



PROCUREMENT REPORT

1 AUGUST 2023 - 31 JULY 2024

Approved by Audit Committee October 2024

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Executive Summary

As required by the Procurement Reform (Scotland) Act 2014 (PRA), all public sector bodies with an estimated annual regulated¹ spend of £5 million or more, must prepare and implement an annual procurement strategy. In parallel with this requirement, all organisations (including HE and FE institutions) are required to publish an Annual Procurement Report which summarises procurement activities carried out during the same period.

This report covers the period from 1 August 2023 to 31 July 2024. This report summarises the activities that have been carried out in delivering Glasgow Caledonian University's organisational [Procurement Strategy](#) in this period. We are required to review our Procurement Strategy on an annual basis, prior to the commencement of our financial year, to ensure that it remains fit for purpose. We published an update to our [Procurement Strategy](#) in May 2024 and our next Annual Report will report progress against the refreshed Strategy, covering the period 1 August 2024 – 31 July 2025.

The University has analysed third party expenditure (excluding vat) and has identified that over the period covered by this report the following contract values were placed:

- Regulated procurements² amounted to £21.07m There were 20 such procurements completed.
- Lower value regulated procurements³ amounted to £1.56m. There were 18 such procurements completed.
- In addition, 47 below regulated⁴ procurements were completed amounting to £1.17m.

Glasgow Caledonian University has approximately 1,175 (1,223 prior year) active suppliers with whom the University did business in the reporting period. Total non-salary expenditure in 23/24 was £33.4m.

Where possible, the University has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. 55%⁵ (43% prior year) of the University non-salary expenditure went through collaborative agreements.

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary.

- Section 1: Summary of Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: Community Benefit Summary
- Section 4: Supported Businesses Summary
- Section 5: Future Regulated Procurements Summary
- Section 6: Other Content for Consideration

¹ 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

² Public contracts thresholds are revised every 2 years. These thresholds changed on 01/01/2024 to £214,904 and £5,374,609 including vat.

³ Lower value regulated procurements are those above £50,000 or £2,000,000 but less than GPA thresholds ⁴ Below regulated procurements are those below £50,000 or £2,000,000 ⁵ This figure is based on 22/23 data as 2023/24 is still to be reviewed.

Section 1: Summary of Regulated Procurements Completed

Glasgow Caledonian University strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan.

The detailed summary of regulated procurements completed is set out in Appendix 1. That information, coupled with the publication of the institutional [Contracts Register](#) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the University's procurement activity over the reporting period.

In Annex A, information is set out to show both lower value and GPA regulated procurements completed. In the interest of transparency, we have included below regulated procurements where a formal mini competition or quotation was carried out through the Procurement Section.

It distinguishes use of collaborative frameworks from contracts led by the University. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end
- SME / supported business

Section 2: Review of Regulated Procurement Compliance

Where appropriate, Glasgow Caledonian University has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (being the best balance of cost, quality and sustainability).

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

In the period covered by this report the University has conducted regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition and the GPA rules that all suppliers should continue to be treated equally and fairly through open competition.

There were 8 contracts in Appendix 1 which did not comply. These were for IT software and hardware support, library publications and Professional services.

Successful delivery against the procurement strategy objectives is part of an action plan that seeks incremental improvements to process and outcomes over time. The action plan is based on the University's assessment against the Scottish Government Procurement and Commercial Improvement Programme (PCIP).

The PCIP is a useful tool through which the University is assessed on and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over and implemented. A summary the action plan is attached at Appendix 3.

The University's most recent PCIP assessment was conducted in November 2023 and the next assessment will be in 2026. The assessment demonstrated the University's strengthened activities with a score of 86% (previous score 72%). The feedback from the evaluators stated – 'The university has continued to strengthen its procurement performance in the 4 years since the last PCIP. Procurement has greater control and influence over spend, and is engaged with key stakeholders within the university. This level of engagement is indicative of procurement being well embedded within the university at a strategic level. There have been improvements across the range of the areas covered by the PCIP – this is reflected in improved scores related to representation, people and skills, tendering, and contract and supplier management.'

Section 3: Community Benefit Summary

For every procurement over £4m, Glasgow Caledonian University will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement.

During the reporting period, Glasgow Caledonian University has not awarded any GPA regulated procurement contracts over the £4 million threshold.

Section 4: Supported Business

For all regulated procurements, Glasgow Caledonian University considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with legislation and ensuring value for money for the University.

The University did not reserve any contracts for supported businesses in this period, however, 5 supported businesses have contracts in place with a value of £68.9k in 2023/24. The University supported 93 Social Enterprises and Charities with a number of contracts and engagements with a value of £504.4k (Prior year spend £219.6k with 52 suppliers). The supported business and social enterprises included BUTH BHARRAIGH, DYNAMO GLASGOW CIC, ERISKAY ASSOCIATES LTD, LOCHRANZA CENTRE CIC, SOCIAL ENTERPRISE ACADEMY, SOCIAL ENTERPRISE SCOTLAND, THE DIVERSITY TRUST CIC, CCL NORTH LTD, City Building (Glasgow) LLP – RSBI, COURTYARD PANTRY ENTERPRISE, GLASGOW WOOD RECYCLING PROJECT and HEY GIRLS.

Section 5: Future Regulated Procurements

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

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is probable that circumstances and priorities will change so the list of projected regulated procurement exercises outlined in Appendix 2 should be viewed with this caveat in mind.

The information provided in Appendix 2 covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Section 6: Other Content for Consideration

Collaborative Procurement

During the reporting period, the University worked in partnership with APUC (Advanced Procurement for Universities and Colleges) Ltd, the procurement Centre of Expertise for Higher and Further Education in Scotland.

We are working closely with our partners at University of Strathclyde, University of Glasgow, Glasgow City Council, City of Glasgow College and Glasgow School of Art on a collaborative purchasing group where we exchange best practice and look to work on collaborative tenders where possible.

Procurement Reorganisation

An overview of current staff provision is provided below.

Current Structure

Head of Procurement (1FTE)

Advanced Supply Chain Manager &

Deputy Head of Procurement (0.8 FTE)

Supply Chain Manager Advanced (1FTE)

Operational Supply Chain Manager (1FTE)

Supply Chain Administrator (1 FTE)

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2023 – 31 July 2024 Compliant Regulated Contracts

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
03/07/2023	01/08/2023	Internal Audit Services	PricewaterhouseCoopers LLP (PwC)	£600,000.00	C	31/07/2026	Large	No
10/07/2023	01/08/2023	Air Conditioning/Comfort Cooling Plant Maintenance & Repair	Alba Facilities Services Ltd	£323,232.00	B	31/07/2025	Small	No
01/08/2023	01/08/2023	Global Mobility Tax Services	Vialto Partners	£80,000.00	C	31/07/2026	Large	No
01/08/2023	01/08/2023	Conference and Event Management Booking Tool	Kinetics Solutions Limited	£73,847.00	C	31/07/2026	Medium	No
10/08/2023	10/08/2023	Fit Out - 120 Vallance Road, Ground and Lower Ground Floor	Oktra Ltd	£1,718,011.00	C	09/08/2024	Large	No
29/08/2023	29/08/2023	Career Hub Hosting and Subscription Platform	Symplicity Corporation	£69,241.00	B	28/08/2025	Small	No
23/05/2023	01/09/2023	Moving and Handling Education within the School of Health and Life Sciences	FIRST RESPONSE TRAINING AND CONSULTANCY SERVICES LIMITED	£305,000.00	C	31/08/2026	Medium	No
01/09/2023	01/09/2023	Provision of a Student Attendance and Engagement System	Softcat PLC	£131,475.98	B	31/08/2024	Large	No

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2023 – 31 July 2024 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
25/07/2023	01/09/2023	Manual Handling Education to AHP Students in the School of Health and Life Sciences	PhysiCare Ltd	£107,343.75	B	31/08/2026	Micro	No
08/09/2023	08/09/2023	IT Cyber Resilience – IAM & PAM	Computacenter (UK) Limited	£1,436,210.32	B	07/09/2026	Large	No
08/09/2023	08/09/2023	IT Cyber Resilience - Managed Services for -IAM and PAM	TRUSTSTREAM SECURITY SOLUTIONS LIMITED	£349,962.00	B	07/09/2026	Medium	No
27/09/2023	20/10/2023	Annie Lennox Classroom Transformation - Tranche 2	Clark Contracts Ltd	£1,500,000.00	B	19/04/2024	Medium	No
18/10/2023	24/10/2023	Supply and Installation of CCTV Equipment, Intruder Detection, Controlled Access and Security Gates	Siemens Public Limited Company (plc)	£81,596.00	C	23/01/2024	Large	No
01/11/2023	01/12/2023	Managed Laundry Service	Circuit Launderette Services	£310,000.00	C	30/11/2029	Large	No
29/01/2024	01/02/2024	ePCS - Electronic Purchasing Card Solution	Royal Bank of Scotland Group (RBS)	£3,000,000.00	C	30/09/2025	Large	No
25/01/2024	05/02/2024	Managed Endpoint Detection and Response Services	NCC Group	£50,800.00	B	04/02/2025	Medium	No

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2023 – 31 July 2024 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
17/01/2024	06/02/2024	High Voltage (HV) Maintenance	Enerveo Limited	£60,000.00	B	05/02/2027	Large	No
08/02/2024	08/02/2024	Campus Energy Efficiency Project Facility Improvement Measures	Siemens Public Limited Company (plc)	£3,700,000.00	B	07/07/2025	Large	No
01/03/2024	01/03/2024	Fire Alarm & Gas Suppression Maintenance	Dalkia Scotshield Ltd	£336,506.07	C	28/02/2026	Medium	No
27/03/2024	27/03/2024	IPT Software, Support and Hardware Upgrade	Insight Direct (UK) Limited	£285,263.75	B	26/03/2027	Large	No
16/04/2024	16/04/2024	Short Service Small Works	C and A Interiors Ltd	£300,000.00	B	15/08/2024	Small	No
09/04/2024	09/05/2024	CEE Building G/F Transformation	Clark Contracts Ltd	£986,635.33	C	08/10/2024	Medium	No
07/05/2024	09/05/2024	Furniture for CEE G/F Transformation	Alpha Marketing UK Ltd	£68,524.37	B	08/11/2024	Medium	No
01/06/2024	01/06/2024	Occupational Health Services and EAP for Staff	People Asset Management Ltd	£312,000.00	B	31/05/2027	Medium	No

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2023 – 31 July 2024 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
01/06/2024	01/06/2024	Occupational Health Services for Students	People Asset Management Ltd	£2,563,688.67	B	31/05/2027	Medium	No
01/11/2023	01/06/2024	Boiler Maintenance & Heating Services	PREAH Building Services	£120,000.00	C	31/05/2026	Medium	No
18/06/2024	18/06/2024	AV Supply & Installation for CEE G/F Refurbishment	GVAV Limited	£71,634.50	B	17/12/2024	Medium	No
18/06/2024	20/06/2024	Caledonian Court Refurbishment Works - Tranche 3	C and A Interiors Ltd	£1,967,787.60	C	19/12/2024	Small	No
01/07/2024	01/07/2024	Verature Permit to Work System	TARGET INFORMATION SYSTEMS LIMITED	£58,828.00	B	30/06/2027	Small	No
01/06/2024	02/07/2024	Annie Lennox Roof Replacement	Faskin Group (Scotland) Limited	£380,000.00	C	01/11/2024	Small	No

GPA Threshold procurements: £20,347,587.34 (18 Contracts)

Below GPA Thresholds procurements: £973,290.60 (12 contracts)

Non-Compliant Regulated Contracts

Date of Award	Contract Start Date	Agreement Title	Supplier(s)	Contract Value	Category	Final Date	SME Status	Supported Business
01/08/2023	01/08/2023	Oracle Licences and Support 2023 - 2026	Oracle Corporation UK Ltd	£516,234.00	C	31/07/2026	Large	No
31/07/2023	01/08/2023	Annual CLA License for Higher Education	Copyright Licensing Agency Limited	£156,242.20	C	31/07/2024	Medium	No
31/07/2023	01/08/2023	Quality Assurance Agency for Higher Education Membership	The Quality Assurance Agency	£120,000.00	C	31/07/2026	Medium	No
16/10/2023	14/12/2023	Subscription to the online database - Lexis Library	LEXISNEXIS - BUTTERWORTH	£108,683.88	C	13/12/2026	Small	No
19/12/2023	31/12/2023	One-year subscription for online resources	Wolters Kluwer	£57,573.00	B	30/12/2024	Large	No
29/11/2023	26/01/2024	Payroll (Software as a Service)	SD Worx UK Limited	£185,000.00	B	25/01/2027	Large	No
01/04/2024	01/04/2024	NHS Supply Chain Complete Ophthalmoscopy Solution 2	Topcon GB Medical Ltd	£65,000.00	B	31/03/2025	Medium	No
01/07/2024	01/07/2024	Contractor for Services to IT department GB	Skillsbay Ltd	£76,875.00	B	30/06/2025	Small	No

Non-compliant regulated contract value - £1,285,608.08 (8 contracts)

Justification to award without competition:

1. Oracle Licenses are not available through any framework at the price provided. Working with supplier to find alternate routes.
- 2,3,4,5. Direct awards for Library publications, memberships and subscriptions. Ongoing requirements will be shared with Centre of Excellence for future frameworks.
6. Direct award for Payroll Software, not available via any framework. Working with supplier to find alternative routes.
7. Equipment to ensure software compatibility with our current operating systems. Working with supplier to find alternate routes
8. Temporary recruitment specialist, future requirements to be via available frameworks.

Appendix 2. List of Regulated Procurements planned to commence in next two financial years – 2024/2025 and 2025/2026

Category Subject Matter	Recurrent	Forecasted Notice Publication Date	Forecast Contract Award Date	Forecast Start Date	End Date	Estimated Contract Value	Category
Catering Services	Relet	05/01/2025	04/07/2025	01/08/2025	31/07/2030	£8,000,000.00	C
Minor Works	Relet	07/03/2024	03/09/2024	01/10/2024	30/09/2027	£4,000,000.00	C
Provision of Business Travel Management Services	Relet	05/11/2024	04/05/2025	01/06/2025	31/05/2028	£3,600,000.00	B
Campaign Planning & Delivery, Strategic Student Recruitment & Creative Agency	Relet	05/01/2025	04/07/2025	01/08/2025	31/07/2028	£2,000,000.00	B
Annie Lennox Classroom Transformation - Tranche 3	New	07/03/2024	03/09/2024	01/10/2024	30/11/2025	£1,000,000.00	C
Managed Detection and Response (MDR) Security Operations Centre (SOC) and Security Incident & Event Management (SIEM) Solution	New	30/03/2024	30/09/24	01/10/2024	30/9/26	£864,168.00	B
Conversion Support Services for Student Recruitment	Relet	08/07/2024	04/01/2025	01/02/2025	31/01/2027	£832,000.00	C
Virtual Learning Environment (VLE) - supply of	Relet	05/12/2024	03/06/2025	01/07/2025	30/06/2029	£701,000.00	B

Provision, Maintenance & Support of Printing Print Management Software & Multifunction Devices	Relet	31/03/2024	27/09/2024	25/10/2024	24/10/2029	£600,000.00	B
Student Accommodation Management System	New	07/04/2024	04/10/2024	01/11/2024	31/10/2027	£500,000.00	B
Fume Cupboard Replacement and Upgrades	Relet	28/10/2024	26/04/2025	24/05/2025	23/05/2028	£430,000.00	C
Classrooms and Laboratories Upgrades - Locations TBC	New	07/03/2024	03/09/2024	01/10/2024	30/11/2025	£400,000.00	C
Waste Management Services	Relet	07/05/2024	03/11/2024	01/12/2024	30/11/2027	£400,000.00	C1 - Local
Library Management System and Reading List Management System	Relet	04/04/2024	01/10/2024	29/10/2024	28/10/2027	£311,348.39	B
General Campus Maintenance (GCU)	New	07/04/2024	04/10/2024	01/11/2024	31/10/2027	£250,000.00	C
HVAC Replacement and Refurbishments	Relet	07/03/2024	03/09/2024	01/10/2024	30/11/2025	£240,000.00	C
Air Handling Unit Cleaning & Filter Changing	Relet	27/06/2024	24/12/2024	21/01/2025	20/01/2027	£208,181.88	B
GCU London Security, Waste & Cleaning Services	New	07/05/2024	03/11/2024	01/12/2024	30/11/2027	£200,000.00	B
Annual CLA License for Higher Education	Relet	05/01/2025	04/07/2025	01/08/2025	31/07/2026	£168,274.00	C
Lift Maintenance	Relet	07/03/2024	03/09/2024	01/10/2024	31/09/2027	£124,840.00	C
Staff Engagement Software and Associated Services	Relet	24/03/2024	20/09/2024	18/10/2024	17/10/2025	£120,000.00	C
Equalities Act and Accessibility Improvements	Relet	07/03/2024	03/09/2024	01/10/2024	30/11/2025	£120,000.00	C
Manual Handling Education to AHP Students in SHLS	Relet	05/02/2026	04/08/2026	01/09/2026	31/08/2029	£107,000.00	C
Caledonian Court Boiler Replacement Project	New	07/03/2024	03/09/2024	01/10/2024	30/11/2025	£100,000.00	C

Annie Lennox Ground Floor accessibility upgrade	New	12/04/2024	09/10/2024	06/11/2024	05/11/2025	£100,000.00	C
Global In country Presence	Relet	23/03/2024	19/09/2024	17/10/2024	16/10/2025	£100,000.00	C
Windows 11 Implementation Services	New	07/03/2024	03/09/2024	01/10/2024	30/09/2025	£98,400.00	B
Global Mobility Services	Relet	05/01/2026	04/07/2026	01/08/2026	31/07/2029	£80,000.00	C
Vehicle Leasing	Relet	12/05/2024	08/11/2024	06/12/2024	05/12/2027	£72,000.00	B
GCU - Vehicle Lease Agreements	Relet	12/05/2024	08/11/2024	06/12/2024	05/12/2027	£66,000.00	B
Supply of Corporate Wear, Workwear & PPE	Relet	20/03/2024	16/09/2024	14/10/2024	13/10/2027	£60,000.00	B
Student Attendance Management Solution - Annual Subscription for E-Attendance.	Relet	05/01/2025	04/07/2025	01/08/2025	31/07/2026	£53,700.00	B
Microsoft Azure Consumption	New	07/05/2024	03/11/2024	01/12/2024	30/11/2025	£50,000.00	B

All dates and values are indicative and subject to change.

Appendix 3. Key Strategic Objectives, Measurements and Commentary

Objective	Annual Key Measurements	Commentary
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	Total value of expenditure across University	£33,352,032.68
	% expenditure through collaborative agreements	55% (22/23 latest)
To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.	Number of stakeholders that Procurement identifies as being key in terms of value of expenditure or value of risk	<ul style="list-style-type: none"> • Named Supply Chain Manager for each School and Department
	Total expenditure for these key stakeholder areas Number and frequency of communications with key stakeholders Output summary from annual stakeholder and supplier feedback Training gap analysis outcome Online training availability	<ul style="list-style-type: none"> • Estates £14.34m • IS £5.52m • Quarterly Updates shared • Monthly Stakeholder meetings held to discuss procurement activity • Training identified and reviewed annually • Procurement Awareness and Pecos training held monthly and when requested

	No of promotional activities and engagement with Schools and Professional Support Depts.	Quarterly updates shared including UK wide Insights
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	Total value of expenditure across University Total number of procurement staff No of strategic contracts No of managed contracts Value of savings and benefits generated Reduction in non-compliant spend	£33,352,032.68 (prior year £30.44m) 5 4 12 BT1 Cash Savings £258,109.69 BT2 Non-Cash Savings £490,096.03 No Purchase Order No Invoice Payment has increased the use of Pecos with 97% of transaction lines being processed compared to 87% in the previous year.
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.	Number of people in the procurement team Number of procurement officers with MCIPS or MSc per £m of influenceable expenditure Number of authorised or delegated purchasing staff outside Procurement per £m of influenceable expenditure	5 0.03 University policy states that procurements over £25k to go through procurement. Lower value exercises to be conducted by Stakeholder while following the Procurement guidance and processes

	<p>Number of procurement officers to have undertaken formal training & development in the past year</p> <p>Spend positioning categories</p> <p>Survey trend analysis</p>	<p>All Procurement Team member have taken part in training throughout the year.</p> <p>Top spend suppliers have been identified and added to the Contracting plan. All procurement exception are reviewed with Stakeholders and a compliant route sought.</p> <p>Internal and External surveys have been conducted and feedback being reviewed.</p>
To develop sound and useful procurement management information in order to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.	<p>Total value of expenditure across University</p> <p>Total value of expenditure influenced by Procurement Team directly or indirectly</p> <p>% expenditure through collaborative agreements</p> <p>Increase volume of spend through Pecos</p>	<p>£33,352,032.68</p> <p>£21,409,247.35 has been spent via frameworks or local contracts during 2023/24</p> <p>55% (Latest figure from 2022/23)</p> <p>97% of transaction lines being processed compared to 87% in the previous year.</p>
To embed sound ethical, social and environmental policies within the Institution's procurement function. This will seek to respond to the global climate emergency, promote Fair Work First, encourage social impact through procurement	<p>Benefits achieved for regulated procurements relevant to Sustainable Procurement Duty</p> <p>Results of prioritisation exercise across the key category expenditure areas</p>	<ul style="list-style-type: none"> Added value and additional benefits noted and reviewed during contract period. Prioritisation tool used in all regulated procurements and result used in Tender documents.

<p>and comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty.</p>	<p>Progress made in Flexible Framework</p> <p>Outcome of review of tools for measuring supplier sustainability compliance and use of Sustain.</p> <p>Adoption of APUC Supply Chain Management System for Strategic Contracts</p> <p>Number of suppliers in attendance</p> <p>Supply chain survey to include diversity of ownership, social enterprise and charity status etc.</p> <p>Progress made in the <i>Buy Social Corporate Challenge</i> to encourage social impact through procurement</p>	<ul style="list-style-type: none"> ■ Supply Chain Management tool used and Ecovadis platform used to assess supplier sustainability and climate change compliance. University Supply Chain Climate Action process commenced with top 30 Green House Gas emitting suppliers. ■ Meet the Buyer attended on June 2024. Over 100 suppliers attended the GCU stand and contracting opportunities shared. • The University did not reserve any contracts for supported businesses in this period, however, 5 supported Business have contracts in place with a value of £68.9K in 2023/24. • The University supported 93 Social Enterprises and Charities with a number of contracts and engagements with a value of £504.4k (Prior year spend £219.6k with 52 suppliers).
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Appendix 4. Glossary of Terms

Category A, B, C and C1 Contracts (Who buys what?)	
Category A	Collaborative Contracts available to all public bodies. Procured by Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector. Procured by Scottish Procurement, APUC, Scotland Excel, NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies
APUC's Code of Conduct -	APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.
Category Subject	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits	Requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.
GPA regulated procurements	Those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014. compliant with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.
Flexible Framework	Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.
GPA	After leaving the European Community on 31 December 2020, the UK adopted the World Trade Organisation's (WTO) Agreement on Government Procurement (GPA). As the EU thresholds were derived from the GPA, the values have remained the same.
Hub (DXC) -	The Scottish Procurement Information Hub is provided by DXZ I as a spend analysis tool allowing organisations to: -
	<ul style="list-style-type: none"> ▪ Identify non-pay spend on external goods and services
	<ul style="list-style-type: none"> ▪ Identify key suppliers and how many transactions are made with each
	<ul style="list-style-type: none"> ▪ Highlight common spend across suppliers and categories
	<ul style="list-style-type: none"> ▪ Identify spend with SMEs and/or local suppliers
	This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.
Prioritisation -	The Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement & Commercial Improvement Programme (PCIP)	Replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.
PCS (Public Contracts Scotland)	The national advertising portal used to advertise all public sector goods, services or works contract opportunities.
PCS-Tender	The national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Small and Medium Sized Enterprises (SMEs) encompass –	Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 m.
	Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86m
	Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28m and/or an annual balance sheet total not exceeding £33.78m
Social Enterprises	Revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.
Supply Chain Management Programme (SCM)	The APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

Supported business	An economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.
Sustainable Procurement	A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.
Third-Party Expenditure	Calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

Annex A. Annual Procurement Report template

Annual Procurement Report template for 2023/24

1. Organisation and report details	
a) Contracting Authority Name	Glasgow Caledonian University
b) Period of the annual procurement report	01/08/2023 to 31/07/2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£22,633,195.42
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	34
i) how many of these unique suppliers are SMEs	23
ii) how many of these unique suppliers are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	30
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	8
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	0

b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	0
<hr/>	
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	0
 5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	21
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated	5

contract awarded during the period.

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

5

6. Payment performance

- a) Number of valid invoices received during the reporting period.

11459

- b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)

56.91%

- c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.

0

- d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.

0

7. Supported Businesses Summary

- a) Total number of regulated contracts awarded to supported businesses during the period

0

- b) Total spend with supported businesses during the period covered by the report, including:

£68,978.42

- i) spend within the reporting year on regulated contracts

0

- ii) spend within the reporting year on non-regulated contracts

£68,978.42

8. Spend and Savings Summary

- a) Total procurement spend for the period covered by the annual procurement report.

£33,352,032.68

b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£15,530,856.57
c) Total procurement spend with third sector bodies during the period covered by the report.	£504,412.54
d) Percentage of total procurement spend through collaborative contracts.	55%
e) Total delivered cash savings for the period covered by the annual procurement report	£258,109.69
f) Total non-cash savings value for the period covered by the annual procurement report	£490,096.03
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	33
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£25,956,912.27