
Procurement Annual Report 1 January 2017 to 31 March 2018

Putting sport first

sportscotland
the national agency for sport

Document Control

Change Record

Date	Author	Version	Change Reference
13/7/18	Kate Brown, Procurement Manager	0.1 draft	New Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
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27/7/18		0.3 final	Final Sign Off by Stuart Ogg, Director of Corporate Services.

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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 2016-19. As required by the Procurement Reform (Scotland) Act 2014, the [sportscotland Procurement Strategy](#) was published in November 2016.

The Procurement Strategy is set within the context of **sportscotland**'s corporate plan 2015-19 which sets out the following:

Vision: Our vision is a Scotland where sport is a way of life, where sport is at the heart of Scottish society and has a positive impact on people and communities.

Mission: Our mission is to build a world class sporting system for everyone in Scotland. World class is an ambition to be the best we can be at all levels in sport.

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 January 2017 to 31st March 2018, **sportscotland** awarded twelve regulated contracts all of which complied with the **sportscotland** Procurement Strategy 2016-19.

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

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available
16/01/17	Inverclyde Loose Furniture – Supported Businesses Framework	16/01/17	31/3/17	NL Industries	£82,260.00	
01/02/17	Inverclyde Cardio Vascular	01/02/17	30/3/22	Life Fitness	£148,434.00	
01/03/17	Inverclyde Security Services - Scotland Excel Framework	03/03/17	31/3/22	Profile Security Services Ltd	£41,702.00 p/a	2 x 1 year
31/03/17	Catering Services Inverclyde & Cumbrae	01/04/17	31/3/22	Elior UK	£433,836.00 p/a	2 x 1 year
31/03/17	Cleaning 2017 LOT 1 Templeton Caledonia SIS	01/04/17	31/03/22	Shine Cleaning Solutions Ltd	£89,936.00 p/a	2 x 1 year
31/03/17	Cleaning 2017 LOT 2 Inverclyde & Cumbrae	01/04/17	31/03/22	Elior UK	£252,910.00 p/a	2 x 1 year
21/04/17	Insurances 2017	25/04/17	24/04/20	Clark Thomson Insurance Brokers	£44,146.00 p/a	
04/08/17	Active Scotland Outcomes Framework Research	07/08/17	30/03/18	Research Scotland	£105,225.00	
19/12/17	Provision of Minibuses Glenmore Lodge – CCS Framework	01/04/18	01/04/22	Arnold Clark Vehicle Management	£98,454.00	
03/01/18	Health & Safety Advisory Service	03/01/18	02/01/21	Amalgamate Safety Risk Management	£10,800.00 p/a	2 x 1 year
22/02/18	Child Wellbeing & Protection in Sport	01/04/18	31/03/21	Children 1st	£540,089.00	2 x 1 year
05/03/18	Hybrid Storage & SD WAN Solutions – CCS Framework	05/03/18	05/06/23	Proact IT Ltd	£58,345.00	

Section 3

Review of Regulated Procurement Compliance

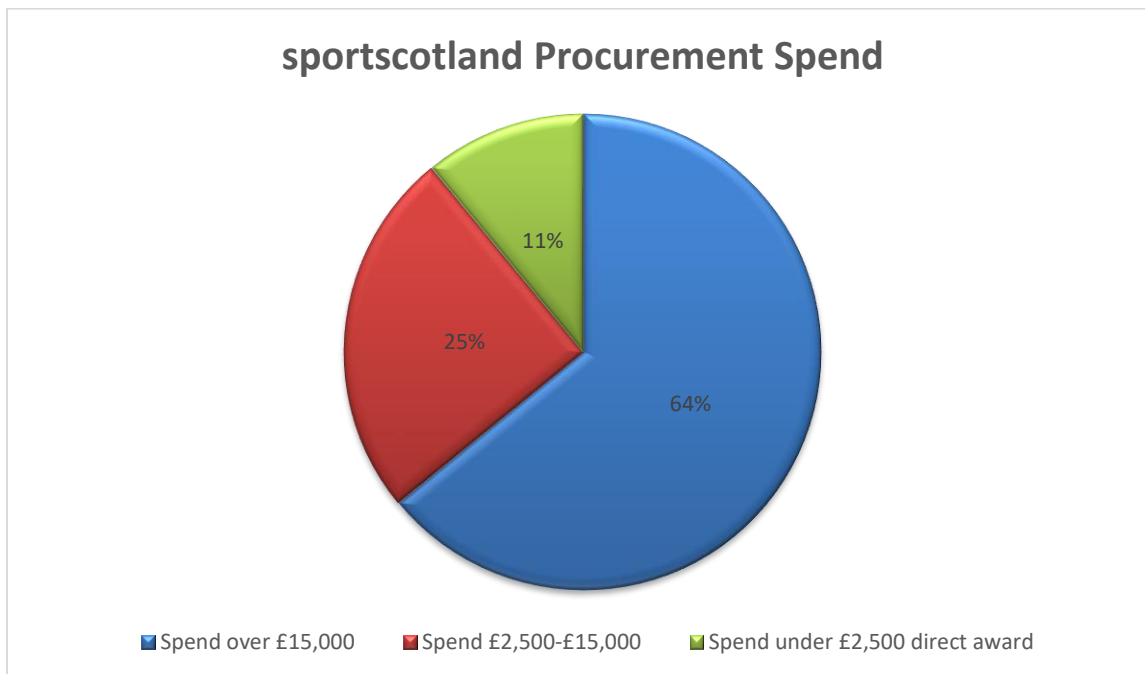
The Procurement Reform (Scotland) Act 2014 requires an annual report to include a review of whether the regulated procurements complied with the authority's procurement strategy.

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

Twelve of these contracts, as listed in Section 2, were regulated with four awarded through a collaborative framework and eight being advertised and awarded through Public Contracts Scotland.

Three contracts were over EU thresholds and all complied with the Public Contracts (Scotland) Regulations 2015.

sportscotland overall procurement spend was £7,084,000 with percentage expenditure illustrated in the following chart:-



To ensure continued compliance, **sportscotland's** Procurement Team will provide refresher training during year 2018 to 2019 to ensure awareness of procurement thresholds. The Procurement Team will also monitor completion of Procurement e-learning training. In addition, more frequent access to spend reports will be obtained through the **sportscotland** financial system.

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 one contract greater than £4,000,000 in place, The **sportscotland** National Training Centre Inverclyde Fully Inclusive Facility. The contract realised the following community benefits with figures provided and evidenced throughout the contract by the main contractor Morrison Construction:-

Key Performance Indicator	Tender Target	Confirmed Figure
Work placement (16+ years) - no of persons	5	9
Work placement (14-16 years) - no of persons	1	1
Curriculum Support Activities - individual engagement	3	11
Graduates	1	1
Apprentice starts – no of persons	4	6
Apprentice completions – no of persons	1	2
Jobs advertised through local employment vehicles – no of advertisements	2	27
N/SVQ starts for subcontractors – no of persons	4	8
N/SVQ completions for subcontractors – no of persons	3	4
Training plans for subcontractors – no of plans	3	7
Supervisor training for subcontractors – no of persons	3	6
Leadership & Management training for subcontractors – no of persons	3	3
Advanced Health & Safety training for subcontractors – no of persons	3	6

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 2016-19 and has awarded the following contracts through the Scottish Government Framework for Supported Businesses and Factories during the reporting period:-

Supported Business	Contract	Date	Spend
NL Industries	sportscotland National Training Centre Inverclyde Provision of Loose Furniture	16/01/17	£82,260.00
Dovetail Enterprises	sportscotland National Training Centre Inverclyde Provision of Beds	27/01/17	£21,749.60
Haven PTS	sportscotland Provision of Uniforms	07/02/17	£8,000.00
The Sign Factory	sportscotland Provision of Signage	07/02/18	£25,791.00
Dovetail Enterprises	sportscotland National Centre Glenmore Lodge, Provision of Furniture	01/06/17	£3,839.00
NL Industries	sportscotland National Training Centre Inverclyde	01/08/17	£2,820.00
Dovetail Enterprises	sportscotland Institute of Sport Provision of Furniture	01/12/17	£271.70
The Sign Factory	Manufacture of ‘Grace’s Signs’ for facilities across sportscotland .	01/12/17	£150.00
NL Industries	sportscotland National Training Centre Inverclyde Provision of Furniture	01/01/18	£4,122.00
St Jude’s Laundry	sportscotland sundry laundry Caledonia House	2017/18	£43.00
Total			£149,046.30

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
2018/2019	sportscotland Leadership Programme for External Partners	New
2018/2019	sportscotland Designer Services	Re-let
2018/2019	sportscotland National Centre Glenmore Lodge Laundry Services	Re-let
2018/2019	sportscotland SGB Expert Resource Lot 1 Legal	Re-let
2018/2019	sportscotland SGB Expert Resource Lot 2 Finance	Re-let
2018/2019	sportscotland SGB Expert Resource Lot 3 Human Resources	Re-let
2018/2019	Vehicle Leasing	Re-let
2018/2019	PR Agency	Re-let
2019/2020	Equality Standards for Sport	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	Training Providers Framework	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, 50% of regulated procurements were awarded to SMEs. Overall 75% 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 £893,534 through eighteen Scottish Government Frameworks, resulting in savings of £120,032.

In addition, savings of £203,590 were realised through locally procured category C contracts.