



Fife College

PROCUREMENT ANNUAL REPORT

1 August 2021 – 31 July 2022



1. Introduction

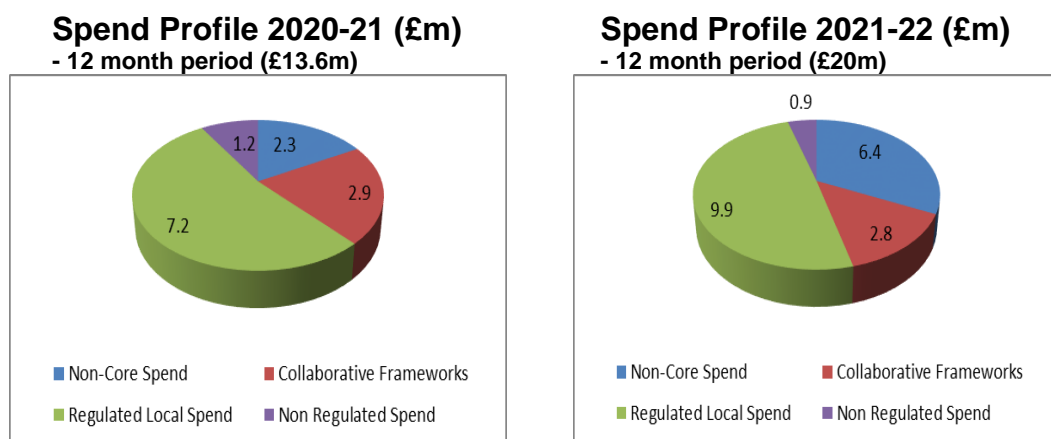
- 1.1 The Procurement Reform (Scotland) Act 2014 (PRA) required any public organisation which has an estimated annual regulated spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and 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 2021 to 31 July 2022 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 Fife College procurement strategy was revised in May 2022 to align with the ROA strategic aims covering the period 2022-24 strategy with an updated action plan including Scope 3 and Net Zero Actions and climate actions aligned with the Fife College Climate Change Strategy. 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 also features 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 ex VAT to 31 December 2021 and £177,897 ex VAT from 1 January 2022; works worth more than £4,733,252 ex VAT to 31 December 2021 and £4,447,447 ex VAT from 1 January 2022] amounted to £67,205,127. There were 6 such procurements completed including the new campus Construction contract as estimated at the time of award.
 - Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £219,164. There were 3 such procurements completed.
- 1.5 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.

- 1.6 Fife College is dedicated to transforming the lives of our 6,000 full-time and 18,500 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.
- 1.7 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.
- 1.8 Fife College did business with 671 unique suppliers during the reporting period and the total procurement expenditure was £20,045,189. This was made up of £9,877,460 of regulated expenditure (recorded on the Contracts Register) and £979,419 of non-regulated spend.
- 1.9 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. 14% of the College spend went through direct award collaborative agreements.
- 1.10 23% was spent with SMEs who constitute 40% of the total of active suppliers. 2 SMEs featured in the award of regulated procurements and 86% of all contracts were awarded to SMEs.
- 1.11 321 suppliers used were based in Scotland and received £13.8m, 69% of College annual spend. Of this, 109 suppliers were based in the Fife area receiving 29% of total annual spend. This has increased local spend from 2020/21 there were 83 Fife suppliers receiving 10% of total spend.
- 1.12 145 of the Scottish based suppliers used were SMEs receiving £2.2m and 47 of these were Fife based SMEs receiving £327k.

Report Approved	17 November 2022
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 2021 and 31 July 2022 the College has spent over **£20m** 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 an increase in overall spend which was primarily due to development of the new Dunfermline Learning Campus.
- 2.6 During the reported period we awarded 9 regulated contracts and 30 non-regulated contracts. Based on the Public Sector Benefits Reporting savings methodology, these contracts have contributed an estimated £179k 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 continued our commitment to the 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 have been working together on Community Wealth Building and Carbon Calculation along with NHS Fife and University of St. Andrews. 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 alternatives to purchase or 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 as well as for those requirements which are lower value but high risk or complexity. 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</p>

	<p>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 Gold ranked PCIP score of 83% assessed in 2019. We have identified some areas for further improvement and hope to see a further increase in this score at our next assessment in late 2023.</p> <p>We continually seek to collaborate with other public bodies and operate a joint Dynamic Purchasing System with Fife Council 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 where capacity allows. All 4 of the core Procurement team are Carbon Literacy Accredited.</p> <p>The use of our finance system has improved knowledge of procurement and purchasing across the College and enhanced communication at all levels. Opportunities to further streamline processes are regularly reviewed.</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 management information to measure and improve</p>	<p>Our statistics recording 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>procurement and supplier performance.</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 with regular reports issued to users to allow them to proactively manage orders and optimise use of budgets.</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 From Now to 2030.</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 specialist staff within the College 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 usually 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 College tendered (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 came in under the estimated budget whilst fully meeting the specified requirements although the unprecedented volatility in the market and scarcity of supply in some areas meant costs exceeded planned estimates. Estates, Engineering and Built Environment were among the most affected with price and availability of PPE and construction materials heavily impacted. Based on the Public Sector Benefits Reporting savings methodology in a challenging economic climate we estimate a total £179k 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 and work is ongoing within the organisation to consider sustainable alternatives to new purchases and better manage demand. The Fife College Net Zero Action plan has committed to ensuring all staff, management and board will be carbon literate accredited or aware by 2024. Relevant sustainable 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 Dunfermline Learning Campus Design & Build Construction, Student PPE and Staff Workwear. 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 onsite 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. Our taxi suppliers are set to ensure payment is made to these local micro-SMEs within 14 days.

- 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.
- 3.6 We have developed good working relationships with staff across the College 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 has allowed Procurement to have greater involvement in the market analysis that feeds business cases and funding requests. 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 or compliantly following the framework direct award criteria.
- 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 the EU Works Procurement threshold, we consider how we can improve the economic, social or environmental wellbeing of the local area and wider College 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. We consider inclusion of community benefits requirements in all contracts and target specific relevant and proportionate offers where they are deemed not to have a negative impact on the delivery of value for money.
- 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 9 regulated procurement contracts over the reporting period, including the DLC Construction which was over £4 million in value and is set to deliver the following benefits:
- 50% local people employed of the project
 - 30 new job opportunities
 - 200 weeks to be worked by Apprentices
 - 100 weeks to be worked by Graduates
 - 20 weeks of meaningful work placement opportunities
 - 65 weeks of paid placements
 - 128 hours committed to support people into work
 - 200 hours committed to supporting local schools
 - 160 hours of volunteering to local projects
 - 50 hours volunteering for green initiatives
 - £1,000 of equipment donated to local Third Sector Organisations
- 5.4 In this reporting period community benefits were secured in the Staff Workwear and Student PPE Contracts. These committed benefits included donation of prizes, work experience placements, toolbox talks and training, sponsorship of students, attendance at open days & events, provision of free personalised PPE for events student placements, donation of old and surplus stock and volunteer days. We also track and monitor the delivery of benefits during the reporting period, we saw our flooring supplier deliver an initiative to reuse floor tiles and return those that cannot be used to a circular economy programme.
- 5.5 Other Community Benefits delivered include Scholarships with Claremont Office Furniture of £2,000, awarded to 7 students studying furniture and design

courses and a £5,000 scholarship from Marshall Construction over a 3-5 year period for those studying specific construction related courses. These Scholarships are awarded based on commitment to studies and academic performance to support students.

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 and the procurement team continue to work with colleagues across the college 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 Due to a number of internal and external factors, several of the procurements planned for 2021/22 have been rescheduled to 2022/23. 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 / Invitation Date	Expected Award Date	Expected Start Date	Estimated Spend	Likely Duration
Digital Marketing	Re-Let	Nov 2022	Dec 2022	Jan 2023	£150k	2Y +1+1
Finance System 2023	Re-Let	Nov 2023	Dec 2023	Jan 2023	£170k	2Y +1+1
Welding Tools & Consumables	New	Nov 2022	Feb 2023	March 2023	£120k	2Y +1+1+1
Electrical Training Services	Re-Let	Dec 2022	Feb 2023	April 2023	£100k	2Y +1+1
Online Payments	Re-Let	Dec 2022	Feb 2023	April 2023	£45k	3Y +1+1+1
Postcode Finder 2022	Re-Let	Dec 2022	Feb 2023	Jan 2023	£20k	3Y +1+1+1
Conference Management System	New	Dec 2023	Feb 2023	March 2023	£120k	2Y + ongoing
MFD 2023	Re-Let	Dec 2022	March 2023	June 2023	£1m	3Y +1+1+1+1+1
Marketing Trailer	New	Dec 2022	March 2023	March 2023	£50k	1Y
AV Equipment 2022	Re-Let	Jan 2023	March 2023	June 2023	£2m	3Y +1+1+1
Internal Audit 2023	Re-Let	Jan 2023	March 2023	July 2023	£150k	3Y +1+1
IT Disposals	New	Jan 2023	March 2023	June 2023	£10k	3Y +1+1+1
Property Valuations 2023	Re-Let	Jan 2023	April 2023	April 2023	£20k	3Y +1+1+1
Clerk of Works – DLC Building	New	Jan 2023	April 2023	July 2023	£200k	2Y +1
Engineering Tools & Consumables	New	Jan 2023	April 2023	May 2023	£80k	2Y +1+1+1
Survey Management Tool 2023	Re-Let	Jan 2023	May 2023	Sept 2022	£150k	3Y + ongoing
VMWare Licencing	Re-Let	Feb 2023	March 2023	April 2023	£160k	5Y
Prospectus Print & Delivery Services	Re-Let	Feb 2023	June 2023	Aug 2023	£45k	1Y +1+1+1
Fuel Cards	Re-Let	March 2023	May 2023	Aug 2023	£150k	2Y +1+1
Digital Training Services	New	Mar 2023	May 2023	April 2023	£75k	2Y +1+1+1
Student Health Screening	Re-Let	March 23	May 2023	Aug 2023	£120k	3Y +1+1+1
Building Supplies	New	Apr 2023	June 2023	July 2023	£120k	2Y +1+1+1
Read/Write Software	Re-Let	May 2023	July 2023	Aug 2023	£20k	3Y +1+1
Media Monitoring Tool	Re-Let	May 2023	Jun 2023	July 2023	£10k	2Y +1
Media Monitoring	Re-Let	May 2023	June 2023	July 2024	£25k	2Y +1+1

	Planned use of Framework
	PCS Quick Quote
	Open Tender – National
	Open Tender - OJEU

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, Head of Procurement and has been approved by the Fife College Finance, Commercial & Estates Committee.



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01383 845116

17 November 2022

Regulated Procurement 1 August 2021 to 31 July 2022

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
DLC Construction (led by Project Manager)	One-off	Balfour Beatty Construction Ltd	06/08/2021	09/08/2021	08/08/2025	1Y	No	Mini Comp under CCS Framework	£61,954,127	To 12 months after Build Completion + 1Y
Foundation Apprentice Transport 2021	Recurring	1. Prompt Taxis, 2. Dawn 2 Dusk Cabs, 3. Dhillon Taxis, 4. Steve's Taxi, 5. Prompt Taxis, 8. Andy's Cabs, 9. X Cabs, 10. Caledonia Taxis, 11. Ace Radio Taxis Ltd, 12. Ace Radio Taxis Ltd, 13. FM Cabs, 14. Caledonia Taxis, 15. Prompt Taxis, 16. Ace Radio Taxis Ltd, 17. Caledonia Taxis, 18. Prompt Taxis, 19. Island Cars, 20. Island Cars, 21. Prompt Taxis, 22. Kingdom Taxis, 23. FM Cabs, 24. Caledonia Taxis, 25. Tony's Taxi, 26. Andy's Cabs, 27. X Cabs, 28. United Radio Cabs, 29. JJ Taxis, 30. United Radio Cabs, 32. Kingdom Taxis, 33. X Cabs, 35. X Cabs, 36. Porter Taxis, 37. Fife Wide Taxis, 38. St Andrews Airport Transfer, 39. KDY Taxis, 40. Paddy's Taxis, 41. Island Cars	20/08/2021	23/08/2021	30/06/2022	No	No	Collaborative tender with Fife Council	£74,446	1Y
Glenrothes Development PM&DT	One-off	AECOM Limited	21/09/2021	22/09/2021	21/09/2026	6m	No	Direct Award under CCS Framework (Recent Competition)	£2,000,000	To Build Completion + 6 months
Industrial Gases - 2021	Recurring	BOC UK & Ireland	10/12/2021	12/12/2021	12/12/2024	1Y	No	Mini Comp from Framework	£86,718	3Y +1
PPE - Student 2022	Recurring	Hardedge Ltd	23/06/2022	27/06/2022	26/06/2024	3x 1Y	-	Local Tender - Above OJEU	£191,000	2Y +1+1+1
PPE - Staff Workwear 2022	Recurring	Bunzl Greenham (1) Aspire Industrial Services Ltd (2)	14/07/2022	18/07/2022	17/07/2024	1 Year	1 Year	Mini comp from framework	£58,000	2Y +1+1
Outdoor Advertising	Recurring	Lot 1 (Bus Shelters) - Clear Channel, Dave the Dog & Mediaworks	14/07/2022	18/07/2022	17/07/2024	1 Year	1 Year	Local Tender above OJEU - multi-lot framework.	£280,000	2Y +1+1

Annex A

		Lot 2 (Billboards) - Global, Clear Channel, Dave the Dog & Mediaworks Lot 3 (Digital Billboards) - Clear Channel, Dave the Dog & Mediaworks Lot 4 (Bus) - Global, Dave the Dog & Mediaworks Lot 5 (Trains) - Global, Dave the Dog & Mediaworks								
Network Products & Services	Recurring	Specialist Computer Centres (SCC)	21/07/2022	01/08/2022	31/07/2027	1 Year	1 Year	Mini comp from framework	£380,000	5Y +1+1
Music Business Qualifications 2022	Recurring	Academy of Music and Sound	21/07/2022	01/09/2022	30/08/2026	4x 1Y	-	Direct Award under Regulation 33.	£2,400,000	4Y +1+1+1+1

Note - Highlight denotes Supplier is SME

Non-Regulated Procurement 1 August 2021 to 31 July 2022

Project	Requirement	Successful Supplier (Name)	Award Date	Contract Start Date	Contract End Date	Extension 1	Extension 2	Procurement Route	Estimated Contract Value	Contract Duration
PPE - Staff Workwear	Recurring	Future Garments LTD T/A Eurox	05/08/2021	06/08/2021	05/08/2022	No	No	Local Quotations	£20,000	1Y
Mindmap Software	Recurring	Academia	28/08/2021	01/09/2021	31/08/2024	3x 1Y	-	Accessed via 1st ranked FW supplier	£17,000	3Y +1+1+1
Food & Beverage Software	One-off	Kitchen CUT	03/09/2021	13/09/2021	12/09/2024	ongoing	ongoing	Local Quotations	£10,800	3Y + ongoing
Give as you Earn Service (Payroll Giving)	Recurring	Edenred UK	10/09/2021	01/11/2021	31/10/2024	1Y	No	Single supplier CCS Framework	£3,000	3Y +1
Media Monitoring Service	Recurring	PressData	13/09/2021	23/08/2021	22/08/2022	1Y	No	Local Quotations	£9,000	1Y +1
Digital Marketing (HE & Skills Boost)	One-off	We Are Hydrogen Ltd	13/09/2021	14/09/2021	13/09/2022	taken	No	Local Quotations	£21,000	6m +6m
Student Health App	Recurring	Expert Self Care Ltd	14/09/2021	05/07/2021	04/07/2023	2x 1Y	-	SSJ	£19,200	
Read/Write Assistive Software	Recurring	Texthelp Ltd	27/09/2021	01/10/2021	30/09/2022	No	No	Local Quotations	£3,000	1Y
Building Materials	Recurring	Kwikco Supplies Ltd	14/10/2021	14/10/2021	13/10/2022	1Y	No	3Q for year 1 before longer contract	£48,000	1Y +1
e-Learning Software (Content)	Recurring	iHasco Ltd	04/11/2021	08/11/2021	07/11/2024	3x 1Y	-	Local Tender above OJEU	£8,200	3Y +1+1+1
Roofing Materials	Recurring	Rank 1 - Jewson Rank 2 - SIG Rank 3 - Kwikco Supplies	09/11/2021	10/11/2021	09/11/2022	2x 1Y	-	Local Quotations	£40,000	1Y +1+1
Lapsafe Maintenance	Recurring	HP	13/12/2021	14/12/2021	13/12/2022	Ongoing	ongoing	Single supplier framework	£8,090	1Y
Coffee & Disposables	Recurring	DC7 Vending	22/12/2021	23/12/2021	22/12/2023	No	No	Local Quotations	£10,000	2Y
Student Mental Health Portal	Recurring	Togetherall Ltd	10/01/2022	10/01/2022	09/01/2025	No	No	SSJ	£19,200	3Y
Linen Hire 2021	Recurring	Johnsons Hotel Linen	13/01/2022	17/01/2022	16/01/2025	No	No	Local Quotations	£25,242	3Y
Property Purchase Consultancy (Media Space)	One-off	Avison Young	20/01/2022	20/01/2022	19/07/2023	taken	No	Direct award under CCS framework	£13,250	1Y
Glean Assistive Software	Recurring	Sonocent	01/02/2022	03/02/2022	02/02/2025	No	No	Local Quotations	£15,552	3Y
Digital Strategy Engagement and Development	One-off	Capgemini UK Plc	08/03/2022	08/03/2022	07/12/2022	taken	No	Local Quotations	£49,020	4m + 6m
Music Equipment & Accessories	Recurring	Kenny's Music	10/03/2022	21/03/2022	20/03/2024	1Y	1Y	Local Quotations	£18,000	3Y +1+1
Service and Calibration of Hair & Beauty Equipment (2022)	Recurring	Silhouette International LLP	15/03/2022	06/06/2022	05/06/2025	1Y	1Y	Local Quotations	£15,000	3Y +1+1
E-Payment Software	Recurring	AccessPay	16/03/2022	23/03/2022	22/03/2025	1Y	1Y	Local Quotations	£33,500	3Y +1+1
Press Release Service	Recurring	PRgloo	01/04/2022	01/04/2022	31/03/2025	No	No	Local Quotations	£9,000	3Y

Annex A

Disposal Strategy - Dunfermline (Stage 1)	One-off	Montagu Evans	05/05/2022	06/05/2022	05/05/2024	1Y	No	Local Quotations	£8,033	2Y+1
Online Management & Recording (BOB) Box of Broadcasts 2022	Recurring	British Universities Film & Video Council	01/06/2022	01/08/2022	31/07/2027	No	No	SSJ	£18,000	5Y
Grease Trap Maintenance Services	Recurring	Evolution	02/06/2022	02/06/2022	01/06/2026	No	No	Local quotations	£30,000	4Y
e-Learning Content (Skillboosters)	Recurring	Inclusive Learning Limited	22/06/2022	02/09/2022	01/09/2023	No	No	Local quote	£2,500	1Y
Spin Bikes	One-off	Stages Indoor Cycling UK Ltd	12/07/2022	12/07/2022	11/07/2023	No	No	Local Quotations	£13,442	Warranty
EPOS Terminals	Recurring	WorldPay	19/07/2022	01/08/2022	31/07/2024	1 Year	1 Year	Local Quotations	£8,000	2Y +1+1
Gym Training Services & Equipment	One-off	Les Mills Fitness UK	27/07/2022	27/07/2022	26/07/2024	No	No	SSJ	£17,525	2Y
Gym Management Software	Recurring	Legend (Xplor)	27/07/2022	01/08/2022	31/07/2024	ongoing	ongoing	Local Quotations	£20,200	2Y + ongoing

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