



ANNUAL PROCUREMENT REPORT

2017-18



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

Section 6: Other Content for Consideration

**Annex A: List of Regulated Procurements Completed in the
Reporting Period 1 January 2017 – 31 March 2018**

**Annex B: List of Regulated Procurements planned to commence
in next two Financial Years, 2018/19 & 2019/20**

Glossary of Terms



Executive Summary

From 31 December 2016, The Procurement Reform (Scotland) Act 2014 (PRA) requires all public organisations with an annual regulated¹ 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 January 2017 to 31 March 2018 and summarises the activities that have been carried out in delivering SRUC'S organisational procurement strategy. Stakeholder engagement was 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, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the procurement strategy which are deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which SRUC may need to adjust.

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

- EU regulated procurements (goods and services worth more than £164,176; works worth more than £4,104,394²) amounted to £16,113,427. There were 11 such procurements completed³.
- Lower value regulated procurements (goods and services worth more than £50,000, works worth more than £2 million) amounted to £1,502,495. There were 14 such procurements completed.

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.

SRUC has over 6,000 active suppliers on its Purchase Ledger and the College did business with circa. 3,500 suppliers in the reporting period, 48% of which are located in Scotland. Subject to the finalisation of SRUC's statutory accounts for 2017/18, total non-salary expenditure was £26,404,000, of which £19,347,000 could be influenced by procurement action - £13,279,000 of expenditure within Categories B, C and C1, and £6,068,000 of non-regulated expenditure (see Section 6, 6.1).

Whenever possible SRUC, has sought to use 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-

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

³ Deemed completed when the award notice is published or where the procurement process otherwise comes to an end – this assumption covers contracts and framework agreements.



intensive formal local tenders that need to take place is reduced significantly. In addition, during the reporting period SRUC led in the development and implementation of three sectoral framework agreements for pig feed, cattle and sheep feed, and agricultural fertiliser. 40% of the College's total procurement influenced spend went through collaborative agreements.

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary:

- 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: Other Content for Consideration

Report Approved: 12 June 2018

By: SRUC's Executive Leadership

Signed: Wayne Powell

Position: Principal and Chief Executive



Section 1: Summary of Regulated Procurements Completed

SRUC strongly believes in conducting all of its 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 (<http://www.apuc-scot.ac.uk/#!/institution?inst=60>) and our systematic use of Public Contracts Scotland (PCS) and 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).

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 its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a continual procurement improvement plan (PIP) that seeks incremental improvements to the procurement process and outcomes over time. The PIP is based on SRUC's assessment 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 assessment was conducted in 2016. We are subject to a full PCIP assessment and our score, for what was the first assessment under PCIP, fell into the M4 Conforming Performance Band. Since this assessment, the PIP has been used to monitor general performance, and address areas where SRUC's procurement process will be enhanced in time for the next assessment in 2019.

The following schedule sets out SRUC's compliance and performance with regard to our Procurement Strategy.

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	<p>As part of SRUC's Procurement Journey, we actively seek to engage with internal and external stakeholders. This is done prior to the issue of a tender invitation and subsequently over the life of a contract. We have invested significant time in liaising with suppliers and this has resulted in improved tender specifications, and contracts that deliver quality goods and services, and added value (particularly in respect of our students).</p> <p>SRUC contributes to sector contracting plans and led three agricultural supply procurement efforts with the University of Edinburgh, and the James Hutton Institute. This resulted in the establishment of three separate framework agreements which are open to the Scottish HE and FE sector, and other bodies affiliated to APUC.</p> <p>Our procurement team has also directly supported APUC in the</p>

<p>services.</p>	<p>development and evaluation of its contracting plans. The Senior Procurement Manager attends and contributes to APUC led Procurement Strategy Groups (PSG) and members of our procurement team have actively participated in APUC framework User Intelligence Groups and associated tender evaluations. They also actively engage with other bodies in pursuit of collaborative opportunities through attendance at HE and FE specific events, and wider Scottish public sector events.</p>
<p>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.</p>	<p>For each regulated procurement, a bespoke strategy is developed and agreed, through consultation, with key stakeholders, end users and suppliers. For non-regulated procurements, a similar approach is adopted, commensurate to the contract value and business impact of the goods and services in question.</p> <p>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 Scottish Public Sector recognised best practice. In addition, procurement actively works to support SRUC's strategic objectives.</p> <p>In March 2018, SRUC published a new Strategic Plan for 2018 to 2023: https://www.sruc.ac.uk/downloads/file/3644/sruc_strategic_plan_2018-2023. Through the establishment of a new business model based around regional faculties in North, Central and South West Scotland, SRUC will become a modern 21st Century University that is regional yet international, and a focal point for the rural sector and wider society. Procurement will have an active role to play as SRUC fulfils its new Vision and Mission. This will include:</p> <ul style="list-style-type: none"> • fostering partner relationships with suppliers that will enhance research activities and the student experience; • seeking innovative procurement solutions that will build sustainability in to our business activities; • delivery of a total organisation underlying operating surplus of 4 to 5% of turnover by 2020/21; • using the procurement journey to achieve best value for money and to support the reduction of overhead costs across SRUC by 10% by mid-2019.
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement</p>	<p>Whole life cost, quality and sustainability are used in a balanced manner to ensure SRUC's procurement activities deliver best value for money. We consult with users and wider stakeholder groups to ensure that our procurement strategies and tender specifications meet their needs, are clearly understood and can be delivered by suppliers. Wherever possible, we aggregate requirements to maximise the benefit of our procurement action, whilst also minimising duplication</p>



<p>collaboration opportunities.</p>	<p>and unnecessary procurement costs.</p> <p>As noted above, SRUC has led on three separate collaborative procurement initiatives, and we view this as an on-going opportunity, especially in land based, environmental, and other areas of research, education and consultancy where SRUC holds world-class expertise. To support this approach, Procurement carries out a quarterly review of general ledger expenditure and uses this data to categorise spend in to regulated procurement opportunities. The added value of procurement activities are quantified using a sector agreed Benefits Methodology which provides transparency and comparability between institutions.</p> <p>How the categorised spend on goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to a biennial PCIP review with APUC. It is a testament to our approach that our PCIP score has increased year-on-year, and we anticipate a further increase at the next review, scheduled for June 2019 (see Section 6, 6.3)</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>Procurement at SRUC sits within the Finance Group and is managed by a team of three (2.8 Full Time Equivalent), with two team members holding relevant professional qualifications. 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 training courses organised for the sector by APUC and utilise APUC’s e-learning resources to further enhance team member’s capabilities.</p> <p>Staff holding devolved purchasing responsibilities are also provided with formal training, supplemented with guidance and support from SRUC’s procurement team. During 2017, 39 of SRUC’s senior staff completed the Higher Education Procurement Academy’s Introduction to Public Procurement training module. To support all of SRUC’s staff, a webinar has recently been produced by the Senior Procurement Manager and this has been made available via our intranet. The webinar provides an overview with audio commentary of the public procurement process, provides a summary of SRUC’s procurement policies and associated financial thresholds, and considers key themes such as legal compliance, sustainability, ethical sourcing, value for money, and the threat of bribery, corruption and fraud.</p> <p>Continual Improvement is key to ensuring that SRUC’s procurement process remains fit for purpose and delivers tangible benefits to our stakeholders. As part of the procurement journey, on conclusion of a regulated procurement activity, feedback on the process is sought via the issue of a questionnaire to stakeholders. Comments received are</p>



	<p>used to refine the over-arching procurement process and are retained for future reference / implementation when contracts are re-tendered.</p> <p>Regular, formal supplier meetings are held over the life of contracts. These meetings provide an opportunity for both parties to discuss performance, agree contract variations, plan for future activities, and identify areas which can be developed for mutual benefit.</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>As noted previously, SRUC’s procurement procedures have been 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 governance, 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 of investment, and sustainability.</p> <p>All regulated procurements are advertised on PCS and where possible, for those procurements below the regulatory thresholds, we use Quick Quotes. This approach, coupled with the use of lotting, detailed specifications and clear evaluation criteria ensures that SRUC’s procurement opportunities are open to as many suppliers (most importantly SMEs) as possible. During the reporting period, lotting was used successfully in three key tenders (see Section 6, 6.1), with the result that a total of 10 SMEs were awarded contracts. A further eight SME’s were appointed as sole suppliers for contracts.</p> <p>Where relevant, tender specifications make use of appropriate standards and labels to ensure fair and ethical trading is a consideration in suppliers’ offers. For example, our contract for student catering requires accurate food labelling, inclusion of local and Fairtrade produce, the recognition of health and nutrition, and awareness of cultural, ethnic and religious dietary requirements. Use of Sector Framework Agreements provides additional assurance that SRUC is contributing to fair and ethical trading.</p> <p>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 along with annual spend data located on APUC’s Hub, and Hunter database which also provides SRUC’s full contract register of collaborative agreements and local contracts. It is anticipated that the APUC Procurement Data Dashboard (planned to be available for use in 2018) will provide additional, valuable management information.</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 Flexible Framework, and Sustain. In addition, since July 2017 SRUC has included 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.</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 introduction of the ESPD to all regulated procurements has been particularly valuable in achieving these goals. SRUC also carries out credit checks of suppliers prior to contract award and where appropriate, requires suppliers to confirm the disclosure or back ground checks that they carry out prior to staff appointment and during employment.</p> <p>SRUC 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, Equality and Late Payment legislation. SRUC is a living wage employer, and therefore, where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation.</p> <p>In line with the provisions of the Modern Slavery Act 2015 (the Act), SRUC has a zero tolerance policy towards slavery and human trafficking. SRUC is committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.</p>
--	---

SRUC has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and has met the objectives and obligations set out immediately above.



Section 3: Community Benefit Summary

SRUC is 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 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.

SRUC's approach to identifying community benefit opportunities is carried out in a case-by-case basis, with engagement and consultation with stakeholder groups being key. 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.

As part of the tendering process, suppliers are invited to describe their approach to delivering the community benefits noted in the tender specification. It is important to stress that any community benefits noted are not seen as absolute, and that suppliers are encouraged to identify additional benefits or opportunities that will deliver social value through the performance of a contract.

Relevant community benefits include, but are not restricted to:

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

During the reporting period SRUC has awarded one regulated procurement contract over £4 million in value. As the contract was awarded in January 2018 with works commencing in March 2018, the community benefit requirements have yet to be fulfilled but are anticipated to be:



1. Improving student experience and development:

- Undergraduate placements and graduate employment opportunities;
- Site visits and career talks;
- Participation in local career and employability events.

2. SME/SE Engagement and Social Value:

- Supply chain local to the community and project;
- A supply chain free of modern slavery and conforming to the suppliers code of conduct;
- Monitoring and reporting of Apprenticeships and New Entrant employment in the supply chain.

In addition, four further contracts (below the community benefit threshold) which were awarded towards the end of the reporting period are anticipated to provide similar student experience and development benefits, and also:

- Apprenticeships, including adult apprentices;
- School pupil work experience;
- Re-use of waste from a road repair project;
- Elimination of 2.52 tonnes of CO₂ per annum through the use of a local hire car provider.



Section 4: Supported Business

For all regulated procurements SRUC considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation, and ensuring value for money for the College. We review the Supported Business register currently available and published by Ready for Business (<http://readyforbusiness.org/>) 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 the same period, purchase orders of £8.7k were placed with an Edinburgh and Lothians supported business in respect of laundry services.



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. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

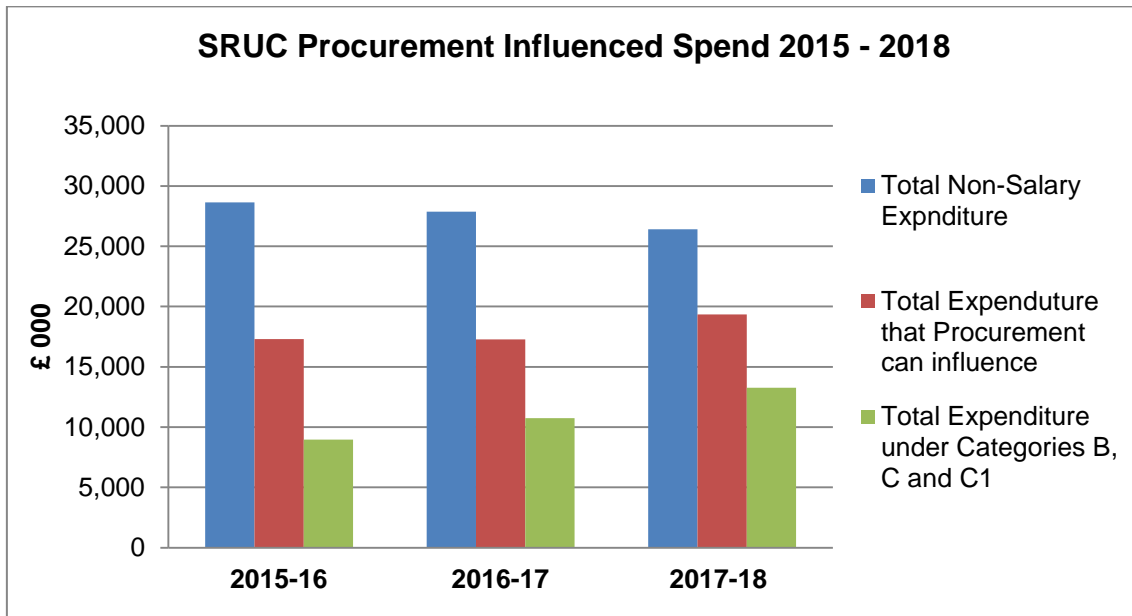
In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing exact details of our requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated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

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;

Section 6 – Other Content for Consideration

6.1 Procurement Influenced Spend



Procurement’s influence on Non-Salary expenditure has grown steadily over the last three financial years. Adjusting for elements of expenditure that cannot be influenced by procurement action (e.g. rent and rates, pension costs, staff and student subsistence, purchase of livestock, bad debts, irrecoverable VAT) and subject to the finalisation of SRUC’s statutory accounts for 2017/18, during 2017-18 the value of expenditure under Categories B, C and C1 increased to £13,279,000 (69% of expenditure that procurement can influence, and an increase of 7% over 2016-17). This increase has been achieved by targeting areas of high value spend that had not previously been subject to tender action (see Annex A), and by promoting increased use of Collaborative Contracts.

Procurement is continuing to work to further increase SRUC’s spend under categories B, C and C1, and Annex B sets out the spend categories that will be targeted for new tender action over the next two financial years. While priorities may change as SRUC’s Strategic Plan for 2018 to 2023 develops, it is anticipated the expenditure that procurement action has influenced will increase to 75% by March 2020.

6.2 Supplier response to procurement opportunities (SME and number of bids received)

The following table provides a summary of suppliers’ responses to Category C and C1 procurement opportunities where the total contract value was over £100,000 (see Annex A for further details). Of the total number of suppliers that expressed interest in the opportunities listed, 40% submitted tenders for consideration, with 50% of those being from SMEs. It has been noted that the opportunities where SRUC was able to get good engagement with suppliers prior to the issue of the ITT, yielded the highest percentage of SMEs being appointed. Further, the three tenders that used lotting for service delivery



(Student Transport, Cattle & Sheep Livestock Feed, Agricultural Fertiliser & Lime) yielded the highest success for SME appointment and direct engagement, coupled where possible with lotting, will therefore be used, in all future procurement opportunities.

Category Subject	Number of Suppliers that expressed interest	Total Number of submissions received	Number of submissions received from SMEs	Total Number of Suppliers appointed	Number of SMEs appointed
Pig Livestock Feed	4	3	1	3	1
Mobile Meat Sensory Testing Lab	4	2	1	1	0
Sheep Feed Intake Equipment	3	1	1	1	1
Student Transport	19	8	8	3	3
Lift Refurbishment	6	4	3	1	1
Architectural Services	93	16	7	5	3
Feed Intake Node	1	1	1	1	0
Cattle & Sheep Livestock Feed	19	15	11	11	6
Johnes ELISA Test Kits	7	5	2	1	0
Insurance Services	3	1	0	1	0
Occupational Health Services	13	5	1	1	0
Avian Science Research Centre	14	9	1	1	0
Agricultural Fertiliser & Lime	7	3	2	3	2
PWB Corridor Refurbishment	5	4	2	1	1
Bush Estate: Demolitions & Site Clearance	4	4	0	1	0
Total	202	80	40	35	18

6.3 Procurement and Commercial Improvement Plan (PCIP)

	2016 Interim	2016 Actual	2019 Projected
SRUC Score	25%	56%	69%

Following the interim PCIP assessment in June 2016, the Procurement Team made significant effort to improve compliance with the requirements of the PCIP assessment. The requirements of PCIP are more stringent and evidence based than those of the previous Procurement Capability Assessment (PCA) so it was pleasing that by the formal assessment SRUC's score had doubled. To meet what we view as a minimum target score for 2019, a Procurement Improvement Plan (PIP) has been developed. The PIP has provided a useful tool for driving continuous improvement and has been used to implement:



- the development of a Procurement Risk Register;
- the development of a sustainability improvement plan;
- a pan-SRUC approach to staff training and raising awareness of the importance of procurement;
- adoption of the Procurement Journey as a planning and tender management tool;
- supplier engagement to identify ways to improve the procurement process and associated specifications for goods and services.

6.4 General Data Protection Regulations (GDPR)

The new GDPR regulations come in to effect in the UK on 25 May 2018. The GDPR introduce stricter rules on how SRUC stores and handles personal data (i.e. information that can be used to identify a living individual, whether directly or indirectly, including but not restricted to: name, address, date of birth, national insurance number, and student matriculation number).

In preparation for 25 May 2018, SRUC has established an Information Governance Group (IGG) which comprises of ten GDPR champions, drawn from across all areas of our business. The responsibility of this group, for data, is wide ranging, but is primarily focussed on GDPR. Group members have had specific guidance and support to help with GDPR queries.

During the first quarter of 2018, a series of seminars were hosted by SRUC's internal auditors KPMG. Staff from across SRUC attended and the seminars were used to raise awareness of GDPR requirements, and to identify specific areas of the business that will be impacted by GDPR. Further awareness training has been provided via interactive webinars and these were recorded and placed on SRUC's intranet as a general resource available to all staff.

From the perspective of procurement, SRUC's procurement journey has been reviewed and tender documents and contract Terms and Conditions have been updated to reflect GDPR. In addition, we will utilise APUC's GDPR checklists, and GDPR Contract Assurance Assessment for all future tenders. Where relevant, the GDPR Contract Assurance Assessment has been issued to a number of existing suppliers identified as having key Data Processor responsibilities, and SRUC will work with them to ensure that any compliance risks are addressed.

Annex A: List of Regulated Procurements Completed in the Reporting Period 1 January 2017 – 31 March 2018

Compliant

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date	Value over contract period	SME status	Supported Business
Pig Livestock Feed (Ref 7349)	1. AB Agri Ltd 2. ForFarmers UK Ltd 3. Harbro Ltd	10/02/17	C1	01/04/17	31/03/20	£900,000	Yes: Supplier 3 only	No
Valuation & Ratings Professional Advisors (Ref 9435)	Gerald Eve LLP	27/03/17	C	03/04/17	02/04/22	£55,000	Yes	No
Mobile Meat Sensory Testing Lab (Ref 9583)	THIEMT GmbH	16/03/17	C	16/03/17	30/11/17	£498,000	No	No
Sheep Feed Intake Equipment (Ref 9584)	BioControl AS	28/02/17	C	01/03/17	30/11/17	£438,200	Yes	No
Maldi-Tof Mass Spectrometry System (Ref 9593)	Bruker UK Ltd	23/02/17	B	23/02/17	31/08/17	£144,400	No	No
Poultry Cages (Ref 9607)	Modular Systems & Developments Co Ltd	03/03/17	C	03/03/17	30/06/17	£49,764	No	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date	Value over contract period	SME status	Supported Business
Student Transport (Ref 9637)	1. Watermill Coaches Ltd 2. A1 Minibus and Coach Services Ltd 3. Harlequin Coaches Ltd	27/06/17	C	17/07/17	16/07/20	£466,650	Yes: Suppliers 1,2 & 3	No
SNP Arrays for ISAGE Genotype Project (Ref 9689)	Neogen Europe Ltd	31/01/17	B	31/03/17	31/03/17	€80,000	No	No
Genotyping Services (Ref 9722)	Weatherbys (Ireland) Ltd	24/03/17	C	27/03/17	26/03/18	£70,000	Yes	No
Portable VIS/NIR Spectrometer (Ref 9848)	Analytik Ltd	27/03/17	B	27/03/17	30/06/17	£57,660	Yes	No
Hyperspectral Sensor (Ref 9858)	Analytik Ltd	30/03/17	C	30/03/17	30/05/17	£116,480	Yes	No
SERLP Leadership Coach (Ref 10240)	1. The Advance Consultancy (UK) Ltd 2. Lettoch Associates Ltd	03/08/17	C	01/09/17	31/08/18	£58,806	Yes	No
Lift Refurbishment (Ref 10468)	Classic Lifts (Scotland) Ltd	12/07/17	C	22/07/17	30/04/18	£106,035	Yes	No



Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date	Value over contract period	SME status	Supported Business
Architectural Services (Ref 10500)	1. ADP Architecture Ltd 2. Atkins Ltd 3. Oberlanders Architects LLP 4. Scott Brownrigg Ltd 5. Stallan-Brand Architecture + Design Ltd	19/09/17	C	19/09/17	18/09/21	£1,000,000	Yes: Suppliers 1, 3, & 5	No
Feed Intake Node (Ref 10583)	Growsafe Systems Ltd	09/06/17	C	09/06/17	08/06/19	£143,227	No	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date	Value over contract period	SME status	Supported Business
Cattle and Sheep Livestock Feed (Ref 9880)	1. ForFarmers UK Ltd 2. NWF Agriculture 3. Davidson Brothers Ltd 4. Tarff Valley Ltd 5. AB Agri Ltd 6. East Coast Viners Grain Ltd 7. New Breed UK Ltd 8. Carrs Billington Ltd 9. Murray Farmcare Ltd 10. McCaskie Agriculture Ltd 11. Almins Ltd	11/09/17	C1	01/10/17	30/09/20	£3,000,000	Yes: Suppliers 3, 6, 7, 9, 10 & 11	No
Johnes ELISA Test Kits (Ref 10615)	Serosep Ltd	01/10/17	C	01/10/17	30/09/19	£460,000	Yes	No
Insurance services (Ref 10647)	The National Farmers Union Mutual Insurance Society Limited	28/09/17	C	01/10/17	30/09/22	£3,520,410	No	No
Occupational Health Services (Ref 10657)	Duradiamond Healthcare Ltd	24/10/17	C	01/11/17	31/10/22	£174,250	No	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date	Value over contract period	SME status	Supported Business
Hire of Cars and other motor vehicles (Ref 10801)	Arnold Clark Automobiles Ltd	17/07/17	B	17/07/17	31/03/19	£120,000	No	No
Avian Science Research Centre (Ref 10874)	Interserve Construction Ltd	25/01/18	C	19/02/18	30/11/18	£5,155,917	No	No
Upgrades to Farrowing (Pig) & Ethology Facility (Ref 11008)	3b Construction Ltd	25/08/17	C	04/09/17	03/03/18	£394,452	No	No
Agricultural Fertiliser & Lime (Ref 11133)	1. Carrs Billington Ltd 2. McCreath, Simpson & Prentice 3. Craigmarloch Nurseries Ltd	05/03/18	C1	05/03/18	04/03/20	£500,000	Yes: Suppliers 2 and 3 only	No
PWB Corridor Refurbishment (Ref 11274)	BSL Interiors Ltd	04/04/17	C	02/06/17	28/07/17	£299,027	Yes	No
Elmwood Campus Vehicle Hire (Ref 11316)	Enterprise Rent A Car UK Ltd	18/12/17	B	01/01/18	31/03/19	£26,000	No	No
Bush Estate: Demolitions & Site Clearance	Dalton Demolitions Ltd	13/10/17	C	06/11/17	30/06/18	£184,054	No	No

(Ref 11363)								
Farmer Intention Survey 2018 (Ref 11423)	Pexel Ltd	26/02/18	C	26/02/18	31/12/18	£72,042	Yes	No

Non-Compliant

There were no non-compliant procurements over the regulated threshold during the reporting period. However, the following contracts with value between £10,000 and the regulatory threshold were awarded without competitive action:

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	Compliance issue	Proposed Solution
Scottish Farm Advisory Service CRM System (Ref 11049)	Ricardo Energy & Environment	14/08/17	C	14/08/17	13/08/20	£49,981	SRUC is currently in partnership with Ricardo Energy & Environment to deliver the Scottish Farm Advisory Service (FAS). FAS rules prohibit SRUC from collecting data for commercial purposes so SRUC's CRM system could not be used. Ricardo are operating a CRM system as part of their delivery of FAS therefore SAC Consulting engaged Ricardo to host SRUC's requirement. This provided synergy in the delivery of the project, and reduced the risk of inappropriate use of data for commercial purposes.	Future project bids will require a formal assessment of system requirements and obligations. Contracts to be awarded on the basis of best value for money while recognising the need for compliance with SRUC policy, and EU and Scottish Procurement Legislation.

Category Subject	Supplier name	Date of Award	Owner: Cat A/B or C?	Start Date	End Date	Value over contract period	Compliance issue	Proposed Solution
Dairy Cow Pedometers (Ref 11104)	ICE Robotics Ltd	27/09/17	C	28/09/17	28/11/17	£23,750	To ensure cost effective compatibility with existing equipment the contract was awarded to the previous supplier of this equipment.	To ensure best value for money, quotes to be sought from suppliers of similar equipment.
Greencow Equipment Upgrade (Ref 11257)	No Pollution Industrial Systems Ltd	13/10/17	C	01/11/17	28/02/18	£30,000	To ensure cost effective compatibility of upgrades that contract was awarded to the original bespoke equipment supplier.	To ensure best value for money, quotes to be sought from suppliers of similar equipment.
St Boswells PM Room Refurbishment (Ref 11263)	BSL Interiors Ltd	31/10/17	C	01/11/17	31/01/18	£39,000	BSL Interiors were contracted, after competitive action, to carry out refurbishment works at SRUC's Peter Wilson Building (contract Ref 11274). As the schedule of works at St Boswells was of a similar nature and the tender was carried out within six months, an award was made to BSL Interiors without further competition.	All suppliers from previous tender action to be invited to quote for additional works, where such works are required within six months and are of a similar nature as the previous tender.

Annex B: List of Regulated Procurements planned to commence in next two Financial Years, 2018/19 & 2019/20

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Payroll Services	C	Re-Let	21/03/18	20/06/18	01/07/18	30/06/21	£180,000
Travel Management Services	B	Re-Let	N/A – NEPO framework ranked award	05/04/18	01/05/18	30/04/20	£600,000
Office, Computer and Library Supplies	B	Re-Let	N/A – LUPC framework extension	01/08/18	01/08/18	31/07/19	£70,000
Franking Machine consumables	B	Re-let	N/A – APUC framework ranked award	01/04/18	23/04/18	22/04/23	£50,000
Golf and Ground Care Equipment and Maintenance	C	Re-let	01/08/19	15/10/19	01/11/19	31/10/24	£900,000
Wide Area Network	C	Re-Let	01/09/18	15/02/19	01/03/19	29/02/24	£600,000
Clinical Waste	B	Re-Let	N/A – framework mini-competition	01/04/19	02/06/19	01/06/22	£60,000
Hire of Cars and other motor vehicles	B	Re-Let	N/A – framework mini-competition	01/03/20	01/04/20	31/03/23	£360,000
Elmwood Campus Vehicle Hire	B	Re-Let	N/A – framework mini-competition	01/03/20	01/04/20	31/03/23	£78,000

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Clinical Waste	B	Extended	N/A – provided for within existing contract	08/05/18	02/06/18	01/06/19	£17,000
Safety Wear and Equipment	C	Extended	N/A – provided for within existing contract	15/06/18	01/07/18	30/06/19	£175,000
Soft Services	C	Extended	N/A – provided for within existing contract	15/07/18	28/07/18	27/07/19	£300,000
Oatridge Catering Services	C	Extended	N/A – provided for within existing contract	15/07/18	28/07/18	27/07/19	£16,000
Internal Audit	B	Extended	N/A – provided for within existing contract	28/02/19	01/04/19	31/03/21	£80,000
External Audit	B	Extended	N/A – provided for within existing contract	15/12/18	01/02/19	31/01/21	£240,000
Tax Advisory Services	B	Extended	N/A – provided for within existing contract	15/12/18	01/02/19	31/01/21	£40,000
Pig Livestock Feed	C1	Extended	N/A – provided for within existing contract	01/03/20	01/04/20	31/03/21	£300,000

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Applicant Tracking Software	C	New	09/11/17	03/05/18	01/06/18	31/08/21	£80,000
BVD Ab ELISA Test Kits	C	New	12/03/18	14/05/18	24/05/18	23/05/21	£127,000
PWB Escape Stair Refurbishment	C	New	ITT via Quick Quotes	30/06/18	01/08/18	30/09/18	£90,000
Barony Roof and Glazing Repairs	C	New	ITT via Quick Quotes	15/06/18	02/07/18	20/08/18	£110,000
Fire and Security Services	B	New	Framework mini-competition	17/05/18	25/05/18	24/05/21	£70,000
General Waste Management	B	New	15/10/18	01/12/18	01/01/19	31/12/22	£350,000
Contractor (Trades) Framework – Maintenance	C1	New	15/01/19	01/04/19	15/04/19	14/04/22	£1,000,000
Estate Condition Survey Works	B/C	New	From 01/05/18	From 01/06/18	From 15/06/18	31/03/19	£1,800,000
Moredun Relocation – Construction Phase 1	C	New	ITT via Quick Quotes	15/05/18	28/05/18	27/07/18	£40,000
Moredun Relocation – Construction Phase 1	C	New	16/05/18	17/07/18	06/08/18	01/02/19	£775,000
Moredun Relocation – Furniture, Fittings & equipment	B	New	Framework mini-competition	15/10/18	01/11/18	28/02/19	£160,000
Moredun Relocation – Demolition works	C	New	15/09/18	01/12/18	01/02/19	30/04/19	£200,000
Lifting Equipment and Associated Services	B	New	15/01/19	01/04/19	15/04/19	14/04/22	£90,000



Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Expected contract notice publication date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value over contract period
Electrical Services – maintenance and testing	B	New	01/06/18	01/07/18	15/07/18	14/07/21	£330,000
Water Management and Associated Services	B	New	01/02/19	01/04/19	15/04/19	14/04/22	£270,000
Asbestos - Removal	B	New	01/12/18	01/02/19	15/02/19	14/02/22	£30,000
Asbestos - Management	B	New	01/12/18	01/02/19	15/02/19	14/02/22	£60,000
Fire Fighting Equipment and Associated Services	B	New	01/12/18	01/02/19	15/02/19	14/02/22	£75,000
Laundry Services	B	New	17/05/18	01/07/18	15/07/18	14/07/21	£45,000
Heating, Ventilation & Air Conditioning Maintenance	B	New	01/01/19	01/04/19	01/05/19	30/04/22	£435,000
Cleaning materials & disposable paper products	B	New	APUC framework ranked award	15/09/18	01/10/18	30/09/22	£55,000



Annex C - Glossary of Terms

A, B, C and C1 Contracts

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 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.

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 - 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.

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

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

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

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

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

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

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

Institutional Dashboard - 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 - 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.