ANNUAL PROCUREMENT REPORT

01 August 2018 – 31 July 2019

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires 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 publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 August 2018 to 31 July 2019 and addresses performance and achievements in delivering the North East Scotland College's organisational procurement strategy.

The development of the procurement strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the Colleges 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 College, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the organisation'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 College may need to adjust.

North East Scotland College has analysed third party expenditure and has identified that over the period(s) covered by this report the following expenditure has occurred:

- EU regulated procurements [goods and services worth more than £181,302; works worth more than £4,551,413[1]] amounted to £6,786,366. There were 4 such procurements completed[2].
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2 million] amounted to £2,757,783. There were 20 such procurements completed.

More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Annex 1A of this report.

North East Scotland College has over 1850 active suppliers, of which 547 were used by the College during the reporting period. The total procurement expenditure was £14,968,732 comprised of £11,807,437 of regulated expenditure (recorded on the Contracts Register) and £3,161,295 on non-regulated spend, of which £1,579,740 is non-influenceable spend.

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[1] Public contracts (EU) thresholds are revised every 2 years – next due on 01 /01/2020
[2] Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

Despite achieving an overall regulated influenceable spend total of 88.2% the College continues to strive to optimise its expenditure and utilises the use of national, sectoral, local or regional C1 collaborative contracts and frameworks where these will bring a benefit to the College. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 34.4% of the College's influenceable spend went through collaborative agreements, an increase of 13% on the previous year.

This report comprises five sections:

- Section 1: Summary of Regulated Procurements Completed

- Section 2: Review of Regulated Procurement Compliance

- Section 3: Community Benefit Summary

- Section 4: Supported Businesses Summary

- Section 5: Future Regulated Procurements Summary

Report Approved: 21 November 2019

By: North East Scotland's Senior Management Team

Signed:

Position: Principal and Chief Executive

Section 1: Summary of Regulated Procurements Completed

North East Scotland College strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the College's Strategic Plan.

The detailed summary of regulated procurements completed is set out in Annex 1. That information, coupled with the publication of the institutional Contracts Register http://www.apuc-scot.ac.uk/#!/institution?inst=32 and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the Colleges procurement activity over the reporting period.

In Annex 1, information is set out to show lower value regulated procurements completed and EU regulated procurements completed [if there have been any]. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:

- the date of award
- the start dates
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME / supported business use

Section 2: Review of Regulated Procurement Compliance

Where appropriate, North East Scotland 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).

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.

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.

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

Procurement Strategy Statement	Annual Report Commentary on strategy delivery/compliance
To sustain and further develop partnerships within the sector, with other publicly-funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	The College Procurement Team engages with internal and external stakeholders and suppliers to gain valuable feedback which informs the Procurement team of possible necessary adjustments and improvements to the procurement strategy and processes. For each procurement, the College considers the community affected by the resultant contract and ensures that any affected internal or external stakeholders are consulted (such as students or other local procurement bodies). Such consultation will always be on a scale and approach relevant to the procurement in question. The College contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with both the University of Aberdeen and Robert Gordon University to deliver local collaborative contracts. The College Procurement Manager attends and contributes to APUC-led Procurement Strategy Groups and actively engages with other bodies through HE and FE specific events and other Scottish public-sector events.
To work with internal academic budget holders, professional support service colleagues and suppliers to deliver	Each regulated procurement is assessed and a strategy is developed and agreed with the key stakeholders, end users and suppliers. This assessment is also used to deliver the most appropriate procurement route to market that yield best value outcomes The

innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.	College follows the guidelines set out in the Scottish Procurement Journey.
	Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates best practice and consistency with what other organisations do across the Scottish public sector.
	Following the Scottish Procurement Journey ensures that procurement operations align and support the College's strategic objectives.
To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.	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.
	The College sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with Advanced Procurement for Universities and Colleges (APUC) and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners and to work with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.	The defined procurement process is managed through an experienced and dedicated 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.
	Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives, A "lessons learned" approach with stakeholders has seen a marked improvement in stakeholders approaching procurement well before their requirements are due.

To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through fair and transparent process.	Internal governance procedures, policies and tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency. Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers). Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. Use is made of PCS to publish procurement opportunities. Appropriate use is made of lotting, output based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.
To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.	The College's procurement procedures clearly map out the routes to procurement in line with the Scottish Government's Procurement Journey. The College's procedures ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. The College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate and, on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant, the Living Wage and fair work practices of suppliers are promoted in tender documentation. The College is a living wage employer.

North East Scotland College has a procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Section 3: Community Benefit Summary

For every procurement over £4m, North East Scotland College will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.

The general College policy on identifying community benefit requirements would be to conduct risk and opportunities assessments through stakeholder consultation and engagement. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing 'upskilling' opportunities (e.g. Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,
- to minimise negative environmental impacts, for example impacts associated with vehicle movements

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

North East Scotland College has awarded no regulated procurement contracts over the reporting period. None of these were over £4 million in value.

Section 4: Supported Business

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.

The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the institution (using the Supported Business register currently available and published by Ready for Business).

The College did not reserve any contracts for supported businesses in this period nor has it had any supported businesses bid through the standard open tendering route.

Section 5 – Future Regulated Procurements

North East Scotland 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.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex 4 should be viewed with this caveat in mind.

The information provided in Annex 4 covers:

- the subject matter of the anticipated regulated procurement
- whether it is a new, extended or re-let procurement
- the expected contract notice publication date
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category A, B, C or C1

Annex 1 List of Regulated Procurements Completed in the Reporting Period 8/18 – 7/19

Compliant Procurement

Category Subject	Supplier name	Date of Award	Cat A/B or C?	Start Date	End Date	Value over contract period	SME status	Supported Business
Catering Services	Inspire Catering	16/05/2019	C	29/07/2019	28/07/2022	3896460	N	N
Supply of Electricity	EDF Energy	01/04/2019	A	01/04/2019	31/03/2021	2175000	N	N
Learning Opportunities Services	Aberdeen Foyer	20/12/2018	C	01/01/2019	31/07/2022	750000	Y	N
Lift Installation	Schindler Ltd	02/07/2019	C	01/08/2019	31/07/2020	466000	N	N
Technology Services 2	Esteem Services/Incremental	31/05/2018	B	31/08/2018	30/08/2021	368000	N	N
Nursery Service	One Parent Families Scotland	02/07/2019	C	26/08/2019	25/06/2021	346906	Y	N
NDNA Mini-Comp Award	HP Inc.	12/07/2019	B	01/08/2019	31/01/2020	179100	N	N
Signage	Service Graphics	15/07/2019	C	01/08/2019	31/07/2023	175000	Y	N
Sports Facilities Hire	Aberdeen Sports Village	12/07/2019	C	01/08/2019	31/07/2023	149000	N	N
Print Mini Comp	J Thomson Colour Printers	05/09/2018	B	11/09/2018	10/09/2021	122730	Y	N
Furniture	Azzurro	06/12/2018	B	01/01/2018	31/12/2022	120000	Y	N
Occupational Health	Iqarus	20/02/2019	C	01/04/2019	31/03/2022	105021	N	N
Employee Relations Legal Serv.	Ellis Whittam	01/10/2018	C	01/11/2018	31/10/2022	97832	Y	N
Grounds Maintenance Services	Countrywide Grounds Maint.	13/12/2018	C	01/01/2019	31/12/2022	88800	Y	N
Workshop Equipment Maint.	RS Machine Tools	19/06/2019	C	01/07/2019	30/06/2021	75000	Y	N
Kitchen Deep Clean	First Choice Cleaning Services	28/09/2018	C	01/10/2018	30/09/2021	63000	Y	N
Internal Audit Services	Henderson Loggie	04/04/2019	B	01/08/2019	31/07/2022	62700	Y	N
Fuel Cards	Allstar Business Solutions	01/08/2018	B	01/08/2018	31/07/2021	60000	N	N
Website Design & Hosting	Blue2 Digital	07/06/2019	C	07/06/2019	06/06/2022	58600	Y	N
IT Related Parts & Accessories	Academia	09/10/2018	B	09/10/2018	08/08/2020	45000	N	N
Lab Equipment One Stop Shop	Fisher Scientific	01/08/2018	B	01/08/2018	31/07/2020	40000	N	N

Water Quality Management	Chemtech Consultancy	28/09/2018	C	01/10/2018	30/09/2022	38000	Y	N
Fresh Fruit & Vegetables	TPS Fruit & Veg Ltd	17/01/2019	B	17/01/2019	16/01/2021	32000	Y	N
Network Services - Telephony	Daisy Inc	27/11/2018	B	03/12/2018	02/12/2020	30000	N	N

Annex 2 List of Regulated Procurements with Community Benefit Requirements Fulfilled

There were no regulated procurements with community benefits requirements during the reporting period.

Annex 3 List of Regulated Procurements placed with Supported Businesses

There were no regulated procurements placed with Supported Businesses during the reporting period.

Annex 4 List of Regulated Procurements planned to commence in next two F/Ys 19/20 & 20/21

Category Subject	Cat A/B/C or C1	New. Extended or Re-Let Procurement	Contract Length	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Estimated Value Over Contract Period
Hair & Beauty Supplies	B	Re-Let	4	n/a Framework Award	15/01/2020	15/02/2020	14/02/2024	140,000.00
Water & Waste Water Services	A	Re-Let	3+2	n/a Framework Award	01/12/2019	01/03/2020	28/02/2023	825,000.00
Natural Gas	A	Re-Let	3+3	n/a Framework Award	01/12/2019	01/04/2020	31/03/2023	525,000.00
Temporary Lecturing Services	A	Extended	3+3	Extended	07/01/2020	04/05/2020	03/05/2023	5,800,000.00
Agency Staffing (Support Staff Only)	A	Re-Let	3+2	01/03/2020	03/02/2020	01/07/2020	30/06/2023	240,000.00
Distance Learning Materials	C	Extended	3+1+1	Extended	28/02/2020	01/08/2020	31/07/2021	200,000.00
Office, Computer and Library Supplies	B	Re-Let	3+2	n/a Framework Award	01/03/2020	01/08/2020	31/07/2025	91,000.00
Security & Janitorial Services	C	Extended	3+1+1	Extended	01/03/2020	01/08/2020	31/07/2021	1,010,000.00
Coach Hire Services	C	Re-Let	5+1	21/04/2020	01/03/2020	01/08/2020	31/07/2025	1,000,000.00

Service	Cat	Type	Term	Award Route	Date 1	Date 2	Date 3	Value
Facilities Management Services	C	Re-Let	5+2	01/02/2020	07/01/2020	01/08/2020	31/07/2025	6,500,000.00
Hospitality Uniforms and Equipment	B	Re-Let	3+2	n/a Framework Award	01/02/2020	01/08/2020	31/07/2023	165,000.00
Laboratory Equipment	B	Re-Let	2+2	n/a Framework Award	01/03/2020	01/08/2020	31/07/2022	80,000.00
Multifunction Device Tender	A	Re-Let	5	n/a Framework Award	01/02/2020	01/08/2020	31/07/2025	450,000.00
Sports Uniforms	C	Re-Let	4	01/04/2020	01/03/2020	01/08/2020	31/07/2024	96,000.00
Student Travel Services	B	Re-Let	3+2	n/a Framework Award	01/03/2020	01/08/2020	31/07/2023	100,000.00
TQFE Programme	C1	Extended	4+2	Extended	01/02/2020	01/08/2020	31/07/2022	50,000.00
IT Related Parts & Accessories	B	Re-Let	3	n/a Framework Award	01/04/2020	09/08/2020	08/08/2023	65,000.00
Student Accommodation Services	C1	Re-Let	3+3	Direct Award	01/04/2020	27/08/2020	26/08/2023	1,200,000.00
Desktop & Notebook NDNA	B	Extended	3+1	Extended	01/04/2020	01/09/2020	31/08/2021	250,000.00
Human Resources & Payroll System	C	Extended	3+2	Extended	01/05/2020	01/10/2020	30/09/2022	120,000.00
Fresh Dairy Products	B	Extended	2+2	Extended	01/05/2020	26/10/2020	25/10/2021	12,000.00
Servers & Storage	B	Re-Let	3+2	n/a Framework Award	01/05/2020	01/11/2020	31/10/2023	450,000.00
Offsite Reprographic Services	C	Re-Let	3+2	01/06/2020	01/04/2020	01/11/2020	31/10/2023	700,000.00
Software Licence Resellers	B	Re-Let	3+1	n/a Framework Award	01/05/2020	01/12/2020	30/11/2023	300,000.00
Industrial Gasses	B	Re-Let	3+2	n/a Framework Award	01/09/2020	05/01/2021	04/01/2024	215,000.00
Fresh Fruit & Vegetables	B	Extended	2+2	Extended	01/09/2020	17/01/2021	16/01/2023	32,000.00
Travel Services	A	Extended	3+1	Extended	01/10/2020	01/02/2021	01/02/2022	150,000.00
Trade Materials	B	Re-Let	3+2	n/a Framework Award	01/10/2020	17/02/2021	16/02/2024	105,000.00
VLE Hosting/Delivery (Blackboard)	B	Re-Let	2+2	n/a Framework Award	01/12/2020	07/03/2021	06/03/2023	200,000.00
Mobile Telephony	B	Re-Let	3+2	n/a Framework Award	01/12/2020	25/03/2021	24/03/2024	90,000.00
Electricity Supply	A	Extended	4+1+2	Extended	01/11/2020	01/04/2019	31/03/2022	750,000.00
Vehicle Hire	B	Re-Let	3+2	n/a Framework Award	01/12/2020	01/04/2021	31/03/2024	75,000.00
Apple Equipment & Services	B	Re-Let	2+2	n/a Framework Award	07/01/2021	03/04/2021	02/04/2023	160,000.00
Waste Collection & Disposal	B	Re-Let	3+2	n/a Framework Award	07/01/2021	09/04/2021	08/04/2024	186,000.00

Nursery Service - Fraserburgh	C	Extended	2+1	Extended	01/02/2021	26/08/2021	25/06/2021	346,906.00
Workshop Equipment Maintenance	C	Extended	2+1	Extended	01/03/2021	01/07/2021	30/06/2021	75,000.00
Student Records System Maintenance	B	Re-Let	3+2	n/a Framework Award	01/03/2021	28/07/2021	27/07/2024	230,000.00
Fresh Butcher Meat	B	Extended	2+2	Extended	01/04/2021	01/08/2021	31/07/2023	28,000.00
Fuel Cards	A	Extended	3+1	Extended	01/03/2021	01/08/2021	31/07/2022	60,000.00
Electrical Sundries	B	Extended	2+1	Extended	01/03/2021	01/08/2021	31/07/2022	25,000.00

Annex 5 - Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC's Code of Conduct - APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

BT14 – Sustainability Based Benefits - sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:

· Reduction in waste – packaging and / or further use of residue from processes etc.

· Reduction in consumption - use of raw materials (consumables, utilities etc.)

· Recycling and/or reuse of products

· Enhanced Reputation and/or marketing opportunities

· Community Benefits delivery

· Carbon Reduction

Social, equality and / or environmental improvements

Category Subject is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social-economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.

Contracts Registers these typically provide details of the procurement exercise to capture key information about the **contract** (the goods and services, values, date started, expiry date, procurement category etc.).

Cost Avoidance The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a "soft" cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.

Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.

EU regulated procurements are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.

Flexible Framework Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

▪Identify non-pay spend on external goods and services

▪Identify key suppliers and how many transactions are made with each

▪Highlight common spend across suppliers and categories

▪Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's **Hub** page.

Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.

As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

Institutional Dashboard - is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through **Hunter**. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.

Lotting - the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £164,176, for Works Contracts £4,104,394. Public contracts (EU) thresholds are revised every 2 years – this is next due on 01/01/2018.

Output Specification requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.

Prioritisation - the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.

Procurement Journey is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.

Segmentation the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.

Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.

Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.

Social Enterprises are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supported business means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Supported employment programme means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.

Sustain - is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain

Sustainable Procurement A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third-Party Expenditure is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.