



ANNUAL PROCUREMENT REPORT

01 August 2024 – 31 July 2025

Contents

Description	Page
Executive Summary	3
Section 1: Summary of Regulated Procurements Completed	5
Section 2: Review of Regulated Procurement Compliance	6
Section 3: Community Benefit Summary	7
Section 4: Supported Business	8
Section 5: Future Regulated Procurements	9
Annex 1: Regulated Procurements Completed in the Reporting Period 8/24 – 7/25	10
Annex 2: Regulated Procurements with Community Benefit Requirements Fulfilled	12
Annex 3: Regulated Procurements placed with Supported Businesses	12
Annex 4: Procurement Strategy Statements & Commentary on Strategy Delivery/Compliance	13
Annex 5: List of Regulated Procurements Planned to Commence in Next Two Financial Years (25/26 & 26/27)	16
Annex 6: Glossary of Terms	18

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 to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 August 2024 to 31 July 2025 and addresses performance and achievements in delivering the North East Scotland College's organizational 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 College's 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 on which the College may need to adjust.

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

- Higher value regulated procurements [goods and services worth more than £179,087; works worth more than £4,477,174¹] amounted to £1,160,167. There were 3 such procurements completed².
- Lower value regulated procurements [goods and services greater than, or equal to, £50,000, works worth more than £2 million] amounted to £800,183. There were 22 such procurements completed².

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

¹ Public contracts thresholds as at 01/01/2024
(<https://www.gov.scot/publications/procurement-threshold-values/pages/procurement-threshold-values-from-1-january-2024/>)

² Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

Executive Summary (cont'd)

North East Scotland College has over 640 active suppliers, of which 477 were used by the College during the reporting period. The total procurement expenditure was £16,611,714, comprised of £12,833,024 of regulated expenditure (recorded on the Contracts Register) and £3,778,690 of non-regulated spend.

The overall regulated influenceable spend total of 77% represents a 1% increase on the previous year. The College continues to strive to optimise its expenditure and utilises 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. 43.5% of the College's influenceable spend went through collaborative agreements.

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: 16 January 2026

By: North East Scotland College's Executive Team

Signed:

A handwritten signature in black ink, appearing to read 'Neil Cowie'.

Neil Cowie - 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 Register¹ and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the College's procurement activity over the reporting period.

In [Annex 1](#), information is set out to show both lower value and higher value 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:

- Date of award
- Start dates
- Category subject matter
- Name of the supplier
- Estimated value of the contract – total over contract period
- Collaborative or institution owned
- End date provided for in the contract or a description of the circumstances in which the contract will end
- SME / supported business use

¹ <http://www.apuc-scot.ac.uk/#!/institution?inst=32>

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 the Scottish Government's 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. Commentary on our strategy statements can be found on [Annex 4](#).

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 in the [Procurement Strategy](#).

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
- Apprenticeship
- 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 £4 million in value in the reporting period.

Section 4: Supported Business

Higher value procurements, regulated procurements (over £50k and above) are conducted in line with Routes 2 and 3 respectively of the [Procurement Journey](#). Route 3 mandates 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, medium etc), or whether they are a supported business.

The College reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with 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 5](#) should be viewed with this caveat in mind.

The information provided in [Annex 5](#) 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: Regulated Procurements Completed in the Reporting Period (August 2024 to July 2025)

Category Subject	Supplier name	Date of Award	Cat A/B/C	Start Date	End Date	Period Value (£)	SME status	Supported Business
EBS Support, Subscription and Managed Service	Tribal Education Limited	01-Aug-24	B	16-Sep-24	15-Sep-29	531,031	N	N
Microsoft Licensing & Support	Softcat PLC	16-Jun-25	B	01-Jul-25	30-Jun-28	404,136	N	N
Miscellaneous Software Licence Resellers Agreement	Academia	11-Jul-25	B	01-Sep-25	31-Aug-28	225,000	Y	N
Total Higher Value Regulated Procurements						£1,160,167		
Audio, Vision and Lighting Equipment	Digital Garage Group Ltd.	02-Sep-24	B	02-Sep-24	01-Sep-27	90,000	Y	N
External Print and Associated Services	J Thomson Colour Printers Ltd	10-Sep-24	C	11-Sep-24	10-Sep-27	90,000	Y	N
Industrial Gasses	BOC	01-Nov-24	B	01-Nov-24	31-Oct-25	75,000	N	N
Dark Fibre Connection	Neos Networks Ltd	16-Jul-25	C	01-Aug-25	31-Jul-30	52,500	Y	N
IT Related Accessories and Parts	Misco Technologies	08-Jul-25	B	01-Aug-25	31-Jul-28	48,000	Y	N
Inter-Site Fibre Internet Connections	JISC Services Limited	18-Jun-25	B	01-Aug-25	31-Jul-26	47,440	Y	N
Planned Maintenance and Call-Out Services to Passenger and Disabled Lifts	Orona Limited	10-Jul-25	C	01-Aug-25	31-Jul-28	47,410	Y	N
Shared Data Centre Infrastructure	University of Aberdeen	01-Aug-24	C1	01-Aug-24	31-Jul-26	42,000	N	N
British Sign Language Interpreting Framework	Framework of Locally Contracted Suppliers	01-Aug-24	C	01-Aug-24	31-Jul-26	40,000	Y	N
Associate Trainer Framework	Framework of Locally Contracted Suppliers	22-Apr-25	C	05-May-25	04-May-28	36,000	Y	N

Annex 1: Regulated Procurements Completed in the Reporting Period (August 2024 to July 2025) (cont'd)

Category Subject	Supplier name	Date of Award	Cat A/B/C	Start Date	End Date	Period Value (£)	SME status	Supported Business
Infor SunSystems Accounts & Professional Advantage Managed Service & Licence	Kick ICT Group Ltd	17-Jun-25	C	01-Aug-25	31-Jul-26	29,360	Y	N
Spray Gun Servicing & Cleaning and Provision and Maintenance of Kleenwipe Stations	SAFETY-KLEEN U.K. LIMITED	11-Nov-24	C	11-Nov-24	10-Nov-26	25,000	N	N
Timetabling Software & Support	Corbett Engineering Limited (Celcat)	01-Jan-25	C	01-Jan-25	31-Dec-25	24,752	Y	N
Student Supported Bus Travel	Stagecoach Buses	28-Oct-24	C	28-Oct-24	27-Oct-25	23,071	N	N
Academic Integrity & Assessment Management Systems & Associated Services	Turnitin UK Ltd (formerly Iparadigms Europe)	02-Jun-25	C	31-Jul-25	30-Jul-26	19,769	N	N
Digital Accessibility Platform	YuJa Inc	11-Jul-25	C	01-Aug-25	31-Jul-26	18,725	Y	N
Chief Information Security Officer Shared Service	HEFESTIS Ltd	01-May-25	B	01-Aug-25	31-Jul-26	17,910	Y	N
Educational Recording Agency Licence	Educational Recording Agency	04-Jun-25	C	01-Aug-25	31-Jul-26	15,853	Y	N
Data Protection Officer Shared Services	HEFESTIS Ltd	24-Jan-25	B	03-Feb-25	02-Feb-26	15,070	Y	N
Coach Hire Services	Central Taxis (Aberdeen) Limited	28-Jul-25	C	01-Aug-25	31-Dec-25	15,000	Y	N
TQFE Training	University of Aberdeen	09-May-25	B	01-Sep-25	31-May-26	13,920	N	N
TeQuios Software & Support	INISOFT Ltd	09-Jun-25	C	01-Jun-25	31-May-26	13,403	Y	N
Total Lower Value Regulated Procurements						£800,183		

Annex 2: Regulated Procurements with Community Benefit Requirements Fulfilled

There were no regulated procurements placed with Community Benefits requirements during the reporting period.

Annex 3: Regulated Procurements Placed with Supported Businesses

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

Annex 4: Procurement Strategy Statements & 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 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

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 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.

Annex 4: Procurement Strategy Statements & Commentary on Strategy Delivery/Compliance (cont'd)

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.

Annex 4: Procurement Strategy Statements & Commentary on Strategy Delivery/Compliance (cont'd)

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 and on Hunter CSM (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 and UK 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 an accredited living wage employer.

Annex 5: List of Regulated Procurements Planned to Commence in Next Two Financial Years (2025/26 & 2026/27)

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 (£)
Desktop Client Devices	A	RE-LET	36	FRAMEWORK	02/08/2027	01/09/2027	31/08/2030	450,000
Electricity	A	EXTENSION	36	EXTENSION	02/03/2026	01/04/2026	31/03/2029	3,397,728
General Office Supplies	A	RE-LET	36	FRAMEWORK	01/06/2027	01/07/2027	30/06/2030	45,000
Liquid Fuels	A	RE-LET	60	FRAMEWORK	19/02/2027	21/03/2027	20/03/2032	275,000
Mobile Client Devices	A	RE-LET	36	FRAMEWORK	02/08/2027	01/09/2027	31/08/2030	600,000
Natural Gas	A	EXTENSION	36	EXTENSION	02/03/2027	01/04/2027	31/03/2030	924,000
Postal Services	A	RE-LET	48	FRAMEWORK	16/11/2025	16/12/2025	15/12/2030	180,000
Water & Wastewater Billing Services	A	EXTENSION	12	EXTENSION	02/03/2027	01/04/2027	31/03/2028	177,081
Adobe ETLA	B	RE-LET	36	FRAMEWORK	15/07/2026	14/08/2026	13/08/2029	78,170
Apple Equipment and Services	B	RE-LET	36	FRAMEWORK	02/04/2027	02/05/2027	01/05/2030	150,000
Business Travel Management Services	B	EXTENSION	24	EXTENSION	02/01/2026	01/02/2026	01/02/2028	40,000
Digital Workplace Solutions	B	RE-LET	36	FRAMEWORK	12/08/2026	11/09/2026	10/09/2029	273,000
Electrical Sundries	B	RE-LET	36	FRAMEWORK	02/07/2026	01/08/2026	31/07/2029	48,000
Hair & Beauty Kits & Products	B	EXTENSION	12	EXTENSION	13/02/2027	15/03/2027	14/03/2028	41,667
Hair & Beauty Uniforms	B	EXTENSION	12	EXTENSION	13/02/2027	15/03/2027	14/03/2028	16,667
Hairdressing - Colour Houses & Wet Products	B	EXTENSION	12	EXTENSION	13/02/2027	15/03/2027	14/03/2028	16,667
Human Resources & Payroll System	B	RE-LET	60	FRAMEWORK	22/07/2027	21/08/2027	20/08/2032	278,925
ICT Solutions	B	EXTENSION	36	EXTENSION	14/01/2026	13/02/2026	12/02/2029	450,000
Industrial Gasses	B	RE-LET	36	FRAMEWORK	02/10/2025	01/11/2025	31/10/2028	75,000
Internal Audit Services	B	EXTENSION	24	EXTENSION	02/07/2027	01/08/2027	31/07/2029	50,000
Minibus Lease	B	EXTENSION	24	EXTENSION	30/01/2026	01/03/2026	29/02/2028	38,208
Sanitary Products	B	EXTENSION	12	EXTENSION	28/01/2027	27/02/2027	27/02/2028	25,000
Student Assistance and Support Services	B	RE-LET	36	FRAMEWORK	02/08/2026	01/09/2026	31/08/2029	112,500
Supply & Installation of AV Equipment & Associated Services	B	RE-LET	36	FRAMEWORK	02/07/2027	01/08/2027	31/07/2030	337,500

Annex 5: List of Regulated Procurements Planned to Commence in Next Two Financial Years (2025/26 & 2026/27) (cont'd)

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 (£)
Photographic Equipment & Consumables	B	EXTENSION	24	EXTENSION	20/01/2026	19/02/2026	19/02/2028	50,000
Temporary Lecturing Services	B	EXTENSION	12	EXTENSION	02/07/2026	01/08/2026	01/08/2027	2,800,000
Waste Management Services	B	RE-LET	36	FRAMEWORK	09/04/2027	09/05/2027	08/05/2030	193,500
Water Quality Management Services	B	EXTENSION	12	EXTENSION	31/08/2026	30/09/2026	30/09/2027	22,000
Building Management System Maintenance Services	C	RE-LET	36	01/05/2026	02/07/2026	01/08/2026	31/07/2029	37,623
Catering Equipment Maintenance Services	C	EXTENSION	24	EXTENSION	01/06/2026	01/07/2026	30/06/2028	120,000
Catering Services	C	RE-LET	60	15/01/2026	22/05/2026	01/08/2026	31/07/2031	6,494,100
Coach Hire Services	C	RE-LET	48	01/05/2027	02/07/2027	01/08/2027	31/07/2031	796,852
Consultancy, Production and Installation of Signage, Wayfinding Solutions and Graphics	C	EXTENSION	24	EXTENSION	02/07/2027	01/08/2027	31/07/2029	90,000
Distance Learning Services & Materials	C	RE-LET	36	01/02/2026	02/07/2026	01/08/2026	31/07/2029	810,000
Employee Relations Legal Services	C	RE-LET	36	01/08/2026	02/10/2026	01/11/2026	31/10/2029	73,374
Fire & Intruder Detection Systems Maintenance Services	C	EXTENSION	12	EXTENSION	02/07/2026	01/08/2026	01/08/2027	27,630
Hospitality Uniforms	C	EXTENSION	24	EXTENSION	01/11/2026	01/12/2026	30/11/2028	66,490
Learning Opportunities Services	C	EXTENSION	24	EXTENSION	02/07/2027	01/08/2027	31/07/2029	630,000
Occupational Health Services	C	EXTENSION	24	EXTENSION	02/03/2027	01/04/2027	31/03/2029	105,924
Pest Protection & Control Services	C	RE-LET	36	01/05/2026	02/07/2026	01/08/2026	31/07/2029	75,000
Security & Janitorial Services	C	EXTENSION	36	EXTENSION	02/07/2026	01/08/2026	31/07/2029	2,490,000
Sports Facilities Hire	C	EXTENSION	24	EXTENSION	02/07/2026	01/08/2026	31/07/2028	68,939
Steel Products and Related Materials	C	EXTENSION	24	EXTENSION	02/05/2026	01/06/2026	31/05/2028	40,000
Timber Products and Related Materials	C	EXTENSION	12	EXTENSION	02/03/2026	01/04/2026	01/04/2027	20,000
Web Design & Hosting Services	C	RE-LET	36	01/03/2026	08/05/2026	07/06/2026	06/06/2029	60,000
Welding Equipment Maintenance Services	C	RE-LET	36	01/02/2026	03/04/2026	03/05/2026	02/05/2029	37,500
Workshop Equipment Maintenance Services	C	EXTENSION	24	EXTENSION	01/06/2027	01/07/2027	30/06/2029	67,000

Annex 6: Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies
Category B	Collaborative Contracts available to public bodies within a specific sector
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.

Annex 6: Glossary of Terms (cont'd)

Community Benefits are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to socio-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.

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 (DXC Analytics) - The Scottish Procurement Information Hub is provided by DXC Analytics 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.

Annex 6: Glossary of Terms (cont'd)

Hunter CSM - 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

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.

Annex 6: Glossary of Terms (cont'd)

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

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 50% 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.