



**West Lothian College**

**Annual Procurement Report**

**01 August 2021 – 31 July 2022**

## Executive Summary

1. West Lothian College is one of thirteen college regions in Scotland and serves an area with one of the fastest growing populations in Scotland. Positioned on the M8 corridor between Scotland's two largest cities, the college operates in an area with a region with a relatively strong economy.
2. The college provides a wide range of further and higher education courses to meet the needs of West Lothian's people, communities and economy. These support government priorities such as Developing the Young Workforce, the Young Person's Guarantee and widening access to higher education. Hundreds of senior school pupils in West Lothian's twelve secondary schools take part in college courses each year alongside their school qualifications and the college continues to be the top choice for school leavers.
3. West Lothian College plays a critical role in achieving community planning partnership priorities to address the skills needs of employers and enable people to be better educated with access to quality learning and job opportunities. The college has a symbiotic relationship with West Lothian Council and increasingly with third sector organisations across the region.

## 4. Vision, Goals and Values

4.1. West Lothian College's vision is of a highly skilled, enterprising and resilient workforce, and the four strategic goals that will enable the College to achieve that vision are:

- Inspiring and enabling success for all
- Supporting economic recovery and growth
- Strengthening our communities
- Leading with vision and empathy.

4.2. The values that underpin that vision and everything the College does are:

- Welcoming to all
- Students at the centre of everything we do
- Always striving for better.

4.3. Living our values means that we exhibit the following behaviours:

4.3.1. Welcoming to all

- We are respectful and inclusive, and treat everyone as an individual
- We listen actively, and communicate in an open and supportive way
- We are positive role models, engaging with purpose and enthusiasm

4.3.2. Students at the centre of everything we do

- We work together and support each other as part of a team
- We are flexible and accommodating, and act on feedback to make changes
- We are understanding and responsive, focusing on individual needs

4.3.3. Always striving for better

- We evaluate and reflect on our practice to improve and succeed
- We are open to new ways of working, look outwards and learn from others
- We are proactive and forward thinking, preparing for what may come next

5. Although not a statutory requirement, West Lothian College is publishing this Annual Procurement Report to provide transparency aligning with the requirements of the Procurement Reform (Scotland) Act 2014 (PRA).
6. This report covers the period of 01 August 2021 to 31 July 2022 and addresses performance and achievements in delivering the West Lothian College organisational Procurement Strategy<sup>1</sup>.
7. The development of the Procurement Strategy was the outcome of consultation and discussion with internal and external stakeholders who have an interest in the institutional approach to procurement and its impact. Stakeholder engagement will also feature in the annual assessments of the achievement of regulatory compliance, strategic objectives of the institution, value for money [defined as the best balance of cost, quality and sustainability] and delivery against the institution's broader aims and objectives, in line with [Scotland's National Outcomes](#). This process of review and reporting will inform any adjustments to the Procurement Strategy deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences to which the institution may need to adjust.
8. West Lothian College has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:
  - 8.1. There were no GPA regulated procurements (goods and services worth more than £177,897; works worth more than £4,447,447<sup>2</sup>), including Call-off contracts from National and Sectoral Frameworks<sup>3</sup>.
  - 8.2. Lower value regulated procurements (goods and services worth more than £50,000, works worth more than £2 million), including Call-off contracts from National and Sectoral Frameworks, amounted to £480,040.62. There were six such procurements completed, including three non-compliant.
  - 8.3. In addition, the College Procurement Function was involved with a number of projects below the regulated limits, a total value of £1,073,003.39. There were nine such procurements completed, including three works contracts, in the Financial Year.
9. More detailed information on the regulated procurements, sorted into procurement categories, is provided in Sections 1 and 2 and in Appendix A of this report.
10. West Lothian College has over 1,100 active suppliers, around 450 with whom the College did business in the reporting period. Between 01 August 2021 and 31 July 2022 the College has spent almost £5m on the purchase of goods and services. In the reporting period, around 68% of third-party expenditure was influenced by Procurement by use of National and Sectoral Frameworks and/or appointed on Local Contracts.
11. In addition to the above, the College has Internal Thresholds for spend below the legally regulated limits and not covered by an existing contract. These are available at Annex 3. This ensures that nearly all low value spend is compliant with the College internal regulations. Over 85% of College spend was compliant with internal and external regulations.
12. The College has continued to use of national, sectoral, local or regional C1 collaborative contracts and frameworks wherever suitable. As well as bringing leverage based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to

---

<sup>1</sup> <https://www.west-lothian.ac.uk/corporate-and-governance/strategies-policies-and-procedures/>

<sup>2</sup> Public contracts thresholds are revised every 2 years – next due on 01/01/2024

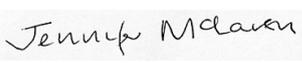
<sup>3</sup> Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements

take place is reduced significantly. Over 55%<sup>4</sup> of the College spend went through collaborative agreements. This is a slight reduction on 2020/21, however this has been affected by an increase in devolved departmental spend as a result of the College remobilising post Covid-19 pandemic.

13. 64%<sup>4</sup> of third-party expenditure was spent with SMEs, SMEs constitute 82%<sup>4</sup> of the total of actively used suppliers. 4 SMEs featured in the award of regulated procurements or were awarded through Call-off Contracts from a Framework Agreement.
14. This report comprises five sections which address mandatory reporting requirements.
- Section 1: Summary of Regulated Procurements Completed
  - Section 2: Review of Regulated Procurement Compliance
  - Section 3: Community Benefit Summary
  - Section 4: Supported Businesses Summary
  - Section 5: Future Regulated Procurements Summary

**Report Approved – 16 November 2022**

By [West Lothian College](#)

Signed 

[Jennifer McLaren](#)

**Position** Vice Principal, Finance & Corporate Services

---

<sup>4</sup> Please note, due to the required publication date, this figure is estimated and is still to be independently verified.

## Section 1: Summary of Regulated Procurements Completed

- 1.1. West Lothian College strongly believes in conducting its procurements in an open and inclusive manner.
- 1.2. The details of regulated procurements completed are set out in a list at the end of this report with details summarised in Appendix A. That information, coupled with the publication of the Institutional Contracts Register<sup>5</sup> and the systematic use of Public Contracts Scotland (PCS)<sup>6</sup>, PCS-Quick Quotes and PCS-Tender<sup>7</sup>, provides complete visibility of the college's procurement activity over the reporting period.
- 1.3. In Appendix A, information is set out to show lower value regulated procurements completed and GPA regulated procurements completed. These are separated into contract categories and distinguish collaborative contracts from institutional ones. For each completed regulated procurement the information provided shows:
  - 1.3.1. the date of award
  - 1.3.2. the start dates
  - 1.3.3. the category subject matter
  - 1.3.4. the name of the supplier
  - 1.3.5. estimated value of the contract – total over contract period
  - 1.3.6. collaborative or institution owned
  - 1.3.7. the end date provided for in the contract or a description of the circumstances in which the contract will end
  - 1.3.8. SME / supported business

---

<sup>5</sup> <https://www.apuc-scot.ac.uk/#!/institution?inst=36>

<sup>6</sup> <https://www.publiccontractsscotland.gov.uk/>

<sup>7</sup> <https://www.publictendersscotland.gov.uk/>

## Section 2: Review of Regulated Procurement Compliance

- 2.1. Where appropriate, West Lothian College has made use of collaborative contracts to deliver improved contract terms, supported contract and supplier management, sustainable procurement outcomes and value for money (the best balance of cost, quality and sustainability).
- 2.2. In making its regulated procurements every care has been taken to ensure that the college awards the business to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.
- 2.3. In the period covered by this report the college has conducted all its regulated procurements in compliance with GPA Principles of non-discrimination, transparency and procedural fairness.
- 2.4. Successful delivery against the Procurement Strategy objectives is part of a customer valued, continual improvement process (CIP) that seeks incremental improvements to process and outcomes over time.

### 2.5. Organisational Procurement Review (OPR)

- 2.6. APUC undertakes an Organisational Procurement Review every 2-3 years, supplementing the Government’s Procurement and Commercial Improvement Plan (PCIP) which do not cover small public bodies. West Lothian College achieved a score of 68% in its most recent OPR conducted, 28 October 2020. The college continues to take action and make improvements based on the feedback received in last OPR.

Procurement Strategic Objective	Procurement Reform Act Statement	Annual Report Commentary on strategy delivery/compliance
<p>1. To promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities.</p>	<p>Addresses how the college ensures that its regulated procurements deliver value for money.</p> <p>Addresses how the college ensures that its regulated procurements contribute to the carrying out of its functions and achievements of its purpose.</p>	<p>The best balance of cost, quality and sustainability is consistently used to assess value for money delivered and to identify sensible aggregation opportunities through collaborative contracting.</p> <p>Expenditure on goods, services and works is analysed on a quarterly basis to identify where joint purchasing, use of local, regional and national framework agreements, consolidated contracting can bring value to the college and is identified in the college’s forward contracting plan.</p> <p>The college has continued to promote the use of Framework Agreements, with spend on frameworks over 55%<sup>8</sup> of spend in 2021/22. This has driven direct, as well as efficiency savings, it has also helped reduce risk and reduced time to market.</p>
<p>2. To facilitate the development of an effective and co-ordinated purchasing effort within the college.</p>	<p>Addresses how the college ensures that its regulated procurements deliver value for money.</p> <p>Addresses statement of the college’s general policy on consulting and engaging with those affected by its procurements.</p> <p>Addresses how the college ensures that its regulated procurements are carried</p>	<p>Optimal procurement strategies are developed and agreed through consultation with key stakeholders, end users and suppliers. This intelligence gathering approach is also used to deliver innovation, to improve skills and competencies in securing the most appropriate procurement routes to market that yield best value outcomes consistent with the guidelines set out in the <a href="#">Scottish Procurement Journey</a>.</p> <p>Procurement activities follow the guidelines set out in the Procurement Journey. This helps to manage the expectations of stakeholders, customers and suppliers alike and facilitates</p>

<sup>8</sup> Please note, due to the required publication date, this figure is estimated and is still to be independently verified.

	<p>out in compliance with its duty to act in a transparent and proportionate manner.</p> <p>Addresses how the college ensures that economic operators are treated equally and without discrimination.</p>	<p>best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>A Procurement Request Form that details intended purchases and authorises them is in place so that the procurement can proceed, this has been further refined to continue to meet the changing demands of the Procurement process. This also allows Procurement to advise on the best route to market. This supports the Procurement Section in coordinating purchasing requirements and help in managing risk.</p> <p>Procurement undertakes an Annual Procurement Customer Satisfaction Survey across its client departments to improve its service offerings and ensure guidance and service meets the need of the institution. The 2022 Customer Satisfaction Survey has shown that the Procurement function has continued to improve relationships across the college, with a high level of respondents scoring Satisfied or Very Satisfied on all questions answered.</p>
<p><b>3.</b> To analyse the college's non-pay expenditure and apply appropriate procurement strategies to deliver value for money and reduce commercial risk.</p>	<p>Addresses how the college ensures that its regulated procurements deliver value for money.</p> <p>Addresses how the college ensures that its regulated procurements are carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>Non-Pay Expenditure is analysed on a quarterly and annual bases and used to create the college's Forward Contracting Plan. The college calculates and monitors its collaborative and local savings.</p> <p>Annual Expenditure Analysis is utilised when engaging with internal stakeholders to improve and increase the college's contracted spend. This approach has seen the level of contract and framework coverage maintained at around 68% of procurement influenceable spend. This is a slight drop on the previous year, however, this is as a result of a significant increase in devolved spend as the college remobilised following 2 years of Covid measures.</p> <p>The college utilises a range of Risk Analysis tools to maintain a full Procurement Risk Register. High risk areas are identified and plans put in place to manage.</p>
<p><b>4.</b> To develop appropriate management information making use of appropriate ICT Tools in order to measure the performance and value for money (vfm) achieved by the College.</p>	<p>Addresses how the authority ensures that its regulated procurements are carried out in compliance with its duty to act in a transparent and proportionate manner.</p>	<p>West Lothian College utilises a full range of tools to advertise, measure and monitor contracts and suppliers. All tenders and savings are recorded on the college's Contract Register, Hunter, with reports to college management.</p> <p>Contract Management tools are being rolled out to stakeholders with Procurement involvement in all strategic contracts.</p> <p>The college has recently adopted the SCM Tool created by UKUPC. This will be used on all strategic contracts to manage contracts, allowing the college to monitor KPIs, Contract Management meetings as well as assessing the suppliers on a number of sustainability measures. The use of this tool will be expanded in 2022/23 to all contracted suppliers above the regulated value.</p>
<p><b>5.</b> To provide leadership and policy guidance to ensure that corporate and social</p>	<p>Addresses the college's general policy on promoting compliance by contractors and sub-contractors with the Health and Safety at Work</p>	<p>Procedures are in place to ensure that consideration of environmental, social and economic issues and benefits is made. Where appropriate, on a contract-by-contract basis, the college considers use of appropriate Sustainability Tools. Tenderers are required to sign up to the Sustain Supply Chain</p>

<p>responsibilities are appropriately reflected in the college's procurement objectives and practices.</p>	<p>etc. Act 1974 (c.37) and any provision made under that Act.</p> <p>Addresses how the College intends to ensure that its regulated procurements will be carried out in compliance with the sustainable procurement duty.</p> <p>Addresses how the college intends to ensure that its regulated procurements will be carried out in compliance with its duty to treat relevant economic operators equally and without discrimination.</p> <p>Addresses statements on securing prompt settlements with suppliers, the provision of food to improve the health, wellbeing and education of communities in the college's area and promote the highest standards of animal welfare.</p> <p>Addresses statement of the college's general policy on the payment of a living wage to persons involved in producing, providing or constructing the subject matter of regulated procurements.</p> <p>Addresses statement of the college's general policy on the procurement of fairly and ethically traded goods and services.</p> <p>Addresses statement on community benefits.</p>	<p>Code of Conduct, developed by APUC, during the tendering process.</p> <p>Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet high ethical standards and values in the conduct of their business. West Lothian College is committed to contracting only with suppliers that comply with all appropriate and relevant legislation. Where appropriate, and on a contract by contract basis, the institution will assess the legislation applicable to a procurement and take steps to ensure bidders comply with it e.g. Health and Safety, Late Payment legislation. Where relevant and proportionate, the Living Wage and fair work practices of suppliers are promoted in tender documentation. West Lothian College is a Living Wage Employer. The college uses standard terms and conditions that covers the Equality Act 2010.</p> <p>Sustainability and social responsibilities improvements achieved through Procurement activities are reported to the college Senior Management as part of any Award Recommendation Reports. Section 3 of this report provides a summary of community benefits obtained through contracts delivered.</p> <p>West Lothian College Terms &amp; Conditions require all contractors to meet all obligations in the compliance with anti-slavery, human trafficking laws, discrimination law, and health and safety law. Payment terms with Contractors are 30 days and Contractors are required to pay sub-contractors within that period.</p> <p>The college is an affiliated member of Electronics Watch, an independent monitoring organisation of the electronics industry which monitors ethical issues in the first, second and third tier supply chains.</p> <p>The college considers sustainability in all tenders, with suppliers actively encouraged to propose sustainable alternatives to conventional products.</p> <p>The college worked with its Works Contractors throughout the year to make sustainability savings, unfortunately due to the scope of the projects, environmental savings were minimal, however, the following was achieved:</p> <ul style="list-style-type: none"> <li>Carpet Tiles meant for disposal given to the College for spares to be used for ongoing maintenance;</li> <li>Ceiling Tiles meant for disposal given to the College for spares to be used for ongoing maintenance.</li> </ul> <p>The college purchases the majority of its food for Campus Catering and Curriculum through APUC and TUCO Frameworks. These Frameworks actively work with the suppliers to minimise environmental impact of food production.</p> <p>The college are participating in the Sectors FNT2030 Sustainability Plans. This project will develop a set of goals for individual Colleges and the sector as a whole to address the Climate Emergency through its supply chain. These goals will</p>
--	--	--

		<p>be integrated into the college's plans in the 2022/23 Financial Year.</p> <p>The Procurement Team are represented on the college's Sustainability Group where they can take feedback college's Sustainability goals which can then be built into any procurement activity.</p>
--	--	---

- 2.7. West Lothian College has procurement process and sign off arrangements that are consistent with the guidelines set out in the Procurement Journey and that have met the objectives and obligations set out immediately above.

### Section 3: Community Benefit Summary

- 3.1. The Procurement Reform (Scotland) Act 2014 (PRA) requires that for every procurement over £4m, West Lothian College must consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses, to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4m.
- 3.2. The general college policy on identifying community benefit requirements is to conduct risk and opportunities assessments through stakeholder consultation and engagement – on a case-by-case basis the question is asked, ‘could a community benefit clause be usefully included?’ Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification and/or technical questions and into the eventual conditions of contract performance.
- 3.3. As a small institution, West Lothian College has not tendered for any procurements over £4m in the reporting period (in line with legislation) and it has not had the opportunity to include Community Benefits Clauses in other tenders which fall below the £4m threshold. It has not, therefore, been applicable to include Community Benefit Clauses in any tenders or contracts in this financial year.
- 3.4. Though it has not been applicable to include Community Benefits Clauses within tenders in the reporting period, a number of tenders have included Community Benefit and Added Value technical questions within the tenders where appropriate and proportional. These mostly delivered benefits for the Student Community.
- 3.5. A number of Community Benefits have been taken up by the College within the Financial Year 2021/22:
  - 3.5.1. Maxi Construction (WLC-2122-001 and WLC-2122-008) Sponsored the college 2021 Graduation Ceremonies;
  - 3.5.2. First Scotland East (WLC-2122-024) Sponsored the college 2021 Graduation Ceremonies;
  - 3.5.3. Verdancy (WLC-2122-003) Sponsored the college 2021 Graduation Ceremonies;
  - 3.5.4. The Conveyance of Students Contract (WLC-2122-022 Lot 1) by Salmond’s Mini Coach Hire ran with Euro 5 or Euro 6 vehicles, reducing the environmental impact of the College’s Student Travel;
  - 3.5.5. All trips ran by Contractors on the Ad-hoc Coach Hire Contract (WLC-2122-022 Lot 2) ran with Euro 5 or Euro 6 vehicles, reducing the environmental impact of the Colleges trips;
  - 3.5.6. Maxi Construction (WLC-2122-008) delivered the following community benefits:
    - 3.5.6.1. 10% of Materials Sourced from Local Suppliers;
    - 3.5.6.2. Donation of timber materials to a schools project that was being held on the campus that involved building furniture/structures from the likes of used pallets;
    - 3.5.6.3. On 8th March 2022 they worked with the college during Scottish Apprenticeship week, with 6 groups of 10 students on guided tours of the works zones, talking about what they were doing, construction processes and relating back to what they were studying;

#### **Section 4: Supported Business**

- 4.1. Higher value procurements, regulated procurements are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Route 2 recommends and Route 3 mandates the use of the Single Procurement Document (SPD (Scotland)). The SPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micros, small or medium), or whether they are supported businesses.
- 4.2. The college reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with Scottish Procurement and GPA Legislation and ensuring value for money for the institution (using only the support Business Registered currently available and published by Ready for Business).
- 4.3. During the reporting period, none of the Procurements undertaken have been able to be fulfilled by any registered Supported Businesses. The college continues to explore the opportunities to engage with Supported Businesses for its ongoing procurement requirements.

## Section 5 – Future Regulated Procurements

- 5.1. West Lothian College is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.
- 5.2. In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Appendix D should be viewed with this caveat in mind.
- 5.3. The information provided in Appendix D - list of Future Regulated Procurements covers:
  - 5.3.1. the subject matter of the anticipated regulated procurement
  - 5.3.2. whether it is a new, extended or re-let procurement
  - 5.3.3. the expected contract notice publication date
  - 5.3.4. expected award date
  - 5.3.5. expected start and end date
  - 5.3.6. the estimated value of the contract.
  - 5.3.7. contract category A, B, C or C1

**Appendix A - List of Regulated Procurements (Compliant and Non-Compliant) Completed in the Reporting Period 01/08/2021-31/07/2022**

**Compliant**

Contract Reference	Category Subject	Supplier name	Contract Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without Extensions)	Extensions Available (Months)	Value over contract period	SME status	Living Wage
<b>WLC-2122-016</b>	Access, Employment and Schools Furniture	Azzurro Ltd	B	25/05/2022	25/05/2022	24/08/2022	N/A	£75,437.00	Large	A
<b>WLC-2122-018</b>	Hairdressing and Barbering Kits	College Kits Direct Ltd	B	22/06/2022	01/07/2022	30/06/2023	24	£75,000.00	Small	D
<b>WLC-2122-019</b>	Beauty Therapy Kits	College Kits Direct Ltd	B	22/06/2022	01/07/2022	30/06/2023	24	£75,000.00	Small	D
<b>TOTAL:</b>								<b>£225,437.00</b>		

**Non-Compliant**

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date	Value over contract period	SME status	Living Wage	Reason for Non-Compliance
<b>WLC-2122-009</b>	CO2 Monitoring & Alarm System	MCE Scotland Ltd	C	03/11/2021	03/11/2021	02/08/2022	£66,110.00	Medium	D	Urgent requirement for college operation during Covid-19 pandemic. Required to tie in with College's existing Building Management System which is only managed by MCE Scotland.

**Non-Compliant**

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date	Value over contract period	SME status	Living Wage	Reason for Non-Compliance
WLC-2122-022	IT Infrastructure Upgrade	West Lothian Council	C	22/03/2022	01/04/2022	31/03/2027	£127,450.00	Large	A	Addition to college's existing contracts with West Lothian Council. Costs were compared to private sector offerings.
WLC-2223-002	Privacy Pods	Tsunami Axis Ltd	C	27/07/2022	01/08/2022	30/09/2022	£61,043.62	Medium	D	Addition to previous order with supplier for which 5 quotes were obtained. Pods required to match existing pods.
<b>TOTAL:</b>							<b>£254,603.62</b>			

**List of Non-Regulated Procurements with Procurement Function Involvement Completed in the Reporting Period 01/08/2021-31/07/2022**

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without extensions)	Extensions Available (Months)	Value over contract period	SME status	Living Wage
WLC-2122-003	NDEE Project Consultancy	Mott MacDonald Ltd	A	29/10/2021	29/10/2021	28/01/2023	0	£35,807.50	Medium	A
WLC-2122-008	Student Focused College Improvement Works	Maxi Construction	A	10/12/2021	10/12/2021	09/07/2022	0	£422,238.75	Medium	C

**List of Non-Regulated Procurements with Procurement Function Involvement Completed in the Reporting Period 01/08/2021-31/07/2022**

Contract Reference	Category Subject	Supplier name	Owner: Cat A/B or C?	Date of Award	Start Date	End Date (without extensions)	Extensions Available (Months)	Value over contract period	SME status	Living Wage
WLC-2122-011A	Eco-Houses - Legal Advice	Anderson Strathern	B	27/01/2022	28/01/2022	27/03/2022	0	£1,130.00	Medium	A
WLC-2122-011B	Eco-Houses Professional Support	Campbell Martin Associates	C	03/03/2022	22/02/2022	21/03/2023	0	£13,000.00	Micro	B
WLC-2122-011	Eco Houses Construction - Design & Build	McTaggart Construction Ltd	B	31/03/2022	01/04/2022	31/03/2023	0	£399,140.48	Medium	C
WLC-2122-025	Hospitality & Catering Uniforms	Russums	C1	11/05/2022	01/07/2022	30/06/2023	0	£5,912.00	Small	D
WLC-2122-023	Hybrid Working Arrangements, Building No1	Maxi Construction	A	16/06/2022	20/06/2022	19/08/2022	0	£165,774.66	Medium	C
WLC-2122-017	Hair & Beauty Uniforms	Dencowear Ltd T/A Salonwear Direct	B	21/06/2022	01/07/2022	30/06/2023	24	£30,000.00	Small	D
<b>TOTAL:</b>								<b>£1,073,003.39</b>		

### **Appendix B - List of Regulated Procurements with Community Benefit Requirements Fulfilled**

West Lothian College awarded no regulated contracts with Community Benefit Clause Requirements in the reporting period.

Please review section 3 of the report for Community Benefits delivered as part of below contracts that were below the regulated limits.

### **Appendix C - List of Regulated Procurements placed with Supported Businesses**

West Lothian College awarded no contracts with Supported Businesses in the reporting period.

**Appendix D - List of Regulated Procurements planned to commence in next two F/Ys 01/08/2022-31/07/2023 and 01/08/2023 – 31/07/2024**

The following list contains a number of tenders where the current contract has an available extension, the column “Expected Tender Publication Date” is based on the current contracted end date. For information, we have included the extension period available on the current iteration of the contracts. Should these contracts be extended tenderers should add the number of months to the “Expected Tender Publication Date”.

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Value over contract period
General Stationery and Office Paper <sup>9</sup>	A	Re-Let	0	01/08/2022	12/09/2022	03/10/2022	02/10/2025	24	£100,000.00
Agency Staff <sup>9</sup>	B	New	N/A	31/08/2022	03/10/2022	01/01/2023	31/12/2024	24	£780,000.00
Print and Signage Services <sup>9</sup>	C	New	N/A	10/10/2022	28/11/2022	01/12/2022	30/11/2024	24	£80,000.00
NDEE Project - Building No3 Decarbonisation <sup>9</sup>	A	New	N/A	31/10/2022	01/12/2022	05/01/2023	04/01/2024	0	£2,000,000.00
Legal Services <sup>9</sup>	C	New	N/A	31/10/2022	01/01/2023	01/08/2023	31/07/2025	24	£80,000.00
Associate Trainers	C - Framework	Re-Let	24	31/10/2022	09/01/2023	06/02/2023	05/02/2025	24	£600,000.00
Turing Scheme Project	C1	New	N/A	02/11/2022	14/11/2022	01/01/2023	31/12/2024	24	£300,000.00
Multi-Disciplinary Project Management & Full Design Team Services	C	New	N/A	16/11/2022	01/10/2022	01/11/2022	31/10/2025	24	£150,000.00
Taxi Services	C	Re-Let	12	24/11/2022	01/02/2023	01/05/2023	30/04/2026	24	£75,000.00
Waste Management	B	Re-Let	24	05/01/2023	01/02/2023	01/04/2023	31/03/2025	24	£80,000.00
Student Bus Tickets	C	Re-Let	0	01/03/2023	01/05/2023	01/07/2023	30/06/2024	0	£100,000.00

<sup>9</sup> Note: This report represents the position as at 31 July 2022, these tenders may have been published or the current contract may have been extended prior to the publication of this document, details of this will appear in Appendix A in the 2022/23 Annual Procurement Report.

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Value over contract period
Multi-Functional Devices	A	Re-Let	12	02/03/2023	01/05/2023	28/06/2023	27/06/2027	24	£140,000.00
Insurance and Insurance Services	B	Re-Let	0	03/03/2023	01/05/2023	01/08/2023	31/07/2026	24	£240,000.00
Hairdressing and Barbering Kits	B	Re-Let	24	03/03/2023	01/05/2023	01/07/2023	30/06/2024	24	£75,000.00
Beauty Therapy Kits	B	Re-Let	24	03/03/2023	01/05/2023	01/07/2023	30/06/2024	24	£75,000.00
Sports Equipment Storage Facility	C	New	N/A	03/03/2023	01/05/2023	01/06/2023	31/08/2022	0	£50,000.00
Student Group Travel	B	Re-Let	12	31/03/2023	01/05/2023	01/08/2023	31/07/2024	24	£225,000.00
Business Travel	B	Re-Let	12	31/03/2023	01/05/2023	01/08/2023	31/07/2024	24	£75,000.00
Provision of a VLE	B	Re-Let	24	31/03/2023	01/06/2023	14/09/2023	13/09/2026	24	£50,000.00
Associate Training Services - Professional Cookery	C	Re-Let	24	04/03/2024	01/07/2024	16/08/2024	15/08/2026	24	£100,000.00
Internal Audit Services	B	Re-Let	24	04/03/2024	01/04/2024	01/08/2024	31/07/2027	24	£125,000.00
Student Transport Services	C	Re-Let	24	01/05/2024	03/06/2022	01/07/2024	30/06/2026	24	£190,000.00
ePortfolios	A	Re-Let	0	02/09/2024	01/11/2024	30/11/2024	29/11/2027	24	£75,000.00
<b>TOTAL:</b>									<b>£5,765,000.00</b>

**List of Non-Regulated Procurements with Procurement Function involvement planned to commence in next two F/Ys 01/08/2022-31/07/2023 and 01/08/2023 – 31/07/2024**

Category Subject	Owner: Cat A/B/C or C1?	New, extended or re-let procurement	Current Contract Extension Period Available (Months)	Expected Tender Publication Date	Expected Date of Award	Expected Start Date	Expected End Date	Extension Period (Months)	Estimated Value over contract period
EPOS <sup>9</sup>	C	Re-Let	0	02/11/2022	12/12/2022	01/01/2023	31/12/2026	0	£20,000.00
Mobile Communications & Devices - Mobile Phones <sup>9</sup>	A	Re-Let	24	02/11/2022	01/11/2022	01/12/2022	30/11/2024	36	£6,000.00
Terrace Restaurant Refurbishment <sup>10</sup>	A	New	N/A	06/02/2023	27/03/2023	01/06/2023	31/08/2022	0	£217,000.00
Building No2 Alterations <sup>10</sup>	A	New	N/A	06/02/2023	27/03/2023	01/06/2023	31/08/2022	0	£122,500.00
Hair & Beauty Uniforms	B	Re-Let	24	03/03/2023	01/05/2023	01/07/2023	30/06/2024	24	£45,000.00
Hospitality & Catering Uniforms	C	Re-Let	0	03/03/2023	01/05/2023	01/07/2023	30/06/2024	24	£30,000.00
<b>TOTAL:</b>									<b>£440,500.00</b>

<sup>10</sup> Currently listed as two separate contracts, however, these may be combined into a single tender exercise.

## 1. Scottish Government Annex A Report

### Annex A

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	West Lothian College
b) Period of the annual procurement report	01 August 2021 to 31 July 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	No
<b><u>2. Summary of Regulated Procurements</u></b>	
<b>Completed</b>	
a) Total number of regulated contracts awarded within the report period	6
b) Total value of regulated contracts awarded within the report period	£480,040.62
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	5
i) how many of these unique suppliers are SMEs	4
ii) how many of these unique suppliers how many are Third sector bodies	0
<b><u>3. Review of Regulated Procurements</u></b>	
<b>Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	3
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	3
<b><u>4. Community Benefit Requirements</u></b>	
<b>Summary</b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	0
e) Number of Apprenticeships Filled by Priority Groups	0

f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	No Regulated Subcontracting
i) Total Value of contracts sub-contracted to Social Enterprises	No Regulated Subcontracting
j) Total Value of contracts sub-contracted to Supported Businesses	No Regulated Subcontracting
k) Other community benefit(s) fulfilled	0
<b><u>5. Fair Work and the real Living Wage</u></b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	2
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	10,265
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	87%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	3
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£0
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£0

<b>8. Spend and Savings Summary</b>	
a) Total procurement spend for the period covered by the annual procurement report.	£4,084,379.43
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£3,155,225.04
c) Total procurement spend with Third sector bodies during the period covered by the report.	Data Not Captured
d) Percentage of total procurement spend through collaborative contracts.	55% <sup>11</sup>
e) Total targeted cash savings for the period covered by the annual procurement report	
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report <i>(Please note, these figures are still to be verified)</i>	
i) delivered cash savings for Cat A contracts	TBC <sup>12</sup>
ii) delivered cash savings for Cat B contracts	TBC <sup>12</sup>
iii) delivered cash savings for Cat C contracts	£117,388.83
g) Total non-cash savings value for the period covered by the annual procurement report	TBC <sup>12</sup>
<b>9. Future regulated procurements</b>	
a) Total number of regulated procurements expected to commence in the next two financial years	23
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£5,765,000

<sup>11</sup> Please note, due to the required publication date, this figure is estimated and is still to be independently verified.

<sup>12</sup> This figure is produced externally, and has still to be finalised, this will be inserted at a later date.

## 2. Glossary of Terms

<b>A, B, C and C1 Contracts (Who buys what?)</b>	Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> <li>• Scottish Procurement</li> </ul>
	Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> <li>• Scottish Procurement</li> <li>• APUC</li> <li>• Scotland Excel</li> <li>• NHS National Procurement</li> </ul>
	Category C	Local Contracts for use by individual public bodies
	Category C1	Local or regional collaborations between public bodies
<b>BT14 – Sustainability Based Benefits</b>	sustainability benefits where costs are not normally relevant can be reported but will normally be described in narrative including but not limited to the following areas: <ul style="list-style-type: none"> <li>· Reduction in waste – packaging and / or further use of residue from processes etc.</li> <li>· Reduction in consumption - use of raw materials (consumables, utilities etc.)</li> <li>· Recycling and/or reuse of products</li> <li>· Enhanced Reputation and/or marketing opportunities</li> <li>· Community Benefits delivery</li> <li>· Carbon Reduction</li> <li>· Social, equality and / or environmental improvements</li> </ul>	
<b>Category Subject</b>	is a collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.	
<b>Community Benefits</b>	are requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental. Benefits. Community Benefits clauses are requirements which deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.	
<b>Contracts Registers</b>	these typically provide details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc).	
<b>Cost Avoidance</b>	The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially impacts, the bottom-line cost and is normally referred to as a “soft” cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.	
<b>Contract management or contract administration</b>	is the management of contracts made with customers, suppliers, partners, or employees. Contract management activities can be divided into three areas: service delivery management; relationship management; and contract administration.	
<b>GPA regulated procurements</b>	are those whose values require that they are conducted in compliance with the Public Contracts (Scotland) Regulations 2015 and the Procurement Reform (Scotland) Act 2014.	
<b>Flexible Framework</b>	Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.	
<b>GPA</b>	Government Procurement Agreement – The Thresholds as set out by the World Trade Organisation. The present thresholds are (net of VAT): - for Supply, Services and Design Contracts, £177,897, for Works Contracts £4,447,447. Public contracts (GPA) thresholds are revised every 2 years – this is next due on 01/01/2024.	

<b>Hunter</b>	<p>Hunter has been developed by the eSolutions team. It is a database solution which uses standard Microsoft packages (Access and SQL Server) enabling organisations to effectively monitor and report on collaborative contracting activities.</p> <p>As a solution, it is operational within the HE/FE sector in Scotland and is also being utilised by the HE consortia in England and Wales that also provide collaborative contracting services to the sector. Hunter has a multi-level structure which allows consortia to share collaborative agreements, make them visible to their member organisations, and in turn enabling them to record their own contracts.</p>
<b>Institutional Dashboard</b>	<p>is the area within the APUC Buyers Portal being developed by the APUC eSolutions team providing easy access to institutions' key management reporting data being recorded centrally through Hunter. The dashboard currently hosts key regulatory procurement information on Contracts Registers, forward contracting plans, expenditure reporting and APR Data. The list of reports is planned to expand to cover savings and PCIP dashboard data.</p>
<b>Living Wage</b>	<p>(A) Supplier is an accredited Living Wage Employer and have attached certification.</p> <p>(B) Supplier is paying the current Living Wage rates to all staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not Living Wage accredited.</p> <p>(C) Supplier is paying the current Living Wage rates to all staff involved in the delivery of goods and services relating to the above Framework Agreement(s) who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not Living Wage accredited.</p> <p>(D) Supplier is paying the legal minimum wage (known as the 'National Living Wage') or greater but below the Living Wage rate as outlined above to only staff that qualify for it and the basic minimum wage to other staff.</p> <p>(E) We cannot guarantee that Supplier is paying the UK minimum / living wage or above to all staff employed in the UK</p>
<b>Lotting</b>	<p>the Public Contracts (Scotland) Regulations 2015 encourage the use of lots (regulation 47), to promote competitiveness and to facilitate the involvement of SMEs in the public procurement market, by considering the appropriateness of dividing contracts into lots to smaller contracts</p>
<b>Output Specification</b>	<p>requirements are set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.</p>
<b>Prioritisation</b>	<p>the Sustainable Public Procurement Prioritisation Tool which is a tool to aid all procuring organisations across the Scottish Public Sector designed to bring a standard structured approach to the assessment of spend categories.</p>
<b>Procurement Journey</b>	<p>is public procurement toolkit with guidance and templates on the procurement process to facilitate a standardised approach to the market and contract and supplier management.</p>
<b>PCS (Public Contracts Scotland)</b>	<p>is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.</p>
<b>PCS-Tender</b>	<p>is the national eTendering system, and is centrally funded by the Scottish Government. The system is a secure and efficient means for buyers and suppliers to manage tender exercises online. The standard templates enable buyers to create consistent tender documentation.</p>
<b>Segmentation</b>	<p>the division and grouping of suppliers or contracts in relation to spend and its criticality to business.</p>

<b>Small and Medium Sized Enterprises (SMEs)</b>	encompass – <ul style="list-style-type: none"> <li>· Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million.</li> <li>· Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million.</li> <li>· Medium enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.</li> </ul>
<b>Social Enterprises</b>	are revenue-generating businesses with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.
<b>Supply Chain</b>	encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
<b>Sustain Supply Chain Code of Conduct</b>	APUC and its client community of colleges and universities is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contracts with suppliers that share and adhere to its vision. To demonstrate this commitment, current and potential suppliers are asked to acknowledge their compliance with the principles of the Sustain Supply Chain Code of Conduct with respect to their organisation and their supply chain.
<b>Supply Chain Management Programme (Sustain)</b>	is the APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain
<b>Supported business</b>	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.
<b>Supported employment programme</b>	means an employment programme operated by an economic operator, the main aim of which is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of those engaged in the programme are disabled or disadvantaged persons.
<b>Sustainable Procurement</b>	A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.
<b>Third-Party Expenditure</b>	is calculated based upon the total value of invoices paid per annum, excluding VAT, to all suppliers for the purchase of goods and services. It is defined as including: goods – tangible products such as stationery, which are often also known as supplies. Services – provision of an intangible product such as refuse collection, elderly home care, whether carried out internally or externally. Works – including construction works and utilities – energy costs. It excludes employee costs, non-cash expenditure (e.g. depreciation), grants, trust payments and other non-controllable payments to other publicly funded bodies but should include spending on agency staff, capital expenditure and programme spend on commodities and services.

### 3. College Spend Thresholds in 2021/22

#### Goods & Services Thresholds

Band	Process	Responsibility
£0 - £1k	<ul style="list-style-type: none"> <li>The budget holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained.</li> </ul>	Devolved
£1k - £12.5k	<ul style="list-style-type: none"> <li>3 price comparisons or written quotations.</li> <li>Approval of the Vice Principal – Finance &amp; Curriculum Services is required.</li> </ul>	Devolved
£12.5k - £20k	<ul style="list-style-type: none"> <li>3 price comparisons or written quotations.</li> <li>Approval of the Vice Principal – Finance &amp; Curriculum Services is required.</li> <li><i>Procurement Request Form Required</i></li> </ul>	Devolved or Procurement
£20k - £50k	<ul style="list-style-type: none"> <li>PCS- Quick Quote. 3 or more quotes advertised on Quick Quotes to named suppliers.</li> <li>Approval of the Principal is required.</li> <li><i>Procurement Request Form Required</i></li> </ul>	Devolved or Procurement
£50k - GPA Limit	<ul style="list-style-type: none"> <li>PCS – Public Contracts Scotland Open Tender Advert</li> <li>Approval of the Principal is required up to £100,000.</li> <li>Over £100,000 requires approval from the Finance and General Purposes Committee</li> <li><i>Procurement Request Form Required</i></li> </ul>	Procurement
GPA > Limit	<ul style="list-style-type: none"> <li>PCS FTS Tender – Will advertise in the Find a Tender (FTS) portal following the most appropriate process.</li> <li>Approval is required from the Finance and General Purposes Committee</li> <li><i>Procurement Request Form Required</i></li> </ul>	Procurement

#### Works Thresholds

Band	Process	Responsibility
£0 - £1k	<ul style="list-style-type: none"> <li>The budget holder shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained.</li> </ul>	Devolved
£1k - £12.5k	<ul style="list-style-type: none"> <li>3 price comparisons or written quotations.</li> <li>Approval of the Vice Principal – Finance &amp; Curriculum Services is required.</li> </ul>	Devolved
£12.5k - £20k	<ul style="list-style-type: none"> <li>3 price comparisons or written quotations.</li> <li>Approval of the Vice Principal – Finance &amp; Curriculum Services is required.</li> <li><i>Procurement Request Form Required</i></li> </ul>	Devolved or Procurement
£20k - £50k	<ul style="list-style-type: none"> <li>PCS- Quick Quote. 3 or more quotes advertised on Quick Quotes to named suppliers.</li> <li>Approval of the Principal is required.</li> <li><i>Procurement Request Form Required</i></li> </ul>	Devolved or Procurement
£50k - £2m	<ul style="list-style-type: none"> <li>PCS – Quick Quote. 5 or more quotes advertised to named suppliers.</li> <li>Approval of the Principal is required up to £100,000.</li> <li>Over £100,000 requires approval from the Finance and General Purposes Committee</li> <li>The Vice Principal – Finance &amp; Curriculum Services shall determine whether a tender or quotation is the most appropriate documentation to be issued.</li> </ul>	Procurement
£2m - GPA Limit	<ul style="list-style-type: none"> <li>PCS – Public Contracts Scotland Open Tender Advert</li> <li>Approval of the Principal is required up to £100,000.</li> <li>Over £100,000 requires approval from the Finance and General Purposes Committee</li> </ul>	Procurement
GPA > Limit	<ul style="list-style-type: none"> <li>PCS FTS Tender – Will advertise in the Find a Tender (FTS) portal following the most appropriate process.</li> <li>Community) following the most appropriate process.</li> <li>Approval is required from the Finance and General Purposes Committee</li> </ul>	Procurement