

Board of Management

Date of Meeting	Wednesday 14 December 2022
Paper No.	BoM3-H
Agenda Item	6.1.1
Subject of Paper	Annual Procurement Report 2021-22
FOISA Status	Disclosable
Primary Contact	Deborah Fagan – Head of Procurement ELT Lead – Stuart Thompson, Vice Principal, Corporate Service
Date of production	28 November 2022
Action	For Approval

1. Recommendations

The Board is asked to review and approve the attached Annual Procurement Report 2021 – 2022 as submitted at the Finance & Physical Resources Committee meeting held on 7 December 2022.

The report will be published on the College website no later than 31st December 2022 with notification on publication sent to Scottish Minister as per the Procurement Reform (Scotland) Act 2014.

2. Purpose

The purpose of the Annual Procurement Report is to provide an overview of Procurement Activity within the academic period 2020 – 2021 in accordance with section 15 of the Procurement Reform (Scotland) Act 2014 (“the Act”)

3. Consultation

The following consultation was undertaken:

- Scottish Government in providing the requirements for the Report
- APUC Ltd in creating and providing the best practise template and guidance. Further consultation with the wider HEFE procurement community was carried out regarding performance measures and benchmarking.
- The Head of Procurement facilitated consultation sessions with the wider Procurement Team and selected Heads of Departments. These are still ongoing to ensure accuracy of the Future Tender Plan.

4. Key Insights

As part of the Act, City of Glasgow College are required to prepare and publish a Procurement Strategy as our annual estimated total value of regulated procurement spend exceeds £5m. Our 2022 – 2026 Procurement Strategy was published in 24th October 2022. Further to this we must also publish an Annual Procurement Report by the 31st December each year. The Act sets out what, as a minimum, each Annual Procurement Report must contain:

- a summary of the regulated procurements that have been completed during the year covered by the report,
- a review of whether those procurements complied with the College's procurement strategy,
- to the extent that any regulated procurements did not comply, a statement of how the College intends to ensure that future regulated procurements do comply,
- a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- a summary of the regulated procurements the College expects to commence in the next two financial years,
- any such other information as the Scottish Ministers may by order specify.

Key highlights with this year's annual report include:

- Collaborative spend is sitting at 47%
- 38% was spent with SME's who constitute 39% of the total of active suppliers. 81 SME's feature in the award of regulated procurements. Total SME Spend - £3.2m
- Contracts have now been awarded to cover all areas of non-compliance
- Increased Cash Saving of £1.1m* and non-cash savings of £302k. **Primarily down to the large laptop purchases from HP*
- 18 regulated contracts awarded in 21-22 to the value of £3.5m
- 47 regulated tenders to the value of £12.7m on the future tender plan (cover the next 2 years)
- All action plan objectives are currently being met, green status
- Fair Work First criteria and the payment and the Living Wage will be included in all proportionate and relevant tenders
- spend has occurred with 4 supported businesses to the value of £27.5k in the reporting period. The College currently hold a regulated contract with Hey Girls (supported Business) for the supply for sanitary products to the value of £50,000
- £45k of spend with 3rd sector organisations in 2021-2022

5. Impact and Implications

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



Annual Procurement Report 2021-2022

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Charity Number: SC0 36198

Executive Summary

City of Glasgow College's purpose is to Let Learning Flourish through Inspiration, Excellence and Innovation. City of Glasgow College is redefining college education and the sector's contribution to the economy, the community, and society. City of Glasgow College's landmark buildings at the Riverside and the City Centre are beacons in the Scottish Further Education sector.

City of Glasgow College is Scotland's largest college and is home to 30,000 students and 1300 staff. City of Glasgow College is a beacon of learning and innovation and is immensely proud of its historic industry links and valued reputation for developing the workforce of the future across various specialisms in Glasgow, nationally and internationally. City of Glasgow College offers a wide range of education and training opportunities, from foundation courses through to master's level programmes in partnership with various Higher Education partners.

The College continues to grow its partnerships with business and industry to boost innovation and economic growth in Glasgow, the UK and internationally.

Recent investments in our two new campuses have been fundamental to the delivery of a first-class learning experience, while contributing to Scotland and the Colleges net zero journey.

With the support from such an advanced and creative organisation, investment in College Procurement has seen the team grow from strength to strength in numbers and experience. This has been crucial to ensure the effective and compliant delivery of regulated and sustainable procurement.

The team have been recognised for their contribution at the Procurement Government Opportunities (GO) Awards 2019 in winning the 'Supplier Relationship Management' category. In 2020 the team received the 'Team of the Year' award and were recently finalists in the 2021/22 'Continuous Improvement' category.

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

Accordingly, the College is pleased to publish our fifth annual procurement report addressing our performance and achievements in delivering our organisational procurement strategy, covering the period 1st August 2021 to 31st July 2022.

The content of the report covers all Regulated Procurements completed during the reporting period and details how these have supported the objectives of the procurement action plan contained within the Colleges Procurement Strategy 2020-2022.

- 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, Head of Procurement and approved by City of Glasgow College Finance & Physical Resources Committee on 7th December 2022.

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 Colleges Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=31>) and the systematic use of Public Contracts Scotland and Public Contracts Scotland - Tender, provides complete visibility of the College's procurement activity over the reporting period.

At the end of this report information is set out to show lower value regulated procurements completed and EU regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

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

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:

- EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252²] amounted to £2,205,878. There were 5 such procurements completed³.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,278,700. There were 13 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 695 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £10,178,711 - £5,839,060 of which was regulated expenditure, £1,615,147 on non-regulated expenditure and £2,724,503 on non-influenceable expenditure.

The College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 47% of the College spend went through collaborative agreements.

38% was spent with SME's who constitute 39% of the total of active suppliers. 81 SME's feature in the award of regulated procurements.

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

³ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

Section 2: Review of Regulated Procurement Compliance

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

In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

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

Successful delivery against the procurement strategy objectives is part of 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 PCIP assessment was conducted in November 2021 with the College scoring 94% and falling within the gold band. Re assessment is due in early 2024.

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

Procurement Strategy Statement Summary	Compliance review
<p>Sustain & further develop partnerships within the sector, with other publicly funded bodies.</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>The College regularly share tender documentation, lessons learned and operational practices with procurement colleagues across the education and wider public sector.</p> <p>The College contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Glasgow Clyde College, Glasgow Kelvin College and wider to deliver local collaborative contracts.</p> <p>The College actively engages in internal and external working groups as well as attending HE and FE specific events and Scottish public-sector events.</p> <p>Working Group and Forum Membership:</p> <ul style="list-style-type: none"> • Scottish Government procurement Climate Forum • APUC LTD Procurement Strategic Group • EAUC Sustainable Procurement Topic Support Network • Environmental Sustainability Working Group • Glasgow Procurement Collaboration Group • HE/FE Supply Chain Climate Strategy Working group • Climate Emergency Procurement Working Group

Procurement Strategy Statement Summary	Compliance review
<p>Work with internal and external stakeholders to deliver innovation and best value to the College.</p>	<p>Regular meetings with heads of department are established and procurement awareness and training sessions are delivered to identified target audiences regularly throughout the year.</p> <p>This early engagement allows us to appropriately plan our tendering activity, identify the most appropriate route to market and take advantage of any opportunities to consolidate requirements across the College whilst identifying potential for collaboration to assure best value. Optimal procurement Contract Strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <u>Scottish Procurement Journey</u>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>Care is taken to ensure that procurement operations link in with and support the College’s strategic objectives.</p>
<p>Promote the delivery of value for money through good procurement practice and optimal use of</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>

Procurement Strategy Statement Summary	Compliance review
procurement collaboration opportunities.	<p>City of Glasgow College organises regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting - is subject to annual review and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The College has collaborated with Glasgow Clyde College and Glasgow Kelvin College on several tenders. The three Colleges form a regional procurement team called GRPT (Glasgow Regional Procurement Team). The Head of Procurement at City of Glasgow College analyses spend for every category to populate the local forward contracting plan with tender opportunities. This assists in identifying collaborative opportunities within the region.</p>
Seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners.	<p>The Procurement Department consists of a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. One member of the team is MCIPS qualified with two more working towards this qualification. Devolved procurement competencies are assessed across the College to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>The procurement team regularly attend available training to further develop or refresh skills. The Head of Procurement has gained Carbon Literacy Accreditation.</p>

Procurement Strategy Statement Summary	Compliance review
	<p>Further specific requirements for training and development are identified throughout the year and are formally recorded on each employees training plan for each member of staff as well as details of procurement training delivered to staff across the College.</p>
<p>Develop sound and useful procurement management information to measure and improve procurement and supplier performance.</p>	<p>Internal governance procedures, policies and tools are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub (Spikes Cavell), Hunter (including Contracts Registers) and APUC Ltd.'s Procurement Data Dashboard.</p> <p>Our bespoke suite of reports to extract procurement data from our finance system allows us to effectively analyse college expenditure and identify spend compliance with users having more transparency and control over their spend.</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>Embed sound ethical, social and environmental policies within the College's procurement function.</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</p>

Procurement Strategy Statement Summary	Compliance review
	<p>utilising tools including Life Cycle Mapping, Prioritisation, Supply Chain Code of Conduct, and Sustainability Tests.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract-by-contract basis, the College will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g., Health and Safety, Late Payment legislation, GDPR etc. Where relevant and proportionate the Living Wage and Fair Work Practices of suppliers are promoted in tenders. The College itself is an accredited Living Wage Employer.</p> <p>In line with the provisions of the Modern Slavery Act 2015 (the Act), the College is committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.</p>

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

Listed within Appendix A of this report is the Colleges regulated non-compliant spend during the reporting period. All non-compliant spend has now been identified and reported to our Board of Management. Contracts are now in place for all areas of non-compliance.

Section 3: Community Benefit Summary

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

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

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

- providing 'upskilling' opportunities (e.g., Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,

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

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

City of Glasgow College has awarded 32 regulated procurement contracts over the reporting period. None of these were over £4 million in value however in the reporting period, the following community benefits from contracts below the value of £4 million were fulfilled:

1. Improving student experience and development:

- Work experience placements
- Career Talks
- Interview Preparation and Coaching
- Course related site visits and presentations
- Delivery of Modern Apprenticeships

2. SME and Third Sector Engagement and Social Value

- Work placement in conjunction with Skills Development Scotland
- Work placement in conjunction with Princes Trust
- A supply chain free of modern slavery and conforming to the supplier's code of conduct

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

Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the 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 College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant Procurement Legislation and ensuring value for money for the College (using the only Supported Business [register](#) currently available and published by Ready for Business).

City of Glasgow College did not reserve any contracts for supported businesses in this period, however, spend has occurred with 4 supported businesses to the value of £27.5k in the reporting period. The College currently hold a regulated contract with Hey Girls for the supply for sanitary products to the value of £50,000.

Section 5: Future Regulated Procurements

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

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

Appendix A - List of Regulated Procurements Completed in the Reporting Period 1st August 2021 – 31st July 2022

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
Provision of Wartsila Ship Simulation Smart Support Services including Software Refresh and Hardware	Wartsila Voyage Limited	Large	30/06/22	C	30/06/22	30/06/27	£1,104,797
Supply of Apple Equipment & Services	Academia Ltd	Large	06/03/22	B	06/03/22	05/03/26	£300,000
National Framework for Mobile Client Device	HP INC. UK LIMITED	Large	20/12/21	A	02/12/21	01/12/25	£300,000
Provision of a Learning Experience Platform	Cornerstone on Demand	Medium	30/06/22	A	30/06/22	29/06/26	£251,081
Provision of Taxi and Private Vehicle Hire Services	SPRING RADIO CARS LIMITED	Large	08/03/22	C1	01/04/22	01/04/26	£250,000
Supply of Personal Protective Equipment	Arco Ltd	Large	11/07/22	C1	11/07/22	10/07/25	£160,000

Provision of Franking Machines, Associated Services and Consumables	Postage - Northern Services Ltd (Pitney Bowes) Leasing - CF Finance	Large	29/04/22	B	31/06/2022	31/05/27	£152,715
Supply of Chromebooks	CDW Corporation	Large	01/08/21	B	01/08/21	31/07/24	£143,490
Supply and Delivery of Laptops and Chromebooks	Dell Ltd	Large	30/10/21	B	30/10/20	30/10/23	£132,885
Internal Audit Services	Henderson Loggie	Medium	02/08/21	B	01/08/21	31/07/26	£125,400
Provision of Citrix Licenses	Phoenix Software Limited	Large	30/03/22	B	31/03/22	30/03/23	£108,100
Refurbishment, Maintenance and Servicing of Lifeboats	Survival Systems International (UK) Ltd	Medium	01/07/22	C	01/07/22	30/06/27	£93,645
Provision of Server Maintenance including Replacement & Repair	Stone Computers Limited	Large	28/07/22	B	15/08/22	14/08/24	£72,699
Provision of Coach Hire Services	Allander Coaches Limited	Small	24/01/22	C1	01/01/22	30/06/25	£60,000
Provision of Coach Hire Services	Craig of Campbelltown Ltd T/A West Coast Motors		24/01/22	C1	01/01/22	30/06/25	£60,000
Provision of Network SIEM	Caretower Ltd	Medium	28/07/22	A	31/07/22	30/07/25	£59,248
Provision of Blackboard Ally for Canvas	TET Limited	Small	01/07/22	A	04/07/22	03/07/27	£57,877
Provision of Adobe Licenses	JISC / EDUSERV	Large	28/07/22	B	13/08/22	12/08/23	£52,642

Non-Compliant Spend in the reporting period

Category Subject	Supplier Name	Value over Contract Period	Proposed Solution
Health Surveillance	Integral Occupational Health Ltd	£121,867	Compliant contract now in place
Large Format Print	The Poster Company	£88,375	Compliant contract now in place

Appendix B - List of Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Supply of Wine, Beer and Beverages	Inverarity Morton	01/02/19	31/1/23	£38,703	- Staff and Student Training Once per academic year - Sponsorship of Student Awards and Event Nights
Supply of Fresh Fruit and Vegetables	Mclays Ltd	04/02/19	01/02/23	£240,000	- Sponsorship of Student Awards and Event Nights.
Supply of Fresh Butcher Meat	Mclays Ltd	13/05/19	13/05/23	£200,000	- Staff and Student Training (Butchery) twice per academic year - Sponsorship of Student Awards and Event Nights
Provision of Painting Services	Scott Bro's Ltd	01/07/19	31/12/24	£64,667	- 2 Apprenticeships for 4 years.

Supply of Fish	The Fish People Ltd	04/03/19	30/03/23	£172,000	<ul style="list-style-type: none"> - Staff and Student Training (Fish fileting) twice per academic year - Sponsorship of Student Awards and Event Nights.
The Provision of a Diverse and Sustainable Catering Service	BaxterStorey Scotland Ltd	01/08/20	31/07/26	£12,000,000	<ul style="list-style-type: none"> - 6 Modern Apprenticeships (1 per year) - 48 Work Experience Placements (8 annually) - English for Speakers of other Languages (ESOL) placements (3 placements per term) - Talks to procurement students from our supply chain (1 per term) - Students on springboard placement (2/4 per term) - Hospitality students experience at large corporate events (4 times per year) - Careers events, to promote Catering as a career to students and Q & A session (2 sessions per year)

Appendix C – List of Regulated Procurement placed with Supported Businesses in the reporting period

N/A

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/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Staff Wellbeing Survey	C	New	Sep-22	Feb-23	£60,000
Provision of Cisco Firewall	B	Re-Let	Nov-22	Mar-23	£250,000
Provision of Litho/Digital Print Service	A	Re-let	Nov-22	Mar-23	£240,000
Supply of Fish	B	Re-let	Nov-22	Mar-23	£230,000
Provision of Educational Psychologist Services	C	Re-let	Nov-22	Apr-23	£80,000
Supply of Medical, First Aid and Teaching Supplies	B	Re-Let	Dec-22	Mar-23	£75,000
Provision of Cisco Umbrella Services (Web Protection)	A	Re-Let	Dec-22	Mar-23	£67,000
Provision of Associate Trainers (Inc. NEBOSH)	C	Re-let	Jan-23	Jul-23	£1,800,000
Supply of Fresh Butcher Meat	B	Re-let	Jan-23	May-23	£200,000
Provision of Specialist External Façade and Internal Window Cleaning Services	C	Re-let	Jan-23	Jul-23	£220,000

Water and Wastewater Services	A	Re-Let	Jan-23	Mar-24	£200,000
Supply of Liquid Fuel	A	Re-Let	Jan-23	Mar-23	£100,000
Provision of International Associate Trainers - DPS	C	New	Jan-23	Jul-23	£80,000
Provision of Strategic Events Management and Support	C	Re-Let	Feb-23	Aug-23	£220,000
Provision of Legal Services	B	Re-Let	Feb-23	Jun-23	£140,000
MCA Approved Training for Nautical Cadets - STCW Courses	C	New	Feb-23	Jul-23	£120,000
Advertising (Media Buying)	C	New	Feb-23	Jul-23	£105,000
Gas and Oil Tanker Training	C	New	Feb-23	Jul-23	£90,000
Provision of Temporary Staff	A	Re-let	Mar-23	Apr-23	£1,700,000
Provision of Sign Language Interpreters	B	Re-let	Mar-23	Jul-23	£1,300,000
Provision of Adobe Licenses	B	Re-Let	Mar-23	Jul-23	£200,000
Supply of General Stationery & Office Paper Agreement	A	Re-Let	Mar-23	Apr-23	£200,000

Supply of Trade Materials	B	Re-Let	Mar-23	Apr-23	£160,000
Supply of Building Materials	B	Re-let	Mar-23	Apr-23	£100,000
Supply of Timber Products	B	Re-let	Mar-23	Apr-23	£75,000
Delivery of Teaching Qualification in Further Education Programme	B	Re-let	Apr-23	Aug-23	£67,000
Supply of Grocery and Frozen Products	B	Re-let	May-23	Jul-23	£400,000
Supply of ePortfolio Licenses and Services	C	Re-Let	May-23	Oct-23	£80,000
Supply of VMWare	B	Re-let	May-23	Jul-23	£64,000
Supply of Catering Disposables and Catering Equipment (Light)	B	Re-Let	Jun-23	Oct-23	£80,000
Provision of Public Affairs Services	C	Re-Let	Jul-23	Jan-24	£304,000
Provision of a Cycle to Work Scheme	B	Re-Let	Jul-23	Sep-23	£50,000
Provision of a Finance System including Asset Management	B	Re-Let	Aug-23	Dec-23	£700,000
Supply of Electronic Components and Associated Products	B	Re-Let	Aug-23	Dec-23	£200,000

Supply of Periodicals	B	Re-Let	Aug-23	Dec-24	£50,000
Student Records System	B	Re-Let	Oct-23	Apr-24	£370,000
Desktop Client Devices	A	Re-Let	Oct-23	Dec-23	£300,000
Provision of Microsoft Licenses	B	Re-let	Dec-23	Apr-24	£403,000
Supply of Beauty Consumables and Beauty Kits, Hair Consumables and Hair Kits	B	Re-Let	Dec-23	Apr-24	£334,000
Supply and Delivery of Specialist Culinary Arts Goods	C	Re-Let	Jan-24	Jun-24	£60,000
Supply of Specialist skincare products	B	Re-Let	Jan-24	Apr-24	£52,000
Provision of Network Maintenance including Replacements and Repairs	B	Re-Let	Mar-24	Jul-24	£550,000
Provision on Non-Life Insurance	B	Re-let	Mar-24	Jul-24	£350,000
Provision of Server Maintenance including Replacement & Repair	B	Re-Let	Mar-24	Jul-24	£73,000
Provision of cloud-to-cloud backup	B	Re-Let	Mar-24	Jul-24	£58,000
Supply of colour house products and service provision of training	B	Re-Let	Apr-24	Aug-24	£80,000

Provision of Painting Services	C	Re-Let	Jul-24	Dec-24	£65,000
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Annex A - Annual Procurement Report Template

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

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	City of Glasgow College
b) Period of the annual procurement report	2021-2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	18
b) Total value of regulated contracts awarded within the report period	£3,484,578
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	18
i) how many of these unique suppliers are SMEs	6
ii) how many of these unique suppliers how many are Third sector bodies	-
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	18
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	-
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	

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

-
3
12
-
-
-
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.
- b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.
- d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

18
4
2
0

6. Payment performance

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

6927
39%
10

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:	£27,660
i) spend within the reporting year on regulated contracts	£26,950
ii) spend within the reporting year on non-regulated contracts	£710

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£10,178,711
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£3,259,369
c) Total procurement spend with Third sector bodies during the period covered by the report.	£45,018
d) Percentage of total procurement spend through collaborative contracts.	47%
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	
i) delivered cash savings for Cat A contracts	£420,353
ii) delivered cash savings for Cat B contracts	£436,033
iii) delivered cash savings for Cat C contracts	£279,133
g) Total non-cash savings value for the period covered by the annual procurement report	£301,695

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	47
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£12,698,147

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