



PROCUREMENT ANNUAL REPORT

31 December 2016 – 31 July 2018

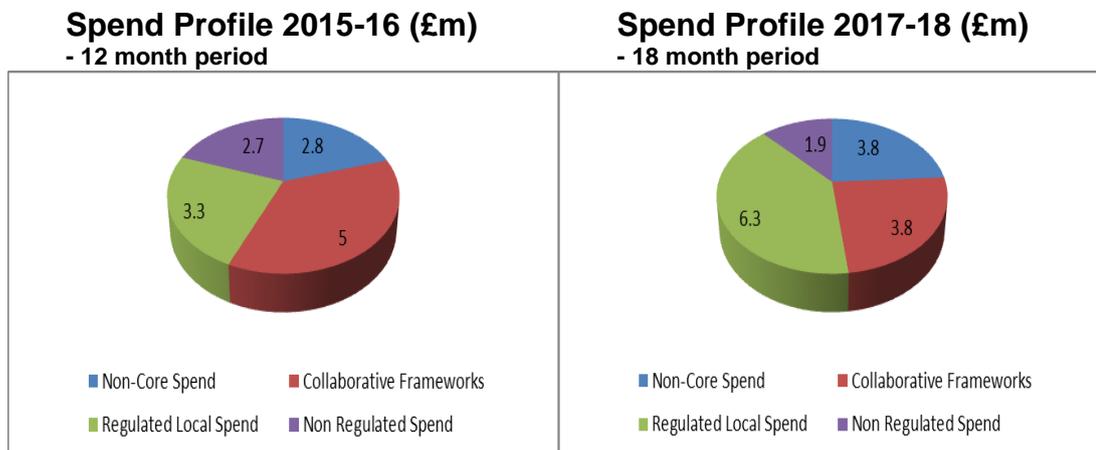


1. Introduction

- 1.1 Fife College is dedicated to transforming the lives of our 6,000 full-time and 14,000 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes. With our main campuses located in Dunfermline, Rosyth, Glenrothes, Levenmouth and Kirkcaldy, we operate within the heart of Fife's communities.
- 1.2 The College is committed to offering a dynamic and relevant portfolio of courses which supports close collaboration and seamless pathway routes between schools, colleges, universities and employers. Our aim is to develop stronger, deeper and added value relationships with our wide range of partners and stakeholders.
- 1.3 Our high quality, sector-leading programmes are designed to respond to the needs of the economy and society more generally. Scotland's and Fife's economic strategies are the primary drivers for the development and design of the range of courses that we offer. The economic growth areas of care, hospitality, digital, construction and engineering will be a key focus as we continue to invest and update our facilities across the region, which includes a new campus planned for the West of Fife.
- 1.4 The purpose of this Annual Report is to demonstrate transparency in Fife College procurement activity, in accordance with our Procurement Strategy, and to comply with the requirements of the Procurement Reform (Scotland) Act 2014 (PRA).
- 1.5 The report is intended to highlight our achievements in meeting our procurement and wider objectives and delivering value for money, based on the optimum balance of cost, quality and sustainability. We also wish to take the opportunity to identify areas of continuous improvement where we recognise that more can be done to deliver value, contributing to our development goals.
- 1.6 Procurement at Fife College is fully embedded in operational planning and our compliant sustainable practices ensure strategic procurement objectives are consistently met with integrity in a fully transparent way.
- 1.7 As the first Annual Report following publication of the Fife College Procurement Strategy 2016-2020, this report covers the period 31 December 2016 to 31 July 2018. Future Annual Reports will align to the College Financial year and cover the period 1 August to 31 July each year.

2. Summary of Regulated Procurements Completed

- 2.1 The PRA defines Regulated Procurement as “all procurements for goods and services with an estimated value equal to or greater than £50,000 and procurement for works with an estimated value equal to or greater than £2 million”.
- 2.2 We record all contracts awarded in the Advanced Procurement for Universities and Colleges (APUC) Hunter database. This data is published in real time on the APUC website to form the Fife College Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=37>).
- 2.3 Between 1 January 2017 and 31 July 2018 the College has spent almost **£15.8m** on the purchase of goods and services, which is consistent with our estimated annual spend profile of £11m detailed in our Procurement Strategy. This £15.8m includes all core and non-core spend as detailed in the table below.



- 2.4 Since publishing expenditure data spend profile, based on 2015-16 (12 month spend) in our Procurement Strategy in December 2017, our current profile shows a significant increase in the use of local contracts and a reduction in the use of collaborative frameworks. This is based on the need for local contracts which are more specifically tailored to our requirements where some of the more generic frameworks available from centres of expertise such as APUC, Scottish Procurement and Crown Commercial Service. Non-Core out of scope spend has increased only due to the difference in the spend analysis periods and non-regulated spend has decreased as a result of increased use of local contracts.
- 2.5 During the reported period we awarded 21 regulated contracts and 16 non-regulated contracts. These contracts have contributed an estimated £800,000 of real terms cash savings for the College together with a number of non-cash quality enhancements in service delivery and efficiency savings.

- 2.6 Full details of contracts awarded is shown in the tables at [Annex A](#).
- 2.7 A significant area of spend during the report period has been in support of the improvements to our ICT infrastructure required to develop our digital performance in line with our organisational objectives and ultimately to enhance student experience.

3. Compliance with Procurement Strategy

- 3.1 Our procurement policies and procedures align fully with the Scottish Government Procurement Journey following best practice procurement in a legally compliant manner. Feedback from suppliers who have participated in our tenders has been highly positive with only a few requirement specific suggestions for improvements and we have received zero complaints or legal challenges to date.
- 3.2 Our procurement strategic objectives were derived from the Fife College Regional Outcome Agreement (ROA) where we committed to 6 key aims summarised below:

Procurement Strategy Statement Summary	Compliance Review
Sustain & further develop partnerships within the sector and other publicly funded bodies.	We regularly share tender documentation, lessons learned and operational practices with procurement colleagues across the public sector and have in particular developed a good working relationship with Fife Council from which we foresee numerous synergies and opportunities to work collaboratively, sharing knowledge, experience and best practice to ensure optimum value in our tender activity. We continue to work closely with our sector centre of expertise, APUC, to develop effective framework agreements which deliver high quality goods and services and best value due to aggregation of spend. A variety of our internal stakeholders regularly commit to involvement in collaborative User Intelligence Groups (UIGs) for APUC framework procurement including RFI Security and Finance, HR and Payroll.
Work with internal stakeholders to deliver innovation and best value to the teaching & learning through co-ordinated purchasing.	We meet regularly with internal stakeholders to identify future requirements which are then recorded in our Procurement Workplan and resource planned according to the priority of each requirement. This early engagement allows us to appropriately plan our tender activity and take advantage of any opportunities to consolidate requirements across the College and identify potential for collaboration to assure best value. Our procurement procedures require a detailed procurement strategy to be approved for each regulated tender. This strategy ensures that the expectations for internal stakeholders are clear and a timetable is agreed

	<p>with resource ring-fenced to ensure staff participating in the tender have sufficient time to complete all the required tasks and contribute fully. The overall success of each project is largely dependent on the availability of the right staff members to ensure that critical elements of the requirement are appropriately evaluated.</p>
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>Our procurement activity is based on whole life costs and we work closely with internal stakeholders to ensure that all known elements of the cost are included in the Price Schedule issued to tenderers. We have awarded several contracts for specialist or business critical equipment which include the ongoing maintenance & servicing for the anticipated lifespan of the equipment to negate the need for future procurements for these services, although it is common that we test the market appropriately to ensure any “ongoing” maintenance contracts are delivering best value for the College’s increasingly restricted budgets. We operate highly consistent practices on every tender using our suite of well-developed templates, based on the procurement journey samples, and adhere to strict governance processes to ensure the appropriate authority is in place at each stage to support all procurement activity. Our disciplined approach to procurement has been recognised within our sector and our PCIP score increased from 56% to 71% when assessed in 2016. We have addressed a number of our potential improvements identified and anticipate reaching a score of over 75%, attaining a Gold ranking when we are re-evaluated in 2019. We continually seek to collaborate with other public bodies and have successfully led a tender exercise with Forth Valley College for the provision of Art & Craft Materials which should deliver savings of up to £25k over the life of the framework.</p>
<p>Seek professional development opportunities to enhance the capability of procurement practitioners.</p>	<p>The procurement team regularly attend available training to further develop or refresh skills. The Scottish Government have made procurement training courses more accessible through its framework and the team have benefitted from attendance at courses including Contract & Supplier Management, Specification Writing and Development and Service Levels & KPI'S.</p> <p>Our two Procurement and Stores assistants have begun their journey to CIPS qualifications, both successfully passing exams at Level 2 as they continue their development towards more procurement specific roles. Our development of the College finance system this year continues to create opportunities for the procurement team to enhance both system specific and training delivery skills as we prepare for the rollout across the college. Further specific requirements for training and development are identified throughout the year and are formally</p>

	<p>recorded on each Personal Development Review (PDR) and full training records are recorded for each member of staff as well as details of procurement training delivered to staff across the College.</p> <p>We have also continued to support the APUC Procurement Graduate scheme by providing a supported placement opportunity for a graduate trainee to spend 3-4 months undertaking operational procurement tasks appropriate to their individual level of experience and skill. These APUC trainee schemes have been highly successful with all graduates completing the scheme being offered permanent procurement jobs, normally within the sector.</p>
<p>Develop sound and useful procurement management information to measure and improve procurement and supplier performance.</p>	<p>We have worked extensively to create an appropriate statistics recording tool to be completed as each procurement progresses. This tool enables easy reference access to all data and statistics required to feed PCIP dashboards, Annual Procurement Reports, Annual Sustainability Performance Reporting and other requests for procurement data such as Freedom of Information requests.</p> <p>We intend to further improve this highly effective recording solution by integrating with our new Contract Management tool (Intend). We anticipate that Intend will become our single repository for all procurement statistics and data once rolled out in late 2018.</p> <p>Versions of our statistics reporting tool have been shared with APUC and other procurement colleagues in an effort to share good practice. APUC recently requested that we demonstrate the tool to encourage others to improve recording of data across the sector.</p> <p>Our Procurement and Contracts Co-ordinator has developed a number of valuable reports to extract highly beneficial procurement data from our finance system (TechOne). She has worked very closely with our Business Systems Reporting Team to ensure that data required to effectively analyse college expenditure and identify spend compliance has been fully integrated into our newly developed version of TechOne (CI Anywhere).</p>
<p>Embed sound social, ethical and environmental policies within the College's procurement function.</p>	<p>Our procurement strategy and Specification Layout templates include a variety of areas to consider, specific to each individual requirement including environmental performance, health & safety, Fair Trade, Fair Work Practices, Social labels, Government Buying Standards etc. Our Procurement staff work with other College staff in developing these documents to ensure all relevant areas of social, ethical and environmental impact are included in a proportionate manner.</p> <p>We operate the principals of the Marrakesh approach to sustainable procurement and use the Flexible Framework and Prioritisation Methodology tools to identify areas of</p>

	<p>influence through our procurements.</p> <p>Fife College has gained accreditation as a Living Wage Foundation Employer during this reporting period which also ensures on-site contractors (catering & cleaning) are paid in line with the Living Wage Foundation rates, updated annually in November.</p> <p>We have updated our tender documentation, terms and conditions and Supplier Declaration to include Modern Slavery, Bribery, IR35 and GDPR in line with our ethical stance on these issues.</p>
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3.2 In order to deliver these strategic procurement objectives and to comply with the general duties and specific measures of the PRA, a number of critical areas have been identified for annual review including:

i) Contribute to Carrying out our Function and the Achievement of our Purposes

The Procurement team analyses organisational spend on a quarterly basis to identify opportunities to combine individual commodity spend into larger more cost effective local contracts. Spend on local contracts has steadily increased demonstrating improved purchasing compliance across the organisation. Procurement activity is planned in alignment

ii) Deliver Value for Money

Our procurement practices strive to achieve the optimum combination of quality and cost to demonstrate value. Almost all Contracts awarded to date have come in under the estimated budget whilst fully meeting the specified requirements. Based on the Public Sector Benefits Reporting savings methodology we estimate a total £2m cash savings made against estimated **contract spend of £5.4m** over the duration of the contracts awarded. The budget estimate for this £5.4m of contract spend was £6.2m therefore a more realistic estimate of **savings in real terms is £800k** over the contract durations.

iii) Treating Relevant Economic Operators Equally and Without Discrimination

All procurements are undertaken in full compliance with the principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition. All regulated procurements are published on Public Contracts Scotland (PCS) with output based specifications and clear evaluation criteria to ensure our contract opportunities are accessible to as many bidders as possible.

iv) Acting in a Transparent & Proportionate Manner

We ensure that procurement documentation is simplified wherever possible, using plain English and the minimum number of supplier questions to reduce the resource impact on suppliers. The full evaluation process and criteria are clearly stated in each requirement invitation letter, published on Public Contracts Scotland.

- v) **The Sustainable Procurement Duty**
We give consideration to the environmental, social and economic issues relating to all regulated procurements. These and other relevant elements are reviewed in every individual procurement strategy per regulated tender to ensure opportunities to improve sustainability in our procurements are not overlooked. We also support APUC in the use of its “Sustain” sustainability assessment web portal, developed to record the social, ethical and economic standards and compliance of suppliers and identify areas of risk and opportunities for influence
- vi) **Community Benefits**
We include appropriate Community Benefit requirements in all relevant contracts and several commitments have been made by suppliers in delivering Contracts including Catering Services, Roofing, Food and janitorial products. Further detail is provided at [paragraph 5](#) below.
- vii) **Consulting and Engaging with those Affected by its Procurements**
We offer debriefs to all tenderers (successful and unsuccessful alike) with an aim to demonstrate transparency and ensure a full understanding how the award decision was reached. We have also issued surveys to all suppliers that expressed interest in our contract opportunities and we plan to survey internal and customers in the coming months regarding our procurement activity. Internal feedback is currently gathered at quarterly departmental procurement planning meetings.
- viii) **The Living Wage**
The College is a Living Wage Foundation Accredited Employer and Contractors are encouraged to pay their staff in accordance with the Living Wage Foundation minimums known as the Real Living Wage. Our Catering supplier has committed to paying staff working on the College Contract the Real Living Wage within the first year of the contract. Work has been completed to ensure that those on-site staff working on the Cleaning Contract are also recognised with the Real Living Wage.
- ix) **Compliance with the Health and Safety at Work Act 1974**
We assess the compliance of both contractors and sub-contractors in all appropriate contracts, taking advice from internal specialists as required. The European Single Procurement Document (ESPD) has been fundamental in ensuring compliance in these areas for all contracts and commodity specific questions are asked of bidders where appropriate in our Schedules to Tender.
- x) **The Procurement of Fairly and Ethically Traded Goods and Services**
We source goods giving consideration to fair and ethical trading and equivalent offerings wherever possible and relevant. A requirement of the Catering Contract was to include a variety of fair and ethically traded food choices in all outlets.

xi) The Provision of Food and Improving the Health, Wellbeing and Education of Communities in the College's Area, and the Promotion of the Highest Standards of Animal Welfare

The Catering Services Contract has committed to the delivery of fresh, seasonal and health food offers in line with the College Healthy Living Award whilst maintaining the highest standards of animal welfare through the use of certifications such including Farm Assurance Schemes, sustainably sourced fish and non-caged hen eggs.

Other food purchases are made using the TUCO (The University Caterers Organisation) Contracts. TUCO is committed to driving the health and well-being agenda on behalf of the education sector with sustainability embedded into all contracts. All TUCO suppliers must undergo rigorous assessment of environmental credentials.

xii) Payment Terms

Payment runs are made by our Finance department every 14 days to ensure that no invoices go beyond the agreed 30 day terms. It is possible to reduce these standard payment terms for SMEs and any such requests are reviewed on a case by case basis.

- 3.3 We undertake a project review for many of our regulated tenders, including some contracted using established frameworks. These project reviews are targeted at identifying elements of good practice that can be applied to future tenders and to identify lessons learned where improvements can be made at contract re-let and similar principles apply to other commodities. Recent improvements have included maximum word limit on appropriate questions and effective use of interview/presentation evaluation stage.
- 3.4 Whilst we have accomplished a significant amount during the reporting period, we recognise that there is more we can do to add value across the College and drive value and efficiency savings during the life of the Contract. A key priority for Procurement in the immediate future is to work closely with Contract Managers across the College and agree a more formal and consistent approach to Contractor Performance Management (CPM) supported by our Intend Contract Management system.
- 3.5 We were unable to contract with a Supported Business during this reporting period which has been a disappointment given the extensive work undertaken with a Social Enterprise used for the provision of our "Supported Learning Course Delivery" services whose organisation aims are consistent with those of supported businesses. We plan to further research the breadth of goods and services provided by the sector and utilise the Ready For Business Register to identify an appropriate commodity to align with our procurement forward plan. It is possible that ICT & Waste Electrical and Electronic Equipment (WEEE) Recycling Services could be considered pending further discussion with our Digital Services team.

4. Non-Compliant Regulated Procurements

- 4.1 We have had two occurrences of utilising a supplier above regulated spend without undertaking a competitive tender exercise.

Bright Green Hydrogen

Initially thought to be a partnership agreement, legal advice confirmed in 2016 that this highly niche service should be tendered. As a high spend requirement an OJEU tender was undertaken as a priority although shortly prior to contract award the decision was taken to bring the service in-house and the tender was aborted.

Express by Holiday Inn

This was for the provision of accommodation for clients of our Conference Centre. A full report was provided to the Scottish Funding Council (SFC) detailing the circumstances of the requirement and demonstrating the lack of appropriate alternative suppliers. This report was accepted by SFC however no formal contract was placed between Fife College and the supplier therefore no VEAT notice was published.

- 4.2 We will continue to work diligently with our internal customers to ensure that all contract requirements are competitively tendered and effectively planned. Where any legitimate cases of Non-Competitive Action are identified, these will continue to be fully reported in a transparent manner and appropriately authorised.

5. Community Benefits Summary

- 5.1 Fife College has achieved a number of Community Benefit Commitments in the reporting period, through effective tendering, which contribute to the objectives of the Procurement Strategy, organisational priorities and meet national requirements. Whilst some of these benefits have been formally requested within invitation to tender and quotation documentation, it is common for us to attain benefits for students in even the smallest of contracts, particularly in our construction curriculum where suppliers and local businesses recognise the investment in their future workforce and provide trade materials and skills enhancement opportunities within an industry environment which brings the student learning and knowledge to life, enhancing the overall student experience.
- 5.2 During this reporting period we had commitment of the following as a result of our tender influence although the commitment has not yet been delivered and we anticipate fulfilment in the coming academic year as benefits align with curriculum activity.

Fire Alarms, CCTV & Portable Fire Fighting Equipment	To provide one student placement each year for the duration of the contract working on a project or assignment.
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Catering Services	Fife College and Aramark Partnership hybrid delivery with students placed in refectories and menu aligned to curriculum delivery requirements. 3 Modern Apprenticeships places (x1 per site) recruited every 18 months. Work experience opportunities for students and exploring opportunities to enhancing student employability.
Prefabricated Datacentre	Student training and work experience placements offered.
Roofing & Gutter Repairs	To provide a training course on flat roofing to Fife College apprentices and provide an insight into the required skill set.

- 5.3 We are now seeing fulfilment of past tender Community Benefit offerings with both the Marshall Construction Scholarship, worth £2,000, awarded to 2 students in May 2017 and the Bell Group Scholarship, worth £1,000, awarded to 2 students April 2018. These Community Benefits were attained through our Minor Works framework tendered in 2015 and were awarded based on commitment to studies and financial need to support students in the area of Built Environment.

6. Supported Business Involvement

Whilst we been unable to identify an appropriate opportunity to set aside a contract to be tendered by Supported Business during the reporting period, we have worked very closely with a Social Enterprise to ascertain whether they could be re-classified as a Supported Business under the revised definition in the Public Contracts (Scotland) Regulations 2015. We hope to be in a position to contract for the provision of ICT & WEEE Recycling Services in the coming year.

7. Regulated Procurement Planned in Next 2 Years

- 7.1 Potential future contract opportunities planned to be advertised are published on the Procurement page of the Fife College website for both regulated and non-regulated requirements. This includes indicative timescales for commencement and provides links to PCS and OJEU's Tenders Electronic Daily to enable suppliers to quickly identify current opportunities with other contracting authorities.
- 7.2 Regulated procurements to be completed as further competition from an appropriate framework are not published as this could mislead suppliers who are unable to participate in the exercise.

7.3 Regulated procurements planned in the next two years are likely to include those listed in the table below. Frameworks will be reviewed for each and further competition (quick quote) used where possible. This list of requirements and anticipated dates is subject to change.

Subject Matter	New/ Re-Let	Contract Notice Date	Expected Award Date	Expected Start Date	Estimated Spend	Likely Duration
Media Buying Services	New	Oct 2018	Feb 2019	Feb 2019	£200k	3Y+1+1
Cleaning & Hygiene Services	New	Oct 2018	Jan 2019	March 2019	£600k	5Y+1+1+1
Metals	New	Oct 2018	Dec 2018	Jan 2019	£200k	2Y+1+1+1
Mechanical & Electrical (M&E) Services	New	Nov 2018	Jan 2019	Mar 2019	£8m	5Y+1+1+1
Building Fabric & Minor Works	New	Nov 2018	Jan 2019	Mar 2019	£8m	5Y+1+1+1
ICT Back-Up & Disaster Recovery Solution	Re-Let	Nov 2018	Jan 2019	Jan 2019	£150k	3Y+1+1+1
Associate Trainers	New	Jan 2018	July 2019	July 2019	£500k	2Y+1+1
Building Materials	New	Jan 2019	May 2019	Aug 2019	TBC	2Y+1+1+1
Non-Destructive Testing Specialist Services	New	Feb 2018	June 2019	June 2019	£60k	2Y+1+1+1
Vehicle Lease	Re-Let	April 2019	June 2019	Aug 2019	£360k	3Y
HR & Payroll System	New	April 2019	Oct 2019	Jan 2020	£250k	10Y +
External Print	New	May 2019	Aug 2019	Sept 2019	£250k	2Y+1+1+1
Estates Professional Services	New	Aug 2019	Oct 2019	Oct 2019		2Y+1+1+1

8. Stakeholder Consultation & Engagement

8.1 Procurement holds regular procurement planning and relationship management meetings with our Digital Services & Estates departments and meets at least twice annually with all other departments and curriculum areas. These meetings allow us to plan for forthcoming tenders, identify contractor performance management issues and update colleagues on contract and framework updates relevant to their areas of work.

8.2 These meetings have been very effective in maintaining proactive communication with our customer base and have significantly improved the overall compliance of spend across departments due to the greater understanding of existing contracts and frameworks in place.

8.3 A further benefit of these ongoing meetings has been to inform the refresh of the College Purchase to Pay module within our finance system, Technology One. It is anticipated that users will benefit from a more streamlined, intuitive and user-friendly interface with improved access to more accurate system data.

9. Continuous Improvement

- 9.1 We actively seek feedback from all suppliers involved at any stage of our procurement with focussed online questionnaires issued to all those who express an interest in our contract opportunities. We also request feedback on potential improvements at every supplier debrief, considering all comments carefully and making adjustments to our processes and documentation as appropriate.
- 9.2 Informal feedback with internal stakeholders is gathered at Procurement Planning meetings and discussed at regular procurement team meetings to identify opportunities to improve and streamline processes. Work is underway to begin benchmarking procurement performance within internal stakeholders using a customised online questionnaire.

10. Work with other Bodies

- 10.1 We work closely with APUC and share knowledge and practical experience with them wherever possible. We also continue to support the APUC graduate training scheme by offering a practical work placement every 12-18 months and are currently providing our 3rd placement opportunity.
- 10.2 We attend the annual Public Sector Heads of Procurement meeting to share best practice across sectors and regularly share tender documentation and practical experience with colleagues in other public bodies. This facilitates a wide network of valuable resource to call upon.
- 10.3 Due to our proximity and similarity of supply base, we envisage future opportunities to work closely and collaboratively with Fife Council where synergies of requirements are identified. We have already worked with Fife Council to explore options for undertaking a collaborative tender for print equipment within the next 3 years.
- 10.4 In this reporting period we have worked closely with Forth Valley College to complete tenders for Personal Protective Equipment (PPE), led by Fife College, and Hospitality Workwear, led by Forth Valley College. This alignment of requirements has resulted in significant efficiency savings, negating the need for each college to resource a full tender exercise.

11. Compliance with Other Legislation

- 11.1 All procurement activity has been fully compliant with the Equality Act 2010, General Data Protection Regulation 2016/679 (GDPR) and the Modern Slavery Act 2015. We are also vigilant of the requirements to comply with the Inland Revenue tax avoidance regulation IR35 and undertake checks on the employment status of suppliers where we consider potential risk of a breach of IR35.

11.2 Procurement also assists in the preparation of responses to Freedom of Information (FOI) requests and always submits content for inclusion well within the required response deadline to allow for internal review prior to issue.

12. Procurement Policy

Our Procurement Policy has been approved by the Fife College Finance, Commercial & Estates Committee and it underpins our regulated procurements to ensure that they are conducted in accordance with best practice and in a legally compliant manner that is consistent with the rest of the Scottish public sector. Our policies and procedures are reviewed no less than every 2 years.

13. Other Areas for Consideration

13.1 The preparatory work necessary for the implementation of GDPR has been significant across the entire organisation but with specific responsibility placed on Procurement to safeguard College and student data. This work has been supported by APUC to ensure a consistent approach by procurement across the sector in contacting suppliers and ensuring contracts and frameworks are appropriately amended in compliance with the new law.

13.2 The procurement team has invested a great deal of resource into the planning and testing of the new Purchase to Pay module in TechnologyOne. It is recognised that there is a tremendous opportunity to update and educate our customer base on purchasing and the wider procurement context to further drive compliance in our organisational spend. This project will continue into 2018/2019.

14. Annual Report Owner

This report has been produced by Sharon Dewar, Procurement Manager and has been approved by the Fife College Finance, Commercial & Estates Committee.



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01383 845116

4 October 2018

Regulated Procurement 31 December 2016 to 31 July 2018

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Roofing and Gutter Repairs	Recurring	Aspire Membranes Limited	03/02/2017	06/02/2017	05/02/2020	1 Year	No	Local Works Tender - Below OJEU	£64,080	3Y +1
Network Products & Services (Cisco Maintenance)	Recurring	Ping	22/02/2017	01/04/2017	31/03/2022	1 Year	1 Year	Local Tender - Above OJEU	£700,000	5Y +1+1
Fire Alarms	Recurring	SPIE Scotsheild Ltd	29/03/2017	01/05/2017	30/04/2020	1 Year	1 Year	Local Tender - Above OJEU	£165,000	3Y +1+1
Finance System	Recurring	Technology One UK Limited	12/04/2017	01/04/2017	31/03/2019	taken	No	Direct Award under Gcloud 8	£156,636	1Y +1
Website Design, Build & Support	One-off	The Zen Agency (Scotland) Ltd	25/05/2017	01/06/2017	31/05/2020	1 Year	1 Year	Local Tender	£48,980	3Y +1+1
Lift Maintenance	Recurring	Orona Ltd	03/06/2017	01/08/2017	31/07/2020	1 Year	1 Year	APUC Framework	£32,680	3Y +1+1
Core Skills Assessment/Screening	Recurring	BKSB Limited	27/06/2017	01/08/2017	31/07/2020	3x 1Y	No	Local Tender - Below OJEU	£42,000	3Y +1+1+1
Ground Works Investigations	One-Off	Environmental Scientifics Group Limited	27/06/2017	27/06/2017	26/06/2018	On-going through build	No	Local Tender - Below OJEU	£55,993	1Y + build period
Supported Learning Course Delivery	Recurring	West Fife Enterprise Ltd	27/06/2017	01/08/2017	31/07/2020	3x 1Y	No	Local tender - Above OJEU	£1,200,000	3Y +1+1+1
ICT for Prison Contract	One-Off	XMA Limited	28/06/2017	29/06/2017	31/07/2022	1Y	1Y	Mini Comp under Framework RM1050	£488,087	5Y +1+1
SPS E-Learning	One-off	Learning Nexus	13/07/2017	01/08/2017	31/07/2022	1Y	1Y	Local Tender - Below OJEU	£154,700	5Y +1+1
Microsoft Enterprise (Campus) Agreement	Recurring	Phoenix Software	19/10/2017	01/11/2017	31/10/2020	No	No	Mini Comp under ITS-400 SU	£148,118	3Y
Dyslexia Assessments	Recurring	Spectrum Dyslexia & Vision Ltd	28/11/2017	06/01/2018	05/01/2021	3x 1Y	No	Local Tender - Below OJEU	£30,000	3Y +1+1+1
Catering (Refectory Services)	Recurring	Aramark Limited	27/02/2018	01/08/2018	31/07/2023	3x 1Y	No	Local Tender - Above OJEU (turnover exceeds £1m p/a)	£70,000	5Y +1+1+1
Prefabricated Datacentre Solutions	One-off	Workspace Technology Ltd	05/04/2018	06/04/2018	05/04/2021	3x 1Y	No	Mini Competition under framework - ITS 2002 NE	£600,000	3Y +1+1+1
Internal Audit Services	Recurring	Scott-Moncrieff	04/06/2018	01/07/2018	31/07/2021	1 Year	1 Year	Mini Competition under framework PFB1005 AP	£120,000	3Y +1+1

Annex A

Licensing for Servers/Virtual Desktops & Servers for Datacentre Solution	Recurring	XMA Limited	06/07/2018	01/08/2018	31/07/2023	No	No	Direct award under Health Trust Europe framework.	£134,239	5Y
Servers/Virtual Desktops & Servers for Datacentre Solution	One-off	Cutter Project Ltd	23/07/2018	23/07/2018	22/07/2024	Ongoing for Maintenance	Ongoing for Maintenance	Local Tender - Above OJEU	£152,484	6Y + ongoing
Storage for Datacentre Solution	One-off	Cutter Project Ltd	23/07/2018	23/07/2018	22/07/2024	Ongoing for Maintenance	Ongoing for Maintenance	Local Tender - Above OJEU	£415,099	6Y + ongoing
PPE Lots 1) Staff Workwear 2) Student Kit	Recurring	Lion Saftey	25/07/2018	01/08/2018	31/07/2021	1Y	1Y	Local Tender - Above OJEU	£210,000 (L1 £125k) (L2 £85k)	3Y +1+1
Art Supplies	Recurring	Abacus Resources	27/07/2018	01/08/2018	31/07/2020	1 Year	1 Year	Local Tender - Below OJEU	£100,000	2Y +1+1

Non-Regulated Procurement 31 December 2016 to 31 July 2018

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Book Recycling	One-off	Better World Books	03/04/2017	03/04/2017	02/04/2019	taken	12 months	Email Quotations	£0	Ongoing
Skills Managers Training	One-off	RRM (UK) Ltd	10/04/2017	17/04/2017	16/04/2019	taken	-	Local Tender - Below OJEU	£23,000	1Y +1
SIP Telephony	Recurring	Gamma Network Solutions	24/04/2017	01/05/2017	30/04/2019	Ongoing for Maintenance	Ongoing for Maintenance	JANET Tender	£11,820	1Y +1+1+1
Server Maintenance (3rd Party)	Recurring	MCSA Group Ltd	28/04/2017	01/05/2017	30/04/2020	1 Year	1 Year	Mini Comp across multi Lot (NSSA)	£26,839	3Y +1+1
Wood Cutting Machine (Moulder)	One-off	WS Woodmachinery Ltd	18/05/2017	19/05/2017	18/05/2020	No	No	Local Quotations	£30,124	1Y + ongoing Maint
UPS	One-off	Robert M Donaldson Ltd	02/06/2017	05/07/2017	04/06/2020	1 Year	1 Year	Mini comp under APUC framework	£40,000	3Y +1+1
Architect, Design & QS Services	Recurring	Oliver & Robb Architects LLP	07/06/2017	01/07/2017	30/06/2019	1 Year	1 Year	Local Quotations	£39,400	2Y +1+1
Art Supplies	Recurring	Abacus Resources	14/07/2017	24/07/2017	23/07/2018	No	No	Local Tender - Below OJEU	£9,000	1Y
Mock Airline Equipment	Recurring	JARE Airline Training Partnership Limited	08/08/2017	09/08/2017	Ongoing	Ongoing for Maintenance	Ongoing for Maintenance	Local Tender - Below £50k	£27,925	3Y + ongoing
Survey Management System	Recurring	SocialOptic Ltd	08/12/2017	18/12/2017	17/12/2020	3x 1Y		Local Tender - Below OJEU	£17,550	3Y +1+1+1
Postcode Finder 2018	Recurring	GB Group	25/01/2018	29/01/2018	18/01/2021	1 Year	1 Year	Local Formal Quotations	£22,360	3Y +1+1
Contract Management Software	Recurring	In-Tend	07/02/2018	12/02/2018	11/02/2021	ongoing	ongoing	Local Quotations	£8,029	3Y + ongoing
Local Exhaust Ventilation	Recurring	a-mac Environmental Ltd	19/03/2018	01/05/2018	30/04/2021	1Y	1Y	Local Quotations/Tender Below OJEU	£18,000	3Y +1+1
Property Valuations	Recurring	FG Burnett	03/04/2018	04/04/2018	03/04/2021	1 Year	1 Year	Local Formal Quotations	£13,000	3Y +1+1
Online Payment Service	Recurring	Worldpay	26/06/2018	27/06/2018	26/01/2020	No	No	Local Quotations	£8,000	18 Months
Road Surface Repairs	Recurring	J Sives Surfacing Ltd	11/07/2018	12/07/2018	11/07/2019	1Y	1Y	Mini competition under APUC framework	£30,000	1Y +1+1