



For the future you want

Edinburgh College
Annual Procurement Report
1 August 2020 – 31 July 2021

Executive Summary

1. Edinburgh College is a Further Education institution in Scotland with 4 campuses in Edinburgh and Midlothian. It serves Edinburgh, the Lothians, Fife and the Scottish Borders, and is one of the largest colleges in the UK. The College has 24,209 students and offers industry informed courses which combine the optimum balance of theory and practice, to equip our students for success in today's competitive global job market.
2. This report reflects the impact of COVID on the procurement requirement to support services that were essential to both maintain business as usual and deal flexibly with unplanned urgent demands.
3. The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an APR, reflecting on the relevant reporting period of the procurement strategy.
4. Edinburgh College is a full member of the Edinburgh Regional Procurement Team (ERPT), along with Edinburgh Napier University, this has been established by APUC and the member institutions to identify collaborative approaches which are adopted where applicable and feasible.
5. This report covers the period of 01 August 2020 to 31 July 2021 and addresses performance and achievements in delivering the Edinburgh College organisational procurement strategy².
6. The development of the joint ERPT Procurement Strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the procurement strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.
7. Edinburgh College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:
 - 7.1. GPA regulated procurements (goods and services worth more than £189,330; works worth more than £4,733,252³) including Call-off contracts from National and Sectoral Frameworks, amounted to £2,348,889. There were five such procurements completed⁴.
 - 7.2. Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million], including Call-off contracts from National and Sectoral Frameworks, amounted to £1,180,168. There were eleven such procurements completed.
8. Edinburgh College has almost 1282 active suppliers, around 592 with whom the College did business in the reporting period. Between 01 August 2020 and 31 July 2021, the College has spent over £15m on the purchase of goods and services. In the reporting period, over 79% of third-party spend was influenced by Procurement by the use of National or Sectoral Frameworks and/or Local Contracts.

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 <http://www.edinburghcollege.ac.uk/Welcome/Procurement>

³ Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2022

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

9. The College maximises its use of national, sectoral, local or regional C1 collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. Over 70% of the College In-scope spend went through collaborative agreements.
10. 35% was spent with SMEs who constitute 79% of the total of active suppliers. 62 SMEs featured in the award of regulated procurements.
11. This report comprises six sections which address mandatory reporting requirements.

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: Optional Considerations

Report Approved – 3 November 2021

By Edinburgh College Executive Team

Signed



Position Chief Operating Officer

Section 1: Summary of Regulated Procurements Completed

- 1.1. Edinburgh College conducts its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.
- 1.2. The details of regulated procurements coupled with the publication of the Institutional Contracts Register⁵ and the systematic use of Public Contracts Scotland (PCS)⁶, PCS- Quick Quotes and PCS-Tender⁷, provides complete visibility of the College's procurement activity over the reporting period.
- 1.3. Information is set out to show lower value regulated procurements completed and EU regulated procurements completed [if there have been any]. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:
 - 1.3.1. the date of award
 - 1.3.2. the start dates
 - 1.3.3. the category subject matter
 - 1.3.4. the name of the supplier
 - 1.3.5. estimated value of the contract – total over contract period
 - 1.3.6. collaborative or institution owned
 - 1.3.7. the end date provided for in the contract or a description of the circumstances in which the contract will end.
 - 1.3.8. SME / supported business?

Section 2: Review of Regulated Procurement Compliance

- 2.1. Where appropriate, Edinburgh College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).
- 2.2. In making its regulated procurements every care has been taken to ensure that the College 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.
- 2.3. In the period covered by this report the College has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.
- 2.4. Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.
- 2.5. Procurement and Commercial Improvement Plan (PCIP). There was no PCIP in 2020-21. The last PCIP was reported on in the 2019/20 Annual Procurement Report. The PCIP Lite score was

⁵ <https://www.apuc-scot.ac.uk/#!/institution?inst=28>

⁶ <https://www.publiccontractsscotland.gov.uk/>

⁷ <https://www.publictendersscotland.publiccontractsscotland.gov.uk/>

assessed at 85% a Gold ranking. The College continues to strive to ensure the highest standards are met.

Procurement aims and focus	Annual Report Commentary on strategy delivery / compliance
<p>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. Addresses Statement of the authority's general policy on consulting and engaging with those affected by its procurements.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the College of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The College contributes to sector contracting plans and has provided support and advice on a number of Procurement exercises to other institutions throughout Scotland.</p>
<p>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.</p> <p>Addresses Statement of the authority's general policy on the use of community benefit requirements</p>	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives</p>

<p>To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p> <p>Addresses how the authority must set out how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty</p> <p>Addresses how the authority intends to ensure that its regulated procurements will deliver value for money</p> <p>Addresses how the authority intends to ensure that its regulated procurements will contribute to the carrying out of its functions and achievements of its purpose.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>The College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>
<p>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.</p>	<p>The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p>

<p>To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.</p> <p>Addresses Statement of the authority's general policy on the procurement of fairly and ethically traded goods and services.</p> <p>Addresses how the authority 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>Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency. Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers, Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>
<p>To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty. Statement of the authority's general policy on 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 authority must set out how it intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty</p> <p>Addresses the authority 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>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools such as Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation. Edinburgh College is a Living Wage employer and it complies with its duties under the <i>Modern Slavery Act</i>.</p>

Addresses statements on securing prompt settlements with suppliers, the provision of food to improve the health, wellbeing and education of communities in the authority's area and promote the highest standards of animal welfare.

Addresses Statement of the authority's general policy on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.

- 2.6. Edinburgh College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

AND/OR

- 2.7. There was one non-compliant procurement awarded during the reporting period:

2.7.1. Granton Gas-tower Illumination £169,982

The contract was for a Lighting Specialist contractor to illuminate the Granton Gas Holder and to provide security surveillance for the Site. The contract and procurement were agreed with City of Edinburgh Council, the funding body. The intended project outcome was for students to take a lead role in designing and implementing a multi-media installation around the Gas Tower over the next 2/3 years. The supplier was involved from the beginning of the planning stage and were considered the only available provider able to facilitate the student led nature of the project. The non-competitive action was reported to the SFC ahead of the contract being placed

Section 3: Community Benefit Summary

- 3.1. For every procurement over £4m, Edinburgh 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 achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.
- 3.2. The general College policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, 'could a community benefit clause be usefully included'? Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

- 3.3. Where applicable, as part of the tendering process, suppliers are invited to detail their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:
- 3.3.1. providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
 - 3.3.2. offering advice and assistance on the best practice methodology,
 - 3.3.3. employment, student work experience and vocational training opportunities,
 - 3.3.4. apprenticeships,
 - 3.3.5. local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
 - 3.3.6. local sourcing of goods and materials
 - 3.3.7. direct involvement in community-based schemes or programmes,
 - 3.3.8. equality and diversity initiatives,
 - 3.3.9. supply-chain development activity,
 - 3.3.10. educational support initiatives,
 - 3.3.11. minimising negative environmental impacts, such as impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.
- 3.4. Tenderers are invited to describe how such benefits will be successfully delivered via the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.
- 3.5. Edinburgh College has awarded 16 regulated procurement contracts including Framework Call-offs over the reporting period. none of these were/was over £4 million in value. Community Benefit Clauses were not included in any of the regulated procurements, the regulated procurements conducted were assessed as not applicable for Community Benefit Clauses.

3.6. Fulfilled Community Benefits

3.7. In the reporting period, some community benefits were fulfilled but most were impacted by COVID:

3.7.1. Our Catering Contract with *Gather & Gather Ltd (G&G)* has seen the following Community Benefits fulfilled:

3.7.1.1. Employment, student work experience and vocational training opportunities: due to the business being Closed since December 4th, it has been difficult to support and employment opportunities

3.7.1.2. Local subcontractor opportunities available to SMEs, 3rd sector and supported businesses:

3.7.1.2.1. Caffeine Fix based in Crieff preferred supplier for all coffee machine maintenance and they have been used to maintain and provide PVI certs for the coffee machines – On Oct/Nov 2020

3.7.1.2.2. Grahams dairy provide milk supply – From Sept 2020 – Dec 2020

3.7.1.3. Direct involvement in community-based schemes or programmes:

3.7.1.3.1. Larder Cook School – On our return in September 2020 and the closure of the Kitchens, considerable quantities of produce – dry goods, frozen and retail were provided to the Larder cook School and Empty Kitchen Full hearts

3.7.1.3.2. Chefs from Gather & Gather cooked up to 200 meals per day for Empty Kitchen Full hearts, who supported families in Leith by providing freshly cooked meals, they utilised our chefs and access to cooking facilities to support making freshly cooked meals for distribution

3.7.1.4. Equality and diversity initiatives:

3.7.1.4.1. Due to restrictions and lock down, no direct programmes could be implemented

3.7.1.5. Supply-chain development activity:

3.7.1.5.1. They use the 'Green Model' procurement framework from Sept to Dec 2020 – Please see below 'Negative environmental impacts'

3.7.1.6. Educational support initiatives:

3.7.1.6.1. Due to restrictions and lock down, no direct programmes could be implemented

3.7.1.7. To minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites:

3.7.1.7.1. Currently being used through G&G is an initiative to reduce delivery frequencies by multiple parties called the 'Green model', Bidfood are

now our preferred supplier. The process involves reduction in frequency of deliveries to set days of the week and having more products available through one supplier. Rather than individual suppliers delivering, local suppliers will deliver direct to Bidfood for distribution through their supply chain. Reductions in deliveries are envisaged to be greater than 30%.

3.7.2. Our Total Facilities Management Service with *ISS Facility Services* has seen the following Community Benefits fulfilled but all were limited by COVID's impact on the FM service requirement:

3.7.2.1. Employment, student work experience and vocational training opportunities:

3.7.2.1.1. Employment is predominantly from the local area with 95% of the contract's workforce coming from the Edinburgh Area (Midlothian Campus is fully staffed by workers from Midlothian) the other 5% are from West Lothian and surrounding area. 1 ACE student from Milton Road gaining work experience working with the Soft FM teams in Milton Road.

3.7.2.2. Apprenticeships:

3.7.2.2.1. One ISS employee completed an apprenticeship in 2021. (Building Service Engineering). One other employee is in an apprenticeship for building services. One employee is also on Nebosh.

3.7.2.3. Local subcontractor opportunities available to SMEs, 3rd sector and supported businesses:

3.7.2.3.1. ISS try to use as many local sub-contractor and SME's at Edinburgh College in both Hard and Soft FM services such as John Heaney Electrical, Eazyfit Office Interiors, Fraser Bruce Group, Carander Construction, Protech Heating, Celsius Cooling, Greg Avenue Window Cleaning, Protecht Kitchen Cleaning all based in the Central Belt of Scotland.

3.7.2.4. Direct involvement in community-based schemes or programmes:

3.7.2.4.1. Three Microsoft Smartboards were donated via our ISS Government and authorities' partners as they were no longer required due to an office move. The College had previously benefited from such a scheme and Edinburgh College IT were pleased to accept. The MS Hubs will prove to be a valuable resource for students especially where collaborative group working is involved. The group working methodology is increasingly prevalent in classroom activities and as mentioned these devices will certainly assist in these types of activities. The adjustable height system is a real bonus and will help where there are wheelchair users who might not be able to access wall mounted systems particularly well. As well as the obvious educational benefits, the environmental impact of scrapping these assets was avoided by making this donation to Edinburgh College.

3.7.2.4.2. Continue to support local food banks, ISS employees donate food parcels.

3.7.2.5. Equality and diversity initiatives:

- 3.7.2.5.1. ISS share across the business information on International Women's Day, Pride where all staff can attend their local pride marches, Celebrating Black History Month and supporting the Black Lives Matter movement to build a diverse and inclusive culture while supporting our employees'. Live events to support with mental health and wellbeing.

3.7.2.6. supply-chain development activity,

- 3.7.2.6.1. ISS annually audit supplier s checking insurance details, Competences & Accreditations i.e. Gas Safe, NICEIC, Refcom to make sure that any materials are sourced from sustainable supplies, any prohibitions or breaches of H&S regulations
- 3.7.2.6.2. ISS work with suppliers to ensure they are always looking at product innovation and ensuring equipment is future proofed i.e. Specification improvement on replacement items such as all new split air conditioning units are selected to run on the newest refrigerant (R32) and with the best energy efficiencies available. R32 air conditioning systems use up to 20% less refrigerant than R410A equivalents making them more efficient which means lower carbon emissions and lower energy costs It has 32% less Global Warming Potential of R410A which is common in air conditioning systems previously installed
- 3.7.2.6.3. R32 has a low GWP of 675.

3.7.2.7. Educational support initiatives:

- 3.7.2.7.1. All staff can apply to complete an Apprenticeship as ISS Apprenticeships are for everyone. Apprenticeships are now available at any stage of a career regardless of age, seniority or previous qualifications All staff use annual e-learning to keep up competencies. Refresher training held for AP/CP for LV & HV, roof top awareness, first aid and safety leader training. Participated in the British safety Councils awards working in partnership with Edinburgh College winning a merit award in safety.
- 3.7.2.7.2. From 2022 the ISS fleet will transition to electric vehicles only. To minimise negative environmental impacts, for example impacts associated with vehicle movements and/or associated emissions and impacts on protected areas, buildings or sites.
- 3.7.2.7.3. ISS has changed its methodology for delivering the hard FM element of the contract by placing the engineers at the nearest site to their home addresses and making these static sites rather than mobile thus reducing travel between sites. They have ordered a new fleet with 2 full electric vans and the Contract manager has ordered a Plug in Hybrid car to reduce CO2 emissions. Currently in the process of changing to non-chemical cleaning, Aqueous Ozone cleaning, system is stronger than bleach – but without the hazardous odours, fumes, or toxic residues that come with traditional cleaning chemicals with reduction in carbon footprint no deliveries required.

- 3.7.2.7.4. Recycling Landscaping Waste: They compost all green waste at Edinburgh college using segregated waste bays off-site and turning over the green waste periodically. They also reuse wood chip from trimmed fallen or dead trees back onto the beds to improve the soil, conserve moisture, prevent weeds and to protect shrub roots against temperature change.

Section 4: Supported Business

- 4.1. Higher value procurements, regulated procurements (between £50k and OJEU/FTS threshold and those equal to and above the OJEU/FTS thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the European Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.
- 4.2. The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).
- 4.3. During the reporting period, none of the Procurement undertaken have been able to be fulfilled by any registered Supported Businesses. The College continues to explore opportunities to engage with Supported Businesses for its ongoing Procurement Requirement.

Section 5 – Future Regulated Procurements

- 1.1. Edinburgh College 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.
- 1.2. 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 very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises should be viewed with this caveat in mind.
- 1.3. The information provided in Future Regulated Procurements covers:
 - 1.3.1. the subject matter of the anticipated regulated procurement
 - 1.3.2. whether it is a new, extended or re-let procurement
 - 1.3.3. the expected contract notice publication date
 - 1.3.4. expected award date
 - 1.3.5. expected start and end date
 - 1.3.6. the estimated value of the contract.
 - 1.3.7. contract category A, B, C or C1

Section 6 –Other Content for Consideration

- 6.1. The College also includes the following in its portfolio of Procurement activities:
- 6.1.1. The Procurement Team participates in Contract Management Monthly/Quarterly meetings with our suppliers including Outsourced Catering (Gather and Gather), Facilities Management (ISS), Print Rooms and MFDs (Capital Solutions), Travel Management Clarity and Studylink Tours) and Learning Support companies.
 - 6.1.2. The Procurement Team undertakes an Annual Procurement Customer Survey across the client departments
 - 6.1.3. The Procurement Team conducts detailed spend analysis to support clients and target our approach to Procurement
 - 6.1.4. The College has a Procurement Request Form that details intended purchases, and authorises them so that procurement can take place, and informs the procurement strategy
 - 6.1.5. The College calculates and monitors its BT1, BT2 and local savings
 - 6.1.6. The College follows the APUC approach to collaboration, which is exemplified by the standardisation delivered via the Edinburgh Regional Procurement Team
 - 6.1.7. Sustainability Working Party: EC Procurement are active participants in the College’s Sustainability Steering Group and work closely with the College’s Sustainability Officer. EC Procurement are also involved in the APUC Climate Emergency Working Group, which has participants from across the sector.
 - 6.1.8. APUC Sustain: We ask all bidders to agree to APUC’S Sustain Supply Chain Code of Conduct.

Contract Types

A, B, C and C1
Contracts (Who
buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • 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

1. Scottish Government Annex A Report

Annex A

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Edinburgh College
b) Period of the annual procurement report	01/08/2020 - 31/07/2021
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	16
b) Total value of regulated contracts awarded within the report period	£3,529,057.00
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	58
i) how many of these unique suppliers are SMEs	58
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	15
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1
<u>4. Community Benefit Requirements Summary</u>	
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.	N/A
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	N/A
Annex A	

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 (<i>Each contracting authority sets its own priority groups</i>)	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	No regulated sub-contracting
i) Total Value of contracts sub-contracted to Social Enterprises	No regulated sub-contracting
j) Total Value of contracts sub-contracted to Supported Businesses	No regulated sub-contracting
k) Other community benefit(s) fulfilled	See report section 3

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
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.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	1
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	8530
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	82%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	N/A
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	N/A

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
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b) Total spend with supported businesses during the period covered by the report, including:	N/A
i) spend within the reporting year on regulated contracts	N/A
ii) spend within the reporting year on non-regulated contracts	N/A

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£15,080,279.45
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,363,041.06
c) Total procurement spend with Third sector bodies during the period covered by the report.	Data Not Captured
d) Percentage of total procurement spend through collaborative contracts.	70%

e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A

f) Total delivered cash savings for the period covered by the annual procurement report	£585,396.79
i) delivered cash savings for Cat A contracts	£1,599.21
ii) delivered cash savings for Cat B contracts	£194,765.55
iii) delivered cash savings for Cat C contracts	£389,032.03

g) Total non-cash savings value for the period covered by the annual procurement report	Not measured
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9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	34
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£21,675,999