

ANNUAL PROCUREMENT REPORT
FOR THE YEAR ENDED 31 JULY 2023

Scottish Charity Number SC 013781

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Robert Gordon University - Annual Procurement Report (APR) 2022-23

Executive Summary

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

This is the sixth APR that Robert Gordon University (RGU) has produced, it covers the period from 1 August 2022 to 31 July 2023 and reports on the performance of RGU in delivering the University's 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 RGU's approach to procurement and its impact. Stakeholder engagement is also considered in the annual assessments of the achievement of regulatory compliance, strategic objectives of the University, value for money [defined as the best balance of cost, quality and sustainability] and delivery against RGU'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 cognisant of the economic, political and financial influences to which the University may need to adjust.

RGU has analysed third party expenditure and has identified that over the period covered by this report the following activity has occurred:

- High-value regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252] amounted to £762,890. There were three such procurements completed¹.
- Lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million] amounted to £385,694. There were seven such procurements completed.

More detailed information on the regulated procurements is provided in Sections 1 and 2 and in Appendix A of this report.

RGU had 1,181 active suppliers in the reporting period and the total procurement expenditure was £29.5m in 2022-23.

The University has been optimising use of national, sectoral, local and regional collaborative contracts and frameworks. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared with consortia where relevant and the number of resource-intensive formal local tenders that need to take place is reduced significantly. 40.4% of the University spend with suppliers went through collaborative agreements.

¹ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

This report comprises six sections, the first five cover mandatory reporting with the sixth discretionary.

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
Section 6: Other Content for Consideration

MANDATORY

Report Approved February 2024

By [Jeremy Lindley](#)

Signed

Position Director of Finance

Section 1: Summary of Regulated Procurements Completed

RGU strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan.

The detailed summary of regulated procurements completed is set out in Appendix A. This information, coupled with the publication of the institutional [Contracts Register](#) and the systematic use of Public Contracts Scotland where appropriate, provides transparency of the University's procurement activity over the reporting period.

In Appendix A, information is set out to show lower value regulated procurements completed and also higher regulated procurements completed, with collaborative contracts distinguished from institutional ones. For each completed regulated procurement the information provided shows:

- The subject matter
- The name of the supplier
- The date of award
- Collaborative or if institution owned
- The start date
- The end date provided for in the contract or a description of the circumstances in which the contract will end
- Estimated value of the contract (the total value over the contract period)
- The status of the supplier, SMEs, and whether it is a supported business

Section 2: Review of Regulated Procurement Compliance

Where appropriate, RGU 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 regulated procurements every care has been taken to ensure that the University 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 University has conducted all its regulated procurements in compliance with World Trade Organization (WTO) 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.

The University CIP also aims to link into the Scottish Government Procurement & Commercial Improvement Programme (PCIP). The PCIP is a useful tool through which the University is periodically assessed, and which can provide valuable benchmarks by which necessary improvements might be identified, consulted over, planned and implemented. A PCIP assessment of RGU was conducted by APUC in June 2019 and the institution scored within the second highest level of conformance (out of twelve levels in total), moving from a score (awarded by APUC) of 57% in its previous assessment, to 65%.

The Table overleaf summarises how the procurement strategy statements align with annual reporting requirements; the statements therein follow a summary review of strategy compliance, which meets the requirements of the Procurement Reform (Scotland) Act 2014 and reflects our performance on the achievement of our own corporate and strategic aims and objectives.

RGU Procurement Strategy Statement	Annual Report commentary on strategy delivery/compliance
<p>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 University.</p>	<p>Both the University's Procurement Strategy and Procurement Policy & Procedures underwent significant revision and update as a result of legislative changes to Procurement in 2016. This legislative framework is coupled with a drive by the Scottish Government as to how our procurement processes may be used to support wider public policy strategic aims and desired outcomes, in what is known as the 'Scottish Model of Procurement'. Care was also taken to ensure that procurement operations chimed with and supported the University's overall strategic objectives.</p> <p>The Procurement Strategy was subsequently updated in August 2021 with regard to the current University vision and strategy map. A revised Procurement Strategy is scheduled for completion during 2023-24, and it incorporated elements of the recently published Scottish Government Public Procurement Priorities, and inclusion of a summary statement on the RGU Net Zero project. It also specifies the Procurement functions that support current strategic aims concerning Sustainability and Infrastructure. Additional objectives were included concerning climate change actions and ambitions, improving and managing sustainable supply chains, and developing staff capability in these areas.</p> <p>The Procurement Strategy and Procurement Policy documents are shared with budget holders, key internal stakeholders, end users and are publicly available on the external Procurement page of the RGU website.</p> <p>It is hoped that use of these will help to deliver innovation, and to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the Scottish Procurement Journey.</p>
<p>To develop policies and procedures that are based on national and sectoral strategies and policies, as promoted by Scottish Procurement and APUC Limited (Advanced Procurement for Universities & Colleges), which is the procurement centre of expertise for Scotland's Universities & Colleges.</p>	<p>The aims of RGU Procurement policy & procedures are to deliver maximum value through fair, efficient and effective purchasing processes, and to ensure compliance with EU and Scottish Procurement regulations.</p> <p>Procurement activities follow the guidelines set out in the Scottish Government's 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.</p>

	<p>The RGU Procurement Policy and Procedure was reviewed during the 2019-20 financial year and was subsequently approved in October 2020. The procedure includes a Non-Competitive Action policy which details the process for directly engaging suppliers of value above £10k. A training programme for this was produced and communicated. The Policy & Procedures are both due for another review early in year 2023-24.</p>
<p>To ensure that the most appropriate, efficient and effective procurement systems and processes are utilised.</p>	<p>The Procurement team continue to support and develop the PECOS purchase ordering system, which has been in use across the University since 2009. An online training module is available for RGU buyers, this was developed with the input of the RGU team. In 2022-23, the number of purchase orders raised on PECOS was 7,576 (7,203 in 2021-22).</p> <p>In 2022-23 the University's spend via purchasing cards was £1,347,321 (£910,114 in 2021-22). This was comprised of 10,831 transactions (7,805 in 2021-22). The individual transaction limit of University cards is £1,000, which aligns with the threshold requirement for one quotation.</p> <p>RGU Procurement utilises the Public Contracts Scotland (PCS) web portal to facilitate electronic advertising of contract opportunities. It provides helpful free contract information to suppliers and supports the Public Sector in achieving a more transparent tendering process and adhering to procurement legislation.</p>
<p>To analyse the University's non-staff expenditure and apply appropriate measures to identify contract opportunities and deliver value for money.</p>	<p>An annual spend analysis exercise is carried out with Spikes Cavell (contracted by the Scottish Government to perform this service for the entire Scottish public sector) to determine and categorise our core trade spend, which is defined as spend on goods, services or works on terms and conditions of supply that can be influenced by the purchaser in negotiation with the seller, where the annual spend with that supplier is greater than £1,000.</p> <p>RGU's core trade spend in 2022-23 was £29.4m (99.5% of total supplier spend), through 847 suppliers (71.7% of total suppliers used). This is the area of spend which the central Procurement Department targets with regard to the delivery of cost savings and best value.</p> <p>The Procurement team carry out a further expenditure segmentation analysis of the data located on the Hub, to identify those recognised areas of spend that are not under contract, and those which potentially fall under regulated</p>

	procurement legislation and require further attention to ensure that a contract is put in place.
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.	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community potentially impacted by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to each procurement.</p> <p>RGU is a full member of APUC, which is the procurement centre of expertise for Scotland's Universities and Colleges. RGU also contributes to sector wide contracting plans at an annual APUC workshop.</p> <p>The University actively engages with other bodies through Higher Education (HE) and Further Education (FE) specific events, Scottish public-sector events and wider UK HE events. The Procurement Team are also all members of the Procurement and Value for Money (VfM) Group of the British Universities Finance Directors Group (BUFDG) which is the representative body for HE finance staff in the UK. BUFDG is engaged in further improvement of University procurement and also provides valuable networking opportunities.</p>
To promote the delivery of value for money through good procurement practice and optimal use of available collaboration opportunities.	<p>The best balance of cost, quality and sustainability is assessed to ensure that value for money is delivered and to identify spend aggregation opportunities through collaborative contracting.</p> <p>The University categorises regulated procurements into procurement categories. How these goods, services and building works are bought either through joint purchasing, use of local, regional and national framework agreements or consolidated contracting is subject to annual review with 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.</p> <p>The University Procurement team also partners with the University of Aberdeen and North East Scotland College (NESCol) in local collaborative initiatives (known as C1</p>

	contracts) which can include assistance from APUC where appropriate.
To promote cooperative procurement within the University and contribute to sectoral, regional and national initiatives.	<p>The Procurement Manager participates in APUC's networking and information gathering opportunities, attends APUC Heads of Procurement meetings and contributed to the APUC future contract programme.</p> <p>APUC and other HE framework agreements continue to be promoted regularly to University buyers. RGU also make use of the Scottish Government Procurement service and subscribe to a number of national pan public-sector agreements through this route.</p> <p>If there were no suitable agreements amongst these, the UK Government Crown Commercial Services (CCS) framework agreements were explored.</p>
To develop and implement a contract management approach within the University, to ensure that anticipated benefits are delivered and service levels are met.	The Procurement team has put in place a procedure for Contract and Supplier Management across RGU Schools/Departments, to optimise contractual benefits and ensure effective service delivery?
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.	<p>An annual internal review process is conducted each year with contract managers across RGU to ensure that contracts are meeting requirements and benefits are being realised. 34 strategic contracts were reviewed in late 2022 early 2023, on the basis of evaluation criteria from the Scottish Government Procurement Journey.</p> <p>The Procurement Department have quarterly meetings online with the APUC Heads of Operational Supply Chains and e-Solutions, to discuss any issues with framework agreements and to maintain awareness of the latest developments in collaborative contracting and systems developments.</p> <p>Since May 2017, the Estates Department have also been holding regular account meetings with the relevant APUC category manager. This level of contact leads to more efficient contract management of framework agreements and increases access and visibility to the frameworks for the Estates staff. This approach was also introduced into other category areas within RGU in 2022/23.</p>
To embed sound ethical, social and environmental policies within the Institution's procurement function	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.

	<p>RGU Procurement utilise sectoral support systems available to the University to assist with this process, including the Scottish Government Prioritisation toolkit, APUC's Supply Chain Code of Conduct, and the APUC Sustain supply chain sustainability web portal (a central hub where all sector suppliers can complete and store sustainability compliance data).</p> <p>The RGU Procurement team participated in a pilot group utilising a sustainability ratings agency called EcoVadis. Through this agency, APUC and member institutions invite suppliers to register and complete a questionnaire, which is then assessed by EcoVadis. Suppliers are appraised on four areas, including Labour & Human Rights, Environment, Ethics, and Sustainable Procurement. Once assessment is complete, suppliers are provided a scorecard and corrective action plan. They are then reassessed at a later date to monitor progress. Scorecards and action plans can be viewed by APUC and members, facilitating a greater understanding and awareness of supplier performance against each of the four categories.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and meet high ethical standards and values in the conduct of their business. The University uses the Single Procurement Document (SPD) as a standard form in all its regulated procurements to allow bidders to assess their compliance before self-declaring that they meet the stipulated criteria.</p>
To comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.	<p>RGU is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. On a contract-by-contract basis, the University 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.</p> <p>Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation.</p> <p>The University complies with its duties under the Modern Slavery Act.</p>
To seek out professional development opportunities to enrich and enhance experience and capability of procurement practitioners.	<p>The defined procurement process is managed through a highly experienced procurement team with access to competency-based training, skills development programmes and career development opportunities. Staff throughout the University with procurement responsibilities are provided with training</p>

	<p>opportunities to facilitate optimum value delivery while managing supply side risks and opportunities.</p> <p>Post procurement reviews are carried out to check that tendering outcomes are delivering against category strategies/business case objectives. These are in turn consolidated by category-based contract and supplier management routines to monitor performance and introduce any improvements required.</p>
To ensure that all staff involved in procurement continue to improve their knowledge, competence and skills relevant to their role.	<p>One member of the RGU central procurement team has successfully completed the Chartered Institute of Procurement & Supply professional development programme, attaining full MCIPS accreditation. 50% of the cost of these courses was funded by the HE/FE Procurement Development Fund, managed by APUC (Advanced Procurement for Universities and Colleges) Ltd.</p> <p>A Procurement induction module has been developed by the RGU Procurement team, and this is included in the HR induction programme for all new University staff who have some procurement responsibilities within their job description.</p>

Section 3: Community Benefit Summary

In accordance with the relevant legislation, for every procurement over £4m, RGU considers how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with improving sustainability integral to contract delivery, 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 approach on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis where appropriate, the question is asked, *‘could a community benefit clause be usefully included’?* Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and into the 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 and/or associated emissions and impacts on protected areas, buildings or sites.

Tenderers are invited to describe how such benefits would be successfully delivered through the contract and promoted to contract users. During the reporting period RGU did not have any regulated procurement contracts over £4 million in value, however there are ongoing community benefits from previous tenders for regulated procurements and these are set out in Appendix B of this report.

Section 4: Supported Business

Higher value, regulated procurements (defined as procurements over £50k and those equal to and above the higher 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.

The University 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 only register of supported businesses register currently available. This register is published by “Ready for Business”).

The University did not reserve any contracts for supported businesses in 2022-23, however there is a contract in place for mattresses with City Building at a value of £21,000 which was reserved in a previous year. Further information on supported businesses is set out in Appendix C.

Section 5: Future Regulated Procurements

RGU is keen to encourage competition by promoting optimal participation in its procurement process to achieve improved value for money in its procurements. One method of achieving this is to give advance 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, there are caveats as it is difficult to be precise about providing details of actual requirements due to geo-political risks and the post pandemic impact on the economy. A forecast period of two years is therefore challenging and readers of this report are requested to keep these caveats in mind when reading the list of projected individual regulated procurement exercises as outlined in Appendix D of this report.

The information provided in Appendix D covers:

- The subject matter of the anticipated regulated procurement
- Contract category A, B, C or C1
- 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

Section 6: Other Content for Consideration

RGU operates a part-centralised/part-devolved procurement function. The central team of three is responsible for managing all 'influenceable' non-pay spend, £27.2m in 2022-23 (calculated as non-pay spend minus out of scope miscellaneous spend). Devolved procurement activity is based around a procurement network of specific School/Department staff, who manage local purchasing operations and activities in line with central Procurement policy, with support and guidance from the central Procurement Team.

Collaborative Consortia Spend through APUC, Scottish Government, CCS, other framework suppliers and Aberdeen Area Partnership.

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Annual spend with collaborative agreement suppliers	£6.3m	£6.9m	£6.8m	£5.1m	£6.5m	£11.9m
Above as percentage of total in-scope spend value*	33.1%	35.2%	43.5%	35.8%	27.1%	40.4%

*(University non-pay spend minus out of scope miscellaneous spend and out of scope capital values)

The collaborative spend target within APUC's Strategy document has been set for 40%. RGU's spend via collaborative agreements in 2022-23 was 40.4% of total spend. It should be noted however that a good number of APUC frameworks relate to facilities management, which is an area that RGU has outsourced to a third-party and we are therefore not able to utilise APUC's full suite of collaborative agreements.

Procurement Performance

Each year, RGU's central Procurement Team undertake internal analysis of RGU's top supplier spend list, to identify where Procurement have influenced the selection or use of suppliers (either via tender or use of national contract) and where Procurement procedures have been practised, and to identify additional opportunities to increase value for money.

The above analysis is conducted on all annual supplier spend above £12.5K per supplier (when considering the potential value of a contract, the threshold covers a four year period, therefore a recurring procurement of £12.5K pa equates to a potential £50K contract); this is a useful exercise to identify where there are potential areas of spend which should be covered as a regulated procurement, but for which there is not yet a contract in place. This helps to inform the forward plan for Procurement and opportunities for additional contracts where appropriate.

The cost of the RGU central Procurement function in 2022-23 was £162K, this was equivalent to almost 0.55% of the total non-pay spend £29.6M. The recommended level for an effective Procurement function in the sector is towards 0.9% of non-pay spend, however the level of 3 staff in the central Procurement team is considered to be appropriate for RGU, given its devolved purchasing structure and the amount of our non-pay spend (an alternative measure suggests that there should be 1 FTE Procurement staff for every £10m of non-pay spend, which we are closer to).

Each year APUC reports the savings achieved via collaborative contract usage and undertaking tenders. The total saving that RGU secured through national and sector contracts for 2022-23 was £1.27m (comprising £309K cash savings versus previous price paid, £833K non-cash savings versus the estimated market price, and £129K in cost avoidance).

The savings achieved via RGU-ran local tenders in 2022-23 was £584K – these are based on the cost of the successful bidder as measured against the mean price of all bids (which provides an approximation of current market value).

	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23
Annual savings obtained by using collaborative agreements	£909K	£603K	£846K	£826K	£752K	£1.27m
Annual savings obtained by local RGU-ran tender processes	£332K	£290K	£331K	£396K	£216K	£584K
Total Savings	£1.24M	£893K	£1.18M	£1.22M	£968K	£1.86M

Compliance

To ensure that procedures regarding alternative quotations are being followed, the Procurement Team is included in the approval workflow on our system for all requisitions over £10,000. In addition to this, the University Contracts sign-off procedure requires approval from Procurement for all contracts with a value in excess of £50,000 or a duration of more than 48 months.

Procurement uses APUC's Hunter database as the contract register for the University, recording the level of annual spend on each contract. The total figure for contracted spend currently sits at £20.4m (from a total supplier spend of just under £29.6m) or 69.2%.

RGU Procurement Department KPIs

	2018-19 Actual	2019-20 Actual	2020-21 Actual	2021-22 Actual	2022-23 Predicted	2022-23 Actual
Annual spend with collaborative agreement suppliers, as a percentage of total in-scope spend value	35.2%	43.5%	35.8%	27.1%	40%	40.4%
Savings obtained via RGU tender exercises (Category C contracts)	£0.29M	£0.33M	£0.4M	£0.22M	£0.4M	£0.58M
Contract compliance, as a % of total relevant non-payroll spend	78.7%	82.2%	76.4%	74.8%	75%	69.2%
PCIP evaluation banding	11	N/A	N/A	N/A	N/A	N/A
Annual spend through P-Card	£0.92M	£0.68M	£0.61M	£0.91M	£1M	£1.26M

Appendix A List of Regulated Procurements Completed in the Reporting Period 1/8/2022 – 31/7/2023

Category Subject	Supplier Name	Date of Award	Notice type	Start Date	End Date	Value £	Currency	SME	Supported Business
Award of Provision of Vending Machine Services	Abercromby Vending Ltd (GB)	24/07/2023	Framework mini-comp	01/08/2023	31/07/2026	0.00 Concession contract	GBP	Micro	No
Award of Furniture for Gray's School of Art	Langstane Press (GB)	28/06/2023	Framework mini-comp	15/06/2023	31/07/2023	67,375.00	GBP	Medium	No
Contract for the Provision of Educational Psychologist Services	North East Assessment & Psychology Services (GB)	26/06/2023	Contract Award Notice	01/08/2023	31/07/2026	70,000.00	GBP	Micro	No
Award of CONTRACT FOR THE PROVISION OF INTERNAL AUDIT SERVICES	KPMG (GB)	07/06/2023	Framework mini-comp	01/06/2023	31/07/2026	75,046.00	GBP	Large	No
Award of Curriculum Management Software	Akari	01/05/2023	Contract Award Notice	01/05/2023	30/04/2025	200,000.00	GBP	Large	No
Teaching Modules for Engineering -	AIMRE (GB)	06/12/2022	Contract Award Notice	01/01/2023	31/12/2025	30,450.00	GBP	Micro	No

Project and Safety Management									
Award of Contract for the Provision of Nvidia DGX Server or Similar and Associated Support	OCF Ltd (GB)	04/11/2022	Framework mini-comp	04/11/2022	03/11/2025	249,000.00	GBP	Medium	No
Provision of Sports Clothing and Associated Apparel	GPE Team Sports Ltd (GB)	04/10/2022	Contract Award Notice	01/08/2022	31/07/2024	120,028.00	GBP	Micro	No
Teaching Modules for Engineering - Control and Measurement	Cygnas Solutions (GB)	05/09/2022	Contract Award Notice	01/09/2022	31/08/2025	22,795.50	GBP	Micro	No
Hyperspectral Imaging Equipment	Analytik Ltd (GB)	26/08/2022	OJEU Contract Award Notice	30/08/2022	29/08/2025	313,890.00	GBP	Small	No

Appendix B List of Regulated Procurements with Community Benefit Requirements Fulfilled

Category Subject	Supplier name	Start Date	End Date	Contract Value	Benefit Value	Benefit Type
Nursery Services	Bright Horizons	01/10/2018	20/09/2023	£4,500,000	Concession contract, benefits determined by appointed provider	<ul style="list-style-type: none"> - Apprenticeships and work experience - Charity work to support a local refuge or homeless shelter - Bright Horizons Foundation for Children, and Community Champion Awards
Hard Facilities Maintenance	BAM FM Ltd	01/01/20	31/12/23	£3,000,000 (with potential 3-year extension)	BAM FM have secured one apprentice from the local community – overall cost is approximately £40k per annum	<ul style="list-style-type: none"> - Targeted community recruitment and training - Reduction in carbon emissions - Circular economy - Sourcing responsibly - Targeted energy usage reductions - Utilising local supply chain where possible - Community volunteer days
Catering and Hospitality Services	Aramark Ltd	01/08/2021	31/07/2027	£1.5m per annum	We receive support in the order of approximately £2k per	<ul style="list-style-type: none"> - Apprenticeships for chefs and front of house - Graduate opportunities for

					<p>annum as support to the Breakfast club and possibly the same to other initiatives on campus (inc RGU Many Nations)</p> <p>We also received £1500 to provide fencing for the new Community Orchard on campus</p>	<p>nutrition and marketing students</p> <ul style="list-style-type: none"> - Student work placements for business management - School placements/work experience - Work placements for those with learning disabilities - Streetsport partnership: donations, volunteering, providing refreshments at events - Supporting CFINE and local community orchard - Coffee brand which donates to back to the community - Support student unions with events, demos and refreshments.
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Appendix C List of Regulated Procurements placed with Supported Businesses

The University did not reserve any contracts for supported businesses in 2022-23, however a mattress contract is in place with City Building for a value of £21,000 (which was reserved in a previous financial year).

Appendix D List of Regulated Procurements planned to commence in next two Financial Years 2023-24 & 2024-25

Category Subject Matter (Title/Description)	Category	Commodity Status	Forecasted Notice Publication Date	Forecast Contract Award Date	Forecast Start Date	Forecast End Date	Estimated Contract Value
Quantity Surveying Services	C	In Progress	23/11/2022	01/03/2024	01/04/2024	30/04/2028	£600,000.00
Architect Services	C	In Progress	23/11/2022	02/03/2024	01/04/2024	30/04/2028	£600,000.00
Mechanical and Electrical Engineers Consultancy	C	In Progress	23/11/2022	02/03/2024	03/04/2024	02/05/2028	£200,000.00
Structural and Civil Engineers Consultancy	C	In Progress	23/11/2022	02/03/2024	02/04/2024	01/05/2028	£200,000.00
Media Strategy, Planning and Buying with SEO and PPC	C	In Progress	06/11/2023	01/03/2024	01/04/2024	30/04/2028	£400,000.00
Provision of Occupational Health Services	C	In Progress	25/09/2023	13/11/2023	01/01/2024	31/12/2026	£170,000.00
Car Park Management	C	In Progress	29/09/2023	20/11/2023	08/01/2024	07/01/2027	£150,000.00
Window and External Cleaning	C	In Progress	30/11/2023	15/01/2023	31/01/2024	31/10/2026	£50,000.00

Non-destructive Testing Equipment	C	New	31/10/2023	10/12/2023	31/01/2024	One-off purchase	£75,000.00
Drop Tower Equipment	C	New	31/10/2023	10/12/2023	31/01/2024	One-off purchase	£140,000.00
Vibration Test System	C	New	31/10/2023	10/12/2023	31/01/2024	One-off purchase	£75,000.00
Insurance - Misc	C	Scheduled	n/a	n/a	01/08/2024	31/08/2024	£70,000.00
On Campus Nursery Services Provider	C	Extension for 1 year	n/a	29/09/2023	22/11/2023	21/12/2024	concession
On Campus Nursery Services Provider	C	Re-let	01/05/2023	29/09/2024	22/11/2024	21/12/2028	concession
Temporary Office Support Staff	C	Re-let	01/09/2024	06/01/2025	01/03/2025	31/03/2025	£650,000.00
Sports Clothing	C	Re-let	10/01/2026	01/04/2026	01/08/2026	31/07/2030	£120,028.00
Tax Advisory Services	Call-off from Framework	Re-let	15/12/2023	30/04/2024	01/09/2024	30/04/2029	£35,000.00
Rental of Gym Equipment	C	Re-let	01/02/2025	01/06/2025	31/07/2025	30/03/2030	£250,000.00
Provision of Sustainable Mattresses for Student Accommodation	C	Re-let	01/02/2026	30/06/2026	01/08/2026	31/07/2030	£85,000.00
Occupational Health Services for Students	C	Re-let	20/02/2026	24/06/2026	30/07/2026	29/07/2029	£165,000.00

Vending Machines	Call-off Framework	from	Re-let	01/04/2026	01/07/2026	01/08/2026	31/07/2030	concession
Provision of Graduation Photography	Call-off Framework	from	Re-let	01/11/2025	06/03/2026	01/05/2026	30/04/2030	concession
Amazon Business	Call-off Framework	from	Re-let	n/a (call off)	01/05/2026	10/06/2026	09/06/2030	£400,000.00
Provision of Internal Audit Services	Call-off Framework	from	Re-let	20/01/2026	01/07/2026	01/08/2026	31/07/2030	£300,000.00
Teaching modules for Engineering	C		Re-let	01/12/2024	01/06/2025	01/09/2025	31/08/2029	£22,795.00
Provision of Educational Psychologist Services	C		Re-let	01/03/2026	01/07/2026	01/08/2026	31/07/2030	£88,000.00
Provision of Mobile and Desktop Client Devices	Call-off Framework	from	Re-let	n/a call off	01/12/2023	01/01/2024	31/12/2027	£200,000.00
Janitorial and Cleaning Products	Call-off Framework	from	Re-let	n/a call off	01/11/2026	09/01/2027	08/01/2031	£340,000.00
Laboratory Consumables and Chemicals	Call-off Framework	from	Re-let	n/a call off	01/07/2025	01/11/2025	31/10/2029	£480,000.00
Library Security and Self Services Equipment	Call-off Framework	from	Re-let	n/a call off	31/07/2029	02/09/2029	01/09/2039	£410,000.00
External Audit Services	Call-off Framework	from	Re-let	30/06/2024	01/12/2024	01/01/2025	31/12/2026	£140,000.00

External Audit Services for Grant Claims	Call-off from Framework	Re-let	01/03/2025	01/08/2025	01/10/2025	30/09/2029	£86,000.00
Hard FM Services	C	Extension	04/09/2023	04/09/2023	08/01/2024	07/02/2028	£2,930,000.00
Audio Visual Equipment, Supply, Installation and Maintenance	C	Re-let	01/12/2024	05/05/2025	26/06/2025	25/07/2025	£110,000.00
Legal Services	Call-off from Framework	Re-let	01/02/2025	01/06/2025	02/08/2025	01/09/2025	£140,000.00
Student Accommodation Insurance	C	Re-let	08/01/2024	08/01/2024	01/09/2024	30/09/2024	£135,000.00
Security Services - Seasonal Security	C	Re-let	30/01/2024	30/06/2024	01/06/2024	31/05/2027	£55,000.00
Payroll Services	C	Re-let	01/08/2026	01/01/2027	01/02/2027	28/02/2027	£250,000.00
Washroom Supplies and Services	Call-off from Framework	Re-let	01/10/2023	23/11/2023	08/01/2024	07/01/2027	£15,000.00
Security Services	C	Extension	01/03/2026	01/03/2026	01/04/2026	31/03/2029	£3,000,000.00
Teaching Modules for Engineering (Production Operations and Systems Modelling)	C	Re-let	02/02/2024	01/07/2024	01/09/2024	30/09/2024	£80,000.00
Provision of Graduation and	Call-off from Framework	Re-let	18/12/2025	06/03/2026	01/05/2026	30/04/2030	concession

Ceremonial Gowns							
Sand Management Network Forum Management	C	Re-let	02/02/2024	01/07/2024	01/09/2023	30/09/2023	£40,000.00
Teaching Modules for Engineering (Drilling Technology)	C	Re-let	02/02/2024	01/07/2024	01/01/2025	31/01/2025	£90,000.00
Teaching Modules for Engineering (Advanced Well Engineering)	C	Re-let	02/02/2024	01/07/2024	01/01/2025	31/01/2025	£90,000.00
Teaching Modules for Engineering (Problem Solving)	C	Re-let	02/02/2024	01/07/2024	01/01/2025	31/01/2025	£40,000.00
Teaching Modules for Engineering (Subsea Pipeline & Riser Design)	C	Re-let	02/02/2024	01/07/2024	01/01/2025	31/01/2025	£40,000.00
Teaching Modules for Engineering (Drilling Operations Management)	C	Re-let	02/02/2024	01/07/2024	01/01/2025	31/01/2025	£40,000.00
Teaching Modules for Engineering - Project and Safety Management	C	Re-let	01/08/2025	31/10/2025	01/01/2026	31/12/2028	£40,000.00

Waste Management Services	Call-off from Framework	Re-let	01/11/2025	01/04/2026	31/05/2026	30/06/2026	£220,000.00
Banking Services	Method to be determined	Re-let	01/08/2026	01/01/2027	03/03/2027	02/04/2027	£45,000.00
Purchasing Card Agreement	Call-off from Framework	Re-let	n/a call off	01/02/2024	01/02/2024	29/02/2024	£4,000,000.00
Travel Management Services	Call-off from Framework	Re-let	02/03/2025	02/06/2025	01/10/2025	30/09/2029	£1,600,000.00
Supply of Electricity	A	Re-let	n/a call off	01/04/2025	01/04/2025	30/04/2025	£4,000,000.00
Water and Wastewater Services	B	Re-let	n/a call off	01/04/2025	01/04/2025	31/03/2028	£900,000.00

Annual Procurement Report Template

Annex A

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

1. Organisation and report details

a) Contracting Authority Name

Robert
Gordon
University

b) Period of the annual procurement report

1st August
2022 to 31st
July 2023

c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)

Yes

2. Summary of Regulated Procurements

Completed

a) Total number of regulated contracts awarded within the report period

10

b) Total value of regulated contracts awarded within the report period

£1,148,585

c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period

10

i) how many of these unique suppliers are SMEs

8

ii) how many of these unique suppliers how many are Third sector bodies

0

3. Review of Regulated Procurements

Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy

10

b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy

0

4. Community Benefit Requirements

Summary

Use of Community Benefit

Requirements in Procurement:

a) Total number of regulated contracts awarded with a value of £4 million or greater.

0

b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.

0

c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements

0

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	DO NOT HOLD
e) Number of Apprenticeships Filled by Priority Groups	DO NOT HOLD
f) Number of Work Placements for Priority Groups	DO NOT HOLD
g) Number of Qualifications Achieved Through Training by Priority Groups	DO NOT HOLD
h) Total Value of contracts sub-contracted to SMEs	DO NOT HOLD
i) Total Value of contracts sub-contracted to Social Enterprises	DO NOT HOLD
j) Total Value of contracts sub-contracted to Supported Businesses	DO NOT HOLD
k) Other community benefit(s) fulfilled	DO NOT HOLD

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	DO NOT HOLD
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	DO NOT HOLD
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	DO NOT HOLD
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	DO NOT HOLD

6. Payment performance

a) Number of valid invoices received during the reporting period.	13,599
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	82% within set payment period
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	DO NOT HOLD
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£0
i) spend within the reporting year on regulated contracts	£21,000
ii) spend within the reporting year on non-regulated contracts	£0

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£29,605,981
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£16,416,709
c) Total procurement spend with Third sector bodies during the period covered by the report.	Unknown
d) Percentage of total procurement spend through collaborative contracts.	44%
e) Total targeted cash savings for the period covered by the annual procurement report	DO NOT HOLD
i) targeted cash savings for Cat A contracts	DO NOT HOLD
ii) targeted cash savings for Cat B contracts	DO NOT HOLD
iii) targeted cash savings for Cat C contracts	DO NOT HOLD
f) Total delivered cash savings for the period covered by the annual procurement report	£309,000
i) delivered cash savings for Cat A contracts	«Value (£)»
ii) delivered cash savings for Cat B contracts	«Value (£)»
iii) delivered cash savings for Cat C contracts	«Value (£)»
g) Total non-cash savings value for the period covered by the annual procurement report	£1,546,000

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	49
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£24,361,823

Appendix E - Glossary of Terms

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

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none">• Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none">• 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 e-Solutions 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 e-Solutions 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 of 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, £179,087, for Works Contracts £4,477,174. Public contracts thresholds are revised every 2 years.

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 e-Tendering 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.