

Annual Procurement Report 2022/23

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Introduction

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Devolved legislation sets out how Scottish public bodies, including Scottish Enterprise, buy their goods, works and services using effective and efficient public procurement. This requires Scottish Enterprise to publish a Procurement Strategy explaining how we intend to carry out our regulated procurement work (applicable to all procurement of £50k and over).

The law also requires us to publish an Annual Procurement Report detailing how our procurement activities and performance have complied with that Strategy.

This Annual Procurement Report records our delivery against our Procurement Strategy for the **period 1 April 2022 to 31 March 2023**.

Our strategic priorities

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The Scottish Government's [National Strategy for Economic Transformation](#) sets out a vision for strengthening the Scottish economy and ensuring that the benefits of success are shared by all.

The Scottish Government's National Performance Framework provides a common purpose, and values, for all of Scotland. Through this, we aim to:

- create a more successful country
- give opportunities to all people living in Scotland
- increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress.

Within Procurement we have outcomes outlined by the Sustainable Procurement Duty, which requires us to buy in a way which is good for businesses and employees,

good for society, good for places and communities and is open and connected.

These outcomes, which are supported by Scottish Government policies and guidance, underpin and enable our work. To further support this, a Public Procurement Strategy for Scotland has been published by the Scottish Government, which is structured around these areas, as well as acknowledging enablers to help achieve its aims.

Scottish Enterprise works with businesses to innovate and scale to transform Scotland's economy. Putting net zero at the heart of everything we do, our focus is on the areas where we make the biggest difference - innovation, investment and international.

[Our net zero framework](#) outlines our approach to help tackle climate change and address biodiversity loss. It focuses on economic opportunities that deliver benefits to the environment and society.

Our approach to procurement

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Our Procurement Strategy 2022/23 details our approach to undertaking regulated procurement work. During the period 2022/23, all regulated contracts were awarded in a way that meets the policies and standards set out in that strategy, and throughout this report we explain how this has been achieved.

SE's Procurement follows the 'Scottish Model of Procurement', using the Scottish Government's Procurement Journey as the basis for our operations. Our policy is, other than in exceptional circumstances, to advertise tender opportunities above £50k, excluding VAT, on the Public Contracts Scotland portal to reach the widest possible number of potential suppliers. SE has used collaborative framework agreements developed by the Scottish Procurement and Commercial Directorate, Crown Commercial Services and others where appropriate. Where no appropriate framework

agreements are available for regulated procurement (over £50k), the Procurement team has worked with internal customers to develop and procure stand-alone contracts. We have used the open procedure for most of our regulated procurement activity. This increases opportunities for suppliers, (small and medium enterprises (SMEs) in particular), and reduces paperwork and timescales. We have continued to award our contracts on the basis of the 'Most Economically Advantageous Tender' (MEAT), considering a balance between price and quality in all procurement decisions.

Summary of regulated procurements completed

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Our contracts continue to deliver a range of economic, social, and environmental benefits which support the Scottish economy.

In 2022/23 there were 54 regulated procurement projects with a **value of £85,755,858**.

As several of our procurements were multi-lot tenders, the 54 projects resulted in 80 contracts and framework agreements being awarded to 64 unique suppliers. Of those contracts, 6 were collaborative contracts let in cooperation with other organisations. All contracts were let in line with current regulations. A full summary of regulated procurement data can be found in [Annex 2](#).

	20/21	21/22	22/23
Regulated Contracts Awarded	75	66	80
Value of Regulated Contracts Awarded	£29m	£23m	£86m
Spend £	£38m	£32.5m	£32.2
Savings £	£0.3m	£0.4m	£0.5m
Savings %	0.8%	1.3%	1.4%
% Spend in Scotland	82%	82%	83%

During the reporting period our procurement projects generated **savings of £458,241.83.**

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Of the 54 procurement projects, 2 related to SE's involvement on the Mangata newbuild project at Prestwick with a total value of £54m.

Analysis of the procurement projects undertaken:

Procedure	20/21	21/22	22/23
Open	30	28	30
Restricted	0	0	0
Extension	0	6	0
Framework Call off	19	9	14
Negotiated Procedure without Prior Publication	0	1	0
Single tender	3	4	9
VEAT	0	0	1
Total	52	48	54

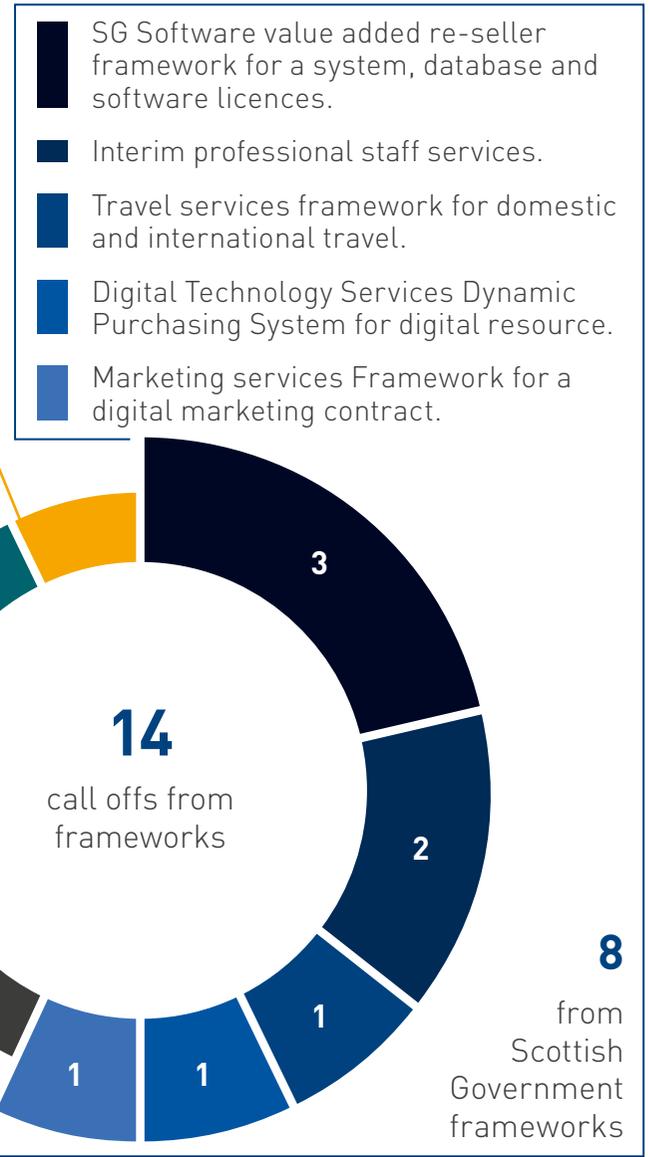
Of the 30 tenders using the open procedure, 13 tenders exceeded the threshold for advertising in the Find a Tender Service website and complied with the additional regulations applicable to contracts of this value.

3
from SE's own Exhibition Pavilion framework for overseas exhibitions.

1
from a Kent County Council (t/a KCS) framework for employee support services and benefits.

1
from the NHS Construction Consultancy Services 2 to provide full project design team services for the Mangata newbuild project at Prestwick.

1
from the SCAPE Scotland's Construction framework to appoint the lead contractor for the build of the Mangata facility.



2

Short-term contracts to enable full procurement processes to be carried out.

2

Previous open procurement processes where no suitable bidders were found.

**5**

International exhibition stand space with only one supplier who could provide the service.

A summary of the contracts awarded in 2022/23 are in [Annex 2](#).

Details of our contract awards are available on the [Public Contracts Scotland](#) website.

To ensure transparency and to assist prospective suppliers, existing suppliers and other stakeholders, the Procurement section on the [Scottish Enterprise website](#) contains more information on our approach to procurement such as our Procurement Strategy, our Procurement Forward Plan and our suite of standard terms and conditions.

Review of regulated procurement compliance

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Our Procurement Strategy 2022/23 outlined how we intended to carry out regulated procurement projects.

During this period, all regulated contracts were awarded in a way that complied with the policies and procedures set out in that document.

We have continued to work with internal and external stakeholders and the supply chain, collaborate across the public sector, undertaken a continuous improvement review and further developed the SE Procurement team. We have measured our progress using customer and supplier surveys.

Our collaboration

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Working collaboratively with external stakeholders and partners can bring opportunities such as improved project outcomes and financial savings, as well as reducing duplication of effort.

In 2022/23, SE has undertaken collaborative procurement with public sector partners including the Scottish Government, South of Scotland Enterprise, Highlands and Islands Enterprise, Skills Development Scotland, the Scottish Funding Council and Clyde Gateway.

In the period covered by this Annual report we have undertaken **6 collaborative procurement projects**.

To further develop and improve Scottish public sector procurement, we have continued our work with Scottish Government and other public sector partners. In 2022/23,

we have supported and contributed to the Procurement Collaboration Group, one of the Central Government Sector Best Practice Cluster Groups aimed at sharing relevant knowledge across the sector, and worked with others including Ayrshire Councils on Community Wealth Building. Where appropriate, we have worked with Scottish Government User Intelligence Groups for specific collaborative tendering activities.

To ensure that we continue to keep up to date and incorporate current good practice, 4 members of the Procurement team attended the Annual Scottish Procurement Conference, Procurex, in October 2022.

Scottish Enterprise participated in the Scottish Meet the Buyer event in June 2022, an event designed to help prospective and existing suppliers understand and access public sector procurement and SE's procurement opportunities.

Innovation in procurement

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The Procurement team has worked collaboratively with other relevant public sector organisations to develop innovative solutions and are a member of the Scottish Government's Procurement Innovation Leadership Group. This group aims to improve and further develop the Scottish public sector's approach to the procurement of innovation by assessing the potential for innovative solutions to challenges across the Scottish public sector.

Scottish Enterprise has continued to encourage innovation by using output-based specifications, disaggregating requirements, and accepting variant bids where appropriate. We understand that SME's can often offer innovation as well as value for money, therefore we have worked to reduce barriers to enable SMEs to access our procurement opportunities.

During 2022/23, the Group has led the development of a **new internet portal, Scotland Innovates**, to allow suppliers to submit their ideas for public sector innovation. This was launched at Procurex in October 2022.

Our Procurement team

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We have ensured that the Procurement team have the skills, knowledge, qualifications and experience to undertake their work **professionally**.

We have continued to invest in their skills and capabilities through the Scottish Government Procurement Competency Framework and individual annual development plans. The plans include flexible and ongoing learning which is important in maintaining a responsive and up to date team. In 2022/23, the SE Procurement team has undertaken a variety of training including Deterring Serious Organised Crime, CIPS Ethics training, Data Protection, Cyber resilience, Fraud, Community Benefits, Tender Evaluation and Award, Performance Management, and use of KPI's as well as Climate Literacy training.

There has been, and will continue to be, a focus on developing the Procurement team professionally to ensure they have both the skills and knowledge to maximise the benefits of procurement to SE:

- the Head of Procurement holds an MBA specialising in Supply Chain Economics
- seven members of the Procurement team are members of the Chartered Institute of Procurement and Supply (MCIPS)
- two members of the Procurement team are working towards their CIPS diploma.

To further ensure that we have the skills to deliver the specific specialist needs of our internal customers, two members of the team hold a BSc in Quantity Surveying, two have Business degrees and one has a Law degree.

Our scheme of 'delegated purchasing authority,' ensures that all staff who procure have undergone annual procurement training. Delegated authority is only given to those who can demonstrate they have the appropriate level of skills, competencies and knowledge of our procurement policies and procedures.

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Our customer and supplier surveys

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During 2022/23, we issued surveys to our internal customers and our suppliers after each regulated procurement project. This was to gauge the levels of satisfaction with both the service received and the procurement process. The responses to the internal survey have shown that the Procurement team is meeting our internal customer needs, **with 76% of internal customers who replied saying that they felt that the Procurement team added value, worked effectively and were proactive throughout the procurement exercise.** The responses to the supplier survey were entirely

positive **with 100% of the suppliers who responded saying that they felt that the process was clear to follow and that they were fairly and equally treated.**

We continue to listen to feedback received from our internal customers on our processes with the aim of simplifying our processes.

As well as carrying out supplier surveys we also seek feedback from bidders that expressed an interest in the contract notice but did not submit a tender response.

Positive
responses

76%

from customers

100%

from suppliers

Procurement and Commercial Improvement Programme (PCIP)

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The Scottish Government undertakes Procurement and Commercial Improvement Programme (PCIP) assessments across public sector organisations to ensure continuous improvement through review and benchmarking, and to embed best practice across the public sector procurement community.

SE last undertook a PCIP assessment in July 2019 and was ranked in the **highest performance band** available.

There have been no further assessments since then.

Contract and supplier management

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We have **continued to strengthen our contract management guidance** for Project Managers to ensure they are aware of good practice within the Procurement Journey.

We prepare handover information at the end of each regulated procurement process which details the key elements of the contract under management, including any KPI's. Project Managers monitor their projects including the associated contracts to ensure compliance and that outputs are delivered. As part of this, we report on specific policy objectives such as the delivery of Community Benefits. We continue to work with other teams within SE to further develop and strengthen contract and supplier management.

Our continuous improvement

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All Scottish Procurement Policy Notes (SPPNs) from Scottish Government and any relevant guidance from the various Scottish Government working groups are incorporated into our policies, processes, and procedures.

In 2022/23, the Procurement team **continued to incorporate feedback** from customers to improve internal guidance and reduce administration.

Sustainable procurement

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In 2018/19 we published the SE Sustainable Procurement Strategy 2019/22 which set out how we intended to ensure best practice and to meet our legal and financial obligations as well as achieve wider economic, social, and environmental benefits, and consider sustainability throughout the procurement process.

In line with the Climate Change Duties, we have encouraged our project managers **to act in a way that is sustainable** by asking relevant questions at the outset of a procurement project.

To support this, for each regulated procurement project, we continue to complete the Scottish Government's (SG) Sustainability Test.

We have continued to consider the whole life cost and environmental impact of construction projects as appropriate including:

- Specifying high Building Research Establishment Environmental Assessment Method (BREEAM) ratings for sustainable design and construction where appropriate
- Encouraging recycling and the reuse of materials
- Maximising the use of materials from sustainable sources in accordance with the government buying standards.
- Considering Energy Performance Certificate (EPC) ratings during the procurement of construction contracts where relevant.

Further, SE is required to assess relevant works contracts for Building Information Modelling (BIM). BIM uses digital technology to improve the sharing and analysis of data during the construction and operational phase of projects. Additionally, for any regulated works, construction or building related contracts, SE will consider the application of Whole Life Cost analysis.

We have also worked to reduce consumption of paper, energy, water, and generation of waste where possible, and to reuse or reallocate materials to avoid over-consumption. We have also considered Fair Trade or equivalent products wherever relevant and have worked to reduce the use of single-use plastics. SE's Environmental Management System, which considers procurement as a key element, has been certified to ISO14001 standard since 2017.

Our **new procurement strategy**, which encompasses our approach to sustainability, will be published in September.

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Small and Medium Enterprises (SMEs)

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In 2022/23 we continued to encourage SMEs to bid for contracts by reducing barriers to allow SMEs to access our procurement opportunities, splitting larger contracts where appropriate, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SMEs, and ensuring equality through our processes.

We continue to have **over 50% contracted spend with SMEs.**

This is in line with our sustainable procurement duty and our Community Wealth Building work.

Fair work first

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We have incorporated evaluation of Fair Work First into all tenders where the use of labour is key to the delivery of the contract. **SE is a real Living Wage Employer.**

Wherever relevant and proportionate, companies bidding to win Scottish Enterprise contracts will have to pay the real Living Wage in performance of the contract. Where suppliers have staff working on SE premises, we ensure that these employees are being paid the real Living Wage as a minimum. Also, we monitor the use of zero hours contracts to ensure that these are not used by our suppliers in an inappropriate manner in the delivery of any

services to Scottish Enterprise. We include questions on the real Living Wage and the use of zero hours contracts within our tenders for the purposes of monitoring and reporting. The figures below demonstrate that we are making real progress in ensuring Fair Work First is embraced by our supply chain.

	20/21	21/22	22/23
% of contracted suppliers committed to paying the real Living Wage	66%	69%	78%
% of contracted suppliers committed to no inappropriate use of zero hours	67%	66%	75%

In 2023/4 we will be mandating the real Living Wage be paid in all our contracts.

Community benefits

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Community Benefits are an **important element** of the sustainable procurement duty.

They can be used to build economic, social, and environmental benefits into the delivery of public sector contracts in Scotland. Within our standard invitation to tender for regulated procurement projects we state that we expect suppliers to provide a community benefits proposal within tender responses.

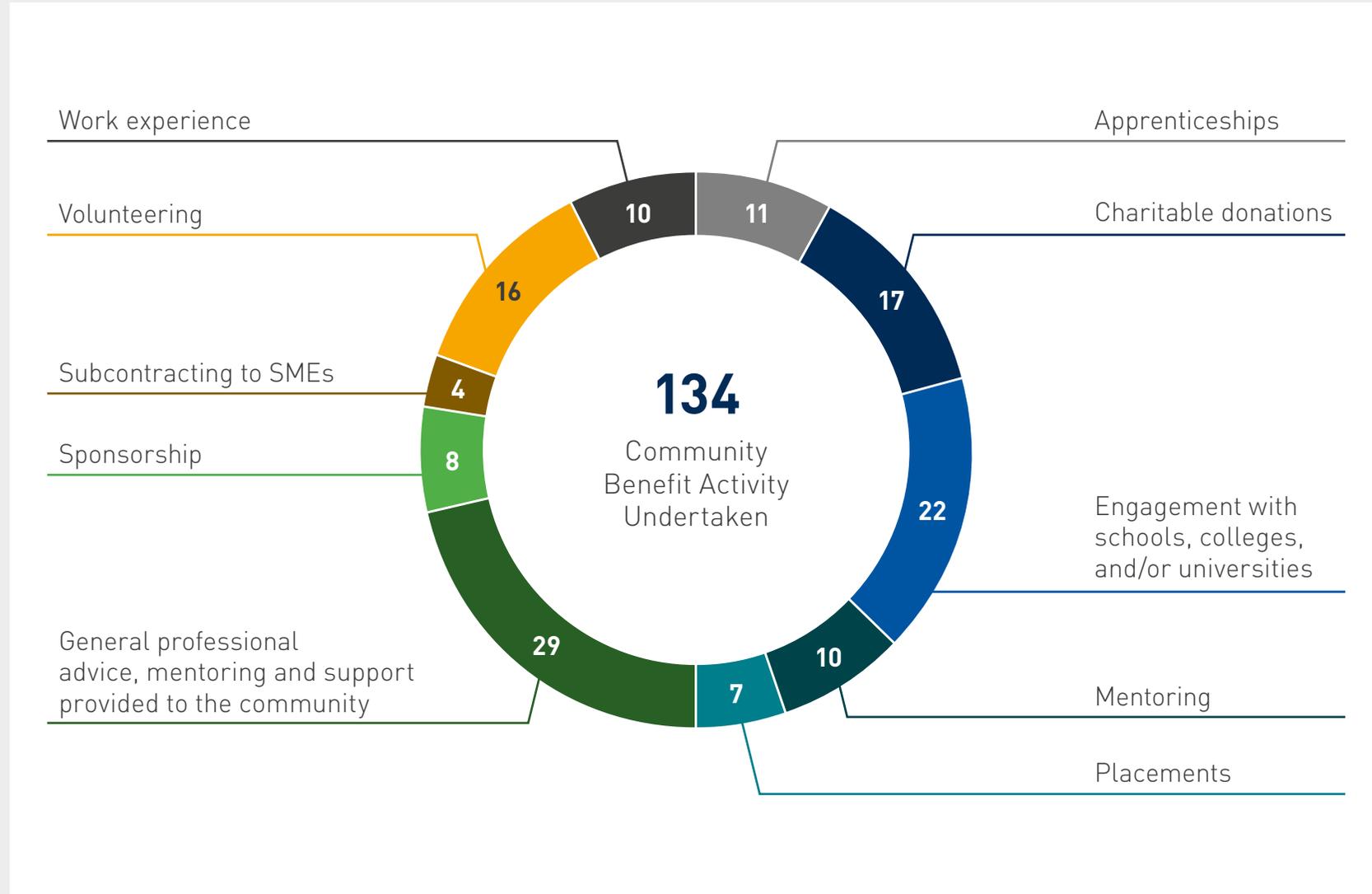
During the period of this annual report, 43 unique successful suppliers proposed community benefit activities as a result of being awarded a regulated contract with SE.

	20/21	21/22	22/23
Number of contracts awarded with proposed Community Benefits	28	32	54*

* Of the 43 unique suppliers appointed during 2022/23, 7 suppliers were awarded more than 1 contract via a framework agreement.

Through following up with suppliers with community benefit clauses appointed prior to April 2022, 36 suppliers reported they have delivered 134 community benefit activities as detailed below:

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Supported businesses and third sector

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Scottish Enterprise is committed to working with Supported Businesses and third sector organisations where possible.

We have, and will continue, to provide opportunities for Supported Businesses and third sector organisations to participate in public procurement. Procurement legislation defines Supported Businesses as businesses for which the core purpose is the social and professional integration of disabled or disadvantaged persons and

where at least 30% of the employees of those businesses are disabled or disadvantaged people. In 2022/23 there were no contracts awarded to a Supported Business. Our new flexible ways of working have resulted in a reduction of our property portfolio and increased co-location with other public sector bodies where possible. We have therefore had no requirement to procure additional office furniture in this financial year, this being a key area of expenditure with supported businesses previously. We will explore other opportunities for spending with supported businesses and third sector suppliers in future years. In 2023/24 we will be reviewing our catering policy and will aim to contract with local suppliers on an ad-hoc basis to provide catering and will include supported businesses where possible.

	20/21	21/22	22/23
No. of contracts awarded to a Supported Business	1	5	0
Total Value of contracts awarded to Supported Businesses	£5k	£82k	£0

Equality

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The Fairer Scotland Duty, Part 1 of the Equality Act 2010, came into force in Scotland in April 2018.

This requires public authorities, in the exercise of their functions, to have due regard to how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, require us to consider equality throughout our tender processes such as undertaking an Equality Impact Assessment. In 2022/23, project managers have carried out Equality Impact Assessments (EQIA) on all relevant regulated procurement which has helped to ensure that equality is

better reflected in our contracts. This work has included encouraging bids from companies owned by under-represented groups and ensuring that our services serve the needs of under-represented groups in the community more effectively.

Where relevant, suppliers are required to provide details of any equality policies and systems that they have in place that will be utilised when delivering the contract. Mandated elements of equalities legislation is included in our standard terms and conditions. Discrimination in relation to the treatment of workers in the main contract and sub-contracts is also addressed in our tender documentation and standard terms and conditions.

Management of risk including fraud

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The Procurement team has continued to **maintain high standards of compliance with policy, procedures, and process**. Our procurement activity is audited by SE internal Audit with the results of these audits being consistently positive.

In addition, we have continued to undertake our own quarterly audits of procurement activity within SE for contracts below the regulated procurement threshold. Where issues are identified, the Procurement team follow up with the relevant project manager to ensure that appropriate additional training is given and improvements are implemented.

We have a Risk Management Policy and Procedure, with guidance for risk management available at project level via SE's Project Lifecycle guidance. In relation to procurement, a risk assessment has been undertaken for each regulated procurement project with risk management allocated to relevant individuals. We have a divisional risk register and, where required, risks identified have been escalated to the SE corporate risk register in line with SE's Risk Management arrangements.

We have continued to identify, manage, and control risk by developing policy and procedures that also consider operational efficiency and effectiveness along with compliance. We consider risk proportionately in our activities, for example, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SME's.

To support our approach to risk management, we have a named procurement anti-fraud champion and a procurement anti-fraud senior responsible owner. All SE staff are bound by SE's code of conduct policy. Additionally, and in line with the Bribery Act 2010, we include an anti-corruption and anti-bribery clause in our standard terms and conditions. SE has a Counter Fraud Policy which outlines how fraud may occur and be identified, who is responsible for reporting fraudulent activity and who to report it to. Appropriate preventive mechanisms, including separation of duties, are in place to counter the risk of fraud.

SE has a comprehensive whistle-blowing policy which encourages employees to raise concerns about possible improprieties in the conduct of our business – whether in matters of financial reporting or other malpractices – at the earliest opportunity and in an appropriate way. In line with good practice there is an internal contact and an external helpline which provides anonymity if necessary.

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Paying our suppliers

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We are committed to paying our suppliers promptly and include a clause in our standard terms and conditions stating that we will pay undisputed invoices within 30 days of receipt. Additionally, to ensure that this flows through the supply chain, we have included a clause in our standard terms and conditions stating that any work sub-contracted under the contract must be subject to a clause requiring the payment of the sub-contractor within 30 days of receipt of a valid invoice.

In 2022/23 we **paid 98% of invoices within 30 days.**

Our best practice commitment goes further than the above, with our aim to pay valid invoices within 10 working days for all suppliers. In the year ended 31 March 2023, Scottish Enterprise paid 86% of suppliers' invoices within this standard. The average number of days taken to pay valid invoices during the year was 6.9 days. We will continue our commitment to pay undisputed invoices within 10 days.

Health and safety

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We recognise the importance of ensuring that we comply with the Health and Safety at Work Act etc. 1974 and have a comprehensive Health and Safety Policy and associated guidance/procedures which relate to staff and contractors. Health and Safety policies and associated information are requested where relevant from contractors and suppliers as part of the procurement process. Further Health and Safety policies are covered in our standard terms and conditions to ensure that contractors and suppliers comply with all relevant Regulations and best practice.

Procuring food

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There are very few circumstances where SE buys food directly. Where we do so, our contracts achieve a range of benefits such as encouraging healthy eating and nutrition, promoting fresh, seasonal, fairly traded, and local produce, and meet buying standards. These standards take account of factors including, production, traceability, authenticity, origin, ethical trading, animal welfare, environmental standards, health and safety legislation and waste.

Future regulated procurement

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In accordance with the Procurement Reform (Scotland) Act 2014, we have published our planned regulated procurement work for 2023/24 and 2024/25. The forward plan has been compiled through co-ordination between the Procurement team and the other teams within SE. Consistent with previous years, we will update our forward plan on a six-monthly basis, and this will be published on [scottish-enterprise.com](https://www.scottish-enterprise.com). At present, in the next two years we forecast 39 procurements will be undertaken. A full list of known regulated procurements is in [Annex 3](#).

The owner of this Procurement Annual Report 2022/23 on behalf of the Scottish Enterprise is **Phil Martin**, our Head of Facilities Management and Procurement.

Email: philip.martin@scotent.co.uk

Annexes

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Annex 1: Annual Procurement Report template

1. Organisation and report details

a) Contracting Authority Name	Scottish Enterprise
b) Period of the annual procurement report	1 April 2022 to 31 March 2023
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes

2. Summary of Regulated Procurements Completed

a) Total number of regulated contracts awarded within the report period	80
b) Total value of regulated contracts awarded within the report period	£85,755,858
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	64
i) how many of these unique suppliers are SMEs	41
ii) how many of these unique suppliers are Third sector bodies	2

3. Review of Regulated Procurements Compliance

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy.	80
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy.	0

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4. Community Benefit Requirements Summary

Use of Community Benefit Requirements in Procurement:

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 Community Benefit Requirements.	54

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

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	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	134 activities

5. Fair Work and the Real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	54
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.	50
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	20

6. Payment performance

a) Number of valid invoices received during the reporting period.	6,996
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	98%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	80
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	Not aware of any concerns raised.

7. Supported Businesses Summary

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

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£32,188,096.68
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£15,733,984.71
c) Total procurement spend with third sector bodies during the period covered by the report.	£444,506.51
d) Percentage of total procurement spend through collaborative contracts.	12.3%
e) Total delivered cash savings for the period covered by the annual procurement report.	£458,241.83
f) Total non-cash savings value for the period covered by the annual procurement report.	£90,000

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years.	39
b) Total estimated value of regulated procurements expected to commence in the next two financial years.	£35,527,000

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Annex 2: Regulated procurements completed 2022/2023

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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P22-0072	IT Audit	Competitive - Open	14/04/2022	06/04/2022	05/04/2025	Ernst & Young	£540,000
P22-0064	International Selling Programme	Competitive - Open	02/05/2022	01/04/2022	30/09/2023	Genoa Black	£135,060
P22-0044	Scottish Enterprise Landscaping	Competitive - Open	02/05/2022	18/04/2022	18/04/2025	Nurture Landscapes	£2,113,897
P22-0122	Cooperative Programme Delivery Framework	Competitive - Open	02/05/2022	27/04/2022	26/04/2023	Plunkett Foundation	£120,000
P22-0129	Digital Marketing	Framework call off	04/05/2022	02/05/2022	01/05/2023	Whitespace (Scotland) Ltd	£500,000
P22-0074	Database procurement	NCA - Single Tender	23/05/2022	13/10/2021	12/10/2023	Pitchbook	£64,947
P23-0033	B2B Social Media Sales Tool	VEAT	27/05/2022	02/06/2022	01/06/2024	LinkedIn Ireland	£272,688
P23-0025	WindEnergy Hamburg 2022 - Stand Design & Build	Framework call off	09/06/2022	09/06/2022	21/10/2022	Rocket Exhibitions & Events Ltd	£118,824
							Cont.

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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0017	Rail Cluster Builder Phase 2	Competitive - Open	21/06/2022	27/06/2022	26/07/2025	Scottish Engineering	£249,000
P23-0005	UK Consumer Markets	Competitive - Open	05/07/2022	06/06/2022	05/06/2024	Mintel Group	£221,665
P23-0001	Eurocentral - Property Marketing Agent	Competitive - Open	25/07/2022	25/07/2022	24/07/2025	Avison Young (UK) Limited	£32,000
P23-0020	Decarbonising Heat Accelerator Programme	Competitive - Open	26/07/2022	22/07/2022	19/01/2024	Carbon Limiting Technologies	£47,000
P22-0054 - Lot 1	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	Equifax	£17,460
P22-0054 - Lot 2	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	Equifax	£80,000
P22-0054 - Lot 3	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	BvD	£312,000

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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P22-0054 - Lot 4	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	07/07/2022	05/04/2024	ProQuest	£75,513
P22-0054 - Lot 6	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	Euromonitor	£120,000
P22-0054 - Lot 7	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	IBISWorld	£184,000
P22-0054 - Lot 9	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	Infiniti Research	£66,000
P22-0054 - Lot 11	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	03/06/2022	05/04/2024	Statista	£189,330
P22-0054 - Lot 12	Scottish Enterprise Research Databases Framework	Competitive - Open	27/07/2022	06/04/2022	05/04/2022	Frost & Sullivan	£224,000
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Contract Reference	Contract Title	Procurement Procedure	Date of: Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0023	Global Health Database	Competitive - Open	27/07/2022	25/07/2022	24/07/2024	GlobalData	£128,000
P22-0010	Scottish Enterprise Pensions - Actuarial and Consultancy Advice	Competitive - Open	02/08/2022	01/08/2022	31/07/2027	ISIO	£305,000
P23-0042	Innovation Centre Programme - Evaluation	Competitive - Open	02/08/2022	02/08/2022	09/12/2022	Additional Research	£83,688
P22-0124 - Lot 1	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Entrepreneur Business School	£125,000
P22-0124 - Lot 1	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	High Growth Start Up Specialists	£125,000
P22-0124 - Lot 1	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Metta	£125,000
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P22-0124 - Lot 2	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Entrepreneur Business School	£156,250
P22-0124 - Lot 2	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	High Growth Start Up Specialists	£156,250
P22-0124 - Lot 2	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Metta	£156,250
P22-0124 - Lot 3	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Entrepreneur Business School	£218,750
P22-0124 - Lot 3	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	High Growth Start Up Specialists	£218,750
P22-0124 - Lot 3	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Oxentia	£218,750

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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P22-0124 - Lot 4	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Bellrock Technologies	£93,750
P22-0124 - Lot 4	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Effini	£93,750
P22-0124 - Lot 4	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Entrepreneur Business School	£93,750
P22-0124 - Lot 5	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Effini	£46,875
P22-0124 - Lot 5	High Growth Ventures Specialist Business Support Framework	Competitive - Open	03/08/2022	01/07/2022	30/06/2024	Metta	£46,875
P23-0046	Rural Leadership Programme Re-tender	Competitive - Open	16/08/2022	15/08/2022	31/03/2025	Elevator	£623,786
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0018	Ethical furniture removal framework	Competitive - Open	22/08/2022	22/08/2022	21/08/2024	Space Solutions	£55,000
P23-0067	Interim Professional Staff - International Marketing Executive	Framework call off	06/09/2022	22/08/2022	30/06/2023	ASA Recruitment	£58,000
P23-0028	Rural Leadership Network - Facilitating and Connecting	Competitive - Open	28/09/2022	07/09/2022	31/03/2025	Jane Craigie Marketing	£104,800
P23-0021 - Lot 1	Large Grants Due Diligence Framework	Competitive - Open	06/10/2022	16/09/2022	15/09/2025	Optimat Ltd	£280,000
P23-0021 - Lot 2	Large Grants Due Diligence Framework	Competitive - Open	06/10/2022	16/09/2022	15/09/2025	Optimat Ltd	£280,000
P23-0021 - Lot 3	Large Grants Due Diligence Framework	Competitive - Open	06/10/2022	16/09/2022	15/09/2025	Inventya Ltd	£135,000
P23-0021 - Lot 4	Large Grants Due Diligence Framework	Competitive - Open	06/10/2022	16/09/2022	15/09/2025	Inventya Ltd	£135,000
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0021 - Lot 5	Large Grants Due Diligence Framework	Competitive - Open	06/10/2022	16/09/2022	15/09/2025	HGF Limited	£170,000
P23-0056	Copywriting Resource - Re-tender	Framework call off	07/10/2022	04/07/2022	03/07/2023	ASA Recruitment	£77,000
P22-0102	Project Management Framework	Competitive - Open	07/10/2022	22/08/2022	21/08/2025	Elite Training and Consultancy (Scotland) Ltd	£160,000
P22-0144	International growth pipeline and demand generation marketing	Competitive - Open	10/10/2022	21/06/2022	31/03/2024	GlobalData	£612,850
P23-0038	SE Investment Portfolio - Winter Gritting and Snow Clearance Services	Competitive - Open	27/10/2022	10/10/2022	30/09/2027	MITIE Landscapes Ltd	£358,289
P23-0035	Flexible Content Design Resource Framework	Competitive - Open	27/10/2022	19/10/2022	18/10/2025	Blackad Ltd	£2,000,000
P23-0074	Cleaning Services - Dundee Office	NCA - Single Tender	15/11/2022	01/10/2022	04/10/2024	Clean Solutions Property Services Limited	£79,654
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0053	Research licences	Framework call off	16/11/2022	24/06/2022	23/06/2024	Softcat Plc	£86,567
P23-0095	Seafood Expo Global 2023 - Stand Design & Build	Framework call off	18/11/2022	28/11/2022	31/05/2023	JNM Exhibition Services	£279,000
P22-0121	ePMIS System	Framework call off	22/11/2022	21/11/2022	20/11/2023	Softcat plc	£781,920
P23-0054	Employee Engagement Platform - Re-tender	Competitive - Open	07/12/2022	04/08/2022	03/08/2025	Workday Ltd (Peakon)	£127,575
P23-0049	Employee Support Services and Benefits	Framework call off	14/12/2022	12/09/2022	11/09/2027	Reward Gateway	£63,120
P23-0058 - Lot 1	Hydrogen Demand Research Study Framework	Competitive - Open	14/12/2022	06/12/2022	29/02/2023	Element Energy Ltd	£36,025.00
P23-0058 - Lot 2	Hydrogen Demand Research Study Framework	Competitive - Open	14/12/2022	06/12/2022	29/02/2023	Ricardo-AEA Ltd	£32,000.00
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0006	Digital Resource	Framework call off	15/12/2022	14/12/2022	13/12/2023	Lorien Resourcing	£8,000,000
P23-0026	Corporate Database	Framework call off	09/01/2023	09/01/2023	08/01/2026	Softcat	£72,449
P23-0092	E-Learning Platform	Competitive - Open	23/01/2023	01/02/2023	30/04/2026	adaptiVLE Ltd	£61,000
P23-0060	Sun Hosting and Maintenance	NCA - Single Tender	26/01/2023	28/02/2023	27/02/2024	Kick ICT	£82,500
P23-0019	Global Pre-travel NCA	NCA - Single Tender	01/02/2023	23/01/2023	22/09/2023	EY	£64,600
P23-0114	Enterprise Architect	Competitive - Open	02/02/2023	10/01/2023	31/03/2023	Wyser Ltd	£60,950
P23-0093	Nine, Edinburgh BioQuarter - Building Management System upgrade	Competitive - Open	14/02/2023	14/02/2023	31/03/2023	CC North Limited	£148,585
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Contract Reference	Contract Title	Procurement Procedure	Date of: Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0003	Eurocentral – Lead Consultant (Ground Investigations and Geotechnical, Environmental and Mining Assessments)	Competitive - Open	27/02/2023	27/02/2023	31/10/2023	Ironside Farrar Limited	£131,750.00
P23-0125	US Market Trade Accelerator for Scottish Digital Health and MedTech Sectors	Competitive - Open	28/02/2023	01/03/2023	29/02/2024	AVIA Health, LLC	£129,324
P23-0151	ADIPEC Conference 2023 - Stand Space	NCA - Single Tender	10/03/2023	14/03/2023	31/10/2023	The Energy Industries Council (EIC)	£98,570
P23-0130	Hydrogen Energy Expert Support Framework	Competitive - Open	16/03/2023	20/03/2022	19/03/2024	Opergy Scotland Ltd	£80,000
P23-0135	Offshore Europe 2023 - Stand Design & Build	Framework call off	28/03/2023	28/03/2023	15/09/2023	Rocket Exhibitions & Events Ltd	£195,662
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0115	Scotland's Risk Capital Investment Market - Data Monitoring	Competitive - Open	29/03/2023	01/04/2023	31/03/2026	Beauhurst (Business Funding Research Ltd)	£87,810
P23-0057	WindEnergy Hamburg 2022 - Stand Space	NCA - Single Tender	N/A - single tender	24/06/2022	01/10/2022	Hamburg Messe	£50,000
P23-0113	Gulfood 2023 - Stand Space	NCA - Single Tender	N/A - single tender	14/11/2022	24/02/2023	Trade Fair Support Ltd	£62,000
P23-0052	Lead Contractor for the Build of the Mangata AIT Facility	Framework call off	N/A - Scape framework call-off	27/06/2022	30/08/2024	Morgan Sindall Construction & Infrastructure Ltd	£50,000,000
P23-0062	Travel - Domestic and International	Framework call off	N/A - Scottish Government call-off	26/10/2022	08/09/2025	CTM North	£7,500,000
P23-0068	Seafood Expo Global 2023 - Stand Space	NCA - Single Tender	N/A - single tender	28/07/2022	27/04/2023	Diversified Communications	£240,000
P23-0069	Mangata Prestwick Newbuild - Full Project Team Design Services	Framework call off	N/A - Scottish Government call-off	17/08/2022	30/08/2024	Gardiner & Theobald LLP	£4,000,000
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Contract Reference	Contract Title	Procurement Procedure	Date of: Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract / Framework Value
P23-0081	MEOP Opinion on SE Pre-Financing Case: Inward Investor Space Sector	NCA - Single Tender	N/A - single tender	01/09/2022	07/09/2022	PricewaterhouseCooper (PwC)	£80,000

Annex 3: Forward plan of regulated procurement 2023/24 and 2024/25

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Contract Title	New / Re tender / Framework call off	PIN Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Contract Start Date	Estimated value
Digital Network Management Platform	Re-tender	No	Jul-23	Nov-23	Jan-24	£100,000
Graphic Design & Copywriting frameworks	Re-tender	No	Sep-23	Dec-23	Jan-23	£600,000
Provision of Media Planning, Buying for Domestic Media Buying	Call Off	No	Sep-23	Dec-23	Jan-23	£2,000,000
Provision of Media Planning, Buying for International Media Buying	Call Off	No	Sep-23	Dec-23	Jan-23	£5,500,000
Pensions – Lot 1 - Administrative, Actuarial and Ancillary Services	Re-tender	No	Sep-23	Dec-23	Mar-24	£1,700,000
Pensions – Lot 2 - Investment Consulting	Re-tender	No	Sep-23	Dec-23	Mar-24	£500,000
						Cont.

Contract Title	New / Re tender / Framework call off	PIN Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Contract Start Date	Estimated value
Nine, Edinburgh BioQuarter - Lab Equipment Maintenance	Re-tender	No	Sep-23	Feb-24	Mar-24	£130,000
International Technical Support Framework	Re-tender	No	Sep-23	Jan-24	Mar-24	£450,000
Scottish Enterprise Research Databases	Re-tender	No	Oct-23	Mar-24	Apr-24	£1,090,000
Tax Advisory Service	Re-tender	No	Oct-23	Jan-24	Apr-24	£2,000,000
Travel - A1 Travel Certificates	New	No	Nov-23	Dec-23	Jan-24	tbc
International e-Trade Framework	Re-tender	No	Jan-24	May-24	Jun-24	£320,000
Office Services Support	Re-tender	No	Jan-24	May-24	Jun-24	£1,632,000
Occupational health Services Framework	Re-tender	No	Jan-24	Feb-24	Apr-24	£100,000
B2B Social Media Sales Tool	Re-tender	No	Jan-24	May-24	Jun-24	£273,000
Domain Name Management	Re-tender	No	Feb-24	Jun-24	Jul-24	£84,000
Research Licenses	Re-tender	No	Feb-24	May-24	Jun-24	£50,000
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Contract Title	New / Re tender / Framework call off	PIN Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Contract Start Date	Estimated value
International Selling Programme	Re-tender	No	Mar-24	Aug-24	Sep-24	£170,000
Overseas Payroll	Re-tender	No	Apr-24	Sep-24	Oct-24	£375,000
SE External Audit Services - Lot 1 Subsidiary Companies, Lot 2 – SE Pension & Life Assurance Scheme	Re-tender	No	May-24	Sep-24	Nov-24	£215,000
Loch Lomond Shores Managing Agent	Re-tender	No	May-24	Sep-24	Oct-24	£110,000
Listed Shares Broker Service Framework	Re-tender	No	Jun-24	Nov-24	Dec-24	£410,000
Legal Services Framework (2020-24) (with HIE and SoSE)	Re-tender	No	Jun-24	Oct-24	Nov-24	£8,000,000
Insurance Broker Services	Re-tender	No	Jul-24	Nov-24	Dec-24	£1,200,000
Advanced Certificate in International Trade	Re-tender	No	Sep-24	Oct-24	Nov-24	£150,000
Compressed Knowledge and Learning Services	Re-tender	No	Oct-24	Nov-24	Jan-25	£100,000
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Contract Title	New / Re tender / Framework call off	PIN Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Contract Start Date	Estimated value
Preparing to Export Framework	Re-tender	No	Oct-24	Mar-25	Apr-25	£800,000
Growth Investment Support Services	Re-tender	No	Oct-24	Jan-25	Feb-25	£440,000
Pensions - Group Life Assurance	Re-tender	No	Nov-24	Mar-25	Apr-25	£885,000
Pensions - Trustee Indemnity Insurance	Re-tender	No	Nov-24	Mar-25	Apr-25	£140,000
SE Property Asset Management	Re-tender	No	Nov-24	Jun-24	Jul-25	£2,900,000
Flexible Content Design Resource Framework	Call-Off	No	Jan-25	Jul-25	Nov-25	£2,000,000
Employee Engagement Survey	Tender	No	Feb-25	Jul-25	Aug-25	£128,000
Corporate Governance Workshops & Exit Readiness Masterclasses Framework	Re-tender	No	TBC	TBC	TBC	£320,000
Early-Stage Entrepreneurship Evaluation	New	No	TBC	TBC	TBC	£50,000
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Contract Title	New / Re tender / Framework call off	PIN Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Contract Start Date	Estimated value
Edinburgh BioQuarter Diligence Part 2	New	No	TBC	TBC	TBC	£50,000
Green Datacentres Cluster Builder Space Investment Case Modelling	New	No	TBC	TBC	TBC	£325,000
Hydrogen Export Initiative	New	No	TBC	TBC	TBC	£50,000
Market Entry Programme	New	No	TBC	TBC	TBC	£180,000

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Annex 4: Glossary

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BREEAM

Building Research Establishment Environmental Assessment Method, first published by the Building Research Establishment (BRE) in 1990, is the world's longest established method of assessing, rating, and certifying the sustainability of buildings.

CIPS

The Chartered Institute of Procurement and Supply (CIPS) is the leading body representing the field of procurement and supply chain management.

Collaboration

When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).

Contract Compliance

Items covered by a contract are procured from the contracted supplier using the contract terms.

Contract Management

The process of monitoring the performance of a supplier to contract.

EPC

An Energy Performance Certificate gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years.

Framework Agreement

An agreement or other arrangement between one or more contracting authorities and one or more

economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.

Open Procedure

A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.

Output Specification

The specification requirements 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.

Procurement Journey

Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.

Procurement strategy

Strategy for procurement within an organisation (can be called policy).

Public Contracts Scotland

The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.

Small Medium Enterprise (SME)

The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.

Supplier

An entity who supplies goods or services; often used synonymously with “vendor”.

Supported Business

Either the organisation’s main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.

Value for Money

An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.

Whole Life Costing

The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.

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