
Procurement Annual Report

1 April 2024 to 31 March 2025

Sport for life

sportscotland
the national agency for sport

Document Control

Change Record

Date	Author	Version	Change Reference
28/08/25	Jeremi Bielecki	0.1 draft	Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
03/09/25	Mark Drummond	0.2 draft	Updated following review by Mark Drummond, Head of Finance and Governance
23/09/25	Forbes Dunlop	0.3 final	Final Sign Off by Forbes Dunlop, Chief Executive 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, managing 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 whole of operations of the **sportscotland** group, which comprises of **sportscotland** (inclusive of National Lottery funding distribution) and the Scottish Sports Council Trust Company, which operates two 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. 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 and the sportscotland [Business Plan](#) which set 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 2024 to 31st March 2025, **sportscotland** awarded **ten** regulated contracts (2023-24: four) to a total sum of **£2,285,584** (2023/24: £944,711). All procurements complied with the **sportscotland** Procurement Strategy.

Details of the ten contracts awarded that meet Regulated Procurement definition in 2024/25 are provided in the table below:

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available (up to)
01/04/2024	Internal Audit 2024	01/04/2024	31/03/2026	TIAA Ltd	£70,000	31/03/2028
01/04/2024	SGB External Auditor Consultancy 2024	01/04/2024	31/03/2026	BDO LLP	£280,000	31/03/2028
01/04/2024	Inverclyde Cleaning & Catering Contract	01/04/2024	31/03/2027	Elior UK Plc	£794,512	31/03/2030
04/04/2024	Health and Safety Consultant	04/04/2024	03/04/2026	Amalgamate - Safety Risk Management Ltd	£63,000	-
01/07/2024	Sport Educator Framework (5 suppliers)	01/07/2025	30/06/2026	Be More Learning and Development Limited, SEE Consultants, Active Advantage, Action Provoked, Glasgow Clyde College	£200,000	30/06/2028
01/09/2024	Film Services	01/09/2024	31/08/2026	Solo Film Production Limited	£120,000	31/08/2028
01/10/2024	Glenmore Lodge Supply of Wood Pellets for Biomass Boiler	01/10/2024	30/09/2027	Puffin Energy Ltd	£160,000	30/09/2028
01/10/2024	sportscotland Estate Review	01/10/2024	30/09/2027	Mott MacDonald Ltd	£165,810	-
15/11/2024	Glenmore Lodge Winter Climbing Wall	15/11/2024	15/05/2029	Kong Climbing Ltd	£58,290	15/05/2029
20/12/2024	Inverclyde PPA Resistance Training: Flooring & Apparatus Upgrading	20/12/2024	20/05/2031	Elite Sport Performance Technologies	£373,972	20/05/2031

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 £30,000 to follow a competitive tender exercise. During the period covered by this annual report, **sportscotland** awarded **sixteen contracts** (2023-24: nine) through competitive tendering. Six of those contracts were below the regulated threshold. **All procurements complied** with the **sportscotland** procurement strategy.

To ensure continued compliance, all **sportscotland** staff with delegated purchasing authority and all new employees, are required to complete Procurement e-learning training.

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. However, both of **sportscotland's** national centers continue to provide benefits to the local community. Below is table showing examples by National Center, some examples as below:

Benefit	Detail
Inverclyde	
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.
School Campus	Providing a space to the early years centre of the local school to have a forest school.
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.
Community Groups	Provision of meeting location for local community groups e.g. newly formed Forest School

Glenmore Lodge	
Community users	Training facilities: Ski slope, roller ski track, shooting range, rolling pool, canoeing pond, indoor climbing wall, outdoor climbing tower, bike pump track, bike skills training. Open for numerous sports clubs, ski slope used for ski programme, sports facilities open to local community users
Public toilets	Public toilets available (and showers for a small charge).
Community defibrillator	On site and installed by charity Lucky2Bhere.
Mountain Rescue	Mountain rescue team who can assist with callouts in Cairngorm Mountain range, refuelling & landing site for Coastguard helicopter.
Avalanche Information and Mountain Weather Information Service	Advice and guidance provided on weather and avalanche information.
Staff and equipment	Staff and equipment provided for local community events.
Equipment storage	Storage (Seasonal & annual) of sports equipment and kit for local clubs and organisations.
Meeting rooms and outdoor classroom	Available for use for sports clubs. Sports masseuse has supported use of a clinic space.
Surplus equipment donation	The centre has donated items like boots or clothing to local schools and charities.
EV charging points	EV charging points are available for use at the centre through Charge Place Scotland Network.

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 spent **£19,500** (excl VAT) with Supported Businesses in the financial period 2024/2025.

Section 6

Future Regulated Procurements Summary

The table below provides a summary of regulated procurements anticipated to commence in the next two financial years. The commencement and timing of the projects will be subject to availability of funds and included within the Annual Business Planning process.

Financial Year	Contract	New or Re-Let	Estimated Total Value
FY 25/26	(INV) LED Floodlights - Tennis and Football, Indoor 3G	New	£90k
FY 25/26	(INV) Car Parking Solutions	New	£60k
FY 25/26	(INV) Leisure Management System	New	TBC
FY 25/26	(GL) JCB Equipment Replacement	New	£60k
FY 25/26	Finance System	New	£80k

*INV - National Centre Inverclyde, GL – Glenmore Lodge

Contracts detailed in the table below are due to end in the next two financial years. Renewals will be determined on individual basis. The list is included for information purposes only.

Contract	End Date
Glenmore Lodge Dry & Frozen Goods	30/09/2025
SGB Expert Resource 2023 Lot 1 Legal	30/11/2025
Trust Company External Auditor	30/11/2025
Active Schools Evaluation	02/12/2025
Accounting Software	01/03/2026
Glenmore Lodge - Supply of Website Hosting & Support	13/03/2026
Comms Design Services	30/03/2026
SGB Payroll Supplier	31/03/2026
Internal Audit 2024	31/03/2026
SIS Medical Consumables	31/03/2026
Performance Analysis Services	31/03/2026
SGB External Auditor Consultancy	31/03/2026
Learning Management System	31/03/2026
Child Wellbeing and Protection in Sport	31/03/2026
Health and Safety Consultant	03/04/2026
Glenmore Lodge Butchers Meat	30/04/2026
Strategic Modelling Services Lot 1	30/05/2026
Sporting Equals	31/05/2026
Event Administration and Management	01/06/2026
Glenmore Lodge Painting & Decorating Framework	31/08/2026
Film Services	31/08/2026
Glenmore Lodge Laundry Services	31/10/2026
Glenmore Lodge Fruit & Vegetables	30/11/2026
Provision of Marketing Services	18/02/2027
Inverclyde Security Services	31/03/2027
Inverclyde Cleaning & Catering Contract	31/03/2027

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 10 out of 14 contractors awarded regulated procurements in Section 2 were SMEs.

Overall, **46%** (70% in the previous year) of **sportscotland** annual procurement spend was awarded to SMEs.

The reduction in overall SME award value is a result of high value contracts requiring re-tendering with subsequent awards in 2024/25 (e.g. Inverclyde Cleaning & Catering Contract). Total percentage of regulated contract awards to SME has increased from 50% (2023/24) to **90%** (2024/25).

Section 8

Fair Working Practices and Climate Emergency

Fair Work First

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.

Where relevant and proportionate to do so, **sportscotland** is embedding Fair Work First criteria in new procurements. Fair Work First is incorporated into all regulated contracts awarded during the period of this report. Fair Work First considerations included in tender submissions are monitored through contract management throughout the duration of the contracts.

Climate Emergency

sportscotland has included its commitment to climate and the circular economy in its Procurement Strategy. Climate and the circular economy are considered in all new procurement and savings have started to be reported in this area. Environmental impact will continue to be monitored through our contract management process.

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 Property Directorate or another collaborative procurement agency such as Crown Commercial Service, **sportscotland's** policy is to utilise these contracts.

Overall Framework Spend & Savings

Framework Type	Amount Spent	Savings
Scottish Government	£245,999	£46,121 (c 19%)
Crown Commercial, NHS & others	£1,053,957	£213,587 (c 20%)
Total	£1,299,956	£259,709 (c 20%)