



# Annual Procurement Report

## 2023-2024

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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 1,140 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.

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 ensuring the effective and compliant delivery of regulated and sustainable procurement.

The team were recognised for their contribution at the National Procurement Government Opportunities (GO) Awards 2024 with the Associate Director being a finalist in the Individual of the Year category. The team were also finalists in the 2023 'Sustainable Procurement' category at the Scottish Government Opportunities (GO) Awards 2023.

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 seventh ARP addressing our performance and achievements in delivering our organisational procurement strategy, covering the period 1<sup>st</sup> August 2023 to 31<sup>st</sup> July 2024.

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, Associate Director, Procurement & Asset Management and approved by City of Glasgow College's Finance Committee on 27<sup>th</sup> November 2024.

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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 £9,917,467. There were 16 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 £1,621,623. There were 17 such procurements completed.

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

City of Glasgow College has over 878 active suppliers with whom the College did business in the reporting period. The total procurement expenditure was £13,852,944 - £8,465,378 of which was regulated expenditure, £1,373,348 non-regulated expenditure and £4,014,218 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. 74% of the College spend went through collaborative agreements.

31% was spent with SMEs who constitute 37% of the total of active suppliers. 76 SMEs feature in the award of regulated procurements.

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

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

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

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

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

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

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

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

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

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Action on Climate Emergency - Contribute to the Colleges Net Zero Target and wider sustainable development challenges by applying sustainable development thinking in procurement of college contracts and promoting innovation and encourage different ways of working.	Deliverable fully completed with Sustainable Development Goal's embedded within all tender documents, Climate Change Action Plans have been created and are ongoing for Food, Catering, IT, Hair & Beauty and Travel. City of Glasgow College's newly developed Climate Change and Sustainable Purchasing eLearning Module has received positive feedback with a 92% uptake rate. Sustainable outputs and measures are continuously being embedded within our contracts and tenders with outcomes monitored via Contract Management.
Team Development - Continue to development a skilled, diverse and inclusive procurement team, embedding our values in all our work and investing in supporting and developing our people to meet the challenges of procurement and contract management in a changing environment	Most actions within this deliverable have been completed with the exception of Staff PDR's. Fortnightly team meetings allow for knowledge transfer and an opportunity to support, advice and provide guidance to each other. Coaching and mentoring have been well received by the team as well as the introduction of peer reviews for tenders and contracts. The team continue to participate in CPD, attending various training session provided by APUC Ltd and Scottish Government. Procurement continues to delivery work experience placement to ESOL and Supply Chain Management Students.
Increase Community Benefits - Increase Community Benefits delivered through our contracts, mandating	Deliverable fully completed. The procurement policy sets the framework for embedding community benefits within tenders and contracts with the procedure providing the guidance required. Multiple community benefits in the form of student added value have been achieved.

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
<p>them in all contracts over the value of £500k unless in exceptional circumstances, and considered for all regulated procurements</p>	<p>This includes upskilling workshops, work experience, training, apprenticeships and sponsorships. One of our main community benefits/added value objectives is to obtain industry learning experience for students and providing advanced training but industry leaders.</p>
<p>Increase access to our contracts - Maximise Small and Medium Enterprise, the Third Sector and Supported Business participation in City of Glasgow College procurement opportunities by ensuring opportunities are accessible to this sector</p>	<p>Deliverable fully completed with marketplace uptake analysis conducted, barriers reduced, and additional advertising channel introduced. This has been achieved in conjunction with the SME community via APUC Ltd and Scottish Government.</p>
<p>Development Contract Management - Work with our contractors to optimise performance, identify further opportunities for sustainability improvements, promote fair working practises and increase supply chain transparency</p>	<p>Most actions within this deliverable have been completed. Sustainable outputs and measures are continuously being embedded within our contracts and tenders with outcomes monitored via Contract Management. College values and objectives are identified at Contract Strategy stage then communicated to bidders within the tenders Scope of Requirements. Fair Work First is fully embedded within our tender documents and the payment of the living wage made mandatory where proportionate and relevant.</p>



Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
Withstand Scrutiny - Continue to ensure legal compliance, robust governance and accountability in our procurement activity	Deliverable fully completed. All Policies, Procedures, Processes and Standardise Tender Documents have been updated to reflect changes to the regulations, the procurement journey and best practise. Staff are trained and kept informed off all legislative changes, the Procurement Awareness Module has been updated and extended to include Climate Change and Sustainable Purchasing. Peer Reviews at all stages of the tender process have been successfully implemented to ensure accuracy of tenders and contracts. The Procurement Strategy was reviewed, updated and published on time as well as the Annual Procurement Review. Both were shared with Scottish Ministers.
Efficient Procurement - By actively supporting Faculties and Departments in the delivery of their services. Optimising resources, delivering savings and benefits and delivering sustainability	Deliverable fully completed. All tenders planned within the Future Tender Plan have been completed in addition to some unexpected/last minute projects such as Capex purchases. Zero Regulated non-compliance. All tenders conducted were fully compliant with GPA and Procurement Regulations with no challenges raised. Annual spend analysis was conducted with all procurement measures met or exceeded. 81 tenders were conducted to the value of £14.5m covering student support services, students' educational material, digital resources, professional services and facilities management.
Improve Contract Resilience - Improve contract and supply chain risk in respect of Business Continuity, Data Protection, Cyber Security and Fraud	Deliverable partially met. Contract management is continuous on all Strategic and Managed Contracts with performance and improvements reviewed periodically. Procurement have worked with IT to consider the implementation of the Scottish Government cyber security tool. Scottish

Procurement Strategy Objectives	Annual Report Commentary on Strategy Delivery/Compliance
by better understanding the risks and strengthen prevention and mitigation measures in our contracts.	Government are actively developing this tool and representative from Procurement attend a workshop in Q1 24/25 to start the implementation.

### 3.1 Audit and Compliance

Successful delivery against the procurement strategy objectives is part of the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the HEFE sector is periodically assessed, and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented.

The College's current PCIP score sits at 94% falling within the gold band. The most recent assessment took place on 14<sup>th</sup> May 2024 with the following feedback provided by the assessor:

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

### 3.2 Climate Change

The College continues to acknowledge that its procurement activities have an impact on the environment, society and the economy. The procurement team are focused on developing contract strategies that minimise or reduce negative impacts on the environment.

The contract strategy used for all regulated procurements was reviewed and updated at the beginning of 2024 to further improve compliance with our climate change duties. The contract strategy required procurement professional and internal stakeholders to outline the procurement process will comply with the climate change duties, focusing on the following areas: tackling climate change and reducing scope 3 emissions, social responsibility, embedding sustainability across the college and ensuring continuous improvement.

Within 2023-2024 the procurement team created and launched the colleges Climate Change and Sustainable Purchasing e Learning Module. The module contains the following learning outcomes: What is Climate Change, CoGC's target to achieve Net Zero by 2040, Our roles in promoting sustainable practises, Circular Economy, and Progress we have made so far.

The aim of the module is to raise awareness with purchasers on the impacts caused to the environment through our supply chain. Encouraging purchasers to adopt more sustainable and responsible buying practises, educate them on climate change and help them understand their contribution to achieving net zero by 2040.

To further ensure the awareness and knowledge of Climate Change the team embedded Sustainable Development Goal's (SDG's) in our tender documents. The aim of this initiative is to increase awareness of the SDG's, both internally and with Suppliers by aligning procurement process and requirements to SDG's for example Modern Slavery, Fair Work Practises, ED&I.

### 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 33 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 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 New Two Limited in this period to the value of £25k. In addition, spend has occurred with 4 Supported Businesses to the value of £34.4k 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
Supply of Electricity	EDF Energy	Large	31/05/2024	A	01/04/2024	31/04/29	£4,000,000
Provision of Sign Language Interpreters for City of Glasgow College	Deaf Action Limited	Small	04/06/2024	C	01/07/2024	30/06/2028	£800,000
Water and Wastewater Services	Business Stream	Large	01/04/2024	A	01/04/2024	31/03/2028	£620,000
Provision of Interim IT Staff Services	Venesky Brown Recruitment Ltd, ASA Recruitment, Lorien Resourcing Ltd, Harvey Nash Limited	Large	30/05/2024	A	05/06/2024	04/06/2027	£450,000
Provision of Temporary Administrative, Catering and Manual Staff services	Venesky Brown Recruitment Ltd, Blue Arrow Ltd, Brightwork Limited, ASA Recruitment	Large	30/05/2024	A	05/06/2024	04/06/2027	£450,000

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
Provision of Digital Marketing Services	Big Think Agency	Small	09/05/2024	C	28/05/2024	27/05/2028	£400,000
Supply of Grocery and Frozen Products	Brake Bros Food Services LTD	Medium	30/10/2023	B	01/11/2023	31/10/2027	£400,000
Provision of Associated Trainers - Domestic and International	Academy of Enterprise Education	Micro	25/03/2024	C	25/03/2024	24/03/2029	£400,000
Provision of Desktop Client Devices	HP INC. UK LIMITED	Large	15/12/2023	A	03/01/2024	02/01/2028	£370,750
Provision of Hair Kits and Consumables	College Kits Direct Ltd	Small	29/05/2024	B	03/06/2024	02/06/2028	£365,000
Provision of Public Affairs Services	Dram Communications	Micro	25/03/2024	C	25/03/2024	24/03/2028	£310,000
Provision of Student Management Systems and Associated Services	Education Software Services Limited	Large	08/01/2024	B	01/08/2024	31/07/2029	£295,811
Provision of Microsoft Licenses	Phoenix Software Limited	Large	02/04/2024	B	01/04/2024	31/03/2027	£263,906
Provision of Fresh Butcher Meat	Mclays Foods Ltd	Medium	19/09/2023	B	14/11/2023	13/11/2027	£200,000

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
Refresh of UCS Infrastructure (and Server Maintenance Variation)	XMA Limited	Large	11/04/2024	B	14/05/2024	13/05/2029	£192,000
Supply of General Office Stationery & IT Consumables	Lyreco UK Limited	Large	05/10/2023	A	01/09/2023	31/08/2027	£185,260
Provision of Specialist Window Cleaning Services including Rope Access	Struan Window Cleaning	Small	13/09/2023	C	18/09/2023	17/09/2028	£140,375
Provision of Network Maintenance	Specialist Computer Centres (SSC) PLC	Large	18/07/2024	A	15/08/2024	14/08/2025	£132,000
Provision of Fresh Fish and Seafood	Campbell's Prime Meat Limited	Large	01/11/2023	B	01/11/2023	31/10/2027	£120,000
Provision of Timber Products and Materials	St Andrews Timber & Building Supplies	Large	18/08/2023	B	28/08/2023	27/08/2026	£112,436
Provision of ePortfolio Licenses and Services	Onefile Ltd	Large	24/11/2023	C	01/12/2023	20/11/2027	£101,836
Supply of Promotional Goods	Get Yourself Noticed Limited	Medium	04/10/2023	B	04/10/2023	03/10/2027	£100,000
Provision of Beauty Kits and Consumables	College Kits Direct Ltd	Small	29/05/2024	B	03/06/2024	02/06/2025	£92,000
Provision of Grounds Maintenance	Idverde Limited	Large	28/06/2024	C	01/07/2024	30/06/2028	£90,000

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
Provision of Litho/Digital Print Service	J Thomson Colour Printers	Medium	09/05/2024	A	13/05/2024	12/05/2028	£85,000
Provision of Fresh Fruit and Vegetables	Premier Produce Scotland Ltd	Small	13/12/2023	B	08/01/2024	07/01/2028	£80,000
Supply & Installation of Sports and Fitness Equipment	Pule Fitness	Medium	16/07/2024	B	16/07/2024	15/07/2026	£75,000
Provision of Large Format Print	The Poster Company	Small	11/09/2023	C	11/09/2023	10/09/2027	£74,167
Provision of Anti-Virus Software	Softcat PLC	Large	22/08/2023	B	28/09/2023	27/09/2026	£66,549
Provision of Trade Tools and Hardware	Screwfix	Large	15/05/2024	B	15/05/2024	31/01/2027	£66,000
Provision of Ad-Hoc Art Materials	Abacus Creative Resources	Small	15/05/2024	B	22/04/2024	21/04/2028	£51,000
Supply, Delivery and Installation of Office and Classroom Furniture	Alpha Marketing UK Ltd	Small	11/12/2023	C1	13/12/2023	12/12/2027	£50,000
Framework: Provision of Associated Trainers - Domestic and International	Advance Training Scotland Ltd	Micro	25/03/2024	C	25/03/2024	24/03/2029	£400,000
	Carol Ann Gvineria Consultancy	Micro					
	Catersafe Food Hygiene	Large					

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
	CBES Ltd	Micro					
	Connect Three Solutions	Micro					
	Denhill Education	Micro					
	Digital Bricks Learning Ltd	Micro					
	Etopia Solutions Ltd	Micro					
	Event Medical Group	Micro					
	G & A Wilson Consultants	Small					
	GSSC Consultancy Ltd	Micro					
	HSC Futures Ltd	Micro					
	JDunn	Micro					
	Join the Dots (Consultancy) Ltd	Mirco					
	Le Grove Training	Mirco					
	Mary Fraser (Knowbetter L&D)	Micro					
		Micro					

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
	Mora Consulting Limited	Micro					
	NSDesign Ltd	Micro					
	Perception Insight Ltd	Micro					
	Perth Innovation Limited	Micro					
	Quo Solvis Ltd	Small					
	Robin Macdonald Coaching	Micro					
	SCAPA Services (UK) Ltd	Micro					
	Sibbald Training	Small					
	Synergy Training Services	Micro					
	Targeted Compliance Training	Small					
	The Skill Zone	Micro					
	The Verdancy Group						
	Tigerlily Training Ltd						

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
	Transform Business Training and Consultancy Ltd						

### Non-Compliant Spend in the Reporting Period

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

### Appendix B – List of Procurements with Community Benefit Outcomes

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Provision of Fresh Butcher Meat	McLays	14/11/2023	13/11/2027	£200,000	Work experience placements Workshops Donations of produce
Provision of Fresh Fish and Seafood	Campbells Prime Meat	01/11/2023	31/10/2027	£120,000	Sponsorship of student prize - form of chef's knife/jacket Demonstrations Work experience placements
Provision of Fresh Fruit and Vegetables	Premier Produce	08/01/2024	07/01/2027	£80,000	Student presentations
Provision of Fresh Dairy Products	Grahams the Dairy	21/10/2023	20/10/2025	£20,000	<ul style="list-style-type: none"> <li>• Farm Visits</li> <li>• Sponsoring Events</li> <li>• Student Talks</li> </ul>

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Provision of Digital Marketing Services	Big Think Agency	28/05/2024	27/05/2028	£400,000	<ul style="list-style-type: none"> <li>• Work experience</li> <li>• Workshops</li> <li>• Training for marketing team (industry Insights)</li> <li>• “Ask the Expert” Tool</li> <li>• Sponsorship</li> </ul>
Provision of Grounds Maintenance	Ideverde Ltd	01/70/2024	30/6/2028	£90,000	<ul style="list-style-type: none"> <li>• Volunteering - 1 day per year for each employee involved in the contract</li> </ul>
Provision of Hair Kits & Consumables	College Kits Direct	03/06/2024	02/06/2028	£365,000	<ul style="list-style-type: none"> <li>• Staff &amp; student training - face 2 face &amp; online Coaching &amp; mentoring for students</li> <li>• Sponsorship of college events</li> <li>• Donations</li> </ul>
Provision of Beauty Kits & consumables	College Kits Direct	03/06/2024	02/06/2028	£365,000	<ul style="list-style-type: none"> <li>• Staff &amp; student training - face 2 face &amp; online</li> <li>• Coaching &amp; mentoring for students</li> <li>• Sponsorship of college events</li> <li>• Donations</li> </ul>
Provision of Hair & Beauty Uniforms	Sir Jacob Behrens Ltd (La Beeby)	03/06/2024	02/06/2028	£30,000	<ul style="list-style-type: none"> <li>• Student fitting sessions for uniforms</li> <li>• Uniform upcycling sessions</li> </ul>
Provision of Specialist Skincare	Eve Taylor	03/06/2024	02/06/2028	£45,000	<ul style="list-style-type: none"> <li>• Training inc. materials - staff &amp; students (annually)</li> </ul>



Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value
Provision of Photography Equipment & Consumables	WEX Photo Video	26/09/2024	30/09/2028	£140,000	<ul style="list-style-type: none"> <li>• Full/Part-Time Vacancies within Glasgow WEX Store shared with COGC Students</li> <li>• Free Student Hub with access to wide range of advice, support and online events</li> <li>• Student Discount</li> </ul>
Provision of Broadcasting Equipment & Consumables	Creative Video Productions (CVP)	26/09/2024	30/09/2028	£120,000	<ul style="list-style-type: none"> <li>• 3-week free loan of Broadcast Quality Shotgun and Lavalier Mics for Summer School 2024</li> <li>• Student attendance at Product Events and Open Days</li> </ul>
Provision of a Diverse and Sustainable Catering Service	BaxterStorey Scotland Ltd	01/08/2020	31/07/2026	£12,000,000	<ul style="list-style-type: none"> <li>• 6 Modern Apprenticeships (1 per year)</li> <li>• 48 Work Experience Placements (8 annually)</li> <li>• Free breakfast for students every weekday morning</li> <li>• English for speakers of other Languages (ESOL) placements (3 placements per term)</li> <li>• Talks to procurement students from our supply chain (1 per term)</li> <li>• Students on springboard placement (2/4 per term)</li> <li>• Hospitality students experience at large corporate events (4 times per year)</li> <li>• Careers events to promote Catering as a career to students and Q&amp;A session (2 sessions per year)</li> </ul>

### 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 of Domestic Furniture and Furnishings	New Two Limited	Small	24/11/2023	B	01/12/2023	31/01/2025	£25,000

### Appendix D – List of Regulated Procurements Planned to Commence in Next Two F/Ys 24/25 & 25/26

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 Building & Trade Materials	B	Re-let	Dec-24	Jan-25	£100,000
Provision of Educational Psychologist Services (Framework)	C	Re-let	Dec-24	May-25	£80,000
Provision of Sign Language Interpreters (Framework)	C	Re-Let	Jan-25	Apr-25	£800,000
Supply and Delivery of Sportswear	C1	Re-Let	Feb-25	May-25	£190,000
Provision of Beauty Kits and Consumables	B	Re-Let	N/A	Apr-25	£92,000
Provision of Similarity Detection Software (Licenses)	B	Re-Let	N/A	Aug-25	£80,000
Provision of a Learning Experience Platform	B	Re-Let			£250,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
			N/A	Jan-26	
Supply of Student Make-Up kits	C	New	Feb-25	Jun-25	£90,000
Provision of Network SIEM	C	Re-Let	Feb-25	Jun-25	£60,000
Provision and Support of Bursary Management System	C	Re-Let	Mar-25	Jan-26	£70,000
Supply of Electricity	A	Re-Let	N/A	Mar-25	£4,800,000
Provision of SAN Array and Maintenance	B	Re-Let	N/A	Jul-25	£600,000
Provision of Manned Guard Security	B	Re-Let	N/A	Jul-25	£425,000
Provision of Network Maintenance	B	Re-Let	N/A	Jul-25	£132,000
Supply of Beauty Kits and Consumables	B	Re-Let	N/A	Jun-25	£92,000
Provision of Panopto Software	B	Re-Let	N/A	Aug-25	£90,000
Provision of Group Life Insurance	B	Re-Let	N/A	Jun-25	£60,000
Supply of Personal Protective Equipment	B	Re-Let	N/A	Jul-25	£160,000

Category Subject	Owner: Cat A/B/C or C1	New/Re-let	Expected Contract Notice Publication Date	Expected Date of Award	Estimated Value
Supply of Periodicals	B	Re-Let	N/A	Dec-25	£50,000
Provision of a Diverse and Sustainable Catering Service	C	Re-Let	Oct-25	Apr-26	£9,000,000
Supply of Mobile Client Device	A	Re-Let	N/A	Dec-25	£300,000
Provision of in Class Support Services (Framework)	C	Re-Let	Dec-25	Apr-26	£720,000
Provision of Microsoft Azure Visual Desktop	B	Re-Let	N/A	Jan-26	£460,000
Provision of LeafOS	B	Re-Let	N/A	Jan-26	£115,000
Supply of Apple Equipment & Services	B	Re-Let	N/A	Feb-26	£300,000
Provision of Cisco Umbrella Services Renewal (Web Protection)	B	Re-Let	N/A	Feb-26	£75,000
Provision of Firewalls	B	Re-Let	N/A	Mar-26	£200,000
Occupational Health Services, Health Surveillance Services & all-inclusive Employee Assistance Programme (Framework)	C	Re-Let	Feb-26	Aug-26	£190,000
Provision of Personal Survival Techniques, Fire Training and First Aid (include gas and oil tanker training)	C	Re-Let	Mar-26	Jul-26	£812,000
Supply of Natural Gas	A	Re-Let	N/A	Mar-26	£1,300,000

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 Events Equipment and Services	C	Re-Let	Apr-26	Jul-28	£80,000
Desktop Evaluation for the Provision of VMWare Licenses	B	Re-Let	N/A	Jun-26	£590,000
Provision of Adobe Licenses	B	Re-Let	N/A	Jul-26	£145,000
Internal Audit Services	B	Re-Let	N/A	Jun-26	£125,000
Provision of VMWare Licenses	B	Re-Let	N/A	Jul-26	£59,000
Provision of IT Service Management (ITSM) Software	B	Re-Let	N/A	Apr-27	£100,000
Provision of a Travel Management Company for Staff and Student travel	B	Re-Let	N/A	Oct-26	£900,000
Service Provision of Minor Works	B	Re-Let	N/A	Nov-26	£93,000
Provision of Anti-Virus Software	B	Re-Let	N/A	Aug-26	£67,000
Provision of Waste Services	B	Re-Let	N/A	Aug-26	£350,000

## Annex A - Annual Procurement Report Template

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

### 1. Organisation and report details

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

City of Glasgow College
2023-2024
Yes

### 2. Summary of Regulated Procurements completed

- a) Total number of regulated contracts awarded within the report period
- b) Total value of regulated contracts awarded within the report period
- c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period
  - i) how many of these unique suppliers are SMEs
  - ii) how many of these unique suppliers are Third Sector bodies

33
£11,539,090
65
45
1

### 3. Review of Regulated Procurements Compliance

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

33
0

### 4. Community Benefit Requirements Summary

#### **Use of Community Benefit Requirements in Procurement:**

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

0
0
0

**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

-
-
-
-
-
-
-
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

12
19
12
-

**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

3
0

## **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	£32,325
ii) spend within the reporting year on non-regulated contracts	£2,107

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

a) Total procurement spend for the period covered by the annual procurement report	£9,838,726
b) Total procurement spend with SMEs during the period covered by the annual procurement report	£4,557,294
c) Total procurement spend with Third Sector bodies during the period covered by the report	£104,296
d) Percentage of total procurement spend through collaborative contracts	74%
e) Total targeted cash savings for the period covered by the annual procurement report	£400,000
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	£328,126
ii) delivered cash savings for Cat B contracts	£369,431
iii) delivered cash savings for Cat C contracts	£282,124
g) Total non-cash savings value for the period covered by the annual procurement report	£428,655

## **9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	40
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£24,202,000



## 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"><li>• Scottish Procurement</li></ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"><li>• Scottish Procurement</li><li>• APUC</li><li>• Scotland Excel</li><li>• NHS National Procurement</li></ul>
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

**Code of Conduct** - City of Glasgow College 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.

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

**Procurement Journey** is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

**PCS (Public Contracts Scotland)** is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Small and Medium Sized Enterprises (SMEs)** encompass -

- **Micro enterprises:** enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- **Small enterprises:** enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- **Medium enterprises:** enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Social Enterprises** are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

**Supply Chain** encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

**Supported business** means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a

whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**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.