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# Procurement Strategy

Edinburgh College as part of  
the Edinburgh Region  
Procurement Team (ERPT)  
2023-2026

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### Version Control

Version	Author	Date	Changes
2	Head of Operational Procurement	01 December 2023	Transferred to new template.

## 1. Executive Summary

Edinburgh Regional Procurement Team (ERPT) is a regional procurement shared service whose aims and objectives are to maximise value, commercial leverage, sustainability and best practices across all the member institutions. The shared service is managed by Advanced Procurement for Universities and Colleges (APUC) for the ERPT members - Edinburgh Napier University (ENU) and Edinburgh College (EC). This procurement strategy has been drafted for EC and highlights the close alignment to both APUC and the sector's procurement related activities.

## 2. High Level Strategy

The College Procurement Strategy is aligned with the corporate aims and objectives, established collaborative initiatives and necessary regulatory compliance. The approved strategy is the culmination of consultation and engagement with different stakeholder groups affected by the institutional approach to procurement.

A successful shared strategic focus is built upon an alignment of perceptions and understanding around what the College needs from a well performing procurement process that is consistent with the strategic aims and objectives of the College. That focus also needs to take proper cognisance of the environments within which the College operates to ensure that external drivers and influences for improvement are addressed appropriately.

## 3. Procurement Strategy

The Procurement Strategy, used in conjunction with the institutional Annual Procurement Report, sets out the strategic institutional approach to procurement within the prevailing regulatory environment. Its focus is all staff involved in buying goods and services on behalf of the College, including management staff responsible for authorising and monitoring transactions.

## 4. Procurement Mission

The College is committed to obtaining value for money in all of its transactions, and in conducting its daily business, staff must always consider the College's wider responsibilities in terms of legal, moral, social, economic and environmental impact. Effective procurement will support the key institutional objectives across these important operational dimensions.

## 5. Strategic Procurement Objectives

The broad procurement objectives are as follows<sup>1</sup>:

- 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. *[Strategic Goal – Leading impactful collaborations with our communities, policy decision-makers and partners across the world]*
- 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 effective and co-ordinated procurement within the College. *[Strategic Goals – Giving students the best possible experience and outcomes; Inspiring staff to be proud of what we can achieve together]*
- To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities. *[Strategic Goal – Being agile, impactful and responsive to challenges and opportunities]*
- 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. *[Strategic Goal – Inspiring staff to be proud of what we can achieve together]*
- To develop sound and useful procurement management information in order to measure and improve procurement and

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<sup>1</sup> Each of the Procurement Objectives are linked to the applicable College 2023 Strategic Goals: <https://www.edinburghcollege.ac.uk/media/m2ppnqpo/strategy-on-a-page.pdf>

supplier performance in support of corporate planning conducted through fair and transparent process. *[This enables the College to ensure that the objectives set out are being met, and thus supports each of the strategic goals noted]*

- To embed sound ethical, social and environmental policies within the College’s procurement function. This will seek to respond to the global climate emergency, promote Fair Work First and comply with relevant Scottish and UK legislation in performance of the sustainable procurement duty. *[Edinburgh College Sustainability Strategy]<sup>2</sup>*

## 6. Compliance with the Procurement Reform (Scotland) Act

PRA requirement	Statement
How the College intends to promote Community benefit requirements	<p>For every procurement over £4m, the College will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with its strategic objective seeking out partnership and collaboration and embedding sustainability across our portfolio and practices. Such improvements could be implemented through mandated delivery of training opportunities or subcontracting opportunities within the College’s area. Where possible and proportionate, such clauses may be included in procurements below £4m.</p> <p>Monitoring of outputs of such measures may be assessed through contract management or standardised benefits reporting.</p>
How the College will Consult and engage with those affected by its procurements.	<p>For each procurement, the College will consider the community affected by the resultant contract and ensure any affected organisations/persons are consulted (e.g., impact on service for students, or a local contract that could be combined with other similar College’s needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p>

<sup>2</sup> <https://www.edinburghcollege.ac.uk/media/uu3ksbjz/sustainability-strategy.pdf>

PRA requirement	Statement
<p>How the College will promote the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.</p>	<p>The College recognises the values of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. As an accredited Living Wage employer, the College will consider the fair work practices of suppliers in its procurements, including application of the Living Wage.</p> <p>The College has developed internal procedures so that Fair Work First is incorporated in all relevant procurement processes from strategy through to evaluation of tenders and monitoring of outcomes.</p> <p>See the following link to Guidance on Selection of Tenderers and Award of Contracts - <a href="#">addressing Fair Work Practices, including the Living Wage, in Procurement</a>.</p> <p>See also <a href="#">SPPN 6/2021 - Implementation of Fair Work First in Scottish Public Procurement</a></p>
<p>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.</p>	<p>The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation. Where appropriate, and on a contract by contract basis, the College will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation. Where proportionate, the College may assess such compliance of subcontractors also.</p>
<p>How the College intends to Procure fairly and ethically traded goods and services.</p>	<p>The College supports the sourcing of goods that are fairly and ethically traded. Where relevant it shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, will consider equivalent offerings from suppliers in its tenders and consider the use of lifecycle costing. The authority will also consider use of contract conditions that provide assurances on fair and ethical supply chains.</p>
<p>How the College it intends its approach to regulated procurements involving the provision of food to:</p> <ul style="list-style-type: none"> <li>• Improve the health, wellbeing and education of communities in the authority's area</li> </ul>	<p>The College will find practical ways to supply healthy, fresh, seasonal, and sustainably grown food which represents value for money whilst improving the health, wellbeing and education of our teaching and learning communities, coupled with promoting the highest standards of animal welfare. The College will work to put in place affordable contracts, which meet</p>

PRA requirement	Statement
<ul style="list-style-type: none"> <li>Promote the highest standards of animal welfare.</li> </ul>	<p>the nutritional requirements for food for all users of our catering services.</p>
<p>How the College intends to ensure that, so far as is reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented:</p> <ul style="list-style-type: none"> <li>Payments due by the authority to a contractor.</li> <li>Payments due by a contractor to a sub-contractor.</li> <li>Payments due by a sub-contractor to a sub-contractor.</li> </ul>	<p>The College complies with the Late Payment legislation and will review on a contract by contract basis whether such obligations should be enforced and monitored further down its supply chain.</p>
<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty</p>	<p>The College will undertake regulated procurements in compliance with the sustainable procurement duty. The College will also seek to take account of climate and circular economy in its procurement activity. Consideration of environmental, social and economic issues and how benefits can be delivered through the procurement will be made, where appropriate and on a contract-by-contract basis. The College will utilise available tools and systems such as Prioritisation, Life Cycle Impact Mapping, Sustainability Test, Flexible Framework, APUC's Code of Conduct, Sustain and Electronics Watch, where relevant and proportionate to the scope of the procurement.</p>
<p>How the College will use procurement to contribute to the global climate emergency response - and report progress in their annual procurement reports. (as required by SPPN 3/2022)</p>	<p>In response to the global climate emergency the College will align corporate commitments to work towards net zero greenhouse gas emissions framework agreements wherever possible.</p> <p>The College has a strong focus on supporting responsible procurement, in particular on climate and circular economy. The College will seek to support circular economy and promote strategic decisions on demand management and procuring for re-use,</p>

PRA requirement	Statement
	<p>re-design and remanufacture. It will prioritise where greatest impact can be made.</p> <p>The College will seek to monitor and report progress through the annual procurement report and Public Bodies Climate Change Duties (PBCCD) Annual Report.</p>
<p>How the College intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.</p>	<p>The College will analyse third party expenditure, identify 'GPA/OJEU regulated procurements' and 'lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million].</p> <p>The College will conduct all regulated procurements in compliance with principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.</p>
<p>How the College intends to ensure that its regulated procurements will deliver value for money.</p>	<p>The College shall utilise portals including PCS and PCS-T to publish its procurement opportunities and shall strive to ensure appropriate use of lotting, output based specifications and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible.</p>
<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.</p>	<p>The College will ensure that it awards regulated procurements only to businesses [and sub-contractors] that are capable, reliable and, where relevant, that can demonstrate that they meet high ethical standards and values in the conduct of their business.</p>
<p>How the College intends to ensure that its regulated procurements will be carried out in compliance with its duty to act in a transparent and proportionate manner</p>	<p>In making regulated procurement contract awards, quality, risk and sustainability factors will be considered along with cost according to declared score weightings on a contract-by-contract basis.</p> <p>The College will make appropriate use of collaborative contracting arrangements (e.g. national, sectoral or local framework agreements or contracts) to deliver improved contract terms, contract and supplier management, sustainable procurement outcomes and value for money.</p>



PRA requirement	Statement
	<p>The College will take steps to make it easier for smaller businesses to bid for contracts through the use of Public Contracts Scotland and PCS-Quick Quotes, structuring of tenders (such as breaking down into smaller Lots), training and information to build capacity and publishing a contracts register to highlight contracts for which local organisations may be interested in bidding.</p>

## 7. Annual Procurement Report

The College will produce a report on progress against these objectives annually and publish this on the institutional website. This report, produced as soon as practicable after the end of the financial year (by December at the latest), will describe how the College has discharged its obligations under the Act and how it has exercised discretion and judgement as permitted by the public procurement rules to secure strategic objectives in compliance with the Act.

The Annual Report will include commentary on the subject matters covered by the 12 statements as set out in the table above under section 5. Compliance with the Procurement Reform (Scotland) Act. That narrative will be supplemented by the data required by the Annual Procurement Report template and a summary of the regulated procurements that the authority expects to commence in the next two financial years.

**End of document**