



Fife College

PROCUREMENT ANNUAL REPORT

1 August 2022 – 31 July 2023



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 2022 to 31 July 2023 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. All figures included in this report are Exclusive of VAT.
- 1.3 The Fife College procurement strategy was revised in May 2022 to align with the ROA strategic aims covering the period 2022-24 strategy with an updated action plan including Scope 3 and Net Zero Actions and climate actions aligned with the Fife College Climate Change Strategy. The strategy was developed in consultation and discussion with internal and external stakeholders who have an interest in our approach to procurement and its impact. Stakeholder engagement also features in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, 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 Regulated contracts awarded over the period covered by this report estimate the following expenditure over the various contract periods. Further detail on the individual contracts can be found at [Annex A](#).
 - EU regulated procurements [goods and services worth more than £177,897; works worth more than £4,447,447 amounted to £2,874,766. There were 5 such procurements completed.
 - Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £1,074,000. There were 11 such procurements completed.
- 1.5 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.

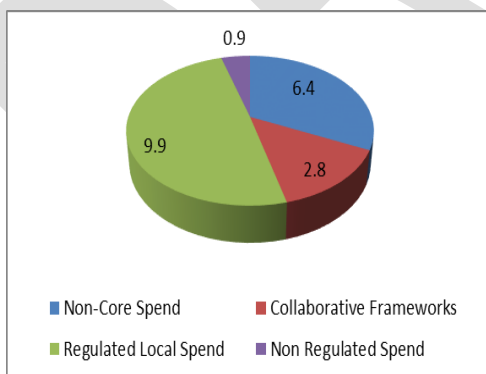
- 1.6 Fife College is dedicated to transforming the lives of its 6,000 full-time and 18,000 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes. With our main campuses located in Dunfermline, 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.
- 1.7 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.
- 1.8 Fife College did business with 615 unique suppliers during the reporting period and the total procurement expenditure was £24,864,155. This was made up of £17,736,610 of regulated expenditure (recorded on the Contracts Register) and £847,905 of non-regulated spend.
- 1.9 The College has continued to use 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. 12% of the College spend went through direct award collaborative agreements.
- 1.10 In total, 15% was spent with SMEs who constitute 51% of the total of active suppliers. 5 SMEs featured in the award of regulated procurements and 43% of all contracts were awarded to SMEs.
- 1.11 Of the College's total suppliers, 295 suppliers (48%) used were based in Scotland. These suppliers accounted for £7,583,7000 of spend, 30% of the College's annual spend. Of this, 108 suppliers were based in the Fife area accounting for total spend of £2,461,733. The value of local spend has decreased from 2021/22 where there were 109 Fife suppliers receiving £5,675,998 of total spend.
- 1.12 Of the Scottish based suppliers used, 149 were SMEs accounting for £1,866,631m of spend. A third of these suppliers (49, 33%) of these were Fife based SMEs, accounting for spend of £222,000.

Report Approved	8 December 2023
By	Fife College Board of Governors
Signed	
	Jim Metcalfe
Position	Principal

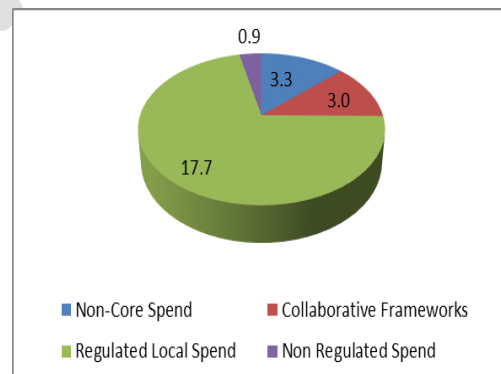
2. Summary of Regulated Procurements Completed

- 2.1 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).
- 2.2 In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition. 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”.
- 2.3 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.
- 2.4 Between 1 August 2022 and 31 July 2023 the College spent **£24,864,155** on the purchase of goods and services including all core and non-core spend. The graphs below show the split between core and non-core spend for 2021-22 and 2022-23. The graphs show the reduction in non-core spend in 2022-23 and non-core spend – a key aim of the College’s procurement strategy. Non-Core spend is all expenditure outwith the scope of the Procurement Regulations.

Spend Profile 2021-22 (£m)



Spend Profile 2022-23 (£m)



- 2.5 Our current profile shows a further increase in overall spend which was primarily due to ongoing construction of the new Dunfermline Learning Campus.
- 2.6 During the reported period we awarded 16 regulated contracts and 12 non-regulated contracts. Based on the Public Sector Benefits Reporting savings methodology, these contracts have contributed approximately £352,500 of cash savings over the contract duration together with a number of non-cash quality enhancements in service delivery and efficiency savings.

2.7 Full details of contracts awarded is shown in the tables at [Annex A](#).

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 continued to be highly positive with very few requirement-specific suggestions for improvements and we have received zero complaints or legal challenges to date.

3.3 The procurement strategic objectives were derived from the Fife College Regional Outcome Agreement (ROA). The College continued its commitment to six key aims. These aims are 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.</p> <p>We have a good working relationship with Fife Council and have worked together on Community Wealth Building and reviewing Carbon Calculation along with NHS Fife and University of St. Andrews. We continue to seek 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.</p>
Work with internal stakeholders to deliver innovation and best value to the teaching & learning through co-ordinated purchasing.	<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, identify alternatives to purchase or the most appropriate route to market and take advantage of any</p>

	<p>opportunities to consolidate requirements across the College whilst identifying potential for collaboration to assure best value.</p> <p>Our procurement procedures require a detailed commodity procurement strategy to be approved for each regulated tender as well as for those requirements which are lower value but high risk or complexity. This commodity 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 Scottish 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 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 consistent practices on every tender using our suite of well-developed templates, based on the 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. These templates have been updated to reflect the necessary actions to take account of carbon and the circular economy.</p>

	<p>Our disciplined approach to procurement has been recognised within our sector and our Gold ranked PCIP score of 83% assessed in 2019. We have identified some areas for further improvement and hope to see a further increase in this score at our next assessment in May 2024.</p> <p>We continually seek to collaborate with other public bodies and operate a joint Dynamic Purchasing System with Fife Council to contract for pupil transportation services.</p>
<p>Seek professional development opportunities to enhance the capability of procurement practitioners.</p>	<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. Our two Procurement and Stores Assistants continue to participate in procurement activity where capacity allows. All of the core Procurement team are Carbon Literacy Accredited.</p> <p>The use of our finance system has improved knowledge of procurement and purchasing across the College and enhanced communication at all levels. Opportunities to further streamline processes are regularly reviewed.</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> <p>Post procurement project reviews are carried out for key contracts to identify lessons learned and areas for improvement in future procurements. These findings feed into the regular review of procurement procedures and template updates.</p>
<p>Develop sound and useful procurement management information to measure and improve procurement and supplier performance.</p>	<p>Our statistics recording tool enables easy reference access to all data and statistics required to feed PCIP dashboards, Annual Procurement Reports, Annual Sustainability Performance Reporting and other requests for procurement data such as Freedom of Information requests.</p> <p>Our Contract Management tool (Intend) allows the College to share contract documentation with contract managers across the College and externally with contracted suppliers. The tool</p>

	<p>will also be used to formally record contract performance information in a consistent manner.</p> <p>Our bespoke suite of reports to extract procurement data from our finance system allows us to effectively analyse college expenditure and identify spend compliance with users having far more transparency and control over their spending with regular reports issued to users to allow them to proactively manage orders and optimise use of budgets.</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 From Now to 2030.</p> <p>Our Commodity 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, data protection, cyber security etc.</p> <p>Our Procurement staff work with other specialist staff within the College 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 usually 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>

3.4 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. These are set out in the following sections of the report, providing evidence of how these have been managed by the College.

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 College tendered (local) contracts has continued to increase demonstrating good 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. Most contracts awarded came in under the estimated budget whilst fully meeting the specified requirements which is a notable achievement given the continued volatility in the market and wholesale increases in costs. Based on the Public Sector Benefits Reporting savings methodology in a challenging economic climate approximately £352,500 of cash savings were made against estimated contract spend 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. We continually seek opportunities to simplify processes and documentation to reduce the burden on suppliers.

v) The Sustainable Procurement Duty

We give consideration to the environmental, social and economic issues relating to all regulated procurements and work is ongoing within the organisation to consider sustainable alternatives to new purchases and better manage demand. The Fife College Net Zero Action plan has committed to ensuring all staff, management and board will be carbon literate accredited or aware by 2024. Relevant sustainable 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 the new Ecovadis sustainability assessment tool used to review social, ethical and economic standards and compliance of suppliers and identify areas of risk and opportunities for influence. Our replacement fleet of Multi-Function

Devices (photocopier/printer) purchased in this reporting period were remanufactured and are fully recyclable supporting the circular economy.

vi) Community Benefits

We include appropriate Community Benefit requirements in all relevant contracts regardless of value and several commitments have been made by suppliers in delivering Contracts including Student Records, Built Environment Consultancy, Internal Audit and Tools. 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. Suppliers are encouraged to feed back on their experience of our process and highlight opportunities for improvement. Internal feedback is also gathered at Project Reviews and 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 onsite 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 Single Procurement Document (SPD) 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 is 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. Our taxi suppliers are set to ensure payment is made to these local micro-SMEs within 14 days.

- 3.5 We undertake a project review for high value or business critical 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 applied to other commodities.
- 3.6 We have developed good working relationships with staff across the College to assist operational planning to enable early involvement of the procurement team and are working closer with Finance colleagues to enable involvement in the process for funding projects. This has allowed Procurement to have greater involvement in the market analysis that feeds business cases and funding requests. The need for early procurement engagement is fully supported by Senior Management and continues to be filtered through the wider organisation.

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 or compliantly following the framework direct award criteria.
- 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 For every procurement over the EU Works Procurement threshold, we consider how we can improve the economic, social or environmental wellbeing of the local area and wider College 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. We consider inclusion of community benefits requirements in all contracts and target specific relevant and proportionate

offers where they are deemed not to have a negative impact on the delivery of value for money.

- 5.2 Fife College has obtained Community Benefit Commitments, through effective tendering regardless of value, 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.
- 5.3 In this reporting period community benefits were secured a number of offers of class talks, work experience placements, toolbox talks, training and sponsorship events. These commitments have been secured across a range of contracts through both regulated and non-regulated procurements. We also track and monitor the delivery of benefits during the reporting period. Our DLC Construction supplier Balfour Beatty has provided multiple significant community benefits including 30 weeks of apprentices, 63 weeks of work experience placements, 20 hours of career support and 89 hours of educational sessions as part of their contract commitments. Additionally, our Student PPE supplier provided clothing for student placements at no cost.
- 5.4 Other Community Benefits delivered include annual scholarships and prizes. Claremont Office Furniture - five students studying furniture and design courses were awarded a share of £2,000. Marshall Construction - awarded two students studying specific construction courses £500 each and a further two students with a William Pullar Prize of £100 each. These scholarships and prizes are awarded to support students based on commitment to studies and academic performance.

6. Supported Business Involvement

- 6.1 Higher value procurements, regulated procurements (between £50,000 and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.
- 6.2 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).

6.3 No contracts have been reserved for Supported Businesses during the reporting period however the procurement team continue to work with colleagues across the college to seek out opportunities to source goods and services from Supported Businesses.

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 to enable suppliers to quickly identify current opportunities with other contracting authorities.

7.3 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.

Fife College Potential Future Contracts (as of November 2023)

Subject Matter	New/ Re-let	Contract Notice / Invitation Date	Expected Award Date	Expected Start Date	Estimated Spend Ex VAT	Likely Duration
Managed Survey Service 2023	Re-Let	Nov 2023	Dec 2023	Dec 2023	£150k	3Y + ongoing
Prospectus Print & Delivery Services 2024	Re-Let	Nov 2023	Dec 2023	Dec 2023	£45k	1Y +1+1+1
Associate Trainers 2024	Re-Let	Nov 2023	Mar 2024	April 2024	£500k	2Y +1+1
AV Equipment 2024	Re-Let	Nov 2023	March 2024	June 2024	£2m	3Y +1+1+1
Postcode Finder 2024	Re-Let	Dec 2023	Jan 2024	Feb 2024	£20k	3Y +1+1+1
STEM Workshops for Schools Framework	New	Jan 2024	April 2024	April 2024	£600k	2Y +1+1
Survey Management Tool 2024	Re-Let	Jan 2024	May 2024	Sept 2024	£40k	3Y + ongoing
Clerk of Works – DLC Building	New	Feb 2024	April 2024	July 2024	£200k	2Y +1
Civil & Structural Engineering Framework	Re-Let	April 2023	July 2024	July 2024	£120k	2Y +1+1
Quantity Surveyor Framework	New	April 2023	July 2024	July 2024	£160k	2Y +1+1
Specialist IT Services (SPS Sites) 2024	Re-Let	April 2024	July 2024	July 2024	£500k	5Y +1+1
Gym Training Services 2024	Re-Let	April 2024	June 2024	June 2024	£45k	2Y +1+1+1

E-Learning for SPS 2024	Re-Let	April 2024	June 2024	July 2024	£160k	5Y +1+1
Deaf Support Services 2024	Re-Let	April 2024	Aug 2024	Aug 2024	£200k	4Y
Building Fabric & Minor Works 2025	Re-Let	April 2024	Aug 2024	Oct 2024	£4m	2Y +1+1
E-Learning Content 2024	Re-Let	May 2024	July 2024	July 2024	£20k	2Y +1+1+1
Move Management Services	New	May 2024	Sept 2024	Oct 2024	£140k	2Y +1
Roofing Materials 2025	Re-Let	July 2024	Sept 2024	Oct 2024	£100k	2Y +1+1+1
Foundation Apprenticeship Transport 2024	Re-Let	June 2024	Aug 2024	Aug 2024	£60k	1Y
Employee Services: Cycle-to-Work 2025	Re-Let	July 2024	Sept 2024	Oct 2024	£0	2Y +1+1
Laundry Services 2024	Re-Let	Sept 2024	Oct 2024	Nov 2024	£100k	3Y + Lifespan
Linen Hire 2025	Re-Let	Sept 2024	Oct 2024	Nov 2024	£40k	2Y +1+1
Assistive Software 2024	Re-Let	Oct 2024	Nov 2024	Nov 2024	£40k	2Y +1+1+1
Franking 2025	Re-Let	Oct 2024	Jan 2025	Feb 2025	£180k	2Y +1+1+1
Finance System 2025	Re-Let	Oct 2024	Feb 2025	March 2025	£600k	3Y + Lifespan
Student Mental Health Portal 2025	Re-Let	Oct 2024	Dec 2025	Dec 2025	£25k	2Y +1+1+1
Student Counselling Services 2025	Re-Let	Nov 2024	Feb 2025	March 2025	£700k	3Y +1+1+1
Catering Services 2025	Re-Let	Nov 2024	March 2025	Aug 2025	£100k	3Y +1+1+1
Building Management System (dependant on funding)	New	Dec 2024	March 2025	March 2025	£300k	3Y + Lifespan
Air Handling Units (dependant on funding)	New	Dec 2024	March 2025	March 2025	£150k	2Y +1
Solar Panels (dependant on funding)	New	Dec 2024	March 2025	March 2025	£250k	2Y + ongoing
Press Release Service	Re-Let	Jan 2025	Mach 2025	March 2025	£15k	2Y +1+1
Read/Write Software	Re-Let	May 2025	June 2025	Aug 2025	£20k	3Y +1+1
Laundry Services (chefware) 2025	Re-Let	May 2025	July 2025	Aug 2025	£20k	2Y +1+1
Foundation Apprenticeship Transport 2025	Re-Let	June 2025	Aug 2025	Aug 2025	£60k	1Y

	Planned use of Framework
	PCS Quick Quote
	Open Tender – National
	Open Tender - OJEU

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 Approval

This report was approved by the Fife College Board of Governors on 8 December 2023.

Regulated Procurement 1 August 2022 to 31 July 2023

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
Foundation Apprentice Transport 2022	Recurring	Various Local Taxi Providers	19/08/2022	22/08/2022	30/06/2023	No	No	Collaborative tender with Fife Council	£92,000	1Y
Welding Tools & Consumables	Recurring	BOC Limited	09/02/2023	13/02/2023	12/02/2024	3x 1Y	-	Local Tender - Below OJEU	£170,000	1Y +1+1+1
Electrical Training Services F/W	Recurring	Phillip Ogg Electrical Ltd	08/03/2023	20/03/2023	19/03/2025	1 Year	1 Year	Local Tender - Below OJEU	£60,000	2Y +1+1
Student Records System 2023	Recurring	Civica UK Limited	28/03/2023	01/03/2023	31/07/2028	5 x 1Y	-	1st Ranked APUC Framework	£600,000	5Y +1+1+1+1+1
Internal Audit Services 2023	Recurring	Wylie & Bisset LLP	03/04/2023	01/08/2023	31/07/2026	1 Year	1 Year	Mini Competition under framework PFB1005 AP	£130,000	3Y +1+1
Built Environment Consultancy	Recurring	Faithful & Gould	03/04/2023	31/03/2023	Ongoing	ongoing	ongoing	Direct Award under SCAPE Built Environment framework	£300,000	Ongoing
Finance System 2023	Recurring	Technology One UK Limited	14/04/2023	01/04/2023	31/03/2024	1 Year	No	G-Cloud 13	£90,000	1Y +1
Local Print Advertising	Recurring	Newsquest, National World & DC Thomson	24/04/2023	01/05/2023	30/04/2024	1Y	1Y	Local Quotations	£50,000	1Y +1+1
H&S Training Delivery (NEBOSH) F/W	Recurring	1) CBES 2) ALSAT 3) DS Fire Safety	17/05/2023	18/05/2023	17/05/2025	1Y	1Y	Local Tender - below OJEU	£160,000	2Y+1+1
Student Health Screening 2023	Recurring	NHS Fife	04/06/2023	31/08/2023	28/08/2026	3x 1Y	-	Local Tender - Below OJEU	£127,000	3Y +1+1+1
VMWare Licensing (VDI & VSI) 2023	Recurring	XMA Limited	06/06/2023	01/08/2023	31/07/2026	1Y	1Y	Direct award under NHS framework.	£205,000	3Y +1+1
Insurance Services 2023	Recurring	Education Protect Ltd	09/06/2023	01/08/2023	31/07/2026	1Y	1Y	Mini competition under APUC framework	£769,766	3Y +1+1
Conference Booking System	One-off	IVvy Venues UK	13/06/2023	14/06/2023	13/06/2027	ongoing	ongoing	Mini comp from framework	£60,000	3Y + Ongoing
SIP Telephony 2023	Recurring	Gamma Network Solutions	27/06/2023	28/06/2023	27/06/2028	ongoing	ongoing	SG Telephony DPS - SP-021-39	£50,000	5Y + Ongoing
Website Replacement	One-off	Bright Signals	05/07/2023	10/07/2023	09/07/2026	1Y	1Y	Scot Gov Digital framework Lot 3	£85,000	3Y +1+1+1
MFD 2023 (Print Management)	Recurring	Xerox (UK) Limited	06/07/2023	10/07/2023	09/07/2026	5x 1Y	-	Mini comp from framework	£1,000,000	3Y +1+1+1+1+1

Note - Highlight denotes Supplier is SME

Non-Regulated Procurement 1 August 2022 to 31 July 2023

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
Social Media Management Tool 2022	Recurring	Sprout Social, Inc	28/08/2022	28/08/2022	27/08/2023	No	No	Local Tender - Below OJEU	£6,683	1Y
Read/Write Assistive Software 2022	Recurring	Texthelp Ltd	01/09/2022	30/09/2022	29/09/2023	No	No	Local Quotations	£3,090	1Y
Laundry Services - Chefware	Recurring	Call Clean Dry Cleaners	20/09/2022	20/09/2022	19/09/2024	1Y	No	Local quotations	£12,300	2Y +1
Network Monitoring Software 2022	Recurring	Academia	10/10/2022	10/10/2022	09/10/2023	No	No	Order from 1st ranked supplier on ITS4042SU (Lot 4)	£11,700	1Y
Restaurant Booking System	One-off	ResDiary	18/01/2023	18/01/2023	17/01/2024	ongoing	ongoing	Under 5K single quotation	£4,000	Ongoing
Postcode Finder 2023	Recurring	GB Group	25/01/2023	29/01/2023	28/01/2024	No	No	Local Formal Quotations	£1,401	1Y
Property Valuations 2023	Recurring	FG Burnett	14/03/2023	03/04/2023	02/04/2027	1 Year	1 Year	Local Formal Quotations	£20,000	3Y +1+1
Drone Training, Software, Membership & Spare Parts	One-off	Drone Training Ltd	21/03/2023	22/03/2023	21/03/2025	1 Year	1 Year	Local Quotations	£24,000	2Y +1+1
Banking Services 2023	Recurring	Royal Bank of Scotland (RBS) Plc	03/04/2023	03/04/2023	31/07/2026	No	No	Single supplier SG Framework	£25,000	4Y
Exhibition Vehicle	One-off	Showmobile	06/06/2023	06/06/2023	05/06/2024	No	No	Local Quotations	£40,180	1Y
Media Monitoring Service	Recurring	PressData Ltd	23/06/2023	07/08/2023	08/08/2025	1Y	No	Local Quotations	£15,000	2Y +1
e-Learning Content (Skillboosters)	Recurring	Inclusive Learning Limited	26/07/2023	02/09/2023	01/09/2024	No	No	SSJ00103	£2,875	1Y

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