



For the future you want

Edinburgh College

Annual Procurement Report

01 August 2018 – 31 July 2019

Executive Summary

1. Edinburgh College is a Further Education institution in Scotland with 4 campuses in Edinburgh and Midlothian. It serves Edinburgh, the Lothians, Fife and the Scottish Borders, and is one of the largest colleges in the UK. The College has 26,608 students and offers industry informed courses which combine the optimum balance of theory and practice, to equip our students for success in today's competitive global job market.
2. The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend 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.
3. Edinburgh College is a full member of the Edinburgh Regional Procurement Team (ERPT), along with Edinburgh Napier University, this has been established by APUC and the member institutions to identify collaborative approaches which are adopted where applicable and feasible.
4. This report covers the period of 01 August 2018 to 31 July 2019 and addresses performance and achievements in delivering the Edinburgh College joint ERPT Procurement Strategy, available on the Edinburgh College website².
5. The development of the joint ERPT Procurement Strategy was the outcome of consultation with ERPT member institutions 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 to which the institution may need to adjust.
6. Edinburgh College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:
 - 6.1. EU regulated procurements (goods and services worth more than £181,302; works worth more than £4,551,413³) amounted to £3,000,000.00. There was only one such procurement completed⁴.
 - 6.2. Lower value regulated procurements (goods and services worth more than £50,000, works worth more than £2 million) amounted to £408,870.80. There were four such procurements completed.
 - 6.3. Call-off contracts using National and Consortia Frameworks over the £50,000 regulated limit amounted to £11,635,792.43. There were nine such procurement, which were compliant with the current regulations and conducted in accordance with the Framework Rules and Terms & Conditions.

¹ '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).

² <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

³ Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2020

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

7. More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex A of this report.
8. Edinburgh College has almost 1,800 active suppliers, around 850 with whom the College did business in the reporting period. Between 01 August 2018 and 31 July 2019 the College has spent over £15m on the purchase of goods and services. In the reporting period, over 75% of In-scope spend was influenced by Procurement by the use of Sectoral Frameworks and/or Local Contracts.
9. The College maximises its use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. Over 70% of In-scope College spend went through collaborative agreements.
10. Of the Regulated Procurements completed in the reporting period, including call-offs from Frameworks, 22 SMEs were appointed to contracts, which accounted for 67% of the suppliers appointed in this period.
11. This report comprises six sections which address mandatory reporting requirements.
 - 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
 - Section 6: Optional Considerations

Report Approved – Wednesday 30 October 2019

By: Edinburgh College Executive Team

Signed



Position Chief Operating Officer

Section 1: Summary of Regulated Procurements Completed

- 1.1. Edinburgh College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.
- 1.2. The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Annex A. That information, coupled with the publication of the institutional Contracts Register⁵ and the systematic use of Public Contracts Scotland⁶ and Public Contracts Scotland - Tender, provides complete visibility of the College's procurement activity over the reporting period.
- 1.3. In Annex A, information is set out to show lower value regulated procurements completed and EU 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:
 - 1.3.1. the date of award
 - 1.3.2. the start dates
 - 1.3.3. the category subject matter
 - 1.3.4. the name of the supplier
 - 1.3.5. estimated value of the contract – total over contract period
 - 1.3.6. collaborative or institution owned
 - 1.3.7. the end date provided for in the contract or a description of the circumstances in which the contract will end.
 - 1.3.8. SME / supported business?

⁵ <http://www.apuc-scot.ac.uk/#!/institution?inst=28>

⁶ <https://www.publiccontractsscotland.gov.uk/>

Section 2: Review of Regulated Procurement Compliance

- 2.1. Where appropriate, Edinburgh College has made 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).
- 2.2. In undertaking its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.
- 2.3. In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality, fairness and mutual recognition.
- 2.4. Successful delivery against the Procurement Strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

2.5. Procurement and Commercial Improvement Plan (PCIP)

	2018 Actual	2019 Projected
Edinburgh College	73%	83%

- 2.6. Our structured approach to Procurement has been recognised within the sector and our PCIP Lite score was assessed at 73% when assessed in January 2018, achieving a Silver ranking. We are addressing a number of required improvements with a view to increasing our score, achieving a Gold ranking when we are re-evaluated in 2019.

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has actively taken part in consortia led tenders. Additionally, the institution has coordinated procurement efforts on a regional basis with Edinburgh Napier University and Abertay University to deliver a local collaborative framework contract.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>
To work with internal academic budget	Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This

<p>holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p>	<p>intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives</p>
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>Edinburgh College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>
<p>To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p>

<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p>	<p>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme (section 2 questions = Sustain).</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College 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 a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation. Edinburgh College is a Living Wage Accredited Employer.</p> <p>The Institution complies with its duties under the Modern Slavery Act.</p>

- 2.7. Edinburgh College has procurement process 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

- 3.1. For every procurement over £4m, Edinburgh College will consider 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, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.
- 3.2. The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included’? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance. In other cases, where Community Benefits are less applicable, an open-ended question is included in the Technical Questions where suppliers can submit proposals that may or may not be included within the wider scope of Community Benefits.
- 3.3. 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:
 - 3.3.1. providing ‘upskilling’ opportunities (e.g. Toolbox talks) with students and staff,
 - 3.3.2. offering advice and assistance on the best practice methodology,
 - 3.3.3. employment, student work experience and vocational training opportunities,
 - 3.3.4. apprenticeships,
 - 3.3.5. local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
 - 3.3.6. direct involvement in community-based schemes or programmes,
 - 3.3.7. equality and diversity initiatives,
 - 3.3.8. supply-chain development activity,
 - 3.3.9. educational support initiatives,
 - 3.3.10. to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.
- 3.4. Tenderers are invited to set out how such benefits will be successfully delivered through the contract and promoted to contract users. 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.
- 3.5. Edinburgh College has awarded five regulated procurement contracts over the reporting period. None of these were/was over £4 million in value. Community Benefit clauses were not included in any of the regulated procurements, the regulated procurements conducted were assessed as not applicable for Community Benefit Clauses. However, tenderers were invited to submit proposals and a number of offers were received, these include:
 - 3.5.1. Prizes for Annual Student Awards offered by all Student Uniform & Kits Suppliers

- 3.5.2. A number of contractors in the Learning Support Framework offered additional Specialist Training in a number of areas including Disabilities Awareness, Autism Awareness and Diversity Training to staff and students.
 - 3.5.3. Offers of employment opportunities, work experience placements and apprenticeships were offered by a number of contractors including suppliers within the Learning Support Framework. Additionally, one contractor offered training places within two local charities.
 - 3.5.4. Guest Lectures were offered by some contractors to provide specialist lectures related to College courses and their wider industry.
- 3.6. In the reporting period, the following community benefits were **fulfilled**:
- 3.6.1. Our Outsourced Catering Contract with Gather & Gather has had the following Community Benefits fulfilled:
 - 3.6.2. Employment, Student Work Experience and Vocational Training Opportunities
 - 3.6.2.1. 1 successful employment from local West Lothian charity *Larder Cook School*
 - 3.6.2.2. 3 placements active in this semester 2 through Edinburgh College Work Placement Coordinator, 1 Through Paddy Stanley Associates – Both organisations help young adults with disability into the work place.
 - 3.6.2.3. Previous semester, 2 Placements offered through Edinburgh College Work Placement Coordinator and *Into Work*, 1 of which resulted in successful placement of student on NC cookery with EC.
 - 3.6.3. Apprenticeships
 - 3.6.3.1. Apprenticeship levy fund accessed through EC & NES College splitting the funding available – Soft skills workshops available to all supervisory The Contractor team
 - 3.6.4. Direct Involvement in Community Based Schemes or Programmes
 - 3.6.4.1. *Springboard* and *Larder Cook School* – The Contractor Group Manager is a *Springboard* Ambassador and conducted 4 support sessions with local *Springboard* students – Interview skills, CV workshops.
 - 3.6.4.2. *Larder Cook School* supported interview skills and placement resulting in successful employment of an individual as a KP at Edinburgh College Sighthill Campus
 - 3.6.5. Equality and Diversity Initiatives
 - 3.6.5.1. Supporting *Into Work* charity with continued placements at Edinburgh College– *Into Work* support disabled young people develop skill that assist with gaining long-term sustainable employment
 - 3.6.6. Supply-Chain Development Activity
 - 3.6.6.1. Sustainability Restaurant associate 3 stars held since 2016
 - 3.6.7. Educational Support Initiatives
 - 3.6.7.1. A large engineering company have 2 employees that have accessed ILA funding available to under 25 to conduct hospitality SVQ – One for Level 2 Hospitality SVQ and one for Level 2 SVQ Cookery Skills
 - 3.6.8. Local Supplier Engagement

- 3.6.8.1. Approximately 40% of The Contractor food spend is with local food supply companies including Eteaket Tea (Edinburgh), Campbell's Prime Meat (Linlithgow), Mark Murphy Veg, (Edinburgh) McGhees Bakery, and Breadwinner Bakery (Edinburgh) and Food Options - General Groceries (Livingston).
- 3.6.9. Sustainable Coffee Sourcing
 - 3.6.9.1. The Contractor source their coffee direct from a farming co-operative in Peru, in partnership with Union Hand Roasted Coffee and have a scheme in place to educate them to improve irrigation, which increases their yield & income and reduces the environmental impact.
- 3.7. The Outsourced Facilities Management contract with ISS Facilities Services has had the following Community Benefits fulfilled:
 - 3.7.1. Employment, Student Work Experience and Vocational Training Opportunities
 - 3.7.1.1. The contractor continued to work with the Colleges Path to Employment team and have provided 5 work placements for students looking to get experience in the workplace.
 - 3.7.2. Apprenticeships
 - 3.7.2.1. The contractor currently has 1 apprentice at Edinburgh College completing a Service & Maintenance Technician apprenticeship.
 - 3.7.3. Direct Involvement in Community Based Schemes or Programmes,
 - 3.7.3.1. The contractor sponsors the Edinburgh College men's football team and provided them with the strips.
 - 3.7.3.2. The contractor provided landscaping services to tidy up the Community Garden areas at Sighthill and Milton Road and also provided extra cutting and lining at the Marine Drive sports pitches for College and local community events.
 - 3.7.4. Equality and Diversity Initiatives,
 - 3.7.4.1. The contractor is an active support of the LGBT community and promotes this by encouraging staff to wear rainbow lanyards for employee ID cards.
 - 3.7.5. Educational Support Initiatives,
 - 3.7.5.1. The contractor has provided work experience for 2 school pupils at Edinburgh College 1 in business Admin and 1 in Electrical engineering,
 - 3.7.6. To Minimise Negative Environmental Impacts, For Example Impacts Associated with Vehicle Movements and/or Associated Emissions and Impacts on Protected Areas, Buildings or Sites.
 - 3.7.6.1. The contractor has reduced its vehicle fleet at Edinburgh College and where possible they make use of the College vehicles for moving between sites.
 - 3.7.6.2. The contractor continually monitors the Building Management Systems to ensure plant run times are kept to a minimum to ensure the reduction in energy usage.
 - 3.7.6.3. They also run environmental campaigns with the teams such as the "The ISS Zero Waste Challenge held on the 5th of June as our commitment to world environment day, all frontline staff have now been trained in environmental awareness.

Section 4: Supported Business

- 4.1. Higher value procurements, regulated procurements are conducted in line with Routes 2 and 3 respectively of the 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.
- 4.2. The institution 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 Register⁷ currently available and published by Ready for Business).
- 4.3. During the reporting period, none of the Procurements undertaken have been able to be fulfilled by any registered Supported Businesses. The College continues to explore opportunities to engage with Supported Businesses for its ongoing Procurement requirements.

⁷ <http://readyforbusiness.org/wp-content/uploads/2017/07/RfB-Supported-Business-Register-030317.pdf>

Section 5 – Future Regulated Procurements

- 5.1. Edinburgh College 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.
- 5.2. 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 Annex D should be viewed with this caveat in mind.
- 5.3. The information provided in the list of Future Regulated Procurements and Annex A covers:
 - 5.3.1. the subject matter of the anticipated regulated procurement;
 - 5.3.2. whether it is a new, extended or re-let procurement;
 - 5.3.3. the expected contract notice publication date;
 - 5.3.4. expected award date;
 - 5.3.5. expected start and end date;
 - 5.3.6. the estimated value of the contract; and
 - 5.3.7. contract category A, B, C or C1

Section 6 –Other Content for Consideration

- 6.1. The College also includes the following in its portfolio of Procurement activities:
- 6.2. The Procurement Team participates in Contract Management Monthly/Quarterly meetings with our suppliers including Outsourced Catering (Gather and Gather), Facilities Management (ISS), Print Rooms and MFDs (Capital Solutions), Travel Management (Key Travel and Studylink Tours) and Learning Support companies.
- 6.3. The Procurement Team undertakes an Annual Procurement Customer Survey across the client departments
- 6.4. The Procurement Team conducts detailed spend analysis to support clients and target our approach to Procurement
- 6.5. The College has introduced and refined a Procurement Request Form that details intended purchases, and authorises them so that procurement can take place
- 6.6. The College calculates and monitors its BT1, BT2 and local savings
- 6.7. The College follows the APUC approach to collaboration, which is exemplified by the standardisation delivered via the Edinburgh Regional Procurement Team

List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 01/08/2018 – 31/07/2019

Compliant

Agreement Reference	Agreement Title	Supplier(s)	Category	Award Date	Contract Start Date	Final Date	Extension Remaining	Spend Over Contract	SME Status
EC-1718-0024-00	Student Group Travel	Studylink	Call-off from Framework	05/06/2018	01/08/2018	31/07/2020	0	£300,000.00	Small
EC-1718-0025-00	Business Travel	Key Travel Ltd	Call-off from Framework	08/06/2018	01/08/2018	31/07/2020	0	£60,000.00	Medium
EC-1718-0002-00	Catering Service	Gather & Gather (ACQUIRED BY CH&Co)	Call-off from Framework	16/01/2019	01/02/2019	31/01/2022	24	£10,000,000.00	Large
EC-1819-0010-00	Microsoft EES Agreement	Phoenix Software Ltd	Call-off from Framework	20/02/2019	01/03/2019	28/02/2022	0	£378,599.43	Small
EC-1819-0007-01	Hairdressing and Barbering Kits	Sally Salon Services Ltd	Call-off from Framework	10/04/2019	01/07/2019	30/06/2020	24	£295,000.00	Large
EC-1819-0025-00	Hair & Beauty Uniforms	Dencowear Ltd T/A Salonwear Direct	Call-off from Framework	10/01/2019	01/07/2019	30/06/2020	24	£114,000.00	Small
EC-1819-0026-01	Professional Cookery Kits	E.Russum & Sons Ltd	C	04/06/2019	01/07/2019	30/06/2020	24	£80,000.00	Small
EC-1819-0026-02	Professional Cookery Uniforms	E. Russum & Sons Ltd	C	04/06/2019	01/07/2019	30/06/2020	24	£120,000.00	Small
EC-1819-0007-02	Beauty Therapy Kits & Consumables	Ellisons	Call-off from Framework	20/05/2019	04/07/2019	03/07/2020	24	£202,593.00	Medium
EC-1819-0005-00	Online Learning Material - Lynda.com	LinkedIn Ireland	C	24/09/2018	24/09/2018	23/09/2021	0	£58,870.80	Large
EC-1819-0029-00	Legal Services	Anderson Strathern	Call-off from Framework	08/02/2019	18/02/2019	17/02/2022	24	£180,000.00	Small
EC-1718-0006-00	Internal Audit	BDO LLP	Call-off from Framework	16/02/2018	01/08/2018	31/07/2020	24	£105,600.00	Large

Agreement Reference	Agreement Title	Supplier(s)	Category	Award Date	Contract Start Date	Final Date	Extension Remaining	Spend Over Contract	SME Status
EC-1718-0023-00	Associate Trainers – Accredited Qualifications, Soft Skills & Management Development	Abacus Coaching Ltd; Dall Moffat; Diane Ashton; Inspiring Solutions Scotland Ltd; Jacqueline McGregor; Knowbetter L&D Limited; Madeleine O'Brien Consulting; Perth Innovation Ltd; Quality Scotland; The Knowledge Academy; Triage Central	C-Framework	02/10/2018	18/10/2018	17/10/2020	24	£150,000.00	Mixed
EC-1819-0024-00	Framework for Provision of Individual Support for Students Who Have Disclosed a Disability / Additional Support Need	Autism Initiatives; Capability Scotland; Clarion Interpreting Limited; Clear Links Support Ltd; Contact Associates; Deaf Action; Home Tuition Scotland Ltd; Scottish Autism; The Donaldson Trust; Theorise Ltd	C1 – Framework / Local Collaboration	02/04/2019	01/07/2019	30/06/2021	24	£3,000,000.00	Mixed

Contract Variation

Agreement Reference	Agreement Title	Supplier	Category	Award Date	Contract Start Date	Final Date	Extension Remaining	Spend Over Contract	SME Status
EC2014-001	Total Facilities Management	ISS Facility Services Ltd	Call-off from Framework	25/06/2014	01/08/2014	31/07/2021	0	£14,384,584.00	Large

List of Regulated Procurements with Community Benefit Requirements Fulfilled

Agreement Reference	Agreement Title	Supplier	Category	Award Date	Contract Start Date	Final Date	Extension Remaining	Spend Over Contract	BT 14 - Sustainability Notes
EC-1718-0002-00	Catering Service	Gather & Gather (ACQUIRED BY CH&Co)	Call-off from Framework	16/01/2019	01/02/2019	31/01/2022	24	£10,000,000.00	<ul style="list-style-type: none"> • Employment, Student Work Experience and Vocational Training Opportunities - 5 student placements to date • Apprenticeships Levy Fund Utilised • Direct Involvement in Community Based Schemes and Programmes • Equality and Diversity Initiatives • Supply-Chain Development Activity • Educational Support Initiatives with large engineering firm • Local Supplier Engagement – Approximately 40% of The Contractor food spend is with local food supply companies • Sustainable Coffee Sourcing <p>For More Details see Report Section 3</p>

Agreement Reference	Agreement Title	Supplier	Category	Award Date	Contract Start Date	Final Date	Extension Remaining	Spend Over Contract	BT 14 - Sustainability Notes
EC2014-001	Total Facilities Management	ISS Facility Services Ltd	Call-off from Framework	25/06/2014	01/08/2014	31/07/2021	0	£14,384,584.00	<ul style="list-style-type: none"> • Employment, Student Work Experience and Vocational Training Opportunities – 5 work placements taken on • Apprenticeships – 1 apprenticeship provided • Direct Involvement in Community Based Schemes or Programmes – sports team sponsorship and involvement in community gardens. • Equality and Diversity Initiatives – inclusivity initiatives • Educational Support Initiatives – 2 School Work Experiences • Environmental Initiatives <p>For More Details see Report Section 3</p>

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	1
e) Number of Apprenticeships Filled by Priority Groups	1
f) Number of Work Placements for Priority Groups	12
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	No regulated sub-contracting
i) Total Value of contracts sub-contracted to Social Enterprises	No regulated sub-contracting
j) Total Value of contracts sub-contracted to Supported Businesses	No regulated sub-contracting
k) Other community benefit(s) fulfilled	See Report Section 3

List of Regulated Procurements placed with Supported Businesses

There were no regulated procurements placed with supported businesses in the year 2018/19.

List of Regulated Procurements planned to commence in next two F/Ys 19/20 & 20/21

Agreement Reference	Agreement Title	New, extended or re-let procurement	Project Start Date	Forecast Contract Award Date	Contract Start Date	Category	Spend Over Contract
EC-XXXX-XXXX-XX	Business Travel	Re-let	01/01/2020	01/04/2020	TBC	Call-off from Framework	£160,000.00
EC-XXXX-XXXX-XX	Student Group Travel	Re-let	01/01/2020	01/04/2020	TBC	Call-off from Framework	£80,000.00
EC-XXXX-XXXX-XX	General Stationery and Office Supplies	Re-let	01/03/2020	01/06/2020	TBC	Call-off from Framework	£105,000.00
EC-XXXX-XXXX-XX	Microsoft EES Agreement	Re-let	01/11/2021	01/03/2022	TBC	Call-off from Framework	£390,000.00
EC-XXXX-XXXX-XX	Mobile Communications	Re-let	01/11/2019	01/02/2020	TBC	Call-off from Framework	£120,000.00
EC-XXXX-XXXX-XX	Print Rooms/Multi-Function Devices (MFDs)	Re-let	01/08/2021	01/02/2022	TBC	Call-off from Framework	£675,000.00
EC-XXXX-XXXX-XX	Hairdressing and Barbering Kits	Re-let	01/02/2020	01/04/2020	TBC	Call-off from Framework	£300,000.00
EC-XXXX-XXXX-XX	Professional Cookery Uniforms	Re-let	01/02/2020	01/06/2020	TBC	C	£90,000.00
EC-XXXX-XXXX-XX	Sports & Fitness Uniforms	Re-let	01/03/2020	01/06/2020	TBC	C	£135,000.00
EC-XXXX-XXXX-XX	Pharmacy & Dentalcare Uniforms	Re-let	01/02/2020	01/06/2020	TBC	C	£75,000.00
EC-XXXX-XXXX-XX	Cash Collection, Cash in Transit	Extended	01/06/2019	01/11/2019	TBC	Call-off from Framework	£50,000.00
EC-XXXX-XXXX-XX	Framework for Provision of Individual Support for Students Who Have Disclosed a Disability / Additional Support Need	Re-let	01/08/2020	01/02/2020	TBC	C1 - Local Collaboration	£3,000,000.00
EC-XXXX-XXXX-XX	Insurance Services	Re-let	01/01/2020	01/04/2020	TBC	Call-off from Framework	£750,000.00
EC-XXXX-XXXX-XX	Media Planning, Buying and Associated Services	Re-let	01/01/2019	01/04/2019	TBC	Call-off from Framework	£300,000.00
EC-XXXX-XXXX-XX	Internal Audit	Re-let	01/10/2019	16/02/2020	TBC	Call-off from Framework	£110,000.00
EC-1920-0007-00	Learning Support Assessors	New	01/01/2020	01/05/2020	TBC	C - Framework	£300,000.00

Annual Procurement Report Template

Annex A

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

1. Organisation and report details

a) Contracting Authority Name	Edinburgh College
b) Period of the annual procurement report	01/08/2018- 31/07/2019
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	5
b) Total value of regulated contracts awarded within the report period	£3,408,870.80
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	33
i) how many of these unique suppliers are SMEs	22
ii) how many of these unique suppliers how many are Third sector bodies	4

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	5
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
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	N/A
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	N/A

Annex A

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	1
e) Number of Apprenticeships Filled by Priority Groups	1
f) Number of Work Placements for Priority Groups	12
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	No Regulated sub-contracting
i) Total Value of contracts sub-contracted to Social Enterprises	No Regulated sub-contracting
j) Total Value of contracts sub-contracted to Supported Businesses	No Regulated sub-contracting

k) Other community benefit(s) fulfilled

See Report
Section 3

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.

1

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.

9

c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.

3

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.

15,281

b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)

68%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.

N/A

d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.

N/A

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:

N/A

i) spend within the reporting year on regulated contracts

N/A

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

N/A

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.

£11,879,454.81

b) Total procurement spend with SMEs during the period covered by the annual procurement report.

£3,974,655.58

c) Total procurement spend with Third sector bodies during the period covered by the report.

Data Not Captured

d) Percentage of total procurement spend through collaborative contracts.

72%

e) Total targeted cash savings for the period covered by the annual procurement report

N/A

i) targeted cash savings for Cat A contracts

N/A

ii) targeted cash savings for Cat B contracts

N/A

iii) targeted cash savings for Cat C contracts

N/A

f) Total delivered cash savings for the period covered by the annual procurement report

£794,980.57

i) delivered cash savings for Cat A contracts

£36,102.19

ii) delivered cash savings for Cat B contracts

£225,937.73

iii) delivered cash savings for Cat C contracts	£540,072.01
g) Total non-cash savings value for the period covered by the annual procurement report	Not measured
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	16
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£6,640,000.00

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">• Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none">• Scottish Procurement• APUC• Scotland Excel• NHS National Procurement
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.

EU 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 APUC 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

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2018.

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.