



# **PROCUREMENT REPORT**

## **1 AUGUST 2022 - 31 JULY 2023**

Approved by Audit Committee October 2023

## Contents

Executive Summary .....	3
Section 1: Summary of Regulated Procurements Completed .....	4
Section 2: Review of Regulated Procurement Compliance .....	4
Section 3: Community Benefit Summary .....	5
Section 4: Supported Business .....	5
Section 5: Future Regulated Procurements .....	5
Section 6: Other Content for Consideration.....	6
Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2022 – 31 July 2023 Compliant Regulated Contracts.....	7
Appendix 2. List of Regulated Procurements planned to commence in next two financial years – 2023/2024 and 2024/2025 .....	12
Appendix 3. Key Strategic Objectives, Measurements and Commentary.....	14
Appendix 4. Glossary of Terms.....	17
Annex A. Annual Procurement Report template .....	21

## Executive Summary

As required by the Procurement Reform (Scotland) Act 2014 (PRA), all public sector bodies with an estimated annual regulated<sup>1</sup> 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 2022 to 31 July 2023. 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 2023 and our next Annual Report will report progress against the refreshed Strategy, covering the period 1 August 2023 – 31 July 2024.

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 procurements<sup>2</sup> amounted to £9.99m There were 18 such procurements completed.
- Lower value regulated procurements<sup>3</sup> amounted to £1.18m. There were 15 such procurements completed.
- In addition, 46 below regulated<sup>4</sup> procurements were completed amounting to £1.14m.

Glasgow Caledonian University has approximately 1,223 (1,168 prior year) active suppliers with whom the University did business in the reporting period. Total non-salary expenditure in 22/23 was £30.4m.

Where possible, the University has been optimising use of national, sectoral, local or regional C1 collaborative contracts and frameworks. 47%<sup>5</sup> (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

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<sup>1</sup> '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).

<sup>2</sup> Public contracts thresholds are revised every 2 years. These thresholds changed on 01/01/2022 to £213,477 and £5,336,937 including vat.

<sup>3</sup> Lower value regulated procurements are those above £50,000 or £2,000,000 but less than GPA thresholds <sup>4</sup> Below regulated procurements are those below £50,000 or £2,000,000 <sup>5</sup> This figure is based on 21/22 data as 2022/23 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 4 contracts in Appendix 1 which did not comply. These were for IT software and hardware support, library publications and Estates 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 2019 and the next assessment will be in November 2023 when the new criteria are agreed and published.

### 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, £219.6k of University business was placed with 52 social enterprises including SAMH, CRISIS UK, Hey Girls, Social Change Productions, City Building (Glasgow) LLP – RSBI, The Melting Pot, AQUAID GLASGOW, Four Square Scotland, Who Cares? Scotland, Eriskay Associates Ltd, Multicultural Family Base, St Andrews Ambulance Assoc, SCVO and Tok Rocks Virtual Assistant. Prior year spend £130.6k with 22 suppliers.

### 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 (0.8FTE)

Advanced Supply Chain Manager &

Deputy Head of Procurement (0.8 FTE)

Operational Supply Chain Manager (1FTE)

Operational Supply Chain Manager (1FTE)

Supply Chain Administrator (0.5FTE)

## Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2022 – 31 July 2023 Compliant Regulated Contracts

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
01/08/2022	01/08/2022	Campaign Planning & Delivery, Strategic Student Recruitment & Creative Agency	Penna PLC	£1,040,000.00	B	31/07/2025	Medium	No
21/07/2022	30/08/2022	Maintenance of existing Building Management System	COMPLETE ENERGY CONTROLS LTD	£500,000.00	C	29/08/2025	Micro	No
04/07/2022	01/10/2022	Water Quality Management - Water Treatment Services	ECG Building Maintenance Ltd	£66,784.00	B	30/09/2025	Medium	No
04/07/2023	01/10/2022	Water Quality Management - Risk Assessment Services	ECG Building Maintenance Ltd	£60,000.00	B	30/09/2025	Medium	No
17/10/2022	17/10/2022	Investment Grade Audit	Siemens Public Limited Company (plc)	£57,504.00	B	16/10/2023	Large	No
25/11/2022	28/11/2022	GCU implementation of Oracle R11	Evolutionary Systems Company Limited	£52,350.00	C	27/07/2023	Large	No
30/09/2022	01/12/2022	Sanitary Products	Hey Girls CIC	£66,764.69	B	30/09/2026	Small	No
20/12/2022	21/01/2023	Air Handling Unit Cleaning & Filter Changing	Camfil Ltd	£208,181.88	B	20/01/2025	Medium	No

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2022 – 31 July 2023 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
17/01/2023	23/01/2023	The Provision of Cleaning & Janitorial Products	Bunzl Cleaning and Hygiene Supplies	£425,000.00	B	22/01/2026	Large	No
25/01/2023	01/02/2023	Conversion Support Services for Student Recruitment	QS Enrolment Solutions Ltd	£1,040,000.00	C	31/01/2025	Medium	No
13/12/2022	01/03/2023	Graduation Photography Services	Ede & Ravenscroft Ltd	£509,916.00	C	28/02/2026	Large	No
30/01/2023	01/03/2023	Plumbing & Drainage Services	Tclarke Contracting Ltd	£240,000.00	C	28/02/2025	Large	No
01/04/2023	01/04/2023	Subscription Based Research Services	Gartner	£199,600.00	B	31/03/2025	Large	No
01/05/2023	01/05/2023	Commvault Backup and Recovery Renewal	Softcat PLC	£52,710.52	B	30/04/2024	Large	No
15/05/2023	15/05/2023	Marketing Support Services for Student Recruitment Clearing Campaign	Education Cubed Ltd.	£360,000.00	B	14/05/2025	Small	No
26/05/2023	27/05/2023	Provision of Cabling Infrastructure for the Wi-Fi Refresh Project	Insight Direct (UK) Ltd	£106,079.51	B	26/07/2023	Large	No



## Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2022 – 31 July 2023 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
09/06/2023	09/06/2023	Provision of Acoustic Pods for Library	Claremont Office Furniture Ltd	£189,000.00	B	08/10/2023	Large	No
14/06/2023	21/06/2023	Caledonian Court Refurbishment Works - Tranche 2	Maxi Construction	£1,365,041.57	C	20/10/2023	Medium	No
22/06/2023	23/06/2023	Provision of Microsoft Surface Hubs, Stand, Delivery and Extended Warranty	Ballicom Limited	£84,963.00	B	22/07/2023	Micro	No
30/06/2023	30/06/2023	Virtual Learning Environment (VLE)	TET Limited	£894,923.40	B	29/06/2028	Large	No
23/06/2023	01/07/2023	Tax Services	PricewaterhouseCoopers LLP (PwC)	£472,000.00	B	30/06/2026	Large	No
25/05/2023	03/07/2023	Electrical Services - Campus Wide	MAGNUS ELECTRICAL SERVICES LIMITED	£440,412.00	C	02/07/2025	Medium	No
08/06/2023	03/07/2023	ARC Gym Hall Flooring - Supply, Fit and Maintenance	MCGARRY FLOORING AND CONTRACTS LIMITED	£83,791.25	C	02/04/2024	Small	No
06/07/2023	07/07/2023	Desktops and Associated Peripherals	Insight Direct (UK) Ltd	£935,021.10	B	06/08/2023	Large	No

Appendix 1. List of Regulated Procurements Completed and commenced in the Reporting Period 1 August 2022 – 31 July 2023 Compliant Regulated Contracts (continued)

Date of Award	Contract Start Date	Agreement Title	Suppliers	Contract Value	Category	Final Date	SME Status	Supported Business
10/07/2023	10/07/2023	High Spec Desktops and Associated Peripherals	Insight Direct (UK) Ltd	£300,622.92	B	09/08/2023	Large	No
14/04/2023	10/07/2023	IT Service Management Solution	Mozaic Services Limited	£348,750.56	B	09/07/2025	Small	No
26/07/2023	26/07/2023	Supply & Installation of Furniture for Student Accommodation	Claremont Office Furniture Ltd	£75,661.00	B	25/09/2023	Large	No
25/07/2023	26/07/2023	AV Equipment, Associated Peripherals and Additional Services	Insight Direct (UK) Ltd	£161,616.30	B	25/09/2023	Large	No
28/07/2023	31/07/2023	Enterprise Resource Planning (ERP) System – Technical Upgrade	MASTEK SYSTEMS COMPANY LTD	£525,759.00	B	30/07/2024	Medium	No

GPA Threshold procurements: £9,994,228.43

Below GPA Thresholds procurements: £868,224.27

## Non-Compliant Regulated Contracts

	<b>Date of Award</b>	<b>Contract Start Date</b>	<b>Agreement Title</b>	<b>Suppliers</b>	<b>Contract Value</b>	<b>Category</b>	<b>Final Date</b>	<b>SME Status</b>	<b>Supported Business</b>
1	06/11/2022	30/11/2022	Online resource IEEE/IET Electronic Library	Content Online Ltd	£104,196.00	C	29/11/2023	Small	No
2	05/12/2022	31/12/2022	Wolters Kluwer Health (Medical Research) - Assorted Library Online Resources	Wolters Kluwer	£54,235.00	C	30/12/2023	Large	No
3	07/12/2022	03/03/2023	GCU London Property Services	KINNEY GREEN LLP	£100,000.00	C	02/03/2024	Small	No
4	23/05/2023	30/05/2023	Supply of contract ICT services	Skillsbay Ltd	£60,000.00	C	29/05/2024	Small	No

Non-compliant regulated contract value - £318,431

Justification to award without competition:

- 1,2. Direct awards for Library publications and subscriptions. Ongoing requirements will be shared with Centre of Excellence for future frameworks.
3. Property services related to London campus expansion, future services to be purchased via available frameworks.
4. Temporary recruitment specialist, future requirements to be via available frameworks.

Appendix 2. List of Regulated Procurements planned to commence in next two financial years – 2023/2024 and 2024/2025

<b>Category Subject Matter</b>	<b>Recurrent</b>	<b>Notice Publication Date</b>	<b>Forecast Contract Award</b>	<b>Expected Start Date</b>	<b>End Date</b>	<b>Estimated Contract Value</b>	<b>Category</b>
Catering Services	Relet	01/08/2023	31/01/2024	01/08/2024	30/04/2029	£8,000,000.00	B
Provision of Business Travel Management Services	Relet	31/05/2024	30/11/2024	01/06/2025	20/09/2030	£3,600,000.00	B
Campus Energy Efficiency Project Facility Improvement Measures	Relet	22/12/2022	23/06/2023	23/12/2023	22/12/2024	£3,100,000.00	C
Small Works	Relet	20/04/2024	20/10/2024	21/04/2025	20/04/2028	£2,000,000.00	C
Caledonian Court Refurbishment Works - Tranche 3	Relet	01/04/2023	01/10/2023	01/04/2024	02/10/2024	£1,900,000.00	C
Annie Lennox Classroom Transformation - Tranche 2	Relet	25/02/2023	27/08/2023	26/02/2024	26/02/2025	£1,500,000.00	C
Annie Lennox Classroom Transformation - Tranche 3	Relet	02/10/2022	03/04/2023	03/10/2023	02/10/2024	£1,500,000.00	C
Provision of Modern Foreign Language (MFL) Teaching	Relet	01/08/2023	31/01/2024	01/08/2024	31/07/2028	£1,200,000.00	C
Conversion Support Services for Student Recruitment	Relet	01/02/2024	02/08/2024	01/02/2025	31/01/2027	£1,040,000.00	C
Coach Hire Services Framework (Glasgow Region)	Relet	01/07/2023	31/12/2023	01/07/2024	30/06/2027	£596,000.00	B
Redesign, Build and Hosting of a New Dynamic Website	Relet	05/11/2022	07/05/2023	06/11/2023	05/11/2028	£573,800.00	C
CEE Building G/F Transformation	Relet	31/01/2023	02/08/2023	01/02/2024	29/02/2025	£500,000.00	C
Fixed Wire Testing	Relet	09/03/2023	08/09/2023	09/03/2024	08/03/2027	£480,000.00	B
Fume Cupboard Replacement and Upgrades	Relet	25/05/2024	24/11/2024	26/05/2025	23/05/2028	£430,000.00	C
Classrooms and Laboratories Upgrades - Locations TBC	Relet	02/09/2022	04/03/2023	03/09/2023	02/09/2024	£400,000.00	C

Fire Alarm & Gas Suppression Maintenance	Relet	05/01/2023	07/07/2023	06/01/2024	05/01/2026	£336,506.07	B
IT Cyber Resilience - Security Event & Incident Management (SEIM)	Relet	31/01/2023	02/08/2023	01/02/2024	30/04/2023	£300,000.00	B
HVAC Replacement and Refurbishments	Relet	02/09/2022	04/03/2023	03/09/2023	02/09/2024	£240,000.00	C
Air Handling Unit Cleaning & Filter Changing	Relet	21/01/2024	22/07/2024	21/01/2025	20/01/2027	£208,181.88	C
Portable Appliance Testing (PAT)	Relet	01/07/2023	31/12/2023	01/07/2024	30/06/2027	£168,000.00	B
MFD's and Associated Software to the GCU Estate	Relet	31/12/2022	02/07/2023	01/01/2024	31/12/2028	£138,170.00	B
Security services CCTV, Intruder Alarm & Door Access	Relet	03/05/2023	02/11/2023	03/05/2024	02/05/2027	£130,000.00	B
Lift Maintenance	Relet	01/08/2023	31/01/2024	01/08/2024	31/07/2027	£125,000.00	B
Copyright License	Relet	01/08/2023	31/01/2024	01/08/2024	31/07/2025	£122,012.87	C
Staff Engagement Software and Associated Services	Relet	19/12/2023	19/06/2024	19/12/2024	17/04/2025	£120,000.00	B
Equalities Act and Accessibility Improvements	Relet	02/09/2022	04/03/2023	03/09/2023	02/09/2024	£120,000.00	C
Content Online - Assorted Electronic Databases	Relet	29/11/2022	31/05/2023	30/11/2023	31/08/2024	£94,869.00	C
Waste Management Services	Relet	01/08/2023	31/01/2024	01/08/2024	22/11/2026	£84,863.45	B
DSE Equipment & Furniture	Relet	17/01/2023	19/07/2023	18/01/2024	17/01/2027	£78,000.00	B
In-Country Presence in South Asia	Relet	27/02/2023	29/08/2023	28/02/2024	27/02/2026	£63,000.00	C
Fire Fighting Equipment	Relet	01/11/2023	02/05/2024	01/11/2024	31/10/2027	£60,000.00	B
Corporate Wear, Workwear & PPE	Relet	13/02/2023	15/08/2023	14/02/2024	11/12/2026	£60,000.00	B
Wolters Kluwer Health (Medical Research) - Assorted Library Online Resources	Relet	30/12/2022	01/07/2023	31/12/2023	30/12/2024	£54,235.00	C
IT Cyber Resilience - Endpoint Host Security	Relet	25/01/2023	27/07/2023	26/01/2024	25/01/2025	£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
<p>Support Academic and Professional Support Departments to deliver excellence in teaching and learning experience, for the many and diverse needs of stakeholders, by providing innovative solutions for their procurement decisions.</p>	<p>Number of stakeholders that Procurement identifies as being key in terms of value of expenditure or value of risk</p> <p>Total expenditure for these key stakeholder areas</p> <p>Number and frequency of communications with key stakeholders</p> <p>Output summary from annual stakeholder and supplier feedback</p> <p>Training gap analysis outcome</p> <p>Online training availability</p> <p>No of promotional activities and engagement with Schools and Professional Support Depts.</p>	<ul style="list-style-type: none"> <li>• Named Supply Chain Manager for each School and Department</li> <li>• Estates £10.67m (previous year £5.8m)</li> <li>• IS £4.69m (previous year £2.9m)</li> <li>• Quarterly Updates shared</li> <li>• Monthly Stakeholder meetings held to discuss procurement activity</li> <li>• Training identified and reviewed annually</li> <li>• Procurement Awareness and Pecos training held monthly and when requested</li> <li>• Dedicated Manager for IS and Estates</li> <li>• Quarterly updates shared including UK wide Insights</li> </ul>

Objective	Annual Key Measurements	Commentary
<p>Procurement will develop management information to measure and improve procurement and supplier performance, assisting key stakeholder areas in meeting their requirements for best value goods and services.</p>	<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, introduction of No PO No Pay project</p> <p>E-invoicing project –increase number of suppliers using e-invoicing once testing is complete</p>	<ul style="list-style-type: none"> <li>▪ Total non- pay related expenditure is approximately £30.44m (previous year £27.3m)</li> <li>▪ Total influenceable spend is approximately £24.1m (previous year £17.4m)</li> <li>▪ 47% collaborative spend (previous year 43%)</li> <li>▪ 87% through Pecos, previously 61%</li> </ul>

Objective	Annual Key Measurements	Commentary
<p>Procurement will embed sound ethical, social and environmental policies within the Institution's procurement function to ensure compliance with relevant Scottish, UK and GPA legislation in performance of the sustainable procurement duty.</p> <p>Develop the use of a diverse supplier base by engaging with other organisations and providing opportunities for support</p>	<p>Benefits achieved for regulated procurements relevant to Sustainable Procurement Duty</p> <p>Results of prioritisation exercise across the key category expenditure areas</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"> <li>▪ Project on hold until Finance system upgrade July 2024</li> </ul> <ul style="list-style-type: none"> <li>▪ Added value and additional benefits noted and reviewed during contract period.</li> <li>▪ Prioritisation tool used in all regulated procurements and result used in Tender documents.</li> <li>▪ 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.</li> <li>▪ Meet the Buyer meeting(s) to be arranged during 2023/24</li> <li>▪ Desktop exercise conducted to identify 52 registered Social enterprises, supported by the University. Third sector, charities and other groups identified also. (previous year 22 suppliers)</li> <li>▪ Total identified spend with Social Enterprises is £219.6K (previous year £130.6k)</li> </ul>

Objective	Annual Key Measurements	Commentary
<p>We will promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities and innovative solutions. We will 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</p>	<p>Total value of expenditure across University</p> <p>Total number of procurement staff</p> <p>No of strategic contracts</p> <p>No of managed contracts</p> <p>Value of savings and benefits generated</p> <p>Reduction in non-compliant spend</p>	<ul style="list-style-type: none"> <li>▪ £30.44M (previous year £27.3m)</li> <li>▪ 5</li> <li>▪ 5</li> <li>▪ 13</li> <li>▪ BT1 (direct price based) savings) £326K, (£339k 21/22)</li> <li>▪ BT2(price versus market savings) £587K (£636K 21/22)</li> <li>▪ No Purchase Order No Invoice Payment has increased the use of Pecos to 87%,.from 61% previous year. Procurement Exceptions added to workplan and reviewed with Stakeholders.</li> </ul>



## Appendix 4. Glossary of Terms

<b>Category A, B, C and C1 Contracts</b> (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
<b>APUC's Code of Conduct -</b>	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.
<b>Category Subject</b>	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.
<b>Community Benefits</b>	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.

<b>GPA regulated procurements</b>	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.
<b>Flexible Framework</b>	Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.
<b>GPA</b>	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.
<b>Hub (DXC) -</b>	The Scottish Procurement Information Hub is provided by DXZ I as a spend analysis tool allowing organisations to: -
	<ul style="list-style-type: none"> <li>▪ Identify non-pay spend on external goods and services</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Identify key suppliers and how many transactions are made with each</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Highlight common spend across suppliers and categories</li> </ul>
	<ul style="list-style-type: none"> <li>▪ Identify spend with SMEs and/or local suppliers</li> </ul>
	This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.
<b>Prioritisation -</b>	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.
<b>Procurement &amp; Commercial Improvement Programme (PCIP)</b>	Replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.
<b>PCS (Public Contracts Scotland)</b>	The national advertising portal used to advertise all public sector goods, services or works contract opportunities.

<b>PCS-Tender</b>	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.
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<b>Small and Medium Sized Enterprises (SMEs)</b> 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
<b>Social Enterprises</b>	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.
<b>Supply Chain Management Programme (SCM)</b>	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
<b>Supported business</b>	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.

<p><b>Sustainable Procurement</b></p>	<p>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.</p>
<p><b>Third-Party Expenditure</b></p>	<p>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.</p>

# Annex A. Annual Procurement Report template

## Annual Procurement Report template

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	Glasgow Caledonian University
b) Period of the annual procurement report	01/8/22 to 31/7/23
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	33
b) Total value of regulated contracts awarded within the report period	£11,180.883
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	28
i) how many of these unique suppliers are SMEs	16
ii) how many of these unique suppliers are Third sector bodies	0
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	29
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	4
<b>4. Community Benefit Requirements Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
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

**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.	24
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	12
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	12

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	12,046
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	55.69%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt	0

payment of invoices in public contract supply chains.

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

### 7. Supported Businesses Summary

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

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

i) spend within the reporting year on regulated contracts

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

### 8. Spend and Savings Summary

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

b) Total procurement spend with SMEs during the period covered by the annual procurement report.

c) Total procurement spend with third sector bodies during the period covered by the report.

d) Percentage of total procurement spend through collaborative contracts.

e) Total delivered cash savings for the period covered by the annual procurement report

f) Total non-cash savings value for the period covered by the annual procurement report

### 9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years

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