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# **Procurement Annual Report**

## **1 April 2023 to 31 March 2024**

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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
25/09/2024	Jeremi Bielecki	0.1 draft	Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
01/10/2024	Mark Drummond	0.2 draft	Updated following review by Mark Drummond, Head of Finance and Governance
04/10/2024	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 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 1<sup>st</sup> April 2023 to 31<sup>st</sup> March 2024, **sportscotland** awarded four regulated contracts (2022-23: eight) to a total sum of £944,711 (2022-23: £1,438,909). All procurements complied with the **sportscotland** Procurement Strategy.

Details of the four contracts awarded that meet Regulation Procurement definition in 2023/24 are provided in the table below:

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available
03/05/2023	SIS Performance Data Management Solution	03/05/2023	02/11/2023	Forth Point Analytics Limited	£98,949	-
07/06/2023	Case Management Support Services	07/06/2023	31/03/2024	Children 1st	£400,000	06/06/2027
16/11/2023	Inverclyde Gymnastic Hall Roof	16/11/2023	31/03/2024	Hugh L S McConnells	£329,762	-
07/02/2024	Performance Analysis Services	07/02/2024	31/03/2028	Elite Sports Analysis Limited	£116,000	31/03/2028

## 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 (£30,000 as of 1 January 2024) to follow a competitive tender exercise. During the period covered by this annual report, **sportscotland** awarded nine contracts (2022-23: eleven) through competitive tendering, all of which complied with the **sportscotland** procurement strategy.

Four of these contracts, as listed in Section 2, were regulated with all complying with **sportscotland's** 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. Between January and February 2024, Finance & Procurement delivered refresher training to all individuals (approx. 150) with purchasing authority within **sportscotland**.

## 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
<b>Inverclyde</b>	
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.

<b>Glenmore Lodge</b>	
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 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 £4,060 excluding VAT with Supported Businesses in the financial period 2023-2024.

## 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
TBC	Glenmore Lodge (GL) Pool Upgrade	New	£60,000
TBC	(GL) API Website/ESP Elite	New	£50,000
TBC	(GL) Website PHP upgrade	New	£15,000
TBC	(GL) Mobile elevated work EV platform/cherry picker	New	£45,000
TBC	(GL) Facilities Grounds EV Vehicle	New	£30,000
TBC	(GL) Dining Room Refurb	New	£50,000
TBC	(GL) Avalanche Service Weather Stations	New	£16,000
24/25	Inverclyde Centre (INV) Fitness Provision - Flooring and kit upgrade	New	£325,000
24/25	(INV) Dining room servery	New	£40,000
24/25	(INV) Road access and door to Sports Hall	New	£8,000
24/25	(INV) CCTV within lifts	New	£10,000
24/25	(INV) Mattress protectors	New	£6,500
25/26	(INV) Accessible EV Charging points	New	£60,000
25/26	(INV) Increase number of Hoists (4 additional rooms)	New	£64,000
25/26	(INV) Gymnastics door access	New	£5,000
26/27	(INV) AV Upgrades	New	£50,000

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.

<b>Contract</b>	<b>End Date</b>
Asset Management System	15/11/2024
High Performance Professional Liability Insurance	30/11/2024
Learning Pool Platform - LMS Professional	30/11/2024
Travel Services 2019	13/12/2024
Caledonia House Lift maintenance	24/12/2024
Caledonia House Security Services and Cash Collection	31/12/2024
Crown Commercial - Estates Management Services	31/12/2024
Glenmore Lodge Private Water Supply – Intake Works	31/12/2024
IT - FortiGate 201F	31/12/2024
<b>sportscotland</b> Uniforms 2020	31/12/2024
Comms SG Framework Agreement for the Provision Of Public Relations Services	31/01/2025
CCS Framework Photocopier Rentals 2021	28/02/2025
Inverclyde Indoor Class Bike	19/03/2025
CCS Fuel & Associated Services	31/03/2025
Changing Lives through sport and physical activity	31/03/2025
Commonwealth Games (Scotland) Endowment Fund, Accounting Services	31/03/2025
Eye Tracker Warranty	31/03/2025
Inverclyde Security Services Scotland Excel Framework	31/03/2025
Political Monitoring Service 2021	31/03/2025
Scottish Government Natural Gas	31/03/2025
Trust Company External Auditor	31/03/2025
Insurance Tender 2023	25/04/2025
Physical Preparation	01/05/2025
Glenmore Lodge Booking and CRM System	21/05/2025
Equality Standard for Sport 2019	31/05/2025
Human Resource Information System 2021	31/05/2025
Equality and Sport Research 2024	02/06/2025
LinkedIn - G-Cloud 12 Call-Off Contract	29/06/2025
<b>sportscotland</b> Strength & Conditioning Equipment 2021	31/08/2025
Inverclyde Group Booking Management Software	21/09/2025
Glenmore Lodge Dry & Frozen Goods 2021	30/09/2025
Glenmore Lodge Scotland Excel Alcoholic Beverages Framework	30/11/2025
HR Reward Project Expert Resource	31/12/2025
Training Provider 2022	23/01/2026
Accounting Software	01/03/2026
Glenmore Lodge - Supply of Website Hosting & Support	13/03/2026
CCS Fuel Card Framework	22/03/2026
Comms Design Services 2023	29/03/2026
SIS Medical Consumables 2022	31/03/2026



## 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 2 out of 4 contractors awarded regulated procurements in Section 2 were SMEs. Overall, 70% of **sportscotland** annual procurement spend was awarded to SMEs.

## 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 is 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.

During the period, **sportscotland** awarded the total of £991,333.85 in call-offs through Public Frameworks including Scottish Government, Crown Commercial Service and others with a total saving value of £294,245.22.

**sportscotland** spent £379,922.39 through Scottish Government Frameworks, resulting in savings of £175,473.00. **sportscotland** also spent £611,411.46 with Crown Commercial Service, NHS and other Frameworks realising total savings of £171,023.16.

In addition, savings of £29,977 were realised through locally procured category C contracts (total award value of £944,711).