

**Annual Procurement Report**

**And**

**Strategy Update**

**1 August 2018 to 31 July 2019**



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# 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 Summary
* Section 4: Summary of Supported Businesses Summary
* Section 5: Summary of Future Regulated Procurement Summary
* Section 6: Other Considerations - this provides an overview of some of the key procurement developments being undertaken by the College.

The categorisations of College procurement expenditure referred to within this Report can be summarised as follows:

* Non-Pay Expenditure – all College expenditure – both influenceable and non-influenceable – that does not include remuneration costs.
* Non-Influenceable Spend – 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 commodities are those such as food/cooking supplies and curriculum support materials, with the procurement being undertaken through framework arrangements with Advanced Procurement for Universities and Colleges (APUC), Scotland Excel (the Centre of Procurement Expertise for the local government sector) and other similar centres of procurement excellence.
* Contract Category C commodities are those supplies and services that are sourced through procurement exercises undertaken by the College (WCS Local) 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 and £2,000,000 for works. Non-regulated procurements are those contracts below the £50,000 threshold.

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 2018-19 totalled £12.4m (2017-18: £12.5m), of which £1.9m (2017-18: £2.1m) was non-influenceable spend, covering areas such as exam fees, property rent and rates and VAT payments. Therefore, £10.5m (85%) of College expenditure is considered to be influenceable (2017-18: £10.4m (83%).

An analysis of all College **non-pay expenditure** of £12.4m for the reporting period when compared to 2017-18 is summarised within the chart below:

Excluding non-influenceable expenditure, an analysis of **influenceable** College spend for the reporting period when compared to 2017-18 can be summarised as follows:

As can be seen above, 29% (2017-18: 24%) of the 2018-19 College’s expenditure was undertaken through Category A and Category B contractual arrangements. The key reason for this movement between 2017-18 and 2018-19 is the increased level of spend on Category A Electricity contract which was let in year for a contract period of 3 years. WCS Local contract spend (Cat C) has increased slightly from 16% to 17% year on year. Non-regulated expenditure has decreased from 44% of non-pay spend in 2017/18 to 38% of influenceable spend in 2018/19. This is as a result of a greater level of procurement occurring at regulated levels during 2018-19, with key areas being in relation to Waste, Transport and Sports Uniforms contract areas. This is as a result of the work undertaken across the College in consolidating spend below £25,000 and channelling it through regulated procurement approaches

There were three EU regulated procurements (goods and services contracts with a value of more than £181,302 (excluding VAT) totalling £1.5m in total contract value completed in the period covered by this report. These procurements related to waste management, transport and sports uniforms.

There were no EU regulated procurements arising in relation to works (contracts with a value of more than £4,551,413 (excluding VAT).

Regulated procurements are defined as goods and services worth more than £50,000 excluding VAT. There were 13 such procurements totalling over £5,000,000 completed during the 2018-19 year compared to 14 completed in 2017-18 with a total value of £1,800,000. More detail on these regulated procurements is provided within the Sections of this report which follow.

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

# 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 included as Appendix A provides details of the description and category of regulated procurement tendering activity that the College progressed during the reporting period, with this totalling over £5m in total contract value.

Appendix B outlines the regulated tendering activities that the College is likely to undertake over the next two reporting periods – 2019-20 and 2020-21 - with this estimated to total almost £12m, and details the anticipated spend category that the procurement relates to under the following categorisations:

* Category A purchases are commodities that are 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 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 value of regulated contracts let has increased from less than £2m to over £5m in the reporting period. This number is expected to increase as evidenced by the forward procurements noted in Appendix B. The increase in the level of regulated procurements for 2019-20 and 2020-21 is due mainly to the re-letting of existing contracts and Category B contracts (£8m), and WCS Local procurements (£4m) including 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 13 procurement exercises over the regulated threshold of £50,000 during 2018-19 -these are detailed in Appendix A and were in the areas of:

* Facilities Management (2)
* Curriculum Materials (1)
* Utilities (1)
* Waste Management (2)
* Transport (2)
* Catering including food (2)
* Library Books (1)
* IT Software and Licencing (1)
* Insurance Services (1)

Of these regulated procurements, seven were above the OJEU threshold.

For the seven regulated procurements above the EU threshold, three were conducted by OJEU open tenders (waste management, curriculum materials and transport); three were let through Category B frameworks (catering, insurance services and IT software); and one was let through a Scottish Government framework (utilities).

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 has increased the value of regulated contract procurements over the 2018-19 year and this trend is forecast to continue in future periods.

## Procurement Strategy Progress

### Strategy Objectives

Compliance with regulated procurement requirements is a key element in achieving the objectives of the College Procurement Strategy.

There are seven Procurement Strategy objectives with twenty 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 College’s recently issued new Strategic Plan 2019-2025 will inform an update to our Procurement Strategy which will cover the period August 2020 to July 2025.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Status** | **2017-18**  **Number of Outcomes** | **%** | **2018-19**  **Number of Outcomes** | **%** |
| Blue (fully implemented) | 4 | 20 | 5 | 25 |
| Green (actioned and being implemented) | 13 | 65 | 13 | 65 |
| Amber (in progress) | 3 | 15 | 2 | 10 |
| 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. 2 outcomes (10%) are categorised as in progress with the remaining 18 outcomes (90%) of the outcomes now showing as actioned and being implemented or fully implemented.

The implementation of the Strategy to date has contributed to achievement of wider College objectives and has had the following impacts:

* Continued awareness of the need for procurement compliance across the organisation;
* Further improvements to the College intranet Procurement Hub, including improved information on routes to procurement and financial thresholds;
* Increased consolidation of expenditure requirements and collaborative procurement exercises across the wider organisation;
* External collaborative opportunities are promoted as a route to procurement wherever appropriate;
* Sustainability is promoted within the procurement process via tender selection criteria;
* Community benefits are embedded within the procurement process where appropriate and returns monitored as part of the contract management process;
* Promotion of the College’s ethical standards are embedded within the procurement process, including a Modern Slavery statement;
* A College Contract Delivery Plan is in place for the next two reporting periods – 2019-20 and 2020-21 - and is used to plan forward procurement activity and the resource required to deliver it;
* Promotion of e-procurement across the organisation via staff training and awareness;
* The increased use of Public Contracts Scotland delivering increased transparency and traceability in procurement along with wider engagement with the local supply base and beyond; and
* Use of Public Contracts Scotland-Tender platform to run complex tender exercises above the OJEU regulated thresholds for supplies and services.

## Progress against Strategic Objectives 2018-19

During year 3 of the Procurement Strategy, the College has consolidated the work carried out to date and aims to deliver the following outcomes in 2019-20:

| **Objective** | **Strategy Action** | **2017-18 RAG** | **Target 2018-19** | **2018/19 Work Undertaken** | **2018-19 RAG** | **2019-20 Planned Outcomes** |
| --- | --- | --- | --- | --- | --- | --- |
| **1. Development and enhancement of procurement skills and knowledge, policies, practices and governance frameworks** | | | | | | |
| 1.1 | Improve communications |  | Further development of the Procurement Hub including targeted procurement information for departments, how to interact with procurement and news of potential framework arrangements. | The Procurement Hub has been redesigned to reflect the principles of the Procurement Department aligned with the Procurement Strategy. The Procurement Hub now features a quick and easy tile system for users to access information on key information such as procurement thresholds, routes to procurement, relevant information and a link to the Contract Register |  | To continue to review in the light of any organisational development and/or statutory changes |
| 1.2 | Improve training opportunities |  | Embed into standard operational procurement procedure by ensuring all training requirements are kept up to date. | Ongoing continuous professional development in place for all Procurement staff in the form of courses including studying towards MCIPS, conferences and mentoring. |  | Embed into standard operational procurement procedure by ensuring all training requirements are kept up to date. |
| 1.3 | Review processes/create procedures |  | Further development and completion of procurement dashboard using spend data from improved financial system. | Improved spend data analysis carried out on a quarterly basis now being used to create quarterly KPI’s and issued to Senior Management Team |  | Further development and completion of procurement dashboard using spend data from improved/enhanced financial system. |
| 1.4 | Review procurement resource |  | Embedded into standard operational procurement procedures by ensuring resources are allocated where required throughout the year. | Creation of forward contract delivery plan with projects allocated across the team |  | Improved fulfilment of Contract Delivery Plan in 2019-20 |

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| **2. Creation of procurement plans and procedures** | | | | | | |
| 2.1 | Define ethical requirements |  | Embedded into standard operational procurement procedure | Invitation to Tender and Quick Quote documentation now includes Fair Working Practices including Living Wage questions, the College Modern Slavery statement and the APUC Supply Chain Code of Conduct. Community Benefits method statements are also included where applicable. |  | Increased level of engagement and knowledge of supplier approach in relation into these areas |
| 2.2 | Define sustainability requirements |  | Develop sustainability procedures and embed into standard operational procurement procedure | Development of appropriate sustainability procedures including method statements around sustainability and environmental impact within procurement processes ensuring these procedures are relevant to the procurement exercise being undertaken |  | Appropriate sustainability procedures included in tender and quotation documentation |
| 2.3 | Embed in standard documents |  | 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 | Detailed sustainability method statements included in relevant quick quotes, competitive tenders and in all procurement above OJEU thresholds. All suppliers now being asked to adopt the APUC Supply Chain Code of Conduct. |  | KPI detailing the number of suppliers adopting the APUC Supply Chain Code of Conduct  KPI detailing suppliers sustainability measures |
| 2.4 | Define community benefit opportunities |  | 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 | The request for commitment to Community Benefits have been made in three OJEU threshold supply and service contracts. Community benefits also sought where relevant to contract type and value on lower level contracts |  | Community Benefits Returns KPI requested from suppliers every six months |

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| **3. Continued implementation and development of electronic procurement systems to support Purchase to Pay (P2P)** | | | | | | |
| 3.1 | Implement P2P |  | Continued development of expanded e-procurement systems with the introduction of internal electronic supplier catalogues and hosted external supplier catalogues | Change in finance system strategy from Technology One to Symmetry Bluqube 4 has resulted in a requirement to continue this work into 2019/20 when the new system is fully embedded. |  | KPI for number of internal and hosted catalogues |
| 3.2 | Greater use of Quick Quote and Procurement Contracts Scotland |  | 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. | The College has undertaken 40 quick quotes and 5 open tenders in 2018/19. 3 of these open tenders have been over the OJEU threshold and utilised PCS-T Scottish Government tendering portal. |  | Quick Quotes/Tenders Use KPI in Quarterly Reporting |
| 3.3 | Standard forms to support processes |  | Continued work on developing procurement documentation and where appropriate making available on the intranet | Continued development of available procurement documentation – including Suppliers request form and SSJ (Single Source Justification) form and guidance available on the procurement intranet page – and what does this assist us in achieving that we didn’t do before? |  | Submission of completed forms to procurement |

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| **4. Identification of collaborative and shared services opportunities** | | | | | | |
| 4.1 | Analyse spend to identify internal collaborative opportunities |  | The College will continue to seek collaborative procurement by embedding the concept of early procurement involvement and awareness across the organisation | Procurement now being involved at an early stage in major procurement exercises. |  | Number of open tenders for supplies and services and quick quotes for works |
| 4.2 | Investigate sector opportunities |  | The College will continue to consolidate procurement requirements internally whilst seeking the most appropriate collaborative national cross sector frameworks and other arrangements | The value of collaborative national procurement contracts awarded increased by over £2,800,000 in 2018/19 from 2017/18, sectoral procurement contracts awarded increased by over £3,000,000 and internal collaborative contracts awarded (cross campus and cross departmental) has increased by over £500,000 as a result of a collaborative approach to procurement |  | Spend data analysis showing collaborative contract information |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **5. Achievement of efficiencies, cost savings and benefits (economic, social and environmental**) | | | | | | |
| 5.1 | Identify efficiencies and cost savings |  | Embedded into standard operational procurement procedure | Work to contract delivery plan in 2018/19 focusing on high value/high risk strategic contracts and opportunities with 83% of overall value delivered – over £9m contracts covered of a total £11m (64% of overall plan by number) |  | KPI detailing progress to annual contract delivery plan |
| 5.2 | Identify benefits |  | 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 | Individual project plans utilised for major procurements detailing all stages of the procurement journey. Development of a resource based planner for the contract delivery plan. |  | Procurement exercises undertaken being delivered to schedule. Improved contract delivery status for 2019/20 |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **6. Undertake Scottish Government Procurement and Commercial Improvement Programme (PCIP)** | | | | | | |
| 6.1 | Submit College PCIP |  | Further development work on improvement plan on a continuous improvement basis | Continued work on improvement plan in all areas outlined |  | PCIP banding for 2019 assessment has been award at Gold Status with an assessment score of 76% |
| 6.2 | Create improvement programme |  | Embedded into standard operational procurement procedure | Continued work to embed the recommendations on the action plan in procurement operational procedure |  | Continue measuring progress against PCIP action plan |

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| --- | --- | --- | --- | --- | --- | --- |
| **7. Improved contract renewal, monitoring and supplier management processes** | | | | | | |
| 7.1 | Enhance contract renewal monitoring |  | Embedded into standard operational procurement procedure | Further Hunter training undertaken via APUC. Hunter now forming part of operational procedure for College contract register |  | College contract register versus Hunter database and public facing contract register |
| 7.2 | Engage with suppliers |  | Rolling out contract management process across the contract portfolio with support from internal stakeholders | Contract management undertaken for key contracts. Contract management process being included in mobilisation of new contracts where appropriate |  | Contract management meeting evidence for key contracts |
| 7.3 | Report outcomes |  | Embed procurement management information reporting in any new college financial system to automate management information as much as possible | Further development of management information (MI) including quarterly reporting to SMT. Finance system upgrade in September 2019 to facilitate improved MI.  MI being used to create and inform procurement strategy and objectives including contract delivery plan |  | Improved spend data informing improved contract coverage, more efficient contract delivery planning and further consolidation of spend |

## Low Value / Low Risk Purchases

The College utilises the online portals available to promote and manage its procurement activities. This includes Public Contracts Scotland electronic portal to source competitive quotes for non-regulated procurement exercises via the Quick Quote system and to issue Prior Information Notices and Contract Notices for procurement exercises over the regulated thresholds. 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. Further increased usage of the PCS and PCS-T portal systems is an indication that Procurement’s influence has continued to grow across the organisation through the College whilst demonstrating compliance and transparency in our procurement exercises.

The following table gives details of utilisation of quick quotes during 2018-19 along with the target for 2019-20:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **2016-17** | **2017-18** |  | **2018-19** | **2018-19** | **2019-20** |
|  | **Actual** | **Actual** |  | **Target** | **Actual** | **Target** |
| Number of Open Tenders Published | 1 | 0 |  | 0 | **5** | **>10** |
| Notes of Interest Received | 36 | 0 |  | 0 | **127** | **>260** |
| Number of Submissions Received | 10 | 0 |  | 0 | **43** | **>90** |
| Average Number of Contractor Submissions per Open Tender | 10 | 0 |  | 0 | **9** | **>10** |
|  |  |  |  |  |  |  |
| Number of Quick Quotes Published | 13 | 44 |  | **50** | **40** | **45** |
| Number of Invitations Sent | 85 | 214 |  | **>300** | **218** | **>250** |
| Number of Unique Suppliers Invited | 56 | 154 |  | **>175** | **181** | **>150** |
| Average Number of Contractor Submissions per Quick Quote | 7 | 5 |  | **>6** | **4** | **>5** |

This reporting period has seen five Open Tenders being published by the College. Of these five Open Tenders, three of these were above OJEU thresholds for supplies and services and as such were of a greater level of complexity. The above demonstrates an increased level of maturity for the College’s procurement department including the use of data analytics to drive collaboration and the engagement of users to seek collaborative solutions.

The 10% reduction in quick quote usage in the reporting period has resulted from increased use of Open tenders and accessing national frameworks.

The College Procurement Strategy will result in a greater mix of quick quotes and open tenders in the future. This will be will due to the consolidation of non-pay spend and embedding of a corporate procurement approach.

# 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 Procurement Reform Act 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 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
* Presentations for staff and students; and
* Minimising negative environmental impacts, for example those impacts associated with vehicle movements and associated emissions.

West College Scotland has awarded three regulated procurement contracts which included community benefits over the reporting period. None of these were over £4 million in value, however all of these regulated procurements included community benefit requirements in the contract.

In the reporting period, the College engaged with Enva who provide pop-up displays and the contribution of materials towards activities promoting sustainability issues. The College has also obtained support from hair dressing and beauty supplier College Kits Direct in providing student training in the year 2018/19.

It is expected that an increased level of community benefits will be achieved from the three contracts outlined above in the next reporting period. These benefits will be monitored by the College’s Community Benefits tracker.

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 procurements 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 now ensures that in 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

A Supported Business is defined as one where over 50% of the workforce have a disability. (Article 19 of the EU public procurement directive allows public bodies to make the decision to reserve public contracts for supported businesses. This is enacted in Scotland by Regulation 7 of the Public Contracts (Scotland) Regulation 2012 and as a public body, you can make use of these regulations to restrict the tendering process for goods or services to supported businesses only.)

Higher value procurements, regulated procurements (between £50,000 and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Scottish Government Procurement Journey. Both Routes 2 and 3 mandate the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD 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 EU and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business [register](https://p4p.org.uk/ready-for-business-register/) currently available and published by Ready for Business).

During the reporting period, the College had an agreed arrangement with Haven to recycle IT hardware. This enables the College to recycle IT hardware in a compliant manner and contribute to the College’s aims to meet its sustainable obligations.

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 small and medium enterprises (SMEs) and micro business and the College will look to engage with businesses via this route as well as in its own local contracting arrangements.

# Section 5: Future Regulated Procurement Summary

The College has prepareda summary of the anticipated regulated procurement schedule 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 purchasing requirement cannot therefore be predicted with certainty.

Possible contracts have been included, with these being above the regulated contract tender threshold based on the total value over the anticipated period of the contract.

The College will continue to publish Prior Information and Contract Notices via Public Contracts Scotland in the 2019-20 year to alert the supply base to tender opportunities.

Significant capital work on the College estate has not been included as, although outline business cases to secure funding 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 achievement of Procurement Strategy objectives and promote improved compliance.

## Procurement Influenced Spend

Further development of procurement spend information coupled with greater engagement with procurement across the College have resulted in the reduction of non-regulated spend from 45% to 38% of total influenceable spend.

## Procurement Procedures

A number of procurement procedures are in place to provide best practice information and reflect legislative requirements. The procedures have been sited on the College 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.

## Procurement and Commercial Improvement Plan (PCIP)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **PCIP Assessment** | **2016 Actual Score** | **Performance Band** | **2019 Score** | **Performance Band** |
| **Overall Score (%)** | 45% | Purple | 76% | Gold |

West College Scotland is required to undertake the Procurement and Commercial Improvement Plan (PCIP) Lite assessment with APUC.This assessment focusses on the policies and procedures driving procurement performance and the results they deliver.

The College’s PCIP assessment for the period 2016 to 2019 was completed by APUC in early October 2019 and a rating of 76% has been awarded, which compares favourably to the 2016 PCIP assessment rating of 45% and demonstrates significant process in the College’s procurement approach. This means that the College falls into the Gold performance outcome rating.

The following areas of procurement activity have been the focus of the College’s continuous improvement programme over the last three years and have contributed to the gains achieved in the 2019 PCIP Lite assessment:

* Development and enhancement of procurement skills and knowledge, policies, practices and governance frameworks
* Creation, continuous development and embedding of procurement plans and procedures
* Identification of collaborative and shared services opportunities
* Achievement of efficiencies, cost savings and benefits (economic, social and environmental)

The next College PCIP review by APUC is due to be completed by December 2021. The College plans to consolidate the gains made from the 2019 assessment with particular emphasis on areas where further improvement can be made such as contract management.

# Summary

This report outlines the College commitment to compliant, proactive and best practice procurement. The College is actively engaging with the aims of the Procurement Reform (Scotland) Act 2014 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 to further raise the profile of procurement.

# Appendix A

## Regulated Procurements completed 2018/19

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date of Award** | **Name of Supplier** | **Description** | **Category** | **Contract Value** | **Start Date** | **End Date** |
| 1 | 25/01/2019 | Glasgow Window Cleaning | The Provision of Glass Cleaning Services-All Campuses | Contract Cat C | £71,992 | 01/04/19 | 31/03/23 |
| 2 | 05/02/2019 | Digby Gardening & Maintenance Ltd | All Campus\_Landscaping & Gardening | Contract Cat C | £82,320 | 01/04/19 | 31/03/23 |
| 3 | 18/03/2019 | Renfrewshire Cab Co. | Taxi Services- Paisley - LOT 2 | Contract Cat C | £163,200 | 01/08/19 | 31/07/23 |
| 4 | 12/03/2019 | Enva - Rental of Wste Compactors LOT 3 | Waste & Recycling Management Services - LOT 3 | Contract Cat C | £214,652 | 29/04/19 | 28/04/23 |
| 5 | 12/03/2019 | Enva - Waste Management Services - LOT 1 | Waste & Recycling Management Services - LOT 1 | Contract Cat C | £275,624 | 29/04/19 | 28/04/23 |
| 6 | 18/03/2019 | Inverclyde Taxis | Taxi Services- Greenock - LOT 3 | Contract Cat C | £360,000 | 01/08/19 | 31/07/23 |
| 7 | 16/04/2019 | White Label Sourcing Ltd (VSN) | Sports Uniforms | Contract Cat C | £408,000 | 01/07/19 | 30/06/23 |
|  |  |  |  | **Total Cat C** | **£1,575,788** |  |  |
| 8 | 19/09/2018 | EDF Energy | Supply of Electricity (HH,NHH & Domestic) APUC UTI-1000-AP | Framework Cat A | £1,800,000 | 01/04/19 | 31/03/22 |
| 9 | 21/01/2019 | Grahams the Family Dairy | Fresh Dairy Products | Framework Cat B | £96,000 | 01/02/19 | 31/01/23 |
| 10 | 18/01/2019 | D McGhee & Sons Ltd | Fresh Bakery Prodcuts | Framework Cat B | £120,000 | 01/02/19 | 31/01/23 |
| 11 | 25/01/2019 | Kelvin Books | Library Books, Educational Textbooks and Multimedia Supplies | Framework Cat B | £500,000 | 01/02/19 | 31/01/23 |
| 12 | 25/06/2019 | Capita Software | Supply of Student Information Management Systems & Assoc Services | Framework Cat B | £525,655 | 01/07/19 | 30/06/24 |
| 13 | 03/06/2019 | Zurich Municipal | Insurance Policy Renewal | Framework Cat B | £703,927 | 01/08/19 | 31/07/23 |
|  |  |  |  | **Total Cat B** | **£3,745,582** |  |  |
|  |  |  |  |  | **£5,321,370** |  |  |

# Appendix B

## Planned Future Procurement 2019/20 and 2020/21

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Expected Date of Award** | **Description** | **Contract Type** | **Contract Duration - mths including extensions** | **Estimated Total Contract Value including extensions** | **Status** |
| **2019/20 Forward Procurement Plan** | | | | | |
| 14/11/2019 | Data Circuits | Contract - Category B | 48 | £200,000 | Re-let |
| 03/02/2020 | CPA to Inchinnan: Refurbishment Oakshaw Building | Contract - Category B | 5 | £1,100,000 | New |
| 01/03/2020 | Internal Audit and Other Audit Services | Contract - Category B | 48 | £200,000 | Re-let |
| 01/04/2020 | Grocery - Dry Goods and Grocery | Contract - Category B | 48 | £160,000 | New |
| 01/04/2020 | Grocery - Frozen and Chilled Goods | Contract - Category B | 48 | £400,000 | New |
| 01/04/2020 | Butcher Meat | Contract - Category B | 48 | £100,000 | New |
| 01/07/2020 | Musical Instruments and Associated Equipment | Contract - Category B | 48 | £451,980 | New |
| 01/07/2020 | Soft Drinks and Associated Products | Contract - Category B | 48 | £274,031 | New |
| 01/07/2020 | Fresh Fruit and Vegetables | Contract - Category B | 48 | £61,389 | New |
|  |  | **Total Category B** | | **£2,747,400** |  |
| 01/12/2019 | Minor Works Framework | Contract - Category C | 48 | £2,000,000 | New |
|  |  | **Total Category C** | | **£2,000,000** |  |
| **2020/21 Forward Procurement Plan** | | | | | |
| 01/11/2020 | Trade Materials - Hand Tools | Contract - Category B | 48 | £100,000 | New |
| 01/01/2021 | Vehicle Hire | Contract - Category B | 48 | £91,271 | Re-let |
| 01/01/2021 | Specialist Skincare | Contract - Category B | 48 | £200,000 | New |
| 01/01/2021 | Hair Colouring | Contract - Category B | 48 | £100,000 | New |
| 01/02/2021 | Beauty Consumables | Contract - Category B | 12 | £560,000 | Re-let |
| 01/02/2021 | Hair Consumables | Contract - Category B | 12 | £520,000 | Re-let |
| 01/02/2021 | Hair and Beauty Uniforms | Contract - Category B | 12 | £496,000 | Re-let |
| 01/02/2021 | Make Up Artistry Kits | Contract - Category B | 9 | £600,000 | Re-let |
| **Expected Date of Award** | **Description** | **Contract Type** | **Contract Duration - months incl extensions** | **Estimated Total Contract Value incl extensions** | **Status** |
| 01/02/2021 | Beauty Kits | Contract - Category B | 12 | £500,000 | Re-let |
| 01/07/2021 | Facilities Management Services | Contract - Category B | 48 | £800,000 | New |
| 01/07/2021 | Travel Services | Contract - Category B | 48 | £560,000 | New |
|  |  | **Total Category B** | | **£5,127,271** |  |
| 01/11/2020 | Trade Materials - Automotive | Contract - Category C | 48 | £600,000 | New |
| 01/11/2020 | Trade Materials - Construction | Contract - Category C | 48 | £600,000 | New |
| 01/03/2021 | Fire Alarms and CCTV Servicing and Maintenance | Contract - Category C | 48 | £600,000 | New |
| 01/05/2021 | Winter Gritting | Contract - Category C | 48 | £200,000 | New |
|  |  | **Total Category C** | | **£2,000,000** |  |
|  |  |  |  | **£11,874,672** |  |