
Procurement Annual Report

1 April 2022 to 31 March 2023

Sport for life

sportscotland
the national agency for sport

Document Control

Change Record

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07/09/2023	Kate Brown, Procurement Manager	0.1 draft	Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
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25/09/2023		0.3 final	Final Sign Off by Forbes Dunlop, Chief Executive Officer

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Section 1

Introduction

sportscotland is the national agency for sport and has a clear focus on developing and supporting a world class sporting system in Scotland. We are a non-departmental public body (NDPB), responsible through ministers to the Scottish Parliament and we manage Scottish Government and National Lottery resources, continually striving to ensure these resources are invested efficiently so as to achieve best value and maximum impact.

This procurement annual report covers the operations of the **sportscotland** group, which comprises **sportscotland** and the Scottish Sports Council Trust Company, which operates two national centres in Scotland.

As a public sector contracting authority, **sportscotland** is subject to the Procurement Reform (Scotland) Act 2014 and as such is required to publish an annual report on our regulated procurement activities. A regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2,000,000. **sportscotland** champions the Scottish Procurement Model through embedding sustainable procurement. Further information on sustainable procurement in Scotland and the sustainable procurement duty can be found on the Scottish Government website at the following link:-

<http://www.gov.scot/Topics/Government/Procurement/policy/corporate-responsibility>

The report provides detail on **sportscotland** procurement activity in relation to the **sportscotland** Procurement Strategy. As required by the Procurement Reform (Scotland) Act 2014, the [sportscotland Procurement Strategy](#) was published in November 2016 and is reviewed annually.

The Procurement Strategy is set within the context of **sportscotland**'s corporate strategy Sport for Life which sets out the following:

Vision: Our vision is for an active Scotland where everyone benefits from sport.

Mission: Our mission is to help the people of Scotland get the most from the sporting system.

Section 2

Summary of Regulated Procurements Completed

The Procurement Reform (Scotland) Act 2014 requires an annual procurement report to include a summary of the regulated procurements that have been completed during the period covered by the report.

During the period 1st April 2022 to 31st March 2023, **sportscotland** awarded eight regulated contracts (2021-22: nine) all of which complied with the **sportscotland** Procurement Strategy.

Details of the contracts are provided in the table below:-

Date of Award	Title	Start Date	End Date	Contractor	Amount	Extensions Available
12/05/22	sportscotland Design Services	24/05/22	23/05/24	Pim-Pam	£25,000.00 p/a	2 x 1 year
26/05/22	Scotland Excel – Security Services and Cash Collection	01/06/22	31/05/23	SecuriGroup Ltd	£40,000.00 p/a	2 x 1 year
31/05/22	Linkedin Learning Pro	30/06/22	29/06/23	LinkedIn EMEA	£32,790.00 p/a	3 x 1 year
06/06/22	sportscotland National Sports Centre Inverclyde, Mobile Climbing Tower	06/06/22	06/06/23	Kong Climbing Ltd	£61,982.70	
15/06/22	sportscotland National Centre Inverclyde Replacement Wooden Sports Floor	15/06/22	30/11/22	GL Floors	£133,262.89	
10/10/22	sportscotland Leadership Programme	10/10/22	09/10/24	Business Jigsaw	£92,500.00	
10/11/22	sportscotland Umbraco Upgrade	14/11/22	14/11/23	S8080 Ltd	£20,000.00 p/a	2 x 1 year
22/02/23	Child Wellbeing and Protection in Sport	01/04/23	31/03/26	Children 1st	£765,004.00	2 x 1 year

Section 3

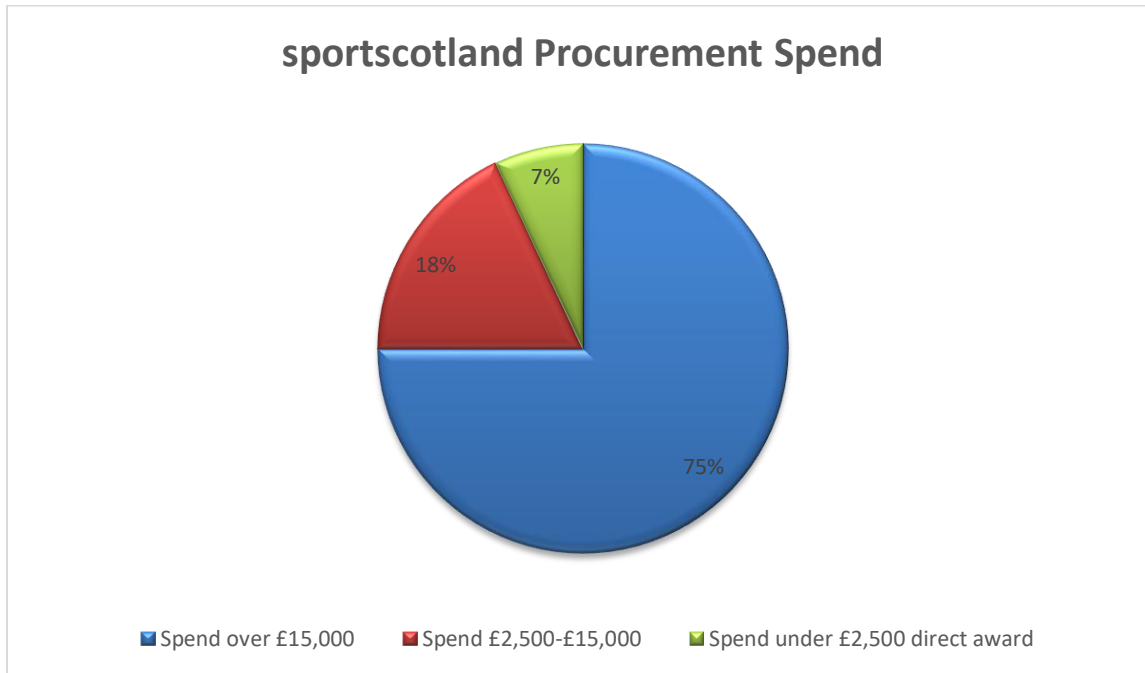
Review of Regulated Procurement Compliance

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

sportscotland's procurement strategy requires all tenders over £15,000 to follow a competitive tender exercise. During the period covered by this annual report, **sportscotland** awarded eleven contracts (2021-22: eleven) through competitive tendering, all of which complied with the **sportscotland** procurement strategy.

Eight of these contracts, as listed in Section 2, were regulated with all complying with **sportscotland's** procurement strategy.

sportscotland overall procurement spend was £7,848,345 (2021-22: £5,981,767) with percentage expenditure for year 2022-2023 illustrated in the following chart:-



To ensure continued compliance, all **sportscotland** staff with delegated purchasing authority, and all new employees, are required to complete Procurement e-learning training.

Section 4

Community Benefit Summary

As part of the Procurement Reform (Scotland) Act 2014, where the estimated value of a contract is equal to or greater than £4,000,000, **sportscotland** has a duty to consider whether to impose community benefit requirements.

During the period of the report, **sportscotland** had no contracts greater than £4,000,000 therefore no community benefit requirements were imposed as part of the regulated procurements delivered.

sportscotland National Sports Training Centre Inverclyde, however, continues to provide benefits to the local community with some examples as below:-

Benefit	Detail
Local First Responders training location	Providing facility for local community
Scottish Fire and Rescue	Provision of training location
School Campus	Providing work experience, estate management lessons, right to learn space, staff development and mental health programme

School Campus	Providing a space to the early years centre of the local school to have a forest school.
Community users	Home for numerous sports clubs, access for individuals and local community groups, walking football and coastal rowing training.
Employment	Scottish Living Wage employer providing employment in local area and contracts with numerous local suppliers.

In addition, the **sportscotland** National Outdoor Training Centre Glenmore Lodge also provides local community benefits with some examples below:-

Benefit	Detail
Community users	Training facilities: Ski slope, roller ski track, shooting range, rolling pool, canoeing pond, indoor climbing wall, outdoor climbing tower, bike pump track, bike skills training. Open for numerous sports clubs, ski slope used for ski programme, sports facilities open to local community users
Public toilets	Public toilets available (and showers for small charge)
Community defibrillator	On site and installed by charity Lucky2BHere
Mountain Rescue	Mountain rescue team who can assist with callouts in Cairngorm Mountain range, refuelling & landing site for Coastguard helicopter.
Avalanche Information and Mountain Weather Information Service	Advice and guidance provided on weather and avalanche information.
Staff and Equipment	Staff and equipment provided for local community events
Equipment storage	Storage (Seasonal & annual) of sports equipment and kit for local clubs and organisations
Meeting rooms and outdoor classroom	Available for use for sports clubs. Sports masseuse has supported use of a clinic space

Section 5

Supported Businesses Summary

The Procurement Reform (Scotland) Act 2014 requires an annual procurement report to include a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report.

“A supported business” means an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons”

sportscotland promotes the use of Supported Businesses through the sportscotland Procurement Strategy and has awarded the following contracts to Supported Businesses during the reporting period:-

Supported Business	Contract	Spend
Dovetail Enterprises	Curtains and Furniture	£28,547.00
Highland Blindcraft	Beds	£2,305.00
Total		£30,852.00

Section 6

Future Regulated Procurements Summary

The table below provides a summary of regulated procurements anticipated to commence in the next two financial years:-

Financial Year	Contract	New or Re-Let	Estimated Total Value
2023/2024	The Case Management Support Service	New	£800,000.00
2023/2024	Comms Event Administration & Management	Re-let	£80,000.00
2023/2024	Supply of Laundry Services – Glenmore Lodge	Re-let	£60,000.00
2023/2024	Equality Standard for Sport Expert Resource	Re-let	£80,000.00
2023/2024	sportscotland National Centre Glenmore Lodge, Supply of Pellets for Biomass Plant	Re-let	£100,000.00
2023/2024	Physiotherapy Services Grampian	Re-let	£60,000.00
2023/2024	Physiotherapy Services Tayside and Fife	Re-let	£70,000.00

2023/2024	Physiotherapy Services West	Re-let	£60,000.00
2023/2024	Physiotherapy Services Highland	Re-let	£70,000.00
2023/2024	Physiotherapy Services East	Re-let	£60,000.00
2023/2024	Physiotherapy Services Central	New	£60,000.00
2023/2024	Insurance Tender	Re-let	£150,000.00
2023/2024	Vehicle Leasing	Re-let	£1,200,000.00
2023/2024	Cleaning, Housekeeping, Waste Management & Associated Services	Re-let	£800,000.00
2023/2024	Catering, Cleaning sportscotland National Centre Inverclyde.	Re-let	£2,400,000.00
2023/2024	Health and Safety Advisor	New	£80,000.00
2023/2024	Comms/Facilities Signage	Re-let	£80,000.00
2023/2024	Supply of butchers meat, sportscotland National Centre Glenmore Lodge	Re-let	£60,000.00
2023/2024	Supply of fresh fruit & vegetables sportscotland National Centre Glenmore Lodge	Re-let	£80,000.00
2023/2024	sportscotland SGB Payroll Services	Re-let	£100,000.00
2023/2024	Internal Audit Services	Re-let	£160,000.00
2023/2024	Inverclyde Security Services	Re-let	£240,000.00
2023/2024	SGB External Audit Consultancy	Part Re-let	£200,000.00
2023/2024	sportscotland Institute of Sport Performance Analysis Service	Re-let	£300,000.00
2023/2024	SGB Expert Resource Legal	Re-let	£140,000.00
2023/2024	SGB Expert Resource HR	Re-let	£140,000.00
2023/2024	sportscotland Learning Management System	Re-let	£300,000.00
2024/2025	Security Services Caledonia House	Re-let	£120,000.00
2024/2025	sportscotland Design Services	Re-let	£80,000.00
2024/2025	Hosted HR and Payroll System	Re-let	£80,000.00
2024/2025	sportscotland Provision of Strength & Conditioning & Ancillary Equipment	Re-let	£80,000.00
2024/2025	sportscotland Provision of Office Uniforms, PPE and Sports Clothing	Re-let	£50,000.00
2024/2025	sportscotland Film Services	Re-let	£70,000.00
2024/2025	Glenmore Lodge HVAC Phase 1	New	£75,000.00
		Total	£8,485,000.00

Section 7

Contracts with Small, Medium Enterprises (SMEs)

One of the priorities of both the Public Contracts (Scotland) Regulations 2015 and Procurement Reform (Scotland) Act 2014, is to improve access to public sector contracts, particularly for SMEs and **sportscotland's** policy is to encourage participation by SMEs. SMEs are most commonly defined as firms employing less than 250 people.

During the period covered by the annual report 6 out of 8 contractors awarded regulated procurements in Section 2 were SMEs. Overall 75% of **sportscotland** annual procurement spend was awarded to SMEs.

Section 8

Fair Working Practices and Climate Emergency

Fair Work First

sportscotland is a Scottish Living Wage supporter and as such is considerate of Fair Working Practices in employment when entering into any contract with suppliers.

Where relevant and proportionate to do so, **sportscotland** is embedding Fair Work First criteria in new procurement. Fair Work First is incorporated in to the three framework contracts awarded during the period and two locally tendered regulated contracts included a Fair Work criterion. **sportscotland** is also requesting tenderers of all advertised contracts to describe how they are adopting and embedding Fair Work Practices. Responses included in all submissions will be monitored through contract management throughout the duration of the contracts.

Climate Emergency

sportscotland has included its commitment to climate and the circular economy in its Procurement Strategy. Climate and the circular economy is considered in all new procurement and savings have started to be reported in this area. During the Covid 19 pandemic, a significant number of contracts moved to being delivered virtually resulting in decreased travel impact and resource required. Many of these contracts have remained being delivered virtually thus reducing impact on the environment. Environmental impact will continue to be monitored though our contract management process.

Section 9

Procurement Savings

Where a requirement can be met and value for money achieved through the use of an existing contract put in place by the Scottish Procurement and Property Directorate or another collaborative procurement agency such as Crown Commercial Service, **sportscotland's** policy is to utilise these contracts.

During the period, **sportscotland** spent £861,690.00 (2021-22: £455,769) through twenty Scottish Government Frameworks, resulting in savings of £276,629.00 (2021-22: £77,705).

sportscotland also had spend of £1,096,404.00 (2021-22: £955,213) with Crown Commercial Service, Scotland Excel and other Frameworks. Where available savings realised through these frameworks are included in **sportscotland** savings figures.

In addition, savings of £640,061.00 (2021-22: £570,570) were realised through locally procured category C contracts.