



Fife College

PROCUREMENT ANNUAL REPORT

1 August 2018 – 31 July 2019



1. Introduction

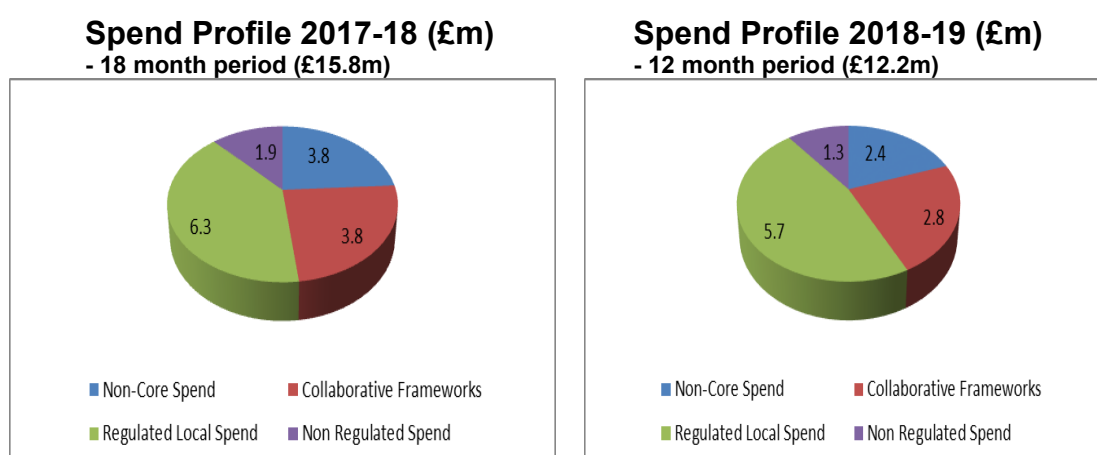
- 1.1 The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report, reflecting on the relevant reporting period of the procurement strategy. The first Fife College Procurement Annual Report was published in December 2018.
- 1.2 This report covers the period 1 August 2018 to 31 July 2019 and demonstrates the effectiveness of processes and transparency in Fife College procurement activity, highlighting performance and achievements in delivering the Fife College organisational Procurement Strategy in compliance with the requirements of the PRA.
- 1.3 The report is intended to highlight our achievements in meeting our procurement and wider objectives and delivering value for money, based on the optimum balance of cost, quality and sustainability. We also wish to take the opportunity to identify areas of continuous improvement where we recognise that more can be done to deliver value, contributing to our development goals.
- 1.4 Procurement at Fife College is fully embedded in operational planning and our compliant sustainable practices ensure strategic procurement objectives are consistently met with integrity in a fully transparent way.
- 1.5 Fife College is dedicated to transforming the lives of our 6,000 full-time and 9,500 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes. With our main campuses located in Dunfermline, Rosyth, Glenrothes, Levenmouth and Kirkcaldy, we operate within the heart of Fife's communities.
- 1.6 The College is committed to offering a dynamic and relevant portfolio of courses which supports close collaboration and seamless pathway routes between schools, colleges, universities and employers. Our aim is to develop stronger, deeper and added value relationships with our wide range of partners and stakeholders delivering high quality, sector-leading programmes.
- 1.7 Fife College has over 700 active suppliers with whom College did business in the reporting period) and the total procurement expenditure was £12,228,438. This was made up of £9,694,292 of regulated expenditure (recorded on the Contracts Register) and £1,280,547 of non-regulated spend.
- 1.8 The College has continued to use of national, sectoral, local or regional C1 collaborative contracts and frameworks where appropriate to achieve leverage based savings and share the burdens of risk, contract and supplier management. 23% of the College spend went through collaborative agreements.

- 1.9 44% was spent with SMEs who constitute 41% of the total of active suppliers. 6 SMEs featured in the award of regulated procurements and 68% of all contracts were awarded to SMEs.

Report Approved	21 November 2019
By	Fife College Finance, Commercial & Estates Committee
Signed	Susan Dunsmuir
Position	Chief Financial Officer

2. Summary of Regulated Procurements Completed

- 2.1 The PRA defines Regulated Procurement as “all procurements for goods and services with an estimated value equal to or greater than £50,000 and procurement for works with an estimated value equal to or greater than £2 million”.
- 2.2 The details of regulated procurements completed are set out in a list at the end of this report with details summarised in [Annex A](#). That information, coupled with the publication of the institutional Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=37>) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.
- 2.3 Between 1 August 2018 and 31 July 2019 the College has spent almost **£12.2m** on the purchase of goods and services, which is in line with the estimated annual spend profile of £14.9m detailed in our Procurement Strategy. This £12.2m includes all core and non-core spend as detailed in the table below. Non-Core spend is all expenditure outwith the scope of the Procurement Regulations.



- 2.4 Since publishing expenditure data spend profile, based on 12-month proportions of 2017-18 (18 month spend) in our first Procurement Annual Report in December 2018, our current profile shows a further increase in the use of local contracts but a slight increase in the use of collaborative frameworks.
- 2.5 During the reported period we awarded 10 regulated contracts and 15 non-regulated contracts. These contracts have contributed an estimated £673k of real terms cash savings over the contract duration together with a number of non-cash quality enhancements in service delivery and efficiency savings.

- 2.6 Full details of contracts awarded is shown in the tables at [Annex A](#).
- 2.7 High value tenders undertaken during the report period have included a number of Estates & Facilities Management services to support the maintenance of our campus buildings and enhance the estates infrastructure in line with our Estates Strategy and ultimately to enhance student experience.

3. Review of Regulated Procurement Compliance

- 3.1 In making its regulated procurements every care has been taken to ensure that the College awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.
- 3.2 Our procurement policies and procedures align fully with the Scottish Government Procurement Journey following best practice procurement in a legally compliant manner. Feedback from suppliers who have participated in our tenders has been highly positive with only a few requirement specific suggestions for improvements and we have received zero complaints or legal challenges to date.
- 3.3 Our procurement strategic objectives were derived from the Fife College Regional Outcome Agreement (ROA) where we committed to 6 key aims summarised below:

Procurement Strategy Statement Summary	Compliance Review
Sustain & further develop partnerships within the sector and other publicly funded bodies.	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>We regularly share tender documentation, lessons learned and operational practices with procurement colleagues across the education and wider Public Sector and have in particular developed a good working relationship with Fife Council from which we foresee numerous synergies and opportunities to work collaboratively, sharing knowledge, experience and best practice to ensure optimum value in our tender activity.</p> <p>We continue to work closely with our sector centre of expertise, APUC, to develop effective framework agreements which deliver high quality goods and services and best value due to aggregation of spend. Our internal stakeholders have been involved in the collaborative User Intelligence Group (UIGs) for APUC framework procurement for Fresh Butcher Meat during this reporting period.</p>

<p>Work with internal stakeholders to deliver innovation and best value to the teaching & learning through co-ordinated purchasing.</p>	<p>We meet regularly with internal stakeholders to identify future requirements which are then recorded in our Procurement Workplan and resource planned according to the priority of each requirement.</p> <p>This early engagement allows us to appropriately plan our tender activity and take advantage of any opportunities to consolidate requirements across the College and identify potential for collaboration to assure best value.</p> <p>Our procurement procedures require a detailed procurement strategy to be approved for each regulated tender. This strategy ensures that the expectations for internal stakeholders are clear and a timetable is agreed with resource ring-fenced to ensure staff participating in the tender have sufficient time to complete all the required tasks and contribute fully. The overall success of each project is largely dependent on the availability of the right staff members to ensure that critical elements of the requirement are appropriately evaluated.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with other organisations across the Scottish public sector.</p> <p>For every procurement over £4m, we consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, we also include such clauses in procurements below £4m.</p>
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>We work closely with internal stakeholders to ensure that all known elements of the cost are included in the Price Schedule issued to tenderers and we have awarded several contracts for specialist or business critical equipment to include the ongoing maintenance & servicing for the anticipated lifespan of the equipment to negate the need for future procurements for these services, although it is common that we test the market appropriately to ensure any “ongoing” maintenance contracts are delivering best value for the College’s increasingly restricted budgets.</p> <p>We operate highly consistent practices on every tender using our suite of well-developed templates, based on the</p>

	<p>procurement journey samples, and adhere to strict governance processes to ensure the appropriate authority is in place at each stage to support all procurement activity.</p> <p>Our disciplined approach to procurement has been recognised within our sector and our PCIP score increased from 56% to 71% when assessed in 2016. We have addressed a number of our potential improvements identified and anticipate reaching a score of over 75%, attaining a Gold ranking when we are next re-evaluated.</p> <p>We continually seek to collaborate with other public bodies and have participated in a tender with Forth Valley College for the provision of Catering Uniforms and student kits.</p>
Seek professional development opportunities to enhance the capability of procurement practitioners.	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>The procurement team regularly attend available training to further develop or refresh skills.</p> <p>Our two Procurement and Stores assistants are underway with their CIPS qualifications, both successfully passing exams at Level 2 as they continue their development towards more procurement specific roles. Both have spent a short time with the core Procurement team to upskill and enable greater support within the team. It is hoped that resources will be available to continue this development.</p> <p>Our significant involvement in the upgrade of the College finance system has allowed the wider procurement team to enhance both system specific, training delivery skills and communication skills as we rolled out the system and delivered training and support to every user across the college.</p> <p>Further specific requirements for training and development are identified throughout the year and are formally recorded on each Personal Development Review (PDR) and full training records are recorded for each member of staff as well as details of procurement training delivered to staff across the College.</p>
Develop sound and useful procurement management information to measure	<p>Our statistics recording tool enables easy reference access to all data and statistics required to feed PCIP dashboards, Annual Procurement Reports, Annual Sustainability</p>

<p>and improve procurement and supplier performance.</p>	<p>Performance Reporting and other requests for procurement data such as Freedom of Information requests.</p> <p>We intend to further improve this highly effective recording solution by integrating with our Contract Management tool (Intend). We anticipate that Intend will become our single repository for all procurement statistics and data once rolled out in 2020.</p> <p>We have developed a number of reports to extract procurement data from our finance system (TechOne). This data allows us to effectively analyse college expenditure and identify spend compliance and further reporting will be available as new modules of the upgraded finance system are implemented.</p>
<p>Embed sound social, ethical and environmental policies within the College's procurement function.</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation and Flexible Framework.</p> <p>Our Procurement Strategy and Specification Layout templates include a variety of areas to consider, specific to each individual requirement including environmental performance, health & safety, Fair Trade, Fair Work Practices, Social labels, Government Buying Standards etc.</p> <p>Our Procurement staff work with other College staff in developing these documents to ensure all relevant areas of social, ethical and environmental impact are included in a proportionate manner.</p> <p>Fife College is an accredited Living Wage Foundation Employer which ensures all on-site contractors (catering & cleaning) are paid in line with the Living Wage Foundation rates, updated annually in November.</p> <p>We are committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation</p> <p>Our tender documentation, terms and conditions and Supplier Declaration include Modern Slavery, Bribery, IR35 and GDPR in line with our ethical stance on these issues.</p>

- 3.2 In order to deliver these strategic procurement objectives and to comply with the general duties and specific measures of the PRA, a number of critical areas have been identified for annual review including:

i) Contribute to Carrying out our Function and the Achievement of our Purposes

The Procurement team analyses organisational spend on a quarterly basis to identify opportunities to combine individual commodity spend into larger more cost effective local contracts. Spend on local contracts has continued to steadily increase demonstrating improved purchasing compliance across the organisation.

ii) Deliver Value for Money

Our procurement practices strive to achieve the optimum combination of quality and cost to demonstrate value. Almost all Contracts awarded to date have come in under the estimated budget whilst fully meeting the specified requirements. Based on the Public Sector Benefits Reporting savings methodology we estimate a total £673k cash savings made against estimated contract spend of £10.6m over the duration of the contracts awarded.

iii) Treating Relevant Economic Operators Equally and Without Discrimination

All procurements are undertaken in full compliance with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition. All regulated procurements are published on Public Contracts Scotland (PCS) with output based specifications and clear evaluation criteria to ensure our contract opportunities are accessible to as many bidders as possible.

iv) Acting in a Transparent & Proportionate Manner

We ensure that procurement documentation is simplified wherever possible, using plain English and the minimum number of supplier questions to reduce the resource impact on suppliers. The full evaluation process and criteria are clearly stated in each requirement invitation letter, published on Public Contracts Scotland.

v) The Sustainable Procurement Duty

We give consideration to the environmental, social and economic issues relating to all regulated procurements. These and other relevant elements are reviewed in every individual procurement strategy per regulated tender to ensure opportunities to improve sustainability in our procurements are not overlooked. We also support APUC in the use of its "Sustain" sustainability assessment web portal, developed to record the social, ethical and economic standards and compliance of suppliers and identify areas of risk and opportunities for influence

vi) Community Benefits

We include appropriate Community Benefit requirements in all relevant contracts and several commitments have been made by suppliers in delivering Contracts including Cleaning, Hygiene & Waste Services and Mechanical & Electrical Services. Further detail is provided at [paragraph 5](#) below.

- vii) Consulting and Engaging with those Affected by its Procurements**
We offer debriefs to all tenderers (successful and unsuccessful alike) with an aim to demonstrate transparency and ensure a full understanding how the award decision was reached. We have also issued satisfaction surveys to suppliers and internal customers to highlight opportunities for improvement. Internal feedback is also gathered at regular departmental and faculty procurement planning meetings.
- viii) The Living Wage**
The College is a Living Wage Foundation Accredited Employer and Contractors are encouraged to pay their staff in accordance with the Living Wage Foundation minimums known as the Real Living Wage. Our Catering and cleaning suppliers have committed under contract to paying staff working on the College Contract the Real Living Wage.
- ix) Compliance with the Health and Safety at Work Act 1974**
We assess the Health & Safety compliance of both contractors and sub-contractors in all appropriate contracts, taking advice from internal specialists as required. The European Single Procurement Document (ESPD) has been fundamental in ensuring compliance in these areas for all contracts and commodity specific questions are asked of bidders where appropriate in our Schedules to Tender.
- x) The Procurement of Fairly and Ethically Traded Goods and Services**
We source goods giving consideration to fair and ethical trading and equivalent offerings wherever possible and relevant. A requirement of the Catering Contract was to include a variety of fair and ethically traded food choices in all outlets.
- xi) The Provision of Food and Improving the Health, Wellbeing and Education of Communities in the College's Area, and the Promotion of the Highest Standards of Animal Welfare**
The Catering Services Contract has committed to the delivery of fresh, seasonal and health food offers in line with the College Healthy Living Award whilst maintaining the highest standards of animal welfare through the use of certifications such including Farm Assurance Schemes, sustainably sourced fish and non-caged hen eggs.
Other food purchases are made using the TUCO (The University Caterers Organisation) Contracts. TUCO is committed to driving the health and well-being agenda on behalf of the education sector with sustainability embedded into all contracts. All TUCO suppliers must undergo rigorous assessment of environmental credentials.
- xii) Payment Terms**
Payment runs are made by our Finance department every 14 days to ensure that no invoices go beyond the agreed 30 day terms. It is possible to reduce these standard payment terms for SMEs and any such requests are reviewed on a case by case basis.

- 3.3 We undertake a project review for many of our regulated tenders, including some contracted using established frameworks. These project reviews are targeted at identifying elements of good practice that can be applied to future tenders and to identify lessons learned where improvements can be made at contract re-let and similar principles apply to other commodities. Recent improvements have included applying a maximum word limit on appropriate questions and a reduction in the number of tender questions asked.
- 3.4 Whilst we have developed good working relationships to assist operational planning to enable early involvement of the procurement team, there is a recognised disconnect in the process for funding some projects where Procurement has no involvement in the market analysis that feeds business cases and funding request. This can result in unrealistic timescales for requirements as procurement timelines have not been considered or in some cases sees funding approved on the basis of a specific solution which has not been competitively tendered. Improved documentation and amendments to existing processes which require early engagement with Procurement will help to avoid this in future.

4. Non-Compliant Regulated Procurements

- 4.1 We have had no occurrences of utilising a supplier above regulated spend without undertaking a competitive tender exercise.
- 4.2 We will continue to work diligently with our internal customers to ensure that all contract requirements are competitively tendered and effectively planned. Where any legitimate cases of Non-Competitive Action are identified, these will continue to be fully reported in a transparent manner and appropriately authorised.

5. Community Benefits Summary

- 5.1 Fife College has obtained Community Benefit Commitments, through effective tendering, which contribute to the objectives of the Procurement Strategy. Whilst some of these benefits have been formally requested within invitation to tender and quotation documentation, it is common for us to attain benefits for students in even the smallest of contracts, particularly in our construction curriculum where suppliers and local businesses recognise the investment in their future workforce and often provide trade materials and skills enhancement opportunities within an industry environment which brings the student learning and knowledge to life, enhancing the overall student experience.
- 5.2 During this reporting period we had commitment of the following as a result of our tender influence although the commitment has not yet been delivered and we anticipate fulfilment in the coming academic year as benefits align with curriculum activity.

Cleaning, Hygiene & Waste Management Services	<p>To provide World of Work days, Business Challenge days, interview workshops and educational business partnership days where Mitie volunteers attend alongside local employers.</p> <p>Ready2Work helps unemployed job seekers gain work experience within a Mitie business, with one of our clients, or a partner organisation with the ultimate goal of helping them secure full-time employment. Includes pre-placement training to prepare and support candidates throughout the placement.</p> <p>Support social enterprises with mentors, advice and route to market for their wares and host 'Entrepreneur of the Year' awards each year.</p>
Mechanical & Electrical Services	<p>The supplier has developed a flexible system where clients accumulate points as contract expenditure increases. Points are then "spent" on a variety of activities available in their Community Benefits Menu including sponsorship, apprenticeships and training opportunities.</p>
Metals	<p>Training and work experience placements offered.</p> <p>Sponsorship of local stock car racer and supply steel for all construction and repairs required.</p> <p>Contribute annually to Santa's Sack Appeal which supports hospital donations.</p>

- 5.3 We awarded 10 regulated procurement contracts over the reporting period. Only one of these was over £4 million in value and community benefits offered will be realised over the anticipated 5 year contract duration, as this was awarded immediately before the end of the reporting period, no benefits have yet been fulfilled.
- 5.4 In this reporting period community benefits were delivered under our Catering Services Contract with Aramark with College students working in food preparation and front of house services in our main campus refectories. Practical tasks and menus were agreed with the College lecturers to ensure alignment with the student curriculum. Further opportunities for students include barista training and support in the marketing and management of the student-run catering outlet required as part of their course.

- 5.5 Other Community Benefits delivered include the Scholarship with Claremont Office Furniture, worth up to £2,000, awarded to 2 furniture and interior design students in March 2019. These Community Benefits were attained through our framework for furniture tendered in 2019. The Scholarships were awarded based on commitment to studies and academic performance to support students in the area of Built Environment. This Scholarship is also scheduled for 2020.

6. Supported Business Involvement

- 6.1 We had intended to contract with a Supported Business to provide our ICT & Waste Electrical and Electronic Equipment (WEEE) Recycling Services however following a strategic review of Estates contracting, this requirement was included in a larger Cleaning, Hygiene & Waste Contract. Bidders for this contract were encouraged to consider the use of Supported Businesses in delivering the services but no such proposal was made.
- 6.2 The procurement team has passed details of existing supported businesses to our Estates and marketing teams for the provision of signage and promotional merchandise but to date no orders have been placed with any of these suppliers.
- 6.3 We review each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money (using the only Supported Business register currently available and published by Ready for Business).

7. Future Regulated Procurements

- 7.1 Fife College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.
- 7.2 Potential future contract opportunities planned to be advertised are published on the Procurement page of the Fife College website for both regulated and non-regulated requirements. This includes indicative timescales for commencement and provides links to PCS and OJEU's Tenders Electronic Daily to enable suppliers to quickly identify current opportunities with other contracting authorities.
- 7.3 Regulated procurements to be completed as further competition from an appropriate framework are not published as this could mislead suppliers who are unable to participate in the exercise.

- 7.4 Regulated procurements planned in the next two years are likely to include those listed in the table below. Frameworks will be reviewed for each and further competition (quick quote) used where possible. This list of requirements and anticipated dates is subject to change.

Subject Matter	New/ Re-let	Contract Notice Date	Expected Award Date	Expected Start Date	Estimat ed Spend	Likely Duration
Fleet Vehicles (Cars & Small Vans)	Re-Let	Aug 2019	Sep 2019	Sep 2019	£350k	3Y +1+1+1
HR Information System	Re-Let	Sept 2019	Nov 2019	Nov 2019	£300k	10Y
Student Counselling Services	New	Nov 2019	Jan 2020	Jan 2020	£600k	3Y +1+1
Fleet Vehicles (Mini Buses)	Re-Let	Nov 2019	Jan 2020	Feb 2020	£240k	3Y +1+1+1
Franking Equipment	Re-Let	Nov 2019	Jan 2020	Feb 2020	£240k	3Y +1+1+1
Building Fabric & Minor Works	Re-Let	Dec 2019	March 2020	April 2020	£3.8m	5Y +1+1
Associate Trainers	New	Dec 2019	March 2020	April 2020	£800k	2Y +1+1
Digital Manufacturing & Automation Training Equipment	New	Dec 2019	March 2020	April 2020	£660k	3Y + Maint
Online Payments	Re-Let	Dec 2019	Feb 2020	Feb 2020	£60k	2Y +1+1+1
Non-Destructive Testing Specialist Services	New	Jan 2020	June 2020	June 2020	£60k	2Y+1+1+1
Occupational Health & Employee Assistance Programme	Re-Let	Jan 2020	June 2020	July 2020	£200k	3Y +1+1+1
Employment Data Services	New	Jan 2020	May 2020	June 2020	£120k	3Y +1+1+1
Insurance Services	Re-Let	Jan 2020	March 2020	April 2020	£800k	3Y +1+1
Beer, Wine & Spirits	New	Jan 2020	May 2020	June 2020	£175k	2Y +1+1+1
NTD Examinations	New	Feb 2020	May 2020	Aug 2020	£330k	5Y + 5x1
Fleet Vehicles (Large Vans)	Re-Let	Feb 2020	April 2020	April 2020	£75k	3Y +1+1+1
Anti-Plagiarism Software	New	Feb 2020	June 2020	July 2020	£90k	3Y +1+1+1
Coffee & Disposables	New	Feb 2020	June 2020	July 2020	£30k	2Y +1+1+1
Student Health Screening	Re-Let	April 2020	July 2020	Aug 2020	£75k	3Y +1+1+1
Industrial Gases	Re-Let	April 2020	July 2020	Aug 2020	£500k	3Y +1+1
First Aid Training	New	August 2020	October 2020	October 2020	£60k	3Y +1+1+1
Epilepsy Training	New	Jan 2021	April 2021	April 2021	£40k	2Y +1+1+1

8. Compliance with Other Legislation

- 8.1 All procurement activity has been fully compliant with the Equality Act 2010, General Data Protection Regulation 2016/679 (GDPR) and the Modern Slavery Act 2015. We are also vigilant of the requirements to comply with the Inland Revenue tax avoidance regulation IR35 and undertake check employment status of suppliers where we consider potential risk of a breach of IR35.

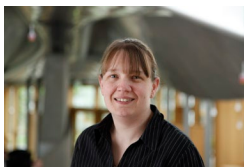
- 8.2 Procurement also assists in the preparation of responses to Freedom of Information (FOI) requests and always submits content for inclusion well within the required response deadline to allow for internal review prior to issue.

9. Procurement Policy

Our Procurement Policy has been approved by the Fife College Finance, Commercial & Estates Committee and it underpins our regulated procurements to ensure that they are conducted in accordance with best practice and in a legally compliant manner that is consistent with the rest of the Scottish public sector. Our policies and procedures are reviewed no less than every 2 years.

10. Annual Report Owner

This report has been produced by Sharon Dewar, Procurement Manager and has been approved by the Fife College Finance, Commercial & Estates Committee.



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21 November 2019

Regulated Procurement 1 August 2018 to 31 July 2019

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Web Filtering	Recurring	Insight Direct (UK) Limited	06/09/2018	07/09/2018	06/09/2021	1 Year	1 Year	JISC Mini Competition	£54,270	3Y +1+1
Wide Area Network (WAN) Connections	Recurring	The Networking People (TNP)	11/12/2018	01/03/2019	28/02/2024	No	No	Mini Competition under JISC Framework	£171,547	5 Years
Metal - Aluminium & Steel	Recurring	Lothian Steel (t/d of Alexander Stirling Ltd)	12/03/2019	13/03/2019	12/03/2021	3x 1Y	-	Local Tender - Above OJEU	£147,000	2Y +1+1+1
Finance System 2019	Recurring	Technology One UK Limited	26/03/2019	01/04/2019	31/03/2021	1Y	1Y	GCloud 10	£273,000	2Y +1+1
Bricklaying Workshop - Glenrothes	One-Off	Hatrick Bruce Ltd	10/04/2019	22/04/2019	21/11/2019	to build end		Quick Quotes - Tendered by Hardies	£802,584	1 Year
Library Furniture (Stenton)	Recurring	Claremont Office Furniture	09/05/2019	09/05/2019	08/05/2022	No	No	Mini Comp under APUC Framework	£67,857	3Y
Media Buying Services - Radio & Newspapers	Recurring	Touchpoint Digital	10/05/2019	13/05/2019	12/05/2022	1Y	1Y	Mini Comp under new SP Framework or Open tender - Above OJEU	£353,777	3Y +1+1
Cleaning, Hygiene & Waste Services	Recurring	Mitie Cleaning & Environmental Services Limited	19/06/2019	01/08/2019	31/07/2024	3x 1Y	-	Local Tender - Above OJEU or mini competition under national framework	£7,000,000	5Y +1+1+1
Fuel Cards	Recurring	Allstar Business Solutions	26/06/2019	01/08/2019	31/07/2021	1 Year	1 Year	Direct award under CCS Framework	£100,000	2Y +1
Mechanical & Electrical Services	Recurring	Atalian Servest AMK Ltd	30/07/2019	01/08/2019	31/07/2023	4x 1Y		Local Tender - Above OJEU or mini competition under national framework	£1,690,280	4Y +1+1+1+1

Note - Highlight denotes Supplier is SME

Non-Regulated Procurement 1 August 2018 to 31 July 2018

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Electricity Metering Services	Recurring	SMS Plc	05/09/2018	10/09/2018	09/09/2023	No	No	CCS Framework - Single Supplier Lot	£8,000	5Y
Asbestos Survey Services	Recurring	Franks Portlock	06/09/2018	07/09/2018	06/09/2020	taken	1 Year	Local Quotations (Hardies)	£30,000	1Y +1+1
Employee Services: Cycle-to-Work Scheme	Recurring	Edenred UK	15/10/2018	01/11/2018	31/10/2021	3x 1Y	-	CCS Framework - Single Supplier Lot	£0	3Y +1+1+1
Banking Services 2018	Recurring	Royal Bank of Scotland (RBS) Plc	24/10/2018	01/08/2018	31/07/2022	3x 1Y	-	SG Framework - Single Supplier	£25,000	4Y +1+1+1
Interim Professional Staff (Procurement Officer)	One-Off	ASA Recruitment	29/11/2018	03/12/2018	28/09/2019	3 month	No	Mini Comp under SG framework SP-13-0022)	£37,376	9 months
Moving & Handling Equipment	Recurring	Complete Care Shop	12/12/2018	17/12/2018	16/12/2021	1 Year	1 Year	Local Quotations	£1,529	3Y +1 +1
Debt Collection Services	Recurring	ACT Credit Management Ltd	14/12/2018	12/12/2018	11/12/2021	1 Year	1 Year	Local Quotations	£12,300	3Y +1+1
Hair & Beauty Staff Uniforms	Recurring	Florence Roby Ltd	26/03/2019	01/04/2019	31/03/2021	1Y	No	Local Quotations	£4,000	2Y +1
Hair & Beauty Equipment Maintenance	Recurring	Silhouette International	05/04/2019	08/04/2019	07/04/2021	1Y	No	Local Tender - Below OJEU	£5,985	2Y +1
Occupational Health & Safety Audit Services	One-off	Astutis Ltd	03/05/2019	07/05/2019	06/09/2019	No	No	Local Quotations	£7,470	2 Months
Civil & Structural Engineering Services	Recurring	McGreggor McMahon	03/07/2019	08/07/2019	07/07/2022	1 Year	1 Year	Local Quotations - 5 suppliers invited	£19,450	3Y +1+1+1
Mechanical & Electrical Design Services	Recurring	Harley Haddow	03/07/2019	08/07/2019	07/07/2022	1 Year	1 Year	Local Quotations - 5 suppliers invited	£23,916	3Y +1+1+1
Quantity Surveying Services	Recurring	Hardies Property & Construction Consultants	03/07/2019	08/07/2019	07/07/2022	1 Year	1 Year	Local Quotations - 5 suppliers invited	£42,625	3Y +1+1+1
Architectural Design Services	Recurring	Oliver & Robb Architects LLP	03/07/2019	08/07/2019	07/07/2022	No	No	Local Quotations - 5 suppliers invited	£46,025	3Y
Occupational Health & Employee Assistance Programme Advisory Services	One-Off	Aon	29/07/2019	30/07/2019	30/11/2019	1 Year	No	Local Quotations	£9,620	2Y

Note - Highlight denotes Supplier is SME