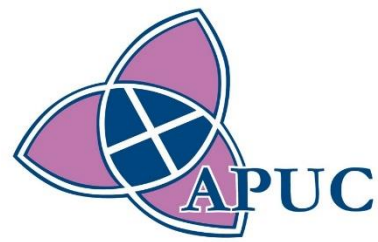


# Annual Procurement Report



Advanced Procurement  
for Universities & Colleges

*Published in alignment with  
the Procurement Reform Act  
covering period one, January  
2017 to July 2018*

**November 2018**

**Approved by APUC Board**

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# APUC Annual Procurement Report (APR)

## Section 0 - Executive Summary

APUC was formed in 2007 and is the Centre of Expertise for all of the Universities and Colleges in Scotland. APUC conducts procurement processes on their behalf for the collaborative commodities for which it is responsible and enters into Framework Agreements for its members to have access to.

The Procurement Reform (Scotland) Act 2014 (PRA) requires all public organisation's with an estimated annual regulated<sup>1</sup> spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016.

Organisation's (including HE and FE institutions) who are required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 January 2017 to 31 July 2018 and addresses the activities and achievements that have been carried out in delivering APUC's organisational Procurement Strategy.

The development of the Procurement Strategy was the outcome of consultation and discussion with internal and external stakeholders who have a key interest in APUC's procurement activity, its approach and its impact. Stakeholder engagement will continue as the foundation for assessing APUC's achievement of regulatory compliance, strategic objectives, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the authority'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 APUC may need to adjust.

APUC has its own in-house tool called Hunter which records spend on Framework Agreements across the sector and UK wide. Hunter has identified that over the period(s) covered by this report the following anticipated spend through Framework Agreements has occurred:

- EU regulated procurements [goods and services worth more than £164,176; works worth more than £4,104,394<sup>2</sup>] amounted to an estimated **£460m**. There were **59** such procurements completed<sup>3</sup>.
- No lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] have been undertaken. All APUC activity is EU regulated.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex A of this report.

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<sup>1</sup> 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

<sup>2</sup> Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2018

<sup>3</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

This report comprises six sections. Sections 1-5 are mandatory and Section 6 is optional but APUC have included this section to provide additional information:

Section 1: Summary of Regulated Procurements Completed

Section 2: Review of Regulated Procurement Compliance

Section 3: Community Benefit Summary

Section 4: Supported Businesses Summary

Section 5: Future Regulated Procurements Summary

Section 6: Other Content for Consideration (Optional)

**Report Approved – 20/11/18**

**By** APUC Board

**Signed:** Angus Warren

**Position:** CEO

## Section 1: Summary of Regulated Procurements Completed

APUC strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to APUC's Corporate Strategy.

The detailed summary of regulated Framework Agreements completed is set out in Annex A. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. That information coupled with the publication of a Contracts Register on APUC's website and the systematic use of Public Contracts Scotland provides complete visibility of APUC's procurement activity over the reporting period.

In Annex A, information is set out to show EU regulated Framework Agreements completed. APUC as a contracting authority, do not undertake lower value regulated procurements. For each completed regulated Framework Agreement the information provided shows:

- The Framework Agreement Title and Reference
- The name of the supplier
- The category – A/B or C
- The date of award
- The start date
- The maximum end date for the Framework Agreement
- The estimated value over the Framework Agreement period

## Section 2: Review of Regulated Procurement Compliance

Driven by the sectors' needs, APUC has established collaborative Framework Agreements 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).

In undertaking its regulated procurements, every care has been taken to ensure that APUC 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.

In the period covered by this report, APUC has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

The table below aligns procurement strategy objectives published in December 2016 to annual reporting requirements.

<b>Procurement Strategy Objectives</b>	<b>Procurement Strategy Outcomes</b>	<b>Annual Report Commentary on strategy delivery/compliance</b>
<b>Optimisation of savings and added</b>	Facilitate and manage where appropriate C1 tender	APUC have managed and facilitated a range of C1 tenders which can be seen in Annex A.

<b>value benefits through collaboration for Universities and Colleges</b>	<p>opportunities across the sector and across sectors (NHS/LA's etc) where applicable.</p>	<p>Regional Teams are now in place across Edinburgh (Edinburgh Regional Procurement Team (ERPT)), Glasgow Regional Procurement Team (GRPT)) and more recently Dundee (Tayside Regional Procurement Team (TRPT)).</p>
	<p>Implement an optimised, prioritised Contract and Supplier Relationship management service for APUC Framework Agreements.</p>	<p>APUC have a Contract Management process in place. Part of this is a Contract Management Tool which has been developed in house which links to Hunter to manage meetings with suppliers. Going forward this will store documents such as minutes and actions.</p> <p>A Contract Register is available in Hunter and on the Buyers Portal there are now institutional dashboards.</p> <p>Contract &amp; Supplier Management training has also been run for APUC and the sector.</p>
	<p>Ensure that all collaborative partners report on the agreed Sector Benefits Reporting Methodology</p>	<p>The Sector Benefits Reporting Methodology was reviewed and launched in January 2018. This revised version was updated in line with the Regulations and included a new BT14 "Sustainability Based Benefits". This has been taken up on a cross sector basis as well as the UK HE/FE sector.</p> <p>Hunter has been amended to include BT14 so these can be recorded alongside BT1 and BT2 savings and reported as part of the Benefit Statements.</p>
	<p>Maximisation of coverage - Increase uptake of collaborative Framework Agreements to move towards an overall sectoral coverage of 40%</p>	<p>Through use of APUC tools, working with the sector and undertaking more regional collaborative opportunities, collaborative uptake has increased from 31% in the year 2015/2016 to 35% for 2016/17 (with early data indicators pointing to close to 40% for 2017/18)</p> <p>A spend analysis tool has been developed in house to identify and code unique suppliers for the sector and each Institution. This clearly identifies the gaps in contract coverage at an Institution versus the collaborative MI reported.</p> <p>A new Contract Uptake tool has been created to replace and streamline the previous tool.</p>

		<p>This was Launched in February 2018 and helps identify where Framework Agreements are being used and where and why they are not being used.</p> <p>The Head of Operational Procurement has taken responsibility for all account management for the Universities in Scotland and is working with them to identify gaps and increase contract uptake. Four senior managers perform this role across the College sector.</p> <p>As discussed above, regional teams are now in place to help drive a regional focus on Framework Agreements as the main option.</p>
	<p>Maximisation of coverage – ensure comprehensive availability of Framework Agreements available via APUC (including those via partners) to meet sectors Cat A and Cat B needs.</p>	<p>APUC consistently leads or facilitates between 175 and 185 Framework Agreements which are either APUC led, cross sectorally led or led by other Consortia in the UK.</p> <p>APUC have reviewed the Framework Agreements that are promoted to the sector to ensure they meet the needs and wants of the Institutions. Every year a Contracting Priority Workshop is held with all Heads of Procurement within the Universities and Colleges to determine what is working well and what is not working as well as was expected.</p> <p>The Head of Operational Procurement at APUC sits on various working groups to maximise collaborative activity. The main groups are the Collaborative Leads Group (CLG) which covers cross sector requirement and is chaired by Scottish Government and the other being the Joint Contracting Group (JCG) which covers the HE/FE sector on a UK basis which is currently chaired but the Head of Procurement at APUC.</p> <p>Every quarter APUC issues category bulletins to the sector to communicate Framework Agreements and other key information to keep the key stakeholders up to date.</p>

	Enable sectors to obtain savings from collaborative contracting (either through leading or jointly managing, or facilitating tendering/contracting as appropriate) of over £8m per year based on agreed BT1 savings (generally VPPP) and £20m on agreed BT2 savings (VMP)	All savings recorded are in line with the agreed Cross Sector Benefits Reporting Methodology. BT1 Savings and BT2 savings as well as the rationale are documented in Hunter and then form part of the Benefit Statements to Institutions. Institutions also report on their local collaborative savings in Hunter which are added to the savings reported. Savings are focussed across the whole of the HE/FE sector in the UK following a standardised approach. These are co-ordinated and verified as part of the JCG.
<b>Consolidation of effective, efficient and appropriately resourced procurement operations</b>	Up to date Category Strategies to incorporate relevant 2015 - 2018 APUC Strategic Plan elements in new common format and including optimised Contract and Supplier Management service deliverables	Category Strategies are in place and shared with the Sector. These link to the Responsible Procurement Guides and Category bulletins.
	Ongoing publishing of quarterly Category Bulletins for relevant stakeholders.	Category Bulletins are published quarterly on Sharepoint. A new C1 category Bulletin has been introduced.
	Maximise usage of Hunter across Institutions to provide contract register, forward tendering plans, capture local savings, contract management, category management and non-pay spend analysis.	Online version of Hunter contracts solution is available to members providing the ability to record contracting information in a single solution. Functionality includes contracts register publication, forward contracting plans, annual report data, savings capture, online contracts dashboards, savings reports and access to 2 years of non-pay spend data.
	Further develop spend analysis to capture non pay spend data via the Hunter application to provide more timely reporting of procurement spend data for the purpose of monitoring and forecasting.	Spend analysis solution in place with online reporting of non-pay spend, current contracts with Framework Agreement supplier spend. Ability to upload monthly spend data providing increased visibility of on/off contact spend during the financial year. Past 2 years data currently available for 41 institutions.
	Develop and manage a customer portal to report in a single place for all key institutional procurement data	Secure online portal in place for member institutions hosting contracting dashboards with contracted, In-progress, scheduled and research information. Online benefits reports,



	and enable institutions to upload key local data	spend analysis, PCIP data and other key reporting data contained within the portal.
	Facilitate the PCIP programme and wider capability improvement and implementation/adoption of best practice procurement tools and processes across client institutions	APUC completed all Full, Medium and Lite PCIP's by the end of 2016, and all OPR's in Q1 2017. The outputs were utilised to prepare a Continual Improvement Programme for its members, which included running training courses, developing online learning and delivering workshops.
	Forward programme for PCIP Dashboard reporting and future PCIP assessments	APUC commenced PCIP catch up discussions with its members in Q2 2018 to assess progress towards each member's 2 <sup>nd</sup> PCIP assessment. All members are fully aware of the next PCIP schedule.
	Implement a specific structure to support local institutional shared services & the college services team	Head of Institutions Procurement Services (IPS) appointed on a 0.5FTE basis. 1:1's and team meetings held regularly.  IPS provides shared service resources to the majority of Scotland's 44 Universities and Colleges.
	Work with Universities and Colleges to develop advanced solutions (regional teams/regional resource sharing etc) for providing professional procurement services across the sector	Regional resource sharing teams in place in Glasgow, Edinburgh, Highlands & North and in Tayside. Local collaboration (C1) workshops have been held at least annually across Scotland on a regional basis to identify and capitalise on any regional opportunities.
	Provide tender support services to colleges for all EU level tendering and where resources permit, other relevant (>£50k) high value tenders and further competitions. This will be blended with local procurement services where these are in place.	Tender support services being provided to all Colleges in Scotland.
	Senior Procurement Manager with responsibility for College in a defined geographical area to provide procurement capability development	Each of 4 regions in Scotland (North, East, West and South & Central) are supported by an APUC senior procurement manager. College procedures and processes well understood in all instances. Improvements

	support to internal resources within Colleges	identified and implemented on an incremental, College-by-College basis. Spend analysis is carried out annually to understand spend profile and to identify any gaps in contractual coverage. Hunter is being used to provide a contracting schedule and to inform each Institution's Procurement Strategy. Ad hoc support is being provided where required and where resource permits.
	Undertake annual operational service reports for all locations where APUC provides local (institutional) procurement shared services.	A template was provided to Institutional Procurement Services Institutions in 2015. An annual report for every Shared Service Institution has been provided each year, showing status of achievement against deliverables.
<b>To embed sound ethical, social and environmental policies within collaborative procurement and to implement the Sustainable Procurement Duty in Higher Education and Further Education (HE/FE)</b>	Develop carbon reduction guides by category	APUC D&S team worked with Heads of Category and together published Responsible Supply Chain Category Guides in late 2017, which included Carbon Reduction and Marrakech Prioritisation outputs.
	Facilitate improved ethical and sustainable procurement practices in the sector	Each APUC category now has its own Responsible Procurement Champion, that is responsible for progressing Sustain (APUC owned Supply Chain Sustainability assessment tool). The APUC D&S team has also been directly involved in reviewing upcoming strategy and tender documents to embed more sustainable outcomes.  The APUC annual conference (May 2018) had considerable elements focussing on Sustainable Procurement, including plenary and panel sessions, as well as workshops.  APUC has joined projects including Electronics Watch, 'Make ICT Fair' and Zero Waste Scotland 'CircoPro' bid to increase category and/or topic specific sector knowledge.
<b>Establishment of robust legal compliance, best practice and supplier engagement</b>	Establish and update a full suite of Tender process templates for APUC and Institutions to be aligned to new PRA/EU rules.	APUC templates are in place. Being reviewed in line with new requirements such as GDPR and Cyber Security.

	Develop and implement web publishing of contract registers on APUC website based on Hunter data	Institutions contracts registers are published on central APUC website fed with data live from Hunter solution.
	Manage a major/comprehensive development programme to support the sector in implementing the Procurement Reform (Scotland) Act and the new EU Directives	APUC has, where relevant, produced sector templates to assist its members. Full day training courses were initially delivered to members to assist with implementation of the 2016 directives, and these were converted into a series of e-learning modules in early 2017.
	Implement a supplier development programme to ensure SME's, supported business and third sector understand and are confident in taking part in the bidding process.	APUC regularly attends the Scot-Gov Supplier Development Programme "Meet the Buyer" events, and also participates in (with regional focus) or holds other events (e.g. market engagement) as relevant, in order to ensure the supply base is ready and capable to bid.
	Deliver a training plan for the sector based on identified and relevant training needs, jointly with other sectors and HEPA to optimise opportunities and efficiency.	APUC have developed a suite of eLearning modules which are available to the sector.  APUC regularly works with other sectors and HEPA where appropriate.

In order to achieve these strategic procurement objectives above and to comply with the mandatory general duties and specific measures of the Procurement Reform Act, the procurement statements below demonstrate the activity undertaken by APUC to deliver the requirements of the PRA in line with the Annual Report.

#### Statement on APUC's general policy on the use of community benefit requirements

For every APUC led procurement over £4m, APUC has considered community benefits in all of its Framework Agreements on a proportionate basis. This has included whenever feasible incorporating community benefits into call off criteria to ensure an Institution can capture community benefits at the local level when undertaking a call off. APUC gather best practice and work cross sectorally to help deliver community benefits.

The cross-sector Benefits Reporting Methodology was reviewed in January 2017 and now includes BT14 which addresses Sustainability Based Benefits of which Community Benefits are part of. These can be reported under BT14 savings on Hunter.

### **Statement on APUC's general policy on consulting and engaging with those affected by its procurements**

For each procurement, APUC considers the community affected by the resultant Framework Agreement and ensures any affected Institutions/persons are consulted. Various forms take place to communicate and inform the sector:

- Every year APUC hold a Contracting Priority Workshop (CPW) with Heads of Procurement to review Framework Agreements in place and set priorities for the forthcoming year.
- APUC hold quarterly Procurement Strategy Groups (PSG's) for the Universities and Colleges to ensure the needs and requirements of the sector and being met and where best practice can be shared.
- All Framework Agreements led by APUC have User Intelligence Groups (UIG's) and wider sector representation to ensure that customer needs are being met
- APUC's CEO meets annually each Institution to understand their needs and wants to ensure APUC are meeting expectations.
- Annually, APUC holds a very successful Procurement Network Conference to share best practice and to train the sector with a customer survey being issued to ensure feedback is being received and actioned where appropriate.
- Every quarter APUC's board meeting takes place to ensure APUC is meeting stakeholders needs and focussing on the right priorities and once a year there is a Meet the Board for all APUC staff to attend.

### **Statement on APUC's general policy on the payment of living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements**

Where relevant and proportionate, APUC consider the fair work practices of suppliers in its procurements, including the application of the Living Wage through its Framework Agreement tender process. APUC has standardised wording for its tender questions on fair work practices in line with Scottish Government. APUC also assesses the supply chain through the 'Sustain' Assessment.

APUC now report spend with living wage suppliers. This can be drawn from supplier MI and from Hunter.

### **Statement on APUC's general policy on promoting compliance by contractors and sub-contractors with the Health & Safety at Work, etc. Act 1974 (c.37) and any provision made under the Act.**

APUC is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation. On a Framework Agreement by Framework Agreement basis, APUC will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation which is embedded in the Terms and Conditions, the specification and managed through the Contract Management process. As part of the Contract Management process, Sustain is used which assesses and monitors against HSE not only with the Supplier but also down the supply chain.

For ICT and the supply chain, there is focus on the use of Electronics Watch. APUC focus on making use of Electronics Watch to monitor the supply chain for such issues.

**Statement on APUC's general policy on the procurement of fairly and ethically traded goods and services.**

APUC where relevant and appropriate make use of appropriate standards and labels in its Framework Agreements to maximise the incorporation of fair and ethical trading considerations.

The APUC Development & Sustainability (D&S) team has also been directly involved in reviewing upcoming strategy and tender documents to embed more sustainable and ethical outcomes. Each APUC category now has its own Responsible Procurement Champion, that is responsible for progressing Sustain and becoming category 'experts' for responsible procurement issues.

Since 2013, all APUC Framework Agreement suppliers have signed up to the APUC Supply Chain Code of Conduct (which has also been adopted by APUC members).

**Statement on APUC's general policy on how it intends its approach to regulated procurements involving the provision of food to: improve the health, wellbeing and education of communities in the organisation's area; and promote the highest standards of animal welfare.**

APUC where appropriate will embed standards/labels criteria in tender documentation and will work closely with internal stakeholders such as UIG's and D&S to consider areas such as origin of food, ethical food production, environmental impact, healthy options and food waste.

APUC will also work with external stakeholders such as TUCO, EAUC, CoE's and HE/FE Consortia to embed the provision of food into the specifications and tender documentation to ensure end user needs are being met and to ensure similar requirements are flowed our nationally to create standardisation and compliance.

Recognising the impact that meat production can have, APUC have taken then approach to mandate vegetarian lunches for all working events/meetings. In addition, APUC have recognised the issue on single re-use plastics and have implemented a voluntary ban in all APUC offices, meetings and any APUC event.

**Statement on APUC's general policy on how it intends to ensure that, so far as is reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented**

- Payments due by the authority to the contractor
- Payments due by a contractor to a sub-contractor
- Payments due by a sub-contractor to a sub-contractor

APUC complies with the Late Payment legislation and has incorporated into the Framework Agreement Terms and Conditions as well as Call off Terms and Conditions that payments are made no later than 30 days.

**Statement on APUC's general policy on how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty.**

APUC undertake all its regulated procurements in compliance with the sustainable procurement duty. Where appropriate, all Framework Agreements consider and embed environmental, social and economic issues and benefits are recorded against BT14 Sustainability Based Benefits on Hunter with rationale on how it has been calculated.

APUC utilise many tools and systems to comply with the sustainable procurement duty such as Prioritisation, Life Cycle Impact Mapping, Flexible Framework, APUC's Code of Conduct, Sustain, Electronics Watch and the in-house tool Hunter.

The D&S team are directly involved in reviewing upcoming strategy and tender documents to embed elements of the sustainable procurement duty. D&S have also provided e-learning modules and training for APUC and the wider sector.

Each APUC category now has its own Responsible Procurement Champion, that is responsible for progressing Sustain and embedding through Contract Management.

#### **Statement on APUC's policy on how it intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.**

All Framework Agreements undertaken by APUC are EU regulated procurements and are sorted into 4 main categories of Estates, Information Services, Labs and HR and Professional Services. APUC works with the sector to define their requirements and establish Framework Agreements to meet these needs and ensure they are fit for purpose. MI collaborative spend is collated and assessed to ensure what is being reported is accurate.

Collaborative Contracting works closely with its enabling workstreams eSolutions for tools and systems and Development & Sustainability (D&S) for guidance and training. The eSolutions team have developed many tools not only for APUC but the sector including Hunter, Buyers Portal, Contract Uptake tool and Contract Management tool.

APUC have a programme for continuous improvement driven from PCIP's where procurement professionals within APUC and the sector are trained. Training to date has included a range of elearning modules, spend workshops and numerous face to face external training courses for members.

The Collaborative Contracting team work with other HE/FE consortia across the UK and cross sector COE's in Scotland to deliver collaboration, best practice and added value benefits. All this assists in the delivery of APUC's strategic objectives.

#### **Statement on APUC's policy on how it intends to ensure that its regulated procurements will deliver value for money.**

APUC has collaborative contracting arrangements in place to deliver improved contract terms, for example General Data Protection Regulations (GDPR), tax evasion and Human Trafficking, contract and supplier management, sustainable procurement outcomes and value for money. The Buyers Portal has been created on Sharepoint which allows access for all as a free secure tool for all relevant documents to support the use of Framework Agreements.

The Cross-Sector Benefit Reporting Methodology has been updated and is being used in Scotland and across the HE/FE sector in the UK to demonstrate both cash and non-cash savings. The new guidance now has BT14 "Sustainability Based Benefits" and Hunter has been developed to allow this to be recorded with rationale which now appears on the Benefit Statements.

APUC is part of the CLG and JCG which focusses on collaborative working to ensure best practice and to drive benefits. Procurement Strategy Groups take place quarterly with Universities and Colleges which are chaired but the CEO of APUC. These allow for effective networking, collaborative opportunities and sharing of best practice.

**Statement on APUC's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.**

APUC conduct all regulated Framework Agreements in compliance with the EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Where relevant and appropriate, APUC regionally lot its Framework Agreements to encourage SME engagement, use output-based specifications, use clear evaluation criteria, offer debriefs and hold Meet the Buyer events to communicate with the supply base to ensure Framework Agreements are accessible to as many suppliers as possible.

APUC utilise portals such as PCS, PCST to publish all of its Framework Agreements and use AWARD as its online evaluation portal to ensure tender responses are evaluated in a fair and transparent manner. Sharepoint is used across the sector as a means to access Buyers guides and relevant Framework Agreement information such as terms and conditions. Hunter is an in house contracts database where all information is stored and is the main hub linking to other in house tools such as Contract Uptake and Contract Management. Sustain has also been developed as part of Contract Management to understand the entire Supply Chain.

**Statement on APUC's policy on how it intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner.**

APUC utilise portals such as PCS, PCST to publish all of its Framework Agreements and use AWARD as its online evaluation portal to ensure tender responses are evaluated in a fair and transparent manner. Meet the Buyer events also take place to encourage supplier engagement and to help ensure information is available to smaller local providers to assist them build capacity to bid for such requirements. Sharepoint is used across the sector as a means to access Buyers guides and relevant Framework Agreement information such as terms and conditions and tender documentation.

The Head of Procurement at APUC is currently the Chair of the JCG and sits on the CLG. Both of these groups take place quarterly and drive compliance. Both groups focus on existing contracting plans and future tendering opportunities which are both promoted on APUC's and Scottish Government's website.

Procurement Managers at APUC work with D&S for every Framework Agreements to address sustainable areas that may arise and embedding them from pre-strategy stage to award. These include as an example, standards and labels to take account of fair and ethical trading considerations. Sustainable Procurement outcomes are a priority for APUC.

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

### Section 3: Community Benefit Summary

For every procurement over £4m, APUC will consider 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 Framework Agreement and call-off contract activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated Framework Agreements valued at below £4m.

The general APUC policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included’? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance. APUC Collaborative Contracting procurement supply chain managers work closely with D&S to ensure relevant and appropriate community benefits can be embedded at strategy stage through to the Invitation to Tender and award on a category and commodity basis.

Where applicable, as part of the tendering process, Tenderers are invited to describe their approach to delivering community benefits or achieving social value through a Framework Agreement. 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, 3rd 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.

Tenderers are invited to describe how such benefits will be successfully delivered through the Framework Agreement and form part of any Call off Contract at an Institution and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the Framework Agreement. All community benefits anticipated at the Framework Agreement level are all logged in Hunter as a BT14 Sustainability Based Benefits with rationale to support such a benefit. Local community benefits from a call-off contract within an institution are also recorded as a BT14 as a delivered benefit.

In the reporting period, community benefits were identified within Framework Agreements as detailed in Annex B.



## Section 4: Supported Business

APUC conducts all its regulated Framework Agreements in line with Route 3 of the Procurement Journey as the value is OJEU level. Route 3 mandates the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD 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.

APUC reviews each Framework Agreement 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). Where appropriate and relevant, APUC undertake lotting within its Framework Agreements to encourage SME's and potentially supported businesses for particular commodities.

APUC did not reserve any Framework Agreements for supported businesses in this period, however the Furniture and Laundry Framework Agreements were awarded prior to this period and contain Supported Businesses that won a place on the Framework Agreements as part of the tendering process. APUC also actively promotes to the sector the Scottish Government Supported Businesses Framework Agreement and the benefits. Scottish Government are re-tendering this Framework Agreement which the Head of Procurement at APUC has been actively involved in from Strategy stage.

## Section 5 – Future Regulated Procurements

APUC 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.

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 Framework Agreements outlined in Annex C should be viewed with this caveat in mind.

In Annex C, information is set out to show EU regulated Framework Agreements planned to commence in the next two financial years from July 2018/2019 and 2019/2020. The information covers:

- The Framework Agreement Title and Reference
- The category – A/B or C
- Whether it is a new, extended or re-let Framework Agreement
- The expected Framework Agreement Publication Date
- the expected date of award
- the expected start and maximum end date
- the estimated value over the Framework Agreement period

## Section 6 –Other Content for Consideration

APUC are leaders of change and over the past 10 years have actively raised the profile of procurement within both Universities and Colleges in Scotland and the wider UK HE/FE sector by championing its potential to shape markets, support policy priorities, embed a shared services model and ultimately ensure Framework Agreements are put in place to meet the client's needs and demands.

APUC actively supports training and development of its staff and members and this is a key part of D&S, which includes delivery of face to face training courses and development of e-learning modules. APUC are on the 4<sup>th</sup> round of the graduate development programme where three or four candidates are taken on every round undertaking placements in APUC as well as Universities and Colleges. All candidates have been outstanding and candidates on completion of the programme have all gone on to be recruited within APUC or its Institutions. Furthermore, APUC have taken on 2 supply chain trainees who are going through a development programme that meets their needs within the Collaborative Contracting team at APUC.

APUC every year supports a Charity elected by its employees. In 2016/2017 Cancer Research was chosen, with Alzheimer Scotland in 2017/2018. Employees regularly undertake events to support these charities and at every corporate open forum a charity quiz is undertaken with the proceeds all going to a charity. Two employees in December 2017 also attended the Social Bite Sleep in the Park to raise further fund in sub zero temperatures.

Sustainable Procurement is actively promoted within every Framework Agreement led by APUC but this has also been addressed within APUC Offices. There is a ban on single use plastic bottles and coffee cups in all APUC offices and at corporate events. Furthermore, milk is delivered to each of the core APUC offices in constantly returned glass bottles and all working lunches held by APUC are vegetarian / pescatarian only.

APUC was a founder member of Electronics Watch and was the first ever full consortia member. All of APUC's member institutions are now members of Electronics Watch. APUC is also represented on the international Ethical Trading Initiative cross sector public working group on Modern Slavery, working to understand how modern slavery is addressed in public tenders.

## Annex A List of Regulated Framework Agreements Completed (By Start Date) in the Reporting Period 01 Jan 2017 to 31 July 2018

### Compliant

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Award Date	Owner: Category A/B or C	Framework Agreement Start Date	Framework Agreement Max End Date	Value over Framework Agreement Period
LIB1003 AP	Periodicals (The Supply of) Sole supplier of Periodicals to members of APUC, Northern Ireland Institutions, National Library of Scotland and National Museums of Scotland	LM Information Delivery UK Ltd	15/09/2016	B	01/01/2017	31/12/2020	£45,000,000
LAB1009 AP	3D Printers, 3D Scanners and associated equipment, Supply of	Abergower.com; Central Scanning; CREAT3D Ltd; Express Group; Instant Makr Ltd; Ultimaker GB Ltd	03/03/2017	B	03/03/2017	02/03/2021	£6,000,000
ITS1026 AP	Virtual Learning Environment (VLE) Systems Framework	Blackboard International; D2L Europe Ltd; Instructure Global Ltd; New Media Warehouse/TA Synergy Learning Ltd	07/03/2017	B	07/03/2017	06/03/2021	£3,800,000
PFB1020 AP Lot 1	Executive and Senior Strategic Search and Recruitment Services	Aspen People Limited; GatenbySanderson Ltd; Perrett Laver; Saxton Bampfylde; Veredus	11/04/2017	B	17/04/2017	16/04/2021	£8,000,000
PFB1020 AP Lot 2	Executive and Senior Strategic Search and Recruitment Services	GatenbySanderson Ltd; Harvey Nash; Perrett Laver; Saxton Bampfylde; Veredus	11/04/2017	B	17/04/2017	16/04/2021	£68,500,000
PFB1020 AP Lot 3	Executive and Senior Strategic Search and Recruitment Services	GatenbySanderson Ltd; Hays Specialist Recruitment Limited; Perrett Laver; Saxton Bampfylde; Veredus	11/04/2017	B	17/04/2017	16/04/2021	£6,000,000

PFB1020 AP Lot 4	Executive and Senior Strategic Search and Recruitment Services	Hays Specialist Recruitment Limited; Penna PLC; Perrett Laver; Saxton Bampfylde; Veredus	11/04/2017	B	17/04/2017	16/04/2021	£40,500,000
PFB1020 AP Lot 5	Executive and Senior Strategic Search and Recruitment Services	Aspen People Limited; Badenoch & Clark; Harvey Nash; Hays Specialist Recruitment Limited; HRL 2 Ltd T/A Change Recruitment Group; TMP Worldwide	11/04/2017	B	17/04/2017	16/04/2021	£8,000,000
PFB1020 AP Lot 6	Executive and Senior Strategic Search and Recruitment Services	Aspen People Limited; Badenoch & Clark; Harvey Nash; Hays Specialist Recruitment Limited; Penna PLC; Perrett Laver	11/04/2017	B	17/04/2017	16/04/2021	£42,400,000
PFB1020 AP Lot 7	Executive and Senior Strategic Search and Recruitment Services	Perrett Laver; Saxton Bampfylde; SearchHigher; Society Limited; Witt/Kieffer Ccentric	11/04/2017	B	17/04/2017	16/04/2021	£2,000,000
PFB1020 AP Lot 8	Executive and Senior Strategic Search and Recruitment Services	Executive Headhunters Ltd; Perrett Laver; Saxton Bampfylde; SearchHigher; Witt/Kieffer Ccentric	11/04/2017	B	17/04/2017	16/04/2021	£11,200,000
PFB1020 AP Lot 9	Executive and Senior Strategic Search and Recruitment Services	GatenbySanderson Ltd; Perrett Laver; SearchHigher; Veredus; Witt/Kieffer Ccentric	11/04/2017	B	17/04/2017	16/04/2021	£2,000,000
PFB1020 AP Lot 10	Executive and Senior Strategic Search and Recruitment Services	Badenoch & Clark; Perrett Laver; SearchHigher; Veredus; Witt/Kieffer Ccentric	11/04/2017	B	17/04/2017	16/04/2021	£9,200,000
EFM1020 AP	Electrical Sundries Supply of	Edmundson Electrical; Rexel UK Ltd; Yesss Electrical Ltd	24/04/2017	B	25/04/2017	24/04/2021	£7,200,000
PMR1001 AP	Franking Machines	Nationwide Franking Sense; Neopost Limited; Northern Services	28/04/2017	B	01/05/2017	30/04/2021	£1,400,000

LAB1013 AP	Laboratory Plastic-ware, Glassware & Sundries, Supply of	Anachem; Camlab Limited; Fisher Scientific UK; Greiner Bio-One Ltd; HCl Supplies LLP; Scientific Laboratory Supplies Ltd (SLS); Sigma-Aldrich Company Limited; Starlab (UK) Ltd; VWR International Ltd	31/05/2017	B	01/06/2017	31/05/2021	£20,000,000
ITS1029 AP	Student Information Management Systems and Associated Services	Capita Business Services Ltd; Ellucian Global Ltd; Tribal Education Limited; UNIT4 Business Software Ltd; Visions Consulting Services Ltd	25/07/2017	B	28/07/2017	27/07/2021	£29,000,000
EFM1024 AP Lot 1	Water Quality Management - Lots 1- 5 – Risk Assessment Services	ChemTech Consultancy Ltd; ECG Facilities Services (APUC); HBE Risk Management; Integrated Water Services; Socotec UK Ltd (Previously known as Environmental ; Urban Environments Limited	08/08/2017	B	08/08/2017	07/08/2021	£2,000,000
EFM1024 AP Lot 6	Water Quality Management - Lot 6 - Water Quality Treatment Services (including sampling and treatment of Legionella) (UK Nationwide )	ChemTech Consultancy Ltd; ECG Facilities Services (APUC); GRAHAM Asset Management Ltd; HBE Risk Management; Integrated Water Services; Socotec UK Ltd (Previously known as Environmental	08/08/2017	B	08/08/2017	07/08/2021	£600,000
EFM1024 AP Lot 7	Water Quality Management - Lot 7 - One Stop Shop for provision of full Water Quality Management Service (UK Nationwide)	ChemTech Consultancy Ltd; ECG Facilities Services (APUC); HBE Risk Management; Integrated Water Services; SMS Environmental Limited; Socotec UK Ltd (Previously known as Environmental	08/08/2017	B	08/08/2017	07/08/2021	£1,000,000

LAB1014 AP	Liquid Handling Robotics & Laboratory Automation Systems	Agilent Technologies LDA UK Limited; Anachem; Astech Projects Ltd; Beckman Coulter; Eppendorf UK Ltd; Gilson Scientific; Hamilton Robotics Ltd; HTZ Ltd; PerkinElmer LAS UK Ltd; Qiagen Ltd; TECAN UK; Thistle Scientific; VWR International Ltd	02/08/2017	B	14/08/2017	13/08/2021	£8,000,000
ITS1025 AP	Similarity Detection Systems and Associated Services	Plagscan GmbH; Prio Infocenter AB/Urkund; Turnitin UK Ltd (formerly Iparadigms Europe)	17/08/2017	B	01/09/2017	31/08/2021	£400,000
CAT1060 AP	Fresh Dairy Products	Graham's the Family Dairy	12/10/2017	B	26/10/2017	25/10/2021	£2,000,000
LAB1017 AP	Laboratory Chemicals, Supply of	Fisher Scientific UK; Fluorochem Limited; Scientific Laboratory Supplies Ltd (SLS); Sigma-Aldrich Company Limited; VWR International Ltd	16/10/2017	B	30/10/2017	29/10/2021	£2,000,000
LIB1007 AP Lot 1	Print Books and Standing Orders (the Supply of)	Askews & Holts Library Services; Dawson Books; ProQuest	31/10/2017	B	03/11/2017	02/11/2021	£11,000,000
LIB1007 AP Lot 2	Print Books and Standing Orders (the Supply of)	Dawson Books	31/10/2017	B	03/11/2017	02/11/2021	£4,000,000
LIB1004 AP Lot 1	eBooks and eBook Collections for HE/FE	Askews & Holts Library Services; Dawson Books; ProQuest	29/11/2017	B	12/12/2017	11/12/2021	£5,000,000
LIB1004 AP Lot 2	eBooks and eBook Collections for HE/FE	Bloomsbury Publishing PLC; Elsevier B.V; The Institution of Engineering and Technology; Wiley	29/11/2017	B	12/12/2017	11/12/2021	£3,000,000
LIB1004 AP Lot 3	eBooks and eBook Collections for HE/FE	Bloomsbury Publishing PLC; EBSCO International Inc.; ProQuest	29/11/2017	B	12/12/2017	11/12/2021	£1,000,000
LIB1004 AP Lot 4	eBooks and eBook Collections for HE/FE	EBSCO International Inc.; ProQuest; VitalSource Limited	29/11/2017	B	12/12/2017	11/12/2021	£5,000,000

PFB1027 AP Lot 1	Legal Services	Anderson Strathern; Blackadders LLP; Dentons (Maclay Murray & Spens); DWF LLP (formerly Biggart Baillie LLP); Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£250,000
PFB1027 AP Lot 2	Legal Services	Anderson Strathern; CMS Cameron McKenna LLP; Dentons (Maclay Murray & Spens); DWF LLP (formerly Biggart Baillie LLP); Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£550,000
PFB1027 AP Lot 3	Legal Services	Anderson Strathern; Blackadders LLP; BTO Solicitors LLP; CMS Cameron McKenna LLP; Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£350,000
PFB1027 AP Lot 4	Legal Services	Anderson Strathern; BTO Solicitors LLP; Dentons (Maclay Murray & Spens); Pinsent Masons; Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£150,000
PFB1027 AP Lot 5	Legal Services	Anderson Strathern; Dentons (Maclay Murray & Spens); Pinsent Masons; Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£250,000
PFB1027 AP Lot 6	Legal Services	Anderson Strathern; Dentons (Maclay Murray & Spens); Pinsent Masons; Thorntons Law	19/12/2017	B	19/12/2017	18/12/2021	£1,550,000
ITS1032 AP	National Job Evaluation for the Further Education sector	ECC FEDRA	31/01/2018	B	31/01/2018	30/01/2022	£133,500
JAN1007 AP	Cleaning Materials and Disposable Paper Products	Alliance Disposables; Arrow County Supplies Ltd.; Bunzl Cleaning and Hygiene Supplies	20/03/2018	B	03/04/2018	02/04/2022	£10,000,000
CAT1062 AP	Fresh Fish & Seafood	Campbell Brothers Ltd; Campbells Prime Meat Ltd; The Fish People Scotland Ltd	09/04/2018	B	14/04/2018	13/04/2022	£1,200,000

LAB1015 AP	Microscopes & Imaging Equipment, Supply of	Abberior Instruments GmbH; Alcon Eye Care UK Limited; Cairn Research; Carl Zeiss Ltd; Chromacity Limited; Coherent Europe B.V; Digital Pixel Ltd; DP Medical Systems Ltd; Fianium Ltd; Fisher Scientific UK; GE Healthcare UK Ltd; GT Vision Ltd; Horiba UK Ltd.; Intelligent Imaging Innovations; J B Microscopes Limited; KeyMed (Medical & Industrial Equipment) Ltd; K-Tec Microscope Services Ltd; Leica Microsystems (UK) Ltd; Mazurek Optical Services Ltd; Microscopy Supplies and Consultants Ltd; Newport Spectra-Physics Ltd; Nikon UK Ltd; Peplertech Limited; Philips Electronics UK Limited; Photon Lines Ltd; Photonic Solutions; Scientific Laboratory Supplies Ltd (SLS); Sword Medical UK Ltd; VWR International Ltd	19/04/2018	B	31/05/2018	30/05/2022	£40,000,000
PFB1028 AP Lot 1	Audit Services - Internal External and Tax	BDO LLP; Ernst & Young; Henderson Loggie; KPMG LLP; PricewaterhouseCoopers LLP (PwC); RSM UK RISK ASSURANCE SERVICES LLP; Scott-Moncrieff; TIAA Ltd	22/05/2018	B	11/06/2018	10/06/2022	£9,200,000
PFB1028 AP Lot 2	Audit Services - Internal External and Tax	BDO LLP; Henderson Loggie; KPMG LLP; Mazars LLP; RSM UK RISK ASSURANCE SERVICES LLP; Scott- Moncrieff; TIAA Ltd; Wylie and Bisset LLP	22/05/2018	B	11/06/2018	10/06/2022	£3,400,000



PFB1028 AP Lot 3	Audit Services - Internal External and Tax	Ernst & Young; Henderson Loggie; KPMG LLP; Mazars LLP; RSM UK RISK ASSURANCE SERVICES LLP; Scott- Moncrieff; Wylie and Bisset LLP	22/05/2018	B	11/06/2018	10/06/2022	£4,000,000
PFB1028 AP Lot 4	Audit Services - Internal External and Tax	Deloitte; Ernst & Young; Henderson Loggie; KPMG LLP; Mazars LLP; PricewaterhouseCoopers LLP (PwC); RSM UK RISK ASSURANCE SERVICES LLP; Scott-Moncrieff	22/05/2018	B	11/06/2018	10/06/2022	£9,800,000
PFB1030 AP Lot 1	Fitness & Sports Equipment	Johnson Health Tech UK; Life Fitness (UK) Ltd; Origin Fitness (Anytime Leisure); Precor; Pulse Fitness; Real Time Leisure; Technogym	14/06/2018	B	14/06/2018	13/06/2022	£4,500,000
PFB1030 AP Lot 3	Fitness & Sports Equipment	Johnson Health Tech UK; Life Fitness (UK) Ltd; Origin Fitness (Anytime Leisure); Precor; Pulse Fitness; Technogym	14/06/2018	B	14/06/2018	13/06/2022	£2,500,000
PFB1030 AP Lot 2	Fitness & Sports Equipment	Johnson Health Tech UK; Life Fitness (UK) Ltd; Origin Fitness (Anytime Leisure); Precor; Pulse Fitness; Real Time Leisure; Technogym	14/06/2018	B	14/06/2018	13/06/2022	£3,000,000
PFB1030 AP Lot 4	Fitness & Sports Equipment	BLK BOX Fitness Limited; Johnson Health Tech UK; Life Fitness (UK) Ltd; Origin Fitness (Anytime Leisure); Precor; Technogym	14/06/2018	B	14/06/2018	13/06/2022	£1,500,000
PFB1030 AP Lot 5	Fitness & Sports Equipment	Gamez Galore; Origin Fitness (Anytime Leisure); Physical Company; Pulse Fitness	14/06/2018	B	14/06/2018	13/06/2022	£400,000
PFB1030 AP Lot 6	Fitness & Sports Equipment	Gamez Galore	14/06/2018	B	14/06/2018	13/06/2022	£100,000

CAT1000 C1	Catering Services - Stirling area	Cafe Albert	24/03/2017	C1	24/03/2017	22/03/2021	£120,000
LAB1000 C1	Metal Framework Tayside & Central Fife (previously LAB6000C1)	ASD Limited (trading as Kloeckner Metals UK); Metal Supermarkets UK Ltd; Richard Austin Alloys Ltd; Righton Ltd	19/06/2017	C1	26/06/2017	24/06/2021	£120,000
PFB1001 C1	Debt Collection Services	Legal Recoveries & Collections Ltd	28/06/2016	C1	28/06/2016	27/12/2018	£20,000
PFB1002 C1	Merchant Aquiring Services	GPUK LLP trading as Global Payments	25/05/2017	C1	22/12/2017	20/12/2021	£80,000
PFB1006 C1	Business Rates Review	Ryden LLP	18/05/2017	C1	19/05/2017	18/05/2019	£120,000
PFB1021 C1	ePurchasing Cards	Royal Bank of Scotland Group (RBS)	25/01/2016	C1	25/01/2016	23/01/2020	£1,000,000
PFB1022 C1	Specialist VAT Services	Ernst & Young	20/10/2015	C1	20/10/2015	19/10/2018	£150,000
TRA1001 C1 Lot 1	Taxi Services Edinburgh-Edinburgh City	Central Taxis; City Cabs (Edinburgh) Limited; ComCabs (Computer Cabs)	07/08/2017	C1	07/08/2017	05/08/2021	£4,554,000
TRA1003 C1 Lot 1	Coach Hire Services - Central Glasgow	Allander Coaches Limited; Edinburgh Coach Lines Ltd; Fairline Coaches Ltd; First Travel Solutions Ltd; Swift Coaches Ltd	07/07/2017	C1	07/07/2017	05/07/2021	£6,000,000

### Non-Compliant

All APUC Framework Agreements are compliant in line with the Regulations

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

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Framework Agreement Start Date	Framework Agreement Max End Date	Benefit Value
EFM1020 AP	Electrical Sundries Supply of	Edmundson Electrical	25/04/2017	24/04/2021	<ul style="list-style-type: none"> <li>-Currently employ 72 Modern Apprentices in Scotland and propose to place a further 30 apprenticeships in each year of the Framework Agreement.</li> <li>-Employ 24 graduate trainees and propose to employ a further 12 in each year of the Framework Agreement.</li> <li>-Propose to provide £100k in funding/donations per year to support community based initiatives/charitable initiatives.</li> <li>-Propose to commit up to 8 hours of staff time per month, per branch to assist with community projects which any local institution is promoting.</li> <li>-Propose to promote and provide work experience placements and offer mock interview sessions.</li> </ul>

PMR1001 AP	Franking Machines	Nationwide Franking Sense	01/05/2017	30/04/2021	<ul style="list-style-type: none"> <li>-Propose to recruit additional staff (administrative, logistical or engineering staff) for the duration of the Framework Agreement.</li> <li>-Propose to offer apprenticeships to individuals in Scotland.</li> <li>-Propose to recruit and train individuals who are unemployed, disadvantaged and those who are disabled.</li> <li>-Propose to attend meet the buyer events with APUC in order to provide opportunities to SME's.</li> <li>-Provide work experience for students and have a partnership with local schools to provide funding for disadvantaged students.</li> <li>-Offer to work with Skills Development Scotland and other organisations who could help identify appropriate individuals who would benefit from these opportunities.</li> </ul>
PMR1001 AP	Franking Machines	Northern Services	01/05/2017	30/04/2021	<ul style="list-style-type: none"> <li>-Support local community trust which involves hosting charity days and making donations.</li> <li>-Propose to offer training on a franking machine without any real cash stored.</li> <li>-Offer work experience placements for students.</li> </ul>
EFM1024 AP	Water Quality Management	ChemTech Consultancy Ltd	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Sponsor and support several local charities and events including sponsoring local village football team.</li> <li>-Propose to create a charitable collaboration with Framework members.</li> <li>-Propose to provide technical legionella training for further education colleges who train plumbers as part of their course.</li> </ul>
EFM1024 AP	Water Quality Management	ECG Facilities Services (APUC)	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Propose to hold supply chain briefings with local SME's.</li> </ul>
EFM1024 AP	Water Quality Management	HBE Risk Management	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Propose involvement with local community projects, locating up to 3 man days of their team to support local charities. Use time to mentor/provide talks/workshops to a youth project.</li> <li>-Welcome opportunity to support training days.</li> </ul>

EFM1024 AP	Water Quality Management	Urban Environments Ltd	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Aim to offer entry level jobs to local unemployed populations.</li> <li>-Urban will commit to the creation of one full-time employed and one part-time employed position in support of this Framework Agreement. for every £100,000 in Call-off contract value awarded per annum.</li> <li>-Urban will commit to increasing the workforce further and in line with its HACT commitment ration of 1:1 61 if the Framework Agreement is up to £1000,000 per annum.</li> </ul>
EFM1024 AP	Water Quality Management	Graham Asset Management	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Propose to agree and develop a robust Community Benefits plan which will include working with Job Centres, Further/Higher Education Colleges, Universities, Training Institutes and Voluntary and Charitable organisations.</li> </ul>
EFM1024 AP	Water Quality Management	SMS Environmental Limited	08/08/2017	07/08/2021	<ul style="list-style-type: none"> <li>-Propose contact with providers of Work Experience schemes in the local community so that they can offer young people to spend time in their business to learn.</li> </ul>
JAN1007 AP	Cleaning Materials and Disposable Paper Products	Arrow County Supplies Ltd	03/04/2018	02/04/2022	<ul style="list-style-type: none"> <li>-Propose to organise work tasters, job shadowing opportunities and intern training with their distribution hubs for school pupils, young adults and long term unemployed to introduce them into the logistics and warehouse industry.</li> <li>-Offer institutions student opportunities to work remotely and undertake specific time bound projects to help deliver their vocational skills and provide work experience.</li> <li>-Offer funding for an agreed number of days (1 per year for life of contract) training courses to assist young people across Scotland to achieve skills and qualifications that will assist them in securing employment.</li> </ul>

JAN1007 AP	Cleaning Materials and Disposable Paper Products	Bunzl Cleaning and Hygiene Supplies	03/04/2018	02/04/2022	<ul style="list-style-type: none"> <li>-Propose work experience, work placements and modern apprenticeships for University and College students.</li> <li>-Offer BCHS graduate scheme to University graduates.</li> <li>-Offer service to discuss career opportunities and inspiration for career paths on an annual basis to Institutions</li> <li>-Will hold mock interview days to help students build their confidence</li> <li>-Offer career mentoring programme - offer 5 mentees one year mentoring with 1-2 hours of active contact each month via skype, face to face or telephone</li> <li>-Work with local social enterprises</li> <li>-Supporting charities and trusts throughout the year.</li> </ul>
CAT1062 AP	Fresh Fish & Seafood	The Fish People Scotland Ltd	14/04/2018	13/04/2022	<ul style="list-style-type: none"> <li>-Provides demonstrations at colleges on how to handle fish.</li> <li>-Can accommodate temporary work placements for students.</li> </ul>

### Annex C List of Regulated Framework Agreements planned to commence in next two F/Ys Jul 2018/2019 & 2019/2020

Framework Agreement Reference	Framework Agreement Title	Owner: Category A/B/C or C1	New, extended or re-let Framework Agreement	Expected Framework Agreement Publication Date	Expected Date of Award	Expected Start Date	Expected Max End Date	Estimated Value Over Framework Agreement
ITS1024 AP	Assistive Technology, Hardware, Software & Consumables	B	New	27/07/2018	21/11/2018	26/11/2018	25/11/2022	£1,200,000
CAT1063 AP	Fresh Butcher Meat	B	Re Let	08/11/2018	19/02/2019	05/03/2019	04/03/2023	£6,000,000
EFM1027 AP	Waste Management	B	Re Let	26/06/2019	03/12/2019	17/12/2019	16/12/2023	£10,000,000
CAT1061 AP	Fresh Fruit and Vegetables	B	Re Let	03/10/2018	19/12/2018	20/12/2018	19/12/2022	£4,800,000
LAB1021 AP	LABORATORY EQUIPMENT ONE-STOP-SHOP	B	Re Let	01/01/2018	01/07/2018	01/08/2018	31/07/2022	£8,000,000
LIB1009 AP	Library Security and Self-Service Equipment, Software and Maintenance	B	New	11/06/2018	27/07/2018	20/08/2018	19/08/2022	£1,400,000
ITS1027 AP Lot 3	Finance, HR/Payroll Systems Framework	B	Re Let	14/02/2018	03/08/2018	10/08/2018	09/08/2022	£16,000,000
ITS1027 AP Lot 2	Finance, HR/Payroll, Systems Framework	B	Re Let	14/02/2018	03/08/2018	10/08/2018	09/08/2022	
ITS1027 AP Lot 1	Finance, HR/Payroll Systems Framework	B	Re Let	14/02/2018	03/08/2018	10/08/2018	09/08/2022	
AV1017 AP	Audio Visual Equipment including the supply, design, installation, maintenance and integration	B	Re Let	04/06/2018	30/08/2018	11/09/2018	10/09/2022	£60,000,000
LAB1016 AP	Mass Spectrometry & Chromatography Equipment, Supply of	B	Re Let	01/01/2018	31/08/2018	01/10/2018	30/09/2022	£60,000,000
FFE1011 AP	Furniture (Supply, Delivery & Installation of)	B	Re Let	18/07/2018	15/10/2018	01/12/2018	30/11/2022	£36,000,000

EFM1032 AP	Lift Maintenance, Installation & Refurbishment Services	B	Re Let	28/09/2018	11/12/2018	05/11/2018	04/11/2022	£3,131,368
LAB1020 AP	PIPETTE SERVICING AND REPAIR	B	Re Let	01/04/2019	01/01/2019	01/01/2019	31/12/2022	£8,000,000
LIB1005 AP	Library Databases, Provision of	B	Re Let	01/12/2019	29/03/2019	01/04/2019	31/03/2023	£2,000,000
CAT1064 AP	Fresh Bakery Products	B	Re Let	21/05/2019	10/08/2019	09/09/2019	08/09/2023	£1,200,000
LAB1018 AP	VETERINARY SUPPLIES	A	Re Let	01/06/2019	27/01/2020	27/01/2020	26/01/2024	£20,000,000
LAB1022 AP	Lasers and Associated Equipment, Supply of	B	Re Let	31/12/2019	30/06/2020	30/06/2020	29/06/2024	£8,000,000
EFM1025 AP	Plumbing Consumables and Commercial Heating Products	B	Re Let	07/05/2018	02/08/2018	10/08/2018	09/08/2022	£1,600,000
EFM1030 AP	Condition Surveys	B	New	16/11/2018	28/01/2019	05/02/2019	04/02/2023	£2,500,000
EMF1036 AP	Timber Products	B	Re Let	19/11/2018	08/03/2019	23/03/2019	22/03/2023	£2,100,000
FFE1008 AP	Floor Coverings	B	Re Let	11/06/2018	07/09/2018	10/09/2018	09/09/2022	£3,200,000
FFE1012 AP	Window Coverings	B	Re Let	06/01/2019	04/03/2019	15/03/2019	14/03/2023	£1,800,000
FFE1013 AP	Hair and Beauty	B	Re Let	03/06/2019	10/02/2020	15/02/2020	14/02/2024	£2,000,000
FFE1014 AP	Nail Specialism - Hair & Beauty	B	New	03/06/2019	10/02/2020	15/02/2020	14/02/2024	£500,000
FFE1015 AP	Theatrical Make-up -Hair & Beauty	B	New	03/06/2019	10/02/2020	15/02/2020	14/02/2024	£500,000
INS1002AP	Insurance Services	B	Re Let	14/12/2018	18/04/2019	01/08/2019	31/07/2023	£2,400,000
PFB1032 AP	Electoral Services	B	New	30/11/2018	05/03/2019	01/04/2019	31/03/2023	£100,000
EFM1000 C1	Window Cleaning- Tayside	C1	New	09/10/2018	25/11/2018	26/11/2018	25/11/2022	£600,000
LIB1001 C1	Journal Binding & Book Repairs	C1	Re Let	30/06/2018	19/10/2018	12/11/2018	18/10/2022	£120,000
SEC1000 C1	Occupational Health Services - Aberdeen	C1	New	10/10/2018	22/11/2018	26/11/2018	25/11/2022	£520,000



## Annex D - Glossary of Terms

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

Category A	Collaborative Framework Agreements available to all public bodies <ul style="list-style-type: none"><li>• Scottish Procurement</li></ul>
Category B	Collaborative Framework Agreements 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.

**EU regulated procurements** are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

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

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

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

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

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

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

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

**Institutional Dashboard** - 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

**OJEU thresholds** OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2018.

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

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

**Procurement Journey** 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.

**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.

**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

**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.