



Fife College

PROCUREMENT ANNUAL REPORT

1 August 2019 – 31 July 2020



1. Introduction

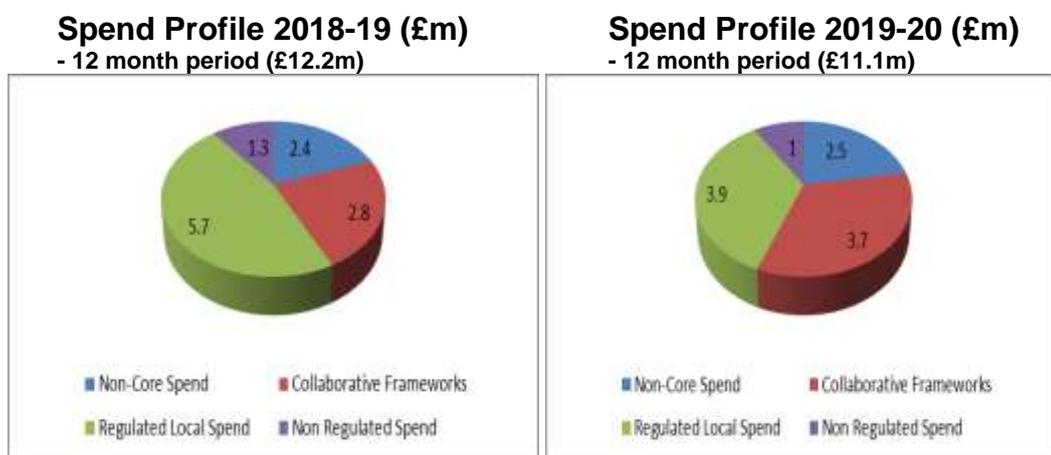
- 1.1 The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report, reflecting on the relevant reporting period of the procurement strategy. The first Fife College Procurement Annual Report was published in December 2018.
- 1.2 This report covers the period 1 August 2019 to 31 July 2020 and demonstrates the effectiveness of processes and transparency in Fife College procurement activity, highlighting performance and achievements in delivering the Fife College organisational Procurement Strategy in compliance with the requirements of the PRA.
- 1.3 The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in our 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 College'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.
- 1.4 Analysis of expenditure and has identified that over the period covered by this report the following expenditure has occurred:
 - EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252] amounted to £4,360,468. There were 10 such procurements completed.
 - Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £218,873. There were 3 such procurements completed.
- 1.5 More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 2 and 3 and in Appendix A of this report.
- 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 Fife College is dedicated to transforming the lives of our 6,000 full-time and 9,500 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. Work has begun to procure a replacement for the Dunfermline campus as part of a wider Learning Campus shared with Fife Council.
- 1.8 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 delivering high quality, sector-leading programmes.
- 1.9 Fife College has over 647 active suppliers with whom College did business in the reporting period) and the total procurement expenditure was £11,079,562. This was made up of £9,349,436 of regulated expenditure (recorded on the Contracts Register) and £1,036,217 of non-regulated spend.
- 1.10 The College has continued to use national, sectoral, local or regional C1 collaborative contracts and frameworks where appropriate to achieve leverage based savings and share the burdens of risk, contract and supplier management. 33% of the College spend went through collaborative agreements.
- 1.11 43% was spent with SMEs who constitute 42% of the total of active suppliers. 7 SMEs featured in the award of regulated procurements and 62% of all contracts were awarded to SMEs.

Report Approved	19 November 2020
By	Fife College Finance, Commercial & Estates Committee
Signed	Susan Dunsmuir
Position	Chief Financial Officer

2. Summary of Regulated Procurements Completed

- 2.1 Where appropriate, (Institution name) 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 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. 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”.
- 2.3 The details of regulated procurements completed are set out in a list at the end of this report with details summarised in [Annex A](#). That information, coupled with the publication of the institutional Contracts Register (<http://www.apuc-scot.ac.uk/#!/institution?inst=37>) and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College’s procurement activity over the reporting period.
- 2.4 Between 1 August 2019 and 31 July 2020 the College has spent almost **£11.1m** on the purchase of goods and services including all core and non-core spend as detailed in the table below. Non-Core spend is all expenditure outwith the scope of the Procurement Regulations.



- 2.5 Our current profile shows a reduction in overall spend which was largely due to approximately £1m of funds being unspent as a result of the impacts of the Covid-19 pandemic and associated campus closures, where goods could not be received for several months. We also saw a decrease in the use of local contracts but an increase in the use of collaborative frameworks.

2.6 During the reported period we awarded 13 regulated contracts and 8 non-regulated contracts. Based on the Public Sector Benefits Reporting savings methodology, these contracts have contributed an estimated £996k of cash savings over the contract duration together with a number of non-cash quality enhancements in service delivery and efficiency savings.

2.7 Full details of contracts awarded is shown in the tables at [Annex A](#).

3. Review of Regulated Procurement Compliance

3.1 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.

3.2 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.

3.3 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
<p>Sustain & further develop partnerships within the sector and other publicly funded bodies.</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>We regularly share tender documentation, lessons learned and operational practices with procurement colleagues across the education and wider Public Sector.</p> <p>We have 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. This includes the new Dunfermline Learning Campus which will site both the new Fife College Dunfermline Campus as two Fife Council high schools.</p> <p>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. This year our internal</p>

	<p>stakeholders have participated in an APUC launch event for Hair & Beauty Supplies and a Scottish Government Digital Device roadshow to enhance knowledge of the frameworks and increase collaborative spend.</p>
<p>Work with internal stakeholders to deliver innovation and best value to the teaching & learning through co-ordinated purchasing.</p>	<p>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.</p> <p>This early engagement allows us to appropriately plan our tender activity, identify the most appropriate route to market and take advantage of any opportunities to consolidate requirements across the College whilst identifying potential for collaboration to assure best value.</p> <p>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 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>Procurement activities follow the guidelines set out in the Scottish Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with other organisations across the Scottish public sector.</p> <p>For every procurement over £4m, we consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, we also include such clauses in procurements below £4m.</p>
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</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>We work closely with internal stakeholders to ensure that all known elements of the cost are included in the Price Schedule issued to tenderers and we have awarded several contracts for specialist or business critical equipment to 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</p>

	<p>“ongoing” maintenance contracts are delivering best value for the College’s increasingly restricted budgets.</p> <p>We operate 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.</p> <p>Our disciplined approach to procurement has been recognised within our sector and our PCIP score increased from 71% when assessed in 2016 to a Gold ranked 83% when assessed in 2019. We have identified a few other areas for further improvement and hope to see a further increase in this score at our next assessment in 2021/22.</p> <p>We continually seek to collaborate with other public bodies and have worked with Fife Council in setting up a joint Dynamic Purchasing System to contract for pupil transportation services.</p>
<p>Seek professional development opportunities to enhance the capability of procurement practitioners.</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>The procurement team regularly attend available training to further develop or refresh skills. Our two Procurement and Stores Assistants continue to participate in procurement activity.</p> <p>The use of our finance system has improved knowledge of procurement and purchasing across the College and enhanced communication at all levels.</p> <p>Further specific requirements for training and development are identified throughout the year and are formally 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>Post procurement project reviews are carried out to identify lessons learned and areas for improvement for future procurements. These findings feed in to the annual review of procurement procedures and template updates.</p>
<p>Develop sound and useful procurement</p>	<p>Our statistics recording tool enables easy reference access to all data and statistics required to feed PCIP dashboards,</p>

<p>management information to measure and improve procurement and supplier performance.</p>	<p>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 Contract Management tool (Intend). We anticipate that Intend will become our single repository for all procurement statistics and data once rolled out by the end of 2020.</p> <p>We have worked with our digital team to develop a number of reports to extract procurement data from our finance system. This data allows us to effectively analyse college expenditure and identify spend compliance with users having far more transparency and control over their spending.</p>
<p>Embed sound social, ethical and environmental policies within the College's procurement function.</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 including Prioritisation and Flexible Framework.</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.</p> <p>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>Fife College is an accredited Living Wage Foundation Employer which ensures all on-site contractors (catering & cleaning) are paid in line with the Living Wage Foundation rates, updated annually in November.</p> <p>We are committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation.</p> <p>Our tender documentation, terms and conditions and Supplier Declaration include Modern Slavery, Bribery, IR35 and GDPR in line with our ethical stance on these issues.</p>

3.4 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 continued to steadily increase demonstrating improved purchasing compliance across the organisation.

ii) Deliver Value for Money

Our procurement practices strive to achieve the optimum combination of quality and cost to demonstrate value. Most contracts awarded 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 £996k cash savings made against estimated contract spend over the duration of the contracts awarded.

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 tool, 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 Building Fabric & Minor Works and HR Information System. 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 satisfaction surveys to suppliers and internal customers to highlight opportunities for improvement. Internal feedback is also gathered at Project Reviews and regular departmental and faculty 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 and cleaning suppliers have committed under contract to paying staff working on the College Contract the Real Living Wage.
- ix) Compliance with the Health and Safety at Work Act 1974**
 We assess the Health & Safety 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 is 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.

- 3.5 We undertake a project review for high value or business critical 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 applied to other commodities. Recent improvements have included applying a maximum word limit on appropriate questions and a reduction in the number of tender questions asked.
- 3.6 Whilst we have developed good working relationships to assist operational planning to enable early involvement of the procurement team, there continues to be disconnect in the process for funding some projects where Procurement has no involvement in the market analysis that feeds business cases and funding request. This can result in unrealistic timescales for requirements as procurement timelines have not been considered or in some cases sees funding approved on the basis of a specific solution which has not been competitively tendered. Improved communication and enhancement of internal processes which require early engagement with Procurement will help to avoid this in future.

4. Non-Compliant Regulated Procurements

- 4.1 We have had no occurrences of utilising a supplier above regulated spend without undertaking a competitive tender exercise.
- 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 For every procurement over £4m, we consider how we can improve the economic, social or environmental wellbeing of the local 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.
- 5.2 Fife College has obtained Community Benefit Commitments, through effective tendering, which contribute to the objectives of the Procurement Strategy. 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 often 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.

- 5.3 We awarded 13 regulated procurement contracts over the reporting period. None of these were over £4 million in value.
- 5.4 In this reporting period community benefits were again delivered under our Catering Services Contract with Aramark with College students working in food preparation and front of house services in our main campus refectories in alignment with the student curriculum. Further opportunities remain for students including barista training and support in the marketing and management of the student-run catering outlet required as part of their course.
- 5.5 Due to the nature of the contracts awarded, there have been limited opportunities to seek commitment of community benefits during this reporting period. The HR Information Service committed to student support and sponsorship however the commitment could not be delivered as a result of the Covid-19 related changes in learning and teaching activity and we anticipate fulfilment in academic year 2021/22 when student classes are hoped to resume in their pre-Covid form.
- 5.6 Other Community Benefits delivered include the Scholarship with Clarendon Office Furniture, worth up to £2,000, awarded to 3 students studying NC Furniture and HNC/D 3D design and awarded in March 2020. These Community Benefits were attained through our framework for furniture tendered in 2019. The Scholarships were awarded based on commitment to studies and academic performance to support students in the area of Built Environment. This Scholarship is also scheduled for 2021.

6. Supported Business Involvement

- 6.1 Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU 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 (ESPD (Scotland)). The ESPD 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.
- 6.2 We review 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 (using the only Supported Business register currently available and published by Ready for Business).

6.3 No contracts have been reserved for Supported Businesses during the reporting period and no contracts have been placed with Supported Businesses through the standard open tendering route. Although the procurement team has passed details of existing Supported Businesses to our Estates and Marketing teams for the provision of signage and promotional merchandise, no orders have been placed with any of these suppliers.

7. Future Regulated Procurements

7.1 Fife 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.

7.2 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.

7.3 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.

7.4 Several of the procurements planned for 2020 were rescheduled to 2020/21 as a result of the diversion of resourced required to manage the Covid-19 pandemic. 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
Theatre Rigging	New	August 2020	September 2020	October 2020	£85k	3Y+1+1+1
Beer, Wine & Spirits	New	August 2020	September 2020	October 2020	£175k	2Y +1+1+1
Microsoft Campus Agreement	Re-Let	September 2020	October 2020	October 2020	£480k	3Y
Foundation Apprenticeship Transportation	New	September 2020	October 2020	October 2020	£220k	1Y
Theatre Rigging Repair & Maintenance	New	September 2020	November 2020	December 2020	£100k	3Y +1+1+1
Deaf Support Services	Re-Let	September 2020	October 2020	November 2020	£200k	4Y
Project Management & Design Team for	New	October 2020	December 2020	December 2020	£4.5m	4Y+1

Subject Matter	New/ Re-let	Contract Notice Date	Expected Award Date	Expected Start Date	Estimated Spend	Likely Duration
Dunfermline Learning Campus						
Mobile Phones	Re-Let	October 2020	November 2020	November 2020	£50k	2Y
Wi-Fi Services	New	November 2020	December 2020	January 2021	£200k	3Y +1+1+1
Tools & Hardware Accessories	New	November 2020	January 2021	January 2021	£120k	3Y +1+1+1
Electrical Associate Trainers	New	November 2020	December 2020	January 2021	£100k	2Y +1+1
Occupational Health & Employee Assistance Programme	Re-Let	November 2020	December 2020	January 2021	£200k	3Y +1+1+1
SMS Services	Re-Let	November 2020	December 2020	January 2021	£30k	2Y+1+1
Sports Equipment PPM	Re-Let	November 2020	December 2020	January 2021	£15k	2Y +1+1+1
Coffee & Disposables	New	November 2020	December 2020	January 2021	£30k	2Y +1+1+1
Legal Services 2021	Re-Let	November 2020	March 2021	April 2021	£500k	2Y +1+1+1
Online Payments	Re-Let	November 2020	January 2021	February 2021	£60k	2Y +1+1+1
First Aid Training	New	November 2020	January 2021	January 2021	£60k	3Y +1+1+1
e-Learning Software	Re-Let	January 2021	April 2021	May 2021	£180k	3Y +1+1+1
Franking Equipment	Re-Let	January 2021	April 2021	June 2021	£240k	3Y +1+1+1
Epilepsy Training	New	January 2021	April 2021	April 2021	£40k	2Y +1+1+1
Anti-Plagiarism Software	New	January 2021	May 2021	July 2020	£90k	3Y +1+1+1
Backup & Disaster Recovery Software	Re-let	January 2021	March 2021	April 2021	£150k	3Y+1+1
Laundry Services – Linen	Re-Let	February 2021	April 2021	May 2021	£20k	2Y +1+1
Construction of Dunfermline Learning Campus	New	March 2021	January 2022	February 2022	£60m	3Y
Student Health Screening	Re-Let	March 2021	May 2021	Aug 2021	£75k	3Y +1+1+1
Industrial Gases	Re-Let	March 2021	June 2021	June 2021	£500k	3Y +1+1

8. Compliance with Other Legislation

- 8.1 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 check employment status of suppliers where we consider potential risk of a breach of IR35.

8.2 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.

9. 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.

10. 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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19 November 2020

Regulated Procurement 1 August 2019 to 31 July 2020

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Vehicle Contract Lease (Cars & Small Vans) 2019	Recurring	Days Fleet	25/09/2019	30/09/2019	29/09/2022	3x 1Y	-	Mini Comp from Halton Housing Trust Framework	£612,000	3Y +1+1+1
Electric Vehicle Charging Points	One-Off	SWARCO UK Ltd	08/10/2019	09/10/2019	08/10/2022	3x 1Y	-	Tender restricted to Grant approved suppliers.	£100,000	3Y +1+1+1
HR Information System (includes Payroll)	Recurring	Civica UK Limited	25/11/2019	26/11/2019	25/11/2023	ongoing	ongoing	Local Tender above OJEU	£212,816	4 Year + ongoing for Operational Lifespan
E-Portfolio Software (Onefile)	Recurring	Academia	28/11/2019	29/11/2019	28/11/2022	3x 1Y	-	Direct award to 1st ranked framework supplier. Agreed terms with Onefile.	£70,000	3Y +1+1+1
Advanced Manufacturing Learning System (Industry 4)	One-off	Didactic Services Limited	17/02/2020	19/02/2020	18/02/2023	ongoing	ongoing	Local tender above OJEU	£573,383	3Y + ongoing
NDT Quality Management Services	Recurring	JACQS (Aberdeen) Ltd	20/02/2020	24/02/2020	23/02/2023	1Y	1Y	Local Tender - Below OJEU	£48,873	3Y +1+1
Masterplan Project Management	One-off	Currie & Brown	20/03/2020	23/03/2020	13/07/2020	No	No	Direct Award via Scotland Excel Engineering & Technical Consultancy (Lot 7)	£266,269	16 Weeks
Associate Trainers	Recurring	Lot 1 - 1. ALSAT, 2. CBES Lot 2 - 1. Right Track, 2. Camilla, 3. ALSAT, 4. CBES, 5. HSC Futures Lot 3 - 1. Right Track, 2. Camilla, 3. CBES Lot 4 - 1. Duncan Lot 5 - 1. Abacus, 2. Dall Moffat, 3. Select, 4. Six 4, 5. Pamela Mcphee, 6. ASM Difference, 7. Balkello, 8. Sinclair Wellbeing, 8. NDR, 10. Successful Learning, 11. Grapl, 12. Imaginary Zoo, 13. Le Grove, 14. KFW, 15.	31/03/2020	01/04/2020	31/03/2022	1 Year	1 Year	Local Tender - Above OJEU (Multi-Lot Framework)	£800,000	2Y +1+1

Annex A

		Douglas Lot 6 - 1. Dall Moffat, 2. Select, 3. ASM Difference, 4. Grapl, 5. Augmentum 360, 6. McKay Smith, 7. Pink Tree, 8. KFW Lot 7 - 1. Augmentum 360, 2. McKay Smith Lot 8 - 1. Six4, 2. Build Your Skill, 3. Successful Learning, 4. Enrich IT Lot 10 - 1. Sinclair Wellbeing, 2. HSC Futures Lot 14 - AJL Solder Training								
Student Counselling Services 2020	Recurring	Rowan Consultancy	03/04/2020	04/03/2020	03/03/2023	3x 1Y	-	Local tender above OJEU	£680,000	3Y +1+1+1
Insurance Services 2020	Recurring	Zurich Municipal	09/04/2020	01/08/2020	31/07/2023	1 Year	1 Year	Mini competition under APUC framework	£562,000	3Y +1+1
Vehicle Lease (Minibuses & Large Vans)	Recurring	Days Fleet	01/07/2020	06/07/2020	05/07/2023	3x1Y	-	Mini Comp from Halton Housing Trust Framework Combined Minibuses & Large Vans to single requirement.	£294,000	3Y +1+1+1
Firewalls	One-off	Khipu Networks Limited	09/07/2020	14/07/2020	13/07/2023	3x1Y	-	Direct Award to 1st ranked on framework	£260,000	3Y +1+1+1
Legal Advisor for DLC	One-off	CMS Cameron McKenna Nabarro Olswang LLP	27/07/2020	28/07/2020	31/12/2024	1 Year	No	Mini comp under framework	£100,000	12m after Completion +1

Note - Highlight denotes Supplier is SME

Non-Regulated Procurement 1 August 2019 to 31 July 2020

Project	Requirement	Successful Supplier	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Total Contract Value	Contract Duration
Prospectus Printing & Delivery	Recurring	Sterling Press Ltd	22/08/2019	26/08/2019	25/08/2021	taken	2x 1Y	Mini Competition from SG Framework SP-18-001	£40,000	1Y +1+1+1
Social Media Software Management Tool	Recurring	Sprout Social, Inc	27/08/2019	28/08/2019	27/08/2022	No	No	Local quotations	£22,149	3Y
Industrial Gases - 2019	Recurring	BOC Limited	28/08/2019	01/09/2019	31/12/2020	No	No	Desktop evaluation under APUC framework	£13,493	16 Months
NDT Equipment (Eddy Current)	One-off	Agility NDE	10/12/2019	11/12/2019	10/12/2021	1 Year	No	Local Quotations	£52,946	2Y+1
Family Learning Project Evaluation	One-Off	Iconic Consultancy	29/01/2020	30/01/2020	29/01/2021	3x 1Y	-	Local Quotations	£45,000	1Y +1+1+1
Vending Machine - Levenmouth	Recurring	SV24/7 Vending	05/03/2020	16/03/2020	15/03/2023	No	No	Local quotations	£5,750	3Y
Recruitment of Procurement Officer	One-Off	Hays Specialist Recruitment	06/03/2020	09/03/2020	01/08/2020	6 months	No	Local Quotations	£5,750	1Y
Franking Machines	Recurring	Quadient	22/04/2020	02/06/2020	01/06/2021	No	No	APUC Framework	£28,000	1Y

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