Annual Procurement Report

1 August 2021-31 July 2022

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Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires 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 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy. The Procurement Strategy of Glasgow Clyde College can be found on the college's website.

This report covers the period of 1st August 2021 to 31st July 2022 and addresses performance and achievements in delivering Glasgow Clyde College's organisational procurement strategy.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the authority's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.

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

- WTO GPA regulated procurements [goods and services worth more than £177,897 exc 20% VAT; works -worth more than £4,447,447 exc 20% VAT[2]] amounted to £2,437,714. There were 5 procurements completed.

- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £585,000. There were 5 such procurements completed.

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

Glasgow Clyde College has over 591 active suppliers with whom the college did business in the reporting period and the total procurement expenditure was £9,420,795.74 of which £7,889,768 was regulated expenditure (recorded on the Contracts Register) and £1,531,028 on non-regulated.

The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 40% of the College spend went through collaborative agreements in 2021/22.

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[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] Public contracts (WTO GPA) thresholds shall be revised on 01 /01/2024.

62% was spent with SMEs who constitute 84% of the total of active suppliers. All regulated procurements are advertised on PCS and where possible, for procurements below the regulatory threshold, the college uses Quick Quotes. Glasgow Clyde College is keen to ensure that procurement opportunities are open to as many SMEs as possible.

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

- Section 1: Summary of Regulated Procurements Completed	
- Section 2: Review of Regulated Procurement Compliance	MANDATORY
- Section 3: Community Benefit Summary	
- Section 4: Supported Businesses Summary	
- Section 5: Future Regulated Procurements Summary	
- Section 6: Optional Considerations	

This report has been produced by Yvonne Dalgarno, Head of Glasgow Regional Procurement Team.

Report Approved – Date

By name of authorising body e.g. Board, FC

Signed responsible officer

Position e.g. P, VP, DoF

Section 1: Summary of Regulated Procurements Completed

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

The details 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 institutional Contracts Register and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and EU/GPA regulated procurements completed [if there have been any]. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

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

Section 2: Review of Regulated Procurement Compliance

Where appropriate, Glasgow Clyde 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 a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time. The CIP also links to the Scottish Government Procurement and Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the college is periodically assessed, and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented. The PCIP was conducted in 2019 and the Gold performance Band was realised with a score of 92% which was an improvement on the last PCIP score of 80%. The intention now is to consolidate this score for the next assessment due in 2024.

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

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
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.	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. For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar college needs). Such consultation will always be on a scale and approach relevant to the procurement in question. The college contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Glasgow Kelvin College and City of Glasgow College to deliver local collaborative contracts. The college actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.

To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the teaching and learning and service support communities through the development of an effective and co-ordinated purchasing effort within the College.	Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers, for each regulated procurement. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey. For non-regulated procurements, a similar approach is adopted which reflects the risks, contract value and business impact of goods and services.

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.

For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m.

Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives. In November 2022 Glasgow Clyde College released their updated Procurement Strategy which sets challenging but realistic goals for the development of the college's procurement activities over the next 3 years which will be subject to regular and transparent review.

The Procurement team also delivers procurement awareness training for staff, in order to promote early need identification, communication and understanding of procurement policies and regulations. This also helps the procurement team to be more approachable by staff. |
| To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities. | 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.

The College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.

The college has collaborated with City of Glasgow 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 Glasgow Clyde 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.
	Undertaking regional tenders has brought significant efficiency savings within the Colleges from going to market once rather than several times over, while also benefiting from the increased market leverage this brings. The commodities covered have included sports kits, student records system, art kits, catering kits, PPE, internal audit, detection systems and waste management to name but a few. This has also benefited the supplier market as they can operate more efficiently by having to prepare a lesser number of bids, enabling them to supply to the public sector at lower cost.
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.	The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities. 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. APUC issue a quarterly market insight summary document which highlights any issues in the supply chains such as ongoing issues from the pandemic and the situation in Ukraine/Russia which may pose risks to college contracts.
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.	Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency. Expenditure segmentation analysis is carried out to inform future procurement activities and provide management information. Data is drawn from the finance system as well as data located on the Hub, Hunter database (including Contracts Registers) and the Procurement Data Dashboard. 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.
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.	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 Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Sustain. 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. Glasgow Clyde College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation. Glasgow Clyde College is a Living Wage employer. The Institution complies with its duties under the Modern Slavery Act. The college has been embedding responsible procurement activity into the supply chains by requesting suppliers to complete Section 1 of the Supply Chain Management (scm) tool to assess basic company workforce information including living wage. Regards response to the global climate emergency, APUC have issued templates and guidance to the sector on achieving net zero targets by 2030 (FNT2030). The core collaborative contracting team have completed templates with their category plans against the objectives of the University and College Sectors Supply Chain Climate and Ecological Emergency Strategy (SCCEES). The Responsible Procurement Team are providing assistance to the college on completion of these templates.

Glasgow Clyde College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Section 3: Community Benefit Summary

For every procurement over £4m, Glasgow Clyde College will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, 'could a community benefit clause be usefully included'? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,

- offering advice and assistance on the best practice methodology,

- employment, student work experience and vocational training opportunities,

- apprenticeships,

- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,

- direct involvement in community based schemes or programmes,

- equality and diversity initiatives,

- supply-chain development activity,

- educational support initiatives,

- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

Glasgow Clyde College has not awarded any contracts in the reporting period with a value over £4 million.

Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, 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 institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Legislation and ensuring value for money for the institution.

The College did not reserve any contracts for supported businesses in this period, and no contracts have been placed with supported businesses.

In future, the College will continue to review suitability of reserving contracts as well as envisage a higher spend with supported business where requirements allow.

The College have a partnership with SENSCOT which allows for the procurement team to further explore opportunities to engage with SMEs, third sector bodies and supported businesses. SENSCOT are an organisation set up to work with social enterprises in Scotland to ensure they have the support they need to deliver positive outcomes in their communities.

The college also promotes the Supplier Development Programme. This programme assists Scottish SME or third sector organisations interested in working with the public sector. They offer expert training, support and information to help them win work and grow their business, completely free of charge.

Section 5 – Future Regulated Procurements

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

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

The information provided in Appendix D 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

Sustainable Procurement Duty

In compliance with the Sustainable Procurement Duty, Glasgow Clyde 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.

To support compliance with the duty, the College always assesses if sustainability tools and systems, such as the Scottish Procurement Prioritisation Tool, the Sustainability Test, Life Cycle Impact Mapping, the Scottish Flexible Framework as well as APUC's Supply Chain Code of Conduct, Sustain and Electronics Watch, are relevant and proportionate to use in case of procurements over the threshold.

Glasgow Clyde College is 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.

Glasgow Clyde College is also a member of Environmental Association for Universities and colleges (EAUC). The EAUC is the environmental and sustainability champion within Further and Higher Education in the UK and Ireland. It aims to ensure that its members have access to important information relating to environmental legislation, technologies, best practice and research to enable each university and college to improve its environmental performance.

Glasgow Clyde College has also signed up to the APUC Supply Chain Code of Conduct declaration and include this within all Competitive Tenders conducted by the procurement department. New suppliers added to PECOS, are also expected to sign up to the Supply Chain Code of Conduct.

Sustainability at the Campuses

<u>Support Hubs</u>

The college has set up Support hubs at each campus to support students through the cost-of-living crisis by asking staff to provide a range of adults' and children's clothing, household items, hygiene products, toys, books and games.

<u>An Appetite for Change</u>

Glasgow Clyde College continues to tackle food waste by offering excess produce to students.

Launched in February 2020, and available at all three of the college's campuses, students are invited to help themselves to a range of unsold dishes and snacks, including sandwiches, cakes, fruit pots and pasta dishes, from 3pm every Friday.

Free Breakfast to students

The College are providing a free breakfast including toast, cereal and a hot drink every morning to every student.

Free Water Well

The college has contracted with a supplier for water coolers which works with the African Trust to provide clean drinking water to more than 2.9 million people in Africa. Through the award of the contract, the college has helped to donate a free water well.

Gift Tech

Gift-tech recycles the College's old Information and Communication Technologies equipment by cleaning, wiping and refurbing PC's and laptops restoring them to a workable state allowing them to be used by students or local community groups. The College was one of the first FE establishments in Scotland to be granted Microsoft Refurbisher Program status to allow them to achieve this.

The project has rapidly expanded and has over 70 partners City and Nationwide including Education Scotland. The college have also developed a partnership with Logan Air flying equipment to the remote island communities to help with the continued home working/learning.

The project has also set up IT training suites within some of Glasgow's most impoverished areas to help bridge the IT and skills gap for the people within these areas. To date there have been centres set up in Govan, Penilee and Govanhill.

With the expansion of the project, additional resources were required to maintain its success. In order to fill this gap the supported learning students within the college were given work experience placements within the project. This has been a success for both the project and the student with the project being able to award successful students the Saltire Award.

Collaborative Procurement

During the reporting period the College worked in partnership with APUC (Advanced Procurement for Universities and Colleges Ltd.), the procurement Centre of Expertise for Higher and Further Education in Scotland. Through APUC the College benefits from sharing procurement best practice, circulating procurement templates and highly relevant information regarding markets, suppliers and products.

Glasgow Clyde College is also part of the Glasgow Regional Procurement Team (GRPT) consisting of Glasgow Clyde College, Glasgow Kelvin College and City of Glasgow College colleges. The College has collaborated with the other two Glasgow colleges on several occasions to set up collaborative contracts and so provide best value and price for its stakeholders.

Appendix A   List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 1 August 2021 to 31 July 2022

Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status
Waste Management	Enva	Sep 21	C1	1/09/2021	5/6/2027	£269,517	medium
Internal Audit	Henderson Loggie	Aug 21	C1	1/08/2021	31/07/2024	£90,000	small
Cisco ISE LAN Maintenance and Support	Stone Technologies Ltd	Jan 22	B	1/02/2022	31/01/2025	£247,657	small
Hair and Beauty	College Kits Direct	Apr-22	B	1/07/2022	30/06/2023	£130,000	small
Library Security Self service equipment, Software and Maintenance	Lyngsoe Systems Ltd	Apr-22	B	4/07/2022	3/07/2025	£55,000	small
Project Management and Design Services 2022	McBains Ltd	June-22	C	6/06/2022	5/06/2027	£1,500,000	medium
PPE (Personal Protective Equipment)	Arco Ltd	June-22	C1	11/07/2022	10/07/2025	£150,000	medium
Mobile Phones	Vodafone Ltd	May 22	B	27/06/2022	26/6/2026	£160,000	medium
Fixed Wire Testing	Comply2	Sep 22	B	28/6/2022	27/6/2027	£240,000	small
Art Supplies	Abacus	July 22	C1	01/08/2022	31/07/2025	£180,000	small

List of non-Regulated Procurements Compliant (Works) Completed in the Reporting Period   1 August 2021 to 31 July 2022

Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status
Skills centre refurbishment	Insite Contracts Ltd	Jan-22	C	15/01/2022	Mar-22	£ 257,601.33	small
Anniesland and Langside External Works	Insite Contracts Ltd	Jan-22	C	15/01/2022	Mar-22	£ 324,597.55	small
Mechanical works all campuses	Arc Tech Scotland	Jan-22	C	20/01/2022	Mar-22	£ 220,194.00	small
Electrical works Anniesland and Langside campuses	Arc Tech Scotland	Jan-22	C	20/01/2022	Mar-22	£ 265,611.84	small
Public Realm Works	Affiniti Response	Jun-22	C	01-Jul-22	Oct-22	£ 500,000.00	small

Non-Compliant procurement projects
There were no non-compliant procurement projects over the regulated threshold during the reporting period.

Appendix B - List of Regulated Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Type
Water Coolers	Aquaid	1/08/22	31/07/25	£25,000	Donation of a water well for people in South Africa

Appendix C - List of Regulated Procurements placed with Supported Businesses
There were no regulated procurement placed with supported businesses.

Appendix D- List of Regulated Procurements planned to commence in next two F/Ys 22/23 & 23/24

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected Contract Notice publication Date	Expected Date of Award	Expected Start Date	Expected end date	Estimated Value over contract period
Supply of Catering Kits	C1 - Local Collaboration	Re-let	Sep-22	30/11/2022	01/12/2022	30/11/2026	£ 80,000.00
Provision of PAT Testing	Call-off from Framework	Re-let	N/A - Framework	04/06/2023	05/06/2023	04/06/2026	£ 40,000.00
Educational Psychologist	C1 - Local Collaboration	Re-let	N/A - Framework	31/01/2023	01/02/2023	31/01/2026	£ 60,000.00
Supply, Delivery and Installation of Washroom Services and Associated Products and Services	Call-off from Framework	Re-let	N/A - Framework	06/02/2023	07/02/2023	06/02/2027	£ 40,000.00
The Provision of Lift maintenance services	C - Contract	Re-let	N/A - Framework	28/02/2023	01/03/2023	28/02/2027	£ 100,000.00
Creative Agency Services	C	contract extension	N/A	28/02/2023	01/03/2023	28/02/2027	£ 39,600.00
Media buying	Call-off from Framework	contract extension	N/A	28/02/2023	01/03/2023	28/02/2027	£ 50,000.00
The Provision of Water Quality Management Services	C	Re-let	N/A - Framework	31/03/2023	01/04/2023	31/03/2027	£ 45,000.00

General Stationery and Office Paper	A	Re-let	N/A - Framework	31/03/2023		01/04/2023	31/03/2027	£ 300,000.00
Supply of Beauty Uniforms	C - Contract	Re-let	N/A - Framework	30/04/2023		01/04/2023	31/03/2027	£ 39,000.00
Provision of Cleaning and Associated Services	C	Re-let	Aug-22	07/05/2023		08/05/2023	07/05/2028	£ 2,295,562.00
Security services – CCTV, Security alarm & Fire System Maintenance	C	Re-let	Mar-23	13/06/2023		14/06/2023	13/06/2027	£ 44,000.00
Classroom and Office Furniture	Call-off from Framework	Re-let	N/A - Framework	30/06/2023		01/07/2023	30/06/2027	£ 150,000.00
Provision of Print devices Maintenance	Call-off from Framework	Re-let	N/A - Framework	30/06/2023		01/07/2023	30/06/2024	£ 46,000.00
Hair and Beauty kits	Call-off from Framework	Re-let	N/A - Framework	30/06/2023		01/07/2023	30/06/2027	£ 400,000.00
Student Funding Software Maintenance	C	Re-let	N/A	30/06/2023		01/07/2023	30/06/2024	£ 35,850.00
The Supply and Delivery of Sportswear	C1 - Local Collaboration	Contract Extension	N/A	07/07/2023		08/07/2023	07/07/2024	£ 25,000.00

The Supply of Health Care uniforms	C	Re-let	N/A - Framework	31/07/2023		01/08/2023	31/07/2027	£ 40,000.00
The Provision of Public Relations Services	C - Contract	Re-let	Apr-23	31/07/2023		01/08/2023	31/07/2027	£ 130,000.00
Similarity Detection System	C1 - Local Collaboration	Re-let	N/A - Framework	18/08/2023		19/08/2023	18/08/2027	£ 100,000.00
The Provision of Employee Assistance	Call-off from Framework	Re-let	N/A - Framework	30/09/2023		01/10/2023	30/09/2025	£ 11,700.00
Provision of Legal Services	C - Framework	Re-let	N/A - Framework	06/10/2023		07/10/2023	06/10/2027	£ 120,000.00
Provision of Student Travel	C - Framework	Re-let	N/A - Framework	17/10/2023		18/10/2023	17/10/2026	TBC
Lease of Franking Machines for Anniesland & Cardonald	Call-off from Framework	Re-let	N/A - Framework	25/10/2023		26/10/2023	25/10/2024	£ 9,108.00
Provision of Business Travel-Staff	C - Framework	Re-let	N/A - Framework	31/10/2023		01/11/2023	31/10/2026	TBC
Provision of Fully Managed Vending Service - Anniesland & Langside	C - Framework	Re-let	N/A - Framework	31/10/2023		01/11/2023	31/10/2027	TBC

The Provision of Mechanical PPM and Reactive Maintenance	C - Contract	contract extension	N/A	30/11/2023		01/11/2023	30/11/2024	£ 93,270.00
Washroom Services	Call-off from Framework	Re-let	N/A - Framework	28/11/2023	29/11/2023	28/11/2026	£ 75,000.00
Virtual Learning Environment (VLE) for GCC	Call-off from Framework	contract extension	N/A	29/12/2023	30/12/2023	31/12/2027	£ 200,000.00
PPE (Personal Protective Equipment)	C1 - Local Collaboration	contract extension	N/A	10/07/2024	11/07/2024	10/07/2025	£ 50,000.00
Student Records System	C - Contract	Re-let	N/A - Framework	31/07/2024	01/08/2024	31/07/2029	£ 403,538.00
Waste Management Services	Call-off from Framework	Re-let	Contract extension	31/08/2024	01/09/2024	31/08/2026	£ 200,000.00

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	Glasgow Clyde College
b) Period of the annual procurement report	2021-2022
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	10
b) Total value of regulated contracts awarded within the report period	£3,022,714.00
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	10
i) how many of these unique suppliers are SMEs	10
ii) how many of these unique suppliers how many are Third sector bodies	
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	10
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	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	-

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.	10
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.	unknown
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	unknown
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Unknown

6. Payment performance

a) Number of valid invoices received during the reporting period.	9339
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.	0

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:	0
i) spend within the reporting year on regulated contracts	
ii) spend within the reporting year on non-regulated contracts	

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£9,420,795.74
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£5,338,908.23
c) Total procurement spend with Third sector bodies during the period covered by the report.	-
d) Percentage of total procurement spend through collaborative contracts.	40%
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	£505,095.35
i) delivered cash savings for Cat A contracts	£156,214.76
ii) delivered cash savings for Cat B contracts	£147,262.24
iii) delivered cash savings for Cat C contracts	£201,618.35
g) Total non-cash savings value for the period covered by the annual procurement report	£706,305.14

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	32
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£5,222,628.00

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

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

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.

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.).

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.

Flexible Framework Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

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

- Identify non-pay spend on external goods and services

- Identify key suppliers and how many transactions are made with each

- Highlight common spend across suppliers and categories

- Identify spend with SMEs and/or local suppliers

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

For more information, visit the Scottish Government's **Hub** 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.

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

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.

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.