



ANNUAL PROCUREMENT REPORT 2023-24

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Executive Summary

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 April 2023 to 31 March 2024 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.

Over the period covered by this report 40 regulated procurements were completed²:

Regulatory Level	Contract Definition	2023 - 24		2022 - 23	
		Number Completed	Value (£)	Number Completed	Value (£)
UK	Goods and services worth more than £214,904; works worth more than £5,372,609 ³	12	17,404,000	14	4,830,000
Lower Value	Goods and services worth more than £50,000, works worth more than £2 million	28	6,995,000	30	2,636,000
Total		40	24,399,000	44	7,460,000

While the number of procurements completed is slightly lower than 2022–23, the increased value of contracts awarded can be attributed to complex Capital Projects (e.g. Dairy Nexus, Vertical Farm, renovation works at Edinburgh Campus) and the renewal of several high value strategic contracts (e.g. Insurance Services, Agricultural Supplies, Electricity, Water and Wastewater, Legal Services). More information on SRUC’s approach to the award of regulated procurements is

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. Figures shown are UK thresholds as at 1 January 2024. EU thresholds will continue to apply to existing and future requirements that include whole or partial EU Grant funding.

provided in Sections 1 and 2. A full breakdown of the regulated contracts awarded in 2023–24 can be found in Annex A of this report.

SMEs continue to provide a significant part of SRUC’s supply chain with 74% (68% in 2022–23) of the above completed contracts being awarded to SMEs. The targeted use of Lots to breakdown requirements into more manageable packages for the benefit Small and Medium sized Enterprises (SMEs) underpins this increase and has also resulted in 60 suppliers being contracted by SRUC across the 40 contracts noted above.

Subject to the finalisation of SRUC’s statutory accounts for 2023/24, total non-salary expenditure was £41m (£39.3m in 2022/23), of which £29.1m (£27.0m in 2022/23) could be influenced by procurement action – £21.5m (£20.8m in 2022/23) of expenditure within Categories B, C and C1, and £7.6m (£6.2m in 2022/23) of non-regulated expenditure.

During the reporting period the College did business with circa. 3,200 suppliers (an increase of 7% over 2022–23) and received 29,823 invoices which was in line with the number received in 2022–23. As in previous years, Scotland continues as the key source of supply chain partners and accounts for 59% of the invoices received in 2023–24 (58% in 2022–23), closely followed by the rest of the UK which accounted for 38% of the remainder.

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.

The activities of SRUC’S Procurement Service 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 six 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

Section 6: Other Content for Consideration: The Rural and Veterinary Innovation Centre

Report Approved: 28 June 2024

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 October 2023. In contrast to previous years a lighter touch approach was adopted which utilised a reduced number of questions and placed emphasis on assessing areas of improvement identified in the last full assessment that was conducted in 2019.

We are pleased to report that the level of procurement performance achieved in 2019 has been maintained. APUC's summary report noted that procurement activity is well managed with a good level of control being exercised. It was further noted that there have been improvements in several areas including the level of procurement representation and influence, the approach to resource planning, and to continuous improvement. This reflects the ongoing maturity of SRUC's Procurement Service as it becomes fully embedded within the organisation.

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
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p>	<p>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.</p> <p>Supplier engagement meetings are used to test and refine SRUC’s requirements and are also a means to</p> <ul style="list-style-type: none"> • 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 and Procurement and use of Project Bank Accounts(PBA). <p>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. During the reporting period, two construction contracts were awarded that mandated the use of PBAs:</p> <ul style="list-style-type: none"> • Student Experience 1a Construction (Ref. 26960); • Dairy Nexus: Modular Construction (Ref. 30788). <p>These are the third and fourth PBAs that SRUC has operated. The experience within our Procurement Service has been invaluable both in terms of helping contractors navigate the requirements of PBA set-up and operation, and also in terms of sharing experience and providing guidance to Peer organisations.</p> <p>Our Procurement Service continues to directly support the Scottish Government (SG) and APUC in the development and evaluation of procurement policy, best practice, and contracting plans. Members of our team attend and contribute to the SG Heads of Procurement Group, APUC’s Procurement Strategy Group (PSG), and the APUC Climate Emergency Procurement Working Group (CEPWG).</p> <p>Through attendance at HE and FE specific events, and wider Scottish Public Sector events our Procurement Service actively engages with other bodies in pursuit of collaborative opportunities. A notable success during the reporting period was the development and award of a framework agreement by SRUC for the provision of Agricultural Supplies (Ref. 20175). This framework is open to use by SRUC, the University of Edinburgh, the University of Glasgow, the James Hutton Institute, and the National Museum of Rural Life. The framework consists of two lots and eight suppliers (six being SMEs) are</p>

	appointed to supply a range of cattle and sheep feed and feed supplements for cattle and sheep.
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Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<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. This approach combines a critical review of previous service requirements and supplier performance with a view to improving future services through the adoption of innovative delivery, and the adoption of new or emerging technologies.</p> <p>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 The Public Contracts (Scotland) Regulations 2015 and recognised best practice. In addition, Procurement proactively works to support SRUC's Strategic Plan. This includes:</p> <ul style="list-style-type: none"> • 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 across our Teaching Campuses and other sites; • encouraging participation by local businesses through direct consultation, advertising opportunities on PCS, and 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 to deliver cost effective services; • 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 the College's business activities. <p>In addition, the Procurement Service works closely with colleagues within SRUC's Finance Group including:</p> <ul style="list-style-type: none"> • the review of non-regulated purchasing to eliminate unnecessary or duplicate spend, increase the value benefits of aggregated purchasing, and reduce the cost of procurement; • reconciliation of budgets based on contracted pricing and associated timescales; • review and approval all new supplier requests to prevent off-contract spend, and minimise the potential for fraud; • maintenance of an accurate and up-to-date purchase ledger and list of vendors.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance																										
<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>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, sustainability, and budgetary constraints before tender action is taken, and subsequently over the life of a contract. The Procurement Service works closely with users and wider stakeholder groups to ensure that our procurement strategies and tender specifications are appropriately detailed, are fit for purpose, meet specific user requirements, 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.</p> <p>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, £1.9 million of savings and efficiencies were recorded by SRUC. Since recording began in 2012/13 there has been a consistent growth in the savings and efficiencies being recorded (see below). The savings and efficiencies reported follow the above Benefits Methodology and represent the combined efforts of the Procurement Service and staff at all levels and across all of SRUC’s locations. Procurement is a true team effort.</p> <div data-bbox="491 1368 1398 1738" data-label="Figure"> <table border="1"> <caption>SRUC Procurement Savings & Efficiencies (Estimated values in £000)</caption> <thead> <tr> <th>Year</th> <th>Value (£000)</th> </tr> </thead> <tbody> <tr><td>2012/13</td><td>900</td></tr> <tr><td>2013/14</td><td>1100</td></tr> <tr><td>2014/15</td><td>1250</td></tr> <tr><td>2015/16</td><td>1350</td></tr> <tr><td>2016/17</td><td>1650</td></tr> <tr><td>2017/18</td><td>1700</td></tr> <tr><td>2018/19</td><td>1650</td></tr> <tr><td>2019/20</td><td>1850</td></tr> <tr><td>2020/21</td><td>2100</td></tr> <tr><td>2021/22</td><td>1600</td></tr> <tr><td>2022/23</td><td>1800</td></tr> <tr><td>2023/24</td><td>1900</td></tr> </tbody> </table> </div> <p>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.</p>	Year	Value (£000)	2012/13	900	2013/14	1100	2014/15	1250	2015/16	1350	2016/17	1650	2017/18	1700	2018/19	1650	2019/20	1850	2020/21	2100	2021/22	1600	2022/23	1800	2023/24	1900
Year	Value (£000)																										
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Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<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 led by the Head of Procurement and two other Full-Time staff. 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 Department Budget.</p> <p>We participate in a broad range of topical training and e-learning courses including those provided by APUC, CIPS and HEPA. During the reporting period the Procurement Contracts Manager successfully applied to join APUC's Procurement Leadership Development Programme (PLDP). The PLDP seeks to build leadership capability within the next generation of senior procurement managers and provides a learning environment that reflects the challenges of working in procurement in the HE and FE Sector.</p> <p>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.</p> <p>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 The Procurement Service, 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 structured management plan has been introduced by Procurement as a key tool to ensure that mutual benefit is realised over the life of a contract.</p> <p>Finally, SRUC's Procurement webpage is regularly updated to include relevant information and links which are useful to both existing and potential suppliers.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<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>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. Prior to commencing all regulated procurements and for higher value spend below the regulatory thresholds, internal stakeholders must complete a business case for procurement. This ensures that before the procurement process begins, it can be clearly demonstrated that the requirement has been approved and budgeted, and that consideration has been made of alternative solutions, added value, payback period, environmental impact, general sustainability, cyber security, and that there are no known conflicts of interest.</p> <p>At the conclusion of a regulated 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 process and provides transparency on key points including whether objectives have been met, value for money delivered, added value achieved, and where relevant, lessons learned.</p> <p>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.</p> <p>SRUC recognises the importance of SMEs within its supply chain and where possible, opportunities are 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 74% (68% in 2022-23) of regulated contracts were awarded to SMEs.</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, APUC's Hunter database, and annual spend data uploaded to APUC's Hub. Spend can be analysed at Divisional, Group and Cost Centre level, and geographic location. Conducting invoice analysis that considers purchases from individual suppliers, provides opportunities to consolidate expenditure and target benefit of scale cost and efficiency savings.</p>

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
<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>As a proud Stonewall Diversity Champion, a committed Disability Confident organisation, and a fully accredited Scottish Living Wage Employer, SRUC is committed to embedding equality, diversity, and inclusion across all its work as an employer, tertiary education and research institution, and service provider. It 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.</p> <p>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 use the Single Procurement Document (Scotland) and 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.</p> <p>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. Incorporated within every regulated procurement is a question exploring the tenderer's approach to embedding Equality, Diversity, and Inclusivity. Higher scoring is awarded to tenderers that provide tangible evidence and demonstrates action taken beyond legal compliance. Further, suppliers are also requested to provide a copy of their Equal Opportunities Policy and a link to their published Gender Pay Gap Report (if appropriate).</p> <p>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. In addition, since January 2024 all new suppliers (whether they have been subject to a regulated procurement or not) must provide copies of their insurance certification and are also requested to provide a copy of their sustainability policy and/or their carbon reduction plan.</p> <p>To the extent permitted by law, SRUC encourages 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 initiative. This allows SRUC to also act as an anchor institution that supports Community Wealth Building in relation to contracts for goods, as well as those for labour intensive services.</p> <p>In line with the provisions of the Modern Slavery Act 2015 (the MS Act), SRUC has published its Modern Slavery Act Statement. The statement</p>

	<p>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.</p>
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Section 3: Community Benefit Summary

Delivery of Community Benefits is a key aspect of the Scottish Government's 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
Framework for Agricultural Supplies (Ref. 20175)	1. Agri Feed Holdings Limited 2. Carrs Billington Agriculture Ltd 3. East Coast Viners Grain Limited 4. McCaskie Agriculture 5. Mole Valley Farmers Limited 6. NWF Agriculture 7. Roadhead Farm Feeds 8. Davidson Bros Ltd	Suppliers offered several benefits including: <ul style="list-style-type: none"> • 70% of raw materials sourced from within the United Kingdom; • Quality Scheme Accreditation and traceability of raw materials; • Modern Apprenticeships and Trainee programmes; • Employment of individuals from disadvantaged groups; • Knowledge exchange and research collaboration; • Supporting farmers to reduce antibiotic use; • Direct support for student activities including hosting farm and mill visits and provision of speakers for meetings and lectures; • Graduate recruitment and Agri Graduate Training Scheme to support graduates in the next steps of their careers; • PhD Sponsorships; • Establishing workforce Equality and Diversity Ambassadors.
Electricity (Ref. 27429)	EDF Energy	<ul style="list-style-type: none"> • Creation of a Social Value Engagement Hub: Working to create Social Value Action Plans with customers to ensure core health, wellbeing and energy priorities are being understood and addressed, this will be led by a Social Value Specialist; • Mentoring with charities focussed on combatting climate change or providing expert advice to customers or suppliers via the Social Value Engagement Hub.
Water and Wastewater Services (Ref. 29693)	Business Stream Ltd	<ul style="list-style-type: none"> • Developing the Young Workforce – Deliver on-demand (up to four per year) virtual skills sessions to students living in remote parts of the country through the Developing the Young Workforce (DYW) Live partnership; • Career Ready Initiative – Minimum of five new places per year, providing social mobility opportunities for young people – including mentoring and paid work experience to young people in Scotland from socially deprived areas; • Apprenticeships – Five new Modern Apprenticeships a year, targeting young people from disadvantaged backgrounds.
IOTLVE Construction (Ref. 26958)	Clark Contracts Ltd	<ul style="list-style-type: none"> • Seek to maximise the number and value of orders placed within subcontractors within proximity of the site, with a target of over 80% of orders being placed within a 30-mile radius; • Holding 'meet the buyer' events to engage with local businesses and SMEs; • Committed to using third sector organisations and supported businesses.

Category Subject	Supplier Name	Community Benefit Type
Dairy Nexus: Modular Construction (Ref. 30788)	Portakabin Scotland	<ul style="list-style-type: none"> • Commitment to deliver a minimum of 15% of the total contract value into local businesses through use of local subcontractors; • Supporting local businesses through use of local accommodation, refreshment requirements and trades people.
Large Animal Clinical Skills (LACS) (Ref. 27341)	BSL Interiors	<ul style="list-style-type: none"> • Advertising locally and recruiting new staff/tradespersons who live locally to Glasgow office or to contract sites across Scotland; • Providing new trade apprenticeships to local residents with ongoing mentoring and support throughout the duration of their formal training towards SVQ Level 2 qualifications; • Up-skilling and mentoring of two 'adult learner' trainees, from un-skilled labourers, to become competent painters & decorators; • Engagement with Employment and Community Capacity Building Agencies, e.g., giving long-term unemployed/school leavers the opportunity to secure employability work experience in a construction environment.

Note

Further Community Benefits related to SRUC's Rural and Veterinary Innovation Centre can be found in Section 6.

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 continues to provide 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 their mission is to eradicate period poverty in the UK, improve access to quality products and increase education around period health to eliminate shame and stigma.

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.

Section 6 – Other Content for Consideration:

The Rural and Veterinary Innovation Centre



6.1 Background

Officially opened on 26 March 2024 by HRH The Princess Royal, from its location on Highland and Islands Enterprise’s Inverness Campus, The Rural and Veterinary Innovation Centre (RAVIC) will support SRUC’s mission to address global challenges in human and animal health, agriculture, aquaculture, and planetary health innovation. By offering world class facilities, technology, and expertise this unique hub will deliver new technologies, products, and services to drive growth in Scotland’s blue and green economies.

RAVIC forms part of SRUC’s new School of Veterinary Medicine and is also home to SRUC’s Centre for Epidemiology and Planetary Health. It will also act as a base for SAC Consulting and SRUC Veterinary Services across the North of Scotland and will also host commercial tenants. By providing an accessible physical presence for northern rural locations, this essential hub will promote regional economic growth in the Highlands (and beyond) through research, collaboration, and innovation.

SRUC's construction of RAVIC was supported by 60% matched funding from the [European Regional Development Fund \(ERDF\)](#) Operational Programme 2014–2020 with [Highlands and Islands Enterprise \(HIE\)](#) acting as the College's Lead Partner.

6.2 Sustainability

From the outset, utilisation of passive design measures and drawing on an aspirational benchmark against the RIBA 2030 Sustainable Outcomes, the design and construction of RAVIC focused on the delivery of sustainability and carbon reduction over the building's lifespan. The RIBA 2030 Sustainable Outcomes is a holistic target which includes measures to reduce operational energy, reduce water usage, and reduce embodied carbon. Design elements were also modelled against Building Regulation Compliant Models (BRCM).

While the nature of the building (inclusion of freezer banks, lab equipment, data servers and individual IT equipment) meant that overall electricity consumption was comparable to BRCM, reductions of 84,000 kWh per annum for hot water and 85,000 kWh per annum for heating are anticipated. These savings will be generated by

- the removal of hot water storage and the incorporation of point of use water heating which also reduces heat distribution losses via long lengths of pipe;
- high insulation levels and airtightness of the external fabric of the building, and the use of air source heat pumps and heat recovery units which are part of an electric heat source, rather than a gas based one.

Operational carbon emissions are also reduced because of the above noted insulation, airtightness, and use of electric heating. Based on current conversion factors published by the UK Government, an annual saving of 29,500kg of CO₂ is possible, which represents a 40% reduction against BRCM.

Finally, adoption of innovative techniques, the extensive inclusion of timber products from renewable sources, the specification of materials containing high recycled content, and low energy production products has led the embodied carbon figure to be significantly lower than that of a typical steel and concrete framed building. This hybrid mass timber and steel structure has allowed the project to sequester carbon rather than adding to the carbon footprint.

The main reductions in Embodied Carbon are achieved through the use of:

- CLT (cross Laminated Timber) floor slabs and lift shaft instead of typical concrete construction;
- Glulam beams instead of typical steel within the Atrium area of the building;
- Glasswool insulation in external walls rather than typical PIR/polystyrene products;
- Internal partitions in timber studs instead of typical metal studs;
- Recycled material content where possible, most notably for carpeting.

It is estimated that this proactive approach to the RAVIC's design will see a reduction in embodied carbon emissions of 335,000kg, which is 35% lower than BRCM.

6.3 The Procurement Process

All tendering for the RAVIC was subject to both Scottish, UK and EU procurement regulations and was carried out between April 2020 and December 2021. Key to our tendering strategy was the opportunity for SRUC to design tender specifications that

- maximised the opportunity for participation of Small to Medium sized businesses;
- encouraged tenderers to partner with sub-contractors and suppliers from the local area;
- embedded sustainability within the RAVIC's design and construction, and supplier / contractor contract delivery;
- promoted Equality, Diversity, and Inclusivity;
- promoted the principles of the Scottish Government's Fair Work First initiative.

The four principal tenders associated with RAVIC are noted in the table below:

Tender / Contract Title	Number of Tenders received	Number of Tenders received from SME's	Date of Contract Award	Contract Value (£000)	Name of Winning Supplier
Lead Construction Project Manager (Ref. 16214)	8	3	07/09/2020	48	Currie Brown UK Limited
Design Team (Ref. 18547)	8	7	07/01/2021	365	Threesixty Architecture
Cost Management Consultant (Ref. 18897)	4	4	18/01/2021	45	Thomson Gray
Main Contractor (Ref. 20171)	3	1	28/04/2022	9,084	Muir Construction Limited

RAVIC was the first large scale capital project that SRUC had undertaken since the construction of the Allermuir Avian Science Research Centre (for further details see [SRUC's Annual Procurement Report 2018-19](#)). Drawing on lessons learned from the Allermuir project the Procurement Service, supported by SRUC's Transformation Project Management Team, were in a strong position to support the RAVIC's procurement journey. Our familiarity with and prior use of on-line communication technology was particularly valuable given that all tenders were conducted during the worst of the COVID pandemic and its associated lockdowns.

Prior to the issue of tenders, the Procurement Service organised supplier engagement meetings for each of the contract opportunities. These provided an open forum for SRUC to

- provide an overview and share its vision for the RAVIC;
- highlight the specific requirements of each contract;
- explain the tendering process and associated requirements including sustainability, operation of a Project Bank Account, and Community Benefits;
- allow interested suppliers to ask questions and share their view of both SRUC's requirement and associated supply chains and risks.

In addition, the Procurement Service also received informal support from colleagues at APUC, HIE, the University of the Highlands and Islands, and the University of Strathclyde. Each of these institutions were happy to provide advice and share their experience of carrying tenders of similar scope and funding, and SRUC is grateful and thanks them for their assistance.

All tenders were managed through Public Contracts Scotland and the tenders for the Design Team and Main Contractor were also advertised on [UK Find a Tender](#) and the [Official Journal of the European Union \(OJEU\)](#). Overall, despite the backdrop of the COVID pandemic, tendering was completed smoothly and in line with the project's timetable. However, the Russian invasion of Ukraine in late February 2022 did have a significant impact on the tender for the Main Contractor (Ref. 20171).

The outbreak of the conflict in Ukraine had an immediate effect on the UK Construction Industry and its supply chains. For the RAVIC this took the form of overnight price increases, most notably for the steel and concrete elements of the design, which rendered Muir Construction's initial tender price as unsustainable. As a responsible Contracting Authority, SRUC recognised that to deliver on the commitments and benefits of the RAVIC, it would need to work with Muir Construction to reach a common position. Supported by additional funding from ERDF and following a short period of negotiation that resulted in elements of risk being shared between SRUC and Muir Construction, the contract was awarded on 28 April 2022 (approximately four weeks later than planned).

6.4 Operation of a Project Bank Account (PBA)

In compliance with the Scottish Government Construction Policy Note (CPN) 1/2019 the contract for the construction phase of RAVIC required the set-up and operation of a PBA. A specific PBA clause was therefore incorporated within the NEC4 Option A Terms and Conditions of contract which were provided as part of the Invitation to Tender documentation. The establishment and operation of the PBA was noted as a mandatory requirement within the Main Contractor (Ref. 20171) Invitation to Tender. In addition, tendering contractors were mandated to submit a signed copy of the PBA Trust Agreement. This requirement was included to ensure commitment on the part of the contractor and to minimise the risk of delay in the set-up and operation of the PBA.

As the winning contractor Muir Construction had no prior experience of PBAs, as part of the contract mobilisation, representatives from SRUC's Procurement Service and Finance Department attended a site visit with key staff from Muir Construction. This was an important part of the PBA set up process and drew on prior experience from operating a PBA for the Allermuir Avian Science Research Centre. Allowing key staff to meet each other and discuss the finer details of the

PBA's operation and payment cycle in an open and informal manner is regarded by SRUC as vital to ensuring the successful operation of a PBA and delivery of its key business benefits.

SRUC thanks Muir Construction for its positive approach to the set-up and processing of payments via the PBA and for encouraging its supply chain partners to participate in its operation. SRUC is therefore pleased to confirm the following statistics relating to the operation of the RAVIC PBA.

Total Value of Payments	£11,785,000
Total Number of Payments to Tier 1, 2 and 3 contractors	165
Average Value of Payments	£71,580
Highest Value Payment	£722,717
Lowest Value Payment	£238
Total number of contractors paid (including the main contractor)	49
Percentage of Tier 2 and 3 contractors above the PBA guidance threshold value paid via the PBA	100%

6.5 Community Benefits

As noted in Section 3, SRUC is fully committed to maximising Community Benefits from its procurement activities. With a budget in excess of the £4m threshold for mandatory inclusion of community benefits, full consideration was therefore taken pre-tender as to the type of community benefits that the RAVIC could generate. These were formulated after consultation with key stakeholders in the RAVIC project including

- SRUC staff based in Inverness;
- HIE, APUC and other HE Sector Peer organisations;
- Suppliers already contracted to the project.

In addition, community benefits was also a discussion point at the pre-tender engagement meeting with contractors interested in the construction contract.

The Invitation to Tender included a note on community benefits within the Contract Scope and two associated questions were required to be answered under the Quality section of the tender response. The wording of these

questions was used to highlight the type of benefits that SRUC was seeking to achieve including, but not limited to

- involvement of local businesses, small and medium sized enterprises, third sector bodies and/or supported businesses in the delivery of this contract;
- employment opportunities including those for young people and disadvantaged / underrepresented groups;
- opportunities to engage with the local community;
- minimisation of waste and environmental impact.

SRUC is pleased to confirm that in line with their support for the PBA, Muir Construction shared SRUC’s aspiration for delivery of community benefits and these are summarised in the table below.

Benefit Type	Benefit delivered
Employment	Recruitment of a Project Manager, Site Manager and two general labourers. Promotion of an existing employee to the position of Site Manager.
Use of Local Businesses	13 local sub-contractors were appointed by Muir to work on the RAVIC. A diverse range of services were delivered including <ul style="list-style-type: none"> • structural steel; • ground works; • plant hire; • cleaning; • flooring; • mechanical, electrical and plumbing; • joinery; • signage and decoration; • scaffolding and hoists.
Carbon Reduction	Toolbox talks, including provision of training for SRUC staff. See also Note 6.2
Local Community	Sponsorship of the Highland Rugby Club Under 14 Team’s London Tour 2024.

6.6 Lessons Learned

Prior to payment of grant claims to SRUC, all tenders completed for the RAVIC were subject to a detailed audit by the Scottish Government. The following key

audit observations were noted and corrective actions will be adopted as part of SRUC’s continuous improvement of its procurement activities.

Tender Reference	Summary of Audit Observation	Action
16214 18547 18897 20171	SRUC developed a procurement plan for the overall project but not specifically for this particular contract. The procurement plan did not include detailed information on Sustainability or Risks.	While sustainability and risk were considered within individual tenders, existing SRUC procedures will be enhanced to ensure that a tender specific Strategy will be completed for each procurement exercise above the regulatory threshold. These shall include consideration of planning, sustainable procurement, and project specific risks.
18897	SRUC used an “invitation to quote procedure”, rather than a formal tendering process. However, the final contract price was below the relevant threshold and as several bidders competed for this contract, therefore this breach was not considered material to the process.	To facilitate competition and ensure best value in future service delivery, SRUC shall ensure that prospective bidders are informed when there is a possibility that final contract value may exceed the non-regulated contracts threshold.
20171	A justification for the use of the Open procedure was not included in either the Outline Business Case or Procurement Plan	SRUC will ensure that justification of the selected procurement procedure and any alternative routes considered will be documented and retained within each tender file.
20171	The Contract Notice did not include an estimated value for the contract.	SRUC shall ensure all compulsory elements are included within contract notices.
20171	During discussions with contractor related to sub-contractor pricing, SRUC failed to fully document the decision-making process on whether costs were acceptable as it was understood that this was undertaken verbally.	SRUC shall ensure that a full audit trail is retained documenting the decision-making process.



After the opening ceremony, HRH The Princess Royal toured the RAVIC and met SRUC staff and Students.

Annex A: List of Regulated Procurements Completed in the Reporting Period 1 April 2023 – 31 March 2024

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)	Contract Value	SME status	Supported Business
Provision of Insurance Services (Ref. 20108)	1. Education Protect Scotland Limited 2. NFU Mutual	19/09/2023	Call-off from Framework	01/10/2023	03/09/2029	£2,073,000	Medium	No
Framework for Agricultural Supplies (Ref. 20175)	1. Agri Feed Holdings Limited 2. Carrs Billington Agriculture Ltd 3. East Coast Viners Grain Limited 4. McCaskie Agriculture 5. Mole Valley Farmers Limited 6. NWF Agriculture 7. Roadhead Farm Feeds 8. Davidson Bros Ltd	03/04/2023	C1 – Local Collaboration	11/04/2023	10/04/2027	£4,000,000	Small Medium	No
Fit out of two new Lecture Theatres at SRUC Craibstone Campus (Ref. 22656)	BSL Interiors Ltd	29/03/2023	C1 – Local Collaboration	19/06/2023 3	18/08/2023	£146,000	Small	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date (including extensions)	Contract Value	SME status	Supported Business
Legal Services (Ref. 23713)	Anderson Strathern	12/02/2024	Call-off from Framework	01/04/2024	31/03/2028	£1,000,000	Medium	No
Johne ELISA Test Kits (Ref. 24234)	ID Vet SARL	03/04/2023	C	03/04/2023	02/04/2028	£250,000		No
Ferguson Building Lift Replacement (Ref. 24832)	ADL Lift Services	01/11/2022	C1 – Local Collaboration	19/06/2023	18/08/2023	£118,000	Small	No
Digital Pathology Slide Scanner (Ref. 25230)	Hamamatsu Photonics UK Limited	03/11/2023	C	03/11/2023	02/12/2023	£147,000		No
Liquid Fuels (Ref. 25253)	1. Certas Energy UK Ltd Trading as Scottish Fuels 2. Highlands Fuels Ltd	01/04/2023	Call-off from Framework	01/04/2023	31/03/2025	£150,000	Medium	No
Barony Net Zero Technical Feasibility Study (Ref. 25505)	Hawkins\Brown	17/04/2023	C1 – Local Collaboration	17/04/2023	16/06/2024	£79,000		No
Stationery and Office Equipment (Ref. 26686)	Banner Group Limited	25/05/2023	Call-off from Framework	01/08/2023	31/07/2026	£108,000		No
IOTLVE Construction (Ref. 26958)	Clark Contracts Ltd	18/08/2023	C	28/08/2023	27/05/2024	£1,223,000	Medium	No
Student Experience 1a Construction (Ref. 26960)	Clark Contracts Ltd	02/10/2023	C	02/10/2023	01/06/2024	£1,122,000	Medium	No
Construction of a Vertical Farm Facility (Ref. 27140)	Clark Contracts Ltd	25/07/2023	C	31/07/2023	30/05/2024	£1,300,000	Medium	No
New Slurry Tank at Barony Campus (Ref. 27276)	R D Nairn Construction	20/09/2023	C	31/07/2023	30/12/2023	£367,000	Medium	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1	Start Date	End Date (including extensions)	Contract Value	SME status	Supported Business
Large Animal Clinical Skills (LACS) (Ref. 27341)	BSL Interiors Ltd	25/07/2023	C	01/08/2023	31/10/2023	£331,000	Small	No
Classroom Capture Software (Ref. 27417)	Kaltura	04/07/2023	C	17/08/2023	16/08/2026	£175,000	Small	No
Electricity (Ref. 27429)	EDF Energy	17/10/2023	Call-off from Framework	01/04/2024	31/03/2027	£1,100,000		No
Livestock Health Manager Software, Phase 2 & 3 (Ref. 28748)	Firefinch Software Limited	03/07/2023	C	03/07/2023	02/10/2024	£100,000	Small	No
Corporate Credit Card (Ref. 28782)	Royal Bank of Scotland Group (RBS)	31/01/2024	Call-off from Framework	01/02/2024	30/09/2025	£335,000		No
Cost Management Consultant for the Construction of SRUC Student Experience, Edinburgh Campus (Ref. 29641)	Thomson Gray Ltd	25/09/2023	C	02/10/2023	01/06/2024	£54,000	Medium	No
NEC Supervisor for the Construction of SRUC Student Experience, Kings Buildings (Ref. 29643)	Thomson Gray Ltd	02/10/2023	C	02/10/2023	01/06/2024	£68,000	Medium	No
Energy Bureau Service (Ref. 29682)	TEAM Limited	19/02/2024	C	01/03/2024	31/07/2024	£168,000	Medium	No
Water and Wastewater Services (Ref. 29693)	Business Stream Ltd (a Scottish Water Company)	01/04/2024	Call-off from Framework	01/04/2024	31/03/2027	£1,050,000		No
Building Remedial Works - ASD Building Bush Estate (Ref. 29928)	BSL Interiors Ltd	13/09/2023	C	02/10/2023	01/02/2024	£53,000	Small	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Contract Value	SME status	Supported Business
CRM Phase 1 – Student Enquiries (Ref. 30107)	Crimson Limited	07/11/2023	Call-off from Framework	13/11/2023	12/04/2024	£150,000	Medium	No
Vehicle Hire (Ref. 30395)	Arnold Clark Vehicle Management	26/10/2023	Call-off from Framework	08/11/2023	07/11/2024	£142,000		No
Electrical Services (Ref. 30477)	Comply2 Ltd	06/11/2023	Call-off from Framework	06/11/2023	05/11/2024	£640,000	Small	No
Umbrella Security Subscription (Ref. 30488)	PING Network Solutions	05/01/2024	C	01/02/2024	31/07/2027	£90,000	Small	No
WAN Services (Ref. 30693)	Daisy Communication Ltd	26/03/2024	Call-off from Framework	01/04/2024	31/03/2029	£320,000		No
Plantmanship and Botanical Teaching and Project Supervision (Ref. 30728)	Royal Botanic Garden Edinburgh	13/03/2024	C1	01/04/2024	31/03/2029	£750,000		No
Virtual Tours & Events (Ref. 30729)	Revolution Viewing Ltd	07/12/2023	C	01/03/2024	28/02/2027	£54,000	Small	No
Dairy Nexus: Modular Construction (Ref. 30788)	Portakabin Scotland	05/03/2024	Call-off from Framework	05/03/2024	04/12/2024	£5,672,000		No
Architecture & Interior Design Services Framework (Ref. 30870)	1. Oberlanders Architects LLP 2. Studio SJM Architects Ltd	19/01/2024	C	19/02/2024	18/02/2025	£120,000	Small Micro	No
Civil & Structural Design (Ref. 30909)	Christie Gillespie Consulting Engineers	15/02/2024	C	19/02/2024	18/02/2025	£200,000	Micro	No
M&E Design (Ref. 30911)	PMCE Services Ltd	15/02/2024	C	19/02/2024	18/02/2025	£200,0000	Micro	No

Category Subject	Supplier Name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Contract Value	SME status	Supported Business
Furniture – Vet School (Ref. 31331)	1. Alpha Marketing UK Ltd 2. Claremont Office Furniture Ltd 3.Langstane Press Limited	31/01/2024	C	01/02/2024	31/05/2024	£50,000	Medium	No
Livestock Health Manager Software (Ref. 31832)	Firefinch Software Limited	06/03/2024	C	01/04/2024	31/03/2026	£165,000	Small	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)	Contract Value	Background	Proposed Solution
Strategic Communication Services (Ref. 29346)	Aspect Reputation Management Ltd	25/07/2023	C	01/08/2023	31/07/2024	£64,800	Services were previously provided by Indigo PR who were appointed by SRUC after a competitive tender in April 2022 (Contract Ref. 22568). Indigo ceased trading (owner retiral) in mid-2023 with key staff transferring to Aspect Reputation Management Ltd. To ensure continuity of support for on-going strategic projects a non-competitive award was made to Aspect Reputation Management in July 2023.	Future requirements will require an invitation to quote or tender to be issued so that best value for money is clearly demonstrated.
SRUC Future Brand Research Project (Ref. 30016)	Aspect Reputation Management Ltd	26/10/2023	C	01/11/2023	25/04/2024	£50,000	This is a short-term research contract to support the future brand and identity of SRUC after it obtains Taught Degree Awarding Powers. The supplier was selected as they were a previous supplier to SRUC in a comparable area.	Any future requirements will require an invitation to quote or tender to be issued so that best value for money is clearly demonstrated.

Category Subject	Supplier name	Date of Award	Owner: Cat A/B/C or C1?	Start Date	End Date (including extensions)	Contract Value	Background	Proposed Solution
Greenfeed Pasture System (Ref. 31529)	C-Lok Inc	18/02/2024	C	18/02/2024	31/08/2024	£214,000	Purchase of highly specialist scientific equipment to measure methane emissions from grazing cattle. Supplier is the sole manufacturer of this equipment.	Future requirements will be subject to tender.

Annex B: List of Regulated Procurements planned to commence in next two Financial Years, 2024/25 & 2025/26

Category Subject	Anticipated procurement commencement date	Anticipated Date of Contract Award	Anticipated Contract Start Date	Anticipated Contract End Date	Anticipated value over Contract period
Research Project External Auditor (Ref. 27313)	01/04/2024	01/05/2024	14/05/2024	13/05/2027	£60,000
Photocopier Lease and Maintenance Support (Ref. 20496)	01/03/2024	01/05/2024	21/07/2024	20/07/2028	£375,000
Privileged Account Management (Ref. 31609)	01/04/2024	17/05/2024	01/06/2024	31/05/2027	£30,000
Maedi Visna Test Kits (Ref. 25499)	01/05/2024	24/05/2024	01/06/2024	31/05/2027	£195,000
Student Travel Services (Ref. 27425)	01/06/2024	01/07/2024	04/08/2024	03/08/2028	£40,000
Measured Term Contract (Ref.20448)	08/07/2024	21/10/2024	01/11/2024	31/10/2031	£15,000,000
Barony Milking Parlour Re-Provision (Ref. 32895)	17/07/2024	01/09/2024	01/09/2024	01/03/2025	£150,000
PRRSV RT-PCR Test Kits (Ref. 29778)	28/09/2023	03/06/2024	03/06/2024	02/06/2028	£200,000
Neospora Veterinary Test Kits (Ref. 32245)	16/04/2024	30/06/2024	15/07/2024	14/07/2027	£135,000
Equine Study Support (Ref. 30722)	01/04/2024	01/07/2024	01/08/2024	31/07/2027	£120,000
Waste Management (Ref. 27652)	01/08/2024	01/10/2024	01/10/2024	30/09/2029	£550,000
Supply & Delivery of Biomass Fuel to Oban (Ref. 32487)	02/09/2024	14/10/2024	01/12/2024	30/11/2027	£50,000

Category Subject	Anticipated procurement commencement date	Anticipated Date of Contract Award	Anticipated Contract Start Date	Anticipated Contract End Date	Anticipated value over Contract period
Group Life Assurance & Income Protection (Ref. 32899)	02/09/2024	14/10/2024	01/11/2024	31/10/2028	£300,000
BVD Test Kits (Ref. 27309)	15/09/2024	01/11/2024	08/11/2024	07/11/2027	£100,000
Asbestos Management Services (Ref. 27651)	20/09/2024	01/11/2024	25/11/2024	24/11/2029	£175,000
Supply & Delivery of Biomass Fuel to Barony Campus (Ref. 27304)	01/11/2024	01/12/2024	16/12/2024	15/12/2024	£165,000
Tax Advisory Services (Ref. 27300)	01/10/2024	05/01/2025	02/02/2025	01/02/2028	£45,000
On-line Mental Health Support (Ref. 31996)	01/02/2025	01/04/2025	15/04/2025	14/04/2028	£100,000
Liquid Fuels (Ref. 32489)	01/02/2025	01/03/2025	01/04/2025	31/03/2028	£150,000
Animal Show and Sale Inspections (Ref. 32490)	01/02/2025	15/04/2025	01/05/2025	30/04/2030	£100,000
Clinical Waste (Ref. 32118)	01/04/2025	01/05/2025	01/06/2025	31/05/2028	£60,000
Fuel Cards (Ref. 27311)	15/04/2025	01/05/2025	01/06/2025	31/05/2028	£300,000
Unit E (Ref. 20097)	01/05/2025	15/07/2025	01/08/2025	31/07/2030	£500,000
Mobile Phones (Ref. 27326)	01/10/2025	01/12/2025	08/01/2026	07/01/2029	£240,000
External Audit Services (Ref. 27301)	01/10/2025	15/01/2026	12/02/2026	11/02/2031	£400,000
Natural Gas (Ref. 20187)	01/03/2026	01/04/2026	01/04/2026	31/03/2028	£300,000

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.

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.