over the value of £500k unless in exceptional circumstances, and considered for all regulated procurements	The Department has strengthened awareness and delivery of Community Benefits, ensuring supplier commitments translate into meaningful opportunities for students. Through engagement at the Associate Director Forum and targeted communication of contract and tender information, we have encouraged greater collaboration between faculties and suppliers. This has resulted in a notable increase in student-focused added value, including guest lectures, work placements, and career-readiness sessions. The next phase, embedded within the 2025–26 Operational Plan, will establish a central tracking system to maximise utilisation of these benefits and ensure every major contract delivers measurable outcomes for students.
Increase access to our contracts - Maximise Small and Medium Enterprise, the Third Sector and Supported Business participation in City of Glasgow College procurement opportunities by ensuring opportunities are accessible to this sector	The Department continues to champion SME participation and local economic growth, with SME spend increasing year on year (53% of total spend). Engagement has strengthened through targeted outreach, including the promotion of tender opportunities additional tendering platform in direct response to supplier feedback. The team's active involvement in Supplier Development Programme workshops and regional focus groups ensures ongoing awareness of SME challenges and best practice in inclusive procurement. Looking ahead, the Department will build on this by collaborating with partners across the Glasgow City Region to align procurement opportunities with regional business capability, supporting the College's wider renewal and place-based ambitions.

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Development Contract Management - Work with our contractors to optimise performance, identify further opportunities for sustainability improvements, promote fair working practises and increase supply chain transparency	The Department made strong progress in strengthening contract management governance and consistency. The 2025 internal audit returned a satisfactory outcome, with five improvement actions now integrated into the 2025–26 Operational Plan. A comprehensive Contract Management Manual, handover process, and supporting templates have been developed and are undergoing final review ahead of College-wide implementation. Twelve regulated contracts awarded in 2024–25 incorporated full Fair Work First criteria, and 151 contracted suppliers are confirmed as Real Living Wage employers. The next step is to launch a Contract Management eLearning Module in 2025–26 to embed capability across departments.
Withstand Scrutiny - Continue to ensure legal compliance, robust governance and accountability in our procurement activity	The Department continues to demonstrate robust governance and audit readiness, maintaining full compliance with procurement legislation and College policy. All standard documents and templates are updated regularly to reflect regulatory and operational changes, with Fair Work, EcoVadis, Cybersecurity and data assurance clauses strengthening ethical and sustainability assurance. The Procurement Policy underwent its annual review in Q1, and all 2024-25 audit recommendations were implemented in full. Training remains embedded, with quarterly sessions for purchasing staff and full access to the APUC training programme and a 98% uptake of the Procurement Awareness Module. The Annual Procurement Report was submitted to Scottish Ministers on schedule, and peer review is now built into every stage of the procurement process, providing continuous internal assurance and reinforcing accountability across all activities.
Efficient Procurement - By actively supporting Faculties and Departments	The Department continues to deliver highly efficient and compliant procurement operations, with 84 contracts awarded in 2024–25. Zero non-compliant spend has been reported to the

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
in the delivery of their services. Optimising resources, delivering savings and benefits and delivering sustainability	Finance Committee, evidencing strong governance and process control. A comprehensive Resource Plan is in place for the next 12 months, supported by a two-year Future Tender Plan (2025–27) to ensure proactive pipeline management and alignment with college priorities. Collaborative procurement remains strong at 63%, maximising value through national frameworks, while full utilisation of Public Contracts Scotland (PCS) and PCS-Tender for all regulated contracts ensures transparency, competitiveness, and assurance of best value.
Embed robust Asset Management controls throughout the College ensuring comprehensive visibility of our Estates and IT environment	The Department has transformed asset management from a transactional process into a strategic function underpinning teaching quality, sustainability, and financial efficiency. The new Asset Management Framework, supported by approved policies, procedures, and staff training, is now fully operational across the College. The centralised Asset Register captures over 38,000 assets valued at £21 million, exceeding audit expectations for accuracy and control. Local registers for low-value assets have been successfully returned to seven departments, improving ownership and accountability. The 2025 Asset Management Audit rated the system satisfactory, commending it as "well understood, robust, and significantly improved from prior arrangements." Continued focus will be on embedding lifecycle planning, developing an eLearning module, and using asset intelligence to inform renewal and capital investment decisions that directly support the College ambitions.

Audit and Compliance

Successful delivery against the procurement strategy objectives is part of 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 College's current PCIP score sits at 94% falling within the gold band. The most recent assessment took place on 14th May 2024 with the following feedback provided by the assessor:

The College has maintained its very high level of procurement performance since the PCIP in 2019. Procurement within the College continues to operate well. Procurement activity is well managed with strong representation within the College and a high degree of control over spend being exercised. There is excellent engagement with stakeholders and senior management. It was noted that there have been some improvements with regards to continuous improvement.

Climate Change

The College recognises that procurement and asset management play a vital role in influencing environmental, social, and economic outcomes. The Procurement and Asset Management Team remains committed to supporting the College's Net Zero by 2040 target by embedding sustainability and circular-economy principles across all purchasing, contract management, and disposal activities.

During 2024–2025, sustainability became integral to all procurement activity. United Nations Sustainable Development Goals (UN SDGs) are now embedded within every regulated tender and contract, ensuring environmental and social impacts are considered at every stage. Detailed Climate Action Plans have been developed for key spend categories — including Food, Catering, Travel, Hair & Beauty, and ICT — to identify carbon-reduction opportunities, enhance resource efficiency, and encourage supplier innovation.

The Climate Change and Sustainable Purchasing eLearning Module achieved a 97% completion rate among staff involved in procurement and purchasing, strengthening understanding of Scope 3 emissions, whole-life costing, and sustainable buying practices.

The Department continues to shape national sustainability policy through active participation in APUC, EAUC, and the Scottish Government Climate Forum, and will lead implementation of the Supplier Sustainability Pathway, developed by the University of Edinburgh, embedding supplier-level decarbonisation targets and carbon-performance metrics within contract management.

To illustrate the impact of this year's work, the following case studies highlight how sustainable procurement and asset management are delivering measurable climate and circular-economy outcomes for the College and the wider Glasgow City Region.

Case Study 1: Provision of a Sustainable Catering Service — BaxterStorey

BaxterStorey has been the College's contracted catering provider since August 2020. Now in year five of a six-year contract, the partnership continues to deliver measurable sustainability and climate outcomes across the Glasgow City Region. This collaboration was recognised nationally when it won Supplier of the Year at the 2025 GO Awards Scotland, reflecting its alignment with the College's Net Zero and sustainability commitments.

Key Sustainability Achievements:

- Food Waste Reduction: Implemented Food Waste: Costing the Earth programme, achieving an average waste rate of 1.5 % (well below the 2.5 % target) with all food waste composted onsite via the College's Rocket Composter.
- Local and Ethical Sourcing: Majority of fresh produce sourced from Scottish suppliers; partnerships with Waste Knot (surplus-produce use) and Mossgiel Organic Dairy (zero-waste milk solutions); achieved Food for Life Bronze certification.
- Packaging Reduction: Eliminated disposables in hospitality services; introduced reusable-cup incentives; removal of sauce sachets and single-use cups underway.
- Energy and Water Efficiency: Reduced kitchen energy use through induction-cooking trials, improved extraction control, and leak reduction.
- Staff and Student Engagement: Ongoing sustainability communications, staff training, and visible impact reporting across campuses.

Next Steps: Targeting Food for Life Silver and Green Kitchen Standard accreditations in 2025.

This partnership demonstrates how sustainable procurement delivers tangible climate action while fostering behaviour change, innovation, and local economic benefit.

Case Study 2: Asset Disposal and Circular Resource Management

Since the integration of Asset Management within the Procurement and Asset Management Team in 2024, the College has implemented a comprehensive Asset Disposal Procedure (approved October 2024) to ensure all disposals are conducted efficiently, securely, and sustainably in line with the College's financial governance and Net Zero objectives.

Two approved suppliers — Converge and Academia — manage responsible disposal of end-of-life IT equipment, fully certified under the WEEE Regulations. All disposals are tracked through the College's central Asset Register, with full chain-of-custody documentation and quarterly reporting to senior management.

Measured Environmental Outcomes (2024–2025):

- Converge: 966 IT assets uplifted (2,911 kg reused or recycled); 0 kg to landfill or incineration. Non-reusable components repurposed into materials for shoe soles, playground mats and garden stones.
- Academia: 268 Apple IT assets uplifted (1,279 kg reused and 24 kg recycled); 0 kg to landfill or incineration.

Combined, these disposals achieved 100 % landfill diversion, reinforcing the College's commitment to the Circular Economy and responsible resource management.

Key Benefits:

- Full compliance with environmental and data-security standards.
- Reduction of Scope 3 emissions through reuse and recycling.
- Strengthened asset lifecycle governance and traceability.
- Promotion of circular-economy principles within College operations.

Next Steps: The College will extend this sustainable disposal model to furniture and estates assets and explore reuse partnerships with community and social-enterprise organisations. Work is also underway to develop a Circular Procurement and Disposal Dashboard to monitor reuse rates, waste diversion, and carbon savings as part of annual reporting to the Sustainable Scotland Network (SSN).

Both case studies have been included on our Public Bodies Climate Change Report in compliance with the Climate Change (Duties of Public Bodies: Reporting Requirements) (Scotland) Order 2015

Section 3: Community Benefit Summary

For all procurements valued at £4 million or above, the College considers how contracts can improve the economic, social, and environmental wellbeing of the Glasgow City Region through inclusion of community benefit clauses. Where relevant and proportionate, similar requirements may also be applied to procurements below this threshold.

Community benefit opportunities are identified through the Contract Strategy stage, where a risk and opportunities assessment is carried out in consultation with key stakeholders. Where appropriate, community benefit requirements are built into the tender specification and final contract conditions.

As part of the tender process, bidders are asked to outline how they will deliver and promote community benefits or wider social value through their contract. Typical examples include:

- Student work experience, apprenticeships, and upskilling workshops
- Support for SMEs, Third Sector, and Supported Businesses
- Equality, diversity, and inclusion initiatives
- Local employment or supply-chain development
- Environmental enhancements, such as reducing transport impacts or supporting recycling initiatives

Where community benefits are included, the contract award notice records the expected outcomes to ensure transparency and enable performance monitoring.

Although no contracts awarded during this period exceeded the £4 million threshold, the College continued to embed community benefit and social value outcomes across lower-value procurements wherever appropriate. These actions delivered meaningful benefits for students, staff, and the wider community through initiatives such as work placements, industry-led training, employability support, and sponsorship of College events and awards.

Suppliers have continued to demonstrate strong engagement with the College’s values, supporting inclusive growth, fair work, and sustainability. The examples in Appendix B – Community Benefits Outcomes, highlight how community benefits have been integrated across a diverse range of contracts to enhance learning opportunities and strengthen partnerships within the Glasgow City Region.

Section 4: Supported Business

All higher-value and regulated procurements (between £50,000 and the relevant GPA thresholds) are conducted in line with Routes 2 and 3 of the Scottish Government's Procurement Journey. Both routes require use of the Single Procurement Document (SPD Scotland), which includes mandatory questions for suppliers to self-certify their size (micro, small or medium enterprise) and status as a Supported Business.

In each procurement, the College considers whether the requirement could be met by a Supported Business while remaining compliant with legislation and achieving value for money. Although no contracts were directly awarded to Supported Businesses during 2024–2025, the College continued to actively engage with this sector through ongoing collaborative frameworks and direct purchases.

During the reporting period, the College spent £32k with Supported Businesses, contributing to the employment and social integration of disadvantaged individuals and supporting inclusive economic growth. In addition, the College spent £152k with registered charities, generating community and social impact through partnerships that align with the College's values of inclusion, opportunity, and social responsibility.

This ongoing engagement demonstrates the College's commitment to promoting equality of access within its supply chain, supporting the social economy, and delivering broader community benefits through ethical and sustainable procurement practices.

Section 5: Future Regulated Procurements

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

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

The College will publish future opportunities via Public Contracts Scotland (PCS) to encourage SME and Third Sector participation.

Appendix A – List of Regulated Procurements Completed in the Reporting Period 1st August 2024 – 31st July 2025 Compliant

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date (inc. extension)	Value over contract period
Manned Guard Security	Mitie	Large	23/7/25	B	3/8/25	3/8/29	£686,480
Hotel Booking System	Kinetic Solutions Ltd	Medium	10/7/25	B	1/9/25	31/8/30	£204,000
Sign Language Interpreters (Framework)	Just Sign; Sign Language Interactions; Deaf Action; Sign Solutions (SLIA); Topp Language Solutions	Small	7/7/25	C	17/7/25	16/7/29	£800,000
Luxury Skincare Products	Thalgo UK Ltd	Small	25/6/25	C	30/6/25	29/6/29	£50,000
Taxi and Private Vehicle Hire Services	Glasgow Taxis Limited	Large	23/6/25	C1	1/8/25	31/7/29	£640,000
Sportswear	Collab Apparel Ltd	Small	16/6/25	C1	16/6/25	15/6/29	£172,670
Educational Psychologist Services (Framework)	NEAPS; Vicky Greenwood OC Psychology	Small	14/5/25	C	9/7/25	8/7/29	£88,000

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date (inc. extension)	Value over contract period
Catering Disposables and Kitchen Chemicals	Unico Direct Ltd	Medium	26/3/25	B	1/4/25	31/3/29	£120,000
IT Related Accessories and Parts	Misco Technologies	Medium	24/3/25	B	31/3/25	30/3/29	£ 160,000
Building and Roofing Materials	D Mcnairs (Builders Merchants) Ltd	Medium	5/3/25	B	10/3/25	9/3/29	£108,000
Specialist Culinary Arts Goods	Bako Group Ltd	Large	26/2/25	C	3/3/25	2/3/30	£67,000
Navigation Charts and Associated Products	Todd Chart Agency Ltd t/a Todd Navigation	Small	17/12/24	C	18/12/24	16/12/28	£92,000
Nintex Workflow Licenses & Support	Synergi Software Limited	Large	12/12/24	B	1/1/25	31/12/28	£74,874
Production Equipment (printer - versant 280)	Xerox (UK) Limited	Large	10/12/24	A	10/12/24	9/12/30	£60,091
Photography Equipment and Consumables	Wex Photographic Ltd	Medium	26/9/24	B	1/10/24	30/9/28	£142,000
Colour House Products and Service Provision of Training	L'Oreal	Large	26/9/24	B	1/10/24	30/9/28	£102,000
Broadcasting Equipment and Consumables	Creative Video Productions Ltd t/a Mitcorp	Medium	26/9/24	B	1/10/24	30/9/28	£118,000
Mimecast Defence Software (Email Security)	Phoenix Software Limited	Large	25/9/24	B	1/10/24	20/9/27	£109,108

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date (inc. extension)	Value over contract period
In Class Support Services	Clear Links Support Ltd	Small	9/9/24	C	9/9/24	8/9/28	£720,000
Cleaning Equipment	AUK Supplies Ltd	Small	6/9/24	B	6/9/24	5/9/28	£57,917
Finance System (bluQube)	Symmetry Ltd	Large	1/9/24	B	1/9/24	31/8/29	£487,666
Ship Simulator including hardware and software	Wartsila Voyage Ltd	Large	30/8/24	C	30/8/24	30/6/27	£1,524,000
Legal Services	Thorntons Law LLP	Medium	28/8/24	B	1/10/24	30/9/28	£320,000
International Consultancy and Alumni Support (North America)	MentorShop LLC	Small	12/8/24	C	12/8/24	11/8/28	£120,000
Non-Life Insurance	UM Association Ltd.	Large	1/8/24	C	1/6/24	31/7/27	£325,305
Storage Equipment, Maintenance and Back Up Server (SAN)	Proact IT UK Limited	Medium	0/1/00	B	25/8/25	24/8/30	£345,573

Non-Compliant Spend in the Reporting Period

The College reports no regulated non-complaint spends during the reporting period.

Appendix B – List of Procurements with Community Benefit Outcomes

Given the nature and scale of College procurements, student-focused community benefits are considered proportionate applications of Section 25 of the Procurement Reform (Scotland) Act 2014, recognising students as a core community.

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Supply and Delivery of Supply of Luxury Skincare Products	Thalgo UK Ltd	30/6/25	29/6/26	£50,000	Ongoing student discount and annual staff-and-student training programme enhancing practical spa and skincare expertise across Beauty Therapy courses.
Supply of Student Make-up Kits	Bperfect Ltd	1/7/25	30/6/26	£30,595	Student award sponsorship, industry seminars, and reduced-cost professional workshops to strengthen creative-skills development and employability.
Provision of Broadcasting Equipment and Consumables	Creative Video Productions LTD T/A Mitcorp	1/10/24	30/9/24	£118,568	Equipment loans, on-campus technology roadshows, and skills workshops improving digital-media capability for students; sustainability supported through repair, reuse, and buy-back initiatives.
Legal Services	Thorntons Law LLP	1/10/24	30/9/28	£320,000	Bespoke legal workshops for students and staff promoting understanding of professional ethics and compliance; contribution to college employability and community-learning initiatives.
Provision of Grounds Maintenance	Ideverde Limited	1/7/24	30/6/28	£90,000	Annual community-investment fund (£1,000 per application) and staff-volunteering days supporting local improvement projects such as Townhead Playpark and campus environmental enhancements.
Supply of Colour House Products and Service Provision of Training	Loreal	1/10/24	30/9/28	£102,000	Professional training (online and in-person) for students and staff, donation of learning materials and gowns, London Academy study

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
					visit, and sponsorship of College industry events—enhancing career readiness.

Appendix C – List of Regulated Procurement Placed with Supported Businesses in the Reporting Period

No contracts were directly awarded to Supported Businesses during 2024-2025.

Appendix D – List of Regulated Procurements Planned to Commence in Next Two F/Ys 25/26 & 26/27

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Student Accommodation flat refurbishment incl. bathroom and kitchen	B	New	Oct-25	Feb-26	£66,667
Provision of Similarity Detection Software	B	Re-Let	Oct-25	Aug-26	£80,000
Provision of LeafOS	B	Re-Let	Nov-25	Jan-26	£112,541
Provision of Microsoft Azure Visual Desktop	B	Re-Let	Nov-25	Jan-26	£461,000
Provision of in Class Support Services (Framework)	C	Re-Let	Nov-25	Apr-26	£720,000
Provision of Network SIEM	B	Re-Let	Dec-25	Mar-26	£59,248

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Provision of Cisco Umbrella Services	B	Re-Let	Dec-25	Feb-26	£75,900
Supply of Apple Equipment & Services	A	Re-Let	Dec-25	Feb-26	£300,000
Supply of Beauty Kits and Consumables	B	Re-Let	Jan-26	Apr-26	£92,000
Occupational Health Services, Health Surveillance Services & all-inclusive Employee Assistance Programme (Framework)	C	Re-Let	Jan-26	Aug-26	£187,544
Provision of Firewalls	B	Re-Let	Jan-26	Mar-26	£195,922
Supply of Natural Gas	A	Re-Let	Jan-26	Mar-26	£1,300,000
Provision of VMWare Licenses	B	Re-Let	Mar-26	Jul-26	£58,813
Internal Audit Services	B	Re-Let	Mar-26	Jun-26	£125,400
Provision of Adobe Licenses	B	Re-Let	Mar-26	Jul-26	£144,710
Provision of a Travel Management Company	B	Re-Let	Apr-26	Oct-26	£900,000
Coach Hire Services	C1	Re-Let	May-26	Jun-26	£60,000
Provision of Anti-Virus Software	B	Re-Let	Jun-26	Aug-26	£66,549
Service Provision of Minor Works	B	Re-Let	Jun-26	Nov-26	£93,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Provision of Waste Services	B	Re-Let	Jul-26	Aug-26	£350,000
Supply and Delivery of Catering Kits	A	Re-Let	Sep-26	Mar-27	£255,127
Provision of Trade Tools and Hardware	B	Re-Let	Oct-26	Dec-26	£66,000
Supply of Pre-printed Contactless Smart Cards	A	Re-Let	Oct-26	Feb-27	£127,920
Provision of Microsoft Licenses	A	Re-Let	Oct-26	Feb-27	£263,906
Cleaning Materials and Disposable Paper Products	B	Re-Let	Nov-26	Mar-27	£320,000
Supply of Library Books & Textbooks	B	Re-Let	Nov-26	Dec-26	£384,000
Supply of Sanitary Products	A	Re-Let	Dec-26	Feb-27	£58,333
Refurbishment, Maintenance and Servicing of Lifeboats	C	Re-Let	Dec-26	May-27	£93,645
Provision of Franking Machines, Associated Services and Consumables	B	Re-Let	Jan-27	May-27	£152,715
Provision of a Virtual Learning Environment	B	Re-Let	Jan-27	Jan-27	£665,268
Provision of Blackboard Ally for Canvas	B	Re-Let	Feb-27	Jun-27	£57,877
Development and Delivery of Teaching Qualification in Further Education Programme	B	Re-Let	Feb-27	Jun-27	£106,080
Provision of Temporary Administrative, Catering and Manual Staff services	B	Re-Let	Mar-27	Apr-27	£450,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Provision of Wartsila Ship Simulation Smart Support Services including Software Refresh	C	Re-Let	Apr-27	Jun-27	£1,104,797
Provision of Interim IT Staff Services	B	Re-Let	May-27	Apr-27	£450,000

Annex A - Annual Procurement Report Template

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

1. Organisation and report details

a) Contracting Authority Name	City of Glasgow College
b) Period of the annual procurement report	2024-2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*	Yes

2. Summary of Regulated Procurements completed

a) Total number of regulated contracts awarded within the report period	31
b) Total value of regulated contracts awarded within the report period	£7,694,715
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	31
i) how many of these unique suppliers are SMEs	21
ii) how many of these unique suppliers are Third Sector bodies	6

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	31
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

a) Total number of regulated contracts awarded with a value of £4 million or greater	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	5

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

d) Number of Jobs Filled by Priority Groups *(Each contracting authority sets its own priority groups)*	Data not held
e) Number of Apprenticeships Filled by Priority Groups	Data not held
f) Number of Work Placements for Priority Groups	Data not held
g) Number of Qualifications Achieved Through Training by Priority Groups	Data not held
h) Total Value of contracts sub-contracted to SMEs	Data not held
i) Total Value of contracts sub-contracted to Social Enterprises	Data not held
j) Total Value of contracts sub-contracted to Supported Businesses	Data not held
k) Other community benefit(s) fulfilled	Listed above

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	18
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	18
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period	9

6. Payment performance

a) Number of valid invoices received during the reporting period	7,212
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms)	50%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	15
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to Supported Businesses during the period	0
b) Total spend with Supported Businesses during the period covered by the report, including:	
i) spend within the reporting year on regulated contracts	£29,649
ii) spend within the reporting year on non-regulated contracts	£2,253

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report	£12,164,824
b) Total procurement spend with SMEs during the period covered by the annual procurement report	£600,034
c) Total procurement spend with Third Sector bodies during the period covered by the report	£403,378
d) Percentage of total procurement spend through collaborative contracts	63%
e) Total targeted cash savings for the period covered by the annual procurement report	£364,619
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	
i) delivered cash savings for Cat A contracts	£292,352
ii) delivered cash savings for Cat B contracts	£443,633
iii) delivered cash savings for Cat C contracts	£368,834
g) Total non-cash savings value for the period covered by the annual procurement report	£335,252

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	36
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£10,304,962

Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

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. Benefits. 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.

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.

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.

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.

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.