
Procurement Annual Report 1 April 2018 to 31 March 2019

Sport for life

sportscotland
the national agency for sport

Document Control

Change Record

Date	Author	Version	Change Reference
19/7/2019	Kate Brown, Procurement Manager	0.1 draft	New Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
26/8/2019		0.2 draft	Updated following review by Neville Cobb, Head of Finance and Governance
27/8/2019		0.3 final	Final Sign Off by Forbes Dunlop, Chief Operating Officer.

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Section 1

Introduction

sportscotland is the national agency for sport and has a clear focus on developing and supporting a world class sporting system in Scotland. We are a non-departmental public body (NDPB), responsible through ministers to the Scottish Parliament and we manage Scottish Government and National Lottery resources, continually striving to ensure these resources are invested efficiently so as to achieve best value and maximum impact.

This procurement annual report covers the operations of the **sportscotland** group, which comprises **sportscotland** and the Scottish Sports Council Trust Company, which operates three national centres in Scotland.

As a public sector contracting authority, **sportscotland** is subject to the Procurement Reform (Scotland) Act 2014 and as such is required to publish an annual report on our regulated procurement activities. A regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2,000,000. **sportscotland** champions the Scottish Procurement Model through embedding sustainable procurement. Further information on sustainable procurement in Scotland and the sustainable procurement duty can be found on the Scottish Government website at the following link:-

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility>

The report provides detail on **sportscotland** procurement activity in relation to the **sportscotland** Procurement Strategy 2016-20. As required by the Procurement Reform (Scotland) Act 2014, the [sportscotland Procurement Strategy](#) was published in November 2016 and is reviewed annually.

The Procurement Strategy is set within the context of **sportscotland**'s corporate strategy Sport for Life which sets out the following:

Vision: Our vision is for an active Scotland where everyone benefits from sport.

Mission: Our mission is to help the people of Scotland get the most from the sporting system.

Section 2

Summary of Regulated Procurements Completed

The Procurement Reform (Scotland) Act 2014 requires an annual procurement report to include a summary of the regulated procurements that have been completed during the period covered by the report.

During the period 1st April 2018 to 31st March 2019, **sportscotland** awarded seven regulated contracts all of which complied with the **sportscotland** Procurement Strategy 2016-20.

Details of the contracts are provided in the table below:-

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available
27/04/18	sportscotland Design Services	24/05/18	23/05/19	Pim-Pam	£15,500.00 p/a	2 x 1 year
11/06/18	sportscotland Leadership Programme for External partners	01/08/18	31/01/19	Ethos Consulting	£61,000.00	18 months
21/02/19	sportscotland Event Administration and Management	01/06/19	31/05/21	Start2Finish Event Management Ltd	£21,000.00 p/a	2 x 1 year
22/02/19	sportscotland National Centre Glenmore Lodge, Supply of Pellets for Biomass Plant	22/02/19	31/3/22	Brites Balcas Ltd	£21,450.00 p/a	1 x 1 year
08/03/19	sportscotland Design Services 2019	30/03/19	29/03/21	Sangster Design	£13,000.00 p/a	2 x 1 year
13/03/19	Supply of Butchers Meat, sportscotland National Centre Glenmore Lodge	01/04/19	31/03/22	Campbells Prime Meat Ltd	£17,000.00 p/a	2 x 1 year
19/03/19	Supply of Fruit & Vegetables, sportscotland National Centre Glenmore Lodge	01/04/19	31/03/22	The Williamson Group Ltd	£32,000.00 p/a	2 x 1 year

Section 3

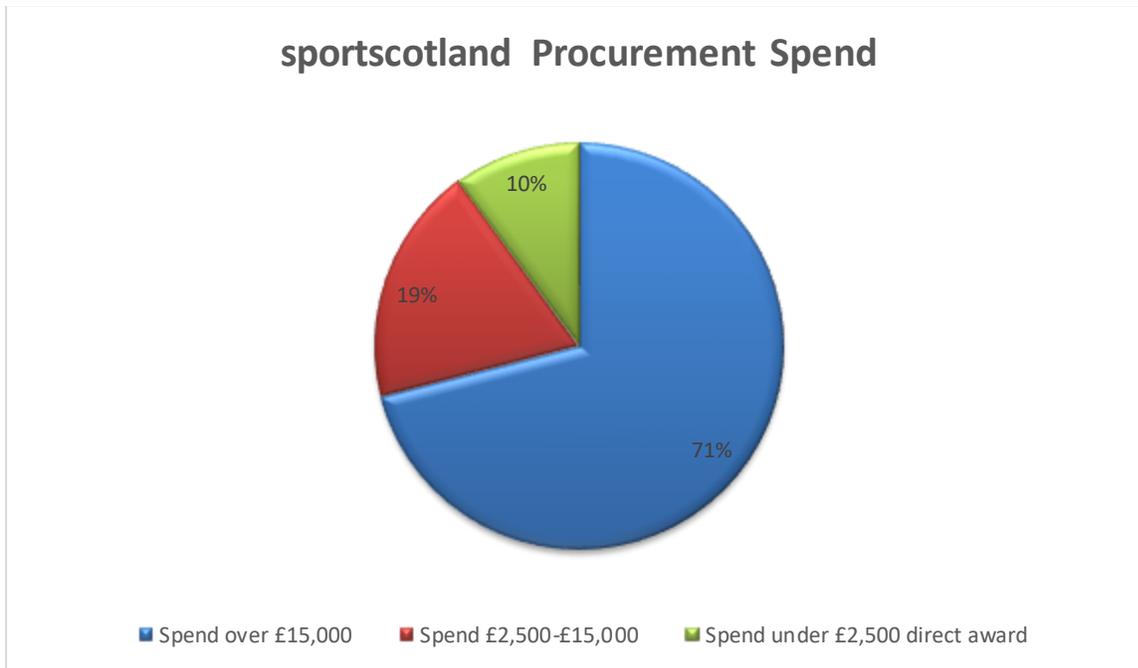
Review of Regulated Procurement Compliance

The Procurement Reform (Scotland) Act 2014 requires an annual report to include a review of whether the regulated procurements complied with the authority's procurement strategy.

sportscotland's procurement strategy requires all tenders over £15,000 to follow a competitive tender exercise. During the period covered by this annual report, sportscotland awarded twelve contracts through competitive tendering, all of which complied with the sportscotland procurement strategy.

Seven of these contracts, as listed in Section 2, were regulated with all being advertised and awarded through Public Contracts Scotland.

sportscotland overall procurement spend was £7,217,906 with percentage expenditure illustrated in the following chart:-



To ensure continued compliance, all **sportscotland** staff with delegated purchasing authority, and all new employees, are required to complete Procurement e-learning training. In addition, face to face procurement refresher training for all staff will be taking place during 2019-2020.

Section 4

Community Benefit Summary

As part of the Procurement Reform (Scotland) Act 2014, where the estimated value of a contract is equal to or greater than £4,000,000, **sportscotland** has a duty to consider whether to impose community benefit requirements.

During the period of the report, **sportscotland** had no contracts greater than £4,000,000 therefore no community benefit requirements were imposed as part of the regulated procurements delivered.

Community benefits during the construction of the **sportscotland** National Sports Training Centre Inverclyde were reported last year, however, the facility continues to provide benefits to the local community with some examples as below:-

Benefit	Detail
Local First Responders training location	Providing facility for local community
Scottish Fire and Rescue	Provision of training location
School Campus	Providing work experience, estate management lessons, right to learn space, staff development and mental health programme
Community users	Home for numerous sports clubs, access for individuals and local community groups, walking football and coastal rowing training.
Employment	Scottish Living Wage employer providing employment in local area and contracts with numerous local suppliers.

In addition, the **sportscotland** National Outdoor Training Centre Glenmore Lodge also provides local community benefits with some examples below:-

Benefit	Detail
Community users	Training facilities for numerous sports clubs, ski slope used for ski programme, sports facilities open to local community users
Community defibrillator	On site and installed by charity Lucky2BHere
Mountain Rescue and Avalanche Information	Mountain rescue team who can assist with callouts in Cairngorm Mountain range, refueling & landing site for Coastguard helicopter, advice and guidance provided on weather and avalanche information.
Community events	Staff and equipment provided for local community events
Environmental fund	Donations from fund made to small local projects
Employment	Scottish Living Wage employer providing employment in local area and contracts with numerous local suppliers.

Section 5

Supported Businesses Summary

The Procurement Reform (Scotland) Act 2014 requires an annual procurement report 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.

“A supported business” means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons”

sportscotland promotes the use of Supported Businesses through the **sportscotland** Procurement Strategy 2016-20 and has awarded the following contracts to Supported Businesses during the reporting period:-

Supported Business	Contract	Spend
Haven PTS	Uniform Contract	£8,562.00
Dovetail Enterprises	Furniture	£831.00
Total		£9393.00

In addition, **sportscotland** raised awareness of supported businesses through the tender process for cleaning and catering contracts. As a result, Elior UK, contractor for catering and cleaning at **sportscotland**'s National Training Centres Inverclyde and Cumbrae, has contracted with Haven PTS for provision of their staff uniforms at these centres.

Section 6

Future Regulated Procurements Summary

The table below provides a summary of regulated procurements anticipated to commence in the next two financial years:-

Financial Year	Contract	New or Re-Let
2019/2020	sportscotland National Centre Glenmore Lodge Laundry Services	Re-let
2019/2020	sportscotland SGB Expert Resource Lot 1 Legal	Re-let

2019/2020	sportscotland SGB Expert Resource Lot 2 Finance	Re-let
2019/2020	sportscotland SGB Expert Resource Lot 3 Human Resources	Re-let
2019/2020	Vehicle Leasing	Re-let
2019/2020	sportscotland National Centre Glenmore Lodge Supply of Dry and Frozen Goods	Re-let
2019/2020	Insurances	Re-let
2019/2020	Internal Audit	Re-let
2019/2020	SGB External Auditor Consultancy	Re-let
2019/2020	Repair and Maintenance Contract	New contract
2019/2020	sportscotland Signage	New contract.
2020/2021	Data Management System	New contract
2020/2021	Training Providers Framework	Re-let
2020/2021	Design Services	Re-let
2020/2021	sportscotland Institute of Sport Medical Consumables	Re-let
2020/2021	sportscotland Strength and Conditioning Equipment	Re-let

Section 7

Contracts with Small, Medium Enterprises (SMEs)

One of the priorities of both the Public Contracts (Scotland) Regulations 2015 and Procurement Reform (Scotland) Act 2014, is to improve access to public sector contracts, particularly for SMEs and **sportscotland's** policy is to encourage participation by SMEs. SMEs are most commonly defined as firms employing less than 250 people.

During the period covered by the annual report, 85% of regulated procurements were awarded to SMEs. Overall 73% of **sportscotland** procurements were awarded to SMEs.

Section 8

Fair Working Practices

sportscotland is a Scottish Living Wage supporter and as such is considerate of Fair Working Practices in employment when entering into any contract with suppliers.

sportscotland regulated contracts for catering and cleaning have been awarded based on the Scottish Living Wage.

Section 9

Procurement Savings

Where a requirement can be met and value for money achieved through the use of an existing contract put in place by the Scottish Procurement and Commercial Directorate or another collaborative procurement agency such as Crown Commercial Service, **sportscotland's** policy is to utilise these contracts.

During the period, **sportscotland** spent £552,717 through seventeen Scottish Government Frameworks, resulting in savings of £134,639.

sportscotland also had spend of over £500,000 with Crown Commercial Service Frameworks.

In addition, savings of £257,267 were realised through locally procured category C contracts.