



**Fife College**

**PROCUREMENT ANNUAL REPORT**

**1 August 2023 – 31 July 2024**



## 1. Executive Summary

- 1.1 The Procurement Reform (Scotland) Act 2014 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.
- 1.2 This report covers the period of 1 August 2023 to 31 July 2024 and demonstrates the effectiveness of processes and transparency in Fife College procurement activity, highlighting performance and achievements in delivering the organisational procurement strategy.
- 1.3 The development of the procurement strategy is the outcome of consultation and discussion with internal and external stakeholders who have an interest in Fife College's approach to procurement and its impact. Stakeholder engagement also features in the annual assessments of the achievement of regulatory compliance, strategic objectives of the College, value for money (defined as the best balance of cost, quality and sustainability) and delivery against the College's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.
- 1.4 The strategy aligns with the aims and objectives of the Public Procurement Strategy for Scotland which provides a high-level vision for Scottish public procurement. The strategy supports the overarching objectives of public procurement being:
  - Good for Businesses and their Employees
  - Good for Places and Communities
  - Good for Society
  - Open and Connected

This annual report tracks the progress in line with these objectives.

- 1.5 As part of meeting the Sustainable Procurement Duty this report will summarise efforts made to improve the economic, social and environmental wellbeing of their area, in particular how procurement has contributed to the response to the global climate emergency.
- 1.6 Fife College has analysed third party expenditure and has completed 8 regulated procurements during the period covered by this report:
  - Lower value regulated procurements above the Procurement Reform (Scotland) Act 2014 threshold (goods and services worth more than

£50,000 and works worth more than £2 million) amounted to £565,778. There were 5 such procurements completed.

- Higher value regulated procurements above the Public Contracts (Scotland) Regulations 2015 thresholds (goods and services worth more than £179,087, light touch regime services worth more than £552,950 and works worth more than £4,477,174 as per January 2024) amounted to £2,367,378. There were 3 such procurements completed.

More detailed information on the regulated procurements, is provided in subsequent sections and appendices to this report.

- 1.7 Fife College is dedicated to transforming the lives of its 5,228 full-time and 13,541 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. Work is underway constructing a new Dunfermline campus as part of a wider Learning Campus shared with Fife Council.
- 1.8 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.
- 1.9 Fife College has 599 active suppliers with whom the College did business in the reporting period. At least 105 were from the Fife region.
- 1.10 The total non-pay expenditure was £58,256,494, with £54,124,832 of regulated expenditure, £1,140,345 of non-regulated expenditure, and £2,991,316 of non-core expenditure.
- 1.11 At least £4,074,708 was spent with 296 SMEs during the reporting period who constitute 49% of the total active suppliers, 7% of core expenditure, or 48% of core expenditure excluding capital spend. 29 SMEs featured in the award of regulated procurements.
- 1.12 Fife College has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens or risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. It is estimated 34% of core expenditure, excluding capital expenditure, went through collaborative agreements in 2023/2024 (pending verification of collaborative spend via APUC).
- 1.13 This report comprises of five sections that cover mandatory reporting:
  - Summary of Regulated Procurements
  - Review of Regulated Procurement Compliance
  - Community Benefit Summary

- Supported Business Summary
- Future Regulated Procurements Summary

**Report Approved** [Insert Date]

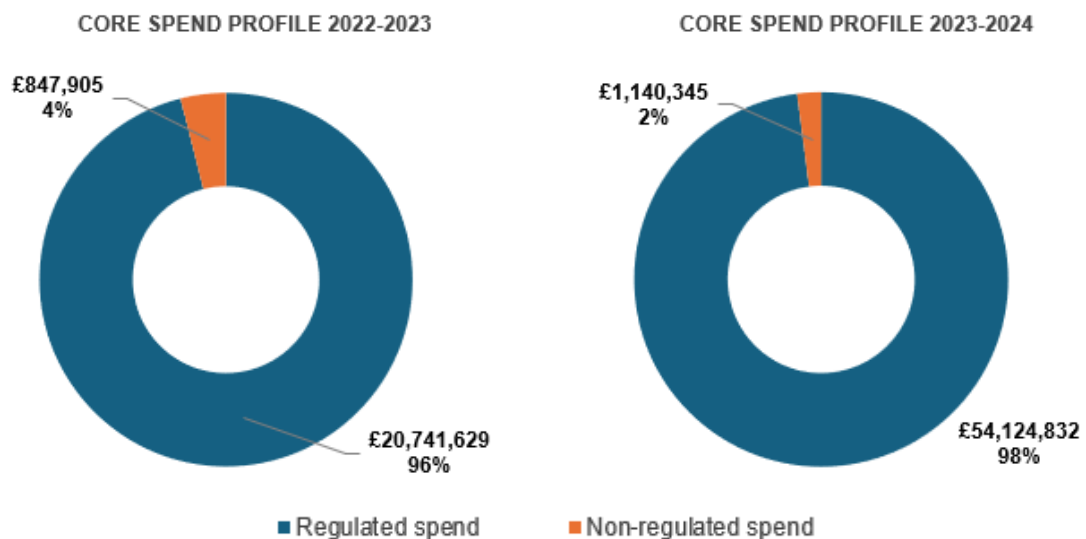
**By** [Fife College Board of Governors]

**Signed** [Jim Metcalfe]

**Position** [Principal]

## 2. Summary of Regulated Procurements Completed

- 2.1 Fife College strongly believes in conducting its procurements in an open and inclusive manner aligned to support the College's strategic objectives and outcomes.
- 2.2 The detailed summary of regulated procurements completed during the period of this report is set out in Appendix B. That information, coupled with the publication of our Contracts Register and the systematic use of Public Contracts Scotland (PCS) and Quick Quotes provides complete visibility of the College's procurement activity over the reporting period.
- 2.3 Between 1 August 2023 and 31 July 2024, the College has spent £58,256,494 on goods, services and works (regulated and non-regulated expenditure), excluding non-core expenditure. The comparison below illustrates the College's core spend profile over the previous and current reporting periods respectively, both periods have seen an increased spend profile, primarily due to the ongoing construction and delivery of the Dunfermline Learning Campus.



- 2.4 The College's percentage of collaborative spend is estimated to have decreased from 38% to 34% between 1 August 2023 and 31 July 2024 (pending verification of collaborative spend via APUC).
- 2.5 Further information can be found in Appendix B detailing both lower value regulated procurements completed and higher value Public Contracts (Scotland) 2015) regulated procurements completed in this reporting period. For each completed regulated procurement the information provided shows:
- the date of award
  - the contract start date
  - the category subject matter
  - the name of the supplier
  - estimated total value of the contract over 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
- the SME and supported business status

### **3. Review of Regulated Procurement Compliance**

- 3.1 Where appropriate, Fife College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).
- 3.2 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.
- 3.3 In the period covered by this report the College has conducted all its regulated procurements in compliance with Public Contracts (Scotland) 2015 principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.
- 3.4 Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process that seeks incremental improvements to process and outcomes over time. A key metric of which is based on the Scottish Government's Procurement and Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the College is periodically assessed, and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented. The College's most recent PCIP was conducted as a pulse check in 2024, with the 83% score and gold banding (for 'lite') maintained and significant improvements noted since the last assessment in 2019.
- 3.5 Fife College has procurement policies and procedures that are consistent with the Scottish Government Procurement Journey and that that meet the objectives and requirements set out in our organisational procurement strategy and the general duties and specific measures of the Procurement Reform (Scotland) Act 2014:

#### **A. Contributing to carrying out our function and the achievement of our purpose**

Fife College analyses non-pay expenditure on a quarterly basis to identify opportunities to identify tender and efficiency opportunities and plan procurement activity.

The regulated procurements completed in the reporting period have been carried out with the involvement and consultation of relevant stakeholders. Tender or project strategies have considered risk, value and strategic importance of the procurement and have been aligned to the College's strategic aims and objectives.

The College manages regulated procurement contracts and suppliers with the aim of ensuring that contracts deliver the required standards, provide

value for money, risks are identified and managed and we continually improve contracts and supplier performance.

## **B. Deliver value for money**

Our procurement practices strive to achieve the optimum combination of cost, quality and sustainability to demonstrate value for money, this includes applying whole life costing in our regulated procurements.

Where appropriate, Fife College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and the best balance of cost, quality and sustainability.

Key contracts and suppliers have been pro-actively managed to ensure contract deliverables and objectives are achieved.

It is estimated that during the reporting period, locally tendered savings were £452,305. Savings through framework agreements facilitated by the Procurement team were approximately £129,562 BT1 and £340,251 BT2 savings, pending APUC verification of 2023/2024 savings figures.

## **C. Treating relevant economic operators equally and without discrimination**

The College has conducted all its regulated procurements in compliance with the principles of openness, transparency and non-discrimination.

All regulated procurements are published on PCS, and we have made use of separate lots, where appropriate. We use straightforward, output based specifications and clear evaluation criteria to ensure that procurement exercises and contracts are accessible to as many bidders as possible.

## **D. Acting in a transparent and proportionate manner**

We ensure that procurement documentation is simplified wherever possible, using plain English and contain the appropriate number of evaluation criteria questions to reduce the resource impact on suppliers. The full evaluation criteria and scoring methodology are clearly stated in our invitation to tender documents which we publish on PCS.

We actively take steps to make our contracts accessible to smaller and local businesses through the use of PCS Quick Quote, information on our external website and attending supplier/buyer events and meeting. We continually seek feedback and opportunities to simplify processes and make it easier for bidders to access opportunities.

## **E. The Sustainable Procurement Duty**



We consistently give consideration to environmental, ethical, economic and social impacts as well as the promotion of positive impacts and innovation relating to all regulated procurements during the tender strategy of each procurement and throughout the procurement journey.

Where appropriate, we make use of available sustainability tools and systems including the Prioritisation Tool, the Sustainability Test, Lifecycle Impact Mapping, the Scottish Flexible Framework as well as the Sustain Supply Chain Code of Conduct, Electronics Watch and EcoVadis.

We take proportionate actions to involve SMEs, third sector bodies and supported businesses in our procurement activities. For example, by:

- Engaging with SMEs and third sector suppliers as part of pre-tender market engagement;
- Considering reserving contracts to supported businesses;
- Being transparent about our tendering plans, publishing our Procurement Strategy and Annual Procurement Reports on our College website and advertising our regulated contracts on PCS;
- Providing debriefing to bidders and asking for their feedback, and
- Dividing our requirements into lots, where relevant.

With effect from March 2022, we must report in our Public Bodies Climate Change Duties (PBCCD) annual reports, “targets for reducing indirect emissions of greenhouse gases” and how we align spending plans and use of resources to contribute to reducing emissions and delivering emissions reduction targets. The College takes account of climate impacts and circular economy considerations in its procurement activity contributing to the Scottish Colleges Statement of Commitment on the Climate Emergency. Scottish University and College supply chains are seen as a key focus for early attention across all institutions to significantly reduce greenhouse gas emissions. A shared Supply Chain Climate and Ecological Emergency Strategy has been agreed by the Principals’ groups of both the University and College sectors in Scotland. We have produced updates against the Primary Impact Areas of Climate Change (PIACC). The Fife College Net Zero Action Plan’s ambition is for the College to be a gold level educator organisation in carbon literacy by 2029.

## **F. Community Benefits**

The College considers for each of its procurements of £4 million or greater how it can improve the economic, social or environmental wellbeing of the Fife region through inclusion of community benefit requirements. There were no procurements of this value during this reporting period.

In addition, for procurements of less than £4 million, the College includes community benefits clauses and award criteria, where relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money. Please see the Community Benefit Summary section of this report for further information.

## **G. Consulting and engaging with those affected by its procurements**

As part of the development of project or tender strategies prior to the publication of regulated procurement tenders, we carry out market research, consult and engage with relevant internal and external stakeholders to ensure the procurement is aligned to the College's strategic aims and objectives, stakeholders' views are taken into account, and they can contribute to the development of the project or tender strategy.

We offer debriefs to all tenderers (successful and unsuccessful alike) with the aim to demonstrate transparency, ensure a full understanding how the award decision was reached and to encourage continuous improvement. We encourage tenderers to provide feedback on the process and to identify opportunities for improvement. Similarly, we encourage regular internal feedback as part of project reviews and wider regular departmental meetings.

## **H. The Living Wage**

As an organisation who is a Living Wage Accredited Employer, where relevant and proportionate, sustainability requirements including support for Fair Work practices and the Living Wage have been considered for all regulated procurements.

## **I. Compliance with the Health and Safety at Work Act 1974**

The College is committed to contracting only with suppliers that comply with Health and Safety legislation, and we consider Health and Safety at project strategy stage.

Where appropriate, the College assesses the legislation applicable to the procurement and has taken steps to ensure bidders comply with legislation. Where proportionate, the College also seeks to assess the compliance of subcontractors.

## **J. The procurement of fairly and ethically traded goods and services**

Fife College actively supports the sourcing of goods that are fairly and ethically traded.

We consider sustainability including fairly and ethically traded goods and services throughout the procurement journey in our regulated procurements from project strategy to contract and supplier management.

## **K. The provision of food and improving health, wellbeing and education of communities in the College's area, and the promotion of the highest standards of animal welfare**

The outsourced catering provision provides a commitment to the delivery of fresh, seasonal and nutritious food in accordance with the College Healthy Living Award, and where relevant, maintaining the highest standards of animal welfare through the use of appropriate certifications and standards.

Other food purchases are made using APUC and TUCO framework agreements. The products and services under these agreements comply with all relevant legislation and standards, and as part of APUC and TUCO procurements, tenderers undergo a rigorous assessment of environment credentials.

The College has several initiatives that contribute to improving health and wellbeing, not least the free breakfast and lunch offering available to students.

## **L. Payment terms**

The College recognises the importance of paying suppliers promptly once goods or services have been delivered. Our standard payment terms are set as 30 days from the date of receipt of a valid invoice. Invoices are paid on a fortnightly basis to ensure that invoices do not exceed our standard payment terms. It is possible to reduce these standard payment terms for SMEs and any such request is reviewed on a case-by-case basis, for example our taxi suppliers are set to ensure payment is made to these local micro-SMEs within 14 days of receipt of a valid invoice.

3.6 We also measure progress against our strategic procurement objectives:

### **A. 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.**

- 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.
- For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.
- The institution contributes to sector contracting plans and considers coordinated procurement efforts on a regional basis where appropriate.
- The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.
- In carrying out procurement activity the institution has been in alignment with the objectives of the Public Procurement Strategy for Scotland. It has sought to maximise the impact of procurement to boost a green, inclusive and wellbeing economy, and to promote innovation. It has

sought strong community engagement and aimed to deliver social and economic outcomes. It has sought continuous improvement to help achieve a fairer and more equal society, and tried to ensure it is open, transparent and connected.

**B. To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the College.**

- Optimal procurement approaches are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey.
- Procurement activities follow guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.
- For every procurement over £4 million, the institution will consider how it can improve economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4 million.
- Care is taken to ensure that procurement operations reflect and support institutional strategic objectives.

**C. To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.**

- 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.
- The College sorts regulated procurements into procurement categories. How these goods, services and works are bought – joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category approaches are agreed, sensible aggregation opportunities are exploited, category and commodity approaches are developed, recorded, signed off and processed.

**D. 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 the customers and students.**

- 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.
- Post procurement reviews are carried out to check that tendering outcomes are delivering against category approaches and business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.

**E. To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of fair and transparent processes to inform demand management for goods and services.**

- Internal governance procedures, policies and tools such as e-enabled workflow enhancements are introduced to effect improvement to procurement process and efficiency.
- Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard. Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. Use is made of PCS to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.

**F. To embed sound ethical, social and environmental policies within the College's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty and support the journey to net-zero carbon and the Fife College Net Zero Action Plan.**

- 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 relevant tools and resources where appropriate.
- Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The institution is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract-by-contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair

work practices of suppliers are promoted in tender documentation. The College is a Living Wage employer.

- The institution has a strong focus on addressing the global climate emergency and it has sought to support circular economy and promoted strategic decisions on demand management and procuring for re-use, re-design and re-manufacture.
- The institution complies with its duties under the Modern Slavery Act.

3.7 We have had no instances of non-compliant regulated procurement activity. We will continue to work diligently with our stakeholders to ensure that all contract requirements are competitively tendered and effectively planned. Where any legitimate case of non-competitive action is identified, these will continue to be fully reported in a transparent manner and appropriately authorised.

## 4. Community Benefit Summary

- 4.1 For every procurement over £4 million, Fife College considers how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4 million.
- 4.2 Fife College's approach to identifying community benefit opportunities is to conduct risk and opportunities assessments through stakeholder consultation and engagement on a case-by-case basis. Where relevant and proportionate, the requirement is then built into the invitation to tender and eventual conditions of contract performance.
- 4.3 Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:
- providing 'upskilling; opportunities e.g. Toolbox talks with students and staff
  - offering advice and assistance on the best practice methodology
  - employment, student work experience and vocational training opportunities
  - apprenticeships
  - local subcontractor opportunities available to SMEs, third sector and supported businesses
  - direct involvement in community-based schemes or programmes
  - equality and diversity initiatives
  - supply-chain development activity
  - educational support initiatives
  - to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.
- 4.4 Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.
- 4.5 Fife College has not awarded a regulated procurement of £4million or greater in the reporting period.
- 4.6 In the reporting period, several community and sustainability benefits were fulfilled, such as:
- Apprenticeships and career support opportunities

- Course specific awards, e.g., William Pullar Prize
- Student training and employment opportunities, e.g., roofing training day, barista training
- PPE and corporate clothing for student placement and experience events

4.7 A detailed breakdown of community and sustainability benefits fulfilled for regulated procurements is provided in Appendix B.



## **5. Supported Business Summary**

- 5.1 Fife College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with relevant Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).
- 5.2 The College did not reserve or award any new contracts to supported businesses in the reporting period. However, we continue to engage with both internal and external stakeholders to seek out opportunities to source goods and services from supported businesses.

## **6. Future Regulated Procurements Summary**

- 6.1 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.
- 6.2 In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outline in Appendix C should be viewed with this caveat in mind.
- 6.3 Please note that when regulated procurements are to be completed via a framework agreement, a contract notice will not be published and only suppliers within the relevant framework will be able to participate in the exercise.
- 6.4 The information provided in Appendix C – List of Future Regulated Procurements 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

## Appendix A List of Regulated Procurements Completed in the Reporting Period 1 August 2023 – 31 July 2024

Category Subject	Supplier Name	Date of Award	Cat A, B, C, C1	Start Date	End Date	End Date inc Extensions	Value over Contract Period	SME Status	Supported Business
<b>Associate Trainer Services</b>	1. Abacus Coaching 2. AJL Solder Training Technology Ltd 3. ALSAT 4. Andrew Connelly Training 5. Augmentum360 Ltd 6. Build Your Skill 7. Camilla Training Aspects Ltd 8. CBES Ltd 9. Duncan Training Consultants Ltd 10. Event Medical Group Ltd 11. GSSC Consultancy 12. Liberate Learning 13. Nicky Orr 14. Pamela Macphee Consulting Limited 15. Progress Partners Limited 16. Quo Solvis Ltd 17. Raeburn Training Limited 18. Select Training Services 19. Six4 (Doune Sinclair) 20. Successful Learning Solutions Ltd 21. Synergy Training Services	29/03/2024	C	01/04/2024	31/03/2026	31/03/2028	£1,600,000	1. Small 2. Micro 3. Micro 4. Micro 5. Micro 6. Small 7. Small 8. Large 9. Micro 10. Micro 11. Micro 12. Micro 13. Micro 14. Micro 15. Micro 16. Micro 17. Micro 18. Micro 19. Small 20. Micro 21. Micro 22. Micro 23. Micro	No

	22. The ASM Difference Ltd 23. The Verdancy Group								
<b>Built Environment Consultancy</b>	Faithful & Gould	03/04/2024	B	03/04/2024	02/03/2027	02/03/2027	£300,000	Large	No
<b>Digital Advertising</b>	We Are Hydrogen	29/11/2023	C	01/12/2023	30/11/2025	30/11/2028	£90,625	Small	No
<b>Fine Art, Graphic &amp; Crafting Materials</b>	Abacus Creative Resources Ltd	15/05/2024	B	15/05/2024	14/05/2025	14/05/2025	£58,000	Small	No
<b>Fuel Cards</b>	Allstar Ltd	01/08/2023	A	01/08/2023	31/07/2028	31/07/2028	£150,000	Medium	No
<b>Metals, Aluminium and Steel</b>	Lothian Steel (t/d of Alexander Stirling Ltd)	11/12/2023	B	13/04/2024	12/04/2026	12/04/2029	£167,153	Small	No
<b>Microsoft Enterprise (Campus) Agreement 2023</b>	Phoenix Software Ltd	16/10/2023	B	01/11/2023	31/10/2026	31/10/2026	£467,378	Medium	No
<b>Tools, Power Tools and Consumables Framework</b>	1. Gibb and Beveridge (Engineering Agencies) Ltd 2. Prime Industrial & Janitorial Supplies Limited 3. Stark Building Materials UK Ltd	04/09/2023	C	04/09/2023	03/09/2027	03/09/2027	£200,000	1. Small 2. Small 3. Large	No

## Appendix B List of Regulated Procurements with Community Benefit Requirements Fulfilled

There were 6 regulated procurements with community benefits fulfilled during the reporting period:

Category Subject	Supplier Name	Date of Award	Start Date	End Date	End Date inc Extensions	Value over Contract Period	Benefit Type
<b>Dunfermline Learning Campus Design and Build Construction Services</b>	Balfour Beatty	06/08/2021	09/08/2021	08/08/2025	08/08/2026	£91,000,000	Apprenticeships (90 weeks) and career support (73 hours for 52 students).
<b>Cleaning, Hygiene and Waste Management Services</b>	Mitie	19/06/2019	01/08/2019	31/07/2025	31/07/2027	£7,000,000	Collaborative litter picking activities.
<b>Building Fabric and Minor Works (Lot 1)</b>	Marshall Construction Ltd	25/08/2020	01/09/2020	31/08/2025	31/08/2028	£4,000,000	Construction specific courses awarded (5 students) and William Pullar Prize awarded (1 student). Site training day provided for roofing students.
<b>Catering Services</b>	Aramark Ltd	27/02/2018	01/08/2018	31/07/2025	31/07/2026	£700,000	Barista training and short-term employment opportunities for students.
<b>Student PPE</b>	Hardedge Ltd	23/06/2022	27/06/2022	26/06/2025	26/06/2026	£190,000	Corporate clothing provided to support student placements.
<b>Staff PPE, Workwear and Corporate Clothing</b>	Aspire Industrial Services Limited	14/07/2022	18/07/2022	17/07/2025	17/07/2026	£58,000	PPE provided for student experience event.

There were 2 regulated procurements awarded with community benefits offered during the reporting period:

<b>Category Subject</b>	<b>Supplier Name</b>	<b>Date of Award</b>	<b>Start Date</b>	<b>End Date</b>	<b>End Date inc Extensions</b>	<b>Value over Contract Period</b>	<b>Benefit Type</b>
<b>Tools, Power Tools and Consumables Framework</b>	Prime Industrial & Janitorial Supplies Limited	04/09/2023	04/09/2023	03/09/2027	03/09/2027	£200,000	Work placements, training and one-to-one mentoring.
<b>Digital Advertising</b>	We Are Hydrogen	29/11/2023	01/12/2023	30/11/2025	30/11/2028	£90,625	Work placements, paid internship, employment opportunities, educational partnerships, free toolkits and training, charity fundraising, mentorship and support.

**Appendix C List of Regulated Procurements (Planned to Commence in Next Two Financial Years 2024/2025 and 2025/2026)**

<b>Category Subject</b>	<b>Cat A, B, C, C1</b>	<b>New, Extended or Re-let Procurement</b>	<b>Expected Contract Notice Publication Date</b>	<b>Expected Date of Award</b>	<b>Expected Start Date</b>	<b>Expected End Date (inc extensions)</b>	<b>Estimated Value over Contract Period</b>
<b>Storage Replacement Hardware</b>	B	Re-let	N/A – via Framework Agreement	January 2025	January 2025	January 2028	£240,000
<b>Migration Planning Services</b>	B	New	N/A – via Framework Agreement	January 2025	January 2025	May 2026	£120,000
<b>Nanogrid Supply, Installation &amp; Maintenance – Phase 1</b>	C	New	December 2024	February 2025	February 2025	February 2027	£137,500
<b>Associate Trainer – High Power Electrical Engineering</b>	C	New	December 2024	February 2025	February 2025	February 2028	£150,000
<b>Associate Trainer – Civil Engineering</b>	C	New	December 2024	February 2025	February 2025	February 2028	£150,000
<b>DLC Refectory (Grab &amp; Go)</b>	B	New	N/A – via Framework Agreement	February 2025	February 2025	February 2027	£150,000
<b>DLC Café Space</b>	B	New	N/A – via Framework Agreement	February 2025	February 2025	February 2027	£50,000
<b>Air Handling Unit Upgrade (Glenrothes)</b>	B	New	N/A – via Framework Agreement	February 2025	February 2025	March 2026	£250,000
<b>Cohesity Backup Solution</b>	B	Re-let	N/A – via Framework Agreement	February 2025	February 2025	July 2028	£210,000
<b>AV Design, Supply, Install &amp;</b>	B	New	N/A – via Framework Agreement	March 2025	March 2025	March 2028	£1,300,000

<b>Maintenance – DLC</b>							
<b>Finance System 2025</b>	A/B	Re-let	N/A – via Framework Agreement	March 2025	March 2025	March 2028	£150,000
<b>DataCentre Server Replacement</b>	B	Re-let	N/A – via Framework Agreement	March 2025	April 2025	March 2029	£150,000
<b>Virtual Desktop Solution</b>	B	Re-let	N/A – via Framework Agreement	April 2025	May 2025	April 2028	£120,000
<b>DLC Wayfinding &amp; Signage</b>	B	New	N/A – via Framework Agreement	April 2025	May 2025	April 2026	£100,000
<b>DLC Furniture</b>	B	New	N/A – via Framework Agreement	April 2025	May 2025	April 2026	£635,000
<b>DLC Equipment</b>	B	New	N/A – via Framework Agreement	April 2025	May 2025	April 2026	£635,000
<b>DLC Fixtures</b>	B	New	N/A – via Framework Agreement	April 2025	May 2025	April 2026	£530,000
<b>Civic Square (funding dependent)</b>	C	New	January 2025	April 2025	June 2025	May 2026	£500,000
<b>Move Management Services</b>	B	New	N/A – via Framework Agreement	May 2025	June 2025	May 2026	£110,000
<b>Catering Services</b>	B	Re-let	N/A – via Framework Agreement	May 2025	June 2025	May 2026	£500,000
<b>Outdoor Learning</b>	C	New	May 2023	June 2025	August 2025	July 2028	£75,000
<b>Foundation Apprentice Transport 2025</b>	C	Re-let	N/A – via Framework Agreement	August 2025	August 2025	August 2026	£60,000
<b>Nanogrid Supply, Installation &amp;</b>	C	New	June 2025	September 2025	October 2025	January 2027	£70,000



<b>Maintenance – Phase 2</b>							
<b>Electric Vehicle Charge Points</b>	C	Re-let	June 2025	September 2025	October 2025	October 2030	£150,000
<b>Alcohol and Associated Beverages</b>	B	Re-let	N/A – via Framework Agreement	November 2025	December 2025	November 2030	£157,000
<b>Mobile Phone Telephony</b>	B	Re-let	N/A – via Framework Agreement	December 2025	March 2026	March 2029	£125,000
<b>NEBOSH &amp; Assessment Licenses</b>	B	Re-let	N/A – via Framework Agreement	March 2026	March 2026	March 2030	£65,480
<b>Local Print Advertising 2026</b>	B	Re-let	January 2026	April 2026	May 2026	April 2029	£225,000
<b>Deaf Support BSL Services</b>	B	Re-let	N/A – via Framework Agreement	June 2026	July 2026	July 2030	£200,000
<b>Outdoor Media Buying 2026</b>	C	Re-let	April 2026	July 2026	July 2026	July 2030	£280,000

## Appendix D Glossary of Terms

### A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"><li>• Scottish Procurement</li></ul>
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"><li>• Scottish Procurement</li><li>• APUC</li><li>• Scotland Excel</li><li>• NHS National Procurement</li></ul>
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

**APUC's Code of Conduct** - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

**BT14 – Sustainability Based Benefits** - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction
- Social, equality and / or environmental improvements

**Category Subject** is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

**Community Benefits** are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental.

Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

**Contracts Registers** these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc).

**Cost Avoidance** The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

**Contract management** or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

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

**Hub (DXC Spend Analytics)** - The Scottish Procurement Information Hub is provided by DXC Spend Analytics I 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** has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

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

**Institutional Dashboard** is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward

contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

**Lotting** the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

**Prioritisation** the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

**Procurement Journey** is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

**Procurement & Commercial Improvement Programme (PCIP)** replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

**PCS (Public Contracts Scotland)** is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

**PCS-Tender** is the national eTendering system and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

**Segmentation** the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

**Small and Medium Sized Enterprises (SMEs)** encompass –

- Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.
- Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.
- Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

**Social Enterprises** are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

**Supply Chain** encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

**Supply Chain Management Programme (Sustain)** is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

**Supported business** means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

**Supported employment programme** means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

**Sustainable Procurement** A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

**Third-Party Expenditure** is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

## Annex A Scottish Government Report

1. Organisation and report details	
a. Contracting Authority Name	Fife College
b. Period of the annual procurement report	1 August 2023 – 31 July 2024
c. Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes/No)	Yes

2. Summary of Regulated Procurements Completed	
a. Total number of regulated contracts awarded within the report period	8
b. Total value of regulated contracts awarded within the report period	£2,933,156
c. Total number of unique suppliers awarded a place on a regulated contract during the period	32
i. How many of these unique suppliers are SMEs	29
ii. How many of these unique suppliers are third sector bodies	0

3. Review of Regulated Procurements Compliance	
a. Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b. Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

4. Community Benefit Requirements Summary	
a. Total number of regulated contracts awarded with a value of £4 million or greater.	0
b. Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements	0
c. Total number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	2

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d. Number of Jobs filled by Priority Groups (each contracting authority sets its own priority groups)	0
e. Number of Apprenticeships filled by Priority Groups	0
f. Number of Work Placements for Priority Groups	0
g. Number of Qualifications Achieved through Training by Priority Groups	0
h. Total Value of contracts sub-contracted to SMEs	0
i. Total Value of contracts sub-contracted to Social Enterprises	0
j. Total Value of contracts sub-contracted to Supported Businesses	0
k. Other community benefit(s) fulfilled	Apprenticeships, career support, collaborative litter picking, construction specific awards and prizes, site training days, skills and short-term employment opportunities,

	corporate clothing and PPE to support student experiences.
--	--

<b>5. Fair Work and the real Living Wage</b>	
a. Number of regulated contracts awarded during the period that included a Fair Work First criterion	0
b. Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period	4
c. Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period	4

<b>6. Payment Performance</b>	
a. Number of valid invoices received during the reporting period	11,153
b. Percentage of invoices paid on time during the period ('on time') means within the time period set out in the contract terms)	96.73%
c. Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	0
d. Number of concerns raised by sub-contractors about the timely payment of public contracts	0

<b>7. Supported Business Summary</b>	
a. Total number of regulated contracts awarded to supported businesses during the period	0
b. Total spend with supported businesses during the period covered by the report, including:	0
i. Spend within the reporting year on regulated contracts	0
ii. Spend within the reporting year on non-regulated contracts	0

<b>8. Spend and Savings Summary</b>	
a. Total procurement spend for the period covered by the annual procurement report	£58,256,494
b. Total procurement spend with SMEs during the period covered by the report	£4,074,708
c. Total procurement spend with third sector bodies during the period covered by the report	£0
d. Percentage of total procurement spend through collaborative contracts	34%
e. Total delivered cash savings for the period covered by the annual procurement report	£581,867
f. Total non-cash savings value for the period covered by the annual procurement report	£340,251

<b>9. Future regulated procurements</b>	
a. Total number of regulated procurements expected to commence in the next two financial years	30
b. Total estimated value of regulated procurements expected to commence in the next two financial years	£7,594,980