



Annual Procurement Report 1st January 2017 – 31st July 2018



Report owner: Fiona Hughes
Head of Procurement
fiona.hughes@strath.ac.uk
01/11/2018

Contents

| | | |
|---|--|----|
| 1 | Introduction..... | 2 |
| 2 | Summary of Regulated Procurement..... | 4 |
| 3 | Review of Regulated Procurement Compliance..... | 5 |
| 4 | Community Benefit Summary..... | 7 |
| 5 | Supported Businesses..... | 9 |
| 6 | Future Regulated Procurements Summary..... | 10 |
| | Appendix 1 – Full list of Regulated Procurements | 11 |
| | Appendix 3 – Community Benefits Outcomes | 22 |
| | Appendix 4 – Future Regulated Procurements | 23 |
| | Appendix 5 - Glossary | 27 |

1 Introduction

The University of Strathclyde ('the University') is a Higher Education establishment based in the centre of the City of Glasgow, contributing to the social, cultural and economic life of Scotland through the presence of a vibrant international student community, as a major employer and by proactive engagement with the city leadership to drive Glasgow's growth. The University employs over 3,500 staff, has an annual turnover of over £300 million with an approximate non-pay expenditure of £100 million annually.

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 a 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 first annual procurement report covering the period 1st January 2017 to 31st July 2018.

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 2016-2019.

The Procurement Strategy has an updated action plan in place until March 2019 which shows the University Procurement team's progress against objectives.

The key action plan progress is outlined below:

| | |
|---------------------------------|---|
| <i>Stakeholder Engagement</i> | Procurement staff have engaged with stakeholders across campus with key contact personnel identified for future communications. 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 has been produced and is in use. |
| <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 working practices and ethical labour requirements. |
| <i>Procedures and Practices</i> | Regulated Procurements have a contract strategy ensuring the best route to market is identified for each contract. Procurement team resourcing has increased and is currently in a stable position. General procurement terms and conditions have been revised to incorporate new legislation and more robust liability clauses. |

*Procure to Pay
(P2P)*

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 closed.

Collaboration

All appropriate collaborative frameworks are utilised. The team sit on collaborative forums and approximately 27% of spend went through collaborative agreements (based on AY 16/17).

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

A handwritten signature in black ink, appearing to read 'Hugh Darby', written in a cursive style.

Hugh Darby
Acting Chief Financial Officer
November 2018

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 93 Regulated Procurements at a potential value of circa £355 million.

These 93 Regulated Procurements including, a construction professional services framework, a minor works framework and a major works framework to support the campus capital investment programme.

The value available under these frameworks is £292 million of the above total. Therefore, a total value of £63.8 million in contracts was tendered.

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 17.69% of the £63.8 million, value of contracts was awarded to SME's and of the number of contracts awarded during the period, 53% of the organisations were SME's.

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

During the period the University utilised various framework agreements from the centres of expertise for example Advanced Procurement Universities and Colleges (APUC) or Scottish Government and existing University frameworks were utilised to create low value orders.

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 2016-2019](#) 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 2016-2019 was approved by the Chief Financial Officer on behalf of the University's Executive team in December 2016 and the action plan was updated in March 2018 to reflect the progress made against the objectives. This extended the reports validity until March 2019.

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.

The University Procurement's toolkit provides templates and supporting documents promoting consistency and processes to be followed.

Procurement team job descriptions are supported by the use of the Scottish Government's procurement competency framework as the route of aligning 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.

Our review of the Regulated Procurements completed and our update to the Procurement Strategy 2016-2019 has identified some areas for improvement to be as follows:

- Continue to work with our procurement contacts and stakeholders to improve understanding of the regulations, embed sustainable procurement measures and deliver community benefits from appropriate contracts.
- Further, develop our approach to tracking and reporting procurement activity.

- Continue to develop our approach to contract and supplier management
- Develop further benefits through efficient P2P mechanisms.
- Maintain, team annual development reviews and the provision of procurement training and development aligned with the Scottish Governments Procurement Competency Framework
- Improve on previous PCIP score results during the next assessment, which is due in March 2019.

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 all stakeholders within the University 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.

This commitment includes taking the opportunity to include a range of community based benefits as a result of procurement activity. This will be 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
- Skills and Training
- Community Engagement

Key Community Benefit outcomes secured during the period include:

- Targeted Recruitment and Training
- Skills and Training
- Supply Chain Development
- Community Engagement

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

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 to a Supported Business, this contract was awarded as a result of a mini competition under the Scottish Government Supported Business Framework Agreement. Details of the contract are included below:

| | |
|-----------------|--------------------------------|
| Contract: | Mattress Replacement Programme |
| Supplier | Palatine Beds |
| Contract Value: | £85,000 |

In addition to the above-regulated contract 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 £39,000 and therefore not a regulated value. The University are currently, piloting a low value contract for floor covering replacement with Spruce Carpets, a supported business based in Govan, Glasgow.

The University has an ambitious capital investment plan and the aim is to ensure that we work with Tier 1 contractors to facilitate opportunities for supported businesses and third sector organisations where possible. To support this aim, the procurement team have engaged with [Partnership for Procurement](#) (P4P) to understand the range and scope covered by supported businesses in order to identify other potential opportunities. Work on identifying and securing 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 |
|---|--|---------------------|-------------------|----------------|
| UHPLC Proposal | Shimadzu UK Ltd | 05/01/2017 | 04/01/2019 | £68,000.00 |
| Minor Works Framework Agreement | Clark Contracts Ltd David H Allan Ltd Graham Construction Ltd Kier Construction Ltd McLaughlin Construction Ltd Morris & Spottiswood Ltd Taylor and Fraser Ltd | 14/02/2017 | 13/02/2021 | £20,000,000.00 |
| Curran Building, WV Upgrades, Levels 2, 3, 4 and 5 | Clark Contracts Ltd | 20/02/2017 | 19/02/2018 | £689,655.41 |
| Three Vacuum Chambers | Kurt J Lesker Company Ltd | 21/02/2017 | 20/02/2018 | £78,160.23 |
| Provide expert services to enhance SBS engagement with Scotland's SME communities and generate income from this client group. | Rock Ventures Ltd | 03/03/2017 | 02/03/2018 | £80,640.00 |
| Supply, Delivery, Installation and Commissioning of a Virtual Reality Suite for AFRC | Virtualis Ltd | 09/03/2017 | 08/03/2018 | £450,000.00 |
| Software for the AFRC | Siemens | 10/03/2017 | 09/03/2018 | £176,477.80 |
| AFRC - Laser Scanner | Leica Geosystems Ltd | 17/03/2017 | 16/03/2018 | £61,770.77 |
| Project Management Services (including Integrated Design Team) | Gardiner & Theobald LLP | 23/03/2017 | 22/03/2021 | £2,798,741.00 |
| Facilities Management AFRC & PNDC | Skanska Facilities Services | 01/04/2017 | 31/03/2022 | £965,030.40 |
| Support and maintenance for suite of library management software | Ex Libris UK Ltd | 05/04/2017 | 04/04/2018 | £120,000.00 |
| Royal College Teaching Rooms | Taylor and Fraser Ltd | 10/04/2017 | 09/07/2017 | £882,892.90 |
| Provision of Software for the AFRC | Siemens | 11/04/2017 | 10/04/2018 | £176,477.80 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|--|---|---------------------|-------------------|----------------|
| Consultancy Framework Agreement (Construction Professional Services) | Armour Construction Consultants Austin-Smith:Lord LLP Morgan Sindall Professional Services Limited BDP Ltd Boswell Mitchell & Johnston Ltd Brown & Wallace Currie & Brown UK Ltd Davie + McCulloch Ltd ECD (Architects) Ltd Fairhurst Faithful+Gould Ltd Gardiner & Theobald LLP Gleeds Management Services Ltd Hawthorne Boyle Ltd HLM Architects Ltd Hulley & Kirkwood Consulting Engineers Ltd Keppie Design Construction Photo Documentation Scotland Ltd T/A Multivista Peter Brett Associates LLP Robinson Low Francis LLP Structa LLP The Structural Partnership Turner & Townsend Project Management Limited Waterman Structures Ltd Wylie Shanks Architects LLP | 19/04/2017 | 18/04/2019 | £22,000,000.00 |
| Supply of Laboratory Chemicals to the University of Strathclyde | VWR International Ltd | 20/04/2017 | 19/04/2018 | £76,527.00 |
| EFM 1000 AP Mini Competition for Quantity Surveying and Cost Consultant Services | Currie & Brown UK Ltd | 24/04/2017 | 23/04/2021 | £184,763.00 |
| Programme management, delivery and assessment | Bywater PSCM | 26/04/2017 | 25/04/2018 | £67,342.50 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|--|--|----------------------------|--------------------------|-----------------------|
| Supply of Bidirectional Power Supply | Caltest Instruments limited | 27/04/2017 | 26/04/2018 | £54,254.00 |
| Electric Vehicle Lease (CCS ref RM3710) | Inchcape Fleet Solutions | 01/05/2017 | 30/04/2020 | £53,639.00 |
| Design and costing of a concept demonstration sized biorefinery. | Bouygues E&S FM | 15/05/2017 | 14/05/2018 | £61,000.00 |
| Two Lasers, Fiber amplifiers, 50W at a wavelength of 1064nm, (Price is 42,000 dollars per laser) | Nuferm | 15/05/2017 | 14/05/2018 | £65,000.00 |
| Audio Visual Installation Royal College Building | Mediascape Ltd | 29/05/2017 | 28/07/2017 | £191,893.00 |
| IS Consolidation Project - Furniture procurement | Azzurro Ltd | 05/06/2017 | 04/06/2018 | £89,923.50 |
| Survey - Perception of EU Policy & Attitudes | GFK UK Ltd | 05/06/2017 | 04/08/2017 | £199,475.00 |
| DHI Personal Data Stores and Support Services | Mydex Data Services | 12/06/2017 | 11/06/2019 | £75,000.00 |
| Full Scale Trials | CC Rings Ltd | 14/06/2017 | 13/06/2018 | £186,020.00 |
| Furniture for the Royal College Building | Godfrey Syrett Limited | 27/06/2017 | 26/09/2017 | £73,587.00 |
| Media Buying | Natives Online Ltd | 29/06/2017 | 28/06/2019 | £512,000.00 |
| Leisure Management System | Gladstone Software Ltd | 01/07/2017 | 30/06/2022 | £81,135.00 |
| Chancellor College Collaboration for 3 year EPSRC Funded Project | Chancellor College, University of Malawi | 03/07/2017 | 02/07/2018 | £81,345.00 |
| Audio Visual Requirements Refresh | AVM Impact Ltd | 06/07/2017 | 05/04/2018 | £300,000.00 |
| Thomas Graham Level 6 Additional Ventilation Installation | Morris & Spottiswood Ltd | 07/07/2017 | 06/01/2018 | £220,621.00 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|---|---|----------------------------|--------------------------|-----------------------|
| Malawi Community Energy Sustainability Extension | Community Energy Malawi | 10/07/2017 | 09/07/2018 | £100,731.00 |
| Design & Manufacturing of Customised Vacuum Chamber | VA-TEC GmbH&CO.KG | 10/07/2017 | 09/07/2018 | £110,286.00 |
| Hybrid Retrofit system (Additive/Machining/Laser Processing/NDT/ Metrology) | Hybrid Manufacturing Technologies | 28/07/2017 | 27/07/2018 | £312,785.00 |
| Engagement with Children & Young People on their experiences in care | Who Cares? Scotland | 31/07/2017 | 30/07/2018 | £285,000.00 |
| Out of Hours | Capita IT Solutions Limited | 01/08/2017 | 31/07/2020 | £50,000.00 |
| PR Services | AprilSix Proof Ltd | 08/08/2017 | 07/08/2018 | £57,600.00 |
| Digital Textbooks | John Smith & Sons Ltd | 08/08/2017 | 07/02/2020 | £320,070.00 |
| Manufacture and assembly of bespoke vacuum chambers | Kurt J Lesker Company Ltd | 08/08/2017 | 07/08/2018 | £75,160.33 |
| Manufacturing of Adaptive Optics System | Imagine Optics S.A. | 09/08/2017 | 08/08/2018 | £98,469.72 |
| CRC Phase 2 Carbon Allowance Payment | Department of Energy and Climate Change | 16/08/2017 | 15/08/2018 | £507,812.80 |
| Mattress Replacement Programme | Palatine Beds | 24/08/2017 | 23/08/2020 | £84,816.00 |
| Provision of Automation Maintenance & Repair | Honeywell Controls Ltd | 25/08/2017 | 24/08/2018 | £320,000.00 |
| Maintenance of Fire Alarm Systems within University Halls of Residence | ADT Fire & Security Plc | 29/08/2017 | 28/08/2018 | £70,000.00 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|---|-------------------------------------|----------------------------|--------------------------|-----------------------|
| Specialist executive education training for Faculty and entrepreneurs | Babson College | 29/08/2017 | 28/08/2018 | £100,000.00 |
| Internal and External Window Cleaning | Caledonian Maintenance Services Ltd | 01/09/2017 | 31/08/2019 | £484,772.00 |
| Matlab and associated toolboxes software site license | The Mathworks Ltd | 05/09/2017 | 04/09/2018 | £96,298.00 |
| Strathclyde People Magazine Print & Distribution | Sterling Press | 14/09/2017 | 13/12/2017 | £119,297.00 |
| Leadership & Group Working Skills | BlueSky Experiences Ltd | 02/10/2017 | 01/10/2019 | £70,000.00 |
| 3 Axis Mill | Nikken Kosakusho Europe Ltd | 18/10/2017 | 17/04/2018 | £160,000.00 |
| Multi-Functional Conference Room Facility - TIC | Viju Ltd | 30/10/2017 | 29/10/2018 | £104,000.00 |
| Enabling Works for the AFRC HIVES Extension | Mclaughlin Construction Ltd | 06/11/2017 | 05/01/2018 | £368,863.00 |
| Medical Devices Lab Fit Out (TIC) | Morris & Spottiswood Ltd | 01/12/2017 | 31/03/2018 | £198,635.27 |
| The Confucius Institute - Construction Consultants- Cost Consultant | Armour Construction Consultants | 20/12/2017 | 19/11/2019 | £11,250.00 |
| The Confucius Institute - Construction Consultants- Architect | Austin-Smith:Lord LLP | 20/12/2017 | 19/11/2019 | £49,950.00 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|--|--|---------------------|-------------------|-----------------|
| The Confucius Institute - Construction Consultants- Building Services Engineers | Hulley & Kirkwood Consulting Engineers Ltd | 20/12/2017 | 19/11/2019 | £25,320.00 |
| The Confucius Institute - Construction Consultants- Civil and Structural Engineers | Waterman Structures Ltd | 20/12/2017 | 19/11/2019 | £14,700.00 |
| Phase 1 renewal of ARCHIE-West High Performance Computer | OCF Plc | 22/12/2017 | 21/12/2022 | £715,000.00 |
| Major Works Framework Agreement | Balfour Beatty Construction Ltd, Interserve Construction Ltd, Kier Construction Ltd, Galliford Try t/a Morrison Construction | 01/02/2018 | 31/01/2022 | £250,000,000.00 |
| Storage Solution | Capita Managed IT Solutions | 01/02/2018 | 31/01/2023 | £1,500,000.00 |
| CR-UK FU LAB EQUIPMENT PURCHASE | AB Sciex UK Ltd | 19/02/2018 | 18/02/2019 | £209,000.00 |
| Gym Equipment Purchase/Rental | Elite Sports Performance Technologies | 20/02/2018 | 19/02/2021 | £557,144.00 |
| Gym Equipment Purchase/Rental | Life Fitness (UK) Ltd | 20/02/2018 | 19/02/2021 | £320,140.00 |
| Sportswear for Staff & Students | PSL Team Sports | 05/03/2018 | 04/03/2021 | £173,000.00 |
| Supply, Delivery, Installation and Commissioning of RTM Press | Coexpair S.A. | 12/03/2018 | 11/03/2021 | £460,804.00 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|---|---------------------------------|----------------------------|--------------------------|-----------------------|
| Supply, Delivery, Installation and Commissioning of Platen Press for the AFRC | Pinette Emidecau Industries Ltd | 12/03/2018 | 11/03/2019 | £703,530.00 |
| Royal College Masterplan Phase 1 | Taylor and Fraser Ltd | 12/03/2018 | 11/11/2019 | £857,719.50 |
| HIVES Hydraulic Press AFRC | Schuler Pressen GmbH | 27/03/2018 | 26/03/2020 | £6,331,161.33 |
| HIVES Future Forge, Furnace(s) | Thermserve Ltd | 27/03/2018 | 31/12/2019 | £664,870.00 |
| Provision of support and information to individuals engaging with the Independent Care Review | Health In Mind | 01/04/2018 | 31/03/2019 | £72,000.00 |
| Supply, Delivery, Installation and Maintenance of Water Coolers to the University of Strathclyde, Campus Wide | Waterlogic (Angel Springs) | 01/04/2018 | 31/03/2021 | £250,000.00 |
| Audio Visual for Main Campus | AVM Impact Ltd. | 02/04/2018 | 01/09/2018 | £600,000.00 |
| Audio Visual for AFRC Meeting Rooms | Mediascape | 02/04/2018 | 01/05/2018 | £107,000.00 |
| Employee Councelling Services | People Asset Management | 02/04/2018 | 01/04/2020 | £140,000.00 |
| 5 Axis Composite Milling Machine for the AFRC | Breton SpA | 03/04/2018 | 02/04/2019 | £621,246.24 |
| Composites Characterisation Equipment (Manufacturing Equipment) for the AFRC | Netzsch Gerätebau GmbH | 03/04/2018 | 02/04/2019 | £118,568.00 |
| Composites Characterisation Equipment (Structural Integrity) for the AFRC | Olympus Keymed | 03/04/2018 | 02/04/2019 | £76,802.37 |

| Agreement Title | Supplier Name | Contract Start Date | Contract End Date | Contract Value |
|--|---------------------------------|----------------------------|--------------------------|-----------------------|
| Cold water storage tanks plus hot and cold water services distribution disinfection | ChemTech Consultancy Ltd | 09/04/2018 | 08/04/2020 | £138,039.00 |
| SBS Landscaping | Morris & Spottiswood Ltd | 30/04/2018 | 29/06/2018 | £113,196.15 |
| Fibre Channel Switch Augmentation Project | Proact IT UK Ltd | 01/06/2018 | 31/05/2021 | £57,757.75 |
| Switches for general maintenance | Computacenter UK | 11/06/2018 | 10/06/2019 | £123,628.86 |
| Lift Replacements for Student Residences 2018 | Kone PLC | 11/06/2018 | 10/10/2018 | £303,895.00 |
| Fully Turbulent Flow Cell (FTFC) Facility | Centrum Techniki Okretowej S.A | 18/06/2018 | 17/12/2018 | £94,000.00 |
| Network Equipment for Strathclyde Sport | Computacenter UK | 30/06/2018 | 29/09/2018 | £75,802.88 |
| Wireless Replacement Project | Computacenter UK | 13/07/2018 | 12/07/2019 | £101,528.00 |
| 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 |
| Duvet Pack plus Linen and Towels | Thomas Kneale & Co. Ltd. | 01/08/2018 | 31/07/2020 | £190,645.00 |
| Design and Construction of the Learning and Teaching Building comprising the Refurbishment of the Colville and Architecture Building and New Build | Balfour Beatty Construction Ltd | 03/08/2018 | 02/07/2020 | £33,865,102.26 |
| General Infrastructure Works | Capita Business Services Ltd | 13/08/2018 | 12/01/2019 | £100,000.00 |
| Mechanical & Aerospace Engineering Refurbishment Level 2 | Morris & Spottiswood Ltd | 10/09/2018 | 09/11/2019 | £314,090.45 |
| Strathclyde People (Alumni Magazine) | Sterling Press | 11/09/2018 | 10/09/2019 | £119,033.00 |

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 | |
|-----------------------------------|---|----|
| Targeted Recruitment and Training | New entrant – Jobs | 3 |
| | New entrant – apprenticeships | 4 |
| | Indirect New Entrant | 18 |
| | Graduates | 5 |
| | Work experience placements | 4 |
| Skills and Training | Careers event, Industry awareness events, workshops for school/college students | 1 |
| Community Engagement | Community engagement/support events | 1 |

Secured for Delivery during the period

| Theme | Outcome | |
|-----------------------------------|--|---|
| Targeted Recruitment and Training | New entrant – Target Key Priority Group | 3 |
| | Apprenticeships | 1 |
| | Indirect New Entrant | 1 |
| | Graduates | 1 |
| | Work experience placements | 8 |
| Skills and Training | Higher/ Further Education Visits | 6 |
| | School Visits | 6 |
| | Careers Events | 4 |
| | S/NVQ (or equivalent) for sub-contractor employee | 5 |
| | Employment and Learning Opportunities for young people with a disability | 8 |
| Supply Chain Development | Supply Chain Briefing with SME's | 1 |
| | Meet the Buyer events | 2 |
| | Mentoring/ business support for a third sector organisation | 2 |
| Community Engagement | Community engagement/support events | 5 |

Appendix 4 – Future Regulated Procurements

| Commodity Area | Contract Title | Contract Start Date | Estimated Total Contract Value | Anticipated Contract Duration (years) |
|----------------|---|---------------------|--------------------------------|---------------------------------------|
| Estates | Minor Maintenance Framework | 01/08/2020 | £5,000,000 | 4 |
| Estates | External Catering Providers, Outsourced incl Prepared Meals | 01/03/2019 | £150,000 | 2 |
| Estates | Fresh Fruit & Vegetables | 21/12/2018 | £392,000 | 4 |
| Estates | Fresh Butcher Meat | 05/01/2019 | £255,000 | 3 |
| Estates | Fresh Bakery Products including Sandwiches | 07/9/2019 | £870,000 | 3 |
| Estates | Fresh Dairy Products | 26/10/2019 | £150,000 | 3 |
| Estates | Fire Safety Services | 4/12/2018 | £240,000 | 4 |
| Estates | Fresh Fish and Seafood | 31/7/2019 | £240,000 | 4 |
| Estates | Frozen, Chilled and Ambient Food | 31/7/2019 | £1,300,000 | 4 |
| Estates | Maintenance and Repair of Kitchen Equipment | 31/3/2019 | £60,000 | 2 |
| Estates | Catering Light and Heavy Equipment | 12/10/2018 | £100,000 | 2 |
| Estates | Confectionery, Snacks, Soft Drinks, Cakes and Ancillary Products | 16/11/2019 | £220,000 | 4 |
| Estates | Alcohol - Supply and Distribution of Spirits, Wine, Beer & Cider | 16/01/2019 | £130,000 | 4 |
| Estates | Lift Maintenance, Installation & Refurbishment Services | 03/11/2018 | £200,000 | 4 |
| Estates | Plumbing Materials | 1/4/2019 | £400,000 | 4 |
| Estates | Electrical Sundries | 1/4/2019 | £900,000 | 4 |
| Estates | Furniture (Supply, Delivery & Installation) | 01/12/2018 | £200,000 | 4 |
| Estates | Laundry Services | 01/08/2019 | £80,000 | 2 |
| Estates | Personal Protection Equipment (PPE) | 10/05/2020 | £100,000 | 4 |
| Estates | Asbestos Re-Inspection & Condition Surveys | 29/11/2018 | £100,000 | 4 |
| Estates | Lifts - Maintenance Manager | 01/08/2020 | £200,000 | 4 |
| Estates | Pest Control | 22/10/2019 | £68,000 | 4 |
| Estates | Electric Vehicle Lease (CCS ref RM3710) | 01/05/2020 | £110,000 | 2 |
| Estates | Internal and External Window Cleaning | 01/09/2019 | £480,000 | 4 |
| Estates | Mattress Replacement Programme | 24/08/2020 | £100,000 | 4 |
| Estates | Measured Term Contracts Maintenance and Associated Works | 09/09/2019 | £2,400,000 | 4 |
| Estates | Reactive Flooring Repairs | 01/09/2019 | £600,000 | 4 |
| Estates | Cold water storage tanks plus hot and cold water services distribution disinfection | 09/04/2020 | £140,000 | 2 |

| Commodity Area | Contract Title | Contract Start Date | Estimated Total Contract Value | Anticipated Contract Duration (years) |
|-----------------------|---|----------------------------|---------------------------------------|--|
| Estates | Duvet Pack plus Linen and Towels | 01/08/2020 | £190,000 | 2 |
| Estates | Provision of A Fully Managed Service for Vending Machines | 16/08/2020 | £0.00 concession | 4 |
| Estates | Portable Appliance Testing | 01/04/2019 | £66,000 | 4 |
| Estates | Telephony Managed Service | 03/11/2018 | £600,000 | 4 |
| Estates | Facilities Management AFRC & PNDC | 15/06/2019 | £1,500,000 | 4 |
| Estates | Consultancy Framework Agreement (Construction Professional Services) | 19/04/2019 | £22,000,000 | 4 |
| Estates | Provision of Sanitary Products for Scottish Government Initiative | 01/08/2019 | £200,000 | 2 |
| Estates | Air Conditioning Maintenance and Repairs | 31/07/2019 | £300,000 | 4 |
| Estates | Boiler Maintenance and Repairs | 31/07/2019 | £660,000 | 4 |
| Estates | Mechanical Components and Spare Parts | 31/07/2019 | £200,000 | 4 |
| Estates | Alteration and Refurbishment of the Wolfson Biomedical Engineering Building | 01/11/2018 | £10,500,000 | 2 |
| Estates | Design Team for the National Manufacturing Institute for Scotland | 22/10/2018 | £3,500,000 | 3 |
| Estates | Construction of the National Manufacturing Institute for Scotland | 04/11/2019 | £33,700,000 | 2 |
| Estates | CCTV Maintenance | 01/03/2019 | £350,000 | 4 |
| Estates | Lord Todd- Roof Replacement | 01/03/2019 | £350,000 | 1 |
| Estates | Royal College- Window/ Ceiling and Roof Replacement | 01/04/2019 | £270,000 | 1 |
| Estates | John Anderson External Repairs | 01/04/2019 | £250,000 | 1 |
| Estates | Curran Building External Repairs | 01/04/2019 | £300,000 | 1 |
| Estates | Graham Hills Building- Replacement of the Main LV Switchboard | 01/04/2019 | £300,000 | 1 |
| Estates | AFRC- New Build Extension for HIVES Future Forge | 01/04/2019 | £3,500,000 | 1 |
| Estates | Birkbeck Drainage | 09/01/2019 | £450,000 | 1 |
| Estates | Birkbeck Court- Replacement of Main LV Switchgear | 01/03/2019 | £228,000 | 1 |
| Estates | Wifi Upgrades | 01/03/2019 | £400,000 | 1 |
| Estates | Andrew Ure Hall Lifts | 01/04/2019 | £410,000 | 1 |
| Estates | External Lighting Upgrades | 01/04/2019 | £125,000 | 1 |
| Estates | Access Controls; keys locksmiths security passes | 31/7/2019 | £150,000 | 4 |

| Commodity Area | Contract Title | Contract Start Date | Estimated Total Contract Value | Anticipated Contract Duration (years) |
|-----------------------|--|----------------------------|---------------------------------------|--|
| Estates | Sports Recreational and Nursery Materials and Equipment Purchase | 31/7/2019 | £800,000 | 4 |
| Estates | Electrical White Goods and Domestic kitchen Equipment | 31/7/2019 | £200,000 | 4 |
| Estates | Wifi Installations in Student Residences | 01/07/2019 | £500,000 | 1 |
| Information Services | Office Supplies – Multi Functional Devices | 01/01/2019 | £1,600,000 | 4 |
| Information Services | Block Storage Array | 01/10/2019 | £1,500,000 | 1 |
| Information Services | Post Graduate Management System | 31/07/2020 | TBC | |
| Information Services | Microsoft License renewal | 01/07/2019 | £200,000 | 1 |
| Information Services | Software Licenses | 01/06/2019 | £2,000,000 | 1 |
| Information Services | Network Installations Services | 01/02/2019 | £400,000 | 2 |
| Information Services | Hardware Maintenance | 01/08/2019 | £1,000,000 | 2 |
| Information Services | Server Replacement / expansion | 01/07/2019 | £100,000 | 1 |
| Information Services | Strategic Network | 01/07/2019 | £350,000 | 2 |
| Information Services | Replacement of student PC's | 01/06/2019 | £170,000 | 1 |
| Information Services | Laptops for Graduate Apprenticeship degrees | 01/06/2019 | £90,000 | 1 |
| Information Services | Teaching Room IT/AV upgrades | 01/04/2019 | £2,000,000 | 2 |
| Information Services | HR Payroll System | 01/05/2020 | TBC | 4 |
| Laboratories | Supply of Laboratory Chemicals to the University of Strathclyde | 20/04/2019 | £500,000 | 2 |
| Laboratories | Confocal Microscope | 01/12/2019 | £250,000 | 1 |
| Laboratories | NMR Spectrometer | 01/01/2019 | £110,000 | 1 |
| Laboratories | Cryogenic Helium Circulation System | 01/01/2019 | £140,000 | 1 |
| Laboratories | Laboratory Sundries | 01/07/2019 | £2,000,000 | 2 |
| Laboratories | Small Laboratory Equipment | 01/07/2019 | £1,000,000 | 2 |
| Professional Services | Intellectual Property Rights Services | 01/07/2019 | £500,000 | 3 |
| Professional Services | Recruitment Services – Temporary Staff | 17/04/2020 | £150,000 | 2 |
| Professional Services | Recruitment Services – Permanent Staff and Executive Recruitment | 17/04/2020 | £120,000 | 2 |

| Commodity Area | Contract Title | Contract Start Date | Estimated Total Contract Value | Anticipated Contract Duration (years) |
|-----------------------|---|----------------------------|---------------------------------------|--|
| Professional Services | Courier, parcel and international mail services | 15/06/2019 | £100,000 | 2 |
| Professional Services | Employee Counselling and associated services | 12/09/2019 | £140,000 | 4 |
| Professional Services | On Site Occupational Health | 01/03/2019 | £130,000 | 4 |
| Professional Services | Provision of Ceremonial Gown Hire and Senior Officer Robes at Student Graduation events | 31/03/2019 | £0.00 concession | 4 |
| Professional Services | Graduation Photography | 31/03/2019 | £0.00 concession | 4 |
| Professional Services | Occupational Hygiene Services | 01/10/2020 | £75,000 | 4 |
| Professional Services | Strathclyde People (Alumni Magazine) | 11/09/2019 | £110,000 | 1 |
| Professional Services | Media Buying/Student Recruitment | 29/06/2019 | £510,000 | 4 |
| Professional Services | PR Services | 01/12/2018 | £56,000 | 3 |
| Professional Services | Payment Processing System | 01/06/2019 | £220,000 | 2 |
| Professional Services | Debt Collection Services | 01/07/2019 | £100,000 | 4 |
| Professional Services | Audit Services | 01/04/2020 | £250,000 | 5 |
| Professional Services | Legal Services | 01/04/2019 | £400,000 | 4 |
| Professional Services | Translation Services | 01/12/20019 | £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 | 01/08/2019 | £6,000,000 | 4 |
| Professional Services | Tax/Financial Advice Services | 01/06/2020 | £130,000 | 2 |

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.