

2021-22 Procurement Report



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1. Introduction

1.1 This Report details procurement activities undertaken as follows:

Section 1:	Summary of Completed Regulated Procurement
Section 2:	Review of Regulated Procurement Compliance
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.

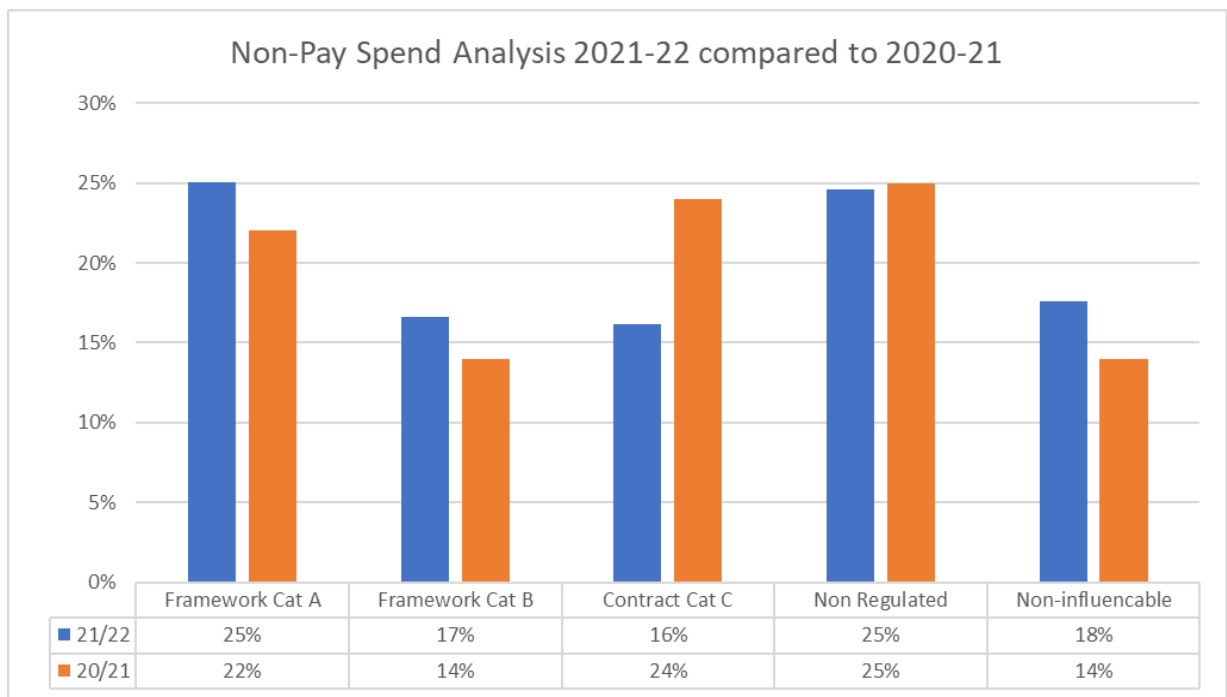
1.2 The categorisations of procurement expenditure referred to within this Report are defined as follows:

- **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 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 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 expertise.
- **Contract Category C** - those supplies and services sourced through procurement exercises undertaken by the College (WCS Local) and not associated with any collaborative framework.

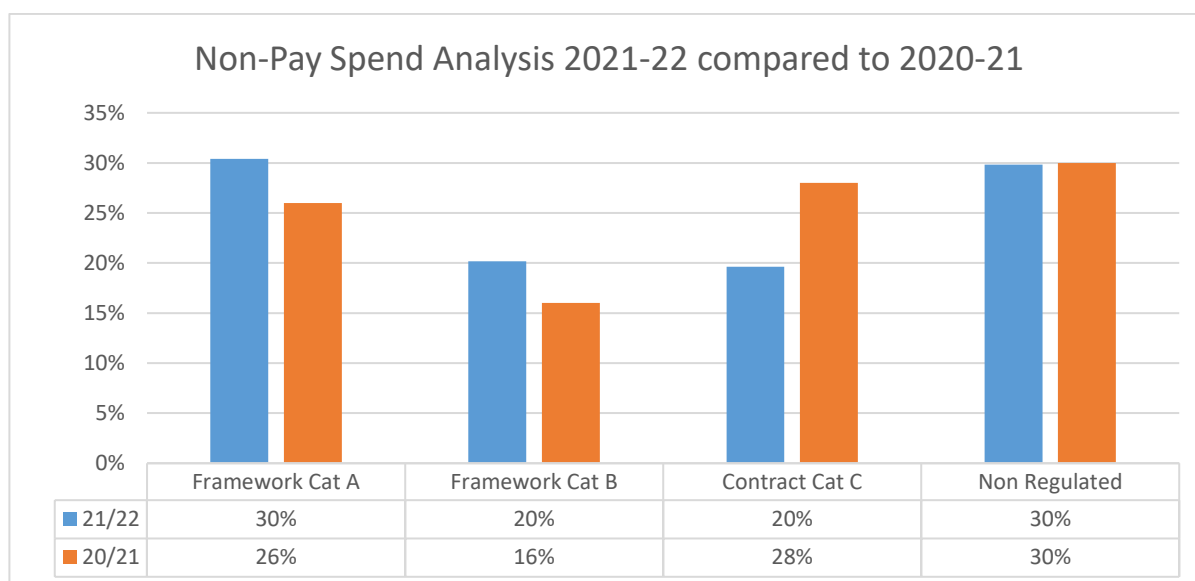
- **Regulated and Non-Regulated Procurement** – under the Procurement Reform (Scotland) Act 2014 the definition of regulated procurement is contracts valued at £50,000 or above, excluding VAT for goods and services and £2,000,000 for works. Non-regulated procurements are those contracts below the £50,000 threshold.

1.3 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 2021-22 totalled £11.1m (2020-21: £12.7m), of which £1.9m (18%) (2020-21: £1.8m (14%)) was non-influenceable spend. Therefore, £9.1m (82%) of College expenditure was influenceable (2020-21: £10.9m (86%)).

1.4 An analysis of non-pay expenditure for 2021-22 (£11.1m) when compared to 2020-21 (£12.7m) is summarised in the chart below:



1.5 Excluding non-influenceable expenditure, an analysis of influenceable non-pay spend for 2021-22 (£9.1m) when compared to 2020-21 (£10.9m) can be summarised as follows:



1.6 As can be seen above, 50% (2020-21: 42%) of the 2021-22 expenditure was undertaken through Category A and Category B contractual arrangements.

1.7 The College local contract spend (Category C) has decreased from 28% to 20% year on year. The key reason for this downwards movement between 2020-21 and 2021-22 is due to increased uptake in Category A and Category B contracts.

1.8 A greater level of procurement engagement with stakeholders during 2021-22 has increased the use of frameworks, with key areas being in relation to estates professional services, IT software, stationery, and office supplies.

1.9 The total value of non-regulated expenditure has reduced by £0.5m from £3.3m to £2.7m, continuing the planned downward trajectory from prior year and is largely influenced by the Procurement Team moving more expenditure onto contract.

1.9 There were 14 regulated procurements totalling £5.5m during 2021-22, all relating to goods and services (2020-21: 10 regulated procurements with a value of £4.2m). Further detail on the regulated procurements is provided within Section 2 of this Report.

2 Summary of Completed Regulated Procurements

- 2.1 The Procurement Report is required to focus upon regulated procurements. These are defined as goods and services worth more than £50,000 excluding VAT and works contracts worth more than £2,000,000 excluding VAT.
- 2.2 The College conducted 14 regulated procurements for goods and services during the year, which totalled £5.5m. It did not conduct any regulated procurements in the works category during 2021-22.
- 2.3 These are set out in Appendix A and related to contracts for estates management, supply of paper & specialist paper, insurance renewal, sports uniforms, personal protective equipment.
- 2.4 To be included in this Report the regulated procurement requires to have had an award notice published on the Public Contracts Scotland Tender [portal](#).

Categories and Nature of Procurement

Regulated Contracts

- 2.5 The College conducts all procurement activities in an open and transparent manner in accordance with best practice and legislative requirements.
- 2.6 The work plan included at *Appendix A* provides details of the description and category of regulated procurement tendering activity that the College progressed during 2021-22, with this totalling £5.5m in total contract value. These regulated procurements have been separated into contract categories, with the information provided showing the following:
- the date of award
 - the description of the contract
 - the category of the contract
 - the estimated total value over the contract period, including any extension periods
 - the contract start date
 - the duration of the contract including any extension periods (where applicable)
- 2.7 This information, in conjunction with the publication of the College [Contracts Register](#) and use of Public Contracts Scotland (PCS) for all procurement activity over the reporting period, provides complete transparency of the College's 2021-22 procurement activities.

3. Review of Regulated Procurement Compliance

Regulated Procurement Compliance

- 3.1 The College conducted a total of fourteen regulated procurement exercises during 2021-22. These are detailed in *Appendix A* and were in the areas of:
- Education Packs and Materials Specific to Teaching and Learning (2)
 - Estates- Professional Services; Architects; Estates Agents; QS; Construction Management; Surveying Equip & Services (4)
 - Insurance Services (1)
 - IT - Software Purchase; Licences; Maintenance; Development; Royalties (2)
 - Janitorial & Domestic Supplies & Services (1)
 - Legal & Tax Services (1)
 - Safety & Personal Protection Equipment (1)
 - Stationery & Office Supplies (2)
- 3.2 Of these regulated procurements, four were above the Public Procurement thresholds.
- 3.3 The College continues to seek to access to and utilises collaborative procurement approaches wherever possible, including the use of procurement framework agreements with APUC and other centres of procurement expertise.
- 3.4 The College has where possible consolidated procurement opportunities into combined tender packages and will always seek opportunities for cross campus collaboration on an ongoing basis.

Low Value / Low Risk Purchases

- 3.5 The College utilises Public Contracts Scotland (PCS) electronic portal to conduct procurement exercises including sourcing competitive quotes for non-regulated procurement via the Quick Quote system in line with College Financial Regulations, and to issue Prior Information Notices and Contract Notices for procurement exercises over the regulated thresholds.
- 3.6 Continued use of this approach has resulted in the inclusion of local suppliers wherever possible during the tendering of Category C local contracts. The adoption of the PCS portal systems as the default method to conduct procurement exercises across the College ensures compliance and transparency in the processes adopted.
- 3.6 The increased usage of further competition via frameworks demonstrates the College's commitment to participating in collaborative procurement at a national and sectoral level.

3.7 The College Procurement Strategy will continue with a mix of further competition using frameworks, direct awards, open tenders, and quick quotes. This will be informed by intelligence on the overall College expenditure allied with the market knowledge to match this data to appropriate procurement routes wherever possible.

4. Community Benefit Summary

- 4.1 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. The College is committed to maximising any opportunities to obtain Community Benefits from procurement activities.
- 4.2 These opportunities are maximised by including a section on Community Benefits in the standard documentation used for larger regulated procurements where appropriate.
- 4.3 The College assesses each individual procurement on a case-by-case basis to consider appropriateness for Community Benefits in terms of contract value, supplier base and nature of contract. Part of this assessment process takes into 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.
- 4.4 Relevant Community Benefits may include but are not restricted to:
- The provision of supplies and/or services to support College curriculum activities and student welfare.
 - The offer of recycled IT equipment to students.
 - 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.
 - Minimising negative environmental impacts, for example those impacts associated with vehicle movements and associated emissions.
- 4.5 In the reporting period, the College has engaged with several suppliers who provide community benefits via framework commitments. Some examples include the provision of:

Contract	Community Benefits
Stationery	<ul style="list-style-type: none"> • Achieved a zero to landfill status across all the regional distribution centre (RDC) sites in Scotland. • Committed to reducing business travel CO2. • Opened two new RDCs at Newbridge and Dundee. • All Scottish employees are paid in accordance with the Scottish Living Wage. • Taken on two junior account managers as modern apprentices. In addition, Lyreco have employed 34 staff as a direct result of the framework.
Insurance	<ul style="list-style-type: none"> • 3-year Traineeship programme

Contract	Community Benefits
	<ul style="list-style-type: none"> • Offering work experience through paid internships, commitment to work with each institution. • Committing to annual workshop to assist with career mentoring/employment support • Supporting new and local business • Community engagement and support • Pay the living wage and other employee benefits • Free business advice for social enterprises and charities • Volunteering

4.6 The College will continue to promote areas of community benefit as follows:

- All standard quotation documentation includes 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 will ensure that, where suppliers have committed to provide Community Benefits as part of a contract, they will prepare a report on the delivery of these benefits on a six-monthly basis as part of the Contract Management programme as appropriate.

5. Supported Businesses Summary

- 5.1 A Supported Business is defined as one where at least 30% of their workforce are classed as disabled or disadvantaged. (Public procurement directive allows public bodies to make the decision to reserve public contracts for supported businesses. This is enacted in Scotland by Regulation 21 of the Public Contracts (Scotland) Regulation 2015 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.)
- 5.2 Higher value procurements, regulated procurements (between £50,000 and financial threshold and those equal to and above the financial 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 Single Procurement Document (SPD). 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.
- 5.3 The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with relevant Procurement legislation and ensuring value for money for the institution (using the only [Supported Business register](#) currently available and published by Ready for Business).
- 5.4 During the reporting period the College had an agreed arrangement with WEEE Scotland to recycle IT hardware. WEEE Scotland is a Supported business. This enables the College to recycle IT hardware in a compliant manner and contribute to the College's aims to meet its sustainable obligations and work with local Support Businesses.
- 5.5 It is anticipated that opportunities for engagement with supported businesses will continue to increase going forward. External bodies such as APUC and Scotland Excel continue to promote opportunities for supported businesses along with small and medium enterprises (SMEs) and micro business. The College will continue to engage with businesses via this route as well as in its own local contracting arrangements.

6. Future Regulated Procurement Summary

- 6.1 The College has prepared a summary of the anticipated regulated procurement schedule over the next two years – for the period covering 2022-23 to 2023-24 - 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.
- 6.2 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.
- 6.3 The College will continue to publish Prior Information and Contract Notices via Public Contracts Scotland in the 2022-23 year to alert the supply base to tender opportunities.
- 6.4 Significant capital work on the College estate and ad hoc procurement requirements may arise in-year which have not been included, and it is anticipated that further regulated procurement exercises will be identified throughout the next year.

7. Other Considerations

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

Procurement Influenced Spend

7.2 Procurement spend information has had greater analysis, leading to the forward plan to reduce non-compliant spend. Short, medium and longer term tasks have been set and stakeholders are engaged in the reduction of non-compliant spends. The procurement department is committed to increasing engagement across the College to actively promote the use of compliant contracts and reduce non-compliant activity.

7.3 Development of digital tools has enabled procurement to include more compliant suppliers onto ordering platforms with digital catalogues. This is aimed to increase end user experience and encourage compliant spend. Further work will be done to increase the number of suppliers available on a digital ordering platform (PECOS).

Procurement Procedures

7.4 Procurement procedures are in place to provide best practice information and reflect legislative requirements. The procedures have been sited on a Procurement Hub on the College 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, support the College Strategic Plan 2019-2025 and are reflected in the College Financial Regulations.

7.5 Procurement are aligning to the College's digital strategy with further use of the Intranet for procurement information, the digitisation of the New Supplier form and the Procurement Hub as a repository.

Procurement and Commercial Improvement Plan

7.6 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.

7.7 The next College PCIP review by APUC is due to be completed in late 2023. The College is making progress following on from the last assessment in 2019 with emphasis on areas where further improvement can be made. These areas include the following:

- Further embedding of sustainable procurement.
- Continued development of contract and supplier management across all significant contracts.
- Development in the measuring of contract performance.

- Further increase of contract coverage for potential influenceable spend.

Summary

7.8 This report outlines the College commitment to compliant, proactive, and best practice procurement. The College continues to actively engage with the aims of the Procurement Reform (Scotland) Act 2014 and maintains an ethos of continuous improvement for both current procurement activities and future planned work. The College seeks to continue to expand the already increased awareness and engagement with procurement by staff, students, and the supply base to achieve further improvement in the period 2022-23.

Appendix A - Regulated Procurements Completed 2021-22

Date of Award	Description	Contract Type	Estimated Total Contract Value incl extensions	Contract Start Date	Contract Duration - months incl extensions	Status
21 December 2021	Media Monitoring Service	Framework - Category B	£75,000	31 January 2022	48	New
01 February 2022	Estates Management	Framework - Category B	£1,800,000	02 February 2022	36	New
01 February 2022	Learning Management System	Framework - Category B	£90,000	02 February 2022	48	New
28 February 2022	Supply of Paper & Specialist Paper	Framework - Category B	£200,000	01 March 2022	48	Re-Let
29 April 2022	Legal Services: One Stop Shop	Framework - Category B	£60,000	30 April 2022	48	Re-Let
13 June 2022	Insurance Policy Renewal	Framework - Category B	£700,000	01 August 2022	48	Re-Let
13 June 2022	Sports Uniforms	Framework - Category B	£408,000	14 June 2022	48	Re-Let
01 July 2022	Stationery	Framework - Category B	£160,000	15 August 2022	48	Re-Let
19 July 2022	Janitorial suppliers	Framework - Category B	£176,000	01 August 2022	48	Re-Let
25 July 2022	Clydebank BAE Reconfigure Workshop Phase 1	Framework - Category B	£375,814	26 July 2022	12	New
25 July 2022	Moving Learning & Development	Framework - Category B	£213,200	26 July 2022	12	New
28 July 2022	Provision of Personal Protection Equipment - PPE	Framework - Category B	£360,000	01 August 2022	48	Re-Let
		Total Category B	£4,618,014			
05 May 2022	AMCF - phase 2	Local - Category C	£84,456	06 May 2022	One-off	New
27 June 2022	Abercorn External - Roof & Stone works	Local - Category C	£800,000	28 June 2022	12	New
		Total Category C	£884,456			

Appendix B - Forward Procurement Plan 2022-23 and 2023-24

Summary

2022-23 Forward Procurement Plan	
Category A Contracts	£ -
Category B Contracts	£ 2,659,875
Category C Contracts	£ 2,185,656
All Contracts Total 2022-2023	£ 4,845,531
2023-24 Forward Procurement Plan	
Category B Contracts	£ 1,417,727
Category C Contracts	£ 62,843
All Contracts Total 2022-2023	£ 1,480,570
Total All Contracts 2022-2024	£ 6,326,101

Contract Delivery Plan 2022-23

Expected Date of Award	Description	Contract Type	Contract Duration - months incl extensions	Estimated Total Contract Value incl extensions	Status
01 August 2022	Cash Collection	Framework - Category B	48	£10,000	Re-Let
31 January 2023	Library Books, Educational Textbooks and Multimedia Supplies	Framework - Category B	48	£500,000	Re-Let
31 March 2023	Provision of Lease of Office Equipment (MFD - Printers)	Framework - Category B	48	£1,500,000	Re-Let
31 March 2023	Fresh Fish & Seafood	Framework - Category B	48	£9,000	Re-Let
20 April 2023	Assistive Technology, Hardware & Software Consumables	Framework - Category B	48	£4,200	Re-Let
24 April 2023	Waste & Recycling Management Services - LOT 1 - Waste Management	Framework - Category B	48	£275,000	Re-Let
24 April 2023	Waste & Recycling Management Services - LOT 2 - Confidential Waste	Framework - Category B	48	£5,000	Re-Let
24 April 2023	Waste & Recycling Management Services - LOT 3 - Compactor Rental	Framework - Category B	48	£214,000	Re-Let
25 May 2023	VMWare License Renewal	Framework - Category B	48	£57,000	Re-Let
31 July 2023	Legal Services: One Stop Shop	Framework - Category B	48	£60,000	Re-Let
31 July 2023	Internal audit	Framework - Category B	48	£25,675	Re-Let
TBC	Mobile phones	Framework - Category B	48	TBC	Re-Let
TBC	Student Services	Framework - Category B	48	TBC	New
TBC	Occupational health	Framework - Category B	48	TBC	New
TBC	Travel Management	Framework - Category B	48	TBC	New
		Total Category B		£2,659,875	
27 August 2022	Paisley Roof works - Renfrew, Inchinnan, Renfrew North	Local - Category C	12	£1,323,256	New
01 September 2022	AMCF Bundle 3	Local - Category C	12	£166,000	New
31 March 2023	The Provision of Glass Cleaning Services-All Campuses	Local - Category C	48	£72,000	Re-Let
31 March 2023	All Campus_Landscaping & Gardening	Local - Category C	48	£82,000	Re-Let
31 July 2023	Taxi Services- Clydebank - Lot 1	Local - Category C	48	£19,200	Re-Let
31 July 2023	Taxi Services- Paisley - Lot 2	Local - Category C	48	£163,200	Re-Let
31 July 2023	Taxi Services- Greenock - Lot 3	Local - Category C	48	£360,000	Re-Let
TBC	Mi-fi units	Local - Category C	48	TBC	Re-Let
		Total Category C		£2,185,656	

Contract Delivery Plan 2023-24

Expected Date of Award	Description	Contract Type	Contract Duration - months incl extensions	Estimated Total Contract Value incl extensions	Status
31/08/2023	Fresh Bakery Products (1049-AP- Lot 6)	Framework Category B	48	£100,000.00	Re-Let
31/08/2023	Educational Psychologists - Provision of Student Assessments	Framework Category B	48	£100,000.00	Re-Let
03/09/2023	HR Payroll Software	Framework Category B	60	£33,014.00	Re-Let
30/09/2023	Fresh Dairy Products (1060-AP)	Framework Category B	48	£80,000.00	Re-Let
31/10/2023	Catering Light & Heavy Equipment	Framework Category B	48	£600,000.00	Re-Let
14/06/2024	Portable Appliance Testing (PAT)	Framework Category B	48	£66,668.00	Re-Let
30/06/2024	Student Information Management System	Framework Category B	60	£438,045.00	Re-Let
		Total Category B		£1,417,727.00	
29/09/2023	MyDay Student Portal & App Licenses	Local Category C	36	£62,843.00	Re-Let
		Total Category C		£62,843.00	