

## **Abertay University - Annual Procurement Report (APR)**

**01 August 2021 – 31 July 2022**

### **Executive Summary**

The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend<sup>1</sup> of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period from 1 August 2021 to 31 July 2022 and addresses performance and achievements in delivering the Abertay University organisational procurement strategy. A report is prepared on a rolling 12-month basis.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political, and financial influences which the institution may need to adjust to.

### [Abertay University Procurement Strategy](#)

Abertay University has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- UK regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252<sup>2</sup>] amounted to £1,930,694. There were 6 such procurements completed<sup>3</sup>.
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £3,852,683. There were 13 such procurements completed.

More detailed information on the regulated procurements, is provided in Sections 1 and 2 of this report.

Abertay University had 449 active suppliers within the reporting period. 281 of these suppliers are recorded as SMEs. 16 SMEs featured in the award of regulated procurements during the period.

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<sup>1</sup> 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

<sup>2</sup> Public contracts (UK) thresholds were last updated on 01/01/2021 and revised every 2 years – next due on 01 /01/2023

<sup>3</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

The total non-pay expenditure was £20,748,359. This was made up of £11,314,888 capital expenditure, £6,760,286 of regulated expenditure (where supplier spend is more than £50,000) and £2,673,185 non-regulated expenditure. The non-pay expenditure is unusually high for Abertay, this was due to the completion of a capital project and the closure of the account.

The University optimises the use of national, sectoral, local, or regional collaborative contracts and frameworks. This significantly reduces the number of resource-intense formal local tenders and burdens of risk. As well as enhances cash/non-cash savings, and contract & supplier management. Approximately 84% of the University's spend went through collaborative agreements during the reporting period.

The remainder of this report comprises five sections:

Section 1: Summary of Regulated Procurements Completed

Section 2: Review of Regulated Procurement Compliance

Section 3: Community Benefit Summary

Section 4: Supported Businesses Summary

Section 5: Future Regulated Procurements Summary

### **Report Approval**

Report drafted and presented by (Name/Position): Rhonda McKay – Head of Procurement

Report Noted and Approved by: Finance and Corporate Performance Committee

Authorised by Responsible Officer (Name/Position):

Gordon Weir – Director of Finance, Infrastructure & Corporate Services

Date of approval and authorisation: 06/12/2022

## Section 1: Summary of Regulated Procurements Completed

Abertay University strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's [Strategic Plan](#).

The detailed summary of regulated procurements completed is set out in Annex A. That information, coupled with the publication of the institutional [Contracts Register](#) and the systematic use of Public Contracts Scotland and Quick Quotes where appropriate, provides complete visibility of the University's procurement activity over the reporting period.

Page 8 of this document sets out further information to show lower value regulated procurements completed and UK regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones.

For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME / supported business.

## Section 2: Review of Regulated Procurement Compliance

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

Care is taken to ensure that the University appoints suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

In the period covered by this report, the University has endeavoured to undertake all its regulated procurements in compliance with UK Procurement Principles of equal treatment, non-discrimination, transparency, proportionality, and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a continual improvement process that seeks incremental improvements to process and outcomes over time.

Procurement Strategy Objective	Objective Detail	Annual Report Commentary on strategy delivery/compliance
Improving Supplier Access to Public Contracts	To make procurement as straightforward as possible for the University and potential suppliers, in particular to improve access for local suppliers and SME's and to eliminate anything that does not add value to the procurement	Abertay University procurement activity follows guidelines set out in the Scottish Procurement Journey ensuring consistency, and transparency.  All regulated procurements are advertised on PCS and use of the Quick Quote facility for exercises which fall below the regulatory

		<p>thresholds is made where appropriate.</p> <p>This approach maximises access to contract opportunities and ensures these are open to as many suppliers as possible</p>
	Develop sound and useful procurement management information to measure and improve procurement, supplier performance, and to improve co-ordinated procurement planning.	Spend analysis is undertaken to assist with opportunity identification and forward planning, whilst the Institutional Dashboard information available from APUC (Sector Centre of Expertise) provides useful benchmark information in relation to spend, savings and collaborative activity.
Delivering Savings and Benefits	To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	<p>Principles of Whole Life Costing, Quality and Sustainability are encouraged to ensure procurement activities deliver best value for money.</p> <p>The uptake of framework contracts and spend through collaborative agreements is increasing year on year.</p>
	To work with our internal stakeholders and suppliers to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of students and other external stakeholders.	The University advocates the aggregation of requirements when appropriate to maximise leverage, reduce duplication of effort and mitigate against unnecessary resource costs.
Maximising Efficiency and Collaboration	To work with Internal budget holders, academics and support service colleagues and suppliers to deliver innovation and best value to the University, through the continued development of effective and co-ordinated procurement processes.	<p>Procurement staff work collaboratively with end users and wider stakeholder groups to:</p> <ul style="list-style-type: none"> <li>• provide best practice advice and guidance with a view to maximising value and minimising risk in relation to the provision of goods and services.</li> <li>• ensure that tender specifications and contracts meet the needs of the institution and are clearly understood and deliverable by the supply base.</li> </ul>

	<p>Deliver professional procurement training to our colleagues embedding procurement and contract management skills across the University</p>	<p>Procurement staff adopt a proactive approach to their continuing professional development, participating in training courses organised for the sector by APUC and making use of available online resources to ensure that professional competence is maintained.</p> <p>Staff involved in procurement and purchasing activities are provided with guidance and appropriate support in areas such as legal compliance, sustainability and value for money. Support with effective contract management continues to be developed.</p> <p>Advice and guidance is available on the University's intranet pages.</p>
<p>Embedding Sustainability in all we do</p>	<p>To embed sound ethical, social, and environmental policies within the University's procurement function and to comply with relevant Scottish and other pertinent legislation through compliance with the Sustainable Procurement Duty.</p>	<p>Where relevant, tender specifications make use of appropriate standards and labels to ensure fair and ethical trading is a consideration in suppliers' offers. Use of Sector based Framework Agreements provides additional assurance in relation to fair and ethical trading. For example, the use of Electronics Watch information in the procurement of ICT equipment mitigates the risks of the use of forced labour in the supply chain.</p> <p>The University is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract-by-contract basis, the institution will assess the legislation applicable to the contract and take steps to ensure bidders comply with it e.g. Health and Safety, Equality and GDPR/Data Protection legislation.</p> <p>Where appropriate and proportionate, fair work practices will be evaluated as part of the tender process, with areas such as</p>

		<p>zero-hours contracts and payment of the real/national living wage being taken into consideration. The University is now an accredited Living Wage employer and encourages it's supply base to follow this practice.</p> <p>Where appropriate, Community Benefits Clauses will be considered and performance against these measured throughout the lifespan of the contract.</p>
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The University has procurement processes and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

### Section 3: Community Benefit Summary

For every procurement over £4m, the University considers how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity. Where possible, relevant, and proportionate, such clauses may be included in regulated procurements valued at below £4m.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

In the reporting period, there was 1 new contract awarded containing community benefits.

### Section 4: Supported Business

Abertay University reviews appropriate procurements to determine whether subsequent contracts could be fulfilled by a Supported Business, whilst remaining compliant with UK and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).

There were no contracts for supported businesses in the period covered by this report, and presently there are no contracts in place with a supported business. Opportunities will continue to be explored and identified as part of future contract strategies.

### **Section 5 – Future Regulated Procurements**

The University is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in this document should be viewed with this caveat in mind.

The information provided covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

## List of Regulated Procurements Completed in the Reporting Period - 01/08/2021 – 31/07/2022

### Compliant

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	SME status	Supported Business
Insurance Covers	Aon UK Limited	01/08/2022	A	01/08/2022	31/07/2024	£668,540	Large	No
Facilities Management System	Planon Limited	20/06/2022	C	20/06/2022	19/06/2024	£285,914	Micro	No
Digital Content Capture	Academia	06/04/2022	B	26/04/2022	25/04/2025	£280,000	Medium	No
External Audit Services	Anderson Anderson & Brown LLP	07/09/2021	C	13/09/2021	12/09/2024	£276,240	Medium	No
AI/Chatbot/RPA Services	Phoenix Software Ltd	11/04/2022	C	25/04/2022	24/04/2025	£220,000	Medium	No
Print Services	Potts Print UK Ltd Belmont Press Ltd Winter & Simpson Barr Printers Ltd	30/11/2021	C	01/12/2021	30/11/2024	£200,000	Medium Medium Small Small	No
Aberspace Minor Works	Bentleys Shopfitting Ltd Caledonia Contracts	17/06/2022	C	18/06/2022	17/06/2023	£2,000,000	Medium Small	No
Aberspace (Branding, Wayfinding & Social Spaces)	Thomas & Adamson	01/12/2021	C	01/12/2021	30/11/2022	£500,000	Medium	No
Fire Strategy – Cladding	Bell Building Projects	01/12/2021	C	01/12/2021	31/05/2022	£450,000	Small	No
Service & Storage Replacement	Dell Corporation Limited	01/03/2022	B	31/03/2022	30/03/2023	£165,927	Large	No
Sciencedirect Freedom Collection	Elsevier B.V	28/03/2022	A	02/01/2022	01/01/2025	£148,967	Large	No
Media Buying	Bond and Coyne	22/06/2022	C	28/06/2022	27/02/2023	£100,000	Small	No
ePayment System (WPM)	WPM Education Ltd	13/01/2022	C	01/03/2022	28/02/2025	£94,500	Small	No
Vision Strategy	Montagu Evans LLP	01/07/2021	C	01/07/2021	30/06/2023	£92,000	Large	No
Upgrade of Secondary Link	JISC	05/07/2021	C	01/08/2021	31/07/2027	£79,264	Medium	No
Adobe Licence Renewal	Softcat	09/08/2021	B	16/08/2021	15/08/2022	£60,932	Large	No
Telephony	Gamma Business Communications	17/05/2022	A	23/05/2022	22/05/2027	£55,269	Large	No
Library Management System	ExLibris UK Ltd	10/06/2022	B	30/06/2022	29/06/2027	£53,000	Small	No
Insurance Broker	Aon UK Limited	01/08/2021	C	01/08/2022	31/07/2024	£52,823	Large	No

### Non-Compliant

There were no non-compliant regulated procurements undertaken or completed in the reporting period.



### List of Regulated Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Date of Award	Start Date	End Date	Community Benefit
Print Services	Belmont Press	31/05/2021	07/06/2021	28/02/2022	➤ Workshops – open to Students and Staff with 4 interactive segments, such as: Environmental Impact; Colour Management; Printing & Finishing; and Factory Tour
	Winter & Simpson				➤ Student Placement ➤ FOC Printing for local community groups
	Potts Print				➤ Wastepaper donations to various community group – Abertay welcome to identify local groups to receive donations

### List of Regulated Procurements placed with Supported Businesses

There were no regulated procurements placed with Supported Businesses during in the reporting period.

**List of Regulated Procurements planned to commence in next two Financial Years 2022/23 & 2023/24**

Category Subject Matter	Re Occuring	Notice Publication Date	Forecast Award Date	Contract Start Date	End Date	Est. Contract Value	Category
Aptos Maintenance and Support	Y	n/a	01/07/2022	01/08/2022	31/07/2025	113,426.00	C
Adobe Licence Renewal	Y	n/a	01/08/2022	16/08/2022	15/08/2023	61,541.69	A
Travel Management Services	Y	n/a	01/05/2022	01/09/2022	31/08/2026	1,300,000.00	B
Pebblepad	Y	n/a	01/08/2022	01/09/2022	31/08/2025	66,750.00	C
Timetabling and Resource Management System	Y	n/a	28/09/2022	30/09/2022	29/09/2027	326,771.76	B
Internal Audit Services	Y	31/03/2022	17/10/2022	24/10/2022	23/10/2025	320,000.00	C
Global Mobility	Y	n/a	01/11/2022	01/01/2023	31/12/2025	59,000.00	B
Graduation Services	Y	20/10/2022	20/12/2022	09/01/2023	08/01/2026	210,000.00	C
AV Learning and Teaching	Y	05/12/2022	15/01/2023	23/01/2023	22/01/2026	60,732.00	B
Wired Network Replacement	Y	n/a	15/01/2023	31/01/2023	30/01/2024	50,000.00	A
Community Hub Portal	Y	n/a	15/12/2022	01/02/2023	31/01/2026	92,000.00	C
Media Buying	Y	n/a	01/02/2023	28/02/2023	27/02/2024	96,000.00	C
Digital Content Capture Phase 2 Hardware	Y	05/12/2022	31/01/2023	10/04/2023	09/04/2024	96,000.00	B
Gas & Electricity Agreement	Y	n/a	01/04/2023	01/05/2023	30/04/2026	3,795,984.00	A
Current Research Information System Provision	Y	n/a	01/04/2023	01/05/2023	30/04/2028	132,000.00	B
Managed Print Service (MPS)- Contract Renewal	Y	05/12/2022	01/02/2023	01/07/2023	30/06/2026	59,207.00	A
Legal Services	Y	01/02/2022	01/06/2023	01/08/2023	31/07/2026	210,000.00	A
Transnational Education Partnership	Y	n/a	01/07/2023	01/08/2023	31/07/2026	120,000.00	C
Unidesk - Service Desk Shared Service	Y	n/a	01/07/2023	01/08/2023	31/07/2028	66,969.00	B
Adobe Licence Renewal	Y	n/a	15/07/2023	01/08/2023	31/07/2024	60,000.00	A
Business Source Premier Academic Database	Y	n/a	01/09/2023	01/10/2023	30/09/2026	73,605.00	B
Information & Record Management	Y	n/a	01/09/2023	02/10/2023	01/10/2024	84,000.00	A
VDI - Apps Anywhere Licenses	Y	n/a	01/09/2023	15/10/2023	14/10/2026	130,131.00	B
IEEE/IET Electronic Library (IEL)	Y	n/a	01/10/2023	30/11/2023	29/11/2028	104,102.00	B
Microsoft Services - EES Licence agreement	Y	n/a	01/12/2023	01/01/2024	31/12/2026	214,354.00	B
Condition Survey	Y	01/10/2023	15/01/2024	01/02/2024	31/01/2029	60,000.00	C
Pest Control	Y	01/02/2024	01/04/2024	01/05/2024	30/04/2028	60,000.00	C
Chartered Psychologist/Spld Assessor	Y	n/a	01/05/2024	27/06/2024	26/06/2026	92,000.00	C

## Annual Procurement Report - Annex A

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

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	Abertay University
b) Period of the annual procurement report	01/08/2021-31/07/2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements</u></b>	
<b><u>Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	19
b) Total value of regulated contracts awarded within the report period	£5,783,377
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	19
i) how many of these unique suppliers are SMEs	16
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements</u></b>	
<b><u>Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	19
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements</u></b>	
<b><u>Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
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	1
<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 (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0

f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0

### **5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	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.	8
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	0
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

### **6. Payment performance**

a) Number of valid invoices received during the reporting period.	3440
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	79%
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

### **7. Supported Businesses Summary**

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	0
ii) spend within the reporting year on non-regulated contracts	0

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

a) Total procurement spend for the period covered by the annual procurement report.	£20,748,359
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£5,508,234.35
c) Total procurement spend with Third sector bodies during the period covered by the report.	0
d) Percentage of total procurement spend through collaborative contracts.	84%
e) Total targeted cash savings for the period covered by the annual procurement report	Local target not set
i) targeted cash savings for Cat A contracts	-
ii) targeted cash savings for Cat B contracts	-
iii) targeted cash savings for Cat C contracts	-
f) Total delivered cash savings for the period covered by the annual procurement report	
i) delivered cash savings for Cat A & B contracts	£112,868
ii) delivered cash savings for Cat C contracts	£ 49,231
g) Total non-cash savings value for the period covered by the annual procurement report	<b>£225,589</b>
<b><u>9. Future regulated procurements</u></b>	
a) Total number of regulated procurements expected to commence in the next two financial years	28
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£8,114,573

## Glossary of Terms

### A, B, C and C1 Contracts (Who buys what?)

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

**APUC's Code of Conduct** - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**BT14 – Sustainability Based Benefits** - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction

Social, equality and / or environmental improvements

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

**Cost Avoidance** The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

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

**UK regulated procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

**Flexible Framework Self-Assessment Tool (FFSAT)** enables measurement against various aspects of sustainable procurement.

**Hub (Spikes Cavell)** - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's [Hub](#) page.

**Hunter** - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

**Institutional Dashboard** - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

**Lotting** - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

**UK thresholds** The present thresholds are (net of VAT): - for Supply and Services Contracts, £177,897, for Works Contracts £4,447,447. Public contracts (UK) thresholds are revised every 2 years – this is next due on 01/01/2024.

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

**Prioritisation** - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

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

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

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

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

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

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

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

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

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

**Supply Chain Management Programme (Sustain)** is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the



core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

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

**Supported employment programme** means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**Third-Party Expenditure** is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.