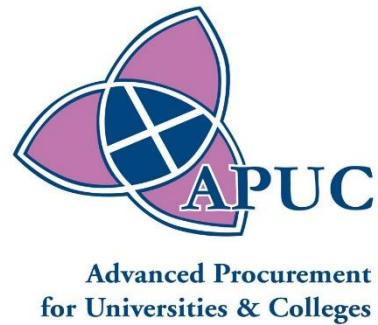


# Annual Procurement Report



*Published in alignment with  
the Procurement Reform Act  
covering 01 August 2022 to 31  
July 2023*

**Approved by APUC Board**

**November 2023**

## Contents

<b>Section</b>	<b>Title</b>	<b>Page</b>
0	Executive Summary	3
1	Summary of Regulated Procurements Completed	5
2	Review of Regulated Procurement Compliance	5
3	Community Benefit Summary	18
4	Supported Business Summary	19
5	Future Regulated Procurement Summary	19
6	Other Content for Consideration	19
Appendix A	List of Regulated Framework Agreements Completed	22
Appendix B	List of Regulated Procurements with Community Benefit Requirements Fulfilled	26
Appendix C	List of Regulated Procurements placed with Supported Businesses	34
Appendix D	List of Regulated Framework Agreements planned to commence in next two F/Ys Jul 2022/2023 & 2023/2024	35
Annex A	Annual Procurement Report Template	37
Annex B	Glossary of Terms	41

# APUC Annual Procurement Report (APR)

## Section 0 - Executive Summary

APUC was formed in 2007 and is the Centre of Expertise for all the Universities and Colleges in Scotland. APUC, among other aspects within its scope, undertakes procurement processes on their behalf for the collaborative commodities for which it is responsible and enters into Framework Agreements for its members to access to meet their needs.

The Procurement Reform (Scotland) Act 2014 (PRA) requires all publicly funded organisations 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.

Organisations (including HE and FE institutions) that are required to develop and publish a procurement strategy are also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 August 2022 to 31 July 2023 and addresses the activities and achievements that have been carried out in delivering APUC's Operational Procurement Strategy (the "Procurement Strategy"). Note this is separate to APUC's main corporate 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 organisation'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 which APUC may need to adjust to.

The Procurement Strategy aligns with the aims and objectives of the Public Procurement Strategy for Scotland which provides a high-level vision for Scottish public procurement. The strategy supports the overarching objectives of public procurement being:

- Good for Businesses and their Employees
- Good for Places and Communities
- Good for Society
- Open and Connected

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

As part of meeting the Sustainable Procurement Duty this report will summarise efforts made to improve the economic, social and environmental wellbeing of relevant areas within the organisation's reach, in particular how procurement has contributed to the response to the global climate emergency.

APUC has its own in-house management oversight and information system called Hunter which (as part of range of functionality) records spend on Framework Agreements across the HE/FE sector in Scotland (and

---

<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).

UK wide). Hunter has identified that over the period(s) covered by this report, the following anticipated spend through Framework Agreements has occurred:

- Regulated procurements above the Public Contracts (Scotland) Regulations 2015 threshold undertaken by APUC as the lead contracting authority, amounted to £337.9M. There were 14 such procurements completed<sup>2</sup>.
- No lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] have been undertaken for members. All such APUC activity is EU regulated (due to low spending levels with APUC's own operations, associated local, "own-use" procurements are below threshold).

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

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 section)

**Report Approved 16<sup>th</sup> November 2023**

**By** APUC Board

**Signed:** Angus Warren

**Position:** CEO

---

<sup>2</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

## 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 the APUC Corporate Strategy.

The details of regulated Framework Agreements completed are set out in Appendices at the end of this report with details summarised in Annex A. 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 the Appendices/Annex A, information is set out to show regulated Framework Agreements completed. 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 for the Framework Agreement
- The start date for the Framework Agreement
- 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.

In undertaking its regulated procurements, every care has been taken to ensure that APUC awards 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 Public Contracts (Scotland) 2015 Regulations and the EU / GPA principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

The table below aligns procurement strategy objectives published in July 2022 to annual reporting requirements.

Procurement Strategy Objectives	Procurement Strategy Outcomes	Annual Report Commentary on strategy delivery/compliance
Key Enablement & Optimised Methods of Delivery	Simplify and optimise the tools provided to the HE/FE sector’s Procurement community so that the benefits from use can be maximised.	The core Hunter tool became web-enabled and integrated into a single browser-based portal in November 2022. It has been rolled out to all APUC staff as well as Institutions across Scotland. Basic enablement’s have been introduced with an enhancement programme running through until end 2024.
	Fully embed a delivery model that can be constantly adaptive to the changing needs of the	The concept of “constant agility” has been embedded into roles and teams across APUC so that teams can be adapted to efficiently

	<p>sector and an increasingly volatile global and local supply chain environment.</p>	<p>deliver and respond to emerging and / or unforeseen impacts and opportunities for the protection / benefit of our client institutions, across service and product lifecycles. Procurement Project Managers have been recruited to assist with client requirements and a review of the Core Collaborative Contracting team will take place in 2023 to ensure flexibility and agility is built in.</p> <p>In carrying out procurement activity APUC has been in alignment with the objectives of the Public Procurement Strategy for Scotland. It has sought to maximise the impact of procurement to boost a green, inclusive and wellbeing economy, to promote innovation and to ensure it is open, transparent and connected.</p>
	<p>Introduce new hybrid ways of working across APUC to maximise / balance delivery, staff wellbeing and optimise recruitment and retention effectiveness</p>	<p>New (post-Covid) hybrid working practices in place with a mixture of in the office and remote working. This has settled to a hybrid pattern of 5 days on site per fortnight for full time staff (with some exceptions depending on roles).</p>
<p><b>Value for Money &amp; Resilience</b></p>	<p>Maximise collaborative opportunities and resulting value delivery of the emerging and future spend profiles of the HE/FE sectors</p>	<p>Work with the HE/FE sectors' Procurement Leaders and other stakeholders to review emerging and future needs. A Contracting Priorities Workshop was held in February 2023 to understand future needs and determine the future tendering programme for the HE/FE Sector.</p> <p>Spend analysis has been undertaken across institutions to understand where there are collaborative opportunities. This can be seen for supplier MI spend versus Finance system spend. Potential commitment-based opportunities have been looked at across the sector and with other Centre's of Expertise.</p> <p>A Contract Uptake tool is in place to help identify where Framework Agreements are being used or where the institution has chosen to use a local contract and the reasons.</p> <p>Account management meetings have been useful to work with Institutions to understand where potential collaborative spend can take</p>

		<p>place at either Framework Agreement level or on a regional basis.</p> <p>Ongoing discussions, collaboration and key activity continues where appropriate with other Scottish Sectors' Centres of Procurement Expertise and across the UKUPC community.</p>
	<p>Maximise Savings and Benefits</p>	<p>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 for Institutions. These benefit statements are now available online and can be downloaded and viewed at any given point in time. Institutions also report on their local collaborative savings in Hunter which are added to the savings reported.</p> <p>Savings are reported across the whole of the HE/FE sector in the UK and across all of the Scottish publicly funded sectors following a standardised approach. Late in 2023, the HE/FE Sector Benefits Reporting Methodology will be reviewed and updated by a dedicated HEPA working group.</p> <p>APUC are now also recording BT7 savings (Price Management) to record savings that are being made when price increases are being made by suppliers on a more regular basis and where these are being negotiated down by the procurement managers resulting in a cost avoidance.</p> <p>In the 22/23-year, total sector collaborative spend was in excess of £400m (the highest ever) with estimated* BT1 savings £12.8M and BT2 savings £34.7M which was in excess of the target of £8M BT1 and £20M BT2. (<i>*Local institutional collaboration data still being gathered</i>).</p>
	<p>Proactively increase supply chain resilience ahead of emerging threats</p>	<p>APUC continue to monitor the supply chain to proactively increase supply chain resilience ahead of emerging threats. On a quarterly basis across the HE/FE sector a Market Insight Document is collated and issued to its</p>

		<p>members by category addressing any key issues, emerging threats and mitigations being taken.</p> <p>A resilience review was undertaken, and a report was issued in December 2022. The next version will be published in December 2023.</p>
	<p>Maximise flexibility in routes to market</p>	<p>APUC work closely in collaboration with sector (research grant etc) funders and the Scottish Government to enable use of routes to market that allow maximum commerciality.</p> <p>Desktop selection methods have been fully embedded in all relevant APUC Framework Agreements. A desktop calculator and guidance are issued in the Buyer Guides. These “alternative” (to routine processes) routes to market are being used by Institutions. Training courses on routes to market have been provided to APUC and the Sector.</p> <p>A routes to market approval form has been devised for all new Framework Agreements to ensure that the most appropriate route has been selected and the right commerciality approach is being taken.</p> <p>APUC has been working with the Scottish Government to actively promote and engage in Innovation. There is active involvement with the project Scotland Innovates.</p>
<p><b>Climate &amp; Ecological Emergency and responsible Supply Chains</b></p>	<p>Ensure a robust due diligence process is applied to assess higher risk / high priority suppliers on their responsible business performance</p>	<p>Within APUC a Responsible Procurement Team (RPT) is in place to embed responsible procurement activity into the end-to-end procurement process across all spend categories.</p> <p>In the 22/23 year, APUC have utilised a third-party sustainability deep-dive assessment company called EcoVadis. The supplier’s identified for assessment are higher risk collaborative suppliers, the assessment outcomes are available to all institutional and APUC colleagues to view. The subsequent output from EcoVadis has been used to aid supply chain due diligence and action planning within the contract management process.</p>



		<p>Furthermore, APUC are assisting member institutions in identifying strategic suppliers to put forward for assessment using this service.</p> <p>In addition, all suppliers have been requested to complete “SCM Section 1” which is a mandatory data collection section within the APUC Supply Chain Management (SCM) tool, to assess basic company and workforce information, including living wage status.</p>
	<p>Provide a supply chain GHG reporting solution / reports for all member institutions based on their annual spend reporting</p>	<p>Scope 3 emission reports were provided for all institutions who have provided Non-Pay spend. The conversion factors are updated annually by DEFRA and then integrated into the APUC reporting tool.</p> <p>Responsible Procurement Guides were updated and published for each Category and issued to the sector. These covered information on GHG emissions reduction measures, as well as other sustainability areas.</p> <p>In response to the global climate emergency APUC Framework Agreements are addressing corporate commitments to work towards net zero greenhouse gas emissions wherever possible and APUC is working with the sector collaboratively to achieve this. Furthermore, Framework Agreements embed principles around circular economy pushing suppliers to commit to circular economy activity through innovation where appropriate.</p> <p>The Climate Emergency Procurement Working Group (CEPWG) has been merged with the Sustainable Procurement Leaders Group and continues to update the guidance information within the Primary Impact Areas of Climate Change (PIACC’s).</p> <p>Templates and guidance have been issued to the sector on achieving net zero targets by 2030 (FNT2030). The core collaborative contracting team have completed templates with their category plans against the objectives of the University and College Sectors Supply Chain Climate and Ecological Emergency Strategy (SCCEES). The RPT are providing assistance to the sector on</p>

		completion of these templates for institutional use.
	Coordinate development of and then embed the objectives of the 2022 – 2030 HE/FE Supply Chain Climate and Ecological Emergency Strategy (SCCEES)	<p>In the year 22/23, the APUC RPT have combined both FNT2030 and SCCEES reporting into one template, to ensure alignment and ease of use.</p> <p>APUC Collaborative Team have updated FNT2030/SCCEES documents in line with the annual update. Scottish HE/FE Institutions have also started first submissions of the new reporting document.</p>
	Provide the HE/FE sectors with the tools and support to effectively deliver across a wide range of Responsible Procurement objectives / outcomes.	APUC Responsible Procurement Team have been supporting institutional colleagues and core team colleagues on Responsible Procurement matters and for wider sustainability support. Common topics have included Scope 3 (supply chain), ITT guidance, FNT2030 support and implementation of the SCCEES.
	Progressively increase the net-zero options on Framework Agreements	<p>All new Framework Agreements have considered net-zero options / lots wherever possible / appropriate. APUC Procurement managers work with the Responsible Procurement team for every Framework Agreement to ensure all options have been considered.</p> <p>Consideration has been applied for products with reduced impact, requesting GHG action plans from suppliers, third-party due diligence ratings and emissions for product specifics (e.g., Fruit and Veg). Sustainability is embedded within the procurement process, however, APUC strives to identify other ways to push for further reductions.</p>
<b>Fair Work &amp; Economic Wellbeing</b>	Wherever relevant, ensure Fair Work principles are embedded into APUC procurement activity.	Fair Work principles / considerations are embedded both at tendering stage and throughout the contract management process for all relevant Framework Agreements. Outcomes are reported on annually in the PRA Annual Procurement Reports.
	Implement a Monitoring & Reporting programme for gathering high level supplier fair treatment performance data.	Within the year 22/23, the SCM Section 1 platform has been utilised to capture supplier data. This covers equality, modern slavery, living wage and GHG reduction plants etc.

		EcoVadis covers those high risk suppliers who we require a deeper dive assessment on.
	Emerging new-normal tenders to be reviewed for suitability for regional / technical lotting to provide maximum accessibility for SMEs / regional suppliers.	Where relevant and appropriate, Framework Agreements have regional lotting included. Meet the Buyer events and premarket engagement takes place to enable / encourage SMEs to tender.
	Deliver a sustaining focus on the wellbeing of those that work in our supply chains	Through working with collaborative partners, APUC delivers joint monitoring activity and positive outcomes in dealing with modern slavery and other human rights issues in supply chains. APUC actively contributes to / is a leading buy-side influencer in working with Electronics Watch in converting their monitoring activity into positive outcomes for workers.
	APUC will operate to Fair Work principles in their internal operations	APUC actively applies Fair Work principles to its policies and ways of working. A Fair Work First Statement has been implemented and is available on the APUC website.  Fair Work First practices will be reviewed annually in collaboration with staff at each APUC away day from now to 2027 & beyond.
<b>Capability and Continuous Improvement</b>	Implement a PCIP/Pulse Check Readiness Programmes for member institutions in advance of the next PCIP/Pulse Check Assessment Phase	APUC offers PCIP/Pulse Check Readiness support for member institutions taking account of the revised 2023/24 assessment. Meetings with institutions commenced in Q1/2023 and will continue through until Q1/2024.
	APUC to undertake all HE/FE 2023/24 PCIP Pulse Check assessments in line with programme timings.	All 2023/2024 Full and Medium PCIP/Pulse Check are planned in with Institutions, commencing in October 2023 and will be complete by end January 2024.  Lite and APR reviews will be completed by end July 2024.
	Expand Opportunity Scope of APUC Graduate Trainee Programme	The APUC Graduate Trainee Programme has been extremely successful over the years. APUC are working with institutional Heads of Procurement to explore expanding the recruitment phase of the APUC Graduate Trainee Programme to potentially include additional trainees that could be employed by

		institutions. Next intake planned August / September 2024.
	Deliver the Future (Procurement) Leaders Development Programme (for existing procurement staff in the sector that have potential to be Heads of Procurement)	Due to cohort one being so successful, cohort two is due to commence from October 2023 until June 2024 with sixteen delegates selected to take part. The programme was over-subscribed. already signed up. Key speakers and mentors are already in place.

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 (PRA), the procurement statements below demonstrate the activity undertaken by APUC to deliver the requirements of the PRA in line with the Operational Procurement Strategy.

**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 where relevant 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 across sectors to help deliver community benefits.

The cross-sector Benefits Reporting Methodology includes BT14 which addresses Sustainability based Benefits of which Community Benefits are part of. These can be reported under the BT14 benefits section on Hunter.

Buyers Guides have been updated to promote and increase accessibility to available sustainability benefits with each supplier.

**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 holds a Contracting Priority Workshop (CPW) with Heads of Procurement to review Framework Agreements in place and set priorities for the forthcoming year.
- APUC holds quarterly Procurement Strategy Groups (PSGs) for the procurement leaders of Universities and Colleges to ensure the needs and requirements of the sector are being met and where best practice can be shared.
- All Framework Agreements led by APUC have User Intelligence Groups (UIGs) and wider sector representation to ensure that customer needs are being met
- APUC’s CEO meets periodically each institution to understand their needs and wants to ensure APUC is meeting expectations.
- APUC’s senior management regularly meets with University and College senior stakeholders (Heads of Procurement etc) to understand their needs and wants and to understand where collaborative opportunities can take place.
- Annually, APUC holds a very successful Procurement Network Conference to share best practice and to provide topical training, awareness and peer knowledge sharing opportunities for 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, as well of course as providing effective corporate governance activity for the organisation.
- Every quarter APUC issues Category Bulletins to the sector to highlight any new Framework Agreements (comms are of course also issued at the relevant times to launch such new Framework Agreements), any recent updates, Contracted agreements as well as the forward contracting plans.
- Every quarter, in conjunction with the UKUPC partners, a Market Insight Document is issued to the sector which addresses by category key impacts in the supply chain and ways to mitigate the risks.
- APUC hold pre-tender engagement events where relevant with the supply market and others affected by our frameworks, if applicable.
- APUC have collaborated with EAUC on the Sustainability Networking Café, to bring together sustainability and procurement colleagues to discuss relevant cross-functional issues. This allows for knowledge sharing within the sector and gives opportunities for institutions to collaborate.
- Once a month, the UKUPC Responsible Procurement Network meets to align UK consortia on Responsible Procurement activities. The focus has been on policy alignment to the UK strategy.
- The sector's Sustainable Procurement Leaders Group has been formed of stakeholder representatives in leadership roles across the sector. The aim is to ensure alignment across the Scottish HE/FE sector on responsible procurement. Stemming from this main group, working groups have been created in the following areas, Circular Furniture, Circular IT, Communicating Responsible Procurement with Stakeholders, ED&I and Procuring More Sustainable Goods and Services. The working groups are open to those outside procurement and have a good mix of Sustainability, Estates, Catering and Procurement team members. This group will also feed into the PIACC guides.
- The (UK HE Sector) HEPA Responsible Procurement Group (RPG) has been reformed and stakeholders from the sector and APUC sit on the main forum and the subgroups, including, Supply Chain Emissions, Circular Economy and Waste Reduction and Social Responsibility.

#### **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 considers 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 guidance.

APUC reports spend with living wage suppliers. This can be drawn from supplier MI and from Hunter. APUC capture Living Wage status as part of its Supply Chain Contract Management process (Section 1) and promote this functionality to the sector for institutions to embed a similar process.

#### **Statement on APUC's general policy on promoting compliance by contractors and sub-contractors with the Health and 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, EcoVadis is being used to assess and monitor against HSE not only with the supplier but also down the supply chain where appropriate.

For ICT and the ICT industry's supply chain, there is focus on collaboration with Electronics Watch. APUC focuses 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 makes use of appropriate standards and labels in its Framework Agreements to maximise the incorporation of fair and ethical trading considerations.

The RPT are directly involved in reviewing upcoming strategy and tender documents to embed more sustainable and ethical outcomes.

Since 2013, all APUC Framework Agreement suppliers have signed up to the APUC / Sustain Supply Chain Code of Conduct (which has also been adopted by APUC members, other UK Consortia and is the standard code used across all UK Higher Education via the HEPA RPG).

#### **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 UIGs and the Responsible Procurement Team to consider areas such as origin of food, ethical food production, environmental impact, healthy options and food waste.

APUC also works with external stakeholders such as TUCO, EAUC, CoEs and HE/FE Consortia to embed the responsible provision of food into the specifications and tender documentation to ensure end user needs are being met and to ensure similar requirements are cascaded nationally to create standardisation and compliance.

Recognising the impact that meat production can have, APUC has taken the approach to implement vegetarian/vegan meals for virtually all working events/meetings. In addition, APUC has recognised the issue of single re-use plastics environmental impacts and has implemented a ban of single use beverage containers in all APUC offices, meetings and all APUC events wherever possible.

#### **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 it into the Framework Agreement Terms and Conditions as well as Call off Terms and Conditions, that payments are made no later than 30 days from invoice date where a compliant invoice is submitted.

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

APUC utilises many tools and systems to comply with the sustainable procurement duty including the Scottish Government Sustainable Procurement Tools such as Prioritisation, Sustainability Test, Life Cycle Impact Mapping and Flexible Framework. In addition, the sector has access to Sustain Supply Chain Code of Conduct, Supply Chain Management tool, Electronics Watch, EcoVadis and the in-house Hunter tool.

The Responsible Procurement team is directly involved in reviewing upcoming strategy and tender documents to embed elements of the sustainable procurement duty. E-learning modules and training for APUC and the wider sector have been made available including Scottish Governments climate literacy and circular procurement and supply elearning.

Each APUC category manager is responsible for progressing the Supply Chain Management (SCM) Tool, EcoVadis and embedding RP through Contract Management.

**Statement on how APUC will use procurement to contribute to the global climate emergency response and report progress in their annual report.**

APUC has a strong focus on supporting responsible procurement, in particular, on climate and circular economy. It also follows the requirements laid out in SPPN3/2022. APUC will prioritise where impact can be made. In response to the global climate emergency, APUC will align corporate commitments to work towards net zero greenhouse gas emissions through its Framework Agreements wherever possible by 2030 and is working with the sector collaboratively to achieve this.

APUC has coordinated development of the University and College Sectors Supply Chain Climate and Ecological Emergency Strategy on behalf of the Scottish University and College Sectors. This has been approved collectively by all of the Principals of Scotland's Universities and Colleges.

The University and College Sectors Supply Chain Climate and Ecological Emergency Strategy identifies Primary Impact Areas of Climate Change (PIACC). APUC has for over three years been maintaining, in collaboration with key stakeholders across the sectors, PIACC guides, with each one focusing on each of the PIACC areas (providing advice and suggested actions and activities to address the climate emergency in each area). Furthermore, APUC have created FNT2030 category action plan templates for all relevant PIACC areas, based on the objectives of the University and College Sectors Supply Chain Climate and Ecological Emergency Strategy to assist colleagues across the HE/FE sectors with the planning and implementation of action on dealing with the Climate and Ecological Emergency. The RPT have been holding workshops to assist institutions with their FNT2030 action plans. APUC will monitor and record how procurement has contributed to the global climate emergency through its Supply Chain Management (SCM) Responsible Procurement tool (Section 1). FNT2030 plans have been developed by



APUC for each PIACC area to cover their collaborative procurement activity, and are being dynamically managed, these have been shared across the sectors' procurement community.

**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 Regulated procurements and are sorted into 4 main categories of Estates, Information Services, Labs and HR / Professional Services. APUC works with the sectors 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. Tools are available such as Spend Analysis and Contract Uptake to assist in the promotion of Framework Agreements available.

Collaborative Contracting works closely with its enabling workstream eSolutions for tools and systems, and with its team members in Responsible Procurement and Policy and Compliance on guidance and training.

APUC has a programme for continuous improvement, where procurement professionals within APUC and across the HE/FE sector are trained. Training to date has included a range of eLearning modules and numerous 'face to face' training courses for members.

The Collaborative Contracting team works with other HE/FE consortia across the UK and across other sectors' COEs in Scotland to deliver collaboration, best practice and added value benefits. Other HE/FE consortia support the use of Hunter as a centralised planning tool to prioritise tender activity.

**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 aspects to ensure compliance with GDPR, tax and human trafficking legislation, contract and supplier management, sustainable procurement outcomes and value for money. The Buyers Portal has been created which allows access for all members as a free secure tool for all relevant documents to support the use of Framework Agreements.

The Benefit Reporting Methodology is being used in Scotland and across the HE/FE sector in the UK to demonstrate both cash and non-cash benefits. The guidance 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 Collaborative Leads Group (Scottish cross-sector) "CLG" and Joint Contracting Group (cross UK HE/FE) "JCG" which focusses on collaborative working to ensure best practice and drive benefits. Procurement Strategy Groups (PSG's) take place quarterly with Universities and Colleges which are chaired by the CEO of APUC. These allow for effective networking, sharing of 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 conducts all regulated Framework Agreements in compliance with the Public Contracts (Scotland) 2015 principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Where relevant and appropriate, APUC regionally and / or technically lots its Framework Agreements to encourage SME engagement. APUC uses output-based specifications, clear evaluation criteria, offer debriefs and holds / attend Meet the Buyer events to communicate with the supply base to ensure Framework Agreements are accessible to as many suppliers as possible.

APUC utilises portals such as PCS and PCST to publish all of its Framework Agreements and uses AWARD as its online evaluation portal to ensure tender responses are evaluated in a fair and transparent manner. The Buyers Portal is used across the sector as a means of accessing Buyers Guides and relevant Framework Agreement information such as terms and conditions, pricing etc. 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 Spend Analysis, Contract Uptake and the Supply Chain Management tool (SCM). The external supply chain evaluation tool EcoVadis is being used by APUC and Sector to understand the Supply Chain on a collaborative basis across the sector.

**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 utilises portals such as PCS and PCST to publish all of its Framework Agreements and uses 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 providers to assist them build capacity to bid for such requirements. The APUC Customer Portal is used across the sector as a means of accessing Buyers guides and relevant Framework Agreement information such as terms and conditions and tender documentation. The Best Practice hub has also been created on the Customer Portal which is also accessible to the entire Sector.

The Head of Operational Procurement at APUC has an active role on the UK JCG and sits on the CLG. Both these groups take place quarterly and help to drive compliance. Both groups focus on existing contracting plans and future tendering opportunities that are both promoted on APUC's and Scottish Government's websites.

Procurement Managers at APUC work with the RPT for every Framework Agreement to address sustainable areas that may arise and embed 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.

Overall, APUC have procurement processes 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 Framework Agreement over £4m, APUC considers how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in 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 the Responsible Procurement Team 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 Framework Agreement (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 logged in Hunter as a BT14 Sustainability Based Benefit 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 Appendix B.

## Section 4: Supported Business

APUC conducts all its regulated Framework Agreements in line with Route 3 of the Procurement Journey. Route 3 mandates the use of the Single Procurement Document (SPD). 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.

APUC reviews each Framework Agreement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with 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 undertakes lotting within its Framework Agreements to encourage SMEs and potentially supported businesses to bid to supply particular commodities.

APUC did not reserve any Framework Agreements for supported businesses in this period. However, APUC actively promotes to the sector, the Scottish Government Supported Businesses Framework Agreement, and its benefits. APUC participated and provided sector information for the Scottish Government Dynamic Purchasing System for Supported Businesses.

## 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 Appendix D should be viewed with this caveat in mind.

In Appendix D, information is set out to show Regulated Framework Agreements planned to commence in the next two financial years from July 2023/24 and 2024/25. 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 is a leader of change and over the years has actively raised the profile of procurement 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 clients' needs and demands that also tackle the Climate & Ecological Emergency.

APUC is invested in participating in cross-sector collaboration to address the Climate & Ecological Emergency through procurement activity. The APUC CEO and co-chairs the Scottish Government Climate

and Procurement Forum and has led work streams that draw together knowledge and experience from public sector representatives, as well as business and climate experts across Scotland to reinforce the sustainable procurement duty. Following on from the Climate and Procurement Forum's development of the "From now to 2030 climate impact plans (FNT2030)", the APUC Responsible Procurement Team have created a unified template that covers both the FNT2030 and the SCCEES reporting requirements which allows for cross reporting of activities and monitoring measures by category / commodity (spend groups) for reduction in climate impacts across all relevant spend areas.

As touched on earlier, in May 2022, the Scottish University and College Sectors published their Sectors' Supply Chain Climate and Ecological Emergency Strategy to 2030 (SCCEES) setting out objectives across the Primary Impact Areas of Climate Change (PIACC). The strategy encourages the Scottish University and College Sector institutions to report on meeting these objectives as well as to create FNT2030 climate action plans for high GHG emission areas. APUCs Responsible Procurement Team is assisting institutions in creating reporting information by using the FNT2030 templates, hosting category focussed workshops, drop-in sessions when invited, and attend Institutional Sustainability Working Groups.

APUC actively supports training and development of its staff and members, and this is a key part of its role, which includes delivery of 'face to face' training courses and development of e-learning modules. APUC is on the 7<sup>th</sup> round of the graduate development programme where normally three 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 gone on to be recruited within APUC or its Institutions. Three graduates are currently on the programme and are all doing exceptionally well. One graduate has almost completed the programme with a job in the sector lined up and the other two will finish in March 2024. The graduates have been engaging with the Procurement People of Tomorrow programme and are co-presenting at Procurex Scotland in October 2023.

On behalf of the Sector, APUC set up the HE/FE Procurement Leaders Development Programme (PLDP) whereby a steering group was set up with Heads of Procurement to design the layout and content of the programme. The programme consisted of leadership workshops, talks from sector senior stakeholders and mentoring from senior procurement colleagues across the sector. The programme ran for six months concluding in June 2022. The feedback has been excellent with delegates forming a peer community with plans to build on their learnings. A number of the first cohort have gone on to be successful already in promoted posts within the sector. The next PLDP is being organised with sixteen delegates already signed up to start in October 2023.

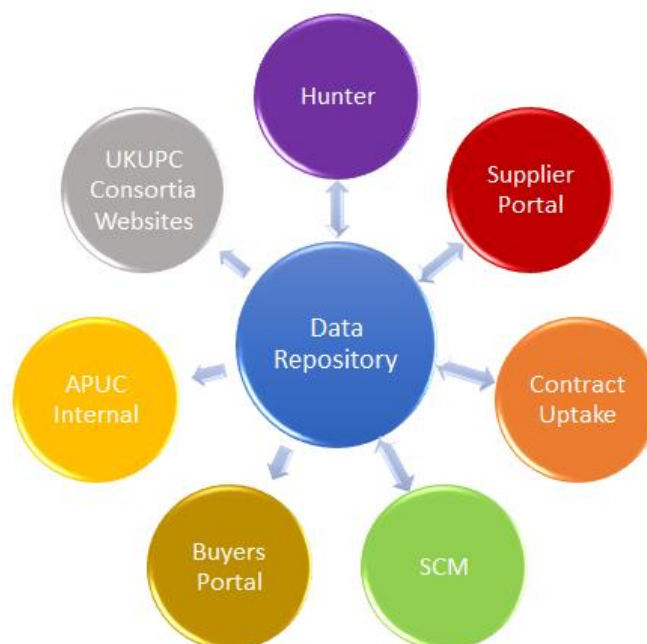
APUC every year supports a Charity elected by its employees. In 2022/2023 the chosen charity was Pancreatic Cancer UK and funds were raised through various events. Going forward for 2023/2024, Dementia UK has been chosen by APUC staff. Staff are actively starting to look at events to raise money and APUC will continue to support at corporate events.

Post COVID, APUC operate a hybrid working model with staff able to continue to work remotely whilst also interacting with staff in offices on a face- to- face basis. APUC continues with Stirling Business Centre as the Head Office, the Edinburgh office based at Edinburgh College, and in Glasgow, at Glasgow Caledonian University. The use of online tools has been particularly useful for engagement and collaboration with colleagues and has allowed APUC staff and members to have availability for questions or reviews, regardless of location. The new hybrid model allows for a flexible approach to working from offices and home, the option to work a nine day condensed fortnight and reducing staff travel for meetings and commuting contributing to a reduction in travel emissions.

APUC was a founding member of Electronics Watch. All APUC’s member institutions are now members of Electronics Watch, this made the Scottish HE/FE sectors the first sectors of any type within a whole country where every organisation is a member of Electronics Watch. APUC has voluntarily complied with the Modern Slavery Act since the Act was launched and for 2022/2023 has published a modern slavery statement on its website. Furthermore, APUC has been included in the Make ICT Fair project through ICLEI and Electronics Watch. APUC continues to support Electronics Watch activities of monitoring activities leading to remediating violations and improving working conditions in the electronics supply chain, including working with brands and manufacturers contracted by Scottish HE/FE institutions through framework agreements. APUC’s has presence on the Electronics Watch Global Board.

After the extensive review (by APUC in partnership with HEPA's Responsible Procurement Group and EAUC) of the DEFRA Scope 3 Conversion Factors and the Mapping Tables of this to Proc-HE Codes (the sectors materials grouping classification – this mapping enables consistent reporting of supply chain emissions across the FE/HE sector by translating institutional category supply chain spend into estimated associated carbon / carbon equivalent emissions) APUC continues to prove reporting information via the APUC Scope Supply Chain Emissions Report on institutions’ GHG emissions by category and sub-category and even by supplier, based on reported spend. This tool, based within APUC’s Hunter environment, provides significantly greater reporting capability across a wide range of factors compared to the very limited pre-existing HESCET Tool that had been used before this tool’s development. Future outlooks for the platform include the inclusion of carbon reduction action plans for suppliers to track net-zero progress with suppliers within one platform.

APUC have developed the unified web/browser-based Hunter solution for contract management and reporting. This has been rolled out to the HE/FE sector from November 2022. Functionality includes contracts registers and forward planning, benefits tracking, supply chain management, supplier portal, reporting capabilities including Annual Procurement Reporting, Forward Planning and consumption-based supply chain emissions reporting at supplier level.



## Appendix A - List of regulated Framework Agreements Completed (By Start Date) in the Reporting Period 01 August 2022 – 31 July 2023

### Compliant

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Date of Award	Owner Cat A/B/C	Start Date	Maximum End Date	Value Over Contract Period
FFE1016 AP	Floor Coverings	Forbo Flooring UK Limited, Interface Europe Ltd, IVC Group, Tarkett Limited, Gordon & Halliday, Veitchi, Muir Group Interiors Limited, Kirkton Flooring Ltd, Westend Flooring Specialist Ltd, Crown Flooring Ltd,	26-08-2022	B	05-09-2022	04-09-2026	£5,600,000
EFM1047 AP	Plumbing Consumables and Commercial Heating Products	William Wilson, Wolseley UK Ltd, BSS Group Ltd, UK Plumbing Supplies	19-08-2023	B	01-09-2022	31-08-2026	£5,111,644
EFM1052 AP	Lift Maintenance, Installation & Refurbishment Services	Scotec Lifts Ltd, Orona Limited, Classic Lifts (Scotland) Ltd, Stannah Lift Services Ltd, ADL Lift Services, Otis Ltd, Caltech Lifts Limited, RJ Lifts Group Limited	24-07-2023	B	31-07-2023	30-07-2027	£10,612,000
CAT1068 AP	Fresh Fruit & Vegetables	George Anderson and Sons, Swansons Fruit Company Ltd, Failte Food Service Limited, TPS Fruit & Veg Ltd, Dole	19-06-2023	B	20-06-2023	19-06-2027	£11,600,000

		T/A Mark Murphy, McLays Ltd					
JAN1011 AP	Cleaning & Janitorial Products	Instock Disposables Ltd, Unico Ltd, Lyreco, Banner Group Limited, Bunzl Cleaning and Hygeine Supplies, Arrow Country Supplies Ltd	26-07-2022	B	02-08-2022	01-08-2026	£15,200,000
EFM1057 AP	Timber Products and Materials	MKM Building Supplies Ltd, St Andrew's Timber and Building Services Ltd, MGM Timber (Scotland) Ltd, National Timber Group Limited	18-04-2023	B	22-04-2023	21-04-2027	£3,500,000
SSR1001 AP	Fitness & Sports Equipment	Life Fitness (UK) Ltd, Technogym, Pulse Fitness, Core Health and Fitness Trading Ltd, DG Fitness and Leisure, Dyaco UK Ltd, Origin Fitness (Anytime Leisure), Sportsafe UK Ltd	12-01-2023	B	12-01-2023	11-01-2027	£1,500,000
ITS1050 AP	Student Information Management Systems and Associated Services	Tribal Education Limited, Technology one, Ellucian Global Ltd, Visions Consulting Services Ltd, NTT Data Business Solutions Limited, SIS Global Limited, Civica UK Ltd, Education Software Solutions Limited	06-01-2023	B	16-01-2023	15-01-2027	£38,000,000

ITS1051 AP	Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services	Kinetics Solutions Limited, BedDeskChair Ltd, Dispace Technology Ltd, Spoonfed Aptus Systems Ltd	31-10-2022	B	08-11-2022	07-11-2026	£40,000,000
ITS1054 AP	Alumni & Fundraising CRM	Ellucian Global Ltd, Access UK Ltd, UC Innovation Inc, Infosys Limited	06-03-2023	B	06-03-2023	05-03-2027	£40,000,000
AV1018 AP	The Supply and Installation of Audio-Visual Equipment & Associated Services	Mediascape, Streamtec Limited, Audio Light Systems Ltd, Pro AV Ltd, Pure AV Ltd, GVAV Limited, AVMI Kinly Ltd, ACI Integrated Solutions	18-01-2023	B	18-01-2023	17-01-2027	£54,000,000
LAB1029 AP	Mass Spectrometry & Chromatography Equipment	Fisher Scientific UK, Merck Life Science UK Limited, VWR International Ltd, Thermo Fisher Scientific, AB SCIEX UK Limited, Bruker UK Ltd, LECO Instruments (UK) Ltd, Shimadzu UK Ltd, Waters Ltd, Metrohm UK Ltd, Chirus Limited, Global Life Sciences Solutions Operations UK Ltd, Spectrometrics Limited, Teledyne Isco Inc, Element, PerkinElmer AES (UK) Limited	16-09-2022	B	01-10-2022	30-09-2026	£100,000,000



LAB1032 AP	Lasers and Associated Equipment, Supply of	Photonic Solutions, Coherent Europe B.V, E & EO UK Ltd, Amplitude Systems, Edmund Optics Ltd	17-07-2023	B	31-07-2023	30-07-2027	£12,000,000
PFB1044 AP	Teaching Qualification Further Education	University of Stirling, University of Aberdeen, University of Highlands & Islands, University of Strathclyde	10-05-2023	B	10-05-2023	09-05-2027	£800,000

### Non-Compliant

All APUC Framework Agreements are compliant in line with the Regulations

## Appendix B - List of Framework Agreements with Community Benefit Requirements Fulfilled

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Start Date	Maximum End Date	Contract Value	Benefit value
FFE1016 AP	Floor Coverings	Forbo Flooring UK Limited, Interface Europe Ltd, IVC Group, Tarkett Limited, Gordon & Halliday, Veitchi, Muir Group Interiors Limited, Kirkton Flooring Ltd, Westend Flooring Specialist Ltd, Crown Flooring Ltd,	05-09-2022	04-09-2026	£5,600,000	Take-back schemes for re-use, refurbishment, recycling are available. Opportunities for apprenticeships. A wide range of carbon neutral floor covering products available and products with sustainability benefits.
EFM1047 AP	Plumbing Consumables and Commercial Heating Products	William Wilson, Wolseley UK Ltd, BSS Group Ltd, UK Plumbing Supplies	01-09-2022	31-08-2026	£5,111,644	Reduction in waste – packaging and/or further use of residue from processes etc. Reduction in consumption – use of raw materials (consumables, utilities etc.) Carbon Reduction Social, equality and/or environmental improvements. Fair Work i.e. Contractors paying Living Wage/accredited Pop-Up Stores and Vending Machines Help to Net Zero Heating design service - incorporating the latest in renewable technology such as Air source Heat pumps, PV Solar and Battery Storage

EFM1052 AP	Lift Maintenance, Installation & Refurbishment Services	Scotec Lifts Ltd, Orona Limited, Classic Lifts (Scotland) Ltd, Stannah Lift Services Ltd, ADL Lift Services, Otis Ltd, Caltech Lifts Limited, RJ Lifts Group Limited	31-07-2023	30-07-2027	£10,612,000	<p>Financial Support for a community projects.</p> <p>Non-financial support via the provision of free use of vehicle to support a local food bank.</p> <p>Work experience programs students, giving them practical exposure and preparing them for future careers.</p> <p>Contributions to charities or community projects, supporting local initiatives and addressing societal needs.</p> <p>Engagement and support for SMEs or supported businesses, fostering economic growth and inclusivity.</p> <p>All successful tenderers are either accredited Living Wage Suppliers or paying The Living Wage</p> <p>Commitment to adopting Fair Work First.</p> <p>Certified in Eco-design (ISO 14006) and commitment to eco-efficiency.</p> <p>Commitment to achieving maximum energy efficiency rating in all usage categories.</p> <p>Community Benefits Delivery:          Providing guidance and teaching to schools, colleges and establishments for safety or career guidance.          Jobs for unemployed individuals          New Apprentices hired and training them in NVQ Level 3 in Lift Engineering</p>
------------	---	--	------------	------------	-------------	--

						Work Experience Placement for an unemployed Individual 25+.
CAT1068 AP	Fresh Fruit & Vegetables	George Anderson and Sons, Swansons Fruit Company Ltd, Failte Food Service Limited, TPS Fruit & Veg Ltd, Dole T/A Mark Murphy, McLays Ltd	20-06-2023	19-06-2027	£11,600,000	Reduction in waste – packaging and/or further use of residue from processes etc. Availability of Organic, Fairtrade and ‘wonky’ fruit & Vegetables. Access to a full range of seasonal products with details of the associated carbon footprint of each core product item to enable an informed purchasing decision. Seasonal Produce. Social, equality and/or environmental improvements. Fair Work i.e. Contractors paying Living Wage/accredited

JAN1011 AP	Cleaning & Janitorial Products	Instock Disposables Ltd, Unico Ltd, Lyreco, Banner Group Limited, Bunzl Cleaning and Hygeine Supplies, Arrow Country Supplies Ltd	02-08-2022	01-08-2026	£15,200,000	<p>Full availability of organic and re-usable sanitary products.</p> <p>Information surrounding Palm oil and packaging is available in the pricing schedule.</p> <p>Where suppliers are on one or more Lot on the Framework or appear on other Frameworks, deliveries can be made in one vehicle.</p> <p>Suppliers on the Framework can assist Institutions with carbon reporting and can provide feedback and baselines based on previous ordering. Suppliers can then provide forward plans to reduce carbon and achieve savings, where possible.</p>
EFM1057 AP	Timber Products and Materials	MKM Building Supplies Ltd, St Andrew's Timber and Building Services Ltd, MGM Timber (Scotland) Ltd, National Timber Group Limited	22-04-2023	21-04-2027	£3,500,000	<p>Use of FSC Accredited timber</p> <p>Commitment to adopting Fair Work First</p> <p>Euro 6 emission standard compliant delivery fleet with commitment to having a fully electric fleet by 2025.</p> <p>Donation of redundant sterling board and timber joists for the renovation of local community projects</p> <p>Donation of wood chippings for use in local landscaping projects</p> <p>A take back scheme for waste materials</p> <p>3 new entrants to the workforce</p> <p>2-week placement for 4 students</p>

SSR1001 AP	Fitness & Sports Equipment	Life Fitness (UK) Ltd, Technogym, Pulse Fitness, Core Health and Fitness Trading Ltd, DG Fitness and Leisure, Dyaco UK Ltd, Origin Fitness (Anytime Leisure), Sportsafe UK Ltd	12-01-2023	11-01-2027	£1,500,000	Adherence to the Sustain Code of Conduct Focus on options for second-hand and refurbished options for equipment. Product end of life Product innovation
ITS1050 AP	Student Information Management Systems and Associated Services	Tribal Education Limited, Technology one, Ellucian Global Ltd, Visions Consulting Services Ltd, NTT Data Business Solutions Limited, SIS Global Limited, Civica UK Ltd, Education Software Solutions Limited	16-01-2023	15-01-2027	£38,000,000	Support for unemployed young people (over 24) and or NEETs, into work, through sessions on career guidance. Career guidance sessions for school students related to interview skills and job application and market awareness. PATH Scholarship Programme offers funding to Higher Education Institutions in United Kingdom to support students in financial distress. PATH funds help students cover items such as housing, tuition, and food, to allow them to continue pursuing their degree. Institutions may try to progress this through contractual arrangements. Opportunity for a student to be appointed to the project programme Board, allowing them to gain experience. An Institution's students to benefit from our industry "mentors" The opportunity for our staff to

						<p>deliver guest lectures on innovative topics to students.</p> <p>Speakers for careers fair at the Institution.</p> <p>Established internship program offering internships, learnerships and work experience for school leavers and graduates</p> <p>Opportunity for students to test CV quality and interview skills through mock recruitment process, CV reviews and interviews</p>
ITS1051 AP	Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services	Kinetics Solutions Limited, BedDeskChair Ltd, Dispace Technology Ltd, Spoonfed Aptus Systems Ltd	08-11-2022	07-11-2026	£40,000,000	Paperless transactions, remote support and training, reduced carbon emissions related to hosting.
ITS1054 AP	Alumni & Fundraising CRM	Ellucian Global Ltd, Access UK Ltd, UC Innovation Inc, Infosys Limited	06-03-2023	05-03-2027	£40,000,000	<p>PATH Scholarship Programme offers funding to Higher Education Institutions in United Kingdom to support students in financial distress. PATH funds help students cover items such as housing, tuition, and food, to allow them to continue pursuing their degree. Institutions may try to progress this through contractual arrangements.</p> <p>The opportunity for a student to be appointed student to the project programme Board, allowing them to gain vital business experience.</p>

						An Institution's students to benefit from our industry "mentors" The opportunity for our staff to deliver guest lectures on innovative topics to students. Speakers for a careers fair at the Institution.
AV1018 AP	The Supply and Installation of Audio-Visual Equipment & Associated Services	Mediascape, Streamtec Limited, Audio Light Systems Ltd, Pro AV Ltd, Pure AV Ltd, GVAV Limited, AVMI Kinly Ltd, ACI Integrated Solutions	18-01-2023	17-01-2027	£54,000,000	Work experience Modern Apprenticeship Curriculum support - delivering AV industry awareness, career advice and workplace discussions for local schools. Will donate equipment and services for the benefit of local groups
LAB1029 AP	Mass Spectrometry & Chromatography Equipment	Fisher Scientific UK, Merck Life Science UK Limited, VWR International Ltd, Thermo Fisher Scientific, AB SCIEX UK Limited, Bruker UK Ltd, LECO Instruments (UK) Ltd, Shimadzu UK Ltd, Waters Ltd, Metrohm UK Ltd, Chirus Limited, Global Life Sciences Solutions Operations UK Ltd, Spectrometrics Limited, Teledyne Isco Inc, Element,	01-10-2022	30-09-2026	£100,000,000	Reduced environmental impacts of service delivery and/or equipment throughout their whole lifecycle Increased energy efficiencies of products in use Increased product life, including the ability to upgrade and modularise equipment Removal of toxic materials within the goods manufacturing processes Alternatives to outright ownership of products Documented targets to increase the re-use and recycling of packaging and reduce the amount going to landfill Take-back schemes to return used equipment for refurbishment and



		PerkinElmer AES (UK) Limited				recycling Use of innovation to improve the sustainability credentials of products/services Social, equality and/or environmental improvements. Fair Work i.e. Contractors paying Living Wage/accredited
LAB1032 AP	Lasers and Associated Equipment, Supply of	Photonic Solutions, Coherent Europe B.V, E & EO UK Ltd, Amplitude Systems, Edmund Optics Ltd	31-07-2023	30-07-2027	£12,000,000	Reduced environmental impacts of service delivery and/or equipment throughout their whole lifecycle Increased energy efficiencies of products in use Increased product life, including the ability to upgrade and modularise equipment Removal of toxic materials within the goods manufacturing processes Fair Work i.e. Contractors paying Living Wage/accredited
PFB1044 AP	Teaching Qualification Further Education	University of Stirling, University of Aberdeen, University of Highlands & Islands, University of Strathclyde	10-05-2023	09-05-2027	£800,000	Living Wage Accreditation- where Institutions are formally Living Wage accredited Contractors may be asked to confirm their staff are paid the Voluntary Living Wage Social, equality and/or environmental improvements. Electronic reporting - Reduction in paper consumption.

**Appendix C - List of Regulated Procurements placed with Supported Businesses**

APUC did not reserve any Framework Agreements for supported businesses in this period.

## Appendix D - List of Regulated Framework Agreements planned to commence in next two F/Ys July 2023/2024 & 2024/2025

Framework Agreement Reference	Framework Agreement Title	Owner Category A/B/C/C1	New, extended or Re-Let Procurement	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected Max End Date	Estimated Value over Contract Period
FFE1017 AP	Furniture (Supply, Delivery & Installation)	B	Re-Let	01-11-2024	22-01-2024	01-02-2024	31-01-2028	£52,000,000
CAT1071 AP	Fresh Bakery Products	B	Re-Let	13-11-2024	28-02-2024	07-03-2024	06-03-2028	£1,650,000
EFM1060 AP	Automatic Doors and Roller Shutters	B	Re-Let	22-09-2023	11-12-2023	18-12-2023	17-12-2027	£12,800,000
EFM1062 AP	Road Surfacing & Minor Civil Engineering Works	B	Re-Let	21-08-2023	24-10-2023	13-11-2023	12-11-2027	£5,600,000
ITS1049 AP	Learning Technology	B	New	15-12-2023	14-02-2024	28-02-2024	27-02-2028	£1,800,000
ITS1056 AP	Finance, HR/Payroll Systems and Associated Services	B	Re-Let	24-07-2023	17-11-2023	20-11-2023	19-11-2027	£5,000,000
LAB1030 AP	Veterinary Supplies	B	Re-Let	11-10-2023	15-01-2024	10-02-2024	09-02-2028	£24,000,000
LAB1036 AP	Laboratory Equipment - Supply and Maintenance	B	Re-Let	12-03-2024	12-05-2024	01-06-2024	30-05-2025	£20,000,000
LIB1025 AP	Academic Databases	B	New	15-12-2023	15-02-2024	01-03-2024	29-03-2027	£2,000,000
PFB1034 AP	Intellectual Property Services	B	Re-Let	26-06-2023	13-10-2023	16-10-2023	15-10-2027	£6,000,000
PFB1040 AP	Audit and Tax Services	A	Re-Let	06-10-2023	23-01-2024	01-02-2024	31-01-2028	£5,000,000
PFB1043 AP	Insurance Services	B	Re-Let	19-07-2024	11-10-2024	01-11-2024	31-10-2028	£3,400,000
MUS1001 AP	Hair & Beauty	B	Re-Let	24-10-2024	05-02-2024	15-02-2024	14-02-2028	£8,000,000
JAN1013 AP	Personal Protective Equipment (PPE), Work & Sports Wear	B	Re-Let	16-07-2024	15-11-2024	01-12-2024	30-11-2028	£22,000,000
JAN1014 AP	Laundry Services	B	Re-Let	14-02-2024	14-05-2024	18-05-2024	17-05-2028	£2,000,000
EFM1055 AP	Waste Management	B	Re-Let	20-02-2024	20-05-2024	01-04-2024	31-03-2028	£10,000,000

EFM1061 AP	Electrical Sundries	B	Re-Let	16-08-2024	05-12-2024	19-12-2024	18-12-2028	£8,000,000
ITS1062 AP	Library Management Systems and Associated Services	B	Re-Let	21-02-2024	24-05-2024	31-05-2024	29-05-2028	£6,000,000
ITS1065 AP	Virtual Learning Environment (VLE) Systems and Associated Services	B	Re-Let	01-09-2024	20-12-2024	30-01-2025	31-01-2029	£8,000,000
LIB1022 AP	Periodicals	B	Re-Let	03-06-2024	27-09-2024	01-01-2025	31-12-2028	£40,000,000
LIB1026 AP	SHEDL eBook Collections - Springer Nature	B	Re-Let	12-12-2024	28-02-2025	01-03-2025	29-02-2029	£1,500,000
LIB1027 AP	SHEDL eBook Collections - Elsevier	B	Re-Let	12-12-2024	28-02-2025	01-03-2025	29-02-2029	£500,000
LIB1028 AP	SHEDL eBook Collections - Oxford University Press (OUP)	B	Re-Let	12-12-2024	28-02-2025	01-03-2025	29-02-2029	£665,000
FOS1002 AP	Office & Special Moving Services	B	Re-Let	14-10-2024	17-02-2025	02-03-2025	01-03-2029	£4,000,000
PFB1051 AP	Non medical Student Support including Educational Psychologists	B	New	22-03-2024	16-06-2024	01-07-2024	30-06-2028	£1,000,000
ITS1057 AP	Engagement (Business to Business) CRM Systems	B	New	06-04-2023	17-07-2023	01-08-2023	31-07-2027	£20,000,000
LIB1021 AP	Library Equipment, Software & Maintenance	B	New	07-02-2023	25-07-2023	01-08-2023	31-07-2027	£5,000,000
PFB1046 AP	Staff Engagement Surveys	B	New	19-04-2023	08-08-2023	22-08-2023	21-08-2027	£1,200,000
CAT1069 AP	Fresh Butcher Meat	B	Re-Let	09-05-2023	28-07-2023	05-08-2023	04-08-2027	£4,200,000

## Annex A - Annual Procurement Report Template

[NOTE: APUC only puts in place Framework Agreements. All references to a contract to be construed as meaning a Framework Agreement]

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	APUC
b) Period of the annual procurement report	01 Aug 2022 – 31 July 2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	14
b) Total value of regulated contracts awarded within the report period	£337.9M
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	101
i) how many of these unique suppliers are SMEs	73
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	14
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	11
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	11
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups <i>(Each contracting authority sets its own priority groups)</i>	N/A to APUC as a Consortium
e) Number of Apprenticeships Filled by Priority Groups	N/A to APUC as a Consortium
f) Number of Work Placements for Priority Groups	N/A to APUC as a Consortium
g) Number of Qualifications Achieved Through Training by Priority Groups	N/A to APUC as a Consortium
h) Total Value of contracts sub-contracted to SMEs	N/A to APUC as a Consortium
i) Total Value of contracts sub-contracted to Social Enterprises	N/A to APUC as a Consortium
j) Total Value of contracts sub-contracted to Supported Businesses	N/A to APUC as a Consortium
k) Other community benefit(s) fulfilled	N/A to APUC as a Consortium

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	14
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	47
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	14

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	N/A to APUC as a Consortium
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	N/A to APUC as a Consortium
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	N/A to APUC as a Consortium
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	N/A to APUC as a Consortium

**7. Supported Businesses Summary**

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	N/A to APUC as a Consortium
i) spend within the reporting year on regulated contracts	N/A to APUC as a Consortium
ii) spend within the reporting year on non-regulated contracts	N/A to APUC as a Consortium

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	N/A to APUC as a Consortium
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	N/A to APUC as a Consortium
c) Total procurement spend with Third sector bodies during the period covered by the report.	N/A to APUC as a Consortium
d) Percentage of total procurement spend through collaborative contracts.	N/A to APUC as a Consortium
e) Total targeted cash savings for the period covered by the annual procurement report	N/A to APUC as a Consortium

i) targeted cash savings for Cat A contracts	N/A to APUC as a Consortium
ii) targeted cash savings for Cat B contracts	N/A to APUC as a Consortium
iii) targeted cash savings for Cat C contracts	N/A to APUC as a Consortium
f) Total delivered cash savings for the period covered by the annual procurement report	N/A to APUC as a Consortium
i) delivered cash savings for Cat A contracts	N/A to APUC as a Consortium
ii) delivered cash savings for Cat B contracts	N/A to APUC as a Consortium
iii) delivered cash savings for Cat C contracts	N/A to APUC as a Consortium
g) Total non-cash savings value for the period covered by the annual procurement report	N/A to APUC as a Consortium
<b><u>9. Future regulated procurements</u></b>	
a) Total number of regulated procurements expected to commence in the next two financial years	29
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£281.3M



## Annex B - 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 Agreement 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

**Sustain Supply Code of Conduct** - APUC and its client community of colleges and universities are committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into Framework 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 Sustain 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

**Framework Agreement Reference** 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 Framework Agreement/Contract. These can relate to social, economic and or environmental benefits. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

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

**Cost Avoidance** is 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 Framework Agreements/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.

**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** has been developed by the APUC eSolutions team.

The Hunter application and complimentary solutions have been developed by APUC to fit with Best Practise procurement activities and reporting requirements of the HE/FE sector.

Hunter Functionality currently includes:

- Centralised contracts register (APUC and its members, UK Consortia)
  - Current Contracts/Frameworks – dashboard with real time contracts and ability to manage
  - In Progress tendering (This can be further broken down by procurement stage)
  - Scheduled – Future tendering activity
  - Research – Potential tendering activity to be explored
- Ability to easily share information across organisations enables collaborative working.
- Individual work page, ability to focus on individual or teamwork plan allowing users to effectively resource plan.
- Activity/To Do – Set tasks which can be viewed by users or colleagues.
- Document storage – integrated with Microsoft Office 365 SharePoint providing structured document & digital asset storage. Facilitates quick and easy retrieval of documents.

- Use of Standard format reports or export to excel for further data analysis.
- Contacts – Suppliers, internal customers and external colleagues, easily searchable.
- Savings & Benefits – Ability to capture and report based on sector agreed methodology.
- Automated reporting of consortia savings with real time access for institutions. This includes community benefits.
- Suppliers – Centralised register of suppliers, local and sector.
- Automated publication of contracts registers on website.
- Supplier Portal – ucsp.ac.uk website where suppliers can upload management information for all 6 UK consortia saving suppliers from providing data multiple times as was practise in the past. Over £1bn spend captured annually.
- Supplier Spend Reporting at institution – Service allowing institutions to provide non pay spend (quarterly if desired) which is coded to Proc He Level 2. Institutions have visibility of coded spend via webpage.
- Fully integrated contacts and framework spend reporting module accessed via website providing visibility of compliant/non-compliant spend. Any suppliers named on frameworks are flagged to the institution and links available to take them to the buyers guides to assist them in identifying whether they can utilise the framework.
- Ability to report SME, Supported Businesses or Living wage suppliers.
- Reporting of rebates values.
- Supply Chain Management
  - Diarise supplier meetings, capture documentation, KPIs and manage ongoing supplier activity, including community benefits. Ensuring contract delivery.
  - Supply Chain mandatory questions and certifications portal.
  - Supply Chain Audit – Tier 1 supplier audit questions and docs
  - Supply Chain Audit –Tier 2> Supplier audit questions and docs
- HUNTER GUI – New online version with enhanced functionality.
  - Supplier Portal – see Supply Chain Management above- Providing suppliers a single portal for contract management activity and reporting of community benefits.
  - Resource planning – Forward plan of contracting activity with estimated resource implications.

As a solution, Hunter is operational within the HE/FE sector in Scotland and utilised by the HE consortia in England and Wales who 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** – a website 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.

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

**Output Specification** requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by

the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

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

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

**Procurement and 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, 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.

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

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

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

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

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

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

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

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

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