Annual Procurement Report
And
Strategy Update
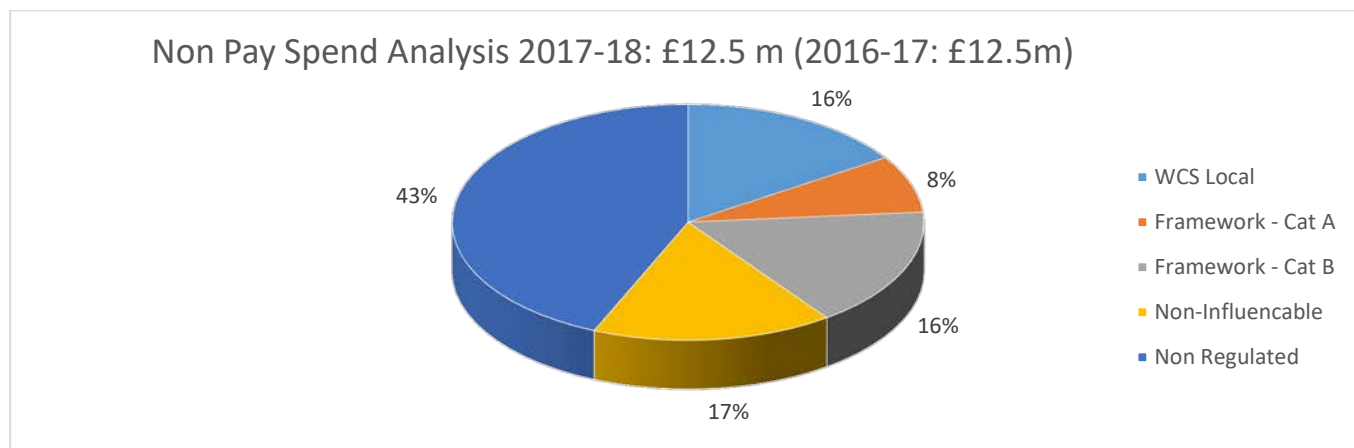# 1 August 2017 to 31 July 2018

Contents

Introduction

This report details procurement activities undertaken as follows:

- Section 1: Summary of completed Regulated Procurement
- Section 2: Review of Regulated Procurement compliance and Strategy Progress
- Section 3: Summary of Community Benefits
- Section 4: Summary of Supported Business engagement
- Section 5: Summary of Future Regulated Procurement
- Section 6: Other Considerations - this provides an overview of some of the key procurement developments being undertaken by the College.
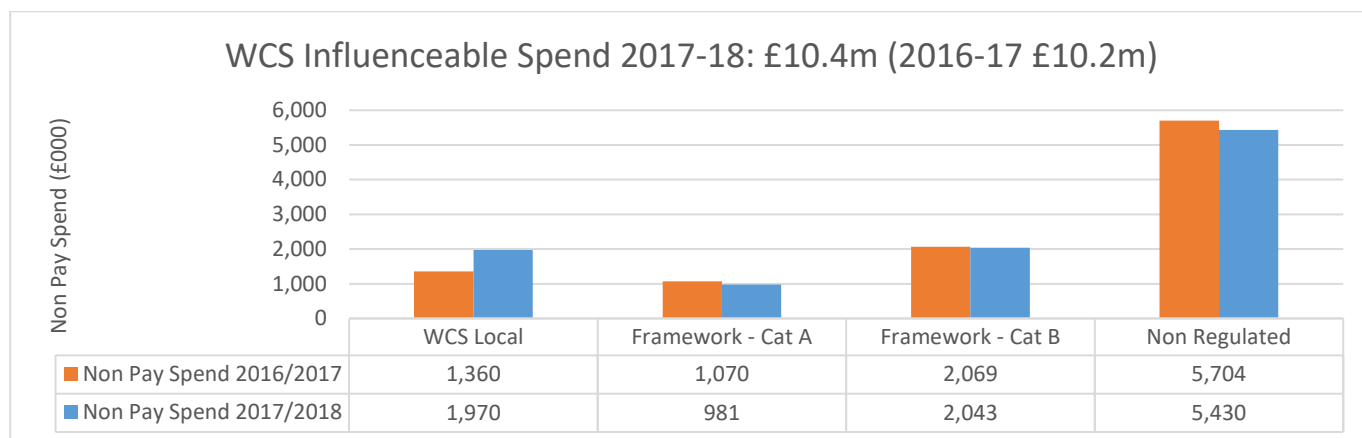
The annual expenditure profile of West College Scotland continues to be monitored on a supplier basis to identify areas for efficiency, improvement and collaborative procurement. The College's non-pay expenditure for 2017-18 totalled £12.5m (2016-17: £12.5m), of which £2.1m (2016-17: £2.3m) was non-influenceable spend, covering areas such as exam fees, property rent and rates and VAT payments. Therefore, £10.4m (83%) of College expenditure is considered to be influenceable (2016-17: £10.2m). The categorisation of College expenditure can be summarised as follows:

- Non-Influenceable – expenditure that relates to fixed and statutory requirements – such as irrecoverable VAT, property rent and rates and examination fees.
- Influenceable Spend – all expenditure that the College has an ability to influence.

- Framework Category A commodities are those used across the public sector, such as utility contracts / Insurance / IT supplies, and which are negotiated under collaborative contracts at national level.
- Framework Category B are commodities such as food / cooking supplies and curriculum support materials. This contract spend is directed through framework arrangements with Advanced Procurement for Universities and Colleges (APUC), Scotland Excel (the Centre of Procurement Expertise for the local government sector) and similar centres of procurement excellence.
- WCS Local Expenditure - commodities and services that are sourced through procurement exercises undertaken by the College and not associated with any collaborative framework.

- Regulated and Non-regulated Procurement – Under the Procurement Reform (Scotland) Act 2014 the definition of regulated procurement is contracts valued at £50,000 or above, excluding VAT for goods and services but excluding utilities and concession contracts. Non-regulated procurements is those contracts below the £50,000 threshold.

An analysis of College expenditure using this categorisation is summarised within the chart below:

Non Pay Spend Analysis 2017-18: £12.5 m (2016-17: £12.5m)

- WCS Local — 16%
- Framework - Cat A — 8%
- Framework - Cat B — 16%
- Non-Influencable — 17%
- Non Regulated — 43%

Excluding non-influenceable expenditure, a comparison of influenceable College spend for the 2017-18 year with 2016-17 can be summarised as follows:

WCS Influenceable Spend 2017-18: £10.4m (2016-17 £10.2m)

Non Pay Spend (£000)

	WCS Local	Framework - Cat A	Framework - Cat B	Non Regulated
Non Pay Spend 2016/2017	1,360	1,070	2,069	5,704
Non Pay Spend 2017/2018	1,970	981	2,043	5,430

Nearly 30% of the 2017-18 College's expenditure was through Category A and Category B contracts. WCS Local contract spend has increased year on year from 13% of influenceable spend in 2016-17 to 19% in 2017-18, and reflects the work undertaken by the College in the ongoing review of suppliers within the non-regulated category in seeking to achieve best value in procurement.

There were no EU regulated procurements (goods and services worth more than £181,302 (excluding VAT) and works worth more than £4,551,413 (excluding VAT)) completed in the year covered by this report.

Lower value regulated procurements (goods, services and works worth more than £50,000 excluding VAT) amounted to almost £1.8m There were 14 such procurements completed during the year which is comparable to the 14 completed in 2016-17.

Section 1: Summary of Completed Regulated Procurements

The Procurement Annual Report is required to focus upon regulated procurements, which are purchases of goods and services over £50,000, and works over £2,000,000 (excluding VAT).

The College has conducted a number of regulated procurements for goods and services during the year. The College did not conduct any regulated procurement in the works category. To be included in this report the regulated procurement will have had an award notice published on the Public Contracts Scotland Tender portal.

Categories and nature of procurement

Regulated Contracts

The work plan at Appendix A provides an indication of the nature and category of regulated procurement activity that the College progressed during 2017-18, with this totalling almost £1.8m

Appendix B outlines the regulated procurement that the College is likely to undertake over the next year, with this estimated to total £11.7m, and details the anticipated spend category that the procurement relates to:

- Category A purchases are commodities are those used across the public sector, such as utility contracts / IT supplies;
- Category B purchases are commodities where the procurements are undertaken at sector level, with assistance from APUC and other collaborative bodies as required, such as food / cooking supplies and curriculum support materials; and
- WCS Local are commodities and services that are sourced through procurement exercises undertaken by the College and not associated with any collaborative framework.

For West College Scotland, the number of regulated procurements has in the past been limited. However, this number is expected to increase as evidenced by the forward procurements noted in Appendix B. The increase in the level of regulated procurements is due in the main to the re-let of Category A contracts (£5.3m), a number of WCS Local (OJEU) procurements (£1.9m) and re-lets and the procurements required in relation to SFC High Priority Maintenance expenditure.

Section 2: Review of Regulated Procurement Compliance and Strategy Progress

Regulated Procurement Compliance

The College conducted a total of 14 procurement exercises over the regulated threshold of £50k during 2017-18 and these are set out in Appendix A. These were in the areas of:

- IT (2);
- Cleaning and Janitorial (2);
- Building and Refurbishment Works (6)
- Facilities Management (1)
- Personal Protective Equipment (1)
- Finance/Insurance Services (2)

The College continues to:

- seek to access and utilise collaborative procurement approaches wherever possible, including the use of procurement framework agreements with APUC and other centres of procurement expertise; and

- consolidate procurement wherever possible across campuses as legacy contracts expire. This consolidated approach will increase the number of regulated contract procurements over the next year and beyond.

Procurement Strategy Progress

Strategy Objectives

Compliance with regulated procurement contributes to the achievement of the objectives of the College Procurement Strategy.

The objectives of the Procurement Strategy are aligned to the College Corporate Plan strategic priorities and associated objectives. There are seven key procurement objectives with 20 associated outcomes. In achieving Procurement Strategy objectives, procurement activities are directly contributing to overall College corporate objectives.

The achievement of the Procurement Strategy objectives and the resulting action plan is reviewed on a regular basis with updates on progress reported to the College Senior Management Team with an annual update to the Finance and General Purposes Committee.

The progress to date in implementing and delivering the Procurement Strategy is detailed in the following pages and can be summarised as follows:

Status	2016-17 Number of Outcomes	%	2017-18 Number of Outcomes	%
Blue (fully implemented)	0	0	4	20
Green (actioned and being implemented)	15	75	13	65
Amber (in progress)	5	25	3	15
Red (not started)	0	0	0	0
	20	100	20	100

The College considers that it has made good progress implementing the Procurement Strategy outcomes. There are no red items, 15% categorised as in progress with the remainder of the outcomes now categorised as actioned and being implemented or fully implemented. Further progress in the next year should see continued advancement on the implementation of the Procurement Strategy.

The successful implementation of the Strategy has contributed to the wider College aims and has had the following impacts:

- Awareness of the need for procurement compliance continues to increase;
- Further drive for consolidation of requirements and collaborative procurement exercises across the wider organisation;
- External collaborative opportunities are now assessed as the primary option for procurement;
- Promotion of sustainability and community benefits is now embedded within the procurement process;
- Promotion of College's ethical standards is now embedded within the procurement process;
- Contract Delivery Plan being used to plan forward procurement activity;
- Promotion of e-procurement across the organisation via staff training and awareness;
- An improved online presence makes good practice procurement more accessible; and
- The increased use of quick quotes delivering increased transparency and traceability in procurement along with wider engagement with the college supplier base and beyond.

Progress against Strategic Objectives 2017-18

Going forward into year 3 of the Procurement Strategy, the College would aim to build upon the work carried out to date and aims to deliver the following outcomes:

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
1. Development and enhancement of procurement skills and knowledge, policies, practices and governance frameworks						
1.1	Improve communications: •Maintenance of Procurement Hub on Intranet •Develop internal communication procedure		Improve communication through maintaining the Procurement Hub on the intranet and development of communication procedure	The Procurement Hub developed to feature procurement thresholds, regulatory information and key documentation. Also regular procurement related news announcements to all staff on are issued via the staff message board.		Further development of the Procurement Hub including targeted procurement information for departments, how to interact with procurement and news of potential framework arrangements.
1.2	Provide training opportunities: •Undertake National Procurement Competency Framework •Organise refresher courses and take advantage of sector training		Provide training opportunities to both procurement and departmental staff	All members of procurement team have completed National Procurement Certificate and have undertaken refresher course. Training undertaken for ad-hoc subjects. Other College staff training has taken place during the year.		Embed into standard operational procurement procedure by ensuring all training requirements are kept up to date.

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
1.3	Review processes/create procedures: • Further develop portfolio of procedures • Present updated Procurement Strategy • Development of management information • Further development of contract management process		Updated procurement governance processes and procedures in line with requirements of new Procurement Reform Bill and EU Directives from 2016	Procurement Strategy updated along with revised procedures on the intranet (Sourcing Methodology, Performance Management process, new supplier adoption process) A procurement dashboard has been developed using the current spend data available		Further development and completion of procurement dashboard using spend data from improved financial system.
1.4	Review procurement resource: • Undertake recruitment if necessary • Identify contract ownership duties		Ensure that the staffing / non-staff resource is reviewed and amended if required	All procurement posts now recruited and procurement work plan established and regularly updated. This allows resource to be directed to areas requiring support		Embedded into standard operational procurement procedures by ensuring resources are allocated where required throughout the year.
2. Creation of procurement plans and procedures						
2.1	Define ethical requirements: • College ethical requirements will be embedded within procedures		College ethical standards will be embedded within procurement and other procedures	Fair work practice, equalities and community benefit obligations included in College quotations and tenders. Ethics guidance placed on college Procurement Hub intranet page.		Embedded into standard operational procurement procedure

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
2.2	Define sustainability requirements: • Develop sustainability procedures		College will look to define sustainability standards for embedding in procedures	Sustainability obligations now included in quotations and tenders. Sustainability questionnaire included in quotation requests.		Embedded into standard operational procurement procedure
2.3	Embed in standard documents: • Embed standard format to ensure sustainability issues are addressed in tendering exercises		Development and implement sustainability procedures into tender exercises	Sustainability requirements are embedded in sourcing methodology documentation, tender questionnaire and quality requirement		More detailed sustainability method statements included in relevant quick quotes and tenders and mandatory for regulated procurements to demonstrate sustainability throughout the College supply chain
2.4	Define Community Benefit opportunities: • Develop Community Benefit Procedure, include standard clauses in documents • Promote local, SME, supported business spend		Define community benefit opportunities	Community benefits now included as standard clause in quotation and tender documentation. The standard clauses include promotion of SMEs.		Ensure contractors tendering for regulated procurement contracts are given the opportunity to commit to providing community benefits with specific reference to the contract they are bidding for
3. Continued implementation and development of electronic procurement systems to support Purchase to Pay (P2P)						

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
3.1	Implement P2P: • Promote the use of e-procurement across College (with the implementation of the new Finance system) including training where required	🟧	Promote the use of e-procurement across College (with the implementation of the new Finance system) including training where required.	Majority of staff have received training in core electronic procurement systems including PECOS electronic procurement gateway with a successful uptake from users.	🟩	Continued development of expended e-procurement systems with the introduction of internal electronic supplier catalogues and hosted external supplier catalogues
3.2	Greater use of Quick Quote and Procurement Contracts Scotland: • Promote the use of Quick Quote (QQ) • Monitor use of QQ and Procurement Contracts Scotland (PCS)	🟩	Greater use of Quick Quote and Procurement Contracts Scotland electronic portal	The College has endeavoured to use quick quotes and tenders wherever possible with the result that target usage for quick quotes for the year has been exceeded (See page 19 – Low Value/Low Risk Procurement Analysis)		Continued promotion for stakeholders to engage with procurement should see continued increases in the incidence of quick quotes and tenders promoting broader engagement with the supply base.
3.3	Standard forms to support processes: • Develop and maintain standard online forms	🟧	Develop and maintain standard online forms	Supplier request forms / removal forms have been revised. Introduction of Single Source Justification Form. Procurement forms available via the College intranet	🟩	Continued work on developing procurement documentation and where appropriate making available on the intranet
4. Identification of collaborative and shared services opportunities						

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
4.1	Analyse spend to identify internal collaborative opportunities: • Maintenance of Contract Register • Development of risk based approach to contract identification • Consider creation of internal procurement network	🟩	Analyse spend to identify internal collaborative opportunities	Contract Register available to supply base as required by procurement regulations. Risk appraisal criteria applied to expenditure on a supplier basis along with quarterly procurement review to identify areas for future procurement exercises. New and existing procurement demands are reviewed against all existing frameworks	🟩	The College will continue to seek collaborative procurement by embedding the concept of early procurement involvement and awareness across the organisation
4.2	Investigate sector opportunities: • Participate in sector and other User Intelligence Groups	🟧	The College will investigate sector opportunities for collaboration and shared service opportunities	The College attend User Intelligence Groups as relevant to potential procurement exercises – IT, estates and data protection. Regular attendance at APUC procurement strategy group allows involvement in sectoral opportunities to be identified early	🟩	The College will continue to consolidate procurement requirements internally whilst seeking the most appropriate collaborative national cross sector frameworks and other arrangements
5. Achievement of efficiencies, cost savings and benefits (economic, social and environmental)						

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
5.1	Identify efficiencies and cost savings: • Development of financial benefit tracking model	🟧	At the start of each year the Procurement Department will have a forward procurement contracting plan identifying potential efficiencies and cost savings	Forward procurement plan in place as per regulations in the form of a Contract Delivery Plan.	🟧	Embedded into standard operational procurement procedure
5.2	Identify benefits: • Develop non-cash benefit tracking records and maintain identification of cash benefits	🟧	Delivery of the Contract Delivery Plan along with the intended benefits identified at the start of the year	The Contract Delivery Plan has been used to plan all contract renewal exercises and to resource new procurement opportunities	🟩	Individual Procurement Project Plans being used for each contract renewal and new procurement exercise to ensure all stages of the procurement journey are scheduled to an achievable timescale
6. Undertake Scottish Government Procurement and Commercial Improvement Programme (PCIP)						
6.1	Submit college PCIP • Prepare submission 2016/17 • Develop 2 year future work plan	🟩	College will engage with Procurement Commercial and Innovation Programme (PCIP)	The College undertook a PCIP review in December 2016 and the results were reported to the Finance and General Purposes Committee in March 2017. The College is working towards achieving at least a bronze banding at the next review in mid-2019.	🟩	Further development work on improvement plan on a continuous improvement basis

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
6.2	Create improvement programme: • Develop action plan from PCIP outcome	Green	Based on the outcome of the PCIP exercise an improvement plan will be developed	PCIP Action Plan is now in place – this will now be reviewed by APUC in undertaking the 2019 PCIP review of the College.	Green	Embedded into standard operational procurement procedure
7. Improved contract renewal, monitoring and supplier management processes						
7.1	Enhance contract renewal monitoring: • Maintain Contract Register to be more inclusive and accurate • Begin segmentation of main suppliers based on commodities supplied	Amber	Development of the College contract database.	The Hunter database hosted by APUC acts as the College contract register allowing external parties to view awarded regulated contracts. All procurement exercises including those of lower value recorded on the internal Contract Register	Blue	Embedded into standard operational procurement procedure
7.2	Engage with suppliers: • Review opportunities for meeting buyers	Amber	Guidance to be issued to managers on engagement with suppliers	Guidance has been created and disseminated to all managers. Contract management programme developed based on risk/value criteria and supplier performance	Amber	Rolling out contract management process across the contract portfolio with support from internal stakeholders

Objective	2016-17 Target	RAG	2017-18 Target	Work Undertaken	RAG	Target 2018-19
7.3	Report outcomes: • Further development of management information and reports		Further development of management information and reports	Management Information reports developed based on current spend data available included in the following report is: • Influenceable Spend Analysis • Non-Regulated Spend Analysis • Analysis of Quick Quotes Issued • Analysis of Order Transmission Type		Embed procurement management information reporting in any new college financial system to automate management information as much as possible

Low Value / Low Risk Purchases

The College utilises the Quick Quote facility through the Public Contracts Scotland electronic portal in order to source competitive quotes for low value/low risk procurement exercises. Suppliers must be registered on Public Contracts Scotland portal and this can prove a challenge to ensure that local small and medium sized enterprises are registered and able to bid for College contracts. An increased usage of this system is an indication of the growing influence of procurement through the College whilst demonstrating transparency in our procurement exercises.

The following table gives details of utilisation of quick quotes during 2017-18 along with the target for 2018-19:

Use of Quick Quote	2016-17 Actual		2017-18 Target	2017-18 Actual		2018-19 Target
Number of Quick Quotes Published	13		40	44		**50**
Number of Invitations Sent	85		>250	214		**>300**
Number of Unique Suppliers Invited	56		>150	154		**>175**
Average Number of Contractor Submissions per Quick Quote	7		>7	5		**>6**

As can be seen the College achieved a 151% growth in the number of invitations sent whilst exceeding the targeted number published and supplier invites. The increased target in 2018-19 for Quick Quotes Published will facilitate the College requirement for further internal collaboration and ensure further compliance in relation to non-regulated procurement.

Section 3: Community Benefit Summary

The College is committed to maximising any opportunities to obtain Community Benefits from procurement activities. The provision of community benefits is obligatory under the terms of the PRA only for contracts with a total value over £4,000,000. These opportunities are maximised by including a section on Community Benefits in the standard documentation used for larger procurements regulated procurements where appropriate. The College assesses each individual procurement on a case-by-case basis to consider its appropriateness for Community Benefits in terms of contract value, supplier base and nature of contract. Part of this assessment process takes in to consideration any negative effect on choice or value for money that seeking Community Benefits may have on a contract below the mandatory Community Benefits level of £4,000,000.

Relevant Community Benefits may include but are not restricted to:

- Upskilling opportunities for students and staff
- Student workplace and vocational training opportunities
- Direct involvement in college schemes or programmes
- Educational support initiatives
- Pop-up displays and presentations for staff and students in college common areas

Many community benefits are intended to benefit students and the student learning experience – the College continues to engage with Clyde Paper who provide work experience opportunities for the students and Corston Sinclair who also provide work experience opportunities and recycling work for students. The College has also obtained support from hair dressing and beauty supplier College Kits Direct in providing student training in the year 2017/18.

The College will continue to promote areas of community benefit as follows:
- All standard quotation documentation will now include a section inviting bidders to provide Community Benefits where appropriate.
- Tender documentation for regulated procurement exercises includes a method statement response on Community Benefits that may be provided specific to the contract where appropriate.
- The College has achieved Living Wage Accreditation and will continue to promote payment of the Living Wage and Fair Work Practices for all relevant procurements.
- The College will ensure that in the future where suppliers have committed to providing Community Benefits as part of a contract, that they will prepare a report on the delivery of these benefits on a six monthly basis as part of the Contract Management programme.

Section 4: Supported Businesses Summary

For all regulated procurements the College considers whether the service provision could be fulfilled by a Supported Business, whilst maintaining all regulatory compliance and achieving value for money. The College review the current Supported Business Register which is published by '*Ready for Business'* and cross references any procurement requirements with listed business operating areas.

The College continues to have the following arrangement with supported businesses:

- an agreed arrangement with Haven to recycle IT hardware. Although this is a low value contract, it allows the College to recycle IT hardware in a compliant manner and contribute to the College's aims to meet its sustainable obligations.
- engagement with the Erskine Hospital Charity to purchase goods manufactured by residents.

It is anticipated that opportunities for engagement with supported businesses will increase going forward. External bodies such as APUC and Scotland Excel promote opportunities for supported businesses along with SME and micro business and the College will look to engage with businesses via this route.

This is an area that the College recognises as requiring to be highlighted to all staff involved in the procurement process.

Section 5: Future Regulated Procurement Summary

The College has prepared a summary of the anticipated regulated procurement workload over the next two years as shown in Appendix B. This is estimated as the College receives funding on an annual basis and the level of this allocation cannot be predicted with certainty.

Possible contracts have been included, which have exceeded the regulated contract threshold as when the value of the contract is aggregated over several years the goods/service provision requires to be considered for tender.

The College will continue to publish Prior Information Notices via Public Contracts Scotland as a means in the 2018-19 year to alert the supply base to tender opportunities.

Significant capital work on the College estates and/or has not been included as, although outline business cases to secure funding may have been submitted to the Scottish Funding Council, these have not proceeded to the stage of securing funding.

Section 6: Other Considerations

In this section, the College is highlighting procurement / process improvements that support better procurement. These improvements support the Strategy and promote improved compliance.

Procurement Influenced Spend

Further development of procurement spend information and management information will help to identify areas for collaboration internally and externally going forward, with the Procurement Department continuing to support this process across the College.

Procurement Procedures

A number of procurement procedures have been created to provide best practice information and reflect legislative requirements. The procedures have been sited on the Procurement Intranet site and cover a range of procurement subjects to enhance communication, engagement, competence and compliance. These procedures are aligned to the Scottish Government Procurement Journey and support the College strategic plan.

General Data Protection Regulations (GDPR)

The College has reviewed the contract portfolio in terms of risk with reference to GDPR. Further to this the College has created a GDPR Contractor Assurance Assessment form to ensure any contractors are handling/managing personal data in compliance with the General Data Protection Regulation (GDPR) and other relevant data protection legislation. This assessment form will be issued to any suppliers who are identified as a having key data processor responsibilities and the College with work with them to ensure that any compliance risks are addressed

Procurement and Commercial Improvement Plan (PCIP)

PCIP Assessment	2016 Actual Score	Performance Band	2019 Projected Score	Performance Band
Overall Score (%)	45%	Purple	67%	Silver

West College Scotland falls into the Lite PCIP regime due to a number of factors including overall procurement spend. This assessment focuses on the policies and procedures driving procurement performance and the results they deliver.

Following the PCIP interim assessment in December 2016, the procurement team has implemented a series of actions and a plan for continuous improvement which are aimed to improve outcomes in the 2019 PCIP review – all of which are detailed within this document under the Strategy progress review sections.

Organisations are assessed for the PCIP by APUC every two years with the next assessment due to be completed by July 2019. The College is meeting with APUC representatives in November to discuss the format of the next assessment and where possible the volume of advance information requested to support the PICIP review will be provided in advance.

Summary

This report demonstrates the College commitment to compliant, proactive and best practice procurement. The College is actively engaging with the aims of the Procurement Reform (Scotland) Act and is maintaining an ethos of continuous improvement for both current procurement activities and future planned work. The College will continue to promote awareness of procurement amongst staff and students and is proactively engaging with stakeholders to offer advice and training in order to raise the profile of procurement in the organisation.

Appendix A

REGULATED PROCUREMENTS COMPLETED 2017-18

	Date of Award	Name of Supplier	Description	Category	Contract Value	Start Date	End Date
1	3/10/17	Exactive Limited	Supply and Installation of Skype	Cat A	£96,000	9/10/17	8/10/18
				Total Cat A	**£96,000**		
2	01/01/18	BSL Interiors Limited	Paisley Reception Refurbishment	Cat B	£77,484	25/06/18	06/08/18
3	19/07/18	Corston Sinclair Limited	Provision of PPE	Cat B	£128,000	01/08/18	31/07/20
4	11/07/18	Scomac Limited	Kitchen Equipment Maintenance	Cat B	£75,279	01/08/18	30/07/21
5	30/07/18	Zurich Municipal	Insurance Policy Renewal	Cat B	£175,000	01/08/18	30/07/19
6	21/08/18	Softcat Limited	Microsoft Campus	Cat B	£174,045	01/09/18	31/08/21
7	30/04/18	Anderson Strathern LLP	Legal Services	Cat B	£90,000	01/05/18	30/04/20
				Total Cat B	**£642,324**		
8	01/08/17	AGM Interiors Limited	Paisley Inchinnan Project - Phase 3 Joinery Project	WCS Local	£66,852	14/08/17	29/09/17
9	01/01/18	Interact Interiors Ltd	Clydebank - Dumbarton Property (Dilapidation Reinstatement Works)	WCS Local	£70,275	08/01/18	26/01/18
10	01/01/18	BSL Interiors Limited	Paisley Refurbishment Catering Corridor	WCS Local	£71,412	25/06/18	03/08/18
11	02/02/18	Easydry Limited	Supply of Cleaning and Janitorial Requirements	WCS Local	£112,000	02/04/18	31/07/21
12	02/02/18	PHS Limited	Supply of Cleaning and Janitorial Products	WCS Local	£182,000	02/04/18	31/07/21
13	01/06/18	Interact Interiors Ltd	Paisley Barshaw to Abercorn Move Creative Arts	WCS Local	£139,556	25/06/18	06/08/18
14	15/08/17	MPMH Construction	Paisley Inchinnan Project Phase 4 Joinery Workshop	WCS Local	£398,142	01/09/17	28/10/17
			Total WCS Local		**£1,040,237**		
			Total Regulated Procurement 2017-18		**£1,778,561**		

Appendix B

FUTURE REGULATED PROCUREMENTS

Expected Date of Award	Description	Estimated Contract Value	Category	Status
31/03/2019	Provision of Electricity	£2,885,000	Cat A	Re-Let
01/04/2019	Provision of Gas	£1,125,000	Cat A	Re-Let
01/04/2019	Supply of Water & Sewerage	£1,335,000	Cat A	Re-Let
		£5,345,000	**Cat A Total**	
10/12/2018	Kitchen Equipment and Fabric Replacement (Greenock)	£110,000	Cat B	New
21/01/2019	Asbestos Inspections and Remedial Works (Cross Campus)	£225,000	Cat B	New
01/03/2019	Supply of Paper and Specialist Paper	£87,000	Cat B	Re-Let
01/06/2019	Engineering Consumables & Small Tools	£164,000	Cat B	New
01/06/2019	Motor Spare Parts	£168,000	Cat B	New
01/06/2019	Books (Kelvin)	£125,000	Cat B	Re-Let
01/06/2019	Travel Services	£140,000	Cat B	New
01/08/2019	Musical Equipment and Sundries	£160,000	Cat B	New
01/08/2019	Laundry	£132,000	Cat B	New
01/08/2019	Insurance Services	£525,000	Cat B	Re-Let
31/08/2019	Data Circuits	£120,000	Cat B	New
01/09/2019	Media Advertisement	£200,000	Cat B	New
01/11/2019	Provision of Leadership Training	£50,000	Cat B	New
19/07/2020	Supply of Foodstuffs (various)	£232,000	Cat B	Re-Let
		£2,438,000	**Cat B Total**	
10/12/2020	Renewal Electrical Supply (Greenock)	£110,000	WCS Local	New
30/11/2018	Tarmac and Fix Camber Roads (Paisley)	£66,000	WCS Local	New
30/11/2018	Roads and Car Parks Repairs (Paisley)	£55,000	WCS Local	New
30/11/2018	Refurbishment Of Toilet Accommodation (Clydebank)	£55,000	WCS Local	New

Expected Date of Award	Description	Estimated Contract Value	Category	Status
10/12/2018	Refurbishment Main Tower Lifts (Greenock)	£77,000	WCS Local	New
21/01/2019	Fire Protection (Paisley)	£250,000	WCS Local	New
21/01/2019	Fabric Repairs (Inchinnan South)	£220,000	WCS Local	New
01/02/2019	Hair Consumables	£130,000	WCS Local	Re-Let
01/02/2019	Beauty Consumables	£140,000	WCS Local	Re-Let
01/03/2019	Minor Works	£120,000	WCS Local	New
04/03/2019	External Decoration – Work Block (Greenock)	£55,000	WCS Local	New
01/04/2019	Consultancy	£100,000	WCS Local	New
01/04/2019	Window Cleaning	£60,000	WCS Local	Re-Let
01/04/2019	Heating and Ventilation (Paisley)	£55,000	WCS Local	New
01/05/2019	Make-up Artistry Kits	£160,000	WCS Local	Re-Let
01/05/2019	Provision of Hair Dressing Kits	£74,000	WCS Local	Re-Let
01/05/2019	Provision of Beauty Kits	£100,000	WCS Local	Re-Let
01/02/2020	Hair & Beauty Uniforms	£124,000	WCS Local	Re-Let
		£1,951,000	WCS Local Total	
01/02/2019	Provision of Waste Services incl. shredding	£395,500	WCS Local - OJEU	Re-Let
01/02/2019	Taxi Services	£450,000	WCS Local - OJEU	New
01/04/2019	Sports Clothing	£198,000	WCS Local - OJEU	Re-Let
01/04/2019	Distance Learning	£900,000	WCS Local – OJEU	RE-Let
		£1,943,500	WCS Local – OJEU Total	
		£11,677,500	Grand Total	