



Annual Procurement Report 1st August 2018 – 31st July 2019



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Contents

1	Introduction.....	2
2	Summary of Regulated Procurement.....	4
3	Review of Regulated Procurement Compliance.....	6
4	Community Benefit Summary.....	8
5	Supported Businesses.....	10
6	Future Regulated Procurements Summary.....	11
	Appendix 1 – Full list of Regulated Procurements	12
	Appendix 3 – Community Benefits Outcomes	21
	Appendix 4 – Future Regulated Procurements	23
	Appendix 5 - Glossary	28

1 Introduction

The University of Strathclyde ('the University') is a Higher Education establishment based in the centre of the City of Glasgow, which employs over 3,500 staff and has an annual turnover of over £300 million with an approximate non-pay expenditure of £120 million annually.

More than two hundred years after its foundation in 1796, the University continues to make a contribution to society which is both broad and deep.

Established as 'a place of useful learning' – with a mission to make the world better-educated, prosperous, healthy, fair and secure – we continue to live by our socially-progressive values today.

We have grown our partnerships with business and industry to accelerate and amplify innovation and to boost societal advancement and economic growth in our city, our country and beyond.

We have invested in our campus to deliver a first-class experience for our increasingly international student body, while continuing on our journey to 'net-zero', mindful of sustainability and the urgent need to reduce humankind's impact on our planet.

With the support from such a progressive and innovative organisation, investment in University Procurement has allowed the team to grow from strength to strength in numbers and in experience. This has been crucial to ensure the effective and compliant delivery of regulated procurements including the capital investments reported for this period and ongoing. The team were recognised for their contributions at the Procurement Government Opportunities (GO) Awards 2018 in winning the categories "Team of the Year" and "Innovation of the Year" with a highly commended award for "Social and Community Benefit in procurement".

The Procurement Reform (Scotland) Act 2014 ('the Act'), requires 'public sector contracting authorities' with regulated procurement activity of £5 million or more per annum to have prepared their initial Procurement Strategy by no later than December 2016, and subsequently to produce an Annual Procurement Report after the end of each financial year. For the purposes of the Act, the University of Strathclyde is considered to be a public sector contracting authority. An Annual Procurement Report reviews the contracting authority's regulated procurement activities against its stated procurement strategy.

Accordingly, the University is pleased to publish our second annual procurement report covering the period 1st August 2018 to 31st July 2019.

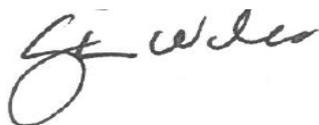
The content of the report covers all Regulated Procurements completed during the period and details how these have supported the objectives of the action plan contained within the University Procurement Strategy 2019-2020.

The Procurement Strategy has an updated action plan in place until March 2020 which shows the University Procurement team's progress against objectives.

The key action plan progress is outlined below:

<i>Stakeholder Engagement</i>	A category management approach has been taken across the University with key contact personnel identified for communications. Regular meetings with senior stakeholders are established and procurement awareness and training sessions have been delivered to identified target audiences and as an optional session for other staff.
<i>Management Information</i>	A contracts register is in place and updated regularly, contracted spend has increased from baseline, a procurement toolkit with template documents is in use and updated as required.
<i>Sustainable Measures</i>	The University's Sustainability Strategy, Modern Slavery Statement, Procurement Strategy, Socio-Economic and Community Benefits strategy and Construction Charter are all available through the University's web pages and where appropriate embedded in tenders along with fair work first and ethical labour requirements. Suppliers are requested to advise when tendering on the steps their organisation is taking within their Scottish and UK operations to ensure that the net Zero targets of the UK and Scottish Government are being met.
<i>Procedures and Practices</i>	Regulated Procurements have a contract strategy ensuring the best route to market is identified for each contract. Annual expenditure analysis including cycle for review and retender is managed by category. Contract management process is applied on a proportionate basis. Savings and benefits identified and collected in line with the Sector Benefits Methodology.
<i>Procure to Pay (P2P)</i>	P2P is considered as part of every contract strategy and the most efficient payment method for the contract. University procurement has taken ownership of the supplier master files on the financial management system. A 'No Purchase Order No Payment' policy is being upheld in line with the University's financial regulations, and non-essential routes for requests for payment without a Purchase Order have been limited to exceptions.
<i>Collaboration</i>	All appropriate collaborative frameworks are utilised. The team sit on collaborative forums and approximately 45% of spend went through collaborative agreements (based on AY 18/19).

This annual report has been approved by the Chief Financial Officer.



Steven Wallace
Chief Financial Officer
December 2019

2 Summary of Regulated Procurement

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the Regulated Procurements that have been completed during the year covered by the report”

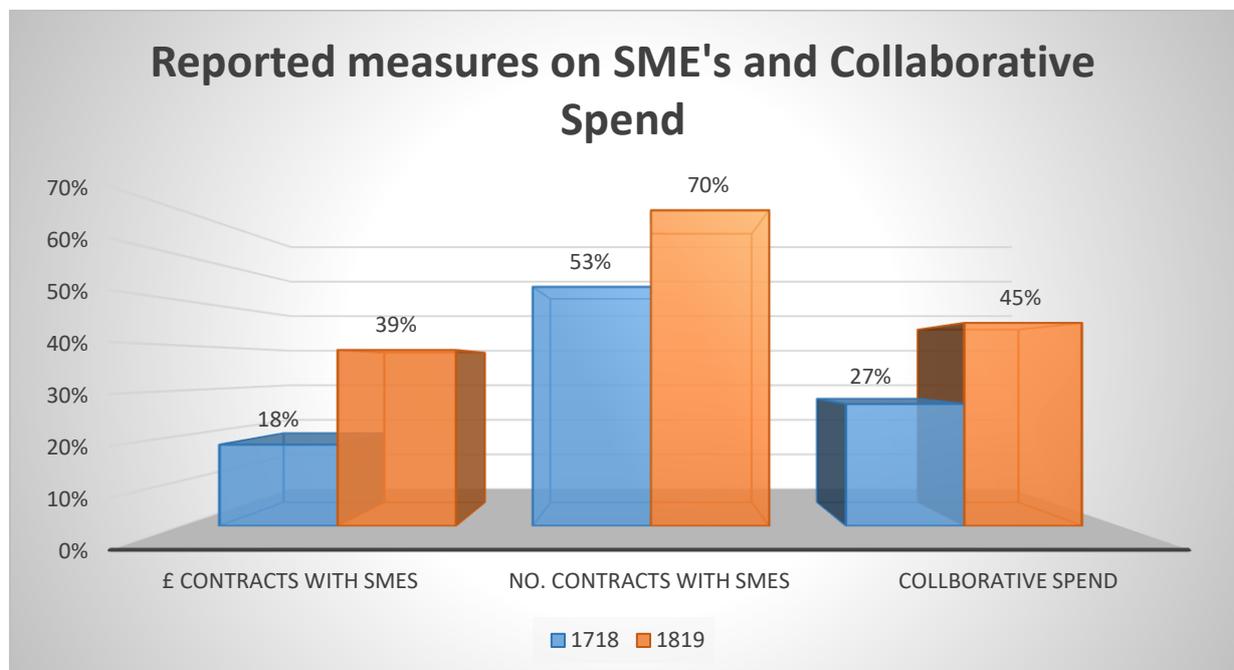
Regulated Procurement refers to any procurement above £50,000 for goods and services or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

Over the period, the University has awarded a total of 117 Regulated Procurements at a potential value of circa £41 million.

Section 9 of the Procurement Reform (Scotland) Act 2014 details the sustainable procurement duty and in particular the facilitation of the involvement of small and medium sized enterprises. During the period circa £17 million of the £41 million value of contracts was awarded to SME's and of the number of contracts awarded during the period, 82 of these organisations were SME's.

The University is committed to working with our suppliers to encourage fair working practices and all tendered contracts include an appendix to record details from our suppliers. In contracts awarded during this period 44 suppliers have committed to paying the real living wage, 6 are accredited and 3 have signed up to the Scottish Business pledge.

During the period the University utilised various framework agreements from the centres of expertise for example Advanced Procurement Universities and Colleges (APUC), Scotland Excel or Scottish Government and existing University frameworks were utilised to create non-regulated spend contracts.



Appendix 1 shows a full list of the individual procurements completed.

There were also some instances where clause 33, negotiated procedure without prior publication or clause 15, Research and Development Services of the Public Contracts (Scotland) Regulations 2015 were utilised after assessment.

3 Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that Regulated Procurements be carried out in accordance with the organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2)(b), "a review of whether those procurements complied with the authority's procurement strategy" and, at 18(2)(c), "to the extent that any Regulated Procurements did not comply, a statement of how the University intends to ensure that future Regulated Procurements do comply".

Further details on the requirements within the Act can be found in Appendix 2.

The University's [Procurement Strategy 2019-2020](#) sets out how regulated procurement would be undertaken in compliance with the act and supports the University's [Strategic Plan 2015-2020](#). It also sets out the strategic institutional approach to procurement within a challenging economic, legislative and regulatory environment, including support for University policies.

The Procurement Strategy 2019-2020 and updated action plan was approved by the acting Chief Financial Officer on behalf of the University's Executive team in March 2019 and was updated in July 2019 to reflect the progress made against the objectives. This extended the reports validity until April 2020.

Regulated Procurements are undertaken with consideration of the EU Treaty Principles of non-discrimination, free movement of goods, freedom to provide services and freedom of establishment. In addition, general principles from the case law of the European Court of Justice are applied which are: equality of treatment, transparency, proportionality and mutual recognition.

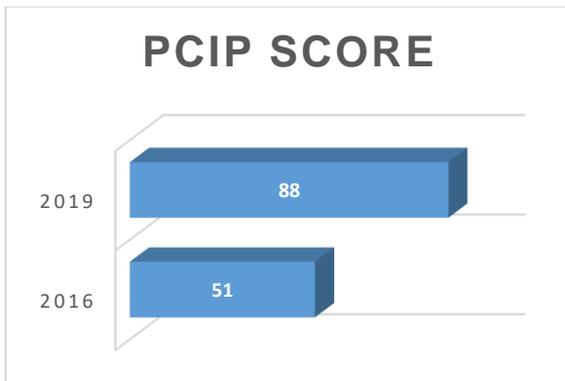
The relevant legislation and the University's internal rules governing procurement activity are followed and this is all supported by a comprehensive procurement toolkit containing templates and supporting documents, which are aligned with the Scottish Government's Procurement Journey.

Achievements and Activities:

Procurement team job descriptions are supported by the use of the Scottish Government's procurement competency framework as a route to align procurement staff roles with the University job pay scales, annual development reviews and individual training plans.

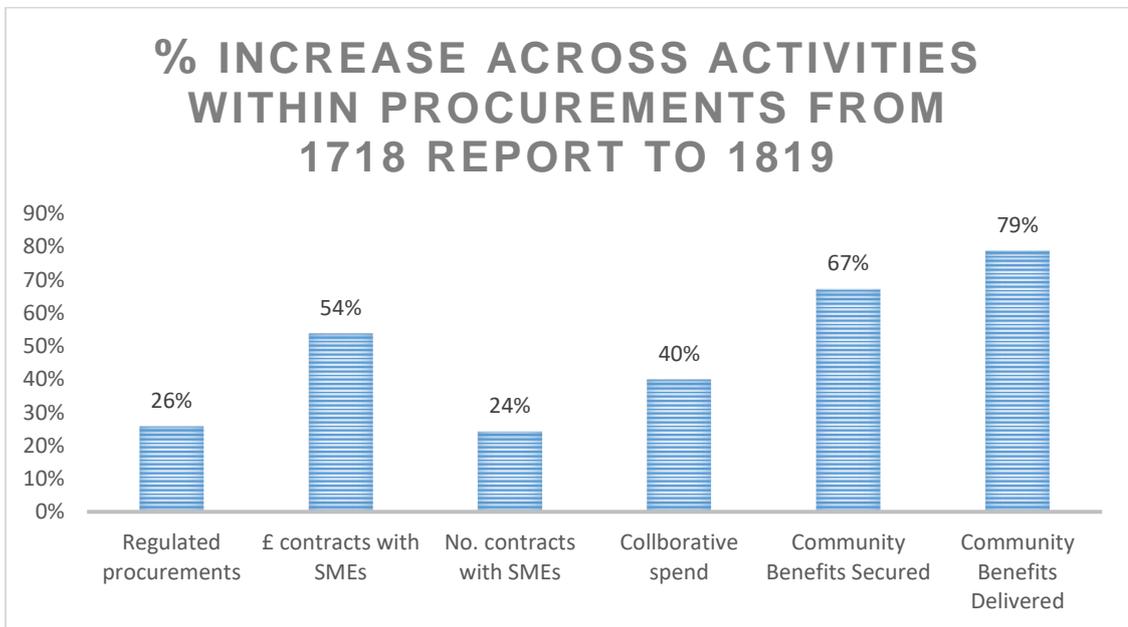
The University is committed to ensuring that suppliers are paid within 30 days or less. The procurement team are working closely with the accounts payable team within finance to improve payment processes across all contracts.

A No PO No Payment policy is upheld and all suppliers are encouraged to deliver electronic invoices directly to accounts payable to support paperless, timeous and efficient payment processes.



The University Procurement team were independently assessed under the Scottish Governments Procurement Commercial Improvement Programme (PCIP) in October 2019 and achieved a score of 88%. This rating sits in the upper half of the F1 performance band and shows improved performance of 37% on the previous assessment score from 2016.

Overall the Procurement Teams effectiveness and activities have increased producing a significant rise in Regulated procurements and the Social Impact from these activities.



Our review of the Regulated Procurements was completed and our update to the Procurement Strategy 2019-2020 has identified some areas for improvement as follows:

- Further develop our relationship with our procurement contacts and stakeholders to improve understanding of the regulations, embed sustainable procurement measures and continue to deliver community benefits from appropriate contracts.
- Further develop reporting mechanisms of procurement activity for internal and external distribution.
- Continue to develop our approach to contract and supplier management
- Develop further benefits through efficient P2P mechanisms.
- Develop procurement training plans for new entrants and existing staff aligned with the Scottish Governments Procurement Competency Framework.

4 Community Benefit Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”. Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose Community Benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000.

However, Community Benefits are a key objective of the University’s Procurement Strategy and [Socio Economic and Community Benefit Impact Strategy \(the ‘Strathclyde Commitment’\)](#), which states that Community Benefits will be formally considered where it is appropriate and proportionate to do so where the total contract is above the value noted below:

- goods and services contracts with an estimated value greater than £50,000
- works contracts with an estimated value greater than £2,000,000

The values of the ‘Strathclyde Commitment’ are in line with the University’s overarching values and include:

- **People-oriented:** Suppliers will be encouraged and evaluated to provide benefits that will provide opportunities for Strathclyde students, that will support and invest in their development.
- **Bold:** The ‘Strathclyde Commitment’ will take the mandatory legislation and develop it into a benefit for the organisation. Challenging the boundaries of standard contracts to widen access for our students.
- **Innovative:** A Higher Education focus will be applied to the Community Benefits options offered to suppliers that will encourage them to come forward with creative and new concepts that can be delivered for the University.
- **Collaborative:** The ‘Strathclyde Commitment’ is a collaboration between procurement and the sustainability team, which will be widened to a collaborative forum. The forum will encompass stakeholders within the University and the wider community to produce tangible benefits.
- **Ambitious:** Adopting this consistent approach will be an ambitious step for the University as the Higher and further education sector has limited published use of this practice.

Appendix 3 provides full details of Community Benefit outcomes during the period.



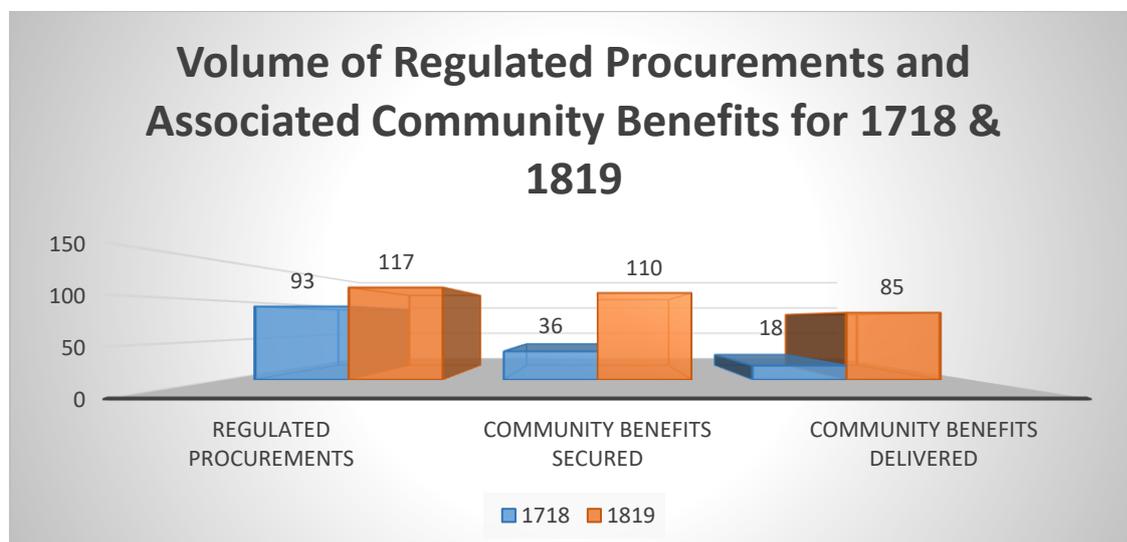
This commitment includes taking the opportunity to include a range of community based benefits as a result of procurement activity. This is achieved through the inclusion of specific clauses within procured contracts known as, the 'Strathclyde Commitment' clauses.

Key Community Benefit outcomes delivered during the period include:

- Targeted Recruitment and Training
 - Including apprenticeships and graduate internships
- Skills and Training
 - Including work experience placements and career events
- Supply Chain Development
 - Including Business support for third sector organisations and mentoring for SMEs
- Community Engagement
- Targeted Benefits for Project Search

Key Community Benefit outcomes secured during the period include:

- Targeted Recruitment and Training
- Skills and Training
- Supply Chain Development
- Community Engagement
- Targeted Benefits for Project Search
- Student Benefits



5 Supported Businesses

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

During the period the University has awarded one contract and has an existing contract already in place with Supported Businesses. Details of the contracts are included below:

New Contract: Supply and Installation of Flooring
Supplier Spruce Carpets Limited
Contract Value: circa £50,000

Existing Contract: Mattress Replacement Programme
Supplier Palatine Beds
Contract Value circa £85,000

In addition to the above regulated contracts the University can report spend with Royal Strathclyde Blindcraft Industries (RSBi) / City Building (Contracts) LLP, a supported business based in Glasgow. Spend with this company during the period was £19,000. During the reporting period the University commenced dialogue with RSBi and two other Supported Business and have since awarded contracts for furniture and associated products, details of which shall be reported in future Annual Reports.



The University has an ambitious capital investment plan and the procurement team works with Tier 1 contractors to facilitate opportunities for community benefits and social impact opportunities including supported businesses and third sector organisations where possible.

In addition to contract opportunities two of our Tier 1 contractors have worked with third sector organisations to provide mentoring support. The success of this activity has allowed them to achieve “gold member” status which enables the organisation to become an approved sub-contractor of the Tier 1 contractor. Work on identifying further opportunities will continue over the next reporting period.

6 Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

Future Regulated Procurements have been identified via the following means:

- Current contracts recorded in our contract register that will expire and need to be extended or re-let over the next two years;
- New procurements identified via future work plans provided by University faculties and departments; and.
- New procurements identified via anticipated work plans for investment programme and special projects (e.g. the University’s capital investment strategy or the National Manufacturing Institute for Scotland (NMIS)).

A full list of anticipated Regulated Procurements in the next two years can be found in Appendix 4.

Appendix 1 – Full list of Regulated Procurements

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
Supply, Delivery and Testing of Audio Visual Requirements for The Sports Centre	Mediascape	17/07/2018	16/07/2022	£150,774.00
Annual Lift Maintenance	KONE Plc	01/08/2018	31/07/2021	£322,207.00
Microsoft Equipment and Software	Capita IT Services	01/08/2018	01/08/2019	£113,670.53
Full Mission Bridge Simulator with specialist Software	TRANSAS	02/08/2018	02/08/2019	£50,328.00
Structured Data Cabling Installation and Associated Services (SP-16-013)	Capita Business Services Ltd	13/08/2018	12/04/2019	£195,000.00
Provision of A Fully Managed Service for Vending Machines (Strathclyde Sports)	Excel Vending Limited	16/08/2018	15/08/2020	concession
Decommissioning, move and recommissioning of Machine Tool	DMG Mori	21/08/2018	21/08/2019	£81,406.00
Radiation Protection Advice	Risktec Solutions (Glasgow) Ltd.	01/09/2018	31/08/2020	£48,000.00
Mechanical & Aerospace Engineering Refurbishment Level 2	Morris & Spottiswood	10/09/2018	09/11/2019	£314,090.45
Strathclyde People (Alumni Magazine)	Sterling Press	11/09/2018	10/09/2019	£119,033.00
Radio Communications Software and Support	Amarisoft	03/10/2018	03/10/2019	£88,810.82
TIC Zone Consultancy	O'Herlihy & Co Ltd	08/10/2018	07/04/2019	£47,775.00
Project Management Support to Climate Justice Fund: Water Futures Programme. (Research)	Scottish Water Horizons	15/10/2018	15/10/2019	£107,742.00
Wireless AP plus lectern switch supply (SP-17-021)	Computacenter UK	15/10/2018	14/12/2018	£59,318.20
Purchase of two laser fibre amplifiers	Azur Light Systems	16/10/2018	15/10/2019	£62,982.00
Data Collection in Malawai (Research)	United Purpose Malawi	23/10/2018	23/10/2019	£484,723.00
Chemical Waste Disposal Services	SRCL	01/11/2018	31/10/2020	£164,369.60
Replacement of Print Room MFDs (SP-16-013)	Konica Minolta Business Solutions (UK) Limited	01/11/2018	31/10/2022	£123,001.08
Provision of Film Production Services	Freakworks	01/11/2018	31/03/2019	£67,515.00
Maintenance of Star Chillers	Star Refrigeration Ltd	01/11/2018	31/10/2020	£60,000.00
Uniforms for Staff	Trinity Workwear Ltd	05/11/2018	04/11/2020	£80,000.00
The Confucius Institute - Refurb (m/c off Minor Works Framework)	Taylor and Fraser Ltd	13/11/2018	12/04/2019	£1,205,519.00
NMR Console Replacement (Lab 3053 NW)	Bruker UK Ltd	14/11/2018	13/01/2019	£110,000.00
Malawi Projects	BAWI Consultants Malawi	18/11/2018	18/11/2019	£199,939.00
Supply and installation of Flooring, Repairs, Replacement and Removal	Spruce Carpets Ltd	22/11/2018	21/11/2020	£49,000.00

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
Mobile Voice and Data Services (RM1045) - defunct framework	Everything Everywhere	04/12/2018	03/12/2021	£240,000.00
Management Information System application development and support (research)	mWater	05/12/2018	05/12/2019	£83,921.32
Achitectural Design Services for the National Manufacturing Institute for Scotland	HLMAD Limited t/a HLM	10/12/2018	09/12/2019	£628,620.00
Civil and Structural Engineer for the National Manufacturing Institute for Scotland	Waterman Structures Ltd	10/12/2018	09/12/2020	£285,000.00
Building Services Engineer for the Design of the National Manufacturing Institute for Scotland	Davie + McCulloch Ltd	10/12/2018	09/12/2019	£278,500.00
Project Management Services for the National Manufacturing Institute for Scotland	Turner & Townsend Project Management Limited	10/12/2018	09/05/2021	£202,400.00
Quantity Surveyor for the National Manufacturing Institute for Scotland	Robinson Low Francis LLP	10/12/2018	09/12/2020	£151,700.00
Media Monitoring	Press Data	10/12/2018	09/12/2020	£53,467.00
Confocal Microscope (LAB1015 AP)	Leica Microsystems (UK) Ltd	11/12/2018	10/12/2023	£229,894.02
Web hosting and maintenance	The Zen Agency	19/12/2018	18/12/2021	£48,050.00
International Student Recruitment	UKUD	23/12/2018	23/12/2019	£68,594.00
Hitachi SAN year 6 support and maintenance	Capita IT Services	01/01/2019	31/12/2019	£79,103.13
Alterations and Refurbishment of the Wolfson Building for the Department of Biomedical Engineering	Kier Construction Limited	07/01/2019	06/01/2021	£9,733,455.00
PR Services for the IBioIC	Perceptive Communicators Ltd	11/01/2019	10/01/2020	£56,000.00
Waste Management (Commercial Waste)	Enva Scotland	20/01/2019	19/01/2021	£712,758.40
Research into the Impact of renewable energy systems on aquaculture productivity	CEFAS	28/01/2019	27/01/2020	£52,200.00
Maintenance of Airedale Air Conditioning Equipment	Airedale International Air Conditioning Ltd	01/02/2019	31/01/2021	£262,466.56
Cleaning Materials and Disposable Paper	Bunzl UK Ltd t/a Bunzle Cleaning & Hygiene Supplies	03/02/2019	02/02/2021	£560,000.00
Automated Metrology scanning equipment (Research Contract)	Hexagon Metrology UK	06/02/2019	06/02/2020	£126,906.00
Legal Services defence	Alston & Bird LLP	14/02/2019	14/02/2020	£693,720.00
Gel Permeation Chromatography System	PSS Polymer Standards Service GmbH	15/02/2019	14/02/2020	£79,990.00
Legal Defence Services	Alston & Bird LLP	18/02/2019	18/02/2020	£280,000.00
Multi Functional Devices (copiers) (SP-16-013)	Ricoh UK Ltd	22/02/2019	21/02/2023	£1,000,000.00

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
Graham Hills LV Switchboard Replacement	Arthur McKay	25/02/2019	24/06/2020	£232,216.19
The Purchase of a Wafer Dicing Saw	Disco Hi-Tec Europe GmbH	27/02/2019	26/02/2020	£57,000.00
Customised HB50 compaction simulator	Huxley Bertram Engineering Limited	28/02/2019	28/02/2020	£335,753.00
United Purpose P2 IWRM Data Collection in Northern Region of Malawi 2019	United Purpose Malawi	28/02/2019	28/02/2020	£148,451.01
Drilling, rehabilitation and decommissioning of boreholes in Malawi Southern Region	OG Madzi Drillers	28/02/2019	28/02/2020	£80,000.00
Structured Data Cabling Installation and Associated Services (SP-16-013)	Capita Business Services Ltd	01/03/2019	28/02/2021	£734,833.00
Permanent Magnetic SCAPA Electron Spectrometer	Danfysik A/S	04/03/2019	03/12/2019	£51,000.00
Recruitment Advertising on S1Jobs	Newsquest (S1 jobs)	07/03/2019	06/03/2020	£131,796.00
AFRC HIVES Future Forge Extension	Galliford Try Building Limited t/a Morrison Construction	11/03/2019	21/02/2019	£3,949,926.11
Cryogenic Helium Gas Circulation System	A S Scientific Products Ltd	11/03/2019	10/03/2020	£142,000.00
An Archimedes (Resonant Mass Measurement) system that measures particle size distribution and corresponding concentrations based on particle absolute mass/buoyancy. The proposed instrument is operated by a PC and associated software.	Malvern Panalytical Ltd	11/03/2019	10/03/2020	£50,300.00
Recruitment of International Students	McDucation	18/03/2019	17/03/2020	£267,089.00
Replacement of Student Residence Switchgears	Morris & Spottiswood	18/03/2019	17/07/2020	£139,061.09
NovaCor Chassis for RTDS Simulator	RTDS Technologies	18/03/2019	17/03/2020	£51,000.00
Malawi Flood Relief 2019, Scottish Government Funding. This organisation will be recipient of money pledged by Scottish Government, distributed as directed by Malawi GOVERNMENT DODMA department	Baseflow Malawi	19/03/2019	18/03/2020	£100,000.00
Malawi Flood Relief 2019, Scottish Government Funding. This organisation will be recipient of money pledged by Scottish Government, distributed as directed by Malawi Government DODMA department. Money required in Malawi ASAP	CARE Malawi	19/03/2019	18/03/2020	£100,000.00
Malawi Flood Relief 2019, Scottish Government Funding. This organisation will be recipient of	UNICEF Malawi	19/03/2019	18/03/2020	£100,000.00

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
money pledged by Scottish Government, distributed as directed by Malawi Government DODMA department. Money required in Malawi ASAP				
Malawi Flood Relief 2019, Scottish Government Funding. This organisation will be recipient of money pledged by Scottish Government, distributed as directed by Malawi Government DODMA department. Money required in Malawi ASAP	United Purpose Malawi	19/03/2019	18/03/2020	£100,000.00
Malawi Flood Relief 2019, Scottish Government Funding. This organisation will be recipient of money pledged by Scottish Government, distributed as directed by Malawi GOVERNMENT DODMA department	BAWI Consultants Malawi	19/03/2019	18/03/2020	£100,000.00
Minor Maintenance Framework	MacClean UK Limited, Glass-tec (Scotland) Ltd, Johnston Joiners Window & door Maintenance Ltd, idverde Ltd, City Gate Construction (Scotland) ltd, Kings Wholesale Fabrics Ltd, Freel & Beattie Traditional Masonary Ltd, Luddon Construction Ltd, J.H Civil Engineering Ltd, Abacus Signs & Digital Ltd	20/03/2019	19/03/2021	£6,840,000.00
Malawi Food Relief 2019	CARE Malawi	20/03/2019	19/03/2020	£50,984
Recruitment Services. Commission based payments for the recruitment of international students	McDucation	20/03/2019	19/03/2020	£207,487.50
Recruitment Services. Commission based payments for the recruitment of international students	UKEC (UK Office)	20/03/2019	19/03/2020	£111,505.00
Recruitment Services. Commission based payments for the recruitment of international students	UKEAS	20/03/2019	19/03/2020	£105,220.00
Cryopump System	Sumitomo (SHI) Cryogenics of Europe Limited	22/03/2019	21/09/2020	£76,000.00
NovaCor chassis with single core to expand existing RTDS simulator	RTDS Technologies	22/03/2019	21/03/2020	£51,300.00
Recruitment Services. Commission based payments for the recruitment of international students	InterGreat	29/03/2019	28/03/2020	£73,592.50

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
Recruitment Services for International Students	EIC Education	30/03/2019	29/03/2020	£62,985.00
TIC Superconductivity Laboratory Fit Out	Morris & Spottiswood	01/04/2019	31/07/2020	£133,744.00
Gown Hiring and Photographic Services	Ede & Ravenscroft Ltd	04/04/2019	03/04/2022	Concession
University Centre Steam Boiler Replacement	James Ramsay	08/04/2019	07/08/2020	£89,384.00
Transfer Print Hardware for Heteroprint	SmarAct GmbH	08/04/2019	07/10/2020	£57,528.37
Recruitment Services. Commission based payments for the recruitment of international students	UKUD	17/04/2019	16/04/2020	£60,052.00
Purchase of a spectrophotometer	Lambda Photometrics Limited	23/04/2019	22/10/2020	£67,723.00
OMNISEC Analytical System, computer system, software, installation, delivery and training	Malvern Panalytical Ltd	01/05/2019	30/04/2020	£79,050.00
SEC/GPC Analytical System	Malvern Panalytical Ltd	15/05/2019	14/05/2022	£78,800.00
Transcribe and translate the content of the online Course "Children on the Move" and provide certificates for course participants	FutureLearn Limited	28/05/2019	27/05/2020	£68,484.50
Recruitment Services. Commission based payments for the recruitment of international students	IDP Education Ltd	28/05/2019	27/05/2020	£141,822.50
Bespoke Lasers	MSquared Lasers	30/05/2019	29/05/2020	£101,144.00
Supply & Delivery of Audio Visual Equipment for EOL Refresh (AV1017 AP)	Media for Mycobacteria	03/06/2019	02/06/2024	£171,188.61
Lift Replacement - DDA Lift Royal College	Scotec Lifts Ltd	03/06/2019	02/09/2020	£108,650.00
Recruitment Services. Commission based payments for the recruitment of international students	Kaplan	07/06/2019	06/06/2020	£70,635.00
Closed cycle cryocooler compatible with Oxford Instruments Cryostats	ColdEdge International	07/06/2019	06/06/2020	£66,000.00
Birkbeck Court Drainage Replacement	Clark Contracts	10/06/2019	09/10/2019	£774,342.10
High Voltage Supply for AFRC	SP Energy Networks	12/06/2019	11/06/2020	£381,467.00
Works in connection with installation of WiFi within student residences .	APM (FM) ltd	14/06/2019	13/06/2020	£61,000.00
Furniture for Confucius Institute	Azzurro Ltd	17/06/2019	16/10/2020	£87,411.44
Residences Wireless Expansion Project (Works)	APM Contracts Limited	17/06/2019	16/09/2019	£61,142.72
Terahertz Time-Domain Spectroscopy System	Teraview Limited	24/06/2019	23/10/2022	£102,750.00
Royal College - Masterplan Phase 2	Taylor and Fraser Ltd	01/07/2019	30/11/2020	£674,416.00
E payment	WPM Education Ltd	01/07/2019	29/06/2024	£225,000.00

Agreement Title	Supplier Name	Contract Start Date	Contract End Date	Contract Value
Student module evaluation system (ITS1038 AP)	Explorance Inc	01/07/2019	30/06/2022	£197,934.00
Starbucks Coffee	Nestle	01/07/2019	30/06/2020	£100,000.00
Research Support Costs for MSc and PhD students in Malawi and Collaborative Research with Gov't of Malawi MIS Center	BAWI Consultants Malawi	02/07/2019	01/07/2020	£70,000.00
Provision of recruitment adverts	Jobs.ac.uk	02/07/2019	01/07/2020	£107,061.75
Metal 3D Printer	GoPrint3D	02/07/2019	01/07/2020	£129,888.00
Purchase of WIFI equipment for the Student Residences (SP-17-021)	Computacenter UK	04/07/2019	03/07/2019	£249,039.00
Jisc Membership Subscription	Jisc	04/07/2019	03/07/2020	£86,276.00
Royal College Lift Replacements	Scotec Lifts Ltd	08/07/2019	07/07/2022	£622,204.00
Oracle Campus Software Update License and Support	Oracle Corporation	10/07/2019	09/07/2020	£86,414.23
Shadow Commissioning Manager for WBME and LTB	Hulley & Kirkwood Consulting Engineers Ltd	15/07/2019	14/04/2021	£80,506.00
Provision of the Saffron Stock Management System (ITS4032 SU)	Academia	22/07/2019	21/07/2022	£78,925.00
Support and maintenance of library management software	Ex Libris	23/07/2019	22/07/2020	£114,296.00
Call off under Construction Consultants Framework (Various)	Amour Construction Consultants	01/08/2019	31/07/2019	£184,361.16
Call off under Construction Consultants Framework (Various)	ECD Architects	01/08/2019	31/07/2019	£158,246.58
Call off under Construction Consultants Framework (Various)	Peter Brett Associates	01/08/2019	31/07/2019	£155,274.26
Call off under Construction Consultants Framework (Various)	Austin:Smith Lord LLP	01/08/2019	31/07/2019	£83,578.47
Call off under Construction Consultants Framework (Various)	The Structural Partnership	01/08/2019	31/07/2019	£55,779.40
Call off under Construction Consultants Framework (Various)	Wylie Shanks Architects Ltd	01/08/2019	31/07/2019	£48,172.84

Appendix 2 – Requirements of the Act

Procurement Reform (Scotland) Act 2014 asp 12 Part 2 General duties Section 8

8 General duties

- (1) A contracting authority must, in carrying out a regulated procurement—
 - (a) treat relevant economic operators equally and without discrimination,
 - (b) act in a transparent and proportionate manner.
- (2) A contracting authority must also comply with the sustainable procurement duty.
- (3) However, a contracting authority must not do anything in pursuance of subsection (2) that would conflict with its duty under subsection (1).
- (4) A relevant economic operator is an economic operator who is a national of, or is established in—
 - (a) a member State, or
 - (b) Iceland, Liechtenstein or Norway.
- (5) Subsection (1) does not apply in relation to an EU-regulated procurement.

9 Sustainable procurement duty

- (1) For the purposes of this Act, the sustainable procurement duty is the duty of a contracting authority—
 - (a) before carrying out a regulated procurement, to consider how in conducting the procurement process it can—
 - (i) improve the economic, social, and environmental wellbeing of the authority's area,
 - (ii) facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses in the process, and
 - (iii) promote innovation, and
 - (b) in carrying out the procurement, to act with a view to securing such improvements identified as a result of paragraph (a)(i).
- (2) The contracting authority must consider under subsection (1) only matters that are relevant to what is proposed to be procured and, in doing so, consider the extent to which it is proportionate in all the circumstances to take those matters into account. 26 26
- (3) In this section—
 - “small and medium enterprises” means businesses with not more than 250 employees,
 - “third sector bodies” means organisations (other than bodies established under an enactment) that exist wholly or mainly to provide benefits for society or the environment.

(4) In this section, references to the wellbeing of the authority's area include, in particular, reducing inequality in the area.

Procurement Reform (Scotland) Act 2014 asp 12 Part 2 Procurement strategy and annual report Section 15

15 Procurement strategy

(1) A contracting authority which expects to have significant procurement expenditure in the next financial year must, before the start of that year—

(a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or

(b) review its procurement strategy for the current financial year and make such revisions to it as the authority considers appropriate.

(2) Subsection (3) applies where a contracting authority—

(a) has not, in relation to a financial year, prepared or reviewed a strategy under subsection (1), and

(b) becomes aware of the likelihood of having significant procurement expenditure during that year.

(3) The contracting authority must, as soon as practicable after it becomes aware of the likelihood of having significant procurement expenditure—

(a) prepare a procurement strategy setting out how the authority intends to carry out regulated procurements, or

(b) review its most recent procurement strategy and make such revisions to it as the authority considers appropriate.

(4) An authority has significant procurement expenditure in a year if the sum of the estimated values of the contracts to which its regulated procurements in that year relate is equal to or greater than £5,000,000.

(5) The procurement strategy must, in particular—

(a) set out how the authority intends to ensure that its regulated procurements will

(i) contribute to the carrying out of its functions and the achievement of its purposes,

(ii) deliver value for money, and

(iii) be carried out in compliance with its duties under section 8,

(b) include a statement of the authority's general policy on—

(i) the use of community benefit requirements,

(ii) consulting and engaging with those affected by its procurements,

(iii) the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements,

(iv) promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act, and

(v) the procurement of fairly and ethically traded goods and services,

(c) include a statement of the authority's general policy on how it intends its approach to regulated procurements involving the provision of food to—

(i) improve the health, wellbeing and education of communities in the authority's area, and

(ii) promote the highest standards of animal welfare,

(d) set out how the authority intends to ensure that, so far as reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented—

(i) payments due by the authority to a contractor,

(ii) payments due by a contractor to a sub-contractor,

(iii) payments due by a sub-contractor to a sub-contractor,

(e) address such other matters as the Scottish Ministers may by order specify.

(6) The Scottish Ministers may by order modify subsection (4) so as to substitute for the figure specified there for the time being such other figure as they consider appropriate.

(7) In subsection (5)(b)(iii), a "living wage" means remuneration which is sufficient to ensure an acceptable standard of living.

Appendix 3 – Community Benefits Outcomes

Delivered during the period

Theme	Outcome	Number
Targeted Recruitment and Training	New entrant- target priority group	2
	New entrant	3
	Apprenticeships	14
	Indirect New Entrant	1
	Graduates	7
Skills and Training	Work experience placements (16+ years of Age)	11
	Work experience placements (14-16 years of Age)	6
	Higher/ Further Education Visits	6
	School Visits	1
	Careers Events	7
	S/NVQ (or equivalent) for sub-contractor employee	5
	S/NVQ (or equivalent) for new entrants	1
Supply Chain Development	Supply Chain Briefing with SME's	1
	Meet the Buyer events	3
	Mentoring/ business support for a third sector organisation	2
	Business Mentoring for an SME	1
Community Engagement	Community engagement/support events	6
Project Search	Student Engagement Session overview	3
	Student Engagement Session recruitment	2
	Workplace Tour	1
	Recruitment Support	1
	Guaranteed Interviews	1

Secured for Delivery during the period

Theme	Outcome	Number
Targeted Recruitment and Training	New entrant- target priority group	1
	New entrant	3
	Apprenticeships	6
	Indirect New Entrant	2
	Graduates	9
Skills and Training	Work experience placements (16+ years of Age)	14
	Work experience placements (14-16 years of Age)	4
	Higher/ Further Education Visits	15
	School Visits	7
	Careers Events	10
	S/NVQ (or equivalent) for sub-contractor employee	7
	S/NVQ (or equivalent) for an existing employee	3
	S/NVQ (or equivalent) for new entrants	2
Supply Chain Development	Supply Chain Briefing with SME's	1
	Meet the Buyer events	1
	Mentoring/ business support for a third sector organisation	3
	Business Mentoring for an SME	3
Community Engagement	Community engagement/support events	8
Project Search	Student Engagement Session overview	2
	Student Engagement Session recruitment	1
	Workplace Tour	1
	Recruitment Support	1
	10 week internship	1
	Short term Student Apprenticeship	1
Student Benefits	Work Experience Placement Graduate	1
	B5. Careers Event	2
	B4. Industry Awareness Days	1

Appendix 4 – Future Regulated Procurements

Commodity Area	Contract Title	Contract Start Date	Estimated Total Contract Value	Anticipated Contract Duration (years)
Professional Services	Intellectual Property Rights Services	01/07/2019	£1,500,000	3
Professional Services	Recruitment Services – Temporary Staff	01/09/2020	£300,000	2
Professional Services	Recruitment Services – Permanent Staff and Executive Recruitment	17/04/2020	£120,000	2
Professional Services	Courier, parcel and international mail services	01/07/2020	£100,000	2
Professional Services	Employee Counselling and associated services	12/09/2021	£140,000	4
Professional Services	On Site Occupational Health	01/03/2019	£130,000	4
Professional Services	Occupational Hygiene Services	01/10/2020	£75,000	4
Professional Services	Media Buying/Student Recruitment	01/07/2019	£510,000	4
Professional Services	Debt Collection Services	01/07/2020	£100,000	4
Professional Services	Translation Services	01/12/2019	£150,000	3
Professional Services	Business and Management Consultancy Services	01/06/2020	£500,000	2
Professional Services	Market and Research Services	01/06/2020	£400,000	2
Professional Services	Advertising Services	01/06/2020	£250,000	2
Professional Services	Travel Management Services	01/07/2020	£8,000,000	4
Professional Services	Tax/Financial Advice Services	01/06/2020	£130,000	2
Professional Services	Printing Services	01/06/2020	£200,000	3
Professional Services	Student Recruitment Services	01/03/2021	tbc	4
Professional Services	Taxi Services	01/03/2020	tbc	
Professional Services	Transcription Services	01/03/2020	tbc	3
Estates	Fresh Fruit & Vegetables	10/01/2020	£392,000.00	4
Estates	Fresh Butcher Meat	10/01/2020	£ 255,000.00	3
Estates	Fresh Bakery Products including Sandwiches	10/01/2020	£ 870,000.00	3
Estates	Fire Safety Services	01/03/2020	£ 240,000.00	4
Estates	Fresh Fish and Seafood	10/01/2020	£ 240.00	4
Estates	Frozen, Chilled and Ambient Food	01/12/2019	£ 1,300,000.00	4
Estates	Maintenance and Repair of Kitchen Equipment	31/03/2020	£ 60,000.00	2

Commodity Area	Contract Title	Contract Start Date	Estimated Total Contract Value	Anticipated Contract Duration (years)
Estates	Catering Light and Heavy Equipment	31/03/2020	£100,000.00	2
Estates	Confectionery, Snacks, Soft Drinks, Cakes and Ancillary Products	31/03/2020	£220,000.00	4
Estates	Alcohol - Supply and Distribution of Spirits, Wine, Beer & Cider	31/03/2020	£130,000.00	4
Estates	Andrew Ure Lift Installation	31/01/2020	£300,000.00	2
Estates	Plumbing Materials	01/04/2020	£400,000.00	4
Estates	Electrical Sundries	01/04/2020	£900,000.00	4
Estates	Furniture (Supply, Delivery & Installation)	01/04/2020	£200,000.00	4
Estates	Laundry Services	01/04/2020	£ 80,000.00	2
Estates	Personal Protection Equipment (PPE)	01/04/2020	£100,000.00	4
Estates	Asbestos Re-Inspection & Condition Surveys	01/04/2020	£100,000.00	4
Estates	Pest Control	01/03/2020	£68,000.00	4
Estates	Electric Vehicle Charge Posts	01/05/2020	tbc	2
Estates	Measured Term Contracts Maintenance and Associated Works	01/06/2020	£2,400,000.00	4
Estates	Reactive Flooring Repairs	01/06/2020	£200,000.00	4
Estates	Cold water storage tanks plus hot and cold water services distribution disinfection	01/06/2020	£140,000.00	2
Estates	Provision of A Fully Managed Service for Vending Machines	16/08/2020	£ 0 concession	4
Estates	Portable Appliance Testing	01/06/2020	£ 66,000.00	4
Estates	Telephony Managed Service	01/06/2020	£600,000.00	4
Estates	Consultancy Framework Agreement (Construction Professional Services)	01/04/2021	£ 22,000,000.00	4
Estates	Provision of Sanitary Products for Scottish Government Initiative	01/04/2020	£ 200,000.00	2
Estates	Air Conditioning Maintenance and Repairs	01/03/2020	£ 300,000.00	4
Estates	Boiler Maintenance and Repairs	01/05/2020	£660,000.00	4
Estates	Mechanical Components and Spare Parts	01/05/2020	£200,000.00	4
Estates	Construction of the National Manufacturing Institute for Scotland	01/04/2020	£33,700,000.00	2
Estates	CCTV Maintenance	01/03/2020	£ 350,000.00	4
Estates	John Anderson External Repairs	31/07/2020	£ 250,000.00	1
Estates	Curran Building External Repairs	31/07/2020	£ 300,000.00	1
Estates	Access Controls; keys locksmiths security passes	01/03/2020	£ 150,000.00	4

Commodity Area	Contract Title	Contract Start Date	Estimated Total Contract Value	Anticipated Contract Duration (years)
Estates	Electrical White Goods and Domestic kitchen Equipment	31/07/2020	tbc	4
Estates	Fire Alarm Maintenance- Planned and Preventative	01/03/2020	£600,000.00	1
Estates	Henry Dyer Refurbishment Works	13/01/2020	£200,000.00	1
Estates	Livingston Tower Refurbishment Works	20/01/2020	£150,000.00	1
Estates	Royal College Refurbishment Works Phase 3	20/01/2020	tbc	1
Estates	Provision of a Move Manager for the Learning and Teaching Project and the Wolfson Biomedical Engineering Building	20/01/2020	tbc	1
Estates	TIC CMAC Lab Refurbishment Works	20/01/2020	tbc	1
Estates	University Centre Refurbishment Works	13/01/2020	tbc	1
Estates	Curran Level 3 Refurbishment Works	01/02/2020	tbc	1
Estates	Provision of Work wear	01/03/2020	tbc	2
Estates	South Lab Robotics Hub- Royal College- Refurbishment Works	01/05/2020	tbc	1
Estates	Royal College Masterplan Refurbishment Works Phase 2B	01/04/2020	tbc	1
Estates	SBS Drum- Works for Level 1 Addition	01/04/2020	tbc	1
Estates	Curran Building Roof and Walls (3 phases over 3 years)	01/05/2020	tbc	3
Estates	Maintenance of Robertson Wing Chillers	01/05/2020	tbc	1
Estates	Maintenance of Royal College Air Handling Unit	01/05/2020	tbc	1
Estates	Refurbishment of Royal College Riser and Toilets	01/06/2020	tbc	1
Estates	Minor Works Framework Agreement	01/02/2021	£20,000,000.00	4
Estates	Alteration works for AM Powderbed Facility	01/04/2020	£ 450,000.00	1
Estates	Facilities Management AFRC & PNDC	01/0/2021	tbc	5
Laboratories	Supply and Delivery of a 5 Axis Turn Mill to AFRC	01/03/2020	£1,500,000	2.5
Laboratories	6 ton forklift (5-6 months) (HIVES)	01/03/2020	£70,000	2
ICT	AFRC CRM & Project Management System (Software)	01/02/2020	£71,000	5
Professional Services	AFRC Visitor Experience	01/03/2020	£35,000	1
Laboratories	AM Machine Bed (Powder Bed)	01/03/2020	£500,000	4
Estates	AM Machine Bed (Powder Bed) Infrastructure	01/03/2020	£450,000	2

Commodity Area	Contract Title	Contract Start Date	Estimated Total Contract Value	Anticipated Contract Duration (years)
Estates	Battery Install in Strathclyde Energy Centre John Street - SIES 2022 Project	01/09/2020	TBC	TBC
ICT	Car park enforcement / monitoring system	01/07/2020	TBC	TBC
Estates	Catering Contact	01/07/2020	£105,000	2
Laboratories	Supply, delivery and commissioning of a High Accuracy CMM for LMC	01/03/2020	£541,667	3
Laboratories	Cold Thread Roller (NMIS)	01/07/2020	TBC	3
ICT	Conference phone upgrade	01/07/2020	£23,667	1
Laboratories	Cranage (for lifting) (HIVES)	01/03/2020	TBC	2
Professional Services	Events Staging (Phil Smith Associates Contract)	01/07/2020	£25,000	2
Estates	External Pipe Work for Medium Pressure Gas	01/07/2020	TBC	2
Estates	External Wellbeing Area	01/07/2020	TBC	2
Laboratories	Extraction Equipment (HIVES)	01/03/2020	TBC	2
Laboratories	HA25 Controller Upgrade	01/07/2020	TBC	2
Laboratories	Heating Station for Tools (HIVES)	01/07/2020	£100,000	2
ICT	Holo-Lens (NMIS)	01/02/2020	TBC	1
Laboratories	Hydraulic Specialist for service and support	01/05/2020	£300,000	5
Laboratories	Isothermal Die Stack: Completion of ATT design	06/01/2020	£60,000	1
Laboratories	Isothermal Die Stack: Production	01/02/2020	£400,000	2
Laboratories	JIB Crane Capability	01/07/2020	TBC	1
ICT	Joint procurement with GGC / NSS for Health Data Exchange and Personal Health Record	01/04/2020	TBC	5
Laboratories	Lab 3 Refit	01/04/2020	TBC	2
Estates	LED Upgrade	01/04/2020	TBC	2
Estates	Lifting Contractor	01/04/2020	TBC	2
Professional Services	Market Evaluation Phase 2	01/04/2020	£80,000	2
Laboratories	Mechanical Test Lab	01/03/2020	TBC	2
Laboratories	MELD Machine (Machine Lease - 3 years) (NMIS)	01/03/2020	TBC	4
Laboratories	Polymer AM (NMIS)	01/03/2020	£600,000	3
Professional Services	PR Services Tender	01/03/2020	£144,000	2
ICT	Procurement of a hybrid or all-flash Block Storage Array	01/05/2020	TBC	5
ICT	Procurement of a replacement HR / Payroll system for the University	01/01/2021	TBC	5
Laboratories	Provision of an Optical Coherence Tomography System	01/05/2020	TBC	2
Laboratories	Provision of DC power supply units for Physics	01/03/2020	TBC	2

Commodity Area	Contract Title	Contract Start Date	Estimated Total Contract Value	Anticipated Contract Duration (years)
Laboratories	Provision of Equipment for Extreme Performance Optical Coatings	01/02/2020	TBC	2
ICT	Provision of Student ID Cards Solution	01/03/2020	TBC	5
Laboratories	Purchase of a ESPI System / Vibration Isolation system	01/05/2020	TBC	2
Laboratories	RESuME - Resource Efficient Supply and Manufacturing Environment	01/03/2020	£2,500,000	5
ICT	Re-tender of incumbent service desk platform	01/05/2020	TBC	5
Laboratories	SAT Material (HIVES)	01/03/2020	TBC	1
Laboratories	Storage Racking (HIVES)	01/04/2020	£60,000	1
Laboratories	Supply, delivery and commissioning of a High Precision Optical 3D Scanner for LMC	01/03/2020	£416,667	2
Laboratories	Supply, delivery and commissioning of a Material Prep Lab Expansion	01/03/2020	£180,000	2
Laboratories	Supply, delivery and commissioning of an electric furnace for HIVES	01/03/2020	£900,000	2
Laboratories	Tools (Open & Closed Die) (HIVES)	01/07/2020	TBC	1
Estates	Workshop Floor Painting	01/07/2020	£39,000	1

The information provided above includes contracts that have options to extend during the period. At this stage the University is unable to confirm if these options shall be utilised therefore have included all potential contracts in the table for completeness.

The data provided is based on current position, values and durations are subject to change based on the formation of a contract strategy for each contract.

As a research intensive institution, University staff will, during the period, be actively seeking opportunities of funding to support on-going and new areas of research therefore it is envisaged that additional contracts shall be undertaken in the next reporting period to support this as yet unknown activity.

Appendix 5 - Glossary

Commodity

A group of similar goods and/or services

Community Benefits

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social, economic and or environmental benefits.

Procurement

The tasks and decisions, which secure an external provider to provide goods, works or services. Activity is focused from strategy stage prior to advertising a tender to signing the contract. It includes both competitive tenders and negotiations with a single provider.

Regulated Procurements

Regulated Procurement refers to any Procurement above £50,000 for Supplies and Services or £2,000,000 for Works.

Small and Medium-sized Enterprises (SMEs)

Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro, and/or an annual balance sheet total not exceeding 43 million euro.

Stakeholder

Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.

Supplier

An entity that provides something needed such as a product or service.

Supported Business

An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons and at least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

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 Sector

The part of an economy or society comprising non-governmental and non-profitmaking organisations or associations Work Plan List of upcoming procurement activity including re-tenders, extensions, and new activity.