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# **Procurement Annual Report**

## **1 April 2020 to 31 March 2021**

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Sport for life

**sportscotland**  
the national agency for sport

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# Document Control

## Change Record

Date	Author	Version	Change Reference
16/08/2021	Kate Brown, Procurement Manager	0.1 draft	Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
03/09/2021		0.2 draft	Updated following review by Neville Cobb, Head of Finance and Governance
06/09/2021		0.3 final	Final Sign Off by Forbes Dunlop, Chief Operating Officer.

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# Section 1

## Impact of Coronavirus

As a result of the Covid 19 pandemic, all new **sportscotland** procurement was put on hold in April 2020 unless for essential goods or services and contracts were extended where possible to ensure continuity of supply of goods and services. In addition, due to lockdown, many current contracts were also paused, or significantly reduced during the year, due to the reduction in **sportscotland** activity. During this period compliance with **sportscotland** procurement strategy, and all procedures, was retained.

Following guidance from Scottish Procurement in SPPNs 4,5 and 6, **sportscotland** ensured continuity plans were in place for critical contracts and, regular communication continued with suppliers resulting in supplier relief being provided where required.

Once the lifting of restrictions initially commenced in Summer 2020, the main procurement priority was sourcing of PPE which was co-ordinated centrally to ensure compliance, standardisation satisfactory quality and value for money. Contractors already in place were utilised for virtually all requirements which resulted in minimal supply chain issues and, in some cases where contractors had diversified into PPE, **sportscotland** providing another form of supplier relief.

Despite some minimal facility opening during Summer/Autumn 2020, **sportscotland** offices and National Centres have predominantly remained closed over the period of the report. The impact of the Covid 19 pandemic on procurement activity in **sportscotland** has therefore been significant with the number of regulated contracts awarded and all areas of spend reducing significantly.

# Section 2

## 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. 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 3

### 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 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021, **sportscotland** awarded six regulated contracts all of which complied with the **sportscotland** Procurement Strategy.

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

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available
20/04/20	<b>sportscotland</b> Insurances	26/04/20	25/04/23	Marsh Commercial	£54,029.00 p/a	
27/04/20	<b>sportscotland</b> Institute of Sport Performance Analysis Services	01/04/20	31/03/22	Elite Sports Analysis Ltd	£87,500.00 p/a	2 x 1 year
14/05/20	SGB External Audit Consultancy	01/04/20	31/03/22	KPMG	£50,000.00 p/a	2 x 1 year
27/08/20	<b>sportscotland</b> Film Services	27/08/20	31/08/22	Solo Films Production Ltd	£25,000.00 p/a	2 x 1 year
20/04/20	<b>sportscotland</b> Provision of Office Uniforms, PPE and Sports Clothing Lot 2 Sports Clothing	20/04/20	31/12/22	Joma Sport	£15,000.00 p/a	2 x 1 year

02/11/20	<b>sportscotland</b> Provision of Office Uniforms, PPE and Sports Clothing Lot 1 Office Clothing and PPE	02/11/20	31/12/22	PWT Corporate Wear	£15,000.00 p/a	2 x 1 year
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## Section 4

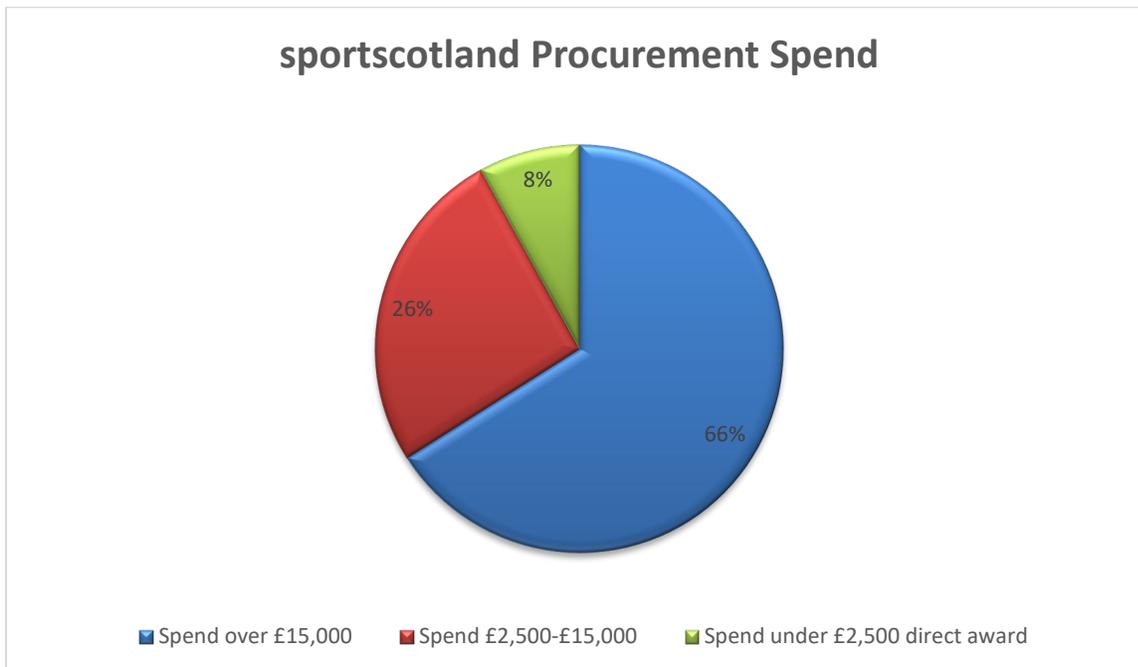
### Review of Regulated Procurement Compliance

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 eight contracts through competitive tendering, all of which complied with the **sportscotland** procurement strategy.

Six 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 £4,367,061 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, procurement refresher training for all staff will take place during 2021/2022.

## Section 5

### 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.

As reported in previous years, **sportscotland** National Sports Training Centre Inverclyde and **sportscotland** National Outdoor Centre Glenmore Lodge provide significant community benefits when operating. As both centres were closed for a significant part of the year, with staff furloughed for the majority of the year, reduced community benefits have been included for the year, with Inverclyde providing some Covid specific support to the community:-

Benefit	Detail
Inverclyde was offered as surge site for North Ayrshire Council in spring of 2020.	In the early stages of the first lockdown, we worked closely with the NHS Health & Social Care Partnership to consider Inverclyde as a potential surge site for beds to support the NHS. Thankfully these plans did not need to be activated.
Inverclyde has been used as a Vaccination Centre	In December 2020, we started work with NHS Ayrshire & Arran to consider utilising Inverclyde as a vaccination site for the rollout. We welcomed our first vaccinators and visitors to site in February and by the end of March 2021 had over 7,000 vaccinations administered over 7 days, this is expected to continue into summer 2021, with many of our staff teams volunteering to support as marshals during this time.
Local First Responders training location	Providing facility for local community
Scottish Fire and Rescue	Provision of training location

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

Benefit	Detail
Community defibrillator	On site and installed by charity Lucky2BHere
Mountain Rescue and Avalanche Information and Support	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.

Environmental fund	Donations from fund made to small local projects
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## Section 6

### 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 and has awarded the following contracts to Supported Businesses during the reporting period:-

Supported Business	Contract	Spend
Dovetail Enterprises	Furniture	£2,675.00
Highland Blindcraft	Beds	£349.00
<b>Total</b>		<b>£3,024.00</b>

## Section 7

### 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	Estimated Total Value
2021/2022	<b>sportscotland</b> Design Services	Re-let	£100,000.00
2021/2022	Training Providers Framework	Re-let	£200,000.00
2021/2022	<b>sportscotland</b> Institute of Sport Medical Consumables	Re-let	£80,000.00

2021/2022	<b>sportscotland</b> Strength and Conditioning Equipment	Re-let	£100,000.00
2021/2022	<b>sportscotland</b> National Centre Glenmore Lodge Supply of Dry and Frozen Goods	Re-let	£300,000.00
2021/2022	Inverclyde Cardio Vascular Equipment	Re-let	£200,000.00
2022/2023	Child Wellbeing and Protection in Sport	Re-let	£375,000.00
2022/2023	Supply of Laundry Services – Glenmore Lodge	Re-let	£60,000.00
2022/2023	Equality Standard for Sport Expert Resource Consultancy	Re-let	£80,000.00
2022/2023	<b>sportscotland</b> National Centre Glenmore Lodge, Supply of Pellets for Biomass Plant	Re-let	£100,000.00
2022/2023	Physiotherapy Services Grampian	Re-let	£60,000.00
2022/2023	Physiotherapy Services Tayside and Fife	Re-let	£60,000.00
2022/2023	Physiotherapy Services West	Re-let	£60,000.00
2022/2023	Insurance Tender	Re-let	£150,000.00
2022/2023	IT Microsoft Enterprise Agreement	Re-let	£300,000.00
2022/2023	Mobile Voice & Data Services	Re-let	£80,000.00
2022/2023	Vehicle Leasing	Re-let	£1,200,000.00
		<b>Total</b>	<b>£3,505,000.00</b>

## Section 8

### 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 4 out of the 6 regulated procurements in Section 2 were awarded to SMEs. Overall 82% of **sportscotland** annual procurement spend was awarded to SMEs.

## Section 9

### 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 procurement and reporting on this will be included in the 2021/22 Annual Procurement Report.

#### Climate Emergency

Further to SPPN/1 2021, **sportscotland** has included its commitment to climate and the circular economy in its Procurement Strategy. Climate and the circular economy is considered in all new procurement and is now monitored through contract management. **sportscotland** will commence reporting on this in the 2021/22 Annual Procurement Report.

## Section 10

### 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 £271,914.22 through fourteen Scottish Government Frameworks, resulting in savings of £42,009.52.

**sportscotland** also had spend of £642,821.00 with Crown Commercial Service Frameworks. Where available savings realised through these frameworks are included in **sportscotland** savings figures.

In addition, savings of £308,425.00 were realised through locally procured category C contracts.