



Annual Procurement Report

1 August 2018-31 July 2019

Prepared by Yvonne Dalgarno, Head of Glasgow Regional Procurement Team

Table of Contents

Section	Page
Executive Summary	3
Section 1: Summary of Regulated Procurements Completed	5
Section 2: Review of Regulated Procurement Compliance	6
Section 3: Community Benefit Summary	10
Section 4: Supported Business	11
Section 5: Future Regulated Procurements	12
Section 6: Other Content for Consideration	13
Table 1: List of Regulated Procurements Completed in the Reporting Period	16
Table 2: Non-compliant procurement projects	16
Table 3: List of Regulated Procurements planned to commence in next two financial years	17
Table 4: Glossary of Terms	18

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an 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 2018 to 31st July 2019 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:

- EU regulated procurements [goods and services worth more than £181,302; works worth more than £4,551,413²] amounted to £3,743,223. There were 2 such procurements completed³.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £719,000. There were 6 such procurements completed.

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

The total procurement expenditure was £9,145,784.27 of which £6,799,114.02 was regulated expenditure (recorded on the Contracts Register) and £1,790,433.59 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,

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 (EU) thresholds are revised every 2 years – next due on 01/01/2020.

³ Deemed completed when the award notice is published or where the procurement process otherwise comes to an end – this assumption covers contracts and framework agreements.

contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly.

44% of the College spend went through collaborative agreements in 2018/19.

SMEs featured in the award of regulated procurements. 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 | MANDATORY |
| - Section 2: Review of Regulated Procurement Compliance | |
| - Section 3: Community Benefit Summary | |
| - Section 4: Supported Businesses Summary | |
| - Section 5: Future Regulated Procurements Summary | |
| - Section 6: Other Content for Consideration | |

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 Development Plan.

The detailed summary of regulated procurements completed is set out in Annex A. That information, coupled with the publication of the institutional Contracts Register and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

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

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

Section 2: Review of Regulated Procurement Compliance

Where appropriate, 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.

There were no non-compliant procurements over the regulated threshold during the reporting period, so Annex B was not used.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with 3 organisations to deliver local collaborative contracts.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>
<p>To work with internal academic budget holders, professional</p>	<p>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</p>

<p>support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p>	<p>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.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives. In December 2017 Glasgow Clyde College released their Procurement Strategy 2016-2020 which sets challenging but realistic goals for the development of the college’s procurement activities over the next 4 years which will be subject to regular and transparent review.</p> <p>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.</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>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.</p> <p>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</p>

	<p>with the other colleges forward contracting plans the collaborative tendering opportunities.</p> <p>Regional Collaboration in procurement across the Glasgow region has meant that it has been made viable, to create a regional category based Procurement Team, managed collaboratively for the Colleges on the region's behalf, by Advanced Procurement for Universities and Colleges, the sector's Centre of Procurement Expertise. Undertaking regional tenders has also brought significant efficiency savings within the Colleges from going to market once rather than several times over, while also benefiting from the increased market leverage this brings. The commodities covered have included sports kits, art kits, catering kits, PPE, 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.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category based contract and supplier management routines to monitor performance and introduce any improvements required.</p> <p>With on-going uncertainties around Brexit, a review has taken place of many of the framework contracts. No high risks have been identified.</p>
<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis 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,</p>

<p>corporate planning conducted through fair and transparent process.</p>	<p>Hunter database (including Contracts Registers) and the Procurement Data Dashboard.</p> <p>Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Sustain.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. 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.</p> <p>The Institution complies with its duties under the Modern Slavery Act.</p>

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

Section 3: Community Benefit Summary

For every procurement over £4m, 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 OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey.

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

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 plans to start a partnership with SENSCOT and Partnership 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.

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 Annex C should be viewed with this caveat in mind.

The information provided in Annex C covers:

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

Section 6 –Other Content for Consideration

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 Code of Conduct, Sustain and Electronics Watch, are relevant and proportionate to use in case of procurements over the threshold.

Glasgow Clyde College are also 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 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

Gift Tech

The college launched an innovative recycling initiative, which aims to help students and local communities with valuable resources for learning, and to reduce digital social exclusion.

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

A small team of volunteers have dedicated their spare time to ensure the project gets off the ground to ensure students and local community groups will be gifted the resources (up to 300+ devices a year) to help reduce barriers to participation, learning and achievement.

Gift-tech is available through a simple referral process involving teaching and support service staff. The project aims to improve retention and raise attainment in learning,

provide support for digital inclusion and promote inclusion and equality, all the while reducing the number of PC's and laptops given to recycling companies each year.

The college are continually looking to implement new programmes and schemes to reduce their carbon footprint and help combat climate change. Notably this year the college took the step of removing single use cups from circulation at its Cardonald Campus.

Eighty-three thousand single use hot drinks cups have been removed from sale with a reusable, sustainable alternative being offered. Once used, the new cups are placed in one of the many collection points, to be washed and ready for the next day's use. If the programme proves successful, it will be rolled out across all three of the campuses on a permanent basis, with the long-term vision of removing all single use plastic container from its facilities.

The college have also teamed up with Scotland's public water provider to boost awareness of the benefits of drinking from the tap. It is the first partnership between a further education establishment and Scottish Water since the launch of the national Your Water Your Life campaign. The campaign aims to encourage people to top up with Scotland's tap water in refillable bottles, helping to protect the environment by reducing waste, as well as highlighting the health and money saving benefits.

Drinking water points in the three campus locations provided by the college now feature the Your Water Your Life campaign visuals. This partnership is another key step in the college's sustainable journey.

Garden to Plate Project

The EVIP Hospitality students are working in collaboration with the Horticulture students to understand, grow and use healthier ingredients to produce healthier dishes to eat or sell to the local community.

The overall aim of the project is to make our students more aware of how to make a healthier environment by using a sustainable local food system, understanding artificial additives, industrial processing and how a low carbon food system reduces food miles.

This project has delivered many benefits, namely:

Student awareness of healthy, sustainably produced foods

Student understanding on how to use foods, which would or may have been wasted.

Community access to natural, fresh produce and local charities benefiting from any funds raised

Partnership Work Placements for Students

Glasgow Clyde College continues to actively engage with suppliers to promote community benefits through the tendering process namely work placement opportunities for our students.

Due to the success of our student work placement opportunities in the previous year the college have agreed with our cleaning and catering contractors to continue this agreement for the life of the contracts.

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 three 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.

Table 1 List of Regulated Procurements Completed in the Reporting Period 1 August 2018 to 31 July 2019

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status
PPE (Personal Protective Equipment) and workwear, supply of	Bunzl	3/08/2018	C1	3/08/2018	02/08/2021	£139,000	Medium
The Provision of Unified Wireless Network Equipment and Associated Services	Stone Computers	22/03/19	B	22/03/19	21/03/21	£200,448	Large
Provision of HR Payroll Support and Maintenance services	Midland HR	27/05/19	B	27/05/19	26/05/22	£69,000	Medium
Supply of Electricity	EDF Energy	1/04/19	A	1/04/19	31/03/25	£3,542,775	Large
Supply of Legal Services	Anderson Strathern	2/10/19	B	2/10/19	1/10/23	£120,000	Large
Supply of Furniture	Langstane Press	25/06/19	C1	25/06/19	24/06/22	£90,000	SME
College Insurance	UMAL	1/08/18	C	1/08/18	31/07/19	£166,000	small
The Provision of Art Supplies	Abacus	1/08/18	C1	1/08/18	31/07/21	£135,000	small

Table 2 - Non-Compliant procurement projects

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

Table 3 - List of Regulated Procurements planned to commence in next two F/Ys 19/20 & 20/21

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Contract Year	Estimated Value over 12 months
Media Buying	C	Re let	2019/20	£25,000
The Provision of Mechanical and Electrical PPM and Reactive Services	C	Re-let	2019/20	£30,000
Security services – CCTV, Security alarm & Fire System Maintenance	C	Re-let	2020	£30,000
Travel Management Services	B	Re-let	2020	£43,000
Catering services	C	Re-let	2020	£55,000
Waste Management services	C1	Re-let	2020	£103,000
MFD support and maintenance	B	Re-let	2020	£108,000
Creative Agency	C	New	2020	£39,000
Provision of Student Funding Software	C	Re-let	2020	£11,950
Confectionary	C	New	2020	£60,000
Water Quality Management Services (Including Legionella) for GCC	C	Re-let	2020	£40,000
Insurance Services	C	Re-let	2020	£166,000
Provision of Telephony System	C	Re-let	2020	TBC
Sign Language Interpreters	C	New	2020	TBC
Non-digital advertising – various methods	C1	New	2020	£50,000
Grocery and Chilled Foods	C	New	2020/21	£110,000
The provision of Cleaning and Associated Services	C	Extend or relet	2021	£550,000

Table 4 - Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • Scottish Procurement • 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 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.).

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

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

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

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.