



THE UNIVERSITY of EDINBURGH
Finance



The University of Edinburgh



Annual Procurement Report (1 August 2019 to 31 July 2020)

**Prepared by George Sked
Director of Procurement (Interim)**



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Executive Summary

We aim to meet the needs for goods, services and capital works as a truly global university, rooted in Scotland's capital city and achieve value for money on a whole life basis, generating benefits not only to the University, but making a significant, sustainable and socially responsible contribution locally and globally.

University of Edinburgh Procurement Strategy 2018

The University of Edinburgh has complied with its statutory duties under the Procurement Reform (Scotland) Act 2014. The University Procurement Strategy review annually will take account of the new University [Strategy 2030](#).

Since mid-March the University has predominately worked remotely, which applied to the entire Procurement team. A significant proportion of planned work was set aside to deal with the urgent requirements to support the institution (see COVID-19 PPE section).

Performance under the FY2019-20 procurement strategy either fully met or partially met expectations in the seven key objectives. The partial achievement was predominantly caused by the COVID-19 pandemic and identified areas of improvement being reliant on the implementation of the People and Money system in Spring 2021.

Headline results, explained in detail in the APR are:

- Value for money **£17.6** million;
- Procurement professional influence on **£209 million (84% of total)**
- Recruitment of Head of Procurement Operations
- Recruitment of Head of Contract Management and 2 Contract Managers.

Where data is not available this is clearly stated in the report. Looking ahead, risk management, mitigation and contract management services will be a focus as well as implementing a new and revised procurement service for the University to deliver changes that are required due to the pandemic.

The University of Edinburgh has reviewed its [University Procurement Strategy](#) each year and changes are approved by the governing body (the Court) and reviewed by the University Executive through its Procurement Risk Management Executives (PRiME), including relevant subsidiary company members. The University's 2018 procurement strategy is the current outcome of consultation and discussion with internal and external stakeholders, who have an interest in our approach to procurement, value for money (balancing cost, quality and sustainability) and our impact for society. A new revised strategy will be in place during 20-21.

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 any economic, political and financial influences to which the University may need to adjust to meet its broader aims and objectives. It should be noted that the University is reviewing its current procurement strategy with a revised one being put in place in Spring 2021.



All figures are nett of VAT unless otherwise stated.

Key achievements: Our procurement strategy delivered in Financial Year 2018-19

- Value for Money efficiencies of **£17.6 million** (*ahead of stretch target £12 million*) on a total University procurement activity of around £250 million of goods, services and capital works.
- Influenced¹ **84%** (£209 million of procurement activity) with procurement specialists leading, the remainder is locally managed, within agreed core commercial policy process.

George Sked, Director of Procurement (Interim) is responsible for the production of the procurement strategy and this annual report. He is a member of the University Finance Director's Senior Management Team and the Finance Executive of the University and convenes the Procurement Risk Management Executives.

It should be noted and thanks given to Mrs Karen Bowman FCIPS, former Director of Procurement who retired from the University on 28th July 2020 after 23 years' service. Karen was a pioneer of bringing professionalism to the University's procurement function and transformed it from a stationery store to the position it now holds as one of the best in the UK HE sector.

The Accountable Officer for the University of Edinburgh is the Principal and Vice Chancellor Professor Peter Mathieson.

¹ This is as defined in the Act and supporting statutory guidance, see also table 3 for more information



Statutory Annual Procurement Report (APR)

The Procurement Reform (Scotland) Act 2014 (PRA) requires any publicly funded organisation with an estimated annual regulated² spend of £5 million or more to develop a procurement strategy and then to review it annually and publish an Annual Procurement Report (APR).

This is the third report of this kind³ and takes account of the Scottish Government analysis of APRs and recommendations from the [Scottish Procurement Policy Notes](#) issued during the year.

This strategy is reviewed annually by Procurement Risk Management Executives (for the budget holder community), and development areas are agreed and aligned to University strategic planning.

University Procurement Strategy Compliance

The objectives of the procurement strategy contributing to the University's aims are being met:

| Objectives FY2019-20 | Targets met |
|---|--|
| <ul style="list-style-type: none"> finance transformation project (service excellence) | maintained |
| <ul style="list-style-type: none"> Contract Management controls | achieved |
| <ul style="list-style-type: none"> improved finance services for users and providers in 'procure to pay' <ul style="list-style-type: none"> simplified or routine transactions using eProcurement tools inviting bids via eCommerce tools (digital first) | ¹ partial maintained maintained |
| <ul style="list-style-type: none"> improved estates capital and services procurement using a common protocol | achieved |
| <ul style="list-style-type: none"> support major IS projects using flexible procurement processes CD & CPN (Competitive Dialogue & Competitive Procedure with Negotiation) | achieved |
| <ul style="list-style-type: none"> support improvement in supply chain sustainability and social responsibility | maintained |
| <ul style="list-style-type: none"> increased use of contracts and staff awareness of procurement information and shared benefits of procurement influence | ² partial |

Table notes – where noted as **partial** achievements

- Procurement Risk Management Executives agreed that we are *not yet* joined up across all the steps from planning to end-of-life/re-use, and will remain so pending new People and Money System (procured for HR, Finance, Procurement, Students).
- % of spend under influence of procurement specialists was 84%.

² 'Regulated' procurements are those with an estimated value equal to or greater than £50,000 (over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT) for a public works contract.

³ Previous full year (FY2018-19) data is shown for comparison where appropriate.



Regulated Procurement Expenditure

The University of Edinburgh has an annual non-pay spend with trade creditors of £250 million (excluding VAT), approximately 84% of which is directly influenced by procurement specialist services, and other procurement is locally managed, under a University core commercial policy.

During the period (FY2019-20), regulated procurements awarded by the University of Edinburgh procurement team are summarised in the following tables and annexes:

Table 1 - Number of regulated procurements of the four main types.

Table 2 - Value of regulated procurements completed during the period.

Table 3 - Overall influenceable or non-regulated expenditure and total trader data.

Annex 1 - *Annual Procurement Reporting

**based on Annex A of SPPN7/2020*

Annex 2 - Regulated Procurement Activities

contracts awarded in FY2019-20

Annex 3 - Category Strategies, annually reviewed

(as at 1 October 2020)

Annex 4 - Forward Procurement Activities FY2020-21 and FY2021-22 (as at 28 August 2020)

Data not included:

*The introduction of new reporting format during 2019, *under Annex A to SPPN7/2020*, is not possible to collect using the university tools currently available and are unlikely to be achievable with the new People and Money system in 2021. In order to collate this information significant resource would have to be deployed. The decision has been taken unless this information becomes a mandatory legal requirement, we will only use best endeavours to collate it.

For ease of reading, we removed APR items if there is no FY data.

Data included:

All expenditure data is nett of VAT unless otherwise stated.

We include EU or 'lower threshold' PRA regulated procurements and (Mini-tenders, further competition) call-off from collaborative contracts and frameworks, which the University has adopted.

The University has been optimising the use of collaborative contracts and frameworks to source suppliers and to offer eProcurement services. (It should be noted that frameworks are only adopted if they can show benefits to the organisation and are appropriate for the client). This reduces the number of resource-intensive formal PRA lower threshold regulated or EU tenders being managed by procurement specialists in the university team. We will use framework agreements that meet the University needs and are value for money. We engage at the formation of these agreements and influence sector strategies, through our role in the higher and further education and wider public sector strategic groups.

The University's income and expenditure has decreased last year primarily due to the pandemic and influence on some of the 'hard to reach' categories of spending internally has stabilised as colleagues use procurement staff to guide them.

£48 million of the University spend in FY2019-20 was routed via collaborative agreements with or without mini-tender call-offs, an increase of £34.7 million from FY2018-19.



Table 1: New Regulated Procurement

(projects completed: FY2019-20 and previous year)

From table 1 the number of projects are down across all the categories, with the exception of the number of NCA/Direct awards. This was down to the COVID-19 pandemic, 11 EU projects were put on hold or abandoned, with some literally days away from award. A further 13 contracts were extended when a procurement should have been carried out. By factoring these in, the figures would be comparable between the two years.

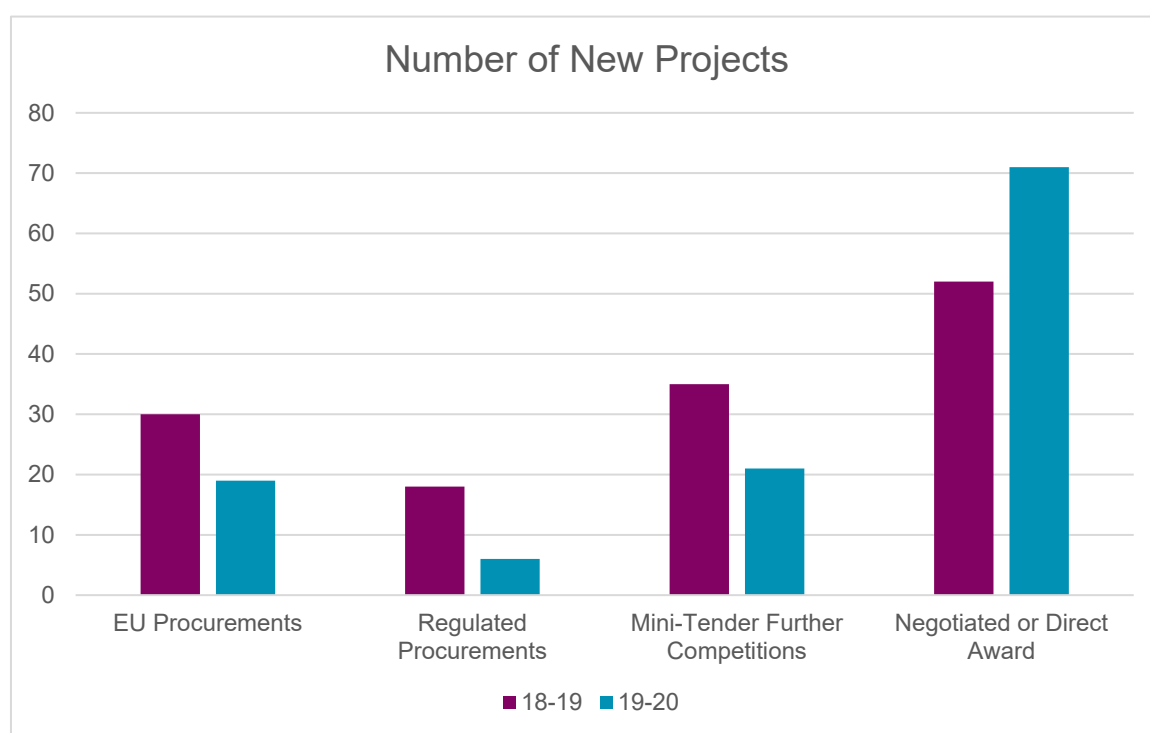




Table 2: New Regulated Procurement
(value of projects completed FY2019-20)
All data as estimated at award of contract

| | | 2019-20 (000s) | Change from previous year (%) | previous year (000s) |
|------------------------------|-------------|---------------------------|--|-------------------------------------|
| EU regulated procurement | (£m) | 120.7 | -27.5 | 166.5 |
| Lower regulated procurements | (£m) | 5.5 | 14.6 | 4.8 |
| Mini-tenders from frameworks | (£m) | 43.8 | 382.4* | 9.1 |
| Totals | (£m) | 170 | -5.8 | 180.4 |

Table 2 notes - applicable thresholds during FY2019-20.

EU Threshold - goods or services £189,330; works £4,733,252.

Lower regulated threshold - goods or services of £50,000, works of £2million under PRA.

*increase predominately due to Capital Project of £31m awarded from a framework.

Table 3: Total Procurement Expenditure

| | | 2019-20 (000s) | Change from previous year (%) | previous year (000s) |
|--|------|---------------------------|--|---------------------------------|
| Procurement expenditure (‘Influenceable’ ¹ spend) | (£m) | 250.3 | -15.0 | 294.5 |
| Regulated expenditure (Procurement Specialist - Influenced) | (£m) | 209.4 | -13.9 | 243.1 |
| Procurement Influenced Spend Figure | (%) | 84 | 1.2 | 83 |
| Non-regulated procurement (Locally Managed) | (£m) | 40.9 | -20.4 | 51.4 |
| Number of Trade Creditors | (N) | 6530 | -13.2 | 7,521 |
| Percentage of procurement Influenceable expenditure with SMEs | (%) | 52 | 8.3 | 48 |

Table 3 notes - definitions

¹‘Influenceable’ spend is defined (in the PRA) and in the guidance from sector centre APUC Ltd.

For detailed information on all regulated procurements and category strategies, during the period covered by the report, please refer to Annexes 1-3.



Review of Regulated Procurement Compliance

Procurement activities are regularly reviewed by the Procurement Risk Management Executives, nominated by our six key budget-holders and our subsidiary companies. This report and annual procurement strategy reviews are carried out by PRiME for suitable governance.

The University Procurement Office in the Finance Department consults with internal and external stakeholders to identify risks, issues and opportunities for regulated procurements. Our funding bodies and both internal and external auditors scrutinise procurement legal compliance, the use of collaborative contracts, and the benefits of using professional procurement teams.

No legal actions were taken against University procurement during the period.

During the COVID-19 pandemic, a number of SPPN's were issued, relaxing some parts of the legislation, the University utilised these and worked within the temporary parameter allowed by these SPPN's. Predominately they were used for direct awards and contract extensions beyond the term of the contract.

A revision of risk mitigations and business continuity plan was extended into considering finance and procurement mitigations more fully and this is reviewed and updated regularly. External influences such as the preparations for our departure from the European Union, for business continuity, has not gone away though the focus has been on COVID-19, we have a dedicated Brexit team looking at potential supply chain issues and are working with APUC on this.

Supported Business Summary

The University of Edinburgh was one of Scotland's first 'Fairtrade' Universities and we continue to be proactive in encouraging the use of supported business. In areas where we know, there is a supported business available, mainly through the Scottish Procurement Supported Business framework. We are working with Social Enterprise Scotland to expand opportunities for Social Enterprise Businesses that could engage in wider public contracting opportunities as well as internal Student-Based Social Enterprises.

For more information on our Sustainable Procurement, see the Additional Progress Reports.

Future Regulated Procurements Summary

We are presenting in Annex 4, projects for the next two financial years – FY2020-21 and FY2021-22 which are based on anticipated plans at this point, although not all are firm. As a result, we only project future regulated procurements where there is sufficient certainty, and this is therefore subject to change, especially with the influence of the COVID-19 pandemic, which has increased the uncertainty of future plans.

For new procurement opportunities at the University, please see our entries in the Public Contracts Scotland (PCS) portal or for live contracts see our contracts register, at the links below:

[Public Contracts Scotland portal – University of Edinburgh](#)
[University of Edinburgh Contracts Register](#)



Value for Money Summary

The University of Edinburgh invests in a dedicated university-wide Procurement Office (Finance) led initiatives, which resulted in Value for Money (VfM) efficiencies of ~ **£17.6** million during FY2019-20, mainly from the higher value competitive tenders. Other savings are achieved through access to collaborative contracts with APUC, other institutions and wider public sectors.

VfM is calculated on the Scottish Government and Higher Education Procurement standards for consistency of approach. It is reported annually to the overall Policy and Resources Committee.

Service Excellence Programme

Our [Service Excellence Programme](#) (SEP) is an essential component of our [University 2030 strategy](#) and aims to make our University an even better place to study and work. With a focus on creating unified professional services across the University, the programme will deliver change and improvement that will make it easier for our students to join and study with us, make life easier for our staff and help reduce costs so that we can focus investment in other important areas. Procurement leaders are actively engaged in the design of the new ways of working.

One of the main workstreams of SEP, the Finance Transformation Programme (FTP), directly involves procurement. As part of the programme two new areas of Procurement are being established, Contract Management and Procurement Operations.

Procurement Operations

To support the planned introduction of People and Money in 2021 we have completed the design phase to re-shape procurement across the University with the introduction of the new Procurement Operations team. This new team will primarily focus on the University's non-regulated spend. This new structure will allow a more focused and professional approach, to the University's sub threshold spend, which is greater than many Universities total 3rd party expenditure, which will bring consolidation, cost and time efficiencies. We have designed the new organisational structures, defined the new job roles and completed the detailed service design which has been approved by the University executive via the SEP and FTP Boards.

This new team which will augment the Strategic Sourcing and Contract Management teams will undertake all the non-regulated sourcing across the University as well as manage the majority of University Stores operations. This also includes a new Procurement support team which will coordinate all Procurement data management, benefits tracking, risk management, MI reporting et al.

Contract Management

In order to get greater in life focus to drive value for money, supplier excellence and assurance, we have augmented our operation with a Contract Management function. This team are focused on building best practice principles across the entire end to end life-cycle. Through these practices supported by processes and tools, also being designed, we will increase focus on strategic contracting moving to a position of value add partnerships based on cost efficacy and criticality.



COVID-19 Response

PPE and related supplies under COVID-19

The World Health Organisation declared the SARS-CoV-2 outbreak a pandemic on 11th March 2020; by which date the availability of Personal Protective Equipment (PPE) was already critical. China being the major producer of PPE, its status as the epicentre of the outbreak caused immediate supply chain disruptions. Factories closed under lockdown or incurred huge overheads complying with new procedures; airline and surface freight movements became severely restricted and expensive; and export bans and predatory acquisition by other countries left the UK in short supply. With priority rightly given to the NHS, the University had to compete in a severely curtailed market for supplies of gloves, masks, aprons, sanitizer, etc.

To address the situation, Procurement worked closely with Business Continuity and Health & Safety, to:

- Establish what stocks existed across the University, redistributing where necessary and feasible;
- Secure new supplies for the interim period under lockdown, including uplifting donations from generous donors such as Edinburgh College; and
- Forecast the future burn rate for PPE and prepare for the phased resumption of 'normal' research and teaching activities.

We also disseminated regular availability and pricing updates from consortia and centres of expertise such as APUC, as well as direct market intelligence from suppliers. This included robust 'push-back' on across the board price increases from key suppliers.

Procurement has also helped source critical PCR machines (DNA amplifiers) and consumables, supporting our COVID-19 research and testing activities, both at the Queen's Medical Research Institute and in shared facilities with the NHS such as the Western General Hospital campus. We have even used good supplier relationships to expedite re-commissioning of a Containment Level 3 laboratory, including the purchase and installation of an autoclave in somewhat under half the usual manufacturing lead-time, by negotiating and securing a manufacturing work in progress from another client.

For the immediate future, global demand for PPE remains at anything up to 26×normal. Gloves especially continue to be a problem: manufacturing capacity normally runs at 370 billion gloves; current global demand stands at 585 billion. National stockpiling in preparation for a 'second wave' of COVID-19 plus preparations for a no-deal Brexit present significant challenges. Our role remains one of challenging opportunistic price increases, securing supply in the short and medium term, and advising clients on the most appropriate sourcing: price, quality and availability, throughout this crisis.



Additional Progress Reports:

Sustainability Duty Report



Strategy, Compliance and Policies

Sustainable procurement contributes to the University's Strategy 2030 commitments to make the world a better place through our activity and for the 17 UN Sustainable Development Goals to guide our decision making. We've also committed to a net Zero by 2040 Climate Strategy and several other sustainability policies that relate directly to the conduct of procurement.

The University has worked for a long time to embed and continuously improve sustainable procurement practice. Our Procurement Strategy commits us to consider and act upon risks and opportunities related to innovation, SME's and social, environmental and economic wellbeing, in line with duties under the Procurement Reform (Scotland) Act 2014 and related Statutory Guidance.

We've adopted Scottish Government Sustainable Procurement Tools the Flexible Framework, Sustainability Prioritisation and the operational Sustainability Test. Prioritisation of risks with end users and subject-matter experts is conducted bi-annually across sub-categories under the main areas of operational estates, food and catering, travel, ICT, and laboratory equipment and consumables.

We have made these sustainability tool risk outputs and briefings [publicly available on our website](#) for the benefit of other organisations, as well as our version of the Test tool.

Use of tools and guidance, which support Scotland's National Performance Framework outcomes, is embedded into our procurement process for regulated procurements and the adoption of framework agreements.

Consideration of Fair Work Practices including the real Living Wage

The University is committed to leveraging our procurement activity to support Fair Work Practices, including promotion of the real Living Wage. The University assesses risk and where relevant includes consideration of Fair Work for workers delivering contracts as a scored quality criterion in regulated procurements in line with Statutory Guidance.

The University is an accredited Living Wage organisation. This means all University workers earn at least the current real UK Living Wage and that we expect all qualifying on-campus suppliers working to do so as well for their workers and subcontractors.



Modern Slavery Statement

The University publishes an annual Modern Slavery Statement with actions and steps embedded into the procurement process of the University. The statement is agreed by senior stakeholder groups and approved by the University Court. Modern Slavery Act checks are built into our regulated procurement process, purchase order process and also our standard terms and conditions, as are other measures to address labour and human rights issues.

The University is an affiliate of Electronics Watch, whose unique worker-based monitoring supports hundreds of public contracting authorities across the UK and Europe to leverage their purchasing power to concretely support remediation processes and working condition improvements for workers in our global ICT supply chains.

In May 2020, the University and Electronics Watch co-hosted an EAUC webinar on the issue of Modern Slavery in procurement, outlining actions the University of Edinburgh is taking on this topic.

Climate Action and Zero by 2040 Climate Strategy

The University is working to embed consideration of climate action into its procurement. In addition to adoption of related Scottish Sustainable Procurement guidance, we have worked with partners within the University to engage suppliers in carbon accounting and practical GHG emissions reductions.

Climate action examples:

- Supplier emissions reporting measures informed by the GHG Protocol standard were recently included in a major Life Sciences Consumables Dynamic Purchasing System procurement.
- The Procurement team is helping to deliver a £250,000 Scottish Funding Climate Emergency Project with the Edinburgh Centre for Carbon Innovation to build capacity for effective procurement of low and zero carbon built environments.
- The Procurement team engaged eight University masters students in projects to create a “Zero Carbon Finance Team” and also to test innovative ways to calculate Scope 3 Procurement emissions. The results of Scope 3 project were shared with the HE sector in an EAUC event.

Community Benefits

In line with our Community Benefits Policy, the University has continued to implement and develop community benefits and explore mutually beneficial partnership working with our suppliers to support regional inclusive growth and to address global challenges. This includes opportunities to engage supplier partners with University students, academic colleagues and our community partners.

The University included community benefits working requirements in several major construction projects, but also within major ICT and Laboratories procurements, and a significant number of procurements below the £4 million threshold. Working with the University, suppliers working on the Health and Wellbeing Centre, campus Networking System, WCDI infrastructure, Edinburgh Futures Institute, and many other projects delivered a range of apprenticeships, work-placements and other types of benefits.



The Procurement team continued to play a key role in engaging suppliers in ways that support the inclusive economic growth ambitions of the Edinburgh and South East Scotland City Region Deal, a major UK and Scottish Government investment in the Edinburgh city region.

Working closely with the Data Driven Innovation programme (DDI), the innovation component of the Deal led by the University of Edinburgh and Heriot-Watt University, Procurement has helped developed the procurement elements of the Deal's benefits realisation plan. We've also piloted inclusive growth and Community Wealth Building strategies in two major projects on behalf of the deal.

Community Benefits Highlights:

- Balfour Beatty (BB) worked with the University Community Engagement Manager during the COVID-19 lockdown with homeless support organisation and UoE partner, Streetworks. This work from BB with Streetworks requested by UoE communities' team, coordinated donation, collection and delivery of boxes full of personal hygiene items like shower gel, toothpaste and personal products, which were urgently needed during lockdown. Also included from BB at UoE's request £800 for food donation for Syrian refugee families living in Edinburgh to celebrate Ramadan during lockdown.
- We also worked with Robertson Construction to deliver activities and engagement for young people in Midlothian and with Morrison Construction to provide work-placement opportunities, including for engineering students.
- European Electronique and HPE are working with the University to design and deploy a significant Social Impact fund of £50,000.
- The University of Edinburgh was shortlisted for an international 2020 Procura+ Award for its work on community benefits, inclusive growth and innovative supplier partnerships.
- Inoapps and Oracle are working with the University to leverage procurement data in smarter ways to spur regional inclusive growth, in line with Scotland's Economic Action Plan.



People

We have subject matter experts in our Procurement Office within the category teams, who are further supported by procurement staff co-located at various points across the campus. We are working towards a One Team approach and a set of shared Values across all staff involved in finance activities within the University and we share resources with APUC Ltd.

Procurement professional staff are asked to self-assess annually on the [CIPS Ethical code](#) to evidence probity and understanding of supply chain risk and social impact issues. We can seek external support for staff development costs or attendance at approved learning events from a specific charitable fund. We have 23 strategic procurement specialists across 4 category teams, most are fully qualified and others developing in their roles.

Table 4: Procurement People

| | |
|--|-----------------|
| Professional Office staff (incl. Contract Management and Operations as at 31/07/20) | People |
| Procurement strategy | 26 |
| <i>Breakdown (not to be totalled)</i> | <i>of which</i> |
| Full MCIPS ⁴ or equivalent | 16 |
| Chartered Professional | 6 |
| Studying and/or part qualified | 7 |
| APUC staff | 5 |
| Professional development | People |
| Other roles | |
| Policy and advice | 1 |
| Legal services | 1 |
| Support and administration | 3 |

External activities:

We support efforts of the UK-wide Higher Education Procurement Association (HEPA) George Sked, Director of Procurement (Interim), represents Scotland on the HEPA Management Board. We are active members of APUC Ltd, Procurement Strategy Groups and serve on two of the Scottish Government Strategic Forum Groups as consultees.

We are frequently engaged in providing procurement professional advice to multi-site research teams in the UK and beyond.

⁴ Membership of the Chartered Institute of Procurement and Supply is a global standard for procurement skill.



Enclosures:

Annex 1: Annual Procurement Report annex (1 August 2019 - 31 July 2020)

Annex 2: Regulated procurement activities (1 August 2019 - 31 July 2020)

Annex 3: Category Strategies (as at 2020)

Annex 4: Forward procurement activities (anticipated 1 August 2020 - 31 July 2022)

Feedback on this report is welcome, please address this to george.sked@ed.ac.uk.

This publication can be made available in alternative formats on request.

Email: Finance@ed.ac.uk

Phone: 0131 650 2387

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Annex 1: Annual Procurement Report Annex (1 August 2019 - 31 July 2020)

Annual Procurement Report Annex is edited from *Annex A from SPPN7/2020*.

NOTE 1: sub-questions with no available data have been removed for ease of reading, but numbering unchanged to allow comparisons with other regulated procurement APR reporting.

NOTE 2: reference to contract is also to be construed as meaning a Framework Agreement.

1. Organisation and report details

a) Contracting Authority Name

The University
of Edinburgh

b) Period of the annual procurement report

FY2019-20

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

117

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

£170 million

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

107

i) how many of these unique suppliers are SMEs

67

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

117

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.

5

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

5

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

8



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

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.

N/A Note: all contracts refer

6. Payment performance

a) Number of valid invoices received during the reporting period.

168,644

b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms)

52%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payments of invoices in public contract supply chains.

N/A Note: all contracts refer

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:
i) spend within the reporting year on regulated contracts

£55,574

£0

ii) spend within the reporting year on non-regulated contracts

£55,574

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.

£250 million

b) Total procurement spend with SMEs during the period covered by the annual procurement report.

£129.4 million

c) Total procurement spend with Third sector bodies during the period covered by the report.

Not recorded

d) Percentage of total procurement spend through collaborative contracts.

Not recorded

g) Total non-cash savings value for the period covered by the annual procurement report

£17.6 million

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years

111

b) Total estimated value of regulated procurements expected to commence in the next three financial years

£1.1 billion



Annex 2:

Regulated procurement activities (1 August 2019 - 31 July 2020)

Please download the pdf file (<https://edin.ac/2UFcwYH>)

Annex 3:

Category Strategies (as at 2020)

Estates Category Strategy

Please download the pdf file (<https://edin.ac/2UDkXDE>)

Information Services Category Strategy

Please download the pdf file (<https://edin.ac/3IMCqFN>)

Laboratories Category Strategy

Please download the pdf file (<https://edin.ac/38TjL7D>)

Professional and Campus Services Category Strategy

Please download the pdf file (<https://edin.ac/3pHDltf>)

Annex 4:

Forward procurement activities (anticipated 1 August 2020 - 31 July 2022)

Please download the pdf file (<https://edin.ac/2Ko09OI>)