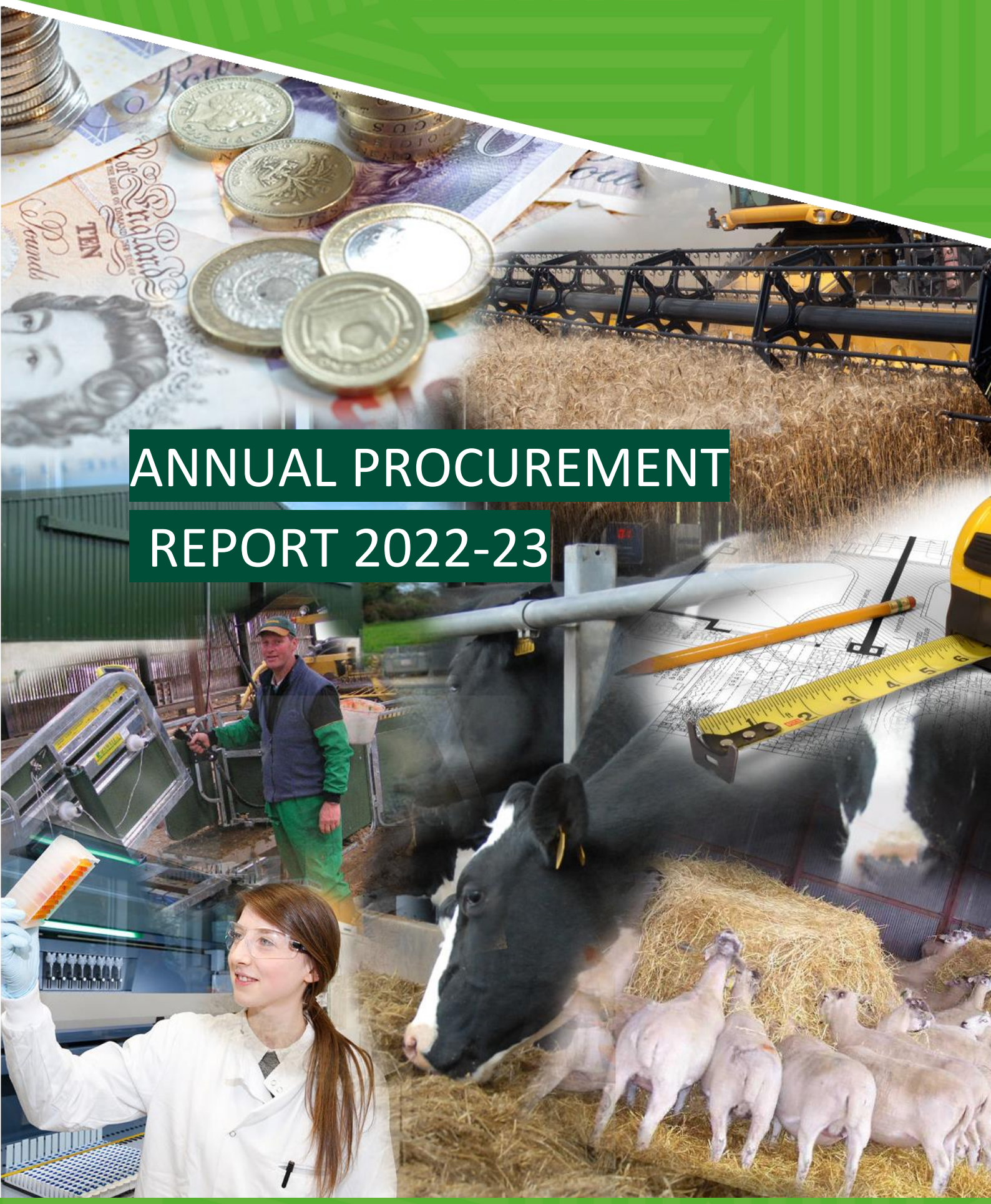
SRUC



ANNUAL PROCUREMENT REPORT 2022-23

Contents

Executive Summary
Section 1: Summary of Regulated Procurements Completed
Section 2: Review of Regulated Procurement Compliance
Section 3: Community Benefit Summary
Section 4: Supported Business
Section 5: Future Regulated Procurements
Annex A: List of Regulated Procurements Completed in the Reporting Period 1 April 2022 – 31 March 2023
Annex B: List of Regulated Procurements planned to commence in next two Financial Years, 2023/24 & 2024/25
Glossary of Terms

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires all public organisations with an annual regulated[1] spend of £5 million or more to prepare and implement an annual procurement strategy. In parallel with this requirement, all organisations (including HE and FE institutions) must also publish an Annual Procurement Report (APR) which summarises procurement activities carried out during the same period as the procurement strategy.

This APR covers the period 1 April 2022 to 31 March 2023 and summarises the activities that have been carried out in delivering SRUC's organisational Procurement Strategy. Stakeholder engagement is key to the development of the procurement strategy and will continue as the foundation for assessing SRUC's regulatory compliance, our strategic objectives, the constant pursuit of value for money (defined as the best balance of cost, quality and sustainability) in all that we do, and delivery against our broader aims and objectives. This process of review and reporting informs adjustments to the Procurement Strategy which are deemed necessary to secure future performance improvements and to respond to global and national economic, political, social, and financial pressures to which SRUC may need to adapt.

SRUC has identified that over the period covered by this report 44 regulated procurements were completed[2]:

		2022 - 23		2021 - 22	
Regulatory Level	**Contract Definition**	**Number Completed**	**Value (£)**	**Number Completed**	**Value (£)**
UK	Goods and services worth more than £177,897 (exc. VAT); works worth more than £4,447,447 (exc. VAT) Goods and services worth more than £189,330; works worth more than £4,733,252[3]	14	4,830,000	13	15,101,000
Lower Value	Goods and services worth more than £50,000, works worth more than £2 million	30	2,636,000	20	1,875,000
Total		**44**	**7,466,000**	**33**	**16,976,000**

As in previous years, Small and Medium sized Enterprises (SMEs) continue to provide a significant part of SRUC's supply chain with 68% (70% in 2021-22) of the above noted awards going to SMEs. This split is in line with the proportion of SMEs within our total supply base and we attribute this success to SRUC's strong regional presence across Scotland, and our diligent use of Public Contracts Scotland (PCS). In addition, and where appropriate, SRUC's procurement team conduct targeted pre-tender engagement to raise awareness of forthcoming tenders with potential suppliers, and to publicise the potential wider benefit of being a registered supplier on PCS.

More information on the above regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex A of this report.

Subject to the finalisation of SRUC's statutory accounts for 2022/23, total non-salary expenditure was £39.3m (£31.1m in 2021/22), of which £27.0m (£22.9m in 2021/22) could be

[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 including VAT) for goods & services (or £2,000,000 including VAT for a public works contract).

[2] Deemed completed when the award notice is published or where the procurement process otherwise comes to an end – this assumption covers new contracts, contract extensions and framework agreements.

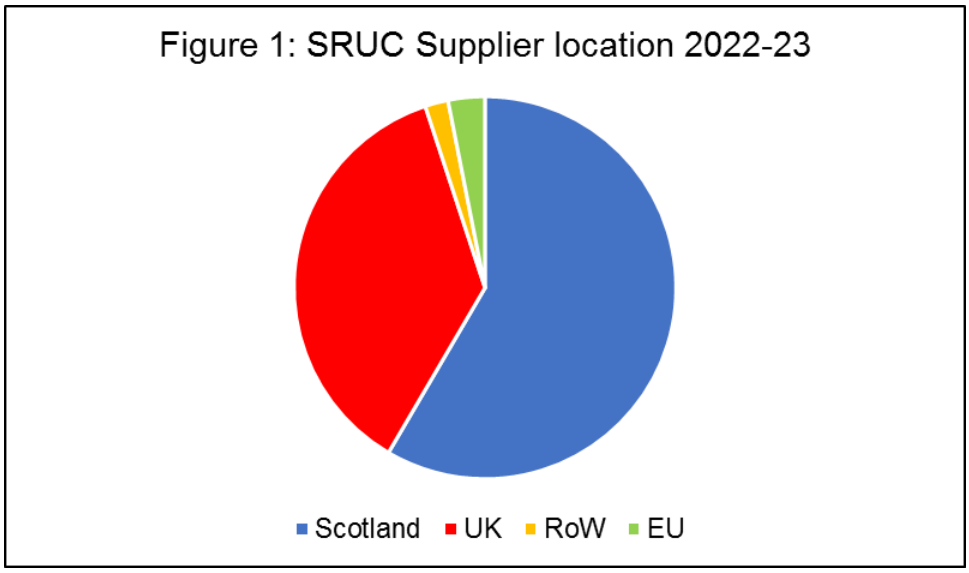
[3] Scottish, UK and EU public contracts thresholds are revised every 2 years. EU thresholds will continue to apply to existing and future requirements that include whole or partial EU Grant funding.

influenced by procurement action - £20.8m (£17.5m in 2021/22) of expenditure within Categories B, C and C1, and £6.2m (£5.5m in 2021/22) of non-regulated expenditure.

Whenever possible SRUC continues to use national, sectoral, local or regional C1 collaborative contracts and frameworks. In addition to leveraging the value of aggregate spend to deliver savings, the burden of risk, contract and supplier management are centralised. In addition, the efficiency of this unified approach also reduces the number of resource-intensive tenders that need to be completed.

During the reporting period the College did business with circa. 3,000 suppliers (an increase of 9% over 2021-22) and received 29,867 invoices (an increase of 7% over 2021-22). These increases now bring our purchasing activity back to pre-COVID levels. However, invoices paid within terms fell slightly from 60% in 2021-22 to 59% in 2022-23. While this can be attributed in part to staff absence, our Purchase Ledger Team will be targeting improvement in this important area over the course of 2023/24.

The geographic distribution of our suppliers in 2022-23 remains consistent with previous years with a small increase of 3% in our Scottish supply base to a total 58% of all suppliers (see Figure 1). SRUC's regional presence means that our annual spend is distributed across the whole of Scotland which provides a positive contribution to local economies, both socially, financially and environmentally.



While the procurement of goods and services from supply chain partners based in the EU represents a small proportion of SRUC's purchasing needs, the importance of the EU as a supply market should not be underestimated. This is particularly true for Veterinary Test Kits which are used in SRUC's Scottish Government funded disease surveillance activities, and our commercial operations. As noted in Appendix A and Appendix B, the College has begun a new cycle of procurement of these kits and it is reassuring to know that despite the UK's exit from the European Union in January 2020, engagement with suppliers suggests that Scotland, and by extension the UK, are still considered as attractive markets within which to do business.

SRUC's Procurement Team's activities are founded on the principles of partnership working, equal opportunity, and transparency. By operating in such a manner, our current and potential suppliers of goods and services, can be assured that SRUC recognises that its sustainability is intrinsically linked to theirs. While this will not fully mitigate the economic and social uncertainties that have recently become so familiar, the consistency of our approach signals to all Stakeholders that SRUC is a responsible, trustworthy Scottish Public Body that is good to do business with now, and for the long term.

This report comprises five sections which cover mandatory reporting:

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 Approved: 26 June 2023

By: SRUC's Executive Leadership Team

Signed:

Position: Principal and Chief Executive

Section 1: Summary of Regulated Procurements Completed

SRUC strongly believes in conducting all procurement activities in an open and transparent manner, and in line with our overarching organisational Strategic Plan.

The detailed summary of regulated procurement activities completed during the period of this report is set out in Annex A. That information, coupled with the publication of our Contracts Register and our systematic use of PCS, PCS Quick Quotes, provides complete visibility of SRUC's regulated procurement activity.

In Annex A, information is set out to show lower value regulated procurements and EU regulated procurements that have been completed. These are separated into contract categories and use of collaborative contracts is shown separately from those let by SRUC. For each regulated procurement that was completed, the information provided shows:

- the date of award;
- the contract start date;
- the category and contract subject matter;
- the name of the supplier;
- the status of the supplier e.g. SME, Supported Business, etc.;
- estimated total value of the contract over the 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.

Section 2: Review of Regulated Procurement Compliance

Where appropriate, SRUC has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (being the best balance of cost, quality and sustainability). Primarily these contracts have been put in place for the benefit of the Scottish HE and FE sectors by Advanced Procurement for Universities and Colleges (APUC - the procurement centre of expertise for Scotland's Universities and Colleges).

In making its regulated procurements every care has been taken to ensure that SRUC awards its 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. Further, in the period covered by this report the College has conducted all regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Procurement activities at SRUC are subject to regular, independent review against the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the University/College sector is periodically assessed and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented. SRUC's most recent PCIP assessment was conducted by APUC in May 2019 where we attained Performance Band 2 (an increase in compliance from 2016's Performance Band 4 evaluation). APUC's next round of assessments is due to start in in June 2023. This assessment will be carried out as a voluntary 'Pulse Check', which is intended to be a "lighter touch" assessment, developed to minimise the impact on Procurement Departments, whist continuing to provide a level of continuous improvement based on established benchmarks. SRUC has requested to be assessed and it is anticipated that this will take place in October 2023.

SRUC has procurement processes and sign off arrangements that are consistent with the guidelines set out in the Scottish Procurement Journey, and in compliance with its Procurement Strategy, has met the objectives and obligations set out in the following schedules.

Procurement Strategy Statement	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.	Active and early engagement with both internal and external stakeholders is a key component of SRUC's Procurement Journey. The time invested in speaking to stakeholders on a formal and informal basis improves mutual understanding of needs and requirements which in turn strengthens the value of our procurement activities. Supplier engagement meetings are used to test and refine SRUC's requirements and are also a means to • explain and promote the benefits of public procurement processes; • provide an overview of tender documents; • explain how to submit a tender, and • highlight key initiatives such as the Scottish Supplier Journey, Fair Work First in Scottish Public Procurement and use of Project Bank Accounts(PBA). SRUC fully endorses and supports the use of PBA to protect supply chain cash flow and insulate Tier 2 and 3 sub-contractors from main contractor insolvency. Our Procurement Manager continues to be an active member of the Construction Industry Collective Voice (CICV) Forum PBA Sub-Group. The CICV is made up of 29 leading trade and professional bodies that gather intelligence, share advice and speak directly with the Scottish Government on issues affecting the construction industry and its supply chains. During the reporting period SRUC became a bronze signatory to the RICS Conflict Avoidance Process (CAP). As a signatory to the CAP, we have signalled a commitment to developing our capability to identify potential disputes early in contractual relationships and use conflict avoidance measures to eliminate and/or mitigate any negative impact. The use of digital technology, e.g. Teams, remains at the forefront of the Procurement Team's engagement with current and potential suppliers. Not only does this allow us to meet and engage with a wide range of suppliers located across Scotland and the rest of the UK, work-life balance is enhanced and contributes to SRUC's and its suppliers' drive to reduce carbon footprint. Our procurement team continues to directly support the Scottish Government (SG) and APUC in the development and evaluation of procurement policy, best practice, and contracting plans. The Head of Procurement (HP) attends and contributes to the SG Heads of Procurement Group, APUC's Procurement Strategy Group (PSG), and the APUC Climate Emergency Procurement Working Group (CEPWG) Our Procurement Team also actively engages with other bodies in pursuit of collaborative opportunities through attendance at HE and FE specific events, and wider Scottish Public Sector events.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
To work with internal academic budget 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.	For each regulated procurement, a bespoke strategy is developed and agreed, through consultation, with key stakeholders, end users and suppliers. This approach combines a critical review of previous service requirements, supplier performance, with a view to improving future services and the adoption of innovative delivery and adoption of new technologies. For non-regulated procurements, a similar approach is adopted, commensurate to the contract value and business impact of the goods and services in question. SRUC's procurement activities directly follow the guidelines set out in the Scottish Procurement Journey. This ensures that our approach is consistent, transparent and in line with The Public Contracts (Scotland) Regulations 2015 and recognised best practice. In addition, Procurement proactively works to support SRUC's Strategic Plan. This includes: • promoting the procurement process as a business enabler, not only for SRUC but also for our supply chains; • fostering partner relationships with suppliers to enhance research activities and the student experience and proactively support regional delivery through our North, Central, and South-West of Scotland Faculties; • encouraging participation by local businesses through direct engagement, advertising opportunities on PCS, use of PCS Quick Quotes; • where appropriate lotting of SRUC's requirements to reflect the geographic footprint of the College's estate, and the capacities of local supply chain partners; • using the procurement journey to achieve best value for money and support initiatives across SRUC that increase business agility and resilience, reduce costs, and minimise the environmental impact of business activities. In addition, Procurement works closely with colleagues within SRUC's Finance Group including: • the review of non-regulated purchasing to eliminate unnecessary or duplicate spend, increase the value benefits of aggregated purchasing, reduce the cost of procurement, and ensure compliance with procurement regulations; • reconciliation of budgets based on contracted pricing and associated timescales; • review and approval all new supplier requests to prevent off-contract spend, ensure compliance with procurement regulations, and minimise the potential for fraud; • maintenance of an accurate and up-to-date vendor list and purchase ledger.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	Delivery of best value for money is at the core of SRUC's procurement activities. We achieve this by critically assessing the balance between whole life cost, quality and sustainability before a procurement action is taken, and subsequently over the life of a contract. The procurement team works closely with users and wider stakeholder groups to ensure that our procurement strategies and tender specifications are appropriately detailed, are fit for purpose, are clearly understood, and can be delivered successfully by suppliers. To support this approach, where possible, the College's requirements are aggregated to deliver benefit of scale benefits, whilst also seeking to minimise duplication, over stocking and unnecessary procurement costs. Procurement carries out a regular review of general ledger expenditure and uses this data to categorise spend in to regulated and other procurement opportunities. The added value of procurement activities are quantified using a sector agreed Benefits Methodology which provides transparency and comparability between institutions. For the reporting period, across all procurement activity and benefit types, and subject to confirmation of framework spend savings, £1.6 million of savings and efficiencies were recorded by SRUC. This is consistent with previous years, where average annual savings and efficiencies of £1.5m have been delivered since recording began in 2012/13. The savings reported follow the above Benefits Methodology and are a combination of cash savings, cost avoidance savings, benefit of scale savings generated by aggregation of SRUC's requirements, and utilisation of framework agreements. SRUC continues to utilise sector framework agreements whenever possible. Such agreements have a proven record of delivering best value for money across, a diverse portfolio of goods and services, by market leading suppliers committed to providing a quality service. On a quarterly basis, SRUC's use of frameworks is discussed with our APUC account manager and we work to increase our use of appropriate frameworks as they become available.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
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.	Procurement at SRUC sits within the Finance Group and is managed by a team of three Full Time Equivalent (FTE) staff. During the reporting period one member of the team retired and was replaced by a trainee, recruited from APUC's successful Supply Chain Management Development Programme. One member of the team holds a relevant professional qualification. All members of the team maintain full training records and provision for training (technical, competency and career development) is made within the Finance Group Budget. We participate in a broad range of training courses including those organised for the sector by APUC. In addition, team members utilise e-learning resources provided by APUC, CIPS and HEPA to further enhance their capabilities. Staff also attended open events provided by suppliers to the HE and wider Scottish Public Sector. These events have proved to be highly beneficial as they not only offer updates on new or innovative goods/services but also provide the opportunity for our team to network and develop relationships that could lead to future collaborative opportunities. Regular, formal supplier meetings are held over the life of contracts. It is an important part of SRUC's Procurement Journey, that ownership of contracts is shared between procurement, internal stakeholders, and the supplier. These meetings therefore provide an opportunity for each party to discuss performance, provide feedback, agree contract variations, and plan for future activities. A management plan is employed as a key tool to ensure that mutual benefit is realised over the life of a contract. SRUC's Procurement webpage has been enhanced and restructured to make it easier navigate, and is regularly updated to include relevant information and links which are useful to both existing and potential suppliers.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
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.	SRUC's procurement procedures are mapped directly to the Scottish Government's Procurement Journey. This provides robust internal governance procedures and with our adoption of paperless processing, a transparent and efficient means of managing regulated procurements. As a further layer of control, prior to commencing all regulated procurements and those below the regulatory thresholds, internal stakeholders are required to complete a business case for procurement. This ensures that before the procurement process begins, it can be clearly demonstrated that proposed spend has been approved and budgeted, and that consideration has been made of alternative solutions, added value, business benefits, payback period, environmental impact, and general sustainability. At the conclusion of a procurement process, and before a contract is awarded, a Contract Award Recommendation Report (CARR) is prepared and approved in line with SRUC's Authorisation Policy. The CARR summarises the procurement and provides transparency on key points including whether objectives have been met, value for money delivered, added value achieved, and lessons learned. All of SRUC's regulated procurements are advertised on PCS, UK Find a Tender, and for EU funded projects, OJEU. For those procurements below the regulatory thresholds, where appropriate, we use PCS Quick Quotes. As part of our development of tenders, where market research identifies potential suppliers are not registered on PCS, our Procurement Team engage with these suppliers to highlight the benefits of being registered and provide guidance on the registration process. SRUC recognises the importance of SMEs within its supply chain and where possible, opportunities will be broken down into manageable lots (including geographical distribution) to further encourage SME participation. Our use of PCS and PCS Quick Quotes expands the opportunity for SMEs to participate in our tenders and during the reporting period 67% (70% in 2021-22) of regulated contracts were awarded to SMEs. Expenditure segmentation analysis is carried out to inform future procurement activities and provide management information. Data for analysis is drawn from SRUC's General Ledger, APUC's web enabled Hunter database, and annual spend data uploaded to APUC's Hub. The availability of digital copies of all invoices received by SRUC provides a further dimension to procurement's understanding of the specific goods and services that are purchased. Spend can be analysed at Divisional, Group and Cost Centre level, and geographic location. Conducting analysis that considers purchases from individual suppliers, provides opportunities to consolidate expenditure and target benefit of scale cost and efficiency savings.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
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.	As a proud Stonewall Diversity Champion and a committed Disability Confident organisation, SRUC is dedicated to and strives for equality of opportunity for all its students and staff (existing and prospective), and recognises and celebrates the diversity of all stakeholders, including those within the College's supply chain. SRUC's Procurement Journey requires consideration of environmental, social and economic issues and benefits on a contract-by-contract basis during the planning and strategy development stages of tenders. SRUC continues to include APUC's Supply Chain Code of Conduct in all regulated procurements with suppliers being required to confirm they, and their supply chains, will adhere to the Code of Conduct. With input from SRUC's Equality Diversity and Inclusion (EDI) Lead Co-ordinator, incorporated within every regulated procurement is a question exploring the tenderer's approach to embedding EDI. Higher scoring is awarded to tenderers that provide tangible evidence and demonstrates action taken beyond legal compliance, along with a copy of their Equal Opportunities Policy and a link to their published Gender Pay Gap Report (if appropriate). SRUC is committed to only awarding contracts to suppliers that can clearly demonstrate that they are capable, reliable and, where relevant, have embedded high ethical standards and values in the conduct of their business. Since January 2021, our mandatory use of the Single Procurement Document (Scotland) (SPD) for all regulated procurements has been particularly valuable in achieving these goals. SRUC also carries out credit checks of suppliers prior to contract award and at regular intervals during the life of a contract. In addition, where appropriate, SRUC requires suppliers to confirm the disclosure or back-ground checks that they carry out prior to the appointment of their staff and during the employee's appointment. A Supplier Declaration of Conflict of Interest is also included with tender documents. Completion of this declaration adds a further level of transparency and helps mitigate the risk of fraud and/or reputational damage for both SRUC and its suppliers. SRUC seeks to contract only with suppliers that comply with all appropriate and relevant legislation. Where applicable, and on a contract-by-contract basis, SRUC will assess the legislation pertinent to each procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Equality, and Late Payment legislation. Since June 2019 SRUC has been a fully accredited Scottish Living Wage Employer. The payment of the Living Wage applies to all staff and its scope also extends to Contractor's staff employed on SRUC's outsourced contracts, most notably for catering and cleaning services. To the extent permitted by law, SRUC will encourage all suppliers to pay, or work towards paying, their employees a living wage, and to adopt fair working practices that align with the Scottish Government's Fair Work First guidance and seek to deliver work founded on the principles of effective voice, fulfilment, opportunity, respect and security. This approach will be applied to contracts for goods, as well as those for labour intensive services. At the time of preparing this report, SRUC in collaboration with

	Trade Union partners, is agreeing the principles for a Fair Work Agreement for SRUC staff which will build on the Fair Work First overarching principles noted above. In line with the provisions of the Modern Slavery Act 2015 (the MS Act), SRUC has published its Modern Slavery Act Statement. The statement is reviewed and published on an annual basis. Our procurement policies and tender processes are regularly updated to ensure, where relevant, consideration of and compliance with the MS Act is required for our main suppliers and their supply chain partners.

Section 3: Community Benefit Summary

Delivery of Community Benefits is a key aspect of the Scottish Governments drive to achieve a range of national and local outcomes that deliver economic, social and environmental benefits. Community benefit requirements are defined in the Procurement Reform (Scotland) Act 2014 as a contractual requirement imposed by a contracting authority:

a) relating to:
- training and recruitment;
- availability of sub-contracting opportunities;

b) or which is otherwise intended to improve the economic, social, or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included

SRUC is fully committed to maximising Community Benefits from its procurement activities. For every procurement over £4m, SRUC will consider how it can improve economic, social, or environmental wellbeing through inclusion of community benefit clauses, to assist with achieving sustainability in contract activity, including targeted recruitment and training, small business and social enterprise development, regeneration and support of disadvantaged communities and under-represented groups, and wider 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.

SRUC's approach to identifying community benefit opportunities is carried out on a case-by-case basis, with consideration of benefits delivered by previously let contracts, and engagement with staff, students, suppliers, and other stakeholder groups being seen as key. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and included into conditions of contract performance.

As part of the tendering process, suppliers are invited to describe their approach to achieving the community benefits noted in the tender specification. It is important to stress that any community benefits noted in the tender specification are not viewed as absolute. Suppliers are actively encouraged to identify additional benefits or opportunities that will deliver social value over the life of a contract.

Community Benefits generated by new contracts awarded within the reporting period (see Annex A) include:

Category Subject	Supplier Name	Community Benefit Type
Audio Visual Equipment: Supply, Design & Installation (Ref. 23505)	Mediascape	• Work experience placements offered to further education students. • Modern Apprenticeship scheme offering placements in administration and engineering. • Career planning and industry information talks offered to schools and colleges. • Donates and installs equipment to charitable and non-profit organisations.
Internal Audit (Ref. 20181)	KPMG	• Leading role in Scottish Government's Developing Markets for Third Sector Providers programme; • KPMG Discover - year 12 or S5 students - work experience programme; • Internships for university students; • KPMG360 apprenticeship scheme; • Vision for Literacy Business Pledge with National Literacy Trust Schools outreach - 1,000 hours volunteering and 3,500 books donated.
BVD PCR Test Kits (Ref. 20762)	IDEXX Laboratories Ltd	• Pride Community established across all operational sites to support IDEXX employees from the LGBTQ+ community.
Post Mortem Waste Collection and Disposal, Lot 1, 2 & 3 (Ref. 22065)	Dundas Chemical Company (Mosspark) Ltd	• Healthcare Plan and Cycle to Work Scheme open to all employees.
Easter Howgate Water Infrastructure Replacement (Ref. 26020)	Business Stream Ltd	• Installation of 500 leak sensors in schools across Scotland to enable those schools to identify leaks quickly; • Four apprentices employed throughout the lifetime of the framework under which SRUC's contract was awarded; • Book fund to help students in financial hardship buy course materials, with focus on environmental science courses.

Section 4: Supported Business

For all regulated procurements SRUC considers whether the service provision could be fulfilled by a Supported Business (defined as 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), whilst remaining compliant with UK and Scottish Procurement Legislation, and ensuring value for money for the College. We review the Supported Business register currently available and published by the Partnership for Procurement, and cross reference the operating areas of listed businesses against the procurement requirement.

SRUC did not reserve any contracts for supported businesses in this period. However, In compliance with the Period Products (Free Provision) (Scotland) Act 2021, SRUC provides free sanitary products to students via the Social Enterprise Hey Girls, and the Scotland Excel Washroom Services Framework.

Hey Girls are the only social enterprise that donates 100% of its profits to help fund the fight to eradicate period poverty. They are proud to be female led and the only company to match product sales exactly to donations in the form of, for every product purchased, one is donated.

Section 5 – Future Regulated Procurements

SRUC is keen to encourage competition by maximising supplier participation in its procurement process to achieve better value for money in its procurements, and to increase opportunities for SMEs to support all aspects of its activities. 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.

The information provided in Annex B 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.

Annex A: List of Regulated Procurements Completed in the Reporting Period 1 April 2022 – 31 March 2023

Note: All figures rounded to nearest £000

Compliant

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date (including extensions)	Value over contract period (including extensions)	SME status	Supported Business
Internal Audit (Ref. 20181)	KPMG LLP	01/04/2022	Call-off from Framework	01/04/2022	31/03/2027	£250,000		No
CES Consultancy Services (Ref. 20898)	James Clark and Partners	08/03/2022	C	01/04/2022	31/03/2027	£390,000	Small	No
Moodle and Mahara Cloud-Based Hosting (Ref. 22365)	New Media Warehouse/TA Synergy Learning Ltd	14/03/2022	Call-off from Framework	01/04/2022	31/03/2027	£235,000	Medium	No
Strategic Communications Support (Ref. 22568)	Indigo PR	30/03/2022	C	01/04/2022	31/03/2027	£344,000	Small	No
LoraWAN Enabled Water and Air Quality Sensors (Ref. 23379)	Manx Technology Group	31/03/2022	C	01/04/2022	30/09/2022	£104,000		No
Transport Consultant: AWPR compensation claim (Ref. 23480)	Fairhurst	01/04/2022	C	01/04/2022	31/03/2025	£60,000	Medium	No
AV Equipment: Supply, Design & Installation (Ref. 23530)	Mediascape	12/04/2022	Call-off from Framework	01/05/2022	30/04/2026	£100,000	Small	No
BVD PCR Test Kits (Ref. 20762)	IDEXX Laboratories Ltd	11/05/2022	C	16/05/2022	15/05/2025	£53,000		No
Barony Campus John Torrance Roofing (Ref. 22651)	Glasgow Roofing Ltd t/a Vertex Roofing	30/05/2022	C	06/06/2022	05/12/2022	£171,000	Small	No
Agrecalc cloud platform completion (Ref. 24164)	Mitrai Innovation Limited	17/06/2022	C	20/06/2022	19/02/2023	£130,000	Small	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Value over contract period (including extensions)	SME status	Supported Business
Livestock Health Manager Software (Ref. 23449)	Firefinch Software Limited	13/06/2022	C	29/06/2022	28/06/2023	£79,000	Small	No
Post Mortem Waste Collection and Disposal, Lot 1, 2 & 3 (Ref. 22065)	Lot 1 & 2: Dundas Chemical Company (Mosspark) Ltd Lot 3: SB & Co	22/06/2022	C	01/07/2022	30/06/2027	£164,000	Lot 1 & 2: Medium Lot 3: Small	No
AgreCalc cloud platform Advisory Service (Ref. 25871)	Wyvern Technology Ltd	11/07/2022	C	11/07/2022	10/07/2023	£50,000	Small	No
Payroll and HR Software and associated services (Ref. 24246)	Softcat PLC	07/07/2022	Call-off from Framework	12/07/2022	11/07/2029	£766,000		No
Sample Delivery Service (Ref. 21759)	DX Network Services	15/07/2022	C	31/07/2022	30/07/2023	£49,000		No
AIS integration to Data Warehouse – Design and Mapping phase (Ref. 24897)	Altis Global Ltd	22/08/2022	C	22/08/2022	21/10/2022	£50,000	Small	No
Student Transport, Lot 1 (Ref. 23403)	Watermill Coaches Limited	09/08/2022	C	10/08/2022	09/08/2027	£327,000	Medium	No
Student Transport, Lot 2 (Ref. 23697)	A1 Minibus & Coach Hire	09/08/2022	C	10/08/2022	09/08/2027	£217,000	Small	No
Student Transport, Lot 3 (Ref. 23698)	Coach Hire Edinburgh	09/08/2022	C	10/08/2022	09/08/2027	£564,000	Small	No
Library Management System (Ref. 20192)	OCLC UK Ltd	13/07/2021	C1 - Local Collaboration	01/09/2022	31/07/2029	£243,000		No
Main Contractor, Dairy Nexus (Ref. 23535)	Tilbury Douglas Construction Ltd	13/09/2023	Call-off from Framework	13/09/2023	12/03/2023	£53,000		No
Optical Emission Spectrometer (Ref. 25595)	PerkinElmer Informatics	24/10/2022	Call-off from Framework	24/10/2022	09/01/2023	£70,000		No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Value over contract period (including extensions)	SME status	Supported Business
Occupational Health Services (Ref. 20098)	Duradiamond Healthcare Ltd	19/10/2022	C	01/11/2022	31/10/2027	£95,000	Medium	No
Ferguson Building Lift Replacement (Ref. 24832)	ADL Lift Services	01/11/2022	C	02/11/2022	01/05/2023	£54,000	Small	No
Construction of Midden (Barony Campus) (Ref. 24708)	R D Nairn Construction	07/11/2022	C	08/11/2022	07/02/2023	£104,000	Medium	No
Assyst Software and support (Ref. 25750)	IFS UK Ltd	15/11/2022	C	30/11/2022	29/11/2025	£102,000	Medium	No
Electrical upgrade at Easter Howgate Farm (Ref. 23001)	Paragon Energy Networks Ltd	01/12/2022	C	01/12/2022	31/08/2023	£306,000	Medium	No
Easter Howgate Water Infrastructure Replacement (Ref. 26020)	Business Stream Ltd	20/12/2022	Call-off from Framework	09/01/2023	08/01/2024	£170,000		No
Green Shed @ Easter Howgate Farm (Ref. 25774)	ALGO Limited	25/01/2023	C	26/01/2023	25/10/2023	£365,000	Medium	No
Space Utilisation, Optimisation and Planning Services (Ref. 25674)	Oberlanders Architects LLP	31/01/2023	C	31/01/2023	30/01/2026	£75,000	Small	No
Amazon Business Account (Ref. 26432)	Amazon	31/01/2023	Call-off from Framework	31/01/2023	30/01/2026	£300,000		No
Optical Emission Spectrometer (Ref. 25595)	PerkinElmer Informatics	24/10/2022	Call-off from Framework	24/10/2022	23/04/2023	£70,000		No
Digital Transformation: Strategy Development, Execution, and Support (Ref. 25968)	CGI IT UK Limited	18/01/2023	Call-off from Framework	18/01/2023	17/01/2027	£75,000		No
Mobile Phones (Ref. 25605)	Vodafone Limited	03/01/2023	Call-off from Framework	09/01/2023	08/01/2026	£240,000		No
Design Agency Support (Ref. 25506)	The Pierce Partnership Ltd	17/01/2023	C	01/02/2023	31/01/2025	£54,000	Small	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Value over contract period (including extensions)	SME status	Supported Business
PR & Media Agency Support (Ref. 25507)	3x1 Public Relations	30/01/2023	C	01/02/2023	31/01/2025	£86,000	Small	No
Landscape Design Services for Indoor and Outdoor Learning, Teaching and Visitor Experience (IOLTVE) (Ref. 25825)	OOBE Ltd	15/02/2023	C	15/02/2023	14/08/2023	£136,000	Medium	No
Business Data Integration (Ref. 25288)	Altis Global Ltd	03/03/2023	Call-off from Framework	06/03/2023	05/03/2028	£263,000	Small	No
Veterinary School Curriculum & Assessment Software (Ref. 25391)	Lot 1: Isotoma Limited Lot 2: Fry-It Limited	15/03/2023	C	16/03/2023	15/03/2026	£270,000	Small	No
Website Maintenance and Minor Development (Ref. 26339)	Equator (Scotland) Ltd	15/02/2023	C	17/03/2023	16/03/2028	£81,000	Medium	No
Feasibility Study for a Modular Building (Ref. 26502)	Portakabin Scotland	16/03/2023	C	17/03/2023	16/06/2023	£127,000		No
Eventing Simulator (Ref. 26787)	Racewood Ltd	15/03/2023	C	16/03/2023	15/10/2023	£89,000	Micro	No

Non-Compliant

The following regulated contracts were awarded without competitive action:

Category Subject	Supplier name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Value over contract period (including extensions)	Background	Proposed Solution
CRIS (Current Research Information System) (Ref. 26442)	Elsevier B.V	01/02/2023	C	27/02/2023	26/02/2026	£60,000	To support SRUC's REF submission in 2018, automation of administrative tasks was identified as an important contributor to a successful submission. Options were discussed with Open Access Scotland and PURE by Elsevier was identified as the main platform used by the Scottish HE sector. In 2023 a review was carried out and as there is no change to the requirement or supply market, to ensure consistency of approach, a new direct award was made to Elsevier.	Market research will be used and where there is more than one potential supplier identified, and to ensure value for money, invitations to quote or tender will be issued.

Annex B: List of Regulated Procurements planned to commence in next two Financial Years, 2023/24 & 2024/25

Category Subject	Owner: Cat A/B/C or C1?	Extension, Re-Let or new procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Tax Advisory Service (Ref.18530)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/12/2023	01/02/2024	31/01/2025	£15,000
External Audit Service (Ref. 18307)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/12/2023	12/02/2024	11/02/2025	£80,000
Internal Audit Service (Ref. 20181)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/02/2024	01/04/2025	31/03/2026	£50,000
Research Project External Auditor (Ref. 13977)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/05/2023	14/05/2023	13/05/2023	£15,000
Photocopier Lease and Maintenance Support (Ref. 8170)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/06/2023	21/07/2023	20/07/2024	£145,000
Supply & Delivery of Biomass Fuel to Barony Campus (Ref. 22493)	C	Extension	N/A - provided for within existing contract	01/11/2023	16/12/2023	15/12/2024	£52,000
BVD Test Kits (Ref. 19344)	C	Extension	N/A - provided for within existing contract	01/09/2023	08/11/2023	07/11/2024	£30,000
PPE, Safety Wear & related products (Ref.14353)	C	Extension	N/A - provided for within existing contract	01/10/2023	01/11/2023	31/10/2024	£250,000
Asbestos Management Services (Ref. 11645)	Call-off from Framework	Extension	N/A - provided for within existing contract	10/11/2023	25/11/2023	24/11/2024	£35,000
Asbestos Removal (Ref. 11646)	Call-off from Framework	Extension	N/A - provided for within existing contract	10/11/2022	25/11/2024	24/11/2024	£13,000

Category Subject	Owner: Cat A/B/C or C1?	Extension, Re-Let or new procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
CCTV System Upgrade (Ref. 19736)	Call-off from Framework	Extension	N/A - provided for within existing contract	14/03/2024	29/03/2024	28/03/2025	£115,000
Natural Gas (Ref. 17159)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/04/2023	01/04/2023	31/03/2024	£60,000
Vehicle Hire (Ref. 19176)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/04/2024	31/05/2024	30/05/2025	£170,000
Fuel Cards (Ref. 13380)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/05/2023	01/06/2023	31/05/2024	£100,000
Business Travel Management (Ref. 18352)	Call-off from Framework	Extension	N/A - provided for within existing contract	07/07/2024	01/08/2024	31/07/2026	£500,000
Moodle and Mahara Cloud Based Hosting (Ref. 22365)	Call-off from Framework	Extension	N/A - provided for within existing contract	01/02/2025	01/04/2025	31/03/2027	£94,000
Water Management Services (Ref. 116644)	Call-off from Framework	Re-Let	N/A - provided for within existing contract	15/03/2024	01/04/2024	31/03/2029	£300,000
Animal Show & Sale Inspections (Ref. 16594)	C	Extension	N/A - provided for within existing contract	15/04/2024	01/05/2024	30/04/2025	£18,000
Johne Elisa Test Kits (Ref. 24234)	C	Re-Let	13/09/2022	15/03/2023	03/04/2023	02/04/2025	£104,000
Liquid Fuels (Ref. 25253)	Call-off from Framework	Re-Let	N/A	03/04/2023	01/05/2023	31/03/2027	£150,000
Photocopier Lease and Maintenance Support (Ref. 20496)	Call-off from Framework	Re-Let	N/A	01/06/2024	21/07/2024	20/07/2028	£300,000
Insurance Services (Ref. 20108)	Call-off from Framework	Re-Let	N/A	01/10/2023	01/11/2023	31/10/2029	£3,500,000
Legal Services (Ref. 23713)	Call-off from Framework	Re-Let	N/A	01/03/2024	01/04/2024	31/03/2031	£1,000,000

Category Subject	Owner: Cat A/B/C or C1?	Extension, Re-Let or new procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Stationery & Office Supplies (Ref. 26686)	Call-off from Framework	Re-Let	N/A	01/06/2023	01/07/2023	30/06/2026	£108,000
Supply & Delivery of Biomass Fuel to Barony Campus (Ref. 27304)	C	Re-Let	01/11/2024	01/12/2024	16/12/2024	15/12/2027	£162,000
Fuel Cards (Ref. 27311)	Call-off from Framework	Re-Let	N/A	01/05/2024	01/06/2024	31/05/2027	£300,000
Electricity (Ref. 27429)	Call-off from Framework	Re-Let	N/A	01/03/2024	04/04/2024	31/03/2026	£3,000,000
Natural Gas (Ref. 20187)	Call-off from Framework	Re-Let	N/A	01/03/2024	01/04/2024	31/03/2026	£300,000
BVD Test Kits (Ref.27309)	C	Re-Let	15/09/2024	31/10/2024	08/11/2024	07/11/2027	£100,000
Waste Management (Ref. 27652)	Call-off from Framework	Re-Let	N/A - provided for within existing contract	01/08/2024	02/09/2024	01/09/2029	£550,000
Asbestos Management Services (Ref. 27651)	Call-off from Framework	Re-Let	N/A - provided for within existing contract	01/11/2024	25/11/2024	24/11/2029	£175,000
Security Services & Equipment (Ref. 26209)	Call-off from Framework	Re-Let	N/A - provided for within existing contract	01/06/2023	04/06/2023	03/06/2028	£250,000
Pensions Advisory Service (Ref. 27297)	C	Re-Let	15/04/2023	08/06/2023	19/06/2023	18/06/2026	£72,000
Research Project External Auditor (Ref. 27313)	Call-off from Framework	Re-Let	N/A	19/04/2024	14/05/2024	13/05/2023	£60,000
Online Mental Health Support (Ref. 27428)	C	Re-Let	15/03/2024	15/05/2024	03/06/2024	02/06/20/27	£100,000

Category Subject	Owner: Cat A/B/C or C1?	Extension, Re-Let or new procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Framework Agreement for Agricultural Supplies (Ref. 20175)	C1	New	09/02/2023	03/04/2023	11/04/2023	10/04/2028	£5,000,000
Enabling Works (Ref. 26627)	C	New	27/03/2023	13/05/2023	22/05/2023	30/09/2023	£1,460,000
Construction of a Vertical Farm Facility (Ref. 27140)	C	New	01/05/2023	15/06/2023	25/06/2023	31/12/2023	£800,000
IOLTVE, Peter Wilson Building (Ref. 26958)	C	New	01/06/2023	15/07/2023	25/07/2023	31/12/2023	£1,700,000
Student Experience, Edinburgh Camus (Ref. 27141)	C	New	15/06/2023	01/08/2023	10/08/2023	31/01/2024	£2,300,000
Measured Term Contract (Ref. 20448)	C	New	30/06/2023	14/08/2023	01/09/2023	31/08/2028	£2,200,000

Annex C - Glossary of Terms

A, B, C and C1 Contracts

Category A	**Collaborative Contracts available to all public bodies** • **Scottish Procurement**
Category B	**Collaborative Contracts available to public bodies within a specific sector** • **Scottish Procurement** • **APUC and other UK HE Consortia** • **Scotland Excel** • **NHS National Procurement** • **Crown Commercial Service**
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.

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 - 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 - 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.

Find a Tender - At 11pm on 31 December 2020, the Find a Tender service replaced Tenders Electronic Daily (TED) in the UK public procurement process. UK buyers who previously published OJEU notices on TED will now do that on Find a Tender.

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 - 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 (inclusive of VAT): - for Supply, Services and Design Contracts, £189,330 for Works Contracts £4,733,252. Public Contracts (EU) 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 - the 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) - the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender - 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 - 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.

Supported business - 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 - 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.

Sustain - 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

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.