

Annual Procurement Report

November 2024



Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has an estimated annual regulated¹ spend of £5 million or more to develop a procurement strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a procurement strategy were also required to publish an Annual Procurement Report (APR), reflecting on the relevant reporting period of the procurement strategy.

This report covers the period of 01 August 2023 to 31 July 2024 and addresses performance and achievements in delivering the Edinburgh Napier University organisational procurement strategy².

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.

Edinburgh Napier University has analysed third party expenditure and has identified that over the period covered by this report the following expenditure has occurred:

- Procurements regulated under the World Trade Organisation's Government Procurement Agreement (GPA) [goods and services worth more than £214,904; works worth more than £5,372,609³ incl. VAT] amounted to £13,772,457. There were 23 such procurements completed⁴.

¹ 'Regulated' procurements are those with an estimated value equal to or greater than £50k (≥ £12,500 per annum over a four-year contract period excluding VAT) for goods & services (or £2,000,000 excluding VAT for a public works contract).

² https://staff.napier.ac.uk/services/finance/Procurement/Documents/ERPT_ProcurementStrategy.pdf

³ Public contracts (GPA) thresholds are revised every 2 years – next revision due on 01/01/2026. For further info see: <https://www.gov.scot/publications/procurement-threshold-values/pages/procurement-threshold-values-from-1-january-2024/>

⁴ Completed when the award notice is published or where the procurement process otherwise comes to an end - covers contracts and framework agreements.

- Lower value regulated procurements [goods and services worth more than £50,000, works worth more than £2 million excl. VAT] amounted to £4,667,390. There were 33 such procurements completed.

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.

Edinburgh Napier University has over 2000 active suppliers with whom the University did business in the reporting period and the total procurement expenditure was £39,759,834.

The University has been optimising use of national, sectoral, local, or regional C1 collaborative contracts and frameworks. 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 take place is reduced significantly. 36% of the University spend went through collaborative agreements.

65% was spent with SMEs who constitute 78% of the total of active suppliers. 34 SMEs featured in the award of regulated procurements.

This report comprises six sections (including Appendices) 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 – 25 November 2024

By – Audit & Risk Committee

Signed – Andy McGoff

Position - Director of Finance and Operations



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1. Summary of Regulated Procurements Completed

Edinburgh Napier University strongly believes in conducting its procurements in an open and inclusive manner with procurement objectives aligned to the University's Strategic Plan.

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 Register⁵ and the systematic use of Public Contracts Scotland and Quick Quotes, provides complete visibility of the University's procurement activity over the reporting period.

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:

- the date of award
- the start dates
- the category subject matter (contract title)
- the name of the supplier
- estimated value of the contract – total over contract period
- collaborative or institution owned
- the end date provided for in the contract or a description of the circumstances in which the contract will end.
- SME

⁵ <http://www.apuc-scot.ac.uk/#!/institution?inst=51>

2. Review of Regulated Procurement Compliance

Where appropriate, Edinburgh Napier University 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).

In making its regulated procurements every care has been taken to ensure that the University 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.

In the period covered by this report the University has conducted all its regulated procurements in compliance with EU Treaty Principles of equal treatment, non-discrimination, transparency, proportionality and mutual recognition.

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.

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>To sustain and further develop partnerships within the sector, with other publicly funded bodies, with professional bodies and appropriately with supply markets that will yield intelligence, innovation and deliver value to users of procurement services.</p> <p>Addresses Statement of the authority's general policy on consulting and engaging with those affected by its procurements.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g., impact on service for students, or a local contract that could be combined with other similar institutions' needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans and has coordinated procurement efforts on a regional basis with Edinburgh College to deliver local collaborative contracts.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>

Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>To work with internal academic budget holders, professional support service colleagues and suppliers to deliver innovation and best value to the learning, research and service support communities through the development of an effective and co-ordinated purchasing effort within the Institution.</p> <p>Addresses Statement of the authority's general policy on the use of community benefit requirements</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 Scottish Procurement Journey.</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 best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Support Academic and Professional Services Departments to enhance the learning experience, for the many and diverse needs of stakeholders, by providing innovative solutions for their procurement decisions.</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 Scottish Procurement Journey.</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 best practice and consistency with what other organisations do across the Scottish public sector.</p> <p>For every procurement over £4m, the institution will consider how it can improve the economic, social or environmental wellbeing of its area through inclusion of community benefit clauses. Where possible and proportionate, such clauses may be included in procurements below £4m.</p> <p>Care is taken to ensure that procurement operations chime in with and support institutional strategic objectives.</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Embed sound ethical, social and environmental policies within the Institution's procurement function to ensure compliance with relevant Scottish, UK and EU legislation in performance of the sustainable procurement duty.</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 during the planning stage utilising tools including Prioritisation, Flexible Framework, APUC's Supply Chain Code of Conduct, and Supply Chain Management Programme (section 2 questions = Sustain)</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. The institution 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. The University is a Living Wage employer.</p> <p>The Institution complies with its duties under the Modern Slavery Act. The Institution also encourages new suppliers to register for Ecovadis (the world's most trusted business sustainability ratings and ESG compliance solution) and works with suppliers to help improve their score.</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
<p>Promote the delivery of value for money through good procurement practice and optimal use of procurement collaboration opportunities working with the supply chains to ensure continued value, managed performance and minimal risk throughout the life of contracts for the benefit of customers and students.</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>The University sorts regulated procurements into procurement categories. How these goods, services and works are bought - joint purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review with APUC and, through user consultation, optimal category strategies are agreed, sensible aggregation opportunities are exploited, category and commodity strategies are developed, recorded, signed off and processed.</p>
<p>Sustain and further develop partnerships within the sector, with other publicly funded and professional bodies, and where appropriate with supply markets that will yield intelligence, innovation and deliver value to users of procurement.</p>	<p>The engagement with internal and external stakeholders and suppliers provides valuable feedback which informs the University of possible necessary adjustments and improvements to strategy and process.</p> <p>For each procurement, the institution considers the community affected by the resultant contract and ensures that any affected organisations/persons are consulted (e.g. impact on service for students, or a local contract that could be combined with other similar institutions’ needs). Such consultation will always be on a scale and approach relevant to the procurement in question.</p> <p>The institution contributes to sector contracting plans.</p> <p>The institution actively engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events.</p>
<p>Develop management information to measure and improve procurement and supplier performance, assisting key stakeholder areas in meeting their requirements for best value goods and services.</p>	<p>Management Information is drawn from the Scottish Procurement Information Hub (the ‘Hub’); supplier-furnished contract spend data via APUC; purchase order data from our Finance ERP system; and tailored spend reports from the HUNTER contracts database.</p>



Procurement aims and focus	Annual Report Commentary on strategy delivery/compliance
	<p>Internal governance procedures, policies and tools such as e-enabled workflow enhancements are introduced to effect improvements to procurement process and efficiency.</p> <p>Expenditure segmentation analysis and data located on the Hub, Hunter (including Contracts Registers) and Procurement Data Dashboard. Where relevant, use is made of appropriate standards and labels in procurements to take account of fair and ethical trading considerations with due consideration given to equivalent tender offerings from suppliers. Use is made of PCS and PCS-T to publish procurement opportunities, appropriate use is made of lotting, output-based specifications and clear evaluation criteria to ensure that procurements are accessible to as many bidders (including SMEs) as possible.</p>

Edinburgh Napier University 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.



3. Community Benefit Summary

For every procurement over £4m, Edinburgh Napier University will 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.

The general University 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 into the eventual conditions of contract performance.

Where applicable, as part of the tendering process, suppliers are invited to describe their approach to delivering community benefits or achieving social value through a contract. Relevant community benefits are cited such as:

- providing ‘upskilling’ opportunities (e.g., Toolbox talks) with students and staff,
- offering advice and assistance on the best practice methodology,
- employment, student work experience and vocational training opportunities,
- apprenticeships,
- local subcontractor opportunities available to SMEs, 3rd sector and supported businesses,
- direct involvement in community-based schemes or programmes,
- equality and diversity initiatives,
- supply-chain development activity,
- educational support initiatives,

Tenderers are invited to describe how such benefits will be successfully delivered through the contract and promoted to contract users. Where community benefits are included in a procurement (at or above the £4 million threshold), the award notice would include a statement of the benefits that are expected to be derived from the contract.

Edinburgh Napier University has awarded 56 regulated procurement contracts over the reporting period. None of these were over £4 million in value.



4. Supported Business

Higher value procurements regulated procurements (between £50k and GPA threshold and those equal to and above the GPA thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey. Both Routes 2 and 3 mandate 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 (micro, small or medium), or whether they are supported businesses [see Glossary of Terms for definitions].

The institution reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with GPA and Scottish Procurement Legislation and ensuring value for money for the institution (using the only Supported Business register currently available and published by Ready for Business).

The University did not reserve any contracts for supported businesses in this period. The University aims to increase its contract uptake through the Supported Business framework agreement over the next two years. In tandem, the University will research opportunities for awarding contracts to third sector bodies including social enterprises.



5. Future Regulated Procurements

Edinburgh Napier University 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.

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.

The information provided in Appendix D - list of Future Regulated Procurements covers:

- the subject matter of the anticipated regulated procurement
- expected award date
- expected start and end date
- the estimated value of the contract.
- contract category: call off from framework, C – local contract or C1 – local collaboration

6. Appendices

- Appendix A List of Regulated Procurements Completed in the Reporting Period
01/08/23 – 31/07/24
- Appendix B List of Regulated Procurements with Community Benefit
Requirements Fulfilled
- Appendix C List of Regulated Procurements placed with Supported Businesses
- Appendix D List of Regulated Procurements planned to commence in next two
F/Ys 24/25 & 25/26

Appendix A

List of Regulated Procurements Completed 1 August 2023 – 31 July 2024

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
Professional Services - General	C	19/02/2024	04/03/2024	515MER-ENU-2324-PRF507	Long Term Media Buying Agency	Hybrid News Limited	£3,314,200.00	03/03/2027	Micro	
ICT	Call-off from Framework	06/06/2024	10/06/2024	420IS-ENU-2324-PRF784	Long-Term Agreement for Audio-Visual Design, Supply, Installation, Commission and Support.	ProAV Ltd.	£3,000,000.00	09/06/2027	Large	
Estates	C	10/10/2023	30/10/2023	500PF-ENU-2324-PRF602	Bainfield Fire stopping reinstatement	Turner & Townsend Project Management Limited	£1,800,000.00	29/08/2024	Large	we are an accredited real living wage supplier.
Estates	C	10/10/2023	30/10/2023	500PF-ENU-2324-PRF602	Bainfield Fire stopping reinstatement	Melville Gomes Associates Limited	£1,800,000.00	29/08/2024	Micro	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
Professional Services - General	Call-off from Framework	22/02/2024	22/02/2024	FIN-ENU-2324-FIN-30597	Travel Management Services	Key Travel Ltd	£900,000.00	21/02/2025	Medium	
Laboratories	C1 - Local Collaboration	31/01/2024	06/06/2024	110RIO-ENU-2425-PRF880	ExtraCECI:	King's College London	£763,232.86	05/06/2028	Large	we are an accredited real living wage supplier.
Laboratories	C1 - Local Collaboration	31/01/2024	06/06/2024	110RIO-ENU-2425-PRF880	ExtraCECI:	University of York	£763,232.86	05/06/2028	Large	
Laboratories	C1 - Local Collaboration	31/01/2024	06/06/2024	110RIO-ENU-2425-PRF880	ExtraCECI:	University of Ghana	£763,232.86	05/06/2028	Small	
Professional Services - General	C	25/05/2024	01/06/2024	130INT-ENU-2425-019-PRF827	Global Commissioned Recruitment Agents	IDP EDUCATION LTD (Hotcourses)	£600,000.00	31/05/2027	Large	
Professional Services - General	C	01/09/2023	01/09/2023	S2-ENU-2223-26050 (ENU-2223-0056-00)	Graduation Gown and Photography Services	Ede & Ravenscroft Ltd	£525,000.00	31/08/2026	Large	
Professional Services - General	C	31/01/2024	31/01/2024	SRA-ENU-2425-PRF729	Overseas Commission-based	Abroad Education Consultants	£490,000.00	30/01/2027	Medium	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
					Student Recruitment					
Professional Services - General	C	24/05/2024	01/06/2024	IOSR-ENU-2425-018-PRF722	International Recruitment Agency Commission Payments	Edroots International Ltd	£490,000.00	31/05/2027	Micro	
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Home Tuition Scotland Ltd	£350,000.00	09/06/2025	Micro	we are an accredited real living wage supplier.
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Autism Initiatives	£350,000.00	09/06/2025	Large	
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Clear Links Support Ltd	£350,000.00	09/06/2025	Large	we are paying the current real living wage rates to all

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										contracted 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 real living wage accredited.
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Deaf Action	£350,000.00	09/06/2025	Large	we are an accredited real living wage supplier.



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
Professional Services - General	C	25/05/2024	01/06/2024	IOSR-ENU-2425-019-PRF826	Global Commissioned Recruitment Agents	Leap	£350,000.00	31/07/2026	Small	
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Randstad HR Solutions Limited	£350,000.00	09/06/2025	Medium	
Professional Services - General	C - Framework	31/05/2024	10/06/2024	EC-2223-0008-00 PRF817	Non-Medical Personnel Help (Framework for Provision of Individual Support)	Theorise Ltd	£350,000.00	09/06/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
ICT	Call-off from non-promoted Framework	29/09/2023	02/10/2023	ENU-2324-0005-00	UCS Server Infrastructure Refresh 2	Stone (HP)	£309,000.00	01/04/2027	Large	
Libraries	Call-off from non-promoted Framework	20/02/2024	20/02/2024	IS-ENU-PRF726	Taylor & Francis 24-26 Read and Publish JISC Subscription	Taylor & Francis	£283,200.65	19/02/2027	Medium	we are paying the current real living wage rates to all contracted staff who work regularly



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										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 real living wage accredited.
ICT	C	27/09/2023	29/09/2023	420IS-ENU-2223-PRF541 (ENU-2223-0028-00)	Exam Scheduling Software	Technology One	£271,811.00	28/09/2028	Large	we are paying the current real living wage rates to all contracted staff who work regularly



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										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 real living wage accredited.
Professional Services - General	Call-off from Framework	08/02/2024	09/02/2024	110RIO-ENU-2324-31557 (ENU-2324-PFB1034AP-Call-off)	Intellectual Property Services	Murgitroyd	£250,000.00	08/02/2027	Medium	we are an accredited real living wage supplier.
Professional Services - General	C	25/05/2024	01/06/2024	130INT-ENU-2425-019-PRF827	Global Commissioned Recruitment Agents	StudyPro	£250,000.00	31/08/2026	Small	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
ICT	Call-off from Framework	26/09/2023	01/09/2023	ENU-2324-0017-00	Microsoft EES Renewal	Phoenix Software Ltd	£240,000.00	31/08/2026	Medium	we are an accredited real living wage supplier.
Laboratories	C	06/10/2023	29/12/2023	BEST-ENU-2324-PRF439	CNC Router	Legal and General Modular Homes	£224,000.00	28/01/2024	Large	
ICT	C	15/09/2023	01/10/2023	IS-ENU-2324-PRF574 (ENU-2324-0009-00)	Apps Anywhere	Appsanywhere Limited	£219,102.00	30/09/2026	Small	
Professional Services - General	Call-off from non-promoted Framework	15/08/2023	15/08/2023	500PF-ENU-2324-33321	Estates Consultancy Services	ATKINSRÉALIS PPS LIMITED (frmly FAITHFUL+GOULD)	£200,000.00	14/02/2025	Large	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
Professional Services - General	Call-off from non-promoted Framework	15/08/2023	15/08/2023	500PF-ENU-2324-33321	Estates Consultancy Services	AtkinsRéalis UK Ltd	£200,000.00	14/02/2025	Large	we are an accredited real living wage supplier.
ICT	Call-off from Framework	01/04/2024	04/06/2024	420IS-ENU-2425-007-PRF770	Cloud-based Lecture Capture System	Academia Limited	£194,340.00	03/06/2027	Large	we are an accredited real living wage supplier.

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
ICT	C	30/05/2024	01/06/2024	600EO-ENU-2425-030-PRF908	MyProgress Nursing Practice Progress Assessment Software	Myknowledge map	£188,070.04	31/05/2025	Micro	
Professional Services - General	C	15/01/2024	15/01/2024	130INT-ENU-2324-PRF840	Global Commissioned Recruitment Agents	International Student Recruitment Agency (ISRA)	£180,500.00	14/01/2027	Small	
ICT	Call-off from non-promoted Framework	29/09/2023	02/10/2023	420IS-ENU-2324-PRF584/586 (ENU-2324-0018-00)	CRM Roadmap & Case Management	Brightwire Technology Services Ltd	£180,000.00	01/10/2024	Medium	
ICT	C	20/05/2024	01/06/2024	420IS-ENU-2425-017-PRF773	UPS Replacement & Maintenance	ROBERT M. DONALDSON LIMITED T/A RMD UK	£166,794.00	31/05/2034	Small	
Libraries	Call-off from non-promoted Framework	19/03/2024	19/03/2024	420IS-ENU-2324-PRF733	Wiley Jisc Read and Publish Open Access 2024-2025	Jisc Services Limited	£166,684.00	18/01/2026	Medium	we are an accredited real living wage supplier.
ICT	Call-off from non-promoted	26/10/2023	27/10/2023	IS-ENU-2324-PRF617	Data Integration Platform	Sword IT Solutions Ltd	£153,780.00	26/10/2024	Large	we are an accredited real

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
	Framework									living wage supplier.
Professional Services - General	Call-off from Framework	17/07/2024	01/08/2024	200FIN-ENU-2324-20362	Payment Solutions - PSC	Barclays Bank Plc T/A Barclaycard Payments	£150,000.00	31/07/2026	Large	
Professional Services - General	Call-off from Framework	23/04/2024	01/05/2024	110RIO-ENU-2425-006-PRF737	Edinburgh Napier University Innovation Hub Video Production	YNG Media Group Limited (known before as Speakeasy Productions Limited)	£150,000.00	30/04/2027	Small	we are an accredited real living wage supplier.
ICT	C	01/08/2023	01/08/2023	ENU-2324-0016-00 PRF 534	CAS Shield	Enroly	£136,350.00	31/07/2024	Micro	
ICT	Call-off from Framework	13/11/2023	13/11/2023	420IS-ENU-2324-18357	Mobile Telephony	Vodafone Limited	£120,000.00	12/11/2025	Large	
ICT	Call-off from Framework	04/10/2023	04/10/2023	ITS1051-AP Lot 5-ENU-2324-PRF599 Lot 5	Kx modules Computer Supplies & Services	Kinetics Solutions Limited	£109,348.00	03/11/2023	Medium	
Professional Services - General	C	16/10/2023	01/11/2023	100SEBE-ENU-2425-PRF1007	Scottish Enterprise High Growth Spinout Programme	Imagine Ventures LTD	£102,600.00	31/12/2024	Small	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
					(SE-HGSP) – Lasting Asset					
Professional Services - General	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning Disability (SpLD) Testing	Bright Psychology Limited	£100,000.00	30/09/2026	Small	
Professional Services - General	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning Disability (SpLD) Testing	Gerald McLaughlin	£100,000.00	30/09/2026	Micro	
Professional Services - General	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning Disability (SpLD) Testing	Helen O Donohue	£100,000.00	30/09/2026	Small	
Professional Services - General	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning Disability (SpLD) Testing	John Young	£100,000.00	30/09/2026	Small	
Professional	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning	Kirsteen Thomas	£100,000.00	30/09/2026	Small	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
Services - General					Disability (SpLD) Testing					
Professional Services - General	C	01/10/2023	01/10/2023	ENU-2324-0012-00 PRF545	Provision of Specific Learning Disability (SpLD) Testing	NEAPS	£100,000.00	30/09/2026	Small	
ICT	Call-off from non-promoted Framework	28/09/2023	28/09/2023	ENU-2324-0007-00	Cyber Security Automated Vulnerability Scanning Service	Softcat PLC	£90,000.00	27/09/2025	Large	we are an accredited real living wage supplier.
Estates	C	27/09/2023	05/10/2023	100SCEBE-ENU-2324-PRF575	CNC Machine Replacement	Mills CNC Limited	£88,000.00	04/11/2023	Large	
Professional Services - General	C	26/04/2024	29/04/2024	420IS-ENU-2425-010-PRF833	HESA Data Futures Return 2024	ICLARK CONSULTANCY LTD	£87,500.00	28/12/2024	Micro	
Laboratories	C	27/03/2024	01/04/2024	100SAPS-ENU-2425-PRF761	Multi-modal Infrared Imaging System	Li-Cor Biosciences Uk Ltd	£81,947.60	31/03/2027	Large	
Estates	C	18/09/2023	18/09/2023	500PF-ENU-2324-	Space Utilisation	Apleona Workspace Services	£80,600.00	17/03/2024	Large	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
				PRF582/634/679	Survey 2023-2024					
ICT	C	01/01/2024	01/01/2024	420IS-ENU-2324-PRF576 (ENU-2223-0052-00)	WI-FI Installation and Internet Managed Services at Student Accommodation Sites	Wifinity Limited	£80,000.00	30/06/2025	Medium	
Estates	Call-off from Framework	04/12/2023	04/12/2023	P&F-ENU-2324-PRF655	Lift Autodialer System Replacement	ADL Lift Services	£79,800.00	03/12/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										8 or more consecutive weeks of the year but am not real living wage accredited.
Professional Services - General	C	03/07/2024	01/08/2024	130INT-2425-ENU-PRF859	International Recruitment Office - Nigeria and West Africa	Carlton Consult Limited	£78,000.00	31/07/2025	Small	
Estates	C	06/10/2023	19/10/2023	500PF-ENU-2324-PRF612	Space Utilisation Six Sigma Analyst	CPI CONSULTING LIMITED	£78,000.00	18/03/2024	Small	
ICT	C	29/09/2023	02/10/2023	420IS-ENU-2324-PRF555 (ENU-2324-0001-00)	Room Utilisation Sensor Technology Pilot	PING Network Solutions	£76,000.00	01/10/2024	Small	we are an accredited real living wage supplier.
Professional Services - HR	Call-off from non-promoted	24/01/2024	25/01/2024	300HR-ENU-2324-PRFXXX-Pre-	ESPO Framework Reference 3S-22	Conexia Ltd t/a Peregrine Resourcing (previously	£70,618.58	24/01/2025	Large	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
	Framework			Employment Checks	Strategic HR Services Lot 7f Call-off	Capita Resourcing)				
Professional Services - General	C	23/01/2024	30/01/2024	IS-ENU-2324-PRF684	Uby Consulting (SITS development)	Uby Consulting Ltd	£65,000.00	29/07/2024	Micro	
Estates	Call-off from Framework	29/04/2024	01/04/2024	500PF-ENU-2324-PRF746	Laundry Services for Student Accommodation	ACF Cleaning Ltd	£62,440.10	31/03/2026	Medium	we are paying the legal minimum wage (known as the 'national living wage') or greater but below the real living wage rate.
ICT	C	11/07/2024	15/07/2024	420IS-ENU-2425-060-PRF815	Riady lecture theatre network switches.	PING Network Solutions	£60,016.75	14/01/2026	Small	we are an accredited real living

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										wage supplier.
Professional Services - General	Call-off from Framework	09/02/2024	09/02/2024	515MER-ENU-2324-PRF638	Edinburgh Napier University Red Triangle Magazine 2024-2026	J Thomson Colour Printers Ltd	£60,000.00	08/02/2025	Medium	we are paying the current real living wage rates to all contracted 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 real living wage



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										accredited.
Professional Services - HR	Call-off from Framework	14/06/2024	01/07/2024	300HR-ENU-2425-048-PRF812	Staff Survey Platform	People Insight	£60,000.00	30/06/2027	Small	we are paying the current real living wage rates to all contracted 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 real living wage



Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
										accredited.
Professional Services - General	C	01/06/2024	01/06/2024	420IS-ENU-2425-059-PRF980 (IS-ENU-2425-012-PRF657)	Symplicity UniHub 3-Year Renewal	Symplicity Corporation	£55,741.00	31/05/2027	Micro	
Estates	C	01/12/2023	01/12/2023	500PF-ENU-2324-27281 (ENU-2223-0104-00)	Pest Control	EcoLab Pest Control Ltd	£55,000.00	30/11/2024	Large	we are paying the legal minimum wage (known as the 'national living wage') or greater but below the real living wage rate.
Laboratories	C - Contract	01/08/2023	01/08/2023	ENU-2223-0135-00	Timber Testing Equipment	Dynalyse AB	£53,170.40	31/07/2024	Medium	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage status
ICT	C1 - Local Collaboration	01/08/2023	01/08/2023	420IS-ENU-2324-29612 (ENU-2324-0003-00)	InfoSec (CISO-Share) Shared Services	HEFESTIS Ltd	£50,000.00	31/07/2024	Micro	
Professional Services - General	C	17/07/2024	29/07/2024	500PF-ENU-2324-33486	Legal Services for Estates	Brodies LLP	£50,000.00	28/07/2028	Large	we are an accredited real living wage supplier.
Professional Services - HR	C	06/02/2024	06/02/2024	ENU-2324-PRF699	Edinburgh Napier University - Headhunting new Vice-Chancellor 2024 Appointment	IRG Advisors LLP (Trading as Odgers Berndtson)	£50,000.00	05/02/2025	Large	

Appendix B List of Regulated Procurements with Community Benefit Requirements Fulfilled

None

Appendix C

List of Regulated Procurements placed with Supported Businesses

None

Appendix D

List of Regulated Procurements planned during 1 August 2024 – 31 July 2026

Commodity Reference	Category Subject Matter (Title/Desc)	Forecast Contract Award Date	Forecast Start Date	End Date	Estimated Contract Value	Category
300HR-ENU-2425-PRFXXX	HR and Payroll SaaS Solution	28/04/2025	02/06/2025	01/06/2030	£2,500,000.00	Call-off from Framework
ENU-XXXX-XXXX-XX	VMWare	29/05/2026	06/07/2026	05/07/2029	£1,000,000.00	Call-off from non-promoted Framework
200FIN-ENU-2425-27623	Legal Services	30/05/2025	01/09/2025	31/08/2027	£550,000.00	Call-off from Framework
ENU-XXXX-XXXX-XX	SAN Replacement and Support	01/04/2025	01/05/2025	30/04/2025	£460,000.00	C
420IS-ENU-2425-070-PRFXXX	Prenax Journals LIB1013AP Call-off 2024-2025	28/11/2024	01/12/2024	31/12/2025	£435,000.00	Call-off from Framework
420IS-ENU-2425-PRF991	Wi-Fi Installation and Internet Managed Services at Student Accommodation Sites.	17/02/2025	01/07/2025	30/06/2028	£400,000.00	C
200FIN-ENU-2425-075-PRFxxx	Taxation Services, UK all Taxes	03/03/2025	01/05/2025	30/04/2030	£325,000.00	Call-off from Framework
420IS-ENU-2425-053-PRF001 (ENU-2122-0028-00)	IT Cabling Design/Installation/Maintenance and Support	31/03/2025	31/01/2025	30/01/2030	£325,000.00	C
ENU-XXXX-XXXX-XX	Online Payment Platform	30/08/2024	30/08/2024	29/08/2028	£280,000.00	C

Commodity Reference	Category Subject Matter (Title/Desc)	Forecast Contract Award Date	Forecast Start Date	End Date	Estimated Contract Value	Category
200FIN-ENU-2425-027-PRFxxx	External Audit	03/03/2025	01/05/2025	30/04/2028	£250,000.00	Call-off from Framework
500PF-ENU-2425-24145	Grounds Maintenance Services	01/06/2025	01/07/2024	30/06/2027	£240,000.00	C
500PF-ENU-2425-9357	Waste Management General Waste Lot A1	15/01/2025	01/02/2025	31/01/2028	£160,000.00	Call-off from Framework
ENU-XXXX-XXXX-XX	Payment Platform	30/08/2024	30/08/2024	29/08/2027	£135,000.00	C
ENU-XXXX-XXXX-XX	AV Supply and Installation	01/10/2024	01/10/2024	30/09/2027	£120,000.00	C
410SSS-ENU-2324-PRF763	Graduation AV Services	28/02/2025	01/11/2025	31/10/2028	£94,500.00	C
500PF-ENU-2425-016-PRFXXX	Hospitality and Catering Procurement, Inventory and Menu-Management System.	24/03/2025	01/07/2025	30/06/2030	£90,000.00	C
500PF-ENU-2425-PRFXXX	Waste Management Confidential Waste	20/01/2025	01/02/2025	31/01/2028	£90,000.00	Call-off from Framework
ENU-XXXX-XXXX-XX	Anthology Ally Software	14/05/2026	16/06/2026	15/06/2029	£84,000.00	Call-off from non-promoted Framework
ENU-2425-Vehicle Hire	VEH3137 NW Sustainable Fleet Solutions Call-off	14/01/2025	15/01/2025	14/09/2027	£70,000.00	Call-off from Framework
500PF-ENU-2425-PRF884	Fire Equipment & Maintenance	15/10/2024	15/10/2024	14/10/2028	£60,000.00	Call-off from non-promoted Framework
ENU-XXXX-XXXX-XX	Info4Education26-29	04/05/2026	01/06/2026	31/05/2029	£60,000.00	C1 - Local Collaboration

Commodity Reference	Category Subject Matter (Title/Desc)	Forecast Contract Award Date	Forecast Start Date	End Date	Estimated Contract Value	Category
500PF-ENU-2425-PRFXXX	Washroom Waste	20/01/2025	31/01/2025	30/01/2027	£55,000.00	Call-off from Framework
500PF-ENU-2425-34297	Electrical Maintenance	01/04/2025	01/05/2025	30/04/2028	£50,000.00	Call-off from Framework



Glossary of Terms

A, B, C and C1 Contracts (Who buys what?)

Category A	Collaborative Contracts available to all public bodies <ul style="list-style-type: none"> • Scottish Procurement
Category B	Collaborative Contracts available to public bodies within a specific sector <ul style="list-style-type: none"> • Scottish Procurement • APUC • Scotland Excel • NHS National Procurement
Category C	Local Contracts for use by individual public bodies
Category C1	Local or regional collaborations between public bodies

APUC’s Code of Conduct - 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 APUC Supply Chain Code of Conduct with respect to their organisation and their supply chain.

BT14 – Sustainability Based Benefits - 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:

- Reduction in waste – packaging and / or further use of residue from processes etc.
- Reduction in consumption - use of raw materials (consumables, utilities etc.)
- Recycling and/or reuse of products
- Enhanced Reputation and/or marketing opportunities
- Community Benefits delivery
- Carbon Reduction
- Social, equality and / or environmental improvements

Category Subject 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.

Community Benefits 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.

Contracts Registers 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).

Cost Avoidance 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.

Contract management or contract administration 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.

GPA regulated procurements 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.

Flexible Framework Self-Assessment Tool (FFSAT) enables measurement against various aspects of sustainable procurement.

Hub (Spikes Cavell) - The Scottish Procurement Information Hub is provided by Spikes Cavell as a spend analysis tool allowing organisations to: -

- Identify non-pay spend on external goods and services
- Identify key suppliers and how many transactions are made with each
- Highlight common spend across suppliers and categories
- Identify spend with SMEs and/or local suppliers

This information means that individual organisations and Centres of Expertise can identify where collaborative opportunities might exist and where transactional efficiencies could be made.

For more information, visit the Scottish Government's Hub page.

Hunter - 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.

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.

Institutional Dashboard - 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.

Lotting - 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.

OJEU thresholds OJEU is the Official Journal of the European Union, the gazette of record for the European Union. Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices.

Output Specification 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.

Prioritisation - 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.



Procurement Journey 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.

Procurement & Commercial Improvement Programme (PCIP) replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.

PCS (Public Contracts Scotland) is the national advertising portal used to advertise all public sector goods, services or works contract opportunities.

PCS-Tender 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.

Segmentation the division and grouping of suppliers or contracts in relation to spend and its criticality to business.

Small and Medium Sized Enterprises (SMEs) encompass –

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.

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.

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.

Social Enterprises 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.

Supply Chain encompasses all activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.

Supply Chain Management Programme (Sustain) 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.

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.

Supported employment programme 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.

Sustainable Procurement 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.

Third-Party Expenditure 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.

