

# 2023-24 Procurement Report



## Contents

1.	Introduction .....	3
2	Summary of Completed Regulated Procurements.....	5
	Categories and Nature of Procurement .....	5
	Regulated Contracts .....	5
3.	Review of Regulated Procurement Compliance .....	6
	Regulated Procurement Compliance.....	6
	Low Value / Low Risk Purchases.....	6
4.	Community Benefit Summary .....	7
5.	Supported Businesses Summary.....	9
6.	Future Regulated Procurement Summary.....	10
7.	Other Considerations.....	11
	Procurement Influenced Spend.....	11
	Procurement Procedures.....	11
	Procurement and Commercial Improvement Plan.....	11
	Summary .....	12
	<b>Annex A - Annual Procurement Report.....</b>	<b>17</b>
	Annex A - Annual Procurement Report -Summary	17

## 1. Introduction

1.1 This Report details procurement activities undertaken as follows:

Section 2: Summary of Completed Regulated Procurement

Section 3: Review of Regulated Procurement Compliance

Section 4: Summary of Community Benefits Summary

Section 5: Summary of Supported Businesses Summary

Section 6: Summary of Future Regulated Procurement Summary

Section 7: 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 2023-24 totalled £12,546,134.27 of which £2.4m (19%) was non-influenceable spend. Therefore, £10.12m (81%) of College expenditure was influenceable. The Colleges annual influenceable procurement spend of circa £10.12 million was made up of:

- £8.038m of regulated spend (above Threshold and Framework Agreements)
- £2.082m of non-regulated spend (below threshold).

1.4 The College continues to increase the number and value of contracts which it creates with 79% of College spend now categorised as Framework and regulated. This is due to the increasing levels of procurement engagement with stakeholders.

## 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 £ **11.3m**.
- 2.3 These are set out in Appendix 1 and relate to contracts for legal Services, HR/Payroll System, Student Records System, Provision of MFDs, Mobile client devices, Online Learning Services and Assessment Services.

### Categories and Nature of Procurement

#### Regulated Contracts

- 2.4 The College conducts all procurement activities in an open and transparent manner in accordance with best practice and legislative requirements.
- 2.5 The work plan included at *Appendix 1* provides details of the description and category of regulated procurement tendering activity that the College progressed during 2023-24, with this totalling **£11.3m** in total contract value. The information provided shows the following:
- the description of the contract
  - date of award
  - category of contract
  - the contract start date
  - the contract end date
  - the estimated total value over the contract period, including any extension periods
- 2.6 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 2023-24 procurement activities.

### 3. Review of Regulated Procurement Compliance

#### Regulated Procurement Compliance

- 3.1 The College conducted a total of 14 regulated procurement exercises during 2023-24. These are detailed in *Appendix 1*.
- 3.2 Of these regulated procurements, 11 were WTO GPA regulated procurements [goods and services worth more than £177,897 exc 20% VAT).
- 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 suppliers who provide community benefits via framework commitments. Some examples include the provision of:

Contract	Community Benefits
Furniture (Supply and Installation of)	<ul style="list-style-type: none"> <li>• Apprenticeships/Workplace Experience</li> <li>• Summer placements for Installations</li> <li>• Training &amp; Development</li> <li>• Sponsorship/Charity work</li> <li>• Donation of furniture and services to new start business &amp; social enterprise companies and organisations.</li> </ul>
Waste Management Services	<ul style="list-style-type: none"> <li>• Education and training with regards to recycling and related industries.</li> <li>• Committed to ensuring each institution meet and exceed all recycling and waste minimisation target.</li> </ul>

Contract	Community Benefits
	<ul style="list-style-type: none"> <li data-bbox="564 257 1370 318">• Help to reduce waste materials entering the campuses in the first instance.</li> </ul>

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 2024-24 to 2025-26 - as shown in *Appendix 2*. 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 The College will continue to publish Prior Information and Contract Notices via Public Contracts Scotland to alert the supply base to tender opportunities.
- 6.3 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 College PCIP review by [APUC](#) was completed in March 2024 and scored 88%. The college has improved its PCIP performance in the time since the last assessment in 2019 when they scored 76%. This is evident across a number of areas including Continuous Improvement, Spend Analysis, Tendering and Contract Management. The college has moved further into the Gold banding which represents an excellent level of performance.

## 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 2024-25.

## Appendix 1 List of Regulated Procurements Completed in the Reporting Period 1/Aug/23 – 31/Jul/24

### Regulated Procurements

Description	Supplier name	Date of Award	Owner: Cat A/B or C	Start Date	End Date	Value over contract period
Legal Services	Anderson Strathern	31/07/2023	B	31/07/2023	30/07/2025	£ 51,000.00
On- line learning Services (Contract Extension)	The Skills Network	1/08/2023	C	1/08/23	31/07/25	£ 560,000
HR/Payroll	MHR International UK Ltd	01/08/2023	B	01/08/2023	31/07/2028	£ 300,000.00
Student Record Systems	Civica	01/10/2023	B	01/10/2023	30/09/2028	£ 600,000.00
Provision of Lease of Office Equipment (MFD - Printers)	Ricoh UK Ltd	01/12/2023	B	01/12/2023	30/11/2028	£ 500,000.00
Production Printers	Ricoh UK Ltd	24/06/2024	B	24/06/2024	23/06/2029	£ 100,000.00
Mobile Client Device Framework - SP-19-020	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	24/01/2024	A	24/01/2024	23/01/2026	£ 1,000,000.00
Desktop Client Device Framework -	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	24/01/2024	A	24/01/2024	23/01/2026	£ 1,200,000.00
Supply & Delivery of Grocery, Frozen	Bidfood (formerly	25/03/2024	B	25/03/2024	24/03/2028	£ 400,000.00

& Chilled Food (incl Onestop)	Bidvest Foodservice (formerly 3663)					
Water Supply	Business Stream Ltd (a Scottish Water Company)	01/04/2024	A	01/04/2024	31/03/2028	£ 480,000.00
Electricity	EDF Energy	01/04/2024	A	01/04/2024	31/03/2026	£ 4,750,000.00
Gas	TotalEnergies Gas and Power	01/04/2024	A	01/04/2024	31/03/2025	£ 475,000.00
Fresh Butcher Meat	Campbells Prime Meat Ltd	22/04/2024	B	22/04/2024	21/04/2026	£ 100,000.00
CITB Assessment Services	Competence Matters Ltd	01/08/2024	C	01/08/2024	31/07/2027	£ 870,000.00
					<b>TOTAL</b>	<b>£ 11,386,000.00</b>

## Appendix 2 List of Regulated Procurements planned to commence in next two F/Ys 24/25 & 25/26

Category subject	Owner: Cat A,B,C or C1	New, extended or re-let procurement	Expected Date of Award	Estimated Value over contract period
				£
Soft Drinks	B	New	01/12/2024	£60,000.00
Power tools and associated products	B	New	01/12/2024	£160,000.00
Paint and Paint sundries	B	New	01/12/2024	£360,000.00
Sustainable Timber and associated products	B	New	01/12/2024	£200,000.00
Building & Roofing Materials	B	New	01/12/2024	£240,000.00
The Provision of Website Replacement Services	B	New	01/02/2025	£100,000.00
Cables and Wiring Materials	B	New	01/12/2024	£320,000.00
Supply and Delivery of software Value added Re-seller	B	re-let	05/12/2024	£304,000.00
Provision of Mechanical PPM and Reactive Services	B	re-let	01/12/2024	£300,000.00
Fire Alarm Testing, Intruder Alarm Testing & CCTV Maintenance	C	new	13/01/2025	£180,000.00
Hair & Beauty - Hair Products & Hair Kits	B	re-let	01/02/2025	£427,000.00
Hair & Beauty - Uniforms	B	re-let	01/02/2025	£130,000.00
Hair & Beauty - Theatrical & Specialist Makeup	B	re-let	01/02/2025	£84,000.00
Plumbing Materials	B	new	02/02/2025	£800,000.00
Finnart St Greenock - Workshop Roof Upgrade Works	C	new	02/04/2025	£2,100,000.00
Associate Trainers Framework	C	re-let	01/05/2025	£360,000.00
Provision of Off the Shelf E-Learning	B	re-let	07/07/2025	£45,000.00
The Provision of OHS Services	B	new	07/07/2025	£400,000.00
Insurance Services	B	extension	01/08/2025	£192,000.00
Internal Audit & Other Audit Services	B	re-let	01/08/2025	£120,000.00
On-Line Learning Training Courses Provider	B	re-let	02/08/2025	£1,240,000.00
Supply and Delivery of Catering Kits	B	new	04/08/2025	£280,000.00
Sign Language Interpreter	C	new	18/08/2025	£54,000.00

Provision of Hot Beverages	B	re-let	23/08/2025	£80,000.00
The Provision of Similarity Detection Systems	B	new	10/10/2025	£120,000.00
Provision of Lift Maintenance	B	new	20/10/2025	£200,000.00
Software Value added Re-seller	B	re-let	01/11/2025	£500,000.00
Project Management and Design Services	B	re-let	31/01/2026	£200,000.00
Provision Of Washroom Solution Services	B	re-let	01/04/2026	£90,000.00
Paper and Specialist Paper	B	re-let	02/04/2026	£50,000.00
The Provision of Sports Clothing	B	re-let	08/06/2026	£300,000.00
The Provision of PPE	B	re-let	31/07/2026	£1,000,000.00
Insurance Services	B	re-let	01/08/2026	£700,000.00
Janitorial Cleaning products and chemicals	B	re-let	01/08/2026	£180,000.00
The Provision of Legal Services	B	re-let	01/08/2026	£100,000.00
The Provision of Laundry Services	B	re-let	12/10/2026	£120,000.00
<b>Total</b>				<b>£12,096,000.00</b>



## Annex A - Annual Procurement Report

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

### **1. Organisation and report details**

a) Contracting Authority Name	West College Scotland
b) Period of the annual procurement report	2023-2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes

### **2. Summary of Regulated Procurements Completed**

a) Total number of regulated contracts awarded within the report period	14
b) Total value of regulated contracts awarded within the report period	£11,386,000.00
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	14
i) how many of these unique suppliers are SMEs	14
ii) how many of these unique suppliers how many are Third sector bodies	

### **3. Review of Regulated Procurements Compliance**

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

### **4. Community Benefit Requirements Summary**

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

a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
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b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	6
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	-
e) Number of Apprenticeships Filled by Priority Groups	-
f) Number of Work Placements for Priority Groups	-
g) Number of Qualifications Achieved Through Training by Priority Groups	-
h) Total Value of contracts sub-contracted to SMEs	-
i) Total Value of contracts sub-contracted to Social Enterprises	-
j) Total Value of contracts sub-contracted to Supported Businesses	-
k) Other community benefit(s) fulfilled	-
<b><u>5. Fair Work and the real Living Wage</u></b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	8
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	unknown
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	unknown

d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Unknown
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	9822
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	-
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	0
i) spend within the reporting year on regulated contracts	
ii) spend within the reporting year on non-regulated contracts	
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£12,546,134.60
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£5,110,213.49
c) Total procurement spend with Third sector bodies during the period covered by the report.	-

d) Percentage of total procurement spend through collaborative contracts.	48%
e) Total targeted cash savings for the period covered by the annual procurement report	-
i) targeted cash savings for Cat A contracts	-
ii) targeted cash savings for Cat B contracts	-
iii) targeted cash savings for Cat C contracts	-
f) Total delivered cash savings for the period covered by the annual procurement report	£323,666
i) delivered cash savings for Cat A contracts	£30,660.39
ii) delivered cash savings for Cat B contracts	£252,199.61
iii) delivered cash savings for Cat C contracts	£40,806.00
g) Total non-cash savings value for the period covered by the annual procurement report	£655,981.00

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	36
b) Total estimated value of regulated procurements expected to commence in the next two financial years	<b>£12,096,000.00</b>