University of St Andrews

Procurement

University of St Andrews
Annual Procurement Report
1st August 2023 – 31st July 2024

Walter Bower House, Eden Campus, Main Street, Guardbridge, Fife, KY16 0US
T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

Procurement

Contents

Walter Bower House, Eden Campus, Main Street, Guardbridge, Fife, KY16 0US
T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

Procurement

University of St Andrews – Annual Procurement Report (APR)

Introduction

The Procurement Reform (Scotland) Act 2014 ('the Act'), requires 'public sector contracting authorities' with regulated procurement activity of £5 million or more per annum to produce a Procurement Strategy and action plan annually, and subsequently to produce an Annual Procurement Report after the end of each financial year. For the purposes of the Act, the University of St Andrews is a public sector contracting authority. An Annual Procurement Report reviews the contracting authority's regulated procurement activities against its Annual Procurement strategy.

This report covers the period of 1st August 2023 to 31st July 2024.

The content of the report covers all Regulated Procurements completed during the period and details how these have supported the objectives of the action plan contained within the University 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 institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution'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 institution may need to adjust.

This report comprises six sections which address mandatory reporting requirements.

  - 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: Optional Considerations

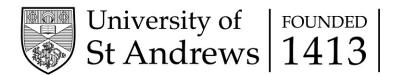**Report Approved By:** Principals Office, University of St Andrews

Signed: Andy Goor

Position: Chief Financial Officer

Walter Bower House, Eden Campus, Main Street, Guardbridge, Fife, KY16 0US
T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

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Section 1: Summary of Regulated Procurements Completed

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

University of St Andrews has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- EU regulated procurements [goods and services worth more than £189,330; works worth more than £4,733,252] amounted to £5,212,352. There were 9 such procurements completed[1].
- Lower value regulated procurements' [goods and services worth more than £50,000, works worth more than £2,000,000] amounted to £8,300,525. There were 42 such procurements completed.

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

University of St Andrews has over 3100 active suppliers with whom the University did business in the reporting period and the total procurement expenditure was £107,577,808. This supplier base has a turnover of approximately 1/3rd per annum. 12.5% was above Regulated Procurement threshold for Goods and Services and subject to influence by Procurement. There were 51 tender exercises completed during the period with an overall value of £13,512,877

The University continues to optimise use of national, sectoral, local or regional C1 collaborative contracts and frameworks. 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. 3.25% of the tendered spend for the period went through collaborative agreements.

61.57% of the total procurement expenditure was spent with SMEs and 5.75% of the total procurement expenditure was spent with local suppliers. of active suppliers.

The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Annex A. That information, coupled with the publication of the institutional Contracts Register and the systematic use of Public Contracts Scotland, provides complete visibility of the University's procurement activity over the reporting period.

The details of procurements completed covers all undertaken, including those below the thresholds for Regulated Procurements as these are all undertaken following the same method and demonstrating a fair, open, transparent and compliant process is undertaken.

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

Procurement

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

- the date of award / start date
- the category subject matter
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- SME / supported business

Section 2: Review of Regulated Procurement Compliance

Where appropriate, University of St Andrews 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, (and all), 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 EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

Successful delivery against the procurement strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time. The University of St Andrews undertook the Scottish Government Procurement & Commercial Improvement Programme (PCIP) in June 2019 and 'Pulse Check' in December 2023. The assessment was conducted by Advanced Procurement for Universities and Colleges (APUC) and the outcome and comparison against previous years is summarised at Section 6.

Procurement

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.	The 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.

For each procurement, the institution considers the stakeholders / community affected by the resultant contract and ensures that any affected organisations / persons are consulted (eg 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 the procurement in question.

The institution contributes to sector contracting plans. |
| 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. | Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, 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.

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.

For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m and it is our intention to include these wherever possible.

Care is taken to ensure that procurement operations align with and support institutional strategic objectives. |

Walter Bower House, Eden Campus, Main Street, Guardbridge, Fife, KY16 0US
T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

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. University of St Andrews 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 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. University of St Andrews continues to utilise sector frameworks whenever possible where these will facilitate best value and further information on this is demonstrated at pages 3 & 4 of this report.
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 a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement competencies are assessed across the institution to secure optimum value delivery while managing supply side risks and opportunities. Post procurement reviews are carried out to check that tendering outcomes are delivering against strategies / business case objectives. Lessons learned are recorded as part of process control. In addition to systems-based training on Purchase Order Management, Procurement regularly meets with stakeholders to provide guidance and training on all aspects of the P2P (Purchase to Pay) process and liaises with other key service Units in the delivery of this to maximise the benefits and attain collaborative objectives.
To develop sound and useful procurement management information to measure and improve procurement and supplier performance in support of corporate planning conducted through	Internal governance procedures, policies, tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency. Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical

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T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

fair and transparent process.	trading considerations with due consideration given to equivalent tender offerings from suppliers, use is made of PCS and In-Tend 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.
	All Regulated Procurements are advertised on PCS as are all other tenders at below the regulated thresholds for Goods, Services and Works as required by the Financial Operating Procedures of the University. These procurements are all listed in this report for complete transparency.
To embed sound ethical, social and environmental policies within the Institution's procurement function and to comply with relevant Scottish, UK and EC legislation in performance of the sustainable procurement duty.	Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made, where appropriate, on a contract-by-contract basis during the planning stage utilising tools including Prioritisation, Flexible Framework and APUC's Supply Chain Code of Conduct
	Procedures are also in place to 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 institution is committed to contracting only with suppliers that comply with all appropriate and relevant legislation.
	A key part of the selection and award criteria adopted by the University for relevant contracts relate to performance in relation to Health and Safety matters and process for selection, management and payment of the supply chain. These standards are applied to all relevant procurements, not only those above the Regulated procurement thresholds.
	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 eg Health and Safety, Late Payment legislation. Where relevant and proportionate the Living Wage and fair work practices of suppliers are promoted in tender documentation.
	The Institution complies with its duties under the Modern Slavery Act.

University of St Andrews has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

Section 3: Community Benefit Summary

For every procurement over £4m, University of St Andrews 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 requirements are included in regulated procurements valued at below £4m, with the intention of the University being to include such clauses whenever possible.

The general University policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis 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 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 (eg 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 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.

University of St Andrews has awarded 51 regulated procurement contracts over the reporting period. None of these were/was over £4 million in value. However, the University still has a number of previously reported projects on site for which requirements are still being fulfilled.

Community benefits generated by other contracts awarded below the £4M threshold during the reporting period include:

- On-site training and opportunities for Modern Apprentices
- Re-use of redundant PC's
- Support of local firms by Main Contractors (Catering Requirements)
- Sponsorship of Student Clubs / Activities (Teamwear Supplier)

Section 4: Supported Business

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate the use of the 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. *[see Glossary of Terms for definitions.]*

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

The University did not reserve any contracts for supported businesses in this period,

Section 5: Future Regulated Procurements

University of St Andrews 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 D should be viewed with this caveat in mind.

The information provided in the list of Future Regulated Procurements and Annex A 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

Section 6: Additional Information

*Note these figures relate to all activity, not only Regulated Procurements.

	2022/23	2023/24
% Spend with SME's	63.4%	61.57%

29 Tendered Contracts were awarded to SME's over the period.

13 Tendered Contracts were awarded to Accredited Living Wage suppliers over the period.

	2022/23	2023/24
Average Payment Terms	25 days	25 days

Walter Bower House, Eden Campus, Main Street, Guardbridge, Fife, KY16 0US
T: +44 (0)1334 462523   E: procurement@st-andrews.ac.uk

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Procurement & Commercial Improvement Programme (PCIP) Summary

Year	Score
2019	61%
2023*	61%

*'Pulse Check – Not full PCIP

Summary of Category Spend and Savings (Collaborative Agreements)

Category	Total Spend	BT1 Savings	BT2 Savings	Cost Avoidance
ICT	£2,899,593.57	£111,495.77	£349,430.97	£24,000.00
Professional Services	£598,600.74	£53,083.33	£304,179.41	£18,000.00
Laboratories	£1,396,086.92	£75,861.33	£153,118.60	£3,000.00
Estates	£16,282,438.81	£268,608.96	£1,246,665.21	£63,000.00
Libraries	£1,259,749.61	£14,914.16	£96,606.07	£39,000.00

BT1 – Direct Price Based Savings

BT2 – Price v's Market Savings

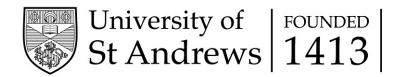Cost Avoidance – Strategic contract management limiting price increases

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Annex A: List of Regulated Procurements Completed in the Reporting Period 8/2023 – 7/2024

Award Date	Title	Supplier	Start Date	End Date	Contract Value
11/08/2023	Residential & Business Services: Pre-Packaged Sandwiches for Retail Catering Outlets (mini-Tender from Framework)	Tiffin Sandwiches Ltd	11/08/2023	10/08/2026	£123,878.00
14/08/2023	Medicine: Scanning Microscope (Framework Call-off)	Carl Zeiss Ltd	14/08/2023	14/09/2024	£137,234.72
15/08/2023	Estates: Building Management System Maintenance (1st Sep 2023-31st Aug 2026)	Complete Energy Controls Ltd	15/08/2023	31/08/2026	£145,750.00
29/08/2023	Biology / SMRU: Camera System for Use in Aerial Surveys of Grey Seal Breeding Colonies	Phase One A/S	29/08/2023	29/09/2024	£190,480.00
30/08/2023	Estates: Bute Building North Boiler Plantroom Decommissioning of Boilers & Heating Circuit Transfer to South Boiler Room	A Tech Heating Ltd	30/08/2023	30/09/2024	£85,527.04
01/09/2023	Medicine: Powerlabs and Software (Direct Award)	ADInstruments Ltd	01/09/2023	01/10/2024	£51,569.00
01/10/2023	Biology (SMRU): Aircraft for the Aerial Survey of Grey Seal Breeding Colonies (Year 1)	CHESHIRE FLYING SERVICES LIMITED TRADING AS RAVENAIR	01/10/2023	01/10/2024	£76,112.00

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16/10/2023	Estates: Purdie Lab Works (Rooms 231, 249, 339, 434A and 438)	Pert Bruce Construction Ltd	16/10/2023	01/02/2024	£611,659.00
18/10/2023	Estates: Mechanical & Electrical Engineer for Madras New College Building	Buro Happold	18/10/2023	01/10/2028	£794,865.00
02/11/2023	Estates: Cost Manager for New Madras College Building	Currie & Brown UK Limited	02/11/2023	01/10/2028	£451,198.53
10/11/2023	IT services: SIP Trunk Rental (Framework Call off)	Daisy Corporate Services Trading Limited	10/11/2023	10/11/2025	£24,257.52
13/11/2023	Chemistry: Cobra Non-Liquid System (Direct Award)	Oxford Cryosystems Limited	13/11/2023	13/12/2024	£134,411.50
27/11/2023	Planning: Insurance Broker Services (1st August 2024 - 31st January 2028)	Marsh Ltd	27/11/2023	31/01/2028	£397,062.50
28/11/2023	Chemistry: Thermal Analyser Equipment (Direct Award)	Netzsch Thermal Instruments UK Limited	28/11/2023	28/12/2024	£131,985.00
28/11/2023	Estates: Civil and Structural Engineer for the New Madras College Building	Buro Happold	28/11/2023	01/10/2028	£613,750.00
01/12/2023	Residential & Business Services: The Grange Furniture Requirements (Phases 2 and 3)	David Phillips	01/12/2023	01/02/2024	£79,348.69
14/12/2023	BTPO: Manage Service Provider for FIP (Framework call off)	Namos Solutions Limited	14/12/2023	01/06/2025	£240,000.00

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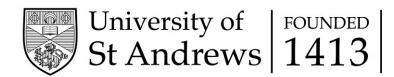
14/12/2023	Residential & Business Services: Laundry Services (Framework Call-off)	Aberdeen Laundry Services Limited	14/12/2023	10/01/2025	£130,000.00
18/12/2023	SMAU: Caging & Air Handling Units (Direct Award)	Tecniplast UK Limited	18/12/2023	18/01/2024	£70,225.60
20/12/2023	IT Services: Endpoint Security Software 06/01/24-31/01/27 (Direct Award)	Softcat PLC	20/12/2023	31/01/2027	£116,417.50
22/12/2023	IT Services: Telephone Exchange Downsize	Daisy Corporate Services Trading Limited	22/12/2023	22/01/2024	£33,170.58
19/01/2024	Human Resources: Executive Recruitment	Witt Kieffer	19/01/2024	19/03/2024	£90,250.00
26/01/2024	IT Services: Barracuda Cloud Back-up for Microsoft 365 (Direct Award)	Trustmarque Solutions Limited	26/01/2024	26/01/2025	£90,019.80
26/01/2024	Corporate Communications: Social Media & Marketing Platform (12/02/24-11/02/25) - Direct Award	Hootsuite Inc	26/01/2024	11/02/2025	£78,746.76
01/02/2024	UOSA: Stationery (Framework Call-off)	Office Depot	01/02/2024	01/02/2026	£102,000.00
02/02/2024	Development: Telephone Campaign 2024	Buffalo Fundraising Consultants Ltd	02/02/2024	01/02/2025	£19,805.00
07/02/2024	Chemistry: Refinery Gas Analysers	JSB UK & Ireland Ltd	07/02/2024	07/03/2024	£162,566.63
09/02/2024	IT Services: Supply & Installation of a High Performance Computer Facility	OCF Ltd	09/02/2024	09/03/2024	£1,992,650.76

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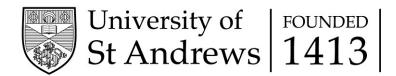|					
12/02/2024	Residential & Business Services: Summer Deep Cleaning (1st May 2024-30th April 2026)	Crystal Facilities Management Limited	12/02/2024	30/04/2026	£69,255.76
13/02/2024	Development: Campaign Identity Project	Whistlejacket	13/02/2024	13/03/2024	£35,392.00
16/02/2024	Library: JISC Open Access Agreements 2024 (Direct Award)	JISC Services LTD	16/02/2024	16/03/2024	£187,720.15
20/02/2024	Psychology: Inverted Motorised Research Microscope (Direct Call Off)	Carl Zeiss Ltd	20/02/2024	20/03/2024	£141,500.00
23/02/2024	Estates: Renewable Energy & Solar Deployment Survey, Scoping & Options Appraisal - Phase 2	Vital Energi Utilities Ltd	23/02/2024	23/03/2024	£104,985.00
26/02/2024	Development: Fulfilment & Mailing of the University of St Andrews Chronicle Mailing	Mailing & Data Solutions Ltd	26/02/2024	26/02/2025	£123,475.16
29/03/2024	Estates: Drochaid Research Services Relocation (mini-Tender from Framework)	Galliford Try Construction Limited	29/03/2024	29/10/2025	£1,570,158.18
05/04/2024	IT Services: Cisco Network Equipment (mini-Tender from Framework)	Insight Direct (UK) LTD	05/04/2024	05/05/2024	£415,547.12
05/04/2024	Estates: Angus & Stanley Smith Houses, Re-roofing & General Fabric Repairs	Clark Contracts Ltd	05/04/2024	01/09/2024	£460,541.97

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08/04/2024	School of Biology / SMRU: SMRU: Ship for survey of cetaceans during summer 2024 as part of the SCANS-IV Project	O.S. Energy (UK) Ltd	08/04/2024	01/10/2024	£253,428.00
12/04/2024	Earth & Environmental Sciences: MP-AES Instrument (Direct Award)	Agilent Technologies LDA UK Ltd	12/04/2024	12/05/2024	£55,225.12
15/04/2024	IT Services: Qlikview Subscription Renewal (Direct Award)	Catalyst BI Limited	15/04/2024	15/05/2024	£103,268.28
18/04/2024	Estates: John Burnet Hall - Lock Replacement (Direct Award)	Aspex UK	18/04/2024	01/09/2024	£139,812.81
13/05/2024	Estates: Summer Works 2024 - Agnes Blackadder Hall	Bentleys Shopfitting Ltd	13/05/2024	01/09/2024	£356,327.12
17/05/2024	Finance: EU Financial Auditing Services & Auditing of Other Non-EU Grants (mini-Tender from Framework)	Henderson Loggie	17/05/2024	01/06/2026	£318,250.00
23/05/2024	Estates: Summer Works 2024 - Fife Park	Bentleys Shopfitting Ltd	23/05/2024	01/09/2024	£732,995.92
31/05/2024	Estates: Scottish Oceans Institute - Reroofing Project	BRAEDALE ROOFING LTD	31/05/2024	31/06/2024	£390,474.75
03/06/2024	Library: JISC Taylor & Francis Agreement (Direct Award)	Prenax Limited	03/06/2024	03/07/2024	£214,097.58
04/06/2024	Residential & Business Services:	ST ANDREWS EXECUTIVE TRAVEL LTD	04/06/2024	01/08/2026	£79,875.00

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	University Nighttime Bus Service				
15/07/2024	Library: Divine Sky Acquistion (Direct Award)	Sekai Machache	15/07/2024	15/08/2024	£75,800.00
29/07/2024	IT Services: Back-up Software Renewal 2024 (Direct Award)	Softcat PLC	29/07/2024	29/08/2024	£140,024.26

Annex B: List of Regulated Procurements with Community Benefit Requirements Fulfilled

No Regulated Procurements placed with Supported Businesses during the period.

Annex C: List of Regulated Procurements placed with Supported Businesses

No Regulated Procurements placed with Supported Businesses during the period.

Annex D: List of Regulated Procurements – No Published Award

Date of Award	Project Title	Supplier	Award Value	Category	Justification
16/02/2024	Wiley Read & Publish Services	JISC	£202,514.35	C	Single Source
01/05/2024	Satellite Tags (components) for Seal Tracking	Valeport	£59,799.84	C	Single Source
02/05/2024	Satellite Tags (components) for Seal Tracking	Wildlife Computers	£60,074.44	C	Single Source

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30/01/2024	Digital Science Explorer	Digital Science	£52,484.00	C	Single Source
06/06/2024	Legal Services	Morag Ross KC	£50,000.00	C	Single Source
06/06/2024	Divine Skye Series	Sekal Machachie	£55,800.00	C	Single Source

Annex E: List of Regulated Procurements planned to commence in next two F/Ys

Description	New (N), Extended (E) or Re-Let (R)	Expected Contract Notice Publication Date	Expected Date of Award	Expected Start Date	Estimated Value (Ex. VAT)
Chemistry – Single Crystal X-Ray Diffractometers	N	Jan 25	Feb 25	Feb 25	£670,000.00
EHSS – EssentialSkillz Renewal	R	Jan 25	Feb 25	Feb 25	£123,750.00
Entrepreneurial – IP Services	N	Feb 25	March 25	April 25	TBC
Estates – 3-5 South Street External Fabric Repairs	N	Feb 25	March 25	April 25	£200,000.00
Estates – Chipping Yard Works	N	Feb 25	March 25	April 25	TBC
Estates – Laidlaw Chiller, BMS & Humidification Works	N	Feb 25	March 25	April 25	TBC
Estates – Main Contractor for New College	N	Jan 25	April 25	August 25	£73,000,000.00

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Geography – TOC Analyser	N	Feb 25	Feb 25	Feb 25	TBC
ITS – MFD Managed Print Service	R	Jan 25	April 25	May 25	£580,000.00
Medicine - Autoclave	N	Jan 25	Feb 25	Feb 25	£67,000.00
Physics – Laue Diffractometer	N	Jan 25	Feb 25	March 25	TBC
Principals Office – External Audit	R	Jan 25	March 25	April 25	£450,000.00
RBS – Pest Control	R	Feb 25	April 25	April 25	TBC
Specialist Cleaning Services	R	August 26	TBC	TBC	TBC
Pre-packaged Sandwiches for Retail Catering Outlets	R	TBC	TBC	TBC	TBC
Nitro PDF Renewal	R	TBC	TBC	TBC	TBC
Cleaning Materials & Disposable Paper Products (Direct Award)	R	TBC	TBC	TBC	TBC
Communications, Campaigns & Event Management System Plug-in	R	TBC	TBC	TBC	TBC
Supply of Guest WiFi Service	R	TBC	TBC	TBC	TBC
Online Search Replacement	R	TBC	TBC	TBC	TBC
Supply & Distribution of Grocery, Frozen & Chilled Foods	R	TBC	TBC	TBC	TBC
Water Services Monitoring & Control Maintenance & Risk Assessment Services	R	TBC	TBC	TBC	TBC
EU Financial Auditing Services &	R	TBC	TBC	TBC	TBC

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Auditing of Other Non-EU Grants					
Microsoft EES Renewal	R	TBC	TBC	TBC	TBC
CCTV Maintenance Contract	R	TBC	TBC	TBC	TBC
Sanitary Disposal & Related Services	R	TBC	TBC	TBC	TBC

Annex F: Glossary of Terms

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

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

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

BT14 – Sustainability Based Benefits- sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas:
· Reduction in waste – packaging and / or further use of residue from processes etc
· Reduction in consumption - use of raw materials (consumables, utilities etc.)
· Recycling and/or reuse of products
· Enhanced Reputation and / or marketing opportunities

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· 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 ie negating supplier requests to increase costs, procuring services / goods / works under budget, obtaining prices lower than the market average / median.
Contract management or contract administration is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.
EU regulated procurements are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.
Flexible Framework Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.
Hub (Spikes Cavell) – The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -
■ Identify non-pay spend on external goods and services
■ Identify key suppliers and how many transactions are made with each
■ Highlight common spend across suppliers and categories
■ Identify spend with SMEs and/or local suppliers
This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made. For more information, visit the Scottish Government's **Hub** page.
Hunter - Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.
As a solution, it is operational within the HE / FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.

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

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

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week – these include invitations to tender, prior information notices, qualification systems and contract award notices. The European public contracts directive (2014/24/EU) applies to public authorities and the following thresholds will apply to procurement carried out whose value equals or exceeds specific thresholds.

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

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

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

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

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

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

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

Small and Medium Sized Enterprises (SMEs) encompass –
Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and / or annual balance sheet total does not exceed £1.57 million.
Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and / or annual balance sheet total does not exceed £7.86 million.
Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and / or an annual balance sheet total not exceeding £33.78 million.

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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.

Supply Chain Management Programme (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

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.

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 (eg 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.

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