

## Board of Management

<b>Date of Meeting</b>	<b>Thursday 14 December 2023</b>
<b>Paper No.</b>	<b>BoM3-M</b>
<b>Agenda Item</b>	<b>6.1.2</b>
<b>Subject of Paper</b>	<b>Annual Procurement Report 2022-23</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Deborah Fagan</b>
<b>Date of production</b>	<b>November 2023</b>
<b>Action</b>	<b>For Noting</b>

### 1. Recommendations

Board members are asked to approve the Annual Procurement Report 2022-23 as endorsed at the Finance Committee meeting held on 29 November 2023.

## Board of Management Finance Committee

<b>Date of Meeting</b>	<b>Wednesday 29 November 2023</b>
<b>Paper No.</b>	<b>FC2-C</b>
<b>Agenda Item</b>	<b>3.3</b>
<b>Subject of Paper</b>	<b>Annual Procurement Report 22-23</b>
<b>FOISA Status</b>	<b>Disclosable</b>
<b>Primary Contact</b>	<b>Deborah Fagan, Head of Procurement</b>
<b>Date of production</b>	<b>16 November 2023</b>
<b>Action</b>	<b>For Approval</b>

### **1. Recommendations**

The Committee are asked to review and approve the attached Annual Procurement Report 2022 – 2023.

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 2022 – 2023 in accordance with section 15 of the Procurement Reform (Scotland) Act 2014 (“the Act”).

The report evidence the progress made by procurement over the reporting period and against the Strategic Objectives set out in the Colleges Procurement Strategy 2022 – 2026.

### **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 on 24<sup>th</sup> October 2022. Further to this we must also publish an Annual Procurement Report by the 31<sup>st</sup> 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 66% (19% increase)
- 37% of Goods and services expenditure was spent with SME's who constitute 52% of the total of active suppliers. 97 SME's feature in the award of regulated procurements. Total SME Spend - £4.9m
- Contracts have now been awarded to cover all areas of non-compliance
- Cash Saving of £544k and non-cash savings of £696k.
- Increase of 29 compliant regulated contracts awarded in 22-23 to the value of £7.9m

- 1 non-compliant regulated contract awarded in 22-23 to Qobolok for Commercial Services L.L.C to the value of £322,881
- 46 regulated tenders to the value of £18.3m 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 are being included in all proportionate and relevant tenders
- Spend has occurred with 4 supported businesses to the value of £58.3k (increase) in the reporting period. The awarded a regulated contract to Hey Girls (supported Business) for the supply for sanitary products to the value of £58.3k in the reporting period
- Increased spend of £105k with 3rd sector organisations in 2022-2023
- The Procurement Team were finalists at the 2023 Go Awards under the Sustainable Procurement Category

## **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.

**Appendix A – Annual Procurement Report 22-23**



**Annual Procurement Report  
2022-2023**

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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 27,000 students and 1,127 FTE 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 College's 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 are finalists in the 2023 'Sustainable Procurement' category.

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

Accordingly, the College is pleased to publish our sixth ARP addressing our performance and achievements in delivering our organisational procurement strategy, covering the period 1<sup>st</sup> August 2022 to 31<sup>st</sup> July 2023.

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 College's Procurement Strategy 2022-2026.

- 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 29<sup>th</sup> November 2023.

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<sup>1</sup> 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

## Section 1: Summary of Regulated Procurements Completed

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

The detailed summary of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the College's Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=31>) and the systematic use of Public Contracts Scotland (PCS) and Public Contracts Scotland-Tender (PCS-T), provides complete visibility of the College's procurement activity over the reporting period.

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

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

City of Glasgow College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- GPA regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252<sup>2</sup>] amounted to £6,855,306. There were 15 such procurements completed<sup>3</sup>.

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<sup>2</sup> Public contracts (EU) thresholds are revised every 2 years – next due on 01/01/2024

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



- Lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,329,389. There were 15 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 671 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £13,517,421 - £8,819,564 of which was regulated expenditure, £1,190,749 non-regulated expenditure and £3,597,485 non-influenceable expenditure.

The College has been optimising the use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 66% of the College spend went through collaborative agreements.

37% was spent with SMEs who constitute 52% of the total of active suppliers. 97 SMEs feature in the award of regulated procurements.

## **Section 2: Review of Regulated Procurement Compliance**

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

In 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.

Regulated Procurements are undertaken with consideration of World Trade Organisation's (WTO) Government Procurement Agreement (GPA) principles of non-discrimination, transparency and procedural fairness. Successful delivery against the procurement strategy objectives is part of the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the HEFE sector is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented.

The College's current PCIP score sits at 94% falling within the Gold band. Reassessment is due in early 2024.

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

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Enhance the Student Experience through procurement practices	<p>To help enhance the Student Experience at the College the Procurement Department provided work experience placements to several students and hosted an APUC graduate trainee.</p> <p>The College maximised the student benefits within contracts to include work experience placements, apprenticeships and student workshops and toolbox talks.</p> <p>Engagement was increased with students to ensure the College purchased ‘best in industry’ equipment and supplies for courses by ensuring students’ needs were reflected in the tender scope of requirements.</p>
Enrich and enhance experience and capability of procurement practitioners by identifying professional development requirements and opportunities	<p>The Procurement Department consists of a professionally qualified team with access to competency-based training, skills development programmes and career development opportunities. The Head of Procurement is MCIPS qualified with all Procurement Co-ordinators working towards this qualification.</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> <p>Further specific requirements for training and development are identified throughout the year and are formally recorded on each employee’s training plan as well as details of procurement training delivered to staff across the College.</p>
Effectively manage contracts to ensure continued value, monitor performance	<p>The Procurement Department maintain a robust Contract Management Process and provide guidance and support to all relevant internal stakeholders to assist them in the process.</p>

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
and minimise risk throughout the life of contracts for the benefit of the College and students	<p>The department embed contract management, KPIs and SLAs within supplier contracts where necessary, monitoring these throughout the life of the contract. Regular contract management meetings and monitoring is conducted by Procurement for all Strategic Contracts, obtaining feedback from all involved. Routine Contracts are managed by other departments.</p>
Work with internal stakeholders to communicate procurement policy and deliver innovation and best value to the College	<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>

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Ensure compliance with Policy and Legislation	<p>The Procurement Team ensures timely implantation of all Scottish Procurement Policy Notices (SPPN) to ensure compliance with procurement regulations. Our Procurement Policy, Procedures and Guidance are updated annually to ensure compliance and accuracy.</p> <p>Standardised tender documentation has been developed and is regularly updated.</p> <p>The College’s Procurement Strategy was updated and published on the College website on 30<sup>th</sup> August 2023 and will remain to be updated annually until the new Strategy is due in 2026.</p>
Successful award of all contracts within the Future Tender Plan	<p>The Procurement Department proactively plan future tendering projects as far in advance as 2 years. The 2-year plan is published in this Annual Report. This allows for improvement workforce planning and ensuring the team have the skills required for the College’s future requirements.</p> <p>The Head of Procurement frequently liaises with all departments to identify their needs and ensure they are accounted for within the Future Tender Plan.</p> <p>Robust planning ensures compliant routes to market are identified and reduces any non-compliance.</p>
Continue to provide and support a fully functional ePurchasing System	<p>The College operate PECOS as there ePurchasing platform. Quarterly training is provided to all staff to ensure they are kept up to date with procurement processes and system updates.</p>

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
	<p>Frequent reviews are conducted within the system to ensure the approval hierarchy is reflective of the organisational structure and complies with the College's Financial Regulations. Annual reviews are conducted on ePurchasing processes and communicated to relevant staff members.</p> <p>All non-contracted purchases over the value of £2k are reviewed and preauthorised by the Procurement Department to ensure the correct route to market is being utilised and procedures are being followed.</p> <p>The Procurement Department are actively working on increasing catalogue content for our high transactional and strategic suppliers.</p>
Continuously develop and improve the procurement function	<p>In the later stages of 2022, the Procurement Department structure changed to a Category Lead structure, delivering benefits in the following areas:</p> <ul style="list-style-type: none"> <li>• Savings</li> <li>• Stakeholder Relationships</li> <li>• Risk Management</li> <li>• Governance and Compliance</li> <li>• Market Insight</li> <li>• Defining Business Requirements</li> </ul> <p>Internal processes and standardised documents and continually review to identify improvements. An exercise was carried out this year comparing our process and documents to others within the</p>

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
	Public Sector with many improvements identified and implemented. These processes and documents are shared with ours within the sector via the APUC Ltd SharePoint.
Embed sound environmental ethical and social policies within the College procurement procedures and comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Life Cycle Mapping, Prioritisation, 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</p>

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
	<p>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>
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>City of Glasgow College organises regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting - is subject to annual review and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p> <p>The College has collaborated with Glasgow Clyde College and Glasgow Kelvin College on a number of tenders. The three Colleges form a regional procurement team called GRPT (Glasgow Regional Procurement Team). The 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>
<p>Eliminate non-compliant spend in line with the Board of Management's zero tolerance policy</p>	<p>The Head of Procurement reviews all College expenditure quarterly to identify non-compliant spend. Any non-compliant spend (regulated and non-regulated) is reported to the Finance Committee and communicated with Heads of Departments. Plans are then put in place together with budget managers to eliminate non-compliant spend.</p>



Listed within Appendix A of this report is the College's regulated non-compliant spend during the reporting period. All non-compliant spend has now been identified and reported to our Board of Management. We are currently working on areas of non-compliant spend.

### **Section 3: Community Benefit Summary**

For every procurement over £4 million, City of Glasgow College will consider how it can improve the economic, social and 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, Third 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 29 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
- Free breakfasts
- 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 Prince's 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 with Procurement Legislation and ensuring value for money for the College.

City of Glasgow College awarded 1 contract to a Supported Business (Hey Girls CIC) in this period to the value of £58.3k. In addition, spend has occurred with 4 Supported Businesses to the value of £30.6k in the reporting period.

#### **Section 5: Future Regulated Procurements**

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

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

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

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

## Appendix A – List of Regulated Procurements Completed in the Reporting Period 1<sup>st</sup> August 2022 – 31<sup>st</sup> July 2023

### 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 Panopto Software	ACADEMIA LTD	Large	2/9/22	B	2/9/22	1/9/25	£88,287
Provision of Events Equipment and Services	CAMERON PRESENTATIONS LTD	Small	7/9/22	C	29/8/22	28/8/26	£80,000
Framework for the call-off provision of Personal Survival Techniques, Fire Training and First Aid	IHF Limited	Micro	27/9/22	C	27/9/22	26/9/26	£812,400
Framework for the call-off provision of Personal Survival Techniques, Fire Training and First Aid	STREAM MARINE TRAINING LTD	Small	27/9/22	C	27/9/22	26/9/26	£812,400
Framework for the call-off provision of Personal Survival Techniques, Fire Training and First Aid	CLYDE TRAINING SOLUTIONS	Small	27/9/22	C	27/9/22	26/9/26	£812,400

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
Design, Supply and Installation of Audio-Visual Equipment (Project)	MEDIASCAPE LIMITED	Small	6/10/22	B	6/10/22	5/10/24	£67,728
Provision of IT Service Management (ITSM) Software	SPECIALIST COMPUTER CENTRES (SSC) PLC	Large	31/10/22	B	1/12/22	15/10/27	£99,755
Provision of a Travel Management Company for Staff and Student travel	MAWASEM LTD T/A CLARITY	Large	14/11/22	B	16/11/22	15/11/26	£900,000
Provision of Health Surveillance Services	PAM WELLBEING LTD	Medium	9/12/22	C	9/12/22	8/12/26	£71,044
Supply and Delivery of Library Books & Textbooks - Lot 1 Adult Fiction and Non-Fiction	Browns Books for Students Blackwell Limited Kelvin Books	Various	12/12/22	B	12/12/22	11/12/26	£384,000
Supply and Delivery of Library Books & Textbooks - Lot 3 Reference and Foreign Language Books	Browns Books for Students Waterstones Booksellers Limited Blackwell Limited Kelvin books	Various	12/12/22	B	12/12/22	11/12/26	£384,000
Supply and Delivery of Library Books & Textbooks - Lot 4 General Library Books	Bright Red Publishing Ltd Glowworm Books + Gifts Ltd Browns Books for Students Kelvin Books	Various	12/12/22	B	12/12/22	11/12/26	£384,000
Supply and Delivery of Library Books & Textbooks - Lot 5 Audio Books	Glowworm Books + Gifts Ltd Browns Books for Students Peters Limited Kelvin Books	Various	12/12/22	B	12/12/22	11/12/26	£384,000

Category Subject	Supplier name	SME status	Date of Award	Cat A/B/C or C1	Start Date	End Date (inc. extension)	Value over contract period
Service Provision of Minor Works	PRIME MAINTENANCE SOLUTIONS LTD	Small	12/12/22	C	12/12/22	11/12/26	£93,000
Provision of Occupational Health Services	PAM WELLBEING LTD	Medium	12/12/22	C	12/12/22	11/12/26	£88,000
Provision of LeafOS	SOFTCAT PLC	Large	30/1/23	A	30/1/23	29/1/26	£112,541
Provision of Microsoft Azure Visual Desktop	PHOENIX SOFTWARE LIMITED	Large	27/2/23	B	20/2/23	19/2/26	£461,000
Supply and Delivery of Pre-printed Contactless Smart Cards	PA PROMOTIONS LTD	Small	27/2/23	B	21/2/23	28/2/27	£127,920
Provision and Delivery of Sanitary Products	Hey Girls CIC	Supported Business	28/2/23	B	1/3/23	28/2/27	£58,333
Provision of Cisco Umbrella Services Renewal (Web Protection)	BARRIER NETWORKS	Medium	10/3/23	B	16/3/23	15/3/26	£75,900
Provision of a Printing Solution including Maintenance and Consumables	Ricoh Print Scotland	Large	22/3/23	A	27/3/23	26/3/28	£217,110
Provision of Firewalls for City of Glasgow College	STONE COMPUTERS LTD	Large	23/3/23	B	5/4/23	4/4/26	£195,922
Cleaning materials and Disposable Paper Products	Bunzl Cleaning & Hygiene Supplies	Large	30/3/23	B	3/4/23	2/4/27	£320,000
Provision of a HR/Payroll System	SOFTCAT PLC	Large	24/4/23	A	18/4/23	17/4/26	£210,066

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
Supply and Delivery of Catering Kits	E. Russum & Sons Ltd.	Small	28/4/23	C1	1/5/23	30/4/27	£255,127
Provision of Group Life Insurance	Legal and General, contracted by Willis Wealth Management	Medium	26/6/23	A	3/7/23	2/7/25	£57,278
Provision of Adobe Licenses	JISC / EDUSERV	Large	29/6/23	B	12/8/23	11/8/26	£144,710
Development and Delivery of Teaching Qualification in Further Education Programme	University of Strathclyde	Large	7/7/23	B	10/7/23	9/7/27	£106,080
Desktop Evaluation for the Provision of VMWare Licenses	SOFTCAT PLC	Large	14/7/23	B	1/8/23	31/7/26	£58,813

### Non-Compliant Spend in the Reporting Period

Category Subject	Supplier Name	Value over Contract Period	Proposed Solution
Provision of International Student Recruitment Services	QOBOLAK FOR COMMERCIAL SERVICES L.L.C	£322,881	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 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	- Staff and Student Training (fish fileting) twice per academic year - Sponsorship of Student Awards and Event Nights
Provision of a Diverse and Sustainable Catering Service	BaxterStorey Scotland Ltd	01/08/20	31/07/26	£12,000,000	- 6 Modern Apprenticeships (1 per year) - 48 Work Experience Placements (8 annually) - Free breakfast for students every weekday morning - 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)
Supply and Delivery of Catering Kits	E. Russum & Sons Ltd.	01/05/23	30/04/27	£255,127	Sponsorship of student awards

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Supply of Beer, Wine and Beverages	Inverarity Morton	03/02/23	02/02/26	£36,000	-Sponsorship of student awards and event nights -Staff Training - once per year -Student training - four times per year
Provision of Cleaning Materials and Disposable Paper Products	Bunzl Cleaning & Hygiene Supplies	03/04/23	02/04/27	£360,000	-Free COSH Training -Training on paper systems, soap cartridge filling and sharps disposal training -BCHS Apprenticeship scheme made available for FE/HE sector throughout Scotland

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

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 and Delivery of Sanitary Products	Hey Girls CIC	Supported Business	28/2/23	B	1/3/23	28/2/27	£58,333

## Appendix D – List of Regulated Procurements Planned to Commence in Next Two F/Ys 23/24 & 24/25

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Provision of Public Affairs Services	C	Re-Let	Jul-23	Jan-24	£304,000
Provision of Interim IT Staff Services	A	Re-Let	Aug-23	Oct-23	£250,000
Provision of Interim Professional Staff Services	A	Re-Let	Aug-23	Oct-23	£250,000
Provision of temporary administrative, catering, and manual services	A	Re-Let	Aug-23	Oct-23	£1,700,000
Provision of Sign Language Interpreters	B	Re-Let	Aug-23	Oct-23	£1,296,000
Similarity Detection System	B	Re-Let	Aug-23	Oct-23	£91,705
Supply and Delivery of Catering Disposables and Catering Equipment (Light)	B	Re-Let	Aug-23	Oct-23	£80,000
Supply and Delivery of Laptops and Chromebooks	B	Re-Let	Aug-23	Oct-23	£132,885
Supply of Fresh Butcher Meat	B	Re-Let	Aug-23	Oct-23	£200,000
National Framework for Desktop Client Devices	A	Re-Let	Sep-23	Nov-23	£300,000
Provision of Litho/Digital Print Service	A	Re-Let	Sep-23	Nov-23	£200,000
Provision Building Materials	B	Re-Let	Sep-23	Nov-23	£100,000
Supply of Electronic Components and Associated Products	B	Re-Let	Sep-23	Nov-23	£200,000
Supply of Fresh Fruit and Vegetables	B	Re-Let	Sep-23	Nov-23	£240,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Provision of a Finance System (including Asset Management)	B	Re-Let	Sep-23	Jan-24	£165,200
Provision of Educational Psychologist Services	C	Re-Let	Oct-23	Apr-24	£80,000
Supply of Laundry for Riverside Student Accommodation	B	Re-Let	Oct-23	Dec-23	£100,000
Supply of Trade Tools	B	New	Oct-23	Jan-24	£75,000
Trade Materials Lot 2 - General & Ground Care Tools	B	Re-Let	Nov-23	Jan-24	£160,000
Trade Materials Lot 3 - General Ironmongery, Fixings, Adhesives, Sealants and Silicones	B	Re-Let	Nov-23	Jan-24	£160,000
Trade Materials Lot 4 - Paint and Paint Sundries	B	Re-Let	Nov-23	Jan-24	£160,000
Student Records System	B	Re-Let	Nov-23	May-24	£445,362
Provision of Hotel Management System	B	New	Nov-23	May-24	£110,000
Provision of Technology Peripherals and Infrastructure	A	Re-Let	Dec-23	Feb-24	
Water and Wastewater Services	A	Re-Let	Dec-23	Feb-24	£200,000
Provision of Microsoft Licenses with Added Value	B	Re-Let	Dec-23	Feb-24	£403,576
Supply of Photography Equipment and Consumables	B	Re-Let	Dec-23	Feb-24	£120,000
Supply of Photography Equipment and Consumables	B	Re-Let	Dec-23	Feb-24	£120,000
Network Refresh Project	B	New	Dec-23	Apr-24	£3,000,000
Supply and delivery of Beauty Consumables and Beauty Kits, Hair Consumables and Hair Kits	B	Re-Let	Jan-24	Mar-24	£632,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Supply and delivery of specialist skincare products for course delivery	B	Re-Let	Jan-24	Mar-24	£52,000
Supply of Chromebooks	B	Re-Let	Apr-24	Jun-24	£143,490
Provision of cloud-to-cloud backup	B	Re-Let	May-24	Jul-24	£58,650
Provision of Server Maintenance including Replacement & Repair	B	Re-Let	May-24	Jul-24	£72,699
Supply of colour house products and service provision of training	B	Re-Let	May-24	Jul-24	£80,000
Provision of Riverside Campus Painting Services	C	Re-Let	May-24	Nov-24	£64,667
Design, Supply, and Installation of Audio-Visual Equipment (Project)	B	Re-Let	Jul-24	Sep-24	£67,728
Supply of Periodicals	B	Re-Let	Sep-24	Nov-24	£50,000
Supply of Electricity	A	Re-Let	Dec-24	Feb-25	£4,800,000
Provision of Legal Services	C	Re-Let	Dec-24	May-24	£140,000
Provision of an Employee Benefits Platform (including cycle to work)	A	Re-Let	Jan-25	Mar-25	
Coach Hire Services	C1	Re-Let	Mar-25	May-25	
Provision of Group Life Insurance	A	Re-Let	Apr-25	Jun-25	£57,278
Provision of Network SIEM	A	Re-Let	Apr-25	Jun-25	£59,248
Provision of Manned Guard Security	B	Re-Let	Apr-25	Jun-25	£425,000
Provision of SAN Array and Maintenance	B	Re-Let	Apr-25	Jun-25	£583,874

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Supply of Personal Protective Equipment	C1	Re-Let	Apr-25	Jun-25	£160,000
Provision of Panopto Software	B	Re-Let	Jun-25	Aug-25	£88,287
Supply and Delivery of Sportswear	C1	Re-Let	Dec-25	May-25	£183,316

## Annex A - Annual Procurement Report Template

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

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	City of Glasgow College
b) Period of the annual procurement report	2022-2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements completed</u></b>	
a) Total number of regulated contracts awarded within the report period	30
b) Total value of regulated contracts awarded within the report period	£8,184,695
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	28
i) how many of these unique suppliers are SMEs	11
ii) how many of these unique suppliers how many are Third Sector bodies	1
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	29
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
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	6

**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
0
0
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

26
22
14
3

**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

6710
50%
13
1

**7. Supported Businesses Summary**



a) Total number of regulated contracts awarded to Supported Businesses during the period	1
b) Total spend with Supported Businesses during the period covered by the report, including:	
i) spend within the reporting year on regulated contracts	£13,255
ii) spend within the reporting year on non-regulated contracts	£17,402

### **8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report	£13,517,421
b) Total procurement spend with SMEs during the period covered by the annual procurement report	£4,947,162
c) Total procurement spend with Third Sector bodies during the period covered by the report	£105,086
d) Percentage of total procurement spend through collaborative contracts	66%
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	£543,792
i) delivered cash savings for Cat A contracts	£13,871
ii) delivered cash savings for Cat B contracts	£140,242
iii) delivered cash savings for Cat C contracts	£389,678
g) Total non-cash savings value for the period covered by the annual procurement report	£696,540

### **9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	46
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£18,361,965