



Fife College

PROCUREMENT ANNUAL REPORT

1 August 2020 – 31 July 2021



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 2020 to 31 July 2021 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 procurement strategy was updated in 2021 to reflect the prioritised actions required to respond to the global climate emergency and support green economic recovery. The strategy was developed in 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 Regulated contracts awarded over the period covered by this report estimate the following expenditure over the various contract periods. Further detail on the individual contracts can be found at [Annex A](#).
 - EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252] amounted to £8,315,252. 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 £1,015,422. There were 7 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.

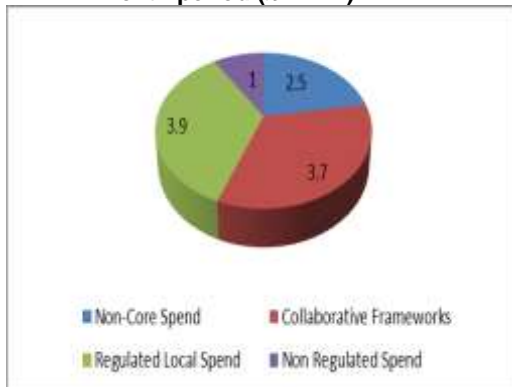
- 1.7 Fife College is dedicated to transforming the lives of our 6,000 full-time and 9,500 part-time students through education and training. We offer a wide range of inspirational learning experiences from essential skills to graduate degree programmes. With our main campuses located in Dunfermline, 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 did business with 570 suppliers during the reporting period and the total procurement expenditure was £13,621,922. This was made up of £7,231,296 of regulated expenditure (recorded on the Contracts Register) and £1,177,428 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. 21% of the College spend went through collaborative agreements.
- 1.11 33% was spent with SMEs who constitute 55% of the total of active suppliers. 7 SMEs featured in the award of regulated procurements and 52% of all contracts were awarded to SMEs.
- 1.12 241 suppliers used were based in Scotland and received £9.7m, 71% of College annual spend. Of this, 83 suppliers were based in the Fife area receiving 10% of total annual spend.
- 1.13 118 of the Scottish based suppliers used were SMEs receiving £2.2m and 38 of these were Fife based SMEs receiving £235k.

Report Approved	18 November 2021
By	Fife College Finance, Commercial & Estates Committee
Signed	Susan Dunsmuir
Position	Chief Financial Officer

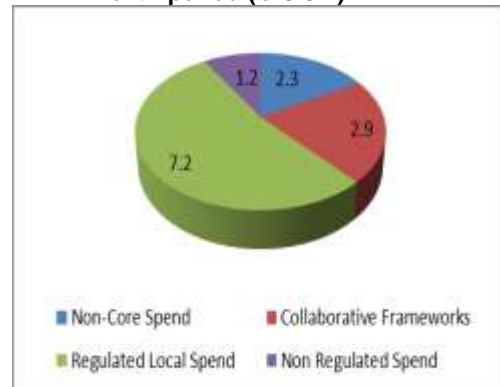
2. Summary of Regulated Procurements Completed

- 2.1 Where appropriate, Fife 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 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 2020 and 31 July 2021 the College has spent over **£13.6m** 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.

Spend Profile 2019-20 (£m)
- 12 month period (£11.1m)



Spend Profile 2020-21 (£m)
- 12 month period (£13.6m)



- 2.5 Our current profile shows an increase in overall spend which was largely due to increase in Estates Works and goods ordered from the additional funds allocated to the sector in early 2021. Most of this additional spend was made through existing local contracts as demonstrated in the breakdown of spend.

2.6 During the reported period we awarded 17 regulated contracts and 14 non-regulated contracts. Based on the Public Sector Benefits Reporting savings methodology, these contracts have contributed an estimated £566k 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 and collaborated well in developing plans for the new Dunfermline Learning Campus which will site both the new Fife College Dunfermline Campus as two Fife Council high schools. We continue to seek opportunities to work collaboratively, sharing knowledge, experience and best practice to ensure optimum value in our tender activity.</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.</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 “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. These templates have been updated to reflect the necessary actions to take account of carbon and the circular economy.</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 operate 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. All 4 of the core Procurement team have gained Carbon Literacy Accreditation.</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 for key contracts to identify lessons learned and areas for improvement in future procurements. These findings feed into 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>Our Contract Management tool (Intend) allows us to share contract documentation with contract managers across the College and externally with our contracted suppliers. The tool will also be used to formally record contract performance information in a consistent manner.</p> <p>Our bespoke suite of reports to extract procurement data from our finance system 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 increase demonstrating good 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 £566k 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. We continually seek opportunities to simplify processes and documentation to reduce the burden on suppliers.

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 the new Ecovadis sustainability assessment tool used to review 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 regardless of value and several commitments have been made by suppliers in delivering Contracts including Building Fabric & Minor Works and Project Management & Design Team for the Dunfermline Learning Campus. 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. Suppliers are encouraged to feed back on their experience of our process and 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 Single Procurement Document (SPD) 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. Improvements during this reporting year have included increasing the scoring range for evaluations and the purchaser pre-populating parts of the evaluation form in advance of the team evaluation meeting to optimise time in the meeting.
- 3.6 We have developed good working relationships to assist operational planning to enable early involvement of the procurement team and are working closer with Finance colleagues to enable involvement in the process for funding projects. This have allowed Procurement to have greater involvement in the market analysis that feeds business cases and funding request. The need for early procurement engagement is fully supported by Senior Management and continues to be filtered through the wider organisation.

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 regardless of value, 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 17 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 secured in the Building Fabric & Minor Works, Project Management & Design Team Services for the DLC and Tools & Hardware Contracts. These committed benefits included student placements, sponsorship, local investments, local recruitment, student talks, work experience, training and volunteer days. We also track and monitor the delivery of benefits and although student numbers on campus were limited during the reporting period, we saw our Catering Services Contract with Aramark provide College students with barista training.
- 5.5 Other Community Benefits delivered include the Scholarship with Claremont Office Furniture, worth up to £2,000, awarded to two students studying HNC 3d Interior Design and one student studying HND Furniture and awarded in April 2021. 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 2022 and further detail can be found at:

<https://www.fife.ac.uk/news/furniture-scholarship-awards-help-build-brighter-future-for-students/>

<https://joom.ag/9lDI>

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 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.
- 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 however we have placed at least one order with a Supported Business. The procurement team continue to seek out opportunities to source goods and services from Supported Businesses.

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 to enable suppliers to quickly identify current opportunities with other contracting authorities.

7.3 Several of the procurements planned for 2020/21 have been rescheduled to 2021/22 as a result of the diversion of resources required to return to on-campus learning. 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
E-Payment Solution	Re-Let	November 2021	January 2022	March 2022	£20k	3Y +1+1
Industrial Gases 2021	Re-Let	December 2021	February 2022	March 2022	£60k	3Y +1+1
IT Training Delivery	New	December 2021	February 2022	March 2022	£100k	2Y +1+1+1
Music Equipment & Accessories	New	December 2021	February 2022	February 2022	£75k	3Y +1+1
Outdoor Advertising	New	December 2021	February 2022	March 2022	£175k	2Y +1+1
Online Payments	Re-Let	December 2021	March 2022	April 2022	£45k	3Y +1+1+1
Electronic Point of Sale Terminals	Re-Let	December 2021	March 2022	April 2022	£12k	3Y +18m+18m
Hair & Beauty Equipment Maintenance	New	January 2022	March 2022	April 2022	£15k	3Y +1+1
H&S Management System	Re-Let	January 2022	April 2022	May 2022	£200k	3Y + ongoing
Music Business Qualifications 2022	Re-Let	January 2022	March 2022	August 2022	£1.8m	2Y +1+1+1+1
Network Hardware Support	Re-Let	January 2022	March 2022	April 2022	£250k	3Y +1+1
AV Equipment 2022	Re-Let	January 2022	April 2022	June 2022	1m	3Y +1+1+1
Epilepsy Training	New	February 2022	April 2022	April 2022	£40k	3Y +1+1+1
Jewellery Making Materials & Equipment	New	February 2022	April 2022	April 2022	£75k	2Y +1+1+1
IT Disposals	New	March 2022	May 2022	June 2022	£10k	3Y +1+1+1

Subject Matter	New/ Re-let	Contract Notice Date	Expected Award Date	Expected Start Date	Estimated Spend	Likely Duration
PPE – Students	Re-Let	March 2022	June 2022	July 2022	£140k	2Y +1+1
Art Supplies (with Forth Valley College)	Re-Let	March 2022	July 2022	August 2022	£170k	2Y +1+1
PPE – Staff	Re-Let	April 2022	June 2022	July 2022	£100k	2Y +1+1
Student Health Screening	Re-Let	April 2022	June 2022	August 2022	£120k	3Y +1+1+1
Read/Write Software	Re-Let	May 2022	June 2022	August 2022	£20k	3Y +1+1
Clerk of Works – DLC Building	New	April 2022	July 2022	July 2022	£200k	2Y +1
Social Media Management Software 2022	Re-Let	May 2022	July 2022	August 2022	£40k	3Y +1+1
Survey Management Tool 2022	Re-Let	May 2022	August 2022	September 2022	£150k	3Y + ongoing
Foundation Apprenticeship Transport	Re-Let	June 2022	July 2022	August 2022	£100k	1Y
Postcode Finder 2022	Re-Let	November 2022	January 2022	January 2022	£20k	3Y +1+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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18 November 2021

Regulated Procurement 1 August 2020 to 31 July 2021

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
Employment Data Service (Curriculum Planning Data)	Recurring	Emsi UK	11/08/2020	17/08/2020	16/08/2023	3x 1Y	-	Local Tender above OJEU	£120,000	3Y +1+1+1
Building Fabric & Minor Works	Recurring	L1: Construction - Marshalls L2: Painting & Decor -Trident L3: Flooring - Gordon & Halliday L4: Signage - Prolight	25/08/2020	01/09/2020	31/08/2025	3x 1Y	-	Local Tender - Above OJEU	£4,000,000	5Y +1+1+1
Theatre Rigging Repair & Maintenance	Recurring	Northern Light Stage & Technical Services	04/09/2020	07/09/2020	06/09/2023	3x 1Y	-	Local Quotations	£85,000	3Y + 1+1+1
Microsoft Enterprise (Campus) Agreement 2020	Recurring	Phoenix Software	17/09/2020	01/11/2020	31/10/2023	No	No	Mini Comp under Framework	£310,100	3Y
Deaf Support Services 2020	Recurring	Deaf Communication Service	24/09/2020	01/12/2020	30/11/2024	No	No	Research to support NCA - VEAT to be published	£200,000	4Y
Mobile Phones 2020	Recurring	Vodafone Group PLC	25/09/2020	25/09/2020	24/09/2022	ongoing		Call-off from SG Single Supplier Framework	£70,000	2Y
Foundation Apprentice Transport 2020	Recurring	1. Prompt 2. Helen's Taxi, 3. Fife Wide taxis, 4. FM Cabs, 5. Hamish Gordon, 6. Taxi Central, 7. Premier Cabs, 8. Hamish Gordon, 9. Porter Taxis, 10. FM Cabs, 11. Hamish Gordon, 12. Taxi Central, 13. KDY Taxis, 15. Caledonia Taxis, 16. Prompt Taxis, 17. Island Cars, 18. Joe's Taxis, 20. Taxi Central, 21. Caledonia Taxis, 22. Treble Thirty, 23. Caledonia taxis, 24. FM Cabs, 25. Aly's Taxiz, 26. FM Cabs, 27. Caledonia Taxis, 28. A1 Cabs, 29. A1 Cabs, 30. JayDee Taxis, 32. Wilson's Taxis, 34. Taxi Central	14/10/2020	26/10/2020	25/10/2021	1month	No	Collaborative tender with Fife Council	£67,422	1Y
Alcohol & Beverages	Recurring	Tennent Caledonian Breweries	25/11/2020	01/12/2020	30/11/2023	1 Year	1 Year	Call off from Single supplier Scotland Excel framework.	£150,000	3Y +1+1+1

Annex A

Project Management & Design Team Services for DLC	One-Off	Gardiner & Theobald LLP	03/12/2020	07/12/2020	06/12/2025	6 months	No	Mini comp under CCS framework	£2,657,642	To Build Completion + 6 months
Occupational Health & Employee Assistance Services	Recurring	People Asset Management (PAM)	23/02/2021	01/04/2021	31/03/2024	3x 1Y	-	Mini Comp under CCS Framework	£132,000	3Y +1+1+1
Legal Services 2021	Recurring	Anderson Strathern LLP	17/03/2021	04/04/2021	03/04/2024	1Y	1Y	Direct Award from APUC framework (1st ranked)	£125,000	3Y +1+1
NEBOSH & Ass Licenses	Recurring	Astutis Ltd	17/03/2021	29/03/2021	28/03/2024	1Y	1Y	Local Tender - Below OJEU	£66,000	3Y +1+1
Franking Machines, Associated Services & Consumables 2021	Recurring	Northern Services	26/04/2021	24/05/2021	23/05/2025	No	No	APUC Framework 1st ranked supplier	£130,000	4Y
Wi-Fi Services	One-Off	European Electronique Ltd	01/06/2021	01/06/2021	31/05/2026	ongoing	ongoing	Mini Competition from NEUPC framework	£180,000	5Y + ongoing
Similarity Detection (Plagiarism) Software 2021	Recurring	Turnitin LLC	04/06/2021	14/06/2021	13/06/2024	3x 1Y	-	Mini Competition from APUC framework or local tenders below OJEU.	£70,000	3Y +1+1+1
CNC Milling Machines	One-Off	Mills CNC Ltd	28/06/2021	28/06/2021	27/06/2024	ongoing	-	Local Tender - Above OJEU	£197,510	3Y + ongoing
Tools & Hardware Accessories	Recurring	George Boyd	01/07/2021	05/07/2021	04/07/2023	1Y	1Y	Mini comp under framework	£770,000	2Y +1+1

Note - Highlight denotes Supplier is SME

Non-Regulated Procurement 1 August 2020 to 31 July 2021

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
External Effectiveness Review	One-Off	College Development Network (CDN)	03/08/2020	05/08/2020	31/12/2020	No	No	Local Quotations	£5,000	1Y
Recruitment of Faculty Director	One-Off	Protocol	30/09/2020	30/09/2020	29/03/2021	to post fill	No	Local Quotations	£11,500	6 months
Digital Marketing 2021	Recurring	Crunch DMC Limited (Unicon)	26/01/2021	27/01/2021	31/07/2021	6m	6m	Local Quotations	£49,999	6m +6m
Jewellery Casting Equipment	One-Off	Hewitt Jewellery Ltd	18/02/2021	18/02/2021	17/02/2024	ongoing	ongoing	Local Quotations - ALF Funded	£47,100	3Y + ongoing
Electrical Associate Trainers	Recurring	Paul Elliot	04/03/2021	08/03/2021	07/03/2023	1 Year	1 Year	Local Tender - Below OJEU	£45,000	2Y +1
Hair & Beauty Laser Equipment	One-Off	Skyncare Ltd	22/03/2021	05/04/2021	04/04/2023	ongoing	ongoing	Local Quotations	£46,800	2Y + ongoing
Sports Equipment PPM	Recurring	Sportsafe UK Ltd	23/03/2021	24/03/2021	23/03/2024	1 Year	1 Year	Local Quotations	£20,000	3Y +1+1
Glenrothes Development OBC	One-Off	AECOM Limited	29/03/2021	29/03/2021	28/06/2021	No	No	Direct Award under CCS Framework (Recent Competition)	£45,000	To Build Completion + 6 months
H&S Educational Video	Recurring	Safteycare (UK) Ltd	29/04/2021	01/09/2021	31/08/2026	3x 1Y	-	PIN - no suitable suppliers so Direct Award under Regulation 33.	£20,000	5Y +1+1+1
Tax Advisor	Recurring	Azets	30/04/2021	30/04/2021	29/04/2024	1Y	1Y	1st Ranked APUC Framework	£15,000	3Y +1+1
SMS Service 2021 (text)	Recurring	Bulk SMS Ltd T/A VoodooSMS	11/06/2021	01/07/2021	30/06/2023	1Y	1Y	GCloud 10	£10,000	2Y +1+1
Network Monitoring Software 2021	Recurring	Academia	29/06/2021	30/06/2021	30/10/2022	No	No	Order from 1st ranked supplier on ITS4042SU (Lot 4)	£11,491	1Y
PPE - Student Kit	Recurring	Bunzl UK Ltd t/a Greenham	29/06/2021	01/07/2021	30/06/2022	No	No	Local Quotations	£32,171	1Y
First Aid Training	Recurring	MRS Training and Rescue	23/07/2021	01/08/2021	31/07/2023	3x 1Y	-	Local Tender - Below OJEU	£30,000	2Y +1+1+1

Note - Highlight denotes Supplier is SME