
Procurement Annual Report

1 April 2025 to 31 March 2026

Sport for life

sportscotland
the national agency for sport

Document Control

Change Record

Date	Author	Version	Change Reference
29/07/2026	Jeremi Bielecki	v1	

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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>

This report provides details of **sportscotland**'s procurement activity and the progress made in delivering the priorities and objectives of the sportscotland Procurement Strategy. The Strategy was first published in November 2016, in accordance with the Procurement Reform (Scotland) Act 2014, and is reviewed annually.

The Procurement Strategy is aligned with **sportscotland**'s corporate strategy, Sport for Life, and its Business Plan, which set the following vision and mission:

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.

The Strategy also supports **sportscotland**'s contribution to Public Service Reform by promoting efficient and effective use of public resources, collaborative procurement, streamlined processes and a continued focus on achieving sustainable value and improved outcomes through procurement. This report highlights relevant activity and progress made during 2025/26, including the use of collaborative frameworks, delivery of procurement savings and improvements to procurement processes.

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 April 2025 to 31 March 2026, **sportscotland** awarded four regulated contracts, compared with ten in 2024/25, with a total value of £1,455,850, compared with £2,285,584 in 2024/25. This represents a reduction of £829,734, or approximately 36%, in total regulated contract value. All regulated procurements complied with the **sportscotland** Procurement Strategy. Details of the four contracts awarded that meet the definition of Regulated Procurement in 2025/26 are provided in the table below:

Date of Award	Title	Start Date	End Date	Contractor	Total Amount (excl VAT)	Extensions Available (up to)
02/06/2025	Active Schools Evaluation	02/06/2025	31/03/2026	Research Scotland	£58,450	-
08/09/2025	sportscotland Learning and Development Framework	08/09/2025	07/09/2027	12 Companies listed below*	£1,144,000	07/09/2029
15/10/2025	Strength and Conditioning Equipment 2025	15/10/2025	14/10/2027	Perform Better, Primal Strength, Elite Sport Performance Technologies, BLK BOX	£60,000	-
17/12/2025	Inverclyde Car Park Works	17/12/2025	31/03/2026	Cairn Construction Ltd	£193,400	31/03/2026

*Actify Training and Technology CIC, Cosensa Learning and Development, Elite Training and Consultancy (Scotland) Ltd, Equity Coach, Firstport, Leaderbeing, LLSE Community Interest Company Ltd, Plan4Sport, St Andrews Management Centre Ltd, The Social Marketing Gateway, UK Body Talk, Tara McGregor t/a Belcare.

Examples of regulated procurement activity during the year included the establishment of the Learning and Development Framework, which appointed a range of specialist providers, and the procurement of strength and conditioning equipment through a multi-supplier arrangement. These approaches provided supplier choice and flexibility while supporting SME participation.

Section 3

Review of Regulated Procurement Compliance

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

sportscotland's Procurement Strategy requires all procurements over £30,000 to follow a competitive tender exercise. Lower-value exercises with complex requirements may also follow a competitive tender process.

During the period covered by this report, sportscotland awarded 12 contracts through competitive tendering, compared with 16 in 2024/25. Eight of these contracts were below the regulated procurement threshold. All procurements complied with the sportscotland Procurement Strategy.

All procurement exercises were conducted in accordance with the principles of equal treatment, non-discrimination, transparency and proportionality. Requirements and evaluation criteria were communicated to participating suppliers in advance and applied consistently. Procurement decisions and approvals were documented to maintain a clear and transparent audit trail.

Regulated procurement opportunities were advertised through Public Contracts Scotland where a separate competition was required. Where **sportscotland** used an existing public-sector framework, the relevant call-off or further competition process was followed. Requirements between £30,000 and £50,000 were normally undertaken using the Public Contracts Scotland Quick Quote facility.

To support continued compliance, all sportscotland staff with delegated purchasing authority and all new employees are required to complete procurement e-learning.

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.

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 **£12,000** (excl VAT) with Supported Businesses in the financial period 2025/2026.

During the year, **sportscotland** continued to consider the use of supported businesses and relevant reserved frameworks when planning suitable requirements. Opportunities to use supported businesses were considered as part of procurement planning where relevant and proportionate.

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
2026/27	SAIS Weather stations	New	£25k
2026/27	GL - East wing roof replacement	New	£200k
2026/27	GL - Upgrade of car park and trailer parking	New	£60k
2026/27	GL - Outdoor Classroom	New	£30k
2026/27	GL – Potable Water Phase 2	New	£250k
2026/27	INV – Extending Carpark 2	New	£200k
2026/27	INV – Extending Carpark 3	New	£175k
2026/27	Investment System Consultancy	New	TBC

*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.

Name	Contract End Date
IT - Umbraco Maintenance and Support	14/07/2026
Glenmore Lodge - Supply of Website Hosting & Support	31/07/2026
sportscotland Payroll	24/09/2026
Roof Replacement Design - Glenmore Lodge	30/09/2026
SGB Coalition	30/09/2026
Extracorporeal Shock Wave Therapy Units	13/11/2026
Comms PR & Marketing	31/03/2027
SGB Payroll Supplier	31/03/2027
Glenmore Lodge Butchers Meat	30/04/2027
Event Administration and Management	01/06/2027
Case Management Support Services	07/06/2027
Summer of Sport Evaluation	30/06/2027
High Performance Physiotherapy Services - Tayside and Fife	15/07/2027
High Performance Physiotherapy Services - Highlands and Islands	15/07/2027
High Performance Physiotherapy Services - West	15/07/2027
High Performance Physiotherapy Services - East	15/07/2027
High Performance Physiotherapy Services - Central	15/07/2027
High Performance Physiotherapy Services - Grampian	15/07/2027
Glenmore Lodge Painting & Decorating Framework	31/08/2027
Vehicle Leasing	31/08/2027
SGB Expert Resource Lot 3 HR	30/11/2027
SGB Expert Resource Lot 1 Legal	30/11/2027

Learning Management System	31/03/2028
Performance Analysis Services	31/03/2028
Internal Audit	31/03/2028
Child Wellbeing and Protection in Sport	31/03/2028
Physical Preparation	31/03/2028

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.

The four regulated procurement exercises completed during 2025/26 resulted in the appointment of 18 suppliers, all of which were SMEs.

Overall, 74% of **sportscotland's** annual procurement spend was with SMEs, compared with 46% in the previous year.

The proportion of regulated contract awards made to SMEs increased from 90% in 2024/25 to 100% in 2025/26.

Section 8

Fair Working Practices, Prompt Payment 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.

Fair Work First considerations were incorporated into all four regulated procurement exercises completed during 2025/26. Bidders were asked to explain their fair working practices as part of their tender submissions, with relevant commitments incorporated into contract-management arrangements for monitoring during delivery.

Prompt Payment

sportscotland is committed to paying valid supplier invoices within 30 days and works towards the Scottish Government target of payment within 10 working days. Relevant contracts require contractors to apply equivalent 30-day payment terms to their subcontractors and wider supply

chains. Prompt-payment requirements are addressed through contract terms and, where proportionate, monitored through contract-management arrangements.

Climate Emergency

sportscotland's Procurement Strategy reflects its commitment to sustainability, climate considerations and the circular economy. Relevant and proportionate sustainability requirements are incorporated into tender specifications and evaluation criteria, with suppliers responsible for demonstrating how they will meet these requirements and, where applicable, reporting on delivery throughout the contract term.

sportscotland also uses collaborative frameworks established by the Scottish Procurement and Property Directorate and other public-sector bodies, where environmental and sustainability considerations have been addressed through supplier selection and framework award criteria. This enables **sportscotland** to access pre-competed arrangements that support more sustainable purchasing decisions while delivering value for money.

Section 9

Procurement Savings

Where a requirement can be met and value for money achieved through an existing contract established by the Scottish Procurement and Property Directorate or another collaborative procurement organisation, such as Crown Commercial Service, **sportscotland's** policy is to use these arrangements. This supports the delivery of Public Service Reform objectives by reducing duplication, making effective use of public-sector buying power, streamlining procurement activity and delivering demonstrable financial savings.

During 2025/26, **sportscotland** spent £1,547,035 through collaborative frameworks, generating reported savings of £279,235, equivalent to approximately 18% of framework spend. This demonstrates the contribution of collaborative procurement to securing value for money and making efficient use of public resources.

Overall Framework Spend & Savings

Framework Type	Amount Spent	Savings
Scottish Government	£799,248	£151,857 (c. 19%)
Crown Commercial, NHS & others	£747,787	£127,378 (c. 17%)
Total	£1,547,035	£279,235 (c. 18%)