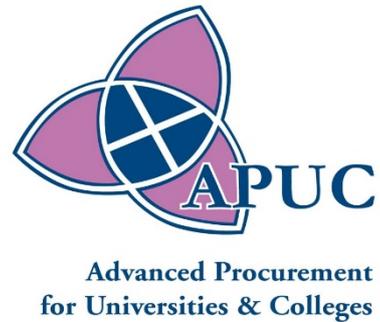


Annual Procurement Report



*Published in alignment
with the Procurement
Reform Act covering 01
August 2020 to 31 July
2021*

November 2021

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APUC Annual Procurement Report (APR)

Section 0 - Executive Summary

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

The Procurement Reform (Scotland) Act 2014 (PRA) requires all public 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.

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

This report covers the period of 01 August 2020 to 31 July 2021 and addresses the activities and achievements that have been carried out in delivering APUC's Operational Procurement Strategy (the "Procurement Strategy").

The development of the Procurement Strategy was the outcome of consultation and discussion with internal and external stakeholders who have a key interest in APUC's procurement activity, its approach and its impact. Stakeholder engagement will continue as the foundation for assessing APUC's achievement of regulatory compliance, strategic objectives, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the authority's broader aims and objectives, in line with Scotland's National Outcomes. This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences which APUC may need to adjust to.

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

- EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252²] undertaken as APUC as the lead contracting authority, amounted to £90.6M. There were 11 such procurements completed³.
- No lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] have been undertaken. All APUC activity is EU regulated.

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).

² Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2022

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

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

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

Section 1: Summary of Regulated Procurements Completed

Section 2: Review of Regulated Procurement Compliance

Section 3: Community Benefit Summary

Section 4: Supported Businesses Summary

Section 5: Future Regulated Procurements Summary

Section 6: Other Content for Consideration (Optional)

Report Approved xx November 2021

By APUC Board

Signed: Angus Warren

Position: CEO

Section 1: Summary of Regulated Procurements Completed

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

The details of regulated Framework Agreements completed are set out in Appendices at the end of this report with details summarised in Annex A. That information coupled with the publication of a Contracts Register on APUC's website and the systematic use of Public Contracts Scotland provides complete visibility of APUC's procurement activity over the reporting period.

In the Appendices/Annex A, information is set out to show EU regulated Framework Agreements completed. APUC as a contracting authority, does not undertake lower value regulated Framework Agreements. 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 (the best balance of cost, quality and sustainability).

In undertaking its regulated procurements, every care has been taken to ensure that APUC awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

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

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

The table below aligns procurement strategy objectives published in July 2020 to annual reporting requirements.

Procurement Strategy Objectives	Procurement Strategy Outcomes	Annual Report Commentary on strategy delivery/compliance
<p>Optimisation of savings and added value benefits through collaboration for Universities and Colleges</p>	<p>Analyse Spend profiles and Institutional strategies to identify optimal levels and areas for developing collaborative spend. Then work towards reaching optimum levels using market analysis and end user engagement</p>	<p>Spend analysis has been undertaken across institutions to understand where there are collaborative opportunities. This can be seen for supplier MI spend versus Finance system spend. Potential commitment-based opportunities have been looked at across the sector.</p> <p>A Contract Uptake tool is in place to help identify where Framework Agreements are being used or where the institution has chosen to use a local contract and the reasons.</p> <p>Account management meetings have been useful to work with Institutions to understand where potential collaborative spend can take place at either Framework Agreement level or on a regional basis.</p>
	<p>Maximise savings and benefits from delivery of a comprehensive collaborative procurement programme</p>	<p>All savings recorded are in line with the agreed Cross Sector Benefits Reporting Methodology. BT1 Savings and BT2 savings as well as the rationale are documented in Hunter and then form part of the Benefit Statements to Institutions. These benefit statements are now available online. Institutions also report on their local collaborative savings in Hunter which are added to the savings reported.</p> <p>Savings are reported across the whole of the HE/FE sector in the UK and across all of the Scottish publicly funded sectors following a standardised approach. A training webinar has taken place by the collaborative contracting team with scenarios for other UKUPC consortia.</p> <p>In the 20/21-year, total sector collaborative spend was in excess of £220m with estimated* BT1 savings £12.0M and BT2 savings £31.7M which was in excess of the target of £8M BT1 and £20M BT2. (*Local institutional collaboration data and Scottish Government data still being gathered)</p>
	<p>Continue to optimise routes to market</p>	<p>Desktop selection methods have been fully embedded in all relevant APUC Framework Agreements. A desktop calculator and guidance are issued in the Buyer Guides. These</p>

		<p>“alternative” (to routine processes) routes to market are being used by Institutions. Training courses on routes to market have been provided to APUC and the Sector.</p>
	<p>Implement / maintain / further-develop a high effectiveness contract and supplier management programme</p>	<p>APUC have a Contract Management process in place. Part of this is a Supplier and Contract Management (SCM) tool which has been developed in house which links to Hunter to manage meetings with suppliers etc. SCM stores documents such as insurance certificates, minutes and actions. Section 1 has been developed to obtain company information which is mandatory for all suppliers to complete on award and assists with reporting requirements. High risk area suppliers identified through the prioritisation tool have been invited to complete the pilot project on Section 2 to undertake a deeper dive of the supply chain. Going forward, the sector approach is to move towards the Ecovadis tool to undertake a wider collaborative deeper dive assessment with a higher number of suppliers being assessed.</p> <p>A Responsible Procurement Team (RPT) is in place consisting of a Head of Responsible Procurement and a Sustainability Specialist. This team have an active role in the end-to-end procurement process including providing support on contract management across the categories to achieve responsible procurement outcomes throughout the Framework Agreements. Sustainable Champions have been introduced to enhance this process who work closely with the Responsible Procurement Team.</p>
	<p>Undertake an optimisation review to ensure that all Frameworks that have effective regional supply chains are tendered in regional lots</p>	<p>Where relevant and appropriate, Framework Agreements have regional lotting included. Meet the Buyer events and premarket engagement takes place to enable / encourage SMEs to tender.</p>
<p>To embed sound ethical, social and environmental policies within</p>	<p>Bring an increase to, and then maintain deep assessment of ethical / environmental responsible aspects of procurement supply chains.</p>	<p>Within APUC a Responsible Procurement Team is in place to embed responsible procurement activity into the end-to-end procurement process across the categories. Within each category a responsible</p>

<p>collaborative procurement and to implement the Sustainable Procurement Duty in Higher Education and Further Education (HE/FE)</p>		<p>procurement champion has been identified to work with the RPT to drive activity forward.</p> <p>Across the categories, commodity sustainability risks and opportunities have been assessed using the prioritisation tool. The top 100 suppliers were identified and categorised against phase 1,2 and 3 to be invited to take part in the Sustain Supply Chain Evaluation. Going forward APUC are using Ecovadis to assist in the evaluation and assessment of the top 100 suppliers. Furthermore, APUC are collating prioritised local suppliers from institutions to put forward to the Ecovadis tool.</p> <p>All Suppliers have been requested to complete Section 1 which is a mandatory data collection section within the new SCM tool to assess basic company and workforce information, including living wage.</p>
	<p>Develop and Implement a Responsible Collaborative Procurement Action Plan (RCPAP) and work in partnership with other collaborative partners to deliver</p>	<p>Part of the role of the Head of Responsible Procurement is the development/management of a Responsible Collaborative Procurement Action Plan (RCPAP). Work took place with the champions on a monthly basis, regular meetings with the Heads of Category and regular workshops to identify the key areas and actions for responsible procurement activity that have taken place. Additional focus has been placed on climate emergency and mitigating actions. The Action Plan is an ongoing process to identify and map key actions to focus sustainability goals within the sector.</p> <p>The Head of Responsible Procurement has led and taken part in a variety of climate change and responsible procurement focus groups and has embedded learning and outcomes into the RCPAP.</p>
	<p>Introduce and manage a Supply Chain carbon reduction programme</p>	<p>Responsible Procurement Guides were published for each Category within Collaborative Procurement and issued to the sector. These covered carbon reduction as well as other sustainability areas.</p>

		<p>As part of the RCPAP, carbon reduction plans are in place across the categories where relevant.</p> <p>The Climate Emergency Procurement Working Group (CEPWG) has created 6 working groups on Primary Impact Areas of Climate Change (PIACC's).</p> <p>Templates and guidance have been issued to the sector on achieving net zero targets by 2030 (FNT2030). The core collaborative contracting team are in the process of completing the templates with their category plans. The Responsible Procurement Team are providing assistance to the sector on completion of these templates.</p>
Establishment of robust legal compliance, best practice and supplier engagement	Develop and implement eLearning package on tackling Modern Slavery in the Supply Chain	E-Learning package developed and available to the sector, endorsed by CIPS.
	Deliver a suite of solutions to ensure businesses of all sizes have access to and understand how to bid for sector business	<p>APUC has an online video – available on its web pages – narrating how to do business with APUC.</p> <p>APUC also attends the national Meet the Buyer events run annually by SDP (at Murrayfield, Edinburgh, or Hampden, Glasgow) as well as more regional Meet the Buyer events.</p>
	Develop and maintain a platform of eLearning modules for Procurement learning and development	<p>Eight APUC modules are now available, plus the Modern Slavery modules.</p> <p>APUC promote and share other UKUPC webinars and eLearning information.</p>

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

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

For every APUC led procurement over £4m, APUC has considered community benefits where relevant on a proportionate basis. This has included whenever feasible, incorporating community benefits into call off criteria to ensure an institution can capture community benefits at the local

level when undertaking a call off. APUC gather best practice and work across sectors to help deliver community benefits.

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

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

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

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

- Every year APUC holds a Contracting Priority Workshop (CPW) or Procurement Development Workshop (PDW) 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 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 annually each institution to understand their needs and wants to ensure APUC is meeting expectations.
- APUC's Head of Procurement meets every quarter with Universities 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 train the sector with a customer survey being issued to ensure feedback is being received and actioned where appropriate.
- Every quarter APUC's board meeting takes place to ensure APUC is meeting stakeholders needs and focussing on the right priorities.
- Every quarter APUC issues Category Bulletins to the sector to highlight any new Framework Agreements, any recent updates, Contracted agreements as well as the forward contracting plans.
- APUC hold pre-tender engagement events where relevant with the supply market and others affected by our frameworks if applicable.
- The Sector's Climate Emergency Procurement Working Group (CEPWG) has been formed of stakeholder representatives to collate information in guides on primary impact areas of climate change. These provide guidance to the sector on best practice and to inform on responsible procurement initiatives and opportunities.

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

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

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

For ICT and the 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.

APUC has a Head of Responsible Procurement who is directly involved in reviewing upcoming strategy and tender documents to embed more sustainable and ethical outcomes. Each APUC category has its own Responsible Procurement Champion, who is responsible for progressing responsible procurement activity and the Supply Chain Management (SCM) Tool.

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 and other UK Consortia).

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

APUC where appropriate will embed standards/labels criteria in tender documentation and will work closely with internal stakeholders such as UIGs and the Responsible Procurement Team to consider areas such as origin of food, ethical food production, environmental impact, healthy options and food waste.

APUC also works with external stakeholders such as TUCO, EAUC, CoEs and HE/FE Consortia to embed the responsible provision of food into the specifications and tender documentation to

ensure end user needs are being met and to ensure similar requirements are cascaded nationally to create standardisation and compliance.

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

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

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

APUC complies with the Late Payment legislation and has incorporated it into the Framework Agreement Terms and Conditions as well as Call off Terms and Conditions, that payments are made no later than 30 days from invoice date where a compliant invoice is submitted.

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

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

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

The Head of Responsible Procurement 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.

Each APUC category has its own Responsible Procurement Champion, who is responsible for progressing the Sustain Supply Chain Evaluation tool and embedding through Contract Management.

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

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

ensure what is being reported is accurate. Tools are available such as Spend Analysis and Contract Uptake to assist in the promotion of Framework Agreements available.

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

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

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

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

APUC has collaborative contracting arrangements in place to deliver improved contract terms, for example aspects to ensure compliance with GDPR, tax and human trafficking legislation, contract and supplier management, sustainable procurement outcomes and value for money. The Buyers Portal has been created on SharePoint which allows access for all members as a free secure tool for all relevant documents to support the use of Framework Agreements.

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

APUC is part of the Collaborative Leads Group (Scottish cross-sector) "CLG" and Joint Contracting Group (cross UK HE/FE) "JCG" which focusses on collaborative working to ensure best practice and driving benefits. Procurement Strategy Groups (PSG's) take place quarterly with Universities and Colleges which are chaired by the CEO of APUC. These allow for effective networking, sharing of collaborative opportunities and sharing of best practice. During the pandemic these PSG's have taken place on monthly calls allowing the sharing of information.

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 EU Treaty 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. SharePoint is used across the sector as a means of accessing Buyers guides and relevant Framework Agreement information such as terms and conditions, pricing etc. Hunter is an in-house contracts database where all information is stored and is the main hub linking to other in-house tools such as Spend Analysis, Contract Uptake and the Supply Chain Management tool (SCM). The Sustain Supply Chain Evaluation tool has also been developed now as an integrated part of SCM to obtain important reporting requirements as well as having the functionality to understand the entire Supply Chain. Going forward, the external tool EcoVadis will be used to understand the Supply Chain on a collaborative basis across the sector.

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

APUC utilises portals such as PCS and PCST to publish all of its Framework Agreements and uses AWARD as its online evaluation portal to ensure tender responses are evaluated in a fair and transparent manner. Meet the Buyer events also take place to encourage supplier engagement and to help ensure information is available to smaller providers to assist them build capacity to bid for such requirements. SharePoint 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 SharePoint which is also accessible to the entire Sector.

The Head of Operational Procurement at APUC has an active role on the UK JCG and sits on the CLG. Both these groups take place quarterly and 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. Both groups have been recently taking place monthly during COVID19.

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

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

Section 3: Community Benefit Summary

For every Framework Agreement over £4m, APUC considers how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in Framework Agreement and call-off contract activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated Framework Agreements valued at below £4m.

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

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

- providing ‘upskilling’ opportunities (e.g., Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits will be successfully delivered through the Framework Agreement and form part of any Call off Contract at an institution and promoted to contract users. Where community benefits are included in a Framework Agreement (at or above the £4 million threshold), the award notice would include a statement of the benefits

that are expected to be derived from the Framework Agreement. All community benefits anticipated at the Framework Agreement level are logged in Hunter as a BT14 Sustainability Based Benefits with rationale to support such a benefit. Local community benefits from a call-off contract within an institution are also recorded as a BT14 as a delivered benefit.

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

Section 4: Supported Business

APUC conducts all its regulated Framework Agreements in line with Route 3 of the Procurement Journey as the values are all at or above the OJEU threshold. Route 3 mandates the use of the European Single Procurement Document (ESPD (Scotland)). Post Brexit, this is more recently known as the SPD from January 2021. 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 EU and Scottish Procurement Legislation and ensuring value for money (using the only Supported Business register currently available and published by Ready for Business). Where appropriate and relevant, APUC undertakes lotting within its Framework Agreements to encourage SMEs and potentially supported businesses for particular commodities.

APUC did not reserve any Framework Agreements for supported businesses in this period. APUC also actively promotes to the sector, the Scottish Government Supported Businesses Framework Agreement and the benefits.

Section 5 – Future Regulated Procurements

APUC is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated Framework Agreements outlined in Appendix D should be viewed with this caveat in mind.

In Appendix D, information is set out to show EU regulated Framework Agreements planned to commence in the next two financial years from July 2021/22 and 2022/23. 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.

APUC is invested in participating in cross-sector collaboration to address the Climate Emergency through procurement activity. Both the CEO and Head of Responsible Procurement are part of the Climate and Procurement Forum and have 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. Aim of the Climate and Procurement Forum is to make the best use of our resources to provide a consistent and robust approach to addressing Climate through procurement. Early products of this work include a Scottish Procurement Policy Note (SPPN) on Climate and Procurement and Climate Literacy for Buyers e-learning that has been made available in early 2021.

APUC actively supports training and development of its staff and members, and this is a key part of its role, which includes delivery of 'face to face' training courses and development of e-learning modules. APUC is on the 6th round of the graduate development programme where three candidates are taken on every round, undertaking placements in APUC as well as Universities and Colleges. All candidates have been outstanding and candidates on completion of the programme have gone on to be recruited within APUC or its Institutions. Furthermore, APUC has taken on several supply chain trainees who are going through development programmes that meet their needs within the Collaborative Contracting team at APUC.

APUC every year supports a Charity elected by its employees. In 2019/2020 Guide Dogs for the Blind was chosen, with the Highlands and Island Blood Bikes in 2020/2021. Employees regularly undertake events to support these charities and at every corporate open forum a charity quiz is undertaken with the proceeds all going to a charity. APUC has undertaken several beach cleans where staff gave up their weekend time to attend.

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

held by APUC are vegetarian / vegan only. A sustainable travel policy has been rolled out within APUC to encourage staff to travel between meetings by public transport which has been well received. The policy encourages staff to make sustainable choices on transport modes including a cycle to work scheme.

Within the previous reporting period, Scotland was hit with the pandemic known as COVID19 and as a result went into lockdown at the end of March 2020 whereby APUC employees started to work remotely. This has continued through 2020/2021 whereby APUC have undertaken all their work on a virtual basis. The use of Teams and all corporate systems were already in place, so staff have continued working efficiently and effectively. Going forward, APUC will be operating a hybrid working model whereby staff are able to continue to work remotely whilst also interacting with staff on a face-to-face basis. APUC have closed their Glasgow and Edinburgh Office with the latter relocated to take up space in Edinburgh College. A new premise for the Glasgow office is in discussion but will ideally also be taking up space within one of APUC's member institutions in Glasgow. The reduction of staff travel for meetings and commuting has contributed to a reduction in travel emissions and waste.

During COVID19, APUC have taken an active role in prioritising the supply chain and distribution of PPE and priority goods and services. This was in connection with the NHS, providing medical equipment and assistance for the Louisa Jordan Hospital. APUC provided a dedicated resource that communicated weekly to PSG and fed into the Scottish Government on availability of stock and routes to market.

APUC was a founder member of Electronics Watch. All APUC's member institutions are now members of Electronics Watch, making the Scottish HE/FE sectors the first sectors of any type within a whole country where every organisation is a member of Electronics Watch. APUC has voluntarily complied with the Modern Slavery Act since the Act was launched and for 2020/2021 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 work with brands and manufacturers contracted by Scottish HEFE institutions through UK Higher Education framework agreement.

The Higher Education Supply Chain Emissions Tool (HESCET), which enables consistent reporting of scope 3 emissions across the FE/HE sector by translating institutional category supply chain spend into estimated associated carbon / carbon equivalent emissions, has undergone an extensive review and update by APUC in partnership with HEPA's Responsible Procurement Group and EAUC. In addition, the eSolutions team created an APUC Scope 3 Emissions Report which enables institutions to understand their carbon emissions by category and sub-category and even by supplier based on their reported spend. Both HESCET Tool and APUC's Scope 3 report are based on updated DEFRA factors.

Appendix A - List of regulated Framework Agreements Completed (By Start Date) in the Reporting Period 01 August 2020 – 31 July 2021

Compliant

Framework Agreement Title	Supplier Names	Date of Award	Owner Cat A/B/C	Start Date	Maximum End Date	Value over Contract Period
Doors Maintenance, Repair and Installation Services	Kone PLC, Geze UK Limited, Record UK Ltd, Connect A.D, Tayside Door and Window Specialists, Dorma UK (dormakaba), All Round Security, Dasco Entrance Technology Ltd, Elite Entrance Systems Ltd, FAAC Entrance Solutions UK Ltd	01-12-2020	B	16-12-2020	15-12-2024	£3,600,000
Electrical Sundries	Rexel UK Ltd, City Electrical Factors, Edmundson Electrical	08-12-2020	B	21-12-2020	20-12-2024	£8,400,000
Personal Protective Equipment (PPE), Work & Sports Wear	Streamline Corporate Ltd., Arco Limited, Bunzl Greenham, Brammer UK, D R Caswell Ltd, Future Garments Ltd T/A Eurox, Guthrie Group, Direct Corporate Clothing, Suresafe Protection Ltd, PWT Corporate Wear, Kukri GB Ltd, Only Sport Ltd, White Label Sourcing, Rexel UK Ltd, Scott Direct	24-11-2020	B	01-12-2020	30-11-2024	£22,205,792
Virtual Learning Environment (VLE) and Associated Services	Instructure Global Ltd, D2L Europe Ltd, ITS Learning UK Limited, New Media Warehouse/TA Synergy Learning Ltd, Catalyst IT Europe Limited, Learning Technologies Group (UK) Limited, Titus Learning Limited, University of London (Co-Sector)	12-04-2021	B	15-06-2021	14-06-2025	£8,000,000
Online Streaming and Online Training Services	LinkedIn Ireland, SAGE Publications, Clickview Ltd, Henry Stewart Talks Ltd, Kanopy Inc, Learning On Screen, CompTIA UK, QA International Certification Limited, Udemy Inc	30-09-2020	B	30-10-2020	29-10-2024	£4,000,000
Periodicals and Associated	LM Prenax (formerly LM Information Deliver UK Ltd)	08-10-2020	B	01-01-2021	31-12-2024	£40,000,000

Services (The supply of)						
SHEDL eBook Collections - Springer Nature	Springer Nature (formerly Springer)	28-02-2021	B	01-03-2021	29-02-2025	£1,500,000
SHEDL eBook Collections - Elsevier	Elsevier B.V	28-02-2021	B	01-03-2021	29-02-2025	£479,404
SHEDL eBook Collections - Oxford University Press (OUP)	Oxford University Press	28-02-2021	B	01-03-2021	29-02-2025	£664,953
Office & Special Moving Services	Clockwork Removals, Pickfords (Moving Services Ltd), Doree Bonner, Harrow Green, Space Solutions (Scotland) Ltd T/A Corporate Moves, Business Moves	02-03-2021	B	02-03-2021	01-03-2025	£1,400,000
Employee Assistance Programme	Health Assured Limited, SME HCI Limited t/a Vivup, Sodexo Motivation Solutions UK Ltd., Spectrum.Life, The Validium Group Limited, PAM Group Limited, The MCL Group (Int) Ltd t/a MCL Medics	02-09-2020	B	12-09-2020	11-09-2024	£400,000

Non-Compliant

All APUC Framework Agreements are compliant in line with the Regulations

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

Framework Agreement Reference	Framework Agreement Title	Supplier Names	Start Date	Maximum End Date	Contract Value	Benefit value
EFM1045 AP	Doors Maintenance, Repair and Installation Services	Kone PLC, Geze UK Limited, Record UK Ltd, Connect A.D, Tayside Door and Window Specialists, Dorma UK (dormakaba), All Round Security, Dasco Entrance Technology Ltd, Elite Entrance Systems Ltd, FAAC Entrance Solutions UK Ltd	16-12-2020	15-12-2024	£3,600,000	<ul style="list-style-type: none"> - Work experience available - Seek to expand workforce through apprenticeships and training, contributing to improving Scottish business and community - Utilises local supply chains where possible - Seek to expand workforce through apprenticeships and training, contributing to improving Scottish business and community - Utilises local supply chains where possible
EFM1046 AP	Electrical Sundries	Rexel UK Ltd, City Electrical Factors, Edmundson Electrical	21-12-2020	20-12-2024	£8,400,000	<ul style="list-style-type: none"> - Facility to collect, dispose and recycle electrical products in line with WEEE regulations. - Some contractors offer software that measure energy consumption to manage energy use, efficiency and environmental impact. - Some contractors offer free on-site surveys and lighting design calculations to identify energy consumption savings by installation more energy efficient and sustainable lighting. - Some contractors offer alternative sustainable products against some items of the core products list.

JAN1012 AP	Personal Protective Equipment (PPE), Work & Sports Wear	Streamline Corporate Ltd., Arco Limited, Bunzl Greenham, Brammer UK, D R Caswell Ltd, Future Garments Ltd T/A Eurox, Guthrie Group, Direct Corporate Clothing, Suresafe Protection Ltd, PWT Corporate Wear, Kukri GB Ltd, Only Sport Ltd, White Label Sourcing, Rexel UK Ltd, Scott Direct	01-12-2020	30-11-2024	£22,205,792	<ul style="list-style-type: none"> -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. -Carbon Reduction -Social, equality and/or environmental improvements. -Fair Work i.e., Contractors paying Living Wage/accredited -Toolbox talks to college students on practical courses -Donate returned jackets clothing, and boots / shoes to homeless shelters and / or local clothing charitable organisations. -Donate returned / out of date Hard Hats to local charities to turn into hanging baskets. -Careers Event, Industry Awareness Days or Workshops for students -Sustainable and Vegan clothing / footwear options available
ITS1040 AP	Virtual Learning Environment (VLE) and Associated Services	Instructure Global Ltd, D2L Europe Ltd, ITS Learning UK Limited, New Media Warehouse/TA Synergy Learning Ltd, Catalyst IT Europe Limited, Learning Technologies Group (UK) Limited, Titus Learning Limited,	15-06-2021	14-06-2025	£8,000,000	<ul style="list-style-type: none"> -Assistance with training, sponsorship and supply of materials to Schools and Colleges. -Support and Recruitment from the UK Apprenticeship scheme. -Recruitment and internships from Universities and Colleges local to the supplier's offices and also from customer Institutions.

		University of London (Co-Sector)				
ITS1035 AP	Online Streaming and Online Training Services	LinkedIn Ireland, SAGE Publications, Clickview Ltd, Henry Stewart Talks Ltd, Kanopy Inc	30-10-2020	29-10-2024	£4,000,000	<ul style="list-style-type: none"> -Offer work experience placements and may take on account manager or apprentice to service accounts once pandemic is over. -Offer talks on starting a business, training and aptitudes required for the industry -Provide free worldwide access to select series of lectures -Paid training on animation, presentation skills, audio-quality evaluation and 'text for accessibility'. -Internships and ongoing coaching and mentoring programmes available to help people into work. -LinkedIn learning offer access to digital conferences
LIB1013 AP	Periodicals and Associated Services (The supply of)	LM Prenax (formerly LM Information Deliver UK Ltd)	01-01-2021	31-12-2024	£40,000,000	<ul style="list-style-type: none"> -Offer summer placements to students each year who are looking to gain insight into a business environment. Also Offer internships and apprenticeships
FOS1001 AP	Office & Special Moving Services	Clockwork Removals, Pickfords (Moving Services Ltd), Doree Bonner, Harrow Green, Space Solutions (Scotland) Ltd T/A Corporate Moves, Business Moves	02-03-2021	01-03-2025	£1,400,000	<ul style="list-style-type: none"> -Reducing carbon emissions and other transport-related pollution through promoting the use of multi uplifts/drop-offs. -Reducing carbon emissions and other transport-related pollution through better control of transport for example: no idling, use of route mapping to ensure most efficient routes and effective use of appropriate size of vehicles for the job. -Commitment to reviewing fleet to ensure that the most efficient fleet is maintained and review to change to electronic vehicles where

						feasible. -Management of redundant fleet to ensure disposal of old engines undertaken in the most energy efficient way. -Support for a variety of charities, both local and national to ensure no furniture goes to landfill.
SEC1004 AP	Employee Assistance Programme	Health Assured Limited, SME HCI Limited t/a Vivup, Sodexo Motivation Solutions UK Ltd., Spectrum.Life, The Validium Group Limited, PAM Group Limited	12-09-2020	11-09-2024	£400,000	<ul style="list-style-type: none"> - Contributing to local economies through recruiting locals to the workforce and supporting local suppliers and businesses where possible. - Reducing carbon emissions and other transport-related pollution through promoting the use of online or electronic EAP services, where appropriate to the client. - Opportunities for work placements, apprenticeships, training and other professional development for students, school students and disadvantaged groups, such as ex-convicts. - Many of the Framework suppliers are actively involved with supporting a variety of charities, both local and national.A16a

Appendix C - List of Regulated Procurements placed with Supported Businesses

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

Appendix D - List of Regulated Framework Agreements planned to commence in next two F/Ys July 2020/2021 & 2021/2022

Framework Agreement Reference	Framework Agreement Title	Owner Category A/B/C/C 1	New, extended or Re-Let Procurement	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected Max End Date	Estimated Value over Contract Period
FFE1016 AP	Floor Coverings	B	Re-Let	01-06-2022	15-08-2022	05-09-2022	04-09-2026	£3,200,000
EFM1047 AP	Plumbing Consumables & Commercial Heating Products	B	Re-Let	04-04-2022	10-07-2022	10-08-2022	09-08-2026	£2,722,754
PMR1003 AP	Franking Machines	B	Re-Let	30-07-2021	26-10-2021	29-10-2021	28-10-2025	£23,546,984
CAT1066 AP	Fresh Dairy Products	B	Re-Let	30-07-2021	19-10-2021	26-10-2021	25-10-2025	£1,668,000
JAN1011 AP	Janitorial & Cleaning Products	B	Re-Let	05-01-2022	19-03-2022	03-04-2022	02-04-2026	£10,000,000
ITS1050 AP	Student Information Management Systems and Associated Services	B	Re-Let	01-12-2021	17-02-2022	01-03-2022	29-02-2026	£48,000,000
ITS1049 AP	Similarity Detection Systems and Associated Services	B	Re-Let	01-03-2022	30-07-2022	30-08-2022	29-08-2026	£15,000,000
ITS1051 AP	Accommodation Management and Conference Software	B	New	15-01-2022	15-04-2022	30-04-2022	29-08-2026	£20,000,000
ITS1054 AP	Alumni CRM	B	New	01-02-2021	01-06-2022	25-06-2022	24-04-2026	£10,000,000
LAB1024 AP	Laboratory Consumables and Chemicals, Supply of	B	Re-Let	29-06-2021	11-10-2021	01-11-2021	31-10-2025	£20,000,000
LAB1023 AP	3D Printers, 3D Scanners and Associated Equipment, DPS	B	Re-Let	04-10-2021	10-01-2022	10-01-2022	09-01-2026	£8,000,000
LAB1028 AP	Microscopy & Imaging Equipment	B	Re-Let	01-02-2022	14-05-2022	01-06-2022	31-05-2026	£40,000,000
LIB1016 AP	eBooks and eBook Collections	B	Re-Let	20-09-2021	06-12-2021	12-12-2021	11-12-2025	£31,000,000
LIB1020 AP	Print Books & Standing Orders	B	Re-Let	16-07-2021	01-11-2021	03-11-2021	02-11-2025	£11,000,000
LIB1021 AP	Library Security and Self-Service Equipment, Software and Maintenance	B	Re-Let	01-04-2022	18-07-2022	18-08-2022	17-08-2026	£5,000,000
SEC1005 AP	Student Assistance and Support Services	B	New	29-11-2021	09-04-2022	18-04-2022	17-04-2026	£1,000,000
PFB1039 AP	Legal Services	B	Re-Let	30-06-2021	02-11-2021	17-12-2021	16-12-2025	£2,325,000

PFB1037 AP	Executive and Senior Specialist Search and Associated Recruitment Services	B	Re-Let	11-01-2022	13-04-2021	01-05-2022	30-04-2026	£7,000,000
EFM1052 AP	Lift Maintenance, Installation & Refurbishment Services	B	Re-Let	05-06-2022	05-12-2022	01-01-2023	31-12-2026	£3,200,000
CAT1068 AP	Fresh Fruit & Vegetables	B	Re-Let	30-09-2022	05-12-2022	20-12-2022	19-12-2026	£4,800,000
CAT1069 AP	Fresh Butcher Meat	B	Re-Let	27-11-2022	20-02-2023	05-03-2023	04-06-2027	£6,000,000
FFE1017 AP	Furniture (Supply, Delivery & Installation)	B	Re-Let	31-05-2022	16-10-2022	01-12-2022	30-11-2026	£36,000,000
EFM1057 AP	Sustainable Timber Products & Materials	B	Re-Let	23-11-2022	23-03-2023	23-04-2023	22-04-2027	£2,000,000
FFE1019 AP	Window Coverings	B	Re-Let	27-11-2022	20-02-2023	24-03-2023	23-03-2027	£1,200,000
ITS1056 AP	Finance, HR/Payroll Systems and Associated Services	B	Re-Let	01-05-2022	24-07-2022	03-08-2022	02-08-2026	£30,000,000
AV1018 AP	Audio Visual Equipment - Supply of Equipment and Consumables	B	Re-Let	01-07-2022	31-09-2022	31-10-2022	30-10-2026	£50,000,000
LAB1029 AP	Mass Spectrometry & Chromatography Equipment	B	Re-Let	01-06-2022	15-09-2022	01-10-2022	30-09-2026	£40,000,000
LAB1031 AP	Pipette Calibration, Servicing & Repair	B	Re-Let	28-06-2022	14-10-2022	28-10-2022	27-10-2026	£4,000,000
PFB1034 AP	Intellectual Property Services	B	Re-Let	09-09-2022	09-12-2022	09-01-2023	08-01-2027	£4,000,000
PFB1040 AP	Audit Services - Internal External and Tax	B	Re-Let	09-02-2022	11-05-2022	11-06-2022	10-06-2026	£5,000,000
CAT1067 AP	Fresh Fish & Seafood	B	Re-Let	28-04-2021	23-07-2021	02-08-2021	01-08-2025	£1,540,000
EFM1044 AP	Water Quality Management	B	Re-Let	19-04-2021	02-08-2021	06-08-2021	05-08-2025	£10,000,000

[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 2020 – 31 July 2021
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	£90.6M
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	61
i) how many of these unique suppliers are SMEs	47
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.	5
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	5
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3

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*)

N/A to APUC as a Consortium

e) Number of Apprenticeships Filled by Priority Groups

N/A to APUC as a Consortium

f) Number of Work Placements for Priority Groups

N/A to APUC as a Consortium

g) Number of Qualifications Achieved Through Training by Priority Groups

N/A to APUC as a Consortium

h) Total Value of contracts sub-contracted to SMEs

N/A to APUC as a Consortium

i) Total Value of contracts sub-contracted to Social Enterprises

N/A to APUC as a Consortium

j) Total Value of contracts sub-contracted to Supported Businesses

N/A to APUC as a Consortium

k) Other community benefit(s) fulfilled

N/A to APUC as a Consortium

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.

11

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.

36

c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.

10

d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.

0

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

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

0

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

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	32
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£457.2M

Annex B - Glossary of Terms

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

Category A	Collaborative Framework Agreements available to all public bodies <ul style="list-style-type: none">• Scottish Procurement
Category B	Collaborative Framework Agreement available to public bodies within a specific sector <ul style="list-style-type: none">• 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.

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

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

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

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

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

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

Hunter 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 Sustain action plan reporting. Including 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

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £189,330, for Works Contracts £4,733,252. Public contracts (EU) thresholds are revised every 2 years.

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

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

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

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

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

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

Small and Medium Sized Enterprises (SMEs) encompass –

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

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

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

Sustain Supply Chain Evaluation 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.