

Annual Procurement Report



*Published in alignment with
the Procurement Reform Act
covering 01 August 2024 to 31
July 2025*

Approved by APUC Board
November 2025

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APUC Annual Procurement Report (APR)

Section 0 - Executive Summary

APUC was formed in 2007 and is the Centre of (Procurement) Expertise (CoE) for all the Universities and Colleges in Scotland. APUC, among other aspects within its scope, undertakes collaborative procurement processes on Members' behalf for the commodities for which it is responsible and enters into Framework Agreements for these commodities 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 regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. APUC is not technically in scope of this requirement as its actual contractual spend is well below this level, but it produces the report from a good practice perspective in light of its Framework Agreement contracting activities.

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 2024 to 31 July 2025 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 from 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.

To comply with 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

¹ '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 collaborative procurements above the Public Contracts (Scotland) Regulations 2015 threshold undertaken by APUC as the lead contracting authority, amounted to £221.4M. There were 11 such procurements completed².
- No lower value regulated collaborative 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 GPA 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 (for in-scope organisations), 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 X November 2025

By APUC Board

Signed: Angus Warren

Position: CEO

² 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 and the Public Procurement Strategy for Scotland.

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 GPA principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

The table below aligns procurement strategy objectives published in July 2024 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 was developed to provide additional functionality to the sector, this included a new Buyers Portal replacing HEContracts as a UK solution for accessing framework information at institution level. All UKUPC consortia participated in this project successfully going live in Nov 24 providing access for 342 organisations.
	Fully embed a delivery model that can be constantly adaptive to the changing needs of the sector and an increasingly volatile global and local supply chain environment.	The concept of "constant agility" has been embedded into roles and teams across APUC so that teams can be adapted to efficiently deliver and respond to emerging and / or unforeseen impacts and opportunities for the protection / benefit of our client institutions. Procurement Project Managers have been recruited to assist with client requirements. The new Strategic Sourcing team is working well ensuring flexibility across the team and to the wider sector. In carrying out procurement activity APUC has operated 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.
	Introduce new hybrid ways of working across APUC to maximise / balance delivery, staff wellbeing and optimise recruitment and retention effectiveness	Hybrid working practices are 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). This model is working well.

Value for Money & Resilience	Maximise collaborative opportunities and resulting value delivery of the emerging and future spend profiles of the HE/FE sectors	Regularly 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 2025 to understand future needs and determine the future tendering programme for the HE/FE Sector. The next one is planned for February 2026. A Procurement Development Leadership Workshop took place in November 2024 to work with Heads of Procurement across the HE/FE Sector addressing key areas affecting procurement leadership. This has become a yearly event with the next one being in November 2025 focusing on Universities and Colleges separately to understand and prioritise their needs. Spend analysis has been undertaken across institutions to understand where there are collaborative opportunities. Supplier MI spend versus Finance system spend can be reported. Potential commitment-based opportunities have been looked at across the sector and with other Centre's of Expertise. Account management meetings have been useful to work with Institutions to further understand where potential collaborative spend can take place at either Framework Agreement level or on a regional basis. Ongoing discussions, collaboration and key activity continues where appropriate with other Scottish Sectors' CoEs and across the UK Universities Procurement Consortia (UKUPC community).
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Maximise Savings and Benefits	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. 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 reviewed and updated the Benefits Reporting Methodology to streamline how benefits are reported. The changes took effect for spend occurring from 01 August 2024 and is now in place and being implemented. The updated Benefits Reporting Methodology has been shared with the Collaborative Leads Group (CLG) as part of a planned Scottish review of the Scottish publicly funded sectors' version of the methodology. APUC are now also recording BT6 (previously known as BT7 savings) (Price Management) to record savings that are being made versus the changing market price during the life of the agreements.
Proactively increase supply chain resilience ahead of emerging threats	APUC continues 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 along with market indices and issued to its members by category addressing any key issues, emerging threats and mitigations being taken. A comprehensive resilience review was undertaken, and a report was published in December 2024. The next update will be published in December 2025.
	Maximise flexibility in routes to market	APUC outputs focus on enabling routes to market that allow maximum commerciality. 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 now being widely used by Institutions. Training courses on routes to market have been provided to APUC and Sector staff. A route 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. APUC has been working with the Scottish Government to actively promote and engage in Innovation. There is active involvement with the project Scotland Innovates.
Climate & Ecological Emergency and responsible Supply Chains	Ensure a robust due diligence process is applied to assess higher risk / high priority suppliers on their responsible business performance	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. In the 24/25 year, APUC have continued to utilise a third-party sustainability deep-dive assessment company called EcoVadis. The suppliers 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. Furthermore, APUC are actively working with member institutions in identifying strategic suppliers to put forward for assessment using this service. In addition, APUC has redeveloped and fully integrated the in-house tool SCM RP Section 1, which all suppliers on APUC Framework Agreements are required to complete. SCM RP Section 1 is the sector's designated tool for contracted suppliers to keep up-to-date essential information on their company, which allows APUC to get an insight into their company's general standing, commitment to preventing modern slavery and addressing climate change, as well as their pledge to fair and decent working practices for their staff. Information is gathered annually, and trends and developments will be able to be monitored for all contracted suppliers.
	Provide a supply chain GHG reporting solution / reports for all member institutions based on their annual spend reporting	Supply chain 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. The Responsible Procurement Team (RPT) assist institutions in understanding their supply chain emissions report and on using the information to review / challenge stakeholder procurement behaviours.

	Provide the HE/FE sectors with the tools and support to effectively deliver across a wide range of Responsible Procurement objectives / outcomes.	The APUC Responsible Procurement Team (RPT) have been supporting institutional colleagues and the core team on Responsible Procurement matters and for wider sustainability support. Common topics have included Scope 3 (supply chain GHG), ITT guidance, From Now to 2030 Climate action planning (FNT2030) support, procurement assistance across wider institutional sustainability groups and implementation of the Scottish University and College Sectors' Supply Chain Climate and Ecological Emergency Strategy (SCCEES). APUC continues to support the sector with a range of due diligence tools. These include access to EcoVadis for all member institutions including the use of an eLearning academy, and the SCM Section 1 tool for all contracted suppliers. The SCM RP Section 1 tool has been reviewed and fully integrated into the Hunter system, which enables the sector to view supplier information in one single portal. Suppliers are able to provide information at any time through the designated University and College Supplier Portal. SCM RP Section 1 allows the sector to get an insight into their company's general standing, commitment to preventing modern slavery and addressing climate change, as well as their pledge to fair and decent working practices for their staff. The RPT support member institutions in the use of Scottish Government's suite of sustainable procurement tools and eLearning courses.
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	Progressively increase the net-zero options on Framework Agreements	All new Framework Agreements have been considered for net-zero or low GHG options / lots wherever possible / appropriate. APUC Strategic Sourcing Managers work with the Responsible Procurement Team (RPT) for every Framework Agreement to ensure all options have been explored. For example, the Sustainable Furniture Framework Agreement included a separate lot on circular economy products whilst also including sustainability requirements within all other lots. In response to the global climate emergency APUC Framework Agreements are addressing corporate commitments to work towards net zero GHG 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. For goods related Framework Agreements, suppliers are asked to indicate whether they are able to provide product specific carbon data as part of the tendering process which will then form part of the resulting contract. Consideration has been applied for products with reduced impact, requesting GHG action plans from suppliers, third-party due diligence ratings and emissions for specific products (e.g. Sustainable Furniture and Protective Personal Equipment (PPE)).
Fair Work & Economic Wellbeing	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. The updated SCM RP Section 1 includes a designated section to receive supplier information on their Fair and Decent Working Practices. Based on the Scottish Government's Fair Work First Principles, suppliers are requested to state their commitment against each of the fair work principles and provide evidence in form of policies and/or processes. The section examines the company's

		commitment to fair and decent working practices, including payment of the Real Living Wage and global living wage, support for workers' voice, investment in training and development, efforts to tackle the gender pay gap, and flexible working practices.
	Implement a Monitoring & Reporting programme for gathering high level supplier fair treatment performance data.	Within the year 24/25, the SCM Section 1 platform has been updated to capture annual supplier data. The updated focus on our sector aims to become net zero, procure ethically and have relationships with suppliers that protect and value their employees and the environment. The question set covers • Company Data – which is used to understand the supplier's structure, scale, and legal status • Ethical Supply Chain – to assess supplier commitment to human rights, labour standards, and responsible sourcing • Environmental Impact & Carbon Reduction – aids to evaluate sustainability performance and carbon reduction strategies on annual basis • Fair and Decent Working Practices – assesses workforce treatment, equality, and employment standards. For primarily high-risk suppliers, the third-party tool EcoVadis is used which covers a deeper dive assessment of the areas: Environment, Labour & Human Rights, Ethics and Sustainable Procurement.

	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 / technical lotting included, based on user intelligence group information and pre-market engagement. Meet the Buyer events and supplier pre-market 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 has two members representing the sector on the Electronics Watch Board. APUC is also a member of the International Working Group on Ethical Public Procurement (IWGEPP) that works collaboratively internationally across all commodity areas to share knowledge and use collaborative activity to influence supply chain behaviours. EcoVadis provides a further insight into supply chain processes. Suppliers are being assessed on their Labour & Human Rights, as well as their Ethics and Sustainable Procurement. The scorecard shows the suppliers Strengths and Improvement areas in regards to their Policies, Endorsements, Certifications, Measures, Coverage, and 360° Watch of public data.
	APUC will operate to Fair Work principles in their internal operations	APUC also actively applies Fair Work principles to its policies and internal 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 periodically in collaboration with staff.

Capability and Continuous Improvement	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 Checks with institutions commenced in October 2023 and were completed by the end of January 2024. All PCIP/Pulse Check Lites were completed by the end of July 2024 and all Operational Procurement Reviews were completed by end of September 2024 on schedule. A webinar to the sector on outcomes took place in October 2024.							
	Expand Opportunity Scope of APUC Graduate Trainee Programme	Due to budget constraints, the APUC Graduate Trainee Programme, in its original form, has been brought to an end for new recruits. A new version has been implemented with trainees working in permanent roles within the organisation (rather than having multiple placements) but is still focused on an 18-month accelerated learning model. Our final Trainee from the historic APUC Graduate Trainee Programme has now completed the programme and secured a role in the North-East of Scotland where she is based.							
	Deliver the Future (Procurement) Leaders Development Programme (for existing procurement staff in the sector that have potential to be Heads of Procurement)	The second iteration of the Procurement Leaders Development Programme (PLDP) completed in June 2024 – with 27 colleagues completing the course across both cohorts. A mentoring programme was developed to run alongside the leadership workshops which will be expanded over the current academic year. Retention rates of PLDP Alumni are high – with around three quarters (since Jan 2022) being retained or promoted. Many of those who have left the sector have been retained within the Scottish public sector. Retention rates - PLDP Alumni <table><thead><tr><th>Category</th><th>Percentage</th></tr></thead><tbody><tr><td>Retained</td><td>48</td></tr><tr><td>Promoted</td><td>26</td></tr><tr><td>Left sector</td><td>26</td></tr></tbody></table>	Category	Percentage	Retained	48	Promoted	26	Left sector
Category	Percentage								
Retained	48								
Promoted	26								
Left sector	26								

		Demand for future cohorts will be assessed in the year 2025-26. PDLP alumni continue to meet both socially and professionally, continuing their development and networking within their peer group.
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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 gathers 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 and Quick Reference Guides promote and increase accessibility to available sustainability benefits with each supplier and are available to wider stakeholder groups via the Hunter Buyers Portal.

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 meets expectations.
- APUC's other senior management also regularly meet 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.
- Every quarter APUC's Board meeting takes place to ensure APUC is meeting sector / stakeholder needs, as well 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, news related to these Categories, 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. Key market indices are also provided.
- APUC holds pre-tender engagement events where relevant with the supply market and others affected by our Framework Agreements, if applicable.
- Category Directors within the new Strategic Sourcing structure are liaising more frequently with institutions on all procurement-related matters and regularly presenting their categories on key areas of focus in relation to Framework agreements, strategic opportunities and responsible procurement activity.
- APUC collaborates 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.
- Circa 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 wider UKUPC strategy as well as each consortia taking a lead on UKUPC key areas. APUC has taken forward circular economy for the wider UKUPC sector.
- The (UK HE Sector) HEPA Responsible Procurement Group (RPG) acts nationally with APUC and stakeholders from the sector contributing to 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 within SCM 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 Health & Safety performance 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 strategies and tender documents to embed the maximum level of sustainable and ethical outcomes. A standard award criteria for sourcing goods requires suppliers to demonstrate how they are meeting the Specification of Requirements and to detail in particular how their company ensures products sourced and offered to Institutions are, as far as reasonably possible, sourced from a positive ethically, sustainability and environmental perspective. Details required are subject to the goods procured but include the company's supply chain selection processes, including details of how supply chain risks are considered and addressed, e.g raw material sourcing, hazardous materials, emission rates used in production, use of acceptable standards of labour and human right practices (such as the Ethical Trading Initiative (ETI) Base Code); and how they ensure supply chain transparency and management of their supply chain via the performance of supply chain audits, monitoring and improvement plans.

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). The Sustain Supply Chain Code of Conduct is regularly reviewed and updated by the Sustain working group.

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, other Scottish CoEs and UKUPC 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 either on how it has been calculated in line with the Sector agreed Benefits Methodology or a narrative on how the suppliers can provide sustainable benefits.

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 (SCM RP Section 1), 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 Strategic Sourcing manager is responsible for progressing the Supply Chain Management

(SCM Section 1) Tool, EcoVadis and embedding responsible procurement through contract management.

The Scottish Government's DPS for Supported Businesses is promoted and included in the sectors contracting tools, such as Hunter.

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 prioritise where impacts can be made using appropriate tools. 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 and is working with the sector collaboratively to achieve this.

APUC has coordinated development of the SCCEES 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 SCCEES identifies Primary Impact Areas of Climate Change (PIACC). APUC has for several 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 and Climate Action Status templates for all relevant PIACC areas, based on the objectives of the SCCEES 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 assists institutions with their action plans by meeting on request with relevant stakeholders and the procurement team to identify current practices and future milestones to be achieved in the net zero journey. APUC have FNT2030 plans available for each PIACC area to cover collaborative procurement activity, and these are being dynamically managed and accessible to the sectors' procurement community.

APUC Framework Agreements include standard wording to highlight the emphasis the sector puts on sustainability and social responsibility. These are key drivers within APUC and its member Institutions and include minimising environmental impact and responding to the global climate emergency. Contractors are required to work with APUC to tackle climate change and seek to minimise emissions over the lifetime of this Framework Agreement and actively support institutions to transition to net zero greenhouse gas emissions. Contractors will be required, via the completion of SCM Section 1, to set targets, measure and report Greenhouse Gas Emission reductions of their operations over the lifetime of the Framework Agreement by providing Carbon Emission Reduction Plans, targets and specific enterprise data on scope 1,2 and 3, and the Contractor may be required to provide data relating to the greenhouse gas emissions in the delivery of the Framework Agreement and what is covered.

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 divided into four main category groups consisting of Estates, Information Services, Corporate & Labs. 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.

The Strategic Sourcing team works closely with its enabling workstream eSolutions for tools and systems, and with its team members in Responsible Procurement 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 Strategic Sourcing team works with other UKUPC consortia across the UK and across other sectors' CoEs in Scotland to deliver collaboration, best practice and added value benefits. UKUPC supports 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, human trafficking legislation, contract and supplier management, sustainable procurement outcomes and value for money. The Hunter Buyers Portal is in place to allow 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 allows this to be recorded with rationale which 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 Group (PSG) meetings take place quarterly with the Heads of Procurement from 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 Section 1 tool. The external supply chain evaluation service, EcoVadis, is being used by APUC and the Sector to understand their Supply Chains.

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 Strategic Sourcing 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 relevant 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. This includes 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 Strategic Sourcing 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 awarded two Framework Agreements which included three supported businesses in this period. However, one went into administration in February 2025. APUC also 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 processes 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 2025/26 and 2026/27. 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 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 assists institutions in creating reporting information by using the FNT2030 templates, hosting category-focused workshops, drop-in sessions when invited, and attends Institutional Sustainability Working Groups, where requested.

APUC actively supports training and development of its staff and members, and this is a key part of its role, which includes delivery of bookable training courses, webinars and development of e-learning modules. In 2024-25 we arranged over 16 formal training courses which were attended by approximately 250 sector colleagues. Internally, APUC have had their Senior Managers undertake Leadership Development activity this year with a combination of 360 feedback, psychometric profiling and some internal workshop activity being put in place to build confidence and capability, ensuring succession options are in consideration along with retaining staff.

On behalf of the Sector and in response to demand, APUC has set up a Construction Procurement Steering Group whereby a steering group was set up with procurement colleagues who have either moderate to extensive construction procurement experience to develop the layout and content of a Construction Procurement Development Programme. The course is currently being developed along with a number of partners/subject matter experts and will be delivered to both a number of procurement colleagues and Estates colleagues over the year 2025-26.

Each year APUC employees nominate a Charity to support for a year. The Charity is elected by its employees. For the calendar year 2025, Avalon Autism Parental Support & Respite was chosen by APUC staff, and this charity will continue until December 2025 where then a new charity will be selected. This year a charity committee was formed and the annual target of 4k was surpassed in June meaning APUC has funded the 2025 Avalon Inclusive Christmas Party and a series of webinars to support sleep. Individual (half marathons) and group activities (Kilt Walks) and company events such as a walking challenge and bake sales have been key to the fundraising and provide opportunities for staff to work together and socialise in various ways.

In line with Fair Work First, APUC has an employee representative and consultation group. This group

meets at least quarterly. The group addresses key themes and provides an opportunity to enhance communications from leadership to the rest of the company and to allow the representatives to raise ideas, suggestions or concerns. To date, the group has made suggestions in relation to training ideas, improved policies and processes and transparency around these, made improvements to the office environment and made suggestions to employee benefit offerings that have been taken forward e.g. adopting the use of a Credit Union.

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 hybrid model allows for a flexible approach to working from offices and home, the option to work a nine day condensed fortnight (with 5 days on site per fortnight) and reducing staff travel for meetings and commuting contributing to a reduction in travel emissions.

APUC was a founding member of Electronics Watch in 2015. All APUC's member institutions are now members of Electronics Watch, this made the Scottish HE/FE sector 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 2025/2026, as in previous years, 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.

APUC continues to provide reporting information via the APUC 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 historically used HESCET Tool.

APUC continues to support the sector with their in-house developed unified web/browser-based Hunter solution for contract management and reporting. The web version of this was rolled out to the HE/FE sector in November 2022 with continued developments to meet the sector's requirements. Functionality includes contracts registers and forward planning, benefits tracking, supply chain management, supplier portal, reporting capabilities including Annual Procurement Reporting, Forward Planning; consumption-based supply chain emissions reporting at supplier level; Responsible Procurement information, including SCM Section 1 supplier data and Quick Reference Guides.

An enhanced feature of the Hunter solution is the full integration of information and documentation provided by suppliers on the SCM RP Section 1 Questionnaire. The SCM RP Section 1 tool has been used for years in the sector by the consortia and institutions alike. Recently it has been updated with questions that are more focussed on our sector aims to become net zero, procure ethically and have relationships with suppliers that protect and value their employees and the environment. All contracted suppliers are required to provide information within three months of contract award via a dedicated portal and must keep the information up-to-date. Information has to be provided against each financial year and can be updated at any time, should be always up-to-date and must be reviewed in advance of contract management meetings. The main use of the information is within Contract Management. It is an assurance tool that provides us with key information against sector objectives that help us help suppliers become more sustainable.

Appendix A - List of regulated Framework Agreements Completed (By Start Date) in the Reporting Period 01 August 2024 – 31 July 2025

Compliant

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Owner Cat A/B/C	Start Date	Maximum End Date	Value Over Contract Period
LAB1037 AP	General Laboratory Equipment - Supply and Maintenance	Agilent Technologies LDA UK Limited, Analytix Limited, Appleton Woods, Fisher Scientific UK, LABCOLD Limited, LS Scientific Limited, Medscience Distribution Ltd, Scientific Laboratory Supplies Ltd (SLS), SciQuip Ltd, Shandon Diagnostics Limited, Skalar Analytical BV, VWR International Ltd, Waters Ltd, Wolf Laboratories Limited	B	01-10-2024	30-09-2028	£10,000,000
FFE1017 AP	Sustainable Furniture	Alpha Marketing UK Ltd, Azzurro Ltd, Bishops Beds, City Building (Contracts) LLP (aka RSBi), Claremont Office Furniture Ltd, J.T.Ellis and Company Limited, Langstane Press Limited, Project FF&E Ltd, SAXEN LTD, Space Solutions (Scotland) Ltd T/A Corporate Moves & Recycle Scotland, Spaces Taylored Ltd, Wagstaff Bros Limited t/a Wagstaff Interiors Group	B	01-10-2024	30-09-2028	£38,000,000
EFM1055 AP	Waste Management	Avanti Environmental Group Ltd, Biffa Waste Services Ltd, Binn Group Ltd, CCL North Ltd, Change Waste Recycling, Cireco Scotland LLP, EIS Waste Services Ltd, ENVA, Hamilton Waste & Recycling Ltd, Northern Recycling Solutions Ltd, NWH Group Limited, Paper Shredding Services Ltd, Restore Datashred Limited, Shred Station Ltd, Shredall (East Midlands) Ltd, Shred-it Limited, SRCL Ltd T/A Stericycle, Stone Technologies Limited T/A Converge Technology Solutions, Veolia ES Ltd, WEEE	B	14-10-2024	13-10-2028	£17,060,000

		Scotland, WRC Recycling Limited.				
ITS1049 AP	Academic Integrity and Assessment Management Systems	Compilatio SAS, ExamSoft Worldwide LLC, INSPERA UK LTD, Tata Consultancy Services, Tomax Technologies Limited, Turnitin LLC, UNIwise Education Solutions Ltd	B	15-11-2024	14-11-2028	£30,000,000
ITS1062 AP	Library Management Systems and Associated Services	EBSCO International Inc., Education Software Solutions Limited, Ex Libris UK Ltd, OCLC UK Ltd, Open Fifth Limited, SIRSI LIMITED, Talis Education Limited	B	16-12-2024	15-12-2028	£27,000,000
PFB1043 AP	Insurance, Brokerage and Associated Risk Management Services	Arthur J. Gallagher Insurance Brokers Limited FKA Education Protect Scotland Limited, Howden Group Holdings Limited, James Hallam Limited FKA CCRS Brokers Limited, Zurich Municipal	B	01-01-2025	31-12-2028	£20,000,000
LIB1026 AP	SHEDL eBook Collections - Springer Nature	Springer Nature	B	01-03-2025	28-02-2029	£1,500,000
LIB1028 AP	SHEDL eBook Collections - Oxford University Press (OUP)	Oxford University Press (OUP)	B	01-03-2025	28-02-2029	£888,000
EFM1061 AP	Electrical Sundries	City Electrical Factors Limited, Edmundson Electrical, Rexel UK Ltd, Yesss Electrical Ltd	B	01-04-2025	31-03-2029	£8,000,000
LIB1022 AP	Periodicals & Associated Services	EBSCO International Inc.,	B	01-04-2025	31-03-2029	£36,000,000
ITS1065 AP	Innovative, Value-Adding VLE System(s) and Associated Services	D2L Europe Ltd, Instructure Global Ltd, Learning Technologies Group Ltd, Co-Sector - University of London, Adapti VLE Limited, Titus Learning Limited, Enovation Solutions Limited, Synergy Learning, Catalyst IT Europe Limited	B	31-07-2025	30-07-2029	£45,000,000

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	End Date	Max End Date	Contract Value	Benefit Value
LAB1037 AP	General Laboratory Equipment - Supply and Maintenance	Agilent Technologies LDA UK Limited, Analytix Limited, Appleton Woods, Fisher Scientific UK, LABCOLD Limited, LS Scientific Limited, Medscience Distribution Ltd, Scientific Laboratory Supplies Ltd (SLS), SciQuip Ltd, Shandon Diagnostics Limited, Skalar Analytical BV, VWR International Ltd, Waters Ltd, Wolf Laboratories Limited	01-10-2024	30-09-2027	30-09-2028	£10,000,000	-Adherence to the Sustain Supply Chain Code of Conduct - Adherence and use of SCM Section - Ethically and Sustainably Sourced Products including future planned developments in relation to the transition to net zero and a circular economy - Circular Economy (including the supply of refurbished or remanufactured products; modularisation and upgradeability of systems; maximising packaging take back/ reusable systems, maximising the recycled content/ sustainable materials within packaging, while ensuring packaging is, as much as is possible, fully recyclable) - Community Benefits and Value-added Services including: trainings and seminars for staff and students; research programs; graduate, undergraduate and internships programmes; apprenticeships; work placement and work experiences; charitable donations; tailored demonstrations; software support; STEM engagement including career-based activities for local communities; careers events and site visits; support to SMEs and local supply chain; additional consumables at no additional cost; extended warranties; upgrades and trade-ins; volunteering

FFE1017 AP	Sustainable Furniture	Alpha Marketing UK Ltd, Azzurro Ltd, Bishops Beds, City Building (Contracts) LLP (aka RSBi), Claremont Office Furniture Ltd, J.T.Ellis and Company Limited, Langstane Press Limited, Project FF&E Ltd, SAXEN LTD, Space Solutions (Scotland) Ltd T/A Corporate Moves & Recycle Scotland, Spaces Taylored Ltd, Wagstaff Bros Limited t/a Wagstaff Interiors Group	01-10-2024	30-09-2026	30-09-2028	£38,000,000	- All core product items have details of the product's carbon footprint, its recycled content and its recyclability - All core and non-core products have a minimum of 5 years warranty promoting quality items and encouraging repair rather than replacement - Most contractors offer access to alternative core product items with stronger sustainability characteristics - Commitment from contractors on all lots to continuously work on improving circular economy opportunities, to extend life of products through repair, refurbishment and adaption - A defined Circular Economy solutions lot designed to provide access to repair, refurbishment, reengineering of existing products, provision of pre-owned products - All lots have a take back options to reduce waste disposal through methods such as re-use and recycling of redundant products - All suppliers are either accredited Living Wage Suppliers or paying the Living Wage. - Two appointed contractors are supported businesses - Commitment to adopting Fair Work First - Contractors offered a range of Community benefits including: providing guidance and teaching to schools, colleges and establishments for safety or career guidance. jobs for unemployed individuals and commitment for apprenticeships, financial support for community projects. non-financial support via the provision of free use of vehicle to support a local food bank, work experience programmes for students, giving them practical exposure and preparing them for future careers, contributions to charities or community projects, supporting local initiatives and addressing societal needs and support for SMEs or supported businesses
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EFM1055 AP	Waste Management	Avanti Environmental Group Ltd, Biffa Waste Services Ltd, Binn Group Ltd, CCL North Ltd, Change Waste Recycling, Cireco Scotland LLP, EIS Waste Services Ltd, ENVA, Hamilton Waste & Recycling Ltd, Northern Recycling Solutions Ltd, NWH Group Limited, Paper Shredding Services Ltd, Restore Datashred Limited, Shred Station Ltd, Shredall (East Midlands) Ltd, Shred-it Limited, SRCL Ltd T/A Stericycle, Stone Technologies Limited T/A Converge Technology Solutions, Veolia ES Ltd, WEEE	14-10-2024	13-10-2026	13-10-2028	£17,060,000	-Routine waste audits/composition analysis within Institutions, to measure and analyse the types and volume of waste and materials that is being generated, to determine the effectiveness of any current waste management strategies and identify any improvements that can be made that will assist in the reduction of waste production and disposal to landfill. -Institutional Collaboration and student engagement consisting of waste awareness talks/demonstrations along with the possibility of tours of waste facilities. -Circular economy initiatives aimed at increasing knowledge on waste disposal and how students/staff can work together to re-use and reduce waste.
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		Scotland, WRC Recycling Limited.					
ITS1049 AP	Academic Integrity and Assessment Management Systems	Compilation SAS, ExamSoft Worldwide LLC, INSPERA UK LTD, Tata Consultancy Services, Tomax Technologies Limited, Turnitin LLC, UNIwise Education Solutions Ltd	15-11-2024	14-11-2026	14-11-2028	£30,000,000	-Green Software Development -Sustainable Hosting Practices - Chain Monitoring -Training Opportunities -Work Experience -Engagement with Supported Businesses -Carbon Reduction Measures -Support for Community Projects -Charity Contributions -Internship programs
ITS1062 AP	Library Management Systems and Associated Services	EBSCO International Inc., Education Software Solutions Limited, Ex Libris UK Ltd, OCLC UK Ltd, Open Fifth Limited, SIRSI LIMITED, Talis Education Limited	16-12-2024	15-12-2026	15-12-2028	£15,000,000	-Scholarships for librarians to attend national conferences - Awards for library innovation and outstanding books - Grants for libraries to adopt solar energy - Free databases and open access initiatives Open Fifth will offer: - Koha Academy for school-age children. e.g. Training in software coding.

PFB1043 AP	Insurance, Brokerage and Associated Risk Management Services	Arthur J. Gallagher Insurance Brokers Limited FKA Education Protect Scotland Limited, Howden Group Holdings Limited, James Hallam Limited FKA CCRS Brokers Limited, Zurich Municipal	01-01-2025	31-12-2027	31-12-2028	£20,000,000	- Adherence to the Sustain Supply Chain Code of Conduct - Adherence and use of SCM Section 1 - Equality, Diversity and Inclusion – adhering to paying real living wage, compliant with Equality Act 2010, promoting fair employment practices and equal opportunities - Community Benefits and Value-added Services: supporting students from lower social-economic backgrounds with university and career options, students mentoring, graduate programmes, apprenticeships, work experience, staff volunteering, supporting local charities, sponsorships, donations, local charitable fundraising, free insurance advice to new entrepreneurs, online platform delivering wellbeing services to students, student assistance programme, career fairs, risk management support , webinar series, risk insight materials, insurance training and insurance reviews
LIB1026 AP	SHEDL eBook Collections - Springer Nature	Springer Nature	01-03-2025	28-02-2026	28-02-2029	£1,500,000	-Adherence to the Sustain Supply Chain Code of Conduct - Adherence and use of SCM Section 1 - Reducing impact of hosting platform - Access to a wide range of heavily used academic content in electronic format - Access to previously purchased content on a perpetual access basis
LIB1028 AP	SHEDL eBook Collections - Oxford University Press (OUP)	Oxford University Press (OUP)	01-03-2025	28-02-2026	28-02-2029	£888,000	- Adherence to the Sustain Supply Chain Code of Conduct. - Adherence and use of SCM Section 1. - Reducing impact of hosting platform.
EFM1061 AP	Electrical Sundries	City Electrical Factors Limited, Edmundson	01-04-2025	31-03-2027	31-03-2029	£8,000,000	- Sustainability and Community Benefits including but not limited to: Work experience placements for high school students, 4 modern apprentices and 2 graduates, free

		Electrical, Rexel UK Ltd, Yesss Electrical Ltd					apprentice toolkits, Mental health training and support for apprentices, funding for community projects
LIB1022 AP	Periodicals & Associated Services	EBSCO International Inc.,	01-04-2025	31-03-2027	31-03-2029	£36,000,000	- Training opportunities - Propose to offer two work placements at Enfield office. This will also be available to users of the SUPC Framework Agreement. - EBSCO will work with APUC to the institutions to establish how local EBSCO staff can have an impact on local communities related to the framework agreement. - Mentoring of students
ITS1065 AP	Innovative, Value-Adding VLE System(s) and Associated Services	D2L Europe Ltd, Instructure Global Ltd, Learning Technologies Group Ltd, Co-Sector - University of London, Adapti VLE Limited, Titus Learning Limited, Enovation Solutions Limited, Synergy Learning, Catalyst IT Europe Limited	31-07-2025	30-07-2027	30-07-2029	£45,000,000	D2L Europe will offer placements, apprenticeships and internships or collaborative projects. Local Community project funding prioritised on: - Kids mental health and wellbeing, promoting the mental health and overall wellbeing of children (5-14) and youth (15-29) within our community. - STEM education programs and initiatives that promote education and engagement in science, technology, engineering, and mathematics fields. - Community building programs that support vulnerable people, community institutions (i.e. Libraries), arts Titus Learning on Lot2 will offer: - Free access to Moodle-based staff development courses (Zero to £25,000 Call-off spend per annum) - Tailored webinars for staff and students per institution per year e.g., online learning best practice (£25,000 to £50,000 Call-off spend per annum) - Work experience opportunities for a local college /university student in a digital/learning technologies role (£50,000 plus Call-off spend per annum)

Appendix C - List of Regulated Procurements placed with Supported Businesses

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Owner Cat A/B/C	Start Date	Maximum End Date	Value Over Contract Period
FFE1017 AP	Sustainable Furniture	City Building (Contracts) LLP (aka RSBi) (Lot 2b)	B	01-10-2024	30-09-2028	£38,000,000
EFM1055 AP	Waste Management	CCL North Ltd (Lot B)	B	14-10-2024	13-10-2028	£17,060,000

Note: Dovetail Enterprises Ltd were also appointed to Lot 3 FFE1017 AP Sustainable Furniture but went into administration in February 2025.

Appendix D - List of Regulated Framework Agreements planned to commence in next two F/Ys July 2025/2026 & 2026/2027

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	Expected Value over Contract Period
JAN1013 AP	Personal Protective Equipment (PPE), Work & Sports Wear	B	Re-Let	08-04-2025	06-08-2025	07-08-2025	06-08-2029	£171,520,000
CAT1074 AP	Fresh Fish & Seafood	B	Re-Let	13-05-2025	06-08-2025	08-08-2025	07-08-2029	£2,680,000
CAT1073 AP	Fresh Dairy Products	B	Re-Let	17-10-2025	30-11-2025	30-01-2026	19-12-2029	£1,900,000
EFM1068 AP	Water Quality Management	B	Re-Let	25-08-2025	18-11-2025	01-12-2025	30-11-2025	£13,300,000
LAB1035 AP	Microscopy & Imaging Equipment	B	Re-Let	05-06-2025	01-11-2025	01-12-2025	30-11-2029	£80,000,000
LIB1023 AP	Print Books & Standing Orders	B	Re-Let	11-07-2025	20-11-2025	03-11-2025	02-11-2029	£4,500,000
ITS1058 AP	Online Streaming and Online Training Services 2	B	Re-Let	15-10-2025	19-01-2026	30-01-2026	29-01-2030	£8,000,000
LIB1025 AP	Aggregated Databases	B	New	06-04-2026	15-07-2026	31-07-2026	30-07-2030	£6,500,000
PFB1047 AP	Legal Services	B	Re-Let	18-09-2025	15-12-2025	18-12-2025	17-12-2029	£12,000,000
LIB1024 AP	E-Books, E-Book Collections & E-Textbooks		Re-Let	14-11-2025	17-03-2026	01-04-2026	31-03-2030	£20,000,000
LAB1043 AP	3D Printers, 3D Scanners and Associated Equipment	B	Re-Let	31-07-2025	21-11-2025	10-01-2026	09-01-2030	£40,000,000
LAB1034 AP	Laboratory Consumables and Chemicals, Supply of	B	Re-Let	23-10-2025	02-03-2026	01-04-2026	31-03-2030	£40,000,000
PFB1048 AP	Executive and Senior Specialist Search and Associated Recruitment Services	B	Re-Let	15-01-2026	01-05-2026	30-06-2026	29-06-2030	£28,000,000
SEC1008 AP	Student Assistance and Support Services	B	Re-Let	25-04-2026	02-07-2026	25-07-2026	24-07-2030	£1,000,000

JAN1017 AP	Cleaning & Janitorial Products	B	Re-Let	23-03-2026	24-07-2026	03-08-2026	02-08-2030	£17,000,000
EFM1070 AP	Plumbing Consumables and Commercial Heating Products	B	Re-Let	25-05-2026	19-08-2026	01-09-2026	30-08-2030	£6,000,000
FFE1021 AP	Floor Coverings	B	Re-Let	08-06-2026	31-08-2026	05-09-2026	04-09-2030	£6,500,000
LAB1040 AP	Mass Spectrometry & Chromatography Equipment	B	Re-Let	08-12-2025	13-04-2026	01-05-2026	30-04-2030	£125,000,000
ITS1060 AP	Student Accommodation, Conference/Event, Delivered Catering & Hotel Management System(s) & Associated Services	B	Re-Let	13-07-2026	16-10-2026	06-11-2026	05-11-2030	£12,000,000
SSR1002 AP	Fitness & Sports Equipment	B	Re-Let	11-10-2026	08-01-2027	11-01-2027	10-01-2031	£3,500,000
ITS1068 AP	Student Management Systems & Associated Services	B	Re-Let	01-07-2026	12-12-2026	15-01-2027	14-01-2031	£30,000,000
AVI1019 AP	Audio Visual	B	Re-Let	01-09-2026	21-12-2026	18-01-2027	17-01-2031	£48,000,000
ITS1061 AP	Alumni & Fundraising CRM	B	Re-Let	18-09-2026	18-02-2027	04-03-2027	03-03-2031	£5,000,000
EFM1071 AP	Timber Products and Materials	B	Re-Let	15-01-2027	20-04-2027	23-04-2027	22-04-2031	£4,000,000
PFB1053 AP	Teaching Qualification Further Education	B	Re-Let	10-02-2027	19-04-2027	10-05-2027	09-05-2031	£1,000,000
EFM1077 AP	Lift Maintenance & Installation Services	B	Re-Let	01-03-2027	23-07-2027	30-07-2027	29-07-2031	£15,500,000
ITS1067 AP	Engagement (Business to Business) CRM Systems	B	Re-Let	05-04-2027	14-07-2027	30-07-2027	29-07-2031	£1,000,000
LIB1031 AP	Library Equipment, Software & Maintenance	B	Re-Let	16-03-2027	14-07-2027	30-07-2027	29-07-2031	£5,000,000
LAB1038 AP	Lasers and Associated Equipment	B	Re-Let	30-04-2027	12-07-2027	31-07-2027	30-07-2031	£10,000,000

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]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	APUC
b) Period of the annual procurement report	01 Aug 2024 – 31 July 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	11
b) Total value of regulated contracts awarded within the report period	£221.4M
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	74
i) how many of these unique suppliers are SMEs	46
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	11
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	9
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	9
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community	2

Benefit Requirements

Annex A

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

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

N/A to APUC as a Consortium
N/A to APUC as a Consortium
N/A to APUC as a Consortium
N/A to APUC as a Consortium
N/A to APUC as a Consortium
N/A to APUC as a Consortium
N/A to APUC as a Consortium
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.
- 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.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.

11

34

22

6. Payment performance

- a) Number of valid invoices received during the reporting period.
- b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)
- c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.
- 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

N/A to APUC as a Consortium

N/A to APUC as a Consortium

N/A to APUC as a Consortium

7. Supported Businesses Summary

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

2

N/A to APUC as a Consortium

N/A to APUC as a Consortium

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.
- b) Total procurement spend with SMEs during the period covered by the annual procurement report.
- c) Total procurement spend with Third sector bodies during the period covered by the report.
- d) Percentage of total procurement spend through collaborative contracts.
- e) Total targeted cash savings for the period covered by the annual procurement report

N/A to APUC as a Consortium

N/A to APUC as a Consortium

N/A to APUC as a Consortium

N/A to APUC as a Consortium

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
<u>9. Future regulated procurements</u>	
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	£718.9M

Annex B - Glossary of Terms

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

Category A	Collaborative Framework Agreements available to all public bodies • Scottish Procurement
Category B	Collaborative Framework Agreement available to public bodies within a specific sector • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
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) (Pulse Check) 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.