



THE UNIVERSITY *of* EDINBURGH

Annual Procurement Report 2022 – 23

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Purpose & Executive Summary

Purpose

The Procurement Reform (Scotland) Act 2014 ('the Act') requires Scottish public sector contracting authorities with regulated procurement activity of £5 million or more per annum to have prepared a Procurement Strategy. Authorities, including Universities, that are legally required to develop and to publish a Procurement Strategy are also required to publish an Annual Procurement Report, reflecting on the relevant reporting period against their Procurement Strategy.

The University Procurement Strategy is reviewed by the University Executive, including relevant subsidiary company members, and is published annually. It underpins the University's Strategy 2030, as well as the Procurement Strategy for Scotland, and is aligned with the strategic ambition of delivering excellence in research and education, together with a focus on our civic and social responsibility as well as our people. The Procurement Strategy sets out the strategic direction for all procurement activity, outlining our vision of being world class in everything we do and recognised as a trusted strategic partner in the successful delivery of Strategy 2030.

The University's Annual Procurement Report acts as the foundation for annually assessing our delivery against our strategic aims and objectives, our regulatory compliance and the constant pursuit of value for money in all that we do. It details the performance and achievements of the Procurement Department, as well as the strategic and operational activities undertaken over the reporting period.

Accordingly, the University of Edinburgh is pleased to publish our Annual Procurement Report covering the period 1st August 2022 to 31st July 2023.

Our Vision

Our Procurement vision is to become world class in everything we do, recognised as a trusted strategic partner in the successful delivery of the University's Strategy 2030.

Through improved cost efficiency and strategic supplier alignment we will maximise benefit for investment into academic research and teaching to support the University and its global standing. With better market insight, improved practices and ways of working with our suppliers and consortia partnerships, we will bring strategic and continuous innovation to the way we work in meeting the University's current and evolving requirements and budgets.

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.

routed via collaborative agreements in this reporting period, with or without further competitions – an increase of £31.7M from the previous financial year 2021-22.

Operational Procurement

A key part of Strategy 2030 is delivering more user-friendly processes and efficient systems to support its strategic ambitions. For Procurement, that means ensuring that the teams are organised effectively with consistent systems and policies, clear roles, smart ways of working and less duplication – so we can focus on the things that add most value, help to deliver world-class services to our colleagues and make the University an even better place to work. This strategic focus has resulted in investment in Procurement over the last few years, allowing the team to grow in strength to strength both in numbers and in experience.

Year in Review

This reporting period has presented challenges and opportunities to our Procurement Department which has tested our commercial and operational acumen, as well as our resilience. The progress we have made is a testament to our department's commitment, resilience and dedication to our service delivery.

A summary of our key achievements include:

Value for Money and Efficiencies

The University continues to have a pro-active strategy of delivering value for money and efficiencies. The Procurement Department awarded a total of 186 procurement exercises at a value of £77.8M in this reporting period, of which 151 were regulated procurements (£76.6M). These procurement exercises have contributed an estimated total of £6.6M cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings.

The University also continues to maximise its use of national and sectoral collaborative contracts and framework agreements when it is commercially advantageous to the University, typically when leveraging savings and support in contract and supplier risk management. £95.7M, or 33%, of the University's procurement influenceable expenditure was

Purpose & Executive Summary (continued)

The Procurement Department underwent a significant transformation in this reporting period, redefining its service and operational framework across the University. This transformation was facilitated by the implementation of the new enterprise resource planning (ERP) platform, which went live on 1 September. Throughout the year, Procurement played a pivotal role, providing leadership and allocating significant resources to ensure the successful delivery of the new service, as well as the ERP platform.

A key aspect of this transformation was the establishment of a Procurement Operations team, which was recruited and launched in August 2022. This shift has enabled the University to adopt a more focused and professional approach towards managing its non-regulated expenditure to deliver supplier consolidation, cost savings, and enhanced process efficiencies. The Procurement Operations team holds the responsibility for initiating all purchase orders through the People and Money system, playing a critical role in identifying and stopping all transactions and contracts that exceed the legislative threshold. It also incorporates a newly established Procurement Support team tasked with overseeing all aspects of data management, benefits tracking, and routine reporting.

Further, the University research stores underwent a transition from local school management to integration within Procurement in this reporting period. In the inaugural year, under this new structure and operating model, the team have achieved notable successes including the implementation of a new inventory management solution as well as standard operating procedures and risk assessments.

The new Procurement Operations service model is aligned with the new ERP solution design to ensure best practices processes and improved financial governance is embedded throughout the University.

The University will realise the benefits of the redesigned service model and ERP platform in the years to come.

Sustainability

Procurement continues to be committed to integrating sustainability into everyday practice and decision-making processes, thereby minimising our environmental impact and optimising the social and economic outcomes associated with our operations. Embedding sustainability considerations within our procurement processes supports implementation of the University's Strategic Plan and the attainment of the UN Sustainable Development Goals. The University is committed to entering into agreements and contracts with suppliers that share and adhere to our vision.

Procurement collaborates closely with the University's Department of Social Responsibility and Sustainability to continue developing sector-leading best practices tailored to our requirements. Additionally, the contracting strategy for all regulated procurements underwent a comprehensive update in the reporting period, which requires procurement professionals and University stakeholder to more explicitly detail how each procurement aligns with the University's climate and social impact objectives.

Governance

The Procurement Department introduced a new Procurement Policy on 1 September that aligns with the new procurement operations service model and the design of our enterprise resource planning (ERP) system. The revised policy ensures that our procedures continue to be conducted in accordance with best practice and in a legally compliant manner.

Our Role

Our Procurement Department supports the University in achieving its Strategy 2030 ambitions, by delivering strategic procurement solutions that foster excellence in research and education with a focus on our people and our civic and social responsibility.

We offer professional and qualified procurement expertise, providing advice and services for the University's approximate £300 million annual non-pay expenditure. We collaborate closely with the University's colleges and professional services departments to support them make optimal decisions when purchasing goods and services, achieving value for money in all transactions. This involves striking the right balance between cost, quality, and sustainability whilst ensuring compliance with legislative requirements, including Scottish, UK, World Trade Organization, and European Union Procurement Law.

Committed to integrating sustainability into our daily practices and decision-making processes, we strive to minimize our environmental impact and enhance the social and economic outcomes associated with our operations. The University recognises that its procurement activities have a significant impact on the environment, society and the economy through our research and teaching activities, and accepts that it has a responsibility to strive to effectively manage and optimise those impacts.

We are not only committed to meeting our legislative obligations associated with supply chain sustainability, but we are committed to taking a step beyond. We continue to promote positive impacts and change, throughout the whole life cycle and supply chain of the goods or services, in order to fulfil current needs without lessening the ability of future generations to do the same.

Purpose & Executive Summary (continued)

Supporting operating procedures have been developed as well, which are essential for maintaining finance control and compliance with the Policy.

Supply and Contract Management

The Procurement Department has been working towards its objective of developing best practice principles across the end-to-end contract life cycle, driving forward its contract management framework and continuously improving our processes and tools.

The University has redefined the scope of this function in this reporting period to place a stronger emphasis on the execution contract management activities. This strategic shift aims to position the university closer to a position of value-add partnerships, cost efficiency and risk management. The newly formed model for the Contract & Supplier Management team launched at the time of writing this report, with anticipated benefits expected to materialize shortly thereafter.

People

The diversity of the services, goods and works procured by the University requires strong commercial and procurement knowledge and skills, as well as professional support to business units through clear controls and guidance. The University has continued to invest in learning and professional development to acquire relevant training and qualifications. Staff development on sustainability, carbon management and ethical procurement continues to be a key focus for the department, as well supply market insight particularly considering the current market fragility and turbulence.

Looking Forward to 2023/24

Our areas of strategic focus for the next reporting period include:

- Continuing our pursuit of value for money, capitalising on opportunities to maximize commercial value;
- Ongoing developments to improve the efficiency of the procure-to-pay process;
- Driving forward the sustainable procurement agenda, positively contributing to the University's net zero carbon target and increasing our social impact through procurement;
- Improving our contract and supply chain management approach, ensuring that we are effectively managing and monitor supplier performance and supply chain risks; and
- Increasing our stakeholder engagement to improve the awareness and understanding of the procurement procedures.

The Procurement Department is currently reviewing its current procurement strategy with an updated strategy being put in place for financial year 2024-25.

The Annual Procurement Report comprises five sections which address mandatory reporting requirements as follows:

Section 1: Summary of Regulated Procurements Completed

Section 2: Review of Regulated Procurement Compliance

Section 3: Community Benefit Summary

Section 4: Supported Businesses Summary

Section 5: Future Regulated Procurements Summary

Report Approved: 12 December 2023

Authorising Body: University Executive

Signed Responsible Officer:



Professor Sir Peter Mathieson

Position: Principal and Vice-Chancellor

Sections

1 – 5



Summary of Regulated Procurements Completed

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of the regulated procurements that have been completed during the year covered by the report”. The PRA defines Regulated Procurement as “all procurements for goods and services with an estimated value equal to or greater than £50,000 and procurement for works with an estimated value equal to or greater than 2 million”

The University of Edinburgh conducts its procurements in a transparent and inclusive manner, with its procurement objectives and outcomes aligned the University’s Strategy 2030.

The University of Edinburgh has an annual non-pay spend with trade suppliers of £286.8M¹ (excluding VAT), approximately 70% of which is directly influenced by the Procurement Department. A summary of the University’s total procurement expenditure can be found below.

During the period covered by this report, the Procurement Department awarded 151 regulated contracts, valued at approximately £76.6M (excluding VAT). These include both GPA² and PRA Regulated Procurement³, as well as call-off contracts from collaborative agreements (with a value greater than £50,000). A summary of the University’s regulated procurements can be found below (Table 1 and Table 2).⁴

From the 151 regulated procurements, 65 of the contracts were awarded following a negotiated procedure without prior publication (otherwise referred to as ‘Non-Competitive Action’), in line with Regulation 33 of the Public Contracts (Scotland) Regulations 2015 (Table 3).

A summary of non-regulated formal mini-competitions or quotations which were carried out through Procurement Services has also been included (Table 4).

All procurement exercises, regulated and non-regulated, carried out by the department have contributed an estimated total of £6.6M⁵ of cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings (Table 5).

Section 9 of the Procurement Reform (Scotland) Act 2014 details the Sustainable Procurement Duty and in particular the facilitation of the involvement of small and medium sized enterprises (SMEs). During the period covered by this report, 47% of the value of the regulated procurements was awarded to SMEs. Of the number of regulated procurements awarded during the period, 69% of the organisations were SMEs. Expenditure with SMEs was 43% of the University’s total procurement expenditure.

The University has also continued to make optimal use of national (i.e. Scottish Procurement or Crown Commercial Services) and sectoral (i.e. APUC) collaborative contracts and framework agreements. 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. £95.7M, or 33%, of the University’s procurement influenceable expenditure was routed via collaborative agreements in this reporting period, with or without further competitions – an increase of £31.7M from the previous financial year 2021-22.

¹ The detailed invoice report has not been finalised at the time of writing this report. This is attributed to current P&M programme priorities. As such, the expenditure is derived from the latest data available. This figure will be subject to revision and will be promptly updated upon receipt

² Goods and services of £177,897; Works of £4,733,252 (excl VAT).

³ Goods and services of £50,000; Works of £2,000,000 (excl VAT)

⁴ Includes negotiated procedure without prior publication, or ‘Non-Competitive Actions’

⁵ Total delivered cash savings for local (Category C) contracts and collaborative (Category A and B) contracts.

Summary of Regulated Procurements Completed (continued)

Annex A shows a full list of the Regulated Procurements completed. These are shown in chronological order based on the date of award and separated into contract categories and distinguishing collaborative contracts from institutional ones. For each completed regulated procurement, the information provided shows:

- Category subject matter
- Name of the supplier(s)
- Collaborative- or institution- owned
- Date of award
- Start dates
- End dates **disregarding any option to extend the contract.*
- End dates **including any option to extend the contract.*
- Estimated value of the contract **Total value over contract period, inclusive of possible extensions.*
- SMEs and Living Wage Accredited

This information, coupled with the publication of the University's [Contracts Register](#) and the systematic use of the Public Contracts Scotland tendering portal, provided complete visibility of the University's procurement activity over the reporting period.

Table 1: Number of Regulated Procurements Completed Number of Procurements	Aug 2022– Jul 2023
GPA Regulated Procurements	40
PRA Regulated Procurements	50
Mini-Tenders and Direct Awards from Collaborative Agreements (>£50K)	61
Total	151

Table 2: Value of Regulated Procurements Completed Value of Procurements	Aug 2022– Jul 2023
GPA Regulated Procurements	£21,708,338
PRA Regulated Procurements	£5,110,379
Mini-Tenders and Direct Awards from Collaborative Agreements (>£50K)	£49,818,874
Total	£76,637,592

Table 3: Summary of Negotiated procedures without prior publication Number of Procurements	Aug 2022– Jul 2023
Regulated Procurements	151
Negotiated procedures without prior publication	64
Competition is absent for technical reasons	44
Incompatibility or disproportionate technical difficulties in operation and maintenance	12
Extreme urgency	5
Creation or acquisition of a unique work of art or artistic performance	2
Protection of Exclusive Rights	1

Table 4: Summary of Non-Regulated Procurements Completed (<£50K) Number of Procurements	Aug 2022– Jul 2023
Number of Non-Regulated Procurement Projects	38
Value of Non-Regulated Procurement Projects	£1,137,342

Table 5: Summary of Regulated and Non-Regulated Procurement Savings Procurement Saving Type	Category A/B (Collaborative)	Category C (Local)
Cash Savings	£2,215,864	£4,369,993
Non-Cash Savings	£7,730,225	£9,407,856

Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that Regulated Procurements be carried out in accordance with the organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2)(b), "a review of whether those procurements complied with the authority's procurement strategy" and, at 18(2)(c), "to the extent that any Regulated Procurements did not comply, a statement of how the University intends to ensure that future Regulated Procurements do comply".

Progress on our Strategic Delivery

Not only does the University's Procurement Strategy set out how regulated procurement will be undertaken in compliance with the Procurement Reform (Scotland) Act 2014, it sets out the strategic approach as to how the Procurement Department will support the University in its delivery of Strategy 2030 within a challenging economic, legislative and regulatory environment.

Successful delivery against the procurement strategy objectives is part of our continual improvement process. It identifies and facilitates the implementation of incremental improvements to our outcomes, ensuring that we are continuing to support the University's strategic, operational and commercial objectives and its ambition of delivering excellence as a world-leading research-intensive University. Additionally, it ensures responsiveness to external drivers and regulatory changes.

Commentary and measurement on our strategic delivery is detailed below (Table 7).

The Procurement Department is in the process of reassessing its procurement strategy, and plans are underway to implement an updated strategy for the financial year 2024-25. We plan to translate our updated strategic objectives and desired outcomes into detailed actions to enhance our procurement model, delivering an improved service and better procurement solutions that foster excellence in research and education with a focus on our people and our civic and social responsibility.

Procurement Legal Compliance

The University of Edinburgh conducts its procurements in a transparent and inclusive manner, with its procurement objectives and outcomes aligned with the University's Strategy 2030 and in compliance with our legislative requirements. It is imperative for the University to proactively address the risks associated with non-compliance to procurement legislation. Such risks encompass potential legal and regulatory consequences, reputational damage, loss of funding, increased administrative burden and unexploited commercial opportunities.

Procurement Services 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 adherence to internal regulations and policies.

Regulated procurements are undertaken with consideration of the EU Treaty Principles of non-discrimination, free movement of goods, freedom to provide services and freedom of establishment. In addition, general principles of the European Court of Justice are applied to the entirety of the University's procurement activities, which are equality of treatment, transparency, proportionality and mutual recognition. Further, the Procurement Department has a suite of regulated procurement templates that are designed to include legal and regulatory requirements, ensuring that the procurement process remains compliant with legislation and policies.

On 1 September, the Procurement Department introduced an updated Procurement Policy that aligned with the new procurement operations service model and the design of our enterprise resource planning (ERP) system. The revised policy ensures that our processes continue to be conducted in accordance with best practice and in a legally compliant manner. Supporting procedures were developed as well, which are essential for maintaining finance control and compliance with the Policy. The new procedures provide a structured framework for conducting purchasing activities which help mitigate risks of non-compliance. Both procurement policies and procedures remain aligned with the guidelines outlined in the Scottish Government Procurement Journey.

Review of Regulated Procurement Compliance (continued)

The Director of Procurement provided substantial assurance to Court of legislative compliance in this reporting period based on a review of the Procurement Risk register and mitigations. This assurance was a result of:

- Legal risks of procurements over the legislative thresholds were very few in comparison to the total university non-pay expenditure. In total, transactions affected are 0.5% of the total procurement expenditure of circa £286.8m (excl VAT)
- The Procurement Department's influenced expenditure, whereby procurement consultation or contracted suppliers have supported the outcome of the transaction (e.g. spend through an approved agreement, sourcing exercise supported by procurement, etc). 70% of the circa £286.8m non-pay expenditure was deemed to have been influenced by the Procurement Department.
- No legal actions were taken against a university procurement exercise in this period.

A summary of non-compliance for regulated contracts is detailed within Annex B.

Table 6: Commentary on Strategic Delivery

Governance

Operating Model

A key part of Strategy 2030 is delivering more user-friendly processes and efficient systems to support its strategic ambitions. For Procurement, that means ensuring that the teams are organised effectively with consistent systems and policies, clear roles, smart ways of working and less duplication – so we can focus on the things that add most value, help to deliver world-class services to our colleagues and make the University an even better place to work. This strategic focus has resulted in investment in Procurement over the last few years, allowing the team to grow in strength to strength both in numbers and in experience.

The Procurement Department underwent a significant transformation in this reporting period, redefining its service and operational framework across the University. This transformation was facilitated by the implementation of the new enterprise resource planning (ERP) platform, which went live on 1 September. Throughout the year, Procurement played a pivotal role, providing leadership and allocating significant resources to ensure the successful delivery of the new service, as well as the ERP platform.

A key aspect of this transformation was the establishment of a Procurement Operations team, which was recruited and launched in September 2022. This shift has enabled the University to adopt a more focused and professional approach towards managing its non-regulated expenditure to deliver supplier consolidation, cost savings, and enhanced process efficiencies. The Procurement Operations team holds the responsibility for initiating all purchase orders through the People and Money system, playing a critical role in identifying and stopping all transactions and contracts that exceed the legislative threshold. It also incorporates a newly established Procurement Support team tasked with overseeing all aspects of data management, benefits tracking, and routine reporting.

Further, the University research stores underwent a transition from local school management to integration within Procurement in this reporting period. In the inaugural year, under this new structure and operating model, the team have achieved notable successes including the implementation of a new inventory management solution as well as standard operating procedures and risk assessments.

The new Procurement Operations service model is aligned with the new ERP solution design to ensure best practices processes and improved financial governance is embedded throughout the University.

As a result of this service transformation, the University will benefit from better supplier and order management, best value contract management for the University, reduced carbon footprint from order consolidation and greater compliance with procurement legislation and internal governance. It will allow Procurement to increase its influence, reduce the number of suppliers, and consolidate contracts across the University.

The University will realise the benefits of the redesigned service model and ERP platform in the years to come.

Review of Regulated Procurement Compliance (continued)

Governance (continued)

Policy & Procedures

In this reporting period, a new procurement policy was drafted and approved by University Executive, with an effective date of 1 September, aligning with the new service model ERP system design. The revised policy ensures that service design is embedded across the University.

Supporting operating procedures have been developed as well, which are essential for maintaining finance control and ensuring we comply with best practice and relevant legislation.

Expenditure Analysis

The Procurement Department undertakes expenditure data analysis. We analyse annual expenditure on goods and services covered by duplicate contracts and tried to remove duplicated effort where feasible and beneficial, also identifying aggregation opportunities through collaboration. By completing this analysis on a regular basis, we are measuring and improving procurement performance as well as delivering savings and efficiencies. This analysis also involves monitoring and addressing instances of non-compliance with relevant regulations.

With the improved reporting functionality of the ERP platform over the reporting period, the department's ability to scrutinise expenditure has been further improved with detailed line-by-line analysis, as well as administrative and process efficiencies.

External Scrutiny

Our funding bodies (e.g. Wellcome Trust, Scottish Enterprise, EU Funding Bodies, etc.) regularly scrutinise procurement legal compliance and adherence to internal regulations and policies through regular audits of purchases.

External auditors have also reviewed adherence to internal procurement policies and procedures for financial year 2022-23, particularly around the controls culture and compliance with our purchasing processes. Our auditors identified the extent of cultural and behavioural changes the new finance processes and the move to a new ERP system have brought for colleagues, particularly in relation to the Procure-to-Pay (P2P) process. Although the University has adopted standard and best practice processes, it has been challenging in areas where a feeling of autonomy was previously evident.

Nonetheless, no issues or risks of non-compliance with legislation for procurements above the regulated threshold were identified from the external audits.

People

Resource

Resource allocation within the team is approached with flexibility, serving the dual purpose of enabling the department to allocate resources to our tender pipeline, handle peak demands, and address urgent or unforeseen requirements. Simultaneously, this flexible approach ensures that the appropriate skills and experience are dedicated to high-value and high-risk, complex procurements. The category structure remains in place to develop supply chain expertise and familiarity with the nuances of the market and as well as product/service specifications, which can lead to more informed decisions and improved stakeholder relationships. However, our ability to allocate resources across different categories guarantees our effectiveness across the board, eliminating any potential points of vulnerability or risk associated with staff attrition.

Skills Development

The University's procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities.

The Procurement Department has carefully crafted a comprehensive professional development training schedule for all departmental staff. This schedule provided a detailed program encompassing both internal and externally-conducted courses.

Individual annual performance development reviews of Procurement staff are undertaken to ensure best outputs and to address any development gaps. We also seek external support for staff development costs or attendance at approved learning events from a specific charitable fund.

Staff development on sustainability, carbon management and ethical procurement continues to be a key focus for the department, as well supply market insight particularly considering the current market fragility and turbulence.

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.

Review of Regulated Procurement Compliance (continued)

Savings & Value for Money (incl. Strategic Contracting)

Savings & Value for Money

The University continues to have a proactive strategy of delivering efficiencies and value for money. Procurement exercises, regulated or non-regulated, carried out by the Procurement Department in this reporting period have contributed an estimated £6.6M⁷ of cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings. £2.2M of these savings (BT1) were achieved by the use of collaborative agreements.

The optimal balance of cost, quality and sustainability is at all times used to determine how best value for money can be delivered and to identify sensible aggregation opportunities through collaborative contracting.

Strategic Contracting

The University aligns its procurements into procurement categories. How these goods, services and works are bought – local purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review within the Procurement Services team and, through user consultation, optimal category strategies are agreed, aggregation opportunities are exploited, category and commodity strategies are developed, approved and executed.

The University develops optimal procurement strategies for all regulated procurements by consulting with key stakeholders and undertaking supply market research. The University also engages with the supply market when relevant and appropriate. This approach helps to identify opportunities to secure the most appropriate procurement routes that will yield best value outcomes, consistent with the guidelines set out in the Scottish Procurement Journey.

For non-regulated procurements, a similar approach is adopted, proportionate to the contract value and business impact of the goods and services in question.

All regulated procurements are advertised on PCS and UK Find a Tender, and for EU funded projects, OJEU. For those procurements below the regulatory thresholds, where appropriate, we use PCS Quick Quotes. Our use of PCS expands the opportunity for SMEs to participate in tenders.

The University continues to maximise its use of national and sectoral collaborative contracts and framework agreements when it is advantageous to the University, typically when leveraging savings and support in contract and supplier risk management.

Throughout this reporting period, our focus has been on achieving greater category alignment across the Strategic Procurement, Procurement Operations, and Contract Management teams, with the primary goal of minimizing costs and enhancing efficiencies across the University.

Stakeholder Management

To be successful in achieving our strategic ambitions, Procurement is increasing its focus on building and maintaining key strategic relationships.

The department regularly consults with internal and external stakeholders to identify opportunities for increased value for money, savings and efficiencies, as well as opportunities and risks which require procurement support.

Procurement proactively works with stakeholders across the University to support the institution KPIs. This includes (but is not limited to):

- Ensuring and promoting Procurement Services as a business enabler from a strategic standpoint, not only for the University but also for our supply chains;
- Seeking innovative procurement solutions that will build flexibility and sustainability into our activities;
- Supporting the delivery of the University's infrastructure programme to improve quality of experience for the academic, student and staff communities alike; and
- Provide budget support based on contracted pricing and associated timescale.

Procurement also actively seeks and considers informal feedback from the stakeholders and suppliers involved at any stage on potential improvements to identify opportunities to enhance and streamline our processes and procedures.

⁷ Total delivered cash savings for local (Category C) contracts and collaborative (Category A and B) contracts.

Review of Regulated Procurement Compliance (continued)

Sustainable Procurement (incl. Innovation and Continuous Improvement)

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.

Procurement collaborates closely with the University's Department of Social Responsibility and Sustainability to continue developing sector-leading best practices tailored to our requirements. Additionally, the contracting strategy for all regulated procurements underwent a comprehensive update in the reporting period, which requires procurement professionals and University stakeholder to more explicitly detail how each procurement aligns with the University's climate and social impact objectives. It also requires Procurement and stakeholders to collaboratively evaluate alternative purchase models, along with exploration of innovative and alternative solutions.

For years, the University has embedded and continuously improve sustainable procurement practice. Our Procurement Strategy commits us to consider and act upon risks and opportunities related to innovation, SMEs, and social, environmental and economic wellbeing, in line with duties under the Procurement Reform (Scotland) Act 2014 and related Statutory Guidance.

Sustainable Commitments

The Procurement Department has implemented the Advanced Procurement of University and Colleges (APUC) Supply Chain Code of Conduct. This focuses on the organisations and its Suppliers' responsibilities in social, ethical, economic and environmental areas across the Supply Chain.

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 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.

The University is committed to contracting only with suppliers comply with all relevant legislation. Where appropriate, and 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, GDPR legislation.

In line with the provisions of the Modern Slavery Act 2015 (the Act), the University has published a Modern Slavery Statement and is fully committed to a zero-tolerance policy towards slavery and human trafficking. We are committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.

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.

Tendering Activities

The University's Procurement Journey requires consideration of environmental, social and economic issues and benefits on a contract-by-contract basis during the planning and strategy development stages of tenders. During the planning stage, sustainable tools (including Prioritisation Methodology) are utilised. Our procedures in place ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet appropriate ethical standards and values in the conduct of their business.

Each individual procurement strategy and specification templates include a variety of areas to consider, specific to each individual requirement. (i.e., environmental performance, health & safety, fair work practices, government buying standards, etc.) Procurement Services work with University stakeholders in developing each strategy to ensure all relevant areas of social, ethical and environmental impact are included in a proportionate manner.

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.

Professional Development

As highlighted above, all procurement staff are trained on the principles of sustainable procurement. Environmental sustainability, carbon management and ethical procurement continues to be a key focus for the department.

Review of Regulated Procurement Compliance (continued)

Supplier Performance (incl. Innovation and Continuous Improvement)

Contract & Supplier Management

With the introduction of the Contract Management team in 2020, the Procurement Department has taken proactive steps to improve supplier performance and deliver continuous improvement both at contracting an in-life stage of the contract. Through standardising contracting procedures and creating a library of clauses, the department has further enhanced contracting activity through the use of effective contract provisions. We have been working towards its objective of developing best practice principles across the end-to-end contract life cycle, driving forward its contract management framework and continuously improving our processes and tools.

The University has reshaped this function in this reporting period to ensure greater focus on the delivery of contract management activities, moving closer to a position of value-add partnerships, cost efficiency and risk management.

In this reporting period, the University has redefined the scope of this function to place a stronger emphasis on the execution of contract management activities. The newly formed operating model for the Contract & Supplier Management team launched at the time of writing this report, with anticipated benefits expected to materialize shortly thereafter.

Contracting Activity

Procurement undertakes supply market research and analysis to determine the appropriate strategic route to market, the team also undertakes Contract and Supplier Management risk assessment to identify the appropriate 'tiering' and contract management route.

The University carries out post-tender reviews to verify that tendering outcomes are delivering against business objectives. These are in turn consolidated into contract and supplier management routes to monitor performance and introduce improvements that are required.

Formal supplier meetings are held over the life of contracts. These meetings provide an opportunity for both parties to discuss performance, plan for future activities, and identify areas which can be developed for mutual benefit. In addition, as contracts for on-going services are renewed, we work closely with internal stakeholders to review requirements and demand as well as improve service based on lessons learned.

Supply Chain Resilience

With the support of APUC, reviews have been carried out to reflect the uncertainties posed by the COVID-19 pandemic, Brexit and the conflict in Ukraine. Initial assessments of the potential impacts on contracts were completed with mitigating action. The University will continue to monitor the impact over to the supply chains the coming months and take mitigating action where possible.

Consortia and External Relations

The University has an established network with APUC, other sector consortia, and sector representative bodies, and effectively engages with other bodies through HE/FE specific and Scottish public-sector events. The University regularly shares tender documentation, lessons learned and operational practices with procurement colleagues across the public sector to ensure optimum value in our tender activity. The University contributes to sector contracting plans and continues to work closely with APUC to develop effective framework agreements to deliver high quality goods and services and best value due to aggregation of spend.

The Procurement Department also engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.

The University is also a representative on various sectoral committees and groups, including the Scottish Government Policy Forum, HEPA Learning and Development Group, the Scottish Government Professional Practice and Development Forum and Scottish Procurement Strategy Group - University.

The University is also frequently engaged in providing procurement professional advice to multi-site research teams in the UK and beyond.

Community Benefits Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”. Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose Community Benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000.

The University of Edinburgh is committed to maximising community benefits from its procurement activities.

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

The University’s approach to identifying community benefit opportunities is carried out on an individual basis with engagement and consultation with stakeholders. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification. As part of the tendering process, Tenderers are asked to describe their approach to delivering the community benefits noted in the tender specification. Tenderers are also encouraged to identify additional benefits or opportunities that will deliver social value through the performance of a contract.

Community benefits typically include, but are not limited to:

- Apprenticeships and job opportunities from priority groups and young people;
- Opportunities in the supply chain for SMEs and third sector bodies;
- Work experience placements for young people at school, college and university;
- Support to young people to become successful learners, confident individuals, effective contributors and responsible citizens – including school visits, structured career events for school pupils or college students, mentoring, mock interviews and assistance with CVs; and
- Requirements targeted at specific groups (for example long-term unemployed, residents of deprived areas, ex-offenders).

Community benefits secured for delivery during this reporting period are outlined below.

Further, an overview of the positive social impact from the relationship with McLaughlin & Harvey is detailed as well.

Moving forward, there will be increased emphasis on monitoring the delivery of previously secured community benefits as part of contract management, as well as securing greater social value commitments from suppliers through the regulated procurement process.

Case Study: McLaughlin + Harvey

McLaughlin & Harvey have actively contributed to positive social change within local communities through their relationship with the University. Their initiatives have focused on enhancing the skills and employability of young individuals, fostering improved skills for the professional world and creating meaningful career pathways. Their activities have supported inequalities in employment and education as well as improving health and wellbeing, and have dedicated efforts towards supporting a better quality of life for priority groups and children in Scotland.

McLaughlin & Harvey have demonstrated a commitment to community development with their focused efforts on positive change, hoping to leave lasting impact on the local communities which we operate. Further information about the initiatives can be accessed through the following link: [McLaughlin + Harvey Social Impact Overview Usher](#)

Community Benefits Summary (continued)

Category	Supplier Name	Contract Start Date	Contract End Date	Value (£)	Commitment to:
Pollock District Heating Pipework Project - Main Contractor	Balfour Beatty	17/04/2023	16/05/2024	£6,208,523	<ul style="list-style-type: none"> 40 volunteering hours and £1000 invested in volunteering 25 hours spent on local school and college visits (e.g. delivering careers talks, curriculum support, literacy support, safety talks) 20 hours dedicated to supporting young people into work (under 24yo.) 30 hrs voluntary time dedicated to the creation or management of green infrastructure, to increase biodiversity, or to keep green spaces clean £500 Donations or in-kind contributions to local community projects (£ & materials) 2 work placements for 2 weeks Target local staff and local suppliers to provide access to work for people from surrounding communities <ul style="list-style-type: none"> Target - 20% within 10 miles; 40% within 20 miles; 75% within 40 miles Local SMEs and VCSEs have the opportunity to join the project supply chain and benefit financially from the project <ul style="list-style-type: none"> SME engagement: 1 voluntary, community or social enterprise organisation engaged
QMRI East Block Refurbishment	Robertson Construction Group	31/07/2023	30/12/2024	£8,463,003	<ul style="list-style-type: none"> Deliver work placements, job creation and support for local learners Promotion of Women and Girls in construction A Minimum commitment of 4 CPD Events – Supporting the third sector organisations that work with local communities with a primary focus on those delivering skills development activity in the third sector across the region.
Microsoft Licences	Phoenix Software	01/11/2022	31/10/2025	£4,047,585	<ul style="list-style-type: none"> Delivering two career guidance talks per year of contract about roles in the IT sector, both technical and non-technical.
Comprehensive Lift Maintenance Services	Scotec Lifts (Lot 1)	01/08/2023	31/07/2027	£1,150,000.00	<ul style="list-style-type: none"> Training of new entrants by providing work experience placements from a minimum of five days (focused on lift engineering covering basic mechanical and electrical skills)
	Orona Limited (Lot 2)	01/08/2023	31/07/2027	£1,150,000.00	<ul style="list-style-type: none"> Transferable Skills Programme & Apprenticeship Benefits aiming to employ and develop individuals from the community to help them become a lift maintenance engineer Work experience of three weeks for successful candidates from the community based at their local office, with tasks including customer services, sales and operations Supporting the local economy: contractor endeavours to utilise a local supply chain

Supported Businesses Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

For all regulated procurements, the University of Edinburgh considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with procurement legislation, and ensuring value for money for the University.

During the period covered by this report, the University awarded no contracts to a Supported Business, however, the University has a total spend of £106K with two Supported Businesses.

In 2023-24, the University’s aim is to ensure that we work with Contractors to facilitate opportunities for supported businesses and third sector organisations where possible.

Future Regulated Procurements Summary

Future Regulated Procurements Summary Section 18(2) (f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

The University of Edinburgh is keen to encourage competition by promoting participation in its procurement process and achieve better value for money in its procurements. One method to meet this objective is to provide notice to suppliers of tendering opportunities that are expected over the next two financial years, after the period covered by this report.

Future Regulated Procurements have been identified via the following means:

- Current contracts recorded in our contract register that will expire and need to be extended or re-let; and
- New requirements identified via future work plans provided by the Academic Schools and Professional Services departments, along with anticipated work plans for investment programmes and special projects.

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 content of this Annex represents the output of a non-exhaustive analysis of anticipated expenditure.

The information provided in Annex C covers:

- Subject matter of the anticipated regulated procurement;
- Whether it is a new or re-let procurement;
- Expected contract notice publication date;
- Expected award date;
- Expected start and end date **Disregarding any option to extend the contract; and*
- Estimated value of the contract **Total value over contract period, inclusive of possible extensions.*

Annexes

A – E



Regulated Procurement 1 August 2022 – 31 July 2023

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N) ⁸
Chancellors Dinner Hospitality	DDG Consultancy	C	02/08/2022	06/12/2022	05/12/2025	05/12/2026	£180,000	Small	N
BioQuarter Active Travel Project	Sweco UK	B	05/08/2022	05/08/2022	04/10/2024	04/10/2024	£252,626	Medium	N
Polling Systems	Tophatmonocle Corporation	C	05/08/2022	31/08/2022	30/12/2023	30/12/2023	£398,500	Small	N
Chancellor's Building BRF Co-location Works	Consort Healthcare (Edinburgh Royal Infirmary)	C	10/08/2022	10/08/2022	09/01/2023	09/01/2023	£428,032	Large	N
CHP Engine Overhaul	Clarke Energy	C	12/08/2022	12/08/2022	11/01/2023	11/01/2023	£473,528	Large	N
Just Transition - Research Services	Risk & Policy Analysts	C	15/08/2022	19/08/2022	18/02/2023	18/05/2023	£63,900	Small	N
The Children's Parliament AI Research Services	Children's Parliament	C	17/08/2022	17/08/2022	16/08/2024	16/08/2024	£268,656	Small	N
Electricity System Stability Research	Edinburgh Innovations	C	19/08/2022	22/08/2022	21/01/2023	21/01/2023	£64,000	Medium	N
Ex Vivo Lung Perfusion Datasets - Analysis Development Services	Firefinch Software	C	24/08/2022	01/09/2022	31/08/2025	31/08/2025	£234,000	Micro	N
Vendor Neutral Archiving System	Siemens Healthcare	C	25/08/2022	25/08/2022	24/08/2027	24/08/2032	£219,000	Large	N
Clinical experience for Vet Students	Inglis PM	C	29/08/2022	05/09/2022	04/09/2025	04/09/2027	£231,000	Micro	N
Fiji Gen 2 ALD	Huawei	C	30/08/2022	31/08/2022	27/02/2023	27/02/2023	£156,000	Large	N
Oracle University Subscription	Oracle Corporation UK	C	30/08/2022	01/09/2022	31/08/2023	31/08/2023	£50,368	Large	N
Ultra-Miniaturised Robotic Bronchoscopy Platform	PA Consulting Services	C	01/09/2022	01/09/2022	30/11/2022	30/11/2022	£96,000	Large	N

⁸ For all Regulated Procurements, Suppliers are expected to adhere to, and adopt, the principles of Fair Work Practices, as detailed by the Scottish Government's fair and equal pay policy which includes a commitment to supporting the Living Wage (where applicable). Although Suppliers may not be accredited by the Living Wage Foundation, they may in fact support and pay the living wage.

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
Synthesis of LW223	ABXAdvanced Biochemical Compounds-Biomedizinische Forschungs-reagenzien GmbH	C	05/09/2022	05/09/2022	04/09/2023	04/12/2023	£51,316	Large	N
Virtual Large Events Platform	Centium Software Pty	C	14/09/2022	01/09/2022	31/08/2024	31/08/2024	£123,666	Micro	N
Data Science Consultancy	Stochastic Solutions	C	15/09/2022	15/09/2022	14/09/2024	14/09/2024	£399,072	Small	N
Back End Developer	S & C Slatter							Medium	N
	SThree Partnership LLP	B	20/09/2022	19/09/2022	18/03/2023	18/03/2023	£135,260	Large	N
Equine Cardiovascular Ultrasound System	GE Healthcare Finnamore	C	20/09/2022	26/09/2022	25/09/2023	25/09/2023	£100,000	Large	N
C-trap Microscope	Lumicks B.V.	C	22/09/2022	26/09/2022	25/09/2023	25/09/2023	£623,870	Medium	N
Clinical Microdosing Study (Pandemic Science Hub)	Exploristics	C	23/09/2022	26/09/2022	25/09/2023	25/09/2023	£109,512	Small	N
Hardware Warranty	OCF Plc	B	01/10/2022	31/10/2022	30/10/2024	30/10/2024	£92,803	Medium	N
Counselling Software	Togetherall	C	05/10/2022	01/09/2022	31/08/2025	31/08/2025	£73,710	Small	N
Soft Drinks and Associated Products	Krogab UK	B	06/10/2022	10/10/2022	09/03/2025	09/03/2027	£52,000	Small	N
Financial Audit - Research Grants	LEES Chartered Certified Accountants	C	07/10/2022	14/11/2022	13/11/2025	13/11/2027	£680,000	Large	N
White Goods	Stearn Electric Company	B	10/10/2022	12/10/2022	11/10/2024	11/10/2026	£500,000	Large	N
Office Furniture	Azzurro	B	17/10/2022	18/10/2022	17/10/2024	17/10/2024	£2,318,257	Large	Y
Bloomberg Academic Research Data Subscription	Bloomberg Finance L.P.	C	20/10/2022	03/06/2022	02/06/2026	02/06/2026	£288,155	Small	N
Economic Impact Study	London Economics	C	27/10/2022	31/10/2022	30/05/2023	30/05/2023	£57,253	Small	N
Online Training	Link 51							Large	N
	LinkedIn Ireland	B	28/10/2022	23/11/2022	22/11/2025	22/11/2025	£287,813	Large	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
Student Case Management (Wellbeing) System	Symplicity Corporation	B	28/10/2022	14/11/2022	13/11/2023	13/11/2026	£161,835	Micro	N
Similarity Checking System	Turnitin LLC	C	01/11/2022	01/09/2022	31/08/2024	31/08/2024	£110,515	Medium	N
Student Recruitment Campaign	The Gate Worldwide	B	01/11/2022	01/12/2022	30/11/2025	30/11/2026	£120,000	Medium	Y
Next Generation Sequencing Library Preparation	Tecan UK	C	02/11/2022	02/11/2022	01/11/2023	01/11/2023	£55,776	Medium	N
BD Consolidated Service Contract	Becton Dickinson UK	C	03/11/2022	01/08/2022	31/07/2027	31/07/2027	£582,069	Large	N
DNA Tissue Samples	Informed Genomics	C	03/11/2022	04/11/2022	03/11/2023	03/11/2023	£66,946	Small	N
Strategic Leadership in Research Training	64 Million Artists	C	04/11/2022	11/11/2022	10/11/2024	10/11/2024	£67,000	Small	N
Cleaning & Janitorial Products	Bunzl Cleaning and Hygiene Supplies	B	15/11/2022	25/01/2023	24/01/2025	24/01/2027	£3,393,133	Medium	N
Microsoft Licences	Phoenix Software	B	18/11/2022	01/11/2022	31/10/2025	31/10/2025	£4,047,585	Medium	N
Degree Finder Website	Manifesto Digital	C	18/11/2022	24/10/2022	23/10/2025	23/10/2025	£527,100	Medium	N
Life Sciences Freight Forwarders	Barbican Logistics							Small	N
	Uniserve	C	18/11/2022	02/12/2022	01/12/2024	01/12/2026	£1,950,000	Large	N
	Your Special Delivery Service							Small	N
Dragonfly High Speed Confocal Microscope Upgrade	Andor Technology	C	21/11/2022	28/11/2022	27/11/2025	27/11/2025	£194,194	Large	N
Quantity Surveyor	Thomson Bethune	B	23/11/2022	28/11/2022	27/01/2028	27/01/2028	£225,000	Small	N
Electrophysiology System	Scientifica	C	24/11/2022	28/11/2022	27/11/2024	27/11/2024	£96,976	Medium	N
Agriculture Knowledge and Innovation System	James Hutton	C	30/11/2022	09/12/2022	08/06/2023	08/06/2023	£47,800	Large	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
NMR Benchtop Spectrometer	GPE Scientific	C	30/11/2022	31/03/2023	30/03/2026	30/03/2027	£135,911	Small	N
Carbon Neutral Islands 2040 - Sector Assessment	Aquatera	C	05/12/2022	14/12/2022	13/08/2023	13/08/2023	£64,270	Small	N
MaxCyte Scalable Flow Electroporation Platform	MaxCyte	C	08/12/2022	31/03/2023	29/09/2025	29/09/2025	£115,993	Medium	N
Just Transition - Community Research	Regen SW	C	12/12/2022	19/12/2022	18/08/2023	18/08/2023	£76,370	Small	N
Design Agency	The Digital Age	B	12/12/2022	16/01/2023	15/01/2025	15/07/2025	£132,000	Small	N
Laser Scanning Confocal Microscope	Carl Zeiss	B	13/12/2022	19/12/2022	18/12/2027	18/12/2027	£648,241	Medium	N
DiRAC3 Phase II	Atos IT Services UK	B	14/12/2022	14/12/2022	13/10/2026	13/10/2026	£6,105,600	Large	N
Stellaris 8 Falcon FLIM Microscope	Leica Microsystems (UK)	B	15/12/2022	15/12/2022	14/12/2026	14/12/2026	£607,284	Medium	N
Radiotracers for Oncology Scanning	AllianceMedical Radiopharmacy	C	15/12/2022	19/12/2022	18/12/2024	18/12/2024	£850,000	Large	N
IT Market Analysis Provider	Gartner	C	19/12/2022	01/01/2023	31/12/2025	31/12/2025	£279,300	Large	Y
Akoya Fusion Spatial Omics Equipment	Akoya Biosciences, Inc.	C	20/12/2022	20/12/2022	19/06/2025	19/06/2025	£446,733	Small	N
Micro DSC 7 Evo Differential Scanning Calorimetry System	SciMed	C	20/12/2022	20/12/2022	19/12/2027	19/12/2027	£133,938	Small	N
SAP Business Objects	NTT Data Business Solutions	B	21/12/2022	01/01/2023	31/12/2023	31/12/2024	£240,000	Large	N
Liquid Handling Robots Service Contract	Tecan UK	C	21/12/2022	22/12/2022	21/12/2027	21/12/2027	£224,913	Medium	N
Ultra Extreme Environmental Chamber	Sporting Edge (UK)	C	21/12/2022	01/05/2023	30/04/2024	30/04/2024	£349,000	Micro	N
Sequencing Services	CantataBio	C	22/12/2022	16/01/2023	15/07/2023	15/01/2024	£53,213	Small	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
GE Cyclotron Service Agreement	GE Healthcare Finnamore	C	22/12/2022	22/12/2022	21/12/2027	21/12/2027	£654,650	Large	N
NanoString CosMx	NanoString	C	22/12/2022	21/12/2022	20/12/2023	20/12/2023	£206,356	Small	N
Refeyn 2MP Mass Photometer	Refeyn	C	12/01/2023	16/01/2023	15/01/2024	15/01/2026	£158,155	Large	N
Mass Spectrometer	Bruker UK	B	13/01/2023	30/03/2023	29/03/2026	29/03/2026	£799,950	Medium	N
Euclid Server Hardware	Lenovo Global Technology UK	B	16/01/2023	27/01/2023	26/01/2026	26/01/2026	£354,693	Large	N
Rate Renegotiations Consultant	Gerald Eve	B	16/01/2023	16/01/2023	15/05/2026	15/05/2026	£54,000	Large	Y
Car Lease	ALD Automotive	B	16/01/2023	01/02/2023	31/01/2027	31/01/2027	£135,000	Large	N
Clinical and Biological Waste	SRCL T/A Stericycle	B	23/01/2023	24/01/2023	23/05/2024	23/05/2024	£167,000	Large	N
Combined Heating & Power (CHP) Maintenance Services	Clarke Energy	C	25/01/2023	02/02/2023	01/08/2030	01/08/2030	£1,989,840	Large	N
Fuel Cards	ALD Automotive	B	27/01/2023	01/02/2023	31/01/2024	31/01/2025	£80,000	Large	Y
IBM Tape Library Replacement for Ransomware Protection	OCF	C	01/02/2023	02/02/2023	01/02/2024	01/02/2024	£908,826	Medium	N
Provision of PPE	Arco	B	01/02/2023	02/02/2023	01/02/2027	01/02/2029	£800,000	Large	N
Nuclear Magnetic Resonance (NMR) Spectrometer	Bruker UK	B	07/02/2023	10/02/2023	09/02/2024	09/02/2024	£995,756	Medium	N
IQ Vision Upgrade	Enterprise Control Engineers	C	21/02/2023	22/02/2023	21/08/2029	21/08/2029	£190,000	Medium	N
Additional Resource Finance	Adecco UK	B	01/03/2023	01/03/2023	31/12/2023	31/12/2023	£800,000	Large	N
Asbestos Removal Services	Erith Contractors	B	08/03/2023	27/03/2023	26/03/2024	26/03/2024	£219,308	Large	N
Mass TOF LCMS System	Agilent Technologies LDA UK	C	08/03/2023	09/03/2023	08/03/2024	08/03/2024	£143,763	Large	N
CAHSS Survey Software (Qualtrics)	Qualtrics	C	10/03/2023	29/03/2023	28/03/2024	28/03/2025	£142,458	Small	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
Timetabling SAAS	EventMap	C	11/03/2023	13/03/2023	12/03/2028	12/03/2033	£373,909	Small	N
SuRE™ Genetic Variant Location Mapping Software	Annogen B.V.	C	15/03/2023	01/04/2023	31/03/2024	30/06/2024	£181,947	Small	N
AV Equipment & Installation	GVAV	B	17/03/2023	17/03/2023	16/03/2024	16/03/2024	£71,142	Medium	Y
AV Equipment & Installation	Audio Light Systems	B	17/03/2023	17/03/2023	16/03/2024	16/03/2024	£243,000	Small	N
Multi-modal Hydrogen Refuelling Research	Ramboll UK	C	21/03/2023	28/03/2023	27/09/2023	27/09/2023	£99,212	Small	N
Recruitment of Senior Leadership Role	Anderson Quigley	B	21/03/2023	17/03/2023	16/05/2023	16/05/2023	£85,000	Small	N
Polling System Replacement	Wooclap SA	C	24/03/2023	27/03/2023	26/03/2026	26/03/2030	£118,289	Small	N
Open Path Fourier Transform Infrared Spectrometer	Midac Corporation	C	27/03/2023	27/03/2023	26/03/2024	26/03/2024	£71,952	Micro	N
Multi-Purpose Imaging Platform for Volumetric Velocity Measurements	LaVision UK	C	28/03/2023	28/03/2023	27/03/2024	27/03/2024	£141,457	Small	Y
Office Furniture	Langstane Press	B	28/03/2023	28/03/2023	27/03/2025	27/03/2025	£973,946	Medium	N
	Alpha Marketing UK							Medium	N
TimsTOF flex MALDI-2 Upgrade	Bruker UK	B	28/03/2023	31/03/2023	29/09/2024	29/09/2028	£140,610	Medium	N
Extention to Trace Data	Trace Data	C	30/03/2023	31/03/2022	30/12/2023	30/12/2023	£120,000	Micro	N
Acute Heart Failure Diagnosis AI	Storm ID	B	31/03/2023	31/03/2023	29/09/2024	29/09/2024	£132,544	Medium	N
Design Work	Story UK	B	31/03/2023	03/04/2023	02/08/2025	02/08/2027	£322,999	Small	N
Events Management Licence	Academia	B	31/03/2023	01/04/2023	31/03/2025	31/03/2027	£76,289	Medium	N
Microsoft Azure	Phoenix Software	B	31/03/2023	01/03/2023	28/02/2026	28/02/2026	£600,000	Medium	N
Nikon Ti2 Direct Award	Nikon UK	B	31/03/2023	31/03/2023	30/05/2024	30/05/2024	£103,481	Large	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
Illumina Service Contract	Illumina Cambridge	C	06/04/2023	06/04/2023	05/04/2026	05/04/2026	£773,747	Medium	N
AV Equipment	GVAV	B	12/04/2023	12/04/2023	11/04/2024	11/04/2024	£449,000	Medium	Y
Fire Safety Equipment & Services	Core Fire	B	13/04/2023	01/06/2023	31/05/2026	31/05/2028	£375,000	Small	N
District Heating Pipework Project - Main Contractor	Balfour Beatty	B	17/04/2023	17/04/2023	16/05/2024	16/05/2024	£6,208,523	Large	N
Website Re-Design	The Union Advertising Agency	B	18/04/2023	01/05/2023	31/08/2026	31/08/2027	£80,000	Medium	N
IRM Salesforce Licenses	salesforce.com EMEA	C	21/04/2023	21/04/2023	20/04/2024	20/04/2026	£315,112	Large	N
OSO Furniture	Azzurro	B	24/04/2023	24/04/2023	23/04/2025	23/04/2025	£87,728	Large	Y
Agri-tech Hub	Clark Contracts	B	25/04/2023	29/05/2023	28/03/2024	28/03/2024	£1,400,000	Medium	N
Comprehensive Emergency Standby Generator Maintenance Services	Dieselec Thistle Generators	C	26/04/2023	01/05/2023	30/04/2024	30/04/2024	£125,879	Medium	N
Donald A Heald - Rare Printed Book	Donald A. Heald, Rare Books, Prints and Maps	C	26/04/2023	26/04/2023	25/04/2023	25/04/2023	£58,000	Micro	N
Laparoscopy Surgery Simulators	eoSurgical	C	26/04/2023	27/04/2023	26/04/2025	26/04/2025	£87,254	Micro	N
Laundry Services	Aberdeen Laundry Services	B	26/04/2023	01/06/2023	31/05/2024	31/05/2025	£600,000	Medium	N
Purchase of a Rare, Chinese Printed Book	Jonathan A. Hill	C	26/04/2023	26/04/2023	25/04/2023	25/04/2023	£71,000	Micro	N
Lumicks C-Trap Service Contract	Lumicks B.V.	C	28/04/2023	28/04/2023	27/04/2028	27/04/2028	£128,579	Medium	N
Just Transition Sector Assessment	Ipsos (Market Research)	C	28/04/2023	10/05/2023	09/05/2024	09/11/2024	£95,000	Large	N
Ion Mobility High Resolution Mass Spectrometer	Agilent Technologies LDA UK	B	28/04/2023	01/05/2023	30/04/2028	30/04/2028	£536,256	Large	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
CEFAS Seafood Innovation	Lipotype GmbH							Small	N
	Pharmaq Analytiq	C	01/05/2023	02/05/2023	01/05/2024	01/05/2024	£62,503	Medium	N
	Pontus Research							Small	N
	University of Glasgow							Large	N
External Audit	Pricewaterhouse Coopers LLP	B	01/05/2023	01/08/2023	31/07/2026	31/07/2028	£2,359,833	Large	N
Nikon Microscope Service Contract	Nikon UK	B	02/05/2023	01/04/2023	31/03/2024	31/03/2024	£65,520	Large	N
Raman Microscope	Fisher Scientific UK	B	05/05/2023	09/05/2023	08/05/2024	08/05/2024	£128,523	Large	N
Keysight Channel Sounder	Keysight Technologies	C	10/05/2023	10/05/2023	09/05/2024	09/05/2024	£205,362	Large	N
Sports Equipment	Technogym	C	12/05/2023	31/07/2023	30/07/2028	30/07/2028	£1,200,000	Medium	N
Accommodation and Event Management System	Kinetics Solutions	C	24/05/2023	01/06/2022	31/05/2025	31/05/2025	£434,556	Medium	N
Climate Change Baseline Assessment	SYSTRA	C	26/05/2023	09/06/2023	08/11/2023	08/11/2023	£49,969	Large	N
Server Storage	Esteem Systems	C	26/05/2023	21/03/2023	20/03/2028	20/03/2028	£184,205	Medium	N
EDINA GeognoSIS Software	Cadcorp	C	06/06/2023	30/06/2023	29/06/2026	29/06/2026	£98,490	Small	N
Audit Services	PA Consulting Services	B	09/06/2023	12/06/2023	11/12/2023	11/03/2024	£150,185	Large	N
Studio Tables	Azzurro	B	09/06/2023	09/06/2023	08/08/2023	08/08/2023	£75,310	Large	Y
Flatbed Laser Cutter	AMS Technology Solutions	C	09/06/2023	12/06/2023	11/07/2028	11/07/2028	£70,416	Micro	N
Humidifier Maintenance	Condair	C	10/06/2023	10/06/2023	09/06/2025	09/06/2027	£400,000	Medium	N
Zoom Licence	Academia	B	12/06/2023	14/06/2023	13/06/2024	13/06/2026	£316,000	Medium	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
ACE Cleaning Services	Crystal Facilities Management							Small	N
	Mario Group Facility Management	C	14/06/2023	01/08/2023	31/07/2025	31/07/2027	£824,000	Micro	N
	McSence Services							Medium	N
	Pure Clean (Scotland)							Medium	N
Office Furniture	Azzurro	B	14/06/2023	14/06/2023	13/06/2025	13/06/2025	£55,456	Large	Y
Office Pods	Claremont Office Furniture	B	15/06/2023	15/06/2023	14/08/2023	14/08/2023	£68,816	Medium	N
Quantity Surveyor	Thomson Bethune	C	15/06/2023	16/06/2023	15/06/2025	15/06/2025	£56,250	Small	N
Themed Research Leadership Programmes	64 Million Artists	C	15/06/2023	22/06/2023	21/04/2027	21/04/2028	£120,000	Small	N
AttuneTM CytPix Flow Cytometer	Life Technologies	B	22/06/2023	26/06/2023	25/06/2025	25/06/2025	£150,938	Large	N
Main Contractor QMRI Refurbishment	Robertson Construction Group	B	22/06/2023	31/07/2023	30/12/2024	30/12/2024	£8,463,003	Large	N
Energy Centre Maintenance Services & Overhaul Services	Clarke Energy	C	23/06/2023	11/07/2023	10/07/2026	10/07/2026	£311,805	Large	N
Scotland's Net Zero & Climate Adaptation Economy Analysis	Ramboll	C	23/06/2023	28/06/2023	27/02/2024	27/02/2024	£108,681	Small	N
Trend BEMS Comprehensive Maintenance & Works	East Coast Controls	C	28/06/2023	01/08/2023	31/07/2025	31/01/2027	£223,146	Small	N
Archibus Support	Jones Lang LaSalle	B	29/06/2023	29/06/2023	28/06/2026	28/06/2027	£299,348	Large	N
PacBio Revio Sequencing Instrument	Pacific Biosciences	C	30/06/2023	30/06/2023	29/06/2026	29/06/2026	£748,770	Small	N
Ti:sapphire Lasers	Coherent Europe B.V.	C	30/06/2023	30/06/2023	29/06/2026	29/06/2026	£444,197	Medium	N

Regulated Procurement 1 August 2022 – 31 July 2023 (continued)

Category Subject Matter (Title/Desc)	Supplier	Owner	Contract Award	Contract Start Date	Contract End Date excl Extensions	Contract End Date incl Extensions	Est. Value (Contract Period)	SME Status	Living Wage Accred (Y/N)
High Voltage (HV) Switching Service Contract	The Freedom Group of Companies	C	07/07/2023	02/08/2023	01/08/2026	01/08/2028	£750,000	Medium	N
Virtual Studio Tool	Academia	B	14/07/2023	04/08/2023	03/08/2026	03/08/2026	£215,446	Medium	N
Engineering Inspection and Insurance Services	Zurich Municipal	B	20/07/2023	01/08/2023	31/07/2026	30/09/2026	£480,000	Large	N
Card Services Management Software and Hardware	Digital Id	C	21/07/2023	21/07/2023	20/07/2028	20/07/2030	£121,500	Medium	N
Ocean Leaders Community Platform	Zapnito	C	21/07/2023	31/07/2023	30/07/2025	30/07/2027	£85,000	Small	N
Workload Allocation Management Software	Simitive	C	21/07/2023	01/07/2023	30/06/2027	30/06/2027	£400,973	Small	N
Comprehensive Lift Maintenance Services	Scotec Lifts	C	25/07/2023	01/08/2023	31/07/2025	31/07/2027	£1,150,000	Small	N
	Orona							Medium	N
Main Construction Services - Engineering	McLaughlin & Harvey Construction	B	28/07/2023	15/08/2022	14/04/2023	14/04/2023	£228,323	Large	N
Human Insights Software and Hardware	iMotions A/S	C	28/07/2023	01/08/2023	31/08/2024	31/08/2024	£141,630	Medium	N
Full 5 Axis CNC Milling Machine	Hurco Europe	C	31/07/2023	31/07/2023	30/07/2024	30/07/2024	£134,700	Small	N
Educational Recording Agency Licence (NPI)	Educational Recording Agency	B	31/07/2023	31/07/2023	30/07/2024	30/07/2024	£91,138	Micro	N

Summary of Non-Compliance for Regulated Contracts

The following contracts were awarded by the Procurement Department without competition or adequate notice. All were critical purchases for university operations or had tight research deadlines, and therefore a compliant procurement procedure could not be undertaken.

The Director of Procurement agreed to proceed with the following contract awards, subject to Procurement team members supporting the transaction to mitigate commercial and reputation risk.

Engagement and training of procurement procedures and legislative requirements has since been undertaken with the stakeholders to mitigate any future non-compliance issues.

Supplier	Commodity	Commodity	Value
Xstrahl	X-Ray irradiator	Labs & Medical	£66,000
NanoString	CosMx platform	Labs & Medical	£206,000
Virtusales	Publishing Software	IT & Telecoms	£628,080
Hunter Adams	Recruitment Services	Professional Services	£66,125
Refinitiv	Subscription: Proprietary Dataset	IT & Telecoms	£104,676
Informa UK	Subscription	IT & Telecoms	£56,736
S P Global Market Intelligence	Subscription: Proprietary Dataset	IT & Telecoms	£53,796

The following compliance issues were identified through analysis of financial year 2022-23 expenditure:

Supplier	Commodity	Value
Creative Economy Team	Professional Services	£68,774
Cell Projects	Labs & Medical	£90,725
Mitie	Estates	£117,070
Hysopt NV	Estates	£50,420

There are many practical issues with procuring goods, services and works, but legal risks of procurements over the legislative thresholds were very few in comparison to the total university expenditure. Over the last financial year, 4 transactions exceeded the (£50k) legal threshold which the Procurement Department were not aware of.

Transactions affected are 0.5% of the total procurement expenditure of circa £286.8m (excl VAT). The total financial value was £1.5m (excl VAT).

Future Regulated Procurements

As highlighted within Section 5, it is difficult to be precise about providing details of actual requirements in preparing this forward projection of anticipated regulated procurements. 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 C should be viewed with this caveat in mind.

Category Subject	New / Re-Let	Approximate Tendering Start Date	Expected Date of Award	Expected Contract Start Date	Expected Contract End Date (excl extensions)	Estimated Value over contract period (£)
3 No. walk-in bunded external solvent stores (Joseph Black Building).	New	16/11/2023	01/01/2024	01/01/2024	31/12/2024	£94,797
ACE Cafe Furniture	New	01/09/2023	01/02/2024	01/02/2024	31/01/2028	£760,000
Air Chillers Maintenance & Reactive Work	Re-Let	15/01/2024	30/07/2024	01/08/2024	31/07/2029	£500,000
Air Compressors and Assoc Equip Maintenance	Re-Let	08/01/2024	01/08/2024	01/09/2024	31/08/2028	£47,000
Air Conditioners Maintenance & Reactive Work	Re-Let	15/01/2024	30/07/2024	01/08/2024	31/07/2029	£1,353,050
Appointment of Main Contractor for Pre-Construction Agreement	New	30/11/2023	30/11/2023	30/11/2023	29/11/2024	£5,000,000
Archibus Upgrade	New	08/08/2023	21/12/2023	09/01/2024	08/01/2028	£382,200
Asbestos Removal	Re-Let	01/10/2024	15/07/2025	10/08/2025	09/08/2029	£4,000,000
Asbestos Surveying and Analytical Services	Re-Let	01/09/2024	15/07/2025	02/08/2025	01/08/2029	£1,120,000
AV Small Projects & Reactive Repair/ Maintenance	New	01/11/2023	30/04/2024	30/04/2024	29/04/2026	TBC
Board Governance Software	New	31/01/2025	01/12/2024	01/12/2024	01/12/2027	£64,000
Booster Pumps, Pressurisation Unit and Assoc Equip Maintenance	Re-Let	22/01/2024	01/07/2024	01/08/2024	31/07/2026	£300,000
CellCyte X Live Cell Analyser	New	24/10/2023	24/11/2023	24/11/2023	23/11/2024	£56,548
Cirrus EPSRC Tier 2 Successor	New	01/06/2024	10/03/2025	01/06/2025	31/05/2029	TBC
Cleaning & Janitorial Products	Re-Let	02/09/2024	20/01/2025	20/01/2025	19/01/2027	£2,000,000
Clinical & Biological Waste	Re-Let	17/01/2024	23/05/2024	31/05/2024	30/05/2028	£500,000
Closed Systems Water Quality Checks & Chemicals	Re-Let	01/09/2024	05/03/2025	07/04/2025	06/04/2027	£360,000
Confidential Waste	Re-Let	08/05/2024	18/11/2024	18/11/2024	17/11/2028	£200,000
Corporate and Financial Datasets	Re-Let	16/10/2023	13/11/2023	01/01/2024	31/12/2026	£150,000
Corporate and Financial Datasets	Re-Let	13/11/2023	30/11/2023	01/01/2024	31/12/2027	£60,000
CRIC4 Architectural Services	New	06/09/2023	13/10/2023	17/10/2023	16/10/2024	£320,000
Current Research Information System	Re-Let	30/10/2023	30/11/2023	01/01/2024	31/12/2030	TBC
Data Transcription of 1911 Census	New	13/11/2023	01/04/2024	22/04/2024	21/04/2025	£500,000

Future Regulated Procurements (continued)

Category Subject	New / Re-Let	Approximate Tendering Start Date	Expected Date of Award	Expected Contract Start Date	Expected Contract End Date (excl extensions)	Estimated Value over contract period (£)
Direct Sales to Students of Bedding and Bathroom Textiles	Re-Let	01/12/2023	15/02/2024	01/03/2024	29/02/2028	£152,000
DRaaS	New	01/01/2024	14/04/2024	01/05/2024	30/04/2029	TBC
Electrical Sundries	Re-Let	02/10/2023	31/01/2024	01/02/2024	31/01/2028	£1,000,000
Electronic Lab Notebook	New	14/11/2023	14/05/2024	15/05/2024	14/05/2029	£500,000
Enterprise Immutable Back-Up Infrastructure	New	18/08/2023	29/09/2023	29/09/2023	28/10/2028	£4,169,779
ePortfolio and assessment software services	Re-Let	01/01/2024	01/08/2024	01/09/2024	31/08/2028	£300,000
ETL Tool	Re-Let	15/01/2024	14/04/2024	14/05/2024	13/05/2028	TBC
Events AV Equipment & Support Services	New	04/12/2023	01/08/2024	01/08/2024	31/07/2028	TBC
Fire Alarms and Associated Services	Re-Let	15/01/2024	31/07/2024	01/08/2024	31/07/2029	£3,087,417
Fire Dampers	Re-Let	25/10/2023	29/03/2024	05/04/2024	04/04/2028	£200,000
Flooring	Re-Let	01/08/2023	14/09/2023	15/08/2023	14/08/2027	£2,544,000
Forests and Peatland Project	New	09/08/2023	01/02/2024	01/03/2024	28/02/2029	£504,000
Supply of Meat for Catering Services	New	14/08/2023	29/08/2023	04/09/2023	03/09/2026	£1,500,000
Gas Segmented Continuous Flow analyser	New	15/11/2023	01/05/2024	01/05/2024	01/05/2025	£70,000
Gradescope	Re-Let	14/09/2023	05/12/2023	01/01/2024	31/12/2026	£340,270
Graduation Services Filming	New	01/12/2023	01/05/2024	01/06/2024	31/05/2027	£30,000
HPLC system and flash chromatography system	New	13/11/2023	01/02/2024	28/02/2024	27/02/2027	£105,000
ID Cards	New	12/09/2023	30/04/2024	01/05/2024	30/04/2027	TBC
Identity Access Management	New	16/10/2023	01/12/2024	01/12/2024	30/11/2028	TBC
Infirmary Street Furniture	New	01/11/2023	02/11/2023	01/11/2023	31/12/2023	£108,920
Informatics Room Cooling Project	Re-Let	04/10/2023	27/10/2023	01/11/2023	30/04/2024	£153,000
Insurance Brokerage Services	Re-Let	01/08/2023	14/10/2023	18/10/2023	17/10/2027	£200,000
Internet of Things	New	28/08/2023	26/05/2024	01/06/2024	31/05/2029	£8,000,000
IoT EM27/SUN Series Spectrometers	New	21/08/2023	15/09/2023	15/09/2023	14/01/2028	£527,215
Jisc Adoption - Elsevier Science Direct Journals	New	08/11/2023	26/01/2024	26/01/2024	25/01/2027	TBC
Laboratory Related Laundry	Re-Let	16/10/2023	19/12/2023	19/12/2023	18/12/2027	£100,000
Large animal disease challenge	New	22/08/2023	28/11/2023	03/01/2024	02/01/2025	£100,000
Laundry Services	Re-Let	04/01/2024	15/05/2024	31/05/2024	30/05/2029	£1,500,000

Future Regulated Procurements (continued)

Category Subject	New / Re-Let	Approximate Tendering Start Date	Expected Date of Award	Expected Contract Start Date	Expected Contract End Date (excl extensions)	Estimated Value over contract period (£)
Li-Cor 3350-STA Odyssey® M Imaging System.	New	11/10/2023	25/10/2023	20/10/2023	19/10/2024	£94,763
Life Sciences Consumables Framework Agreement	Re-Let	01/03/2024	01/02/2025	01/03/2026	28/02/2030	£20,000,000
Adobe Agreement	Re-Let	04/06/2025	28/08/2023	01/09/2023	31/08/2026	£1,154,430
Main Contractor Teviot Row House Compliance Stage Two Construction	New	30/10/2023	07/11/2023	22/11/2023	21/04/2025	£11,894,642
Matlabs	Re-Let	21/08/2023	30/11/2023	01/09/2023	31/08/2026	£365,232
Mechanical Small Works and Associated Services	Re-Let	01/08/2023	26/02/2024	25/03/2024	24/03/2028	£16,000,000
Mellanox Switches	New	03/10/2023	12/10/2023	13/10/2023	12/10/2028	£462,118
Mobile and Data Services Renewal	Re-Let	25/11/2024	28/02/2025	31/03/2025	30/03/2025	£200,000
MTC Small Electrical Works up to £250k	Re-Let	01/10/2024	02/06/2025	01/06/2025	31/05/2029	£2,004,000
Office Stationery	Re-Let	01/04/2024	01/10/2024	01/10/2024	30/09/2028	£650,000
Old College Furniture	New	04/09/2023	13/09/2023	14/09/2023	13/12/2023	£74,000
Optical Coherence Tomography system	New	17/11/2023	01/05/2024	01/05/2024	01/05/2025	£60,000
Painting and Decorating	Re-Let	15/12/2023	01/04/2024	01/08/2024	31/07/2028	£8,000,000
Password Management Service	New	07/11/2023	12/05/2024	07/06/2024	06/06/2029	£210,000
Payroll Process Improvements Consultancy	New	28/08/2023	14/09/2023	30/10/2023	29/01/2024	£63,750
Pest Control Services	Re-Let	05/01/2024	26/04/2024	26/04/2024	25/04/2028	£176,000
PHR Main Boilers - KB GS Energy Centre, ECA	Re-Let	05/02/2024	01/10/2024	01/11/2024	31/10/2028	£248,000
Radiation Protection Equipment	New	02/08/2023	01/12/2023	01/12/2023	01/12/2027	TBC
Radiochemistry Synthesizer	New	15/09/2023	01/07/2024	01/07/2024	01/07/2025	£200,000
Replacement Camera for Ivis Lumina S5	New	07/08/2023	05/09/2023	11/09/2023	10/03/2024	£89,632
Replacement Electric Vans	New	24/08/2023	25/09/2023	25/10/2023	24/10/2026	£385,476
School of Informatics Generative AI and AI PR Strategy	New	04/09/2023	12/12/2023	03/01/2024	02/01/2027	£350,000
Scientific OpenStack Infrastructure Enhancements	New	21/08/2023	31/08/2023	31/08/2023	30/08/2024	£68,179
SDF Innovation Sandbox	New	04/09/2023	01/08/2023	01/08/2023	31/07/2024	£89,000
Seahorse XF Pro analyser	New	02/10/2023	23/10/2023	23/10/2023	22/10/2027	£260,854
Servers and Storage for Biomedical Research	New	25/10/2023	01/12/2023	01/12/2023	30/11/2028	£69,984
Sewage Sumps and Pumps Maintenance	Re-Let	05/02/2024	05/08/2024	01/10/2024	30/09/2028	£84,000

Future Regulated Procurements (continued)

Category Subject	New / Re-Let	Approximate Tendering Start Date	Expected Date of Award	Expected Contract Start Date	Expected Contract End Date (excl extensions)	Estimated Value over contract period (£)
Similarity Detection System	Re-Let	01/01/2024	01/08/2024	01/08/2024	31/07/2028	£150,000
Sports & Exercise Software	New	06/11/2023	02/09/2024	02/09/2024	01/09/2028	TBC
Steam Traps and Associated Maintenance	Re-Let	13/01/2025	04/08/2025	01/09/2025	31/08/2029	£108,000
Student Bedding Packs	Re-Let	01/09/2023	01/01/2024	01/10/2023	30/09/2025	£40,000
Student Record System	Re-Let	14/10/2023	14/12/2023	23/12/2023	22/12/2028	£619,000
Supply of Healthcare Beds & Mattresses	New	20/10/2023	01/08/2018	01/01/2024	31/05/2030	£1,000,000
Supply of Retinal Imager by Heidelberg Engineering	New	01/08/2023	22/09/2023	22/09/2023	21/09/2024	£91,137
Supply of Xenium Analyzer and Consumables	New	08/08/2023	15/09/2023	22/09/2023	21/09/2025	£425,000
Theatrical Rigging Electrical Testing	New	01/09/2023	01/12/2023	01/12/2023	30/11/2025	£200,000
University Wiki and Development Tools	New	24/08/2023	01/12/2023	21/12/2023	20/12/2025	£190,021
Usher Moving Services	New	26/09/2023	01/12/2023	01/02/2024	31/01/2025	£120,000
Waters Ltd Mass Spectrometry Maintenance Agreement	New	30/10/2023	31/10/2023	17/11/2023	16/05/2026	£54,535
WEEE Waste	Re-Let	08/07/2025	01/01/2026	01/01/2026	31/12/2029	£50,000
Wharton Research Data Services Subscription	Re-Let	17/10/2023	20/11/2023	04/12/2023	03/12/2027	£203,495
Window Cleaning Services	Re-Let	08/11/2024	08/04/2026	08/04/2026	07/04/2030	£500,000
WS02	New	23/08/2023	31/01/2024	27/01/2024	26/01/2027	£360,000

Scottish Government Report

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

1. Organisation and report details

a) Contracting Authority Name	University of Edinburgh
b) Period of the annual procurement report	FY 2022-23
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	151
b) Total value of regulated contracts awarded within the report period	£76.6M
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	143
i) how many of these unique suppliers are SMEs	98
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	151
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	11

4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in

a) Total Number of regulated contracts awarded with a value of £4 million or greater.	4
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	3
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	1

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:⁹

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	Refer to Section 3
e) Number of Apprenticeships Filled by Priority Groups	
f) Number of Work Placements for Priority Groups	
g) Number of Qualifications Achieved Through Training by Priority Groups	
h) Total Value of contracts sub-contracted to SMEs	Not Recorded
i) Total Value of contracts sub-contracted to Social Enterprises	
j) Total Value of contracts sub-contracted to Supported Businesses	
k) Other community benefit(s) fulfilled	

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	All Contracts Refer
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.	> 143 ¹⁰
c) Number of unique suppliers who are accredited Living Wage employers and were awarded regulated contract during the period.	7

⁹ Full details of contract information on community benefits are outlined in Section 3.

Scottish Government Report (continued)

6. Payment performance

a) Number of valid invoices received during the reporting period.	Not Available
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	Not Available
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	All Contracts Refer
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	Not Recorded

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:	£106K
i) spend within the reporting year on regulated contracts	£0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within	£106K
ii) spend within the reporting year on non-regulated contracts	

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£286.8M
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£122.6M
c) Total procurement spend with third sector bodies during the period covered by the report.	Not Reported
d) Percentage of total procurement spend through collaborative contracts.	33%
e) Total targeted cash savings for the period covered by the annual procurement report	NA
i) targeted cash savings for Cat A contracts	NA
ii) targeted cash savings for Cat B contracts	NA
iii) targeted cash savings for Cat C contracts	NA
f) Total delivered cash savings for the period covered by the annual procurement report	£6.6M
i/ii) delivered cash savings for Cat A and Cat B contracts	£2.2M
iii) delivered cash savings for Cat C contracts	£4.4M
g) Total non-cash savings value for the period covered by the annual procurement report	£17.1M

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	93
b) Total estimated value of regulated procurements expected to commence in the next two financial years	>£110.2

¹⁰ For all Regulated Procurements, Suppliers are expected to adhere to, and adopt, the principles of Fair Work Practices, as detailed by the Scottish Government's fair and equal pay policy which includes a commitment to supporting the Living Wage (where applicable). Although Suppliers may not be accredited by the Living Wage Foundation, they may in fact support and pay the living wage.

Glossary

Term	Description
A, B, C and C1 Contracts	<ul style="list-style-type: none"> Category A: Collaborative Contracts available to all public bodies Category B: Collaborative Contracts available to public bodies within a specific sector (e.g. Scottish Procurement; APUC and other UK HE Consortia; Scotland Excel; NHS National Procurement) Category C: Local Contracts for use by individual public bodies Category C1: Local or regional collaborations between public bodies
Award Criteria	The criteria (questions) used by the buyer to compare and score the merits of the specific bid for the contract. This must include quality and price.
Category	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.
Category Management	Category Management is a strategic approach which organises procurement resources to focus on specific areas of spends. This enables category managers to focus their time and conduct in depth market analysis to fully leverage their procurement decisions on behalf of the whole organisation. The results can be significantly greater than traditional transactional based purchasing methods. (CIPS)
Centre of Expertise (CoE)	Procurement organisations which promote collaboration and publish framework agreements on behalf of particular sectors i.e. Scotland Excel for local authorities (councils); Advanced Procurement for Universities and Councils (APUC) for higher and further education; NHS National Procurement (NSS) for Health; Scottish Procurement for the Scottish Government, its agencies and non-departmental public bodies
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit
Community Benefits	Requirements that 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 that 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.
Contract Award Notice	A publication that confirms the details of a contract that has been awarded to a supplier.
Contract Management	The process of monitoring supplier performance on a contract.
Contract Notice	A publication that advertises a procurement requirement.
Contract Value	This is an estimate of the value of a contract over the whole period of the contract e.g. if the contract is for £50k per year for 3 years the contract value is £150k. The contract value should include any extension periods.
Contracts Register	This typically provides 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 affects 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.
Flexible Framework	The Flexible Framework is a widely used self- assessment mechanism developed by the business-led Sustainable Procurement Task Force, which allows organisations to measure and monitor their progress on sustainable procurement over time.
Framework Agreement	An agreement or other arrangement between one or more authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
GPA Thresholds	The rules by which a public sector buyer runs their procurement exercise (including the procurement process used) is in part dictated by the thresholds that the GPA update every 2 years in January.

Glossary (continued)

Non-Regulated Procurement	A procurement whose value is less than £50,000 excluding VAT for goods and/or services for the full life of the contract.
Official Journal of the European Union (OJEU)	The means by which procurement exercises over a certain value are published throughout Europe. In Scotland all procurements that are published via Public Contracts Scotland, and meet this threshold requirement, will be automatically published in OJEU within 48 hours.
Output Specification	The specification requirements 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.
PCS-Tender	An on-line e-sourcing tool which some public sector bodies in Scotland use to for their procurement exercises i.e., to publish their documents and for organisations to provide their responses in.
Procurement & Commercial Improvement Programme (PCIP)	The Procurement & Commercial Improvement Programme replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.
Procurement Department	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Exercise	Full end to end procurement exercise from strategy development to contract & supplier management.
Procurement Journey	Public procurement website containing guidance for public sector buyers.
Procurement Strategy	It is mandatory for a public sector organisation, which estimates it will spend greater than or equal to £5,000,000 on regulated procurements to publish a Procurement Strategy which is proportionate and relevant to its organisation.
Public Contracts Scotland (PCS)	The national portal used by the Scottish public sector to advertise all regulated procurement opportunities and awards.
Public Sector or Public Sector Body	All organisations which are subject to public procurement laws. This includes government, councils, universities and colleges, the NHS and registered social landlords.
Quotation/Quick Quote	A process used by public sector buyers in Public Contracts Scotland to advertise low value/low risk procurement requirements (normally under £50k in value).
Re-Let Procurement	The process for re-tendering a continuing requirement.
Regulated Procurement	A procurement whose value is greater than £50,000 excluding VAT for goods and/or services for the full life of the contract (Procurement reform Act Scotland)
Selection Criteria	Selection Criteria (questions) are used to confirm if you are capable and suitable to perform the contract if it were to be awarded to you. Selection Criteria focus on the bidder and asks for past or existing bidder information.
Small Med Enterprise (SME)	The category of micro, small and Med-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro. Encompass – <ul style="list-style-type: none"> • 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. • Med 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	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.

Glossary (continued)

Specification	How a Procurement Manager/Officer details what is required for the procurement of the goods or services being purchased.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e., either provides services to it, or receives services from it.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
Supported Business	An organisation whose main aim is the social and professional integration of disabled and disadvantaged workers and where at least 30% of their workforce are classed as disabled or disadvantaged.
Sustain	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
Tender	The term used to describe the procurement process of advertising, requesting and awarding a contract.
Value for Money	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

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