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# **Procurement Annual Report**

## **1 April 2021 to 31 March 2022**

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Sport for life

**sportscotland**  
the national agency for sport

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# Document Control

## Change Record

Date	Author	Version	Change Reference
19/08/2022	Kate Brown, Procurement Manager	0.1 draft	Procurement Annual Report in line with requirements from Procurement Reform (Scotland) Act 2014
23/08/2022		0.2 draft	Updated following review by Neville Cobb, Head of Finance and Governance
24/08/2022		0.3 final	Final Sign Off by Forbes Dunlop, Chief Operating Officer.

# Contents

Section 1 Impact of Coronavirus	Page 4
Section 2 Introduction	Page 4
Section 3 Summary of Regulated Procurements Completed	Page 5
Section 4 Review of Regulated Procurements Compliance	Page 6
Section 5 Community Benefit Summary	Page 7
Section 6 Supported Business Summary	Page 8
Section 7 Future Regulated Procurements Summary	Page 9
Section 8 Contracts with Small, Medium Enterprises (SMEs)	Page 11
Section 9 Fair Working Practices and Climate Emergency	Page 11
Section 10 Procurement Savings	Page 11

## Section 1

### Impact of Coronavirus

During the period of the report the impact of Covid 19 continued to be experienced throughout **sportscotland**.

Compliance with **sportscotland** procurement strategy and all procedures continued to be retained, however, although there was a gradual lifting of restrictions during the period, Covid continued to have an impact across the organisation. For the bulk of the period, the majority of staff continued to work from home.

Spend for the year has therefore increased from year 2020-2021, however, is still considerably below that of previous years.

## Section 2

### 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 3

### Summary of Regulated Procurements Completed

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

During the period 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022, **sportscotland** awarded nine regulated contracts 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
20/08/21	<b>sportscotland</b> Institute of Sport Provision of Strength & Conditioning & Ancillary Equipment	01/09/21	31/08/23	Perform Better Ltd	£30,000.00 p/a	2 x 1 year
27/09/21	Scotland Excel Provision of Frozen Food <b>sportscotland</b> National Centre Glenmore Lodge	01/10/21	30/09/23	Brake Bros Ltd	£50,000.00 p/a	2 x 1 year
27/09/21	Scotland Excel Provision of Groceries and Provisions <b>sportscotland</b> National Centre Glenmore Lodge	01/10/21	30/09/23	Brake Bros Ltd	£50,000.00 p/a	2 x 1 year
10/12/21	Provision of VXRail, Laptops etc through NHS SBS Framework	10/12/21	31/03/22	Dell Corporation Ltd	£108,648.00	
07/01/22	<b>sportscotland</b> Training Provider Framework – Lot 1 Business Skills Development	24/01/22	23/01/24	St Andrews Management Centre, Elite Training Consultancy (Scotland) Ltd, First Ascent Group Ltd, Governance Express, Cosensa	£20,000.00 p/a	2 x 1 year

				Learning & Development		
07/01/22	<b>sportscotland</b> Training Provider Framework – Lot 2 Communication Skills	24/01/22	23/01/24	Comsteria Ltd, Aware Plus Ltd, St Andrews Management Centre, Elite Training Consultancy (Scotland) Ltd, Cosensa Learning & Development	£20,000.00 p/a	2 x 1 year
07/01/22	<b>sportscotland</b> Training Provider Framework - Lot 3 Personal Effectiveness	24/01/22	23/01/24	Aware Plus Ltd, St Andrews Management Centre, Elite Training Consultancy (Scotland) Ltd, First Ascent Group Ltd, Cosensa Learning & Development	£20,000.00 p/a	2 x 1 year
21/02/22	Medical Consumables	01/04/22	31/03/24	Campbell Medical Supplies Ltd	£30,000.00 p/a	2 x 1 year
23/03/22	Changing Lives through Sport and Physical Activity	01/04/22	31/03/24	Firstport for Social Entrepreneurs Scotland Ltd	£387,136.00 total costs for 2 years	1 x 1 year

## Section 4

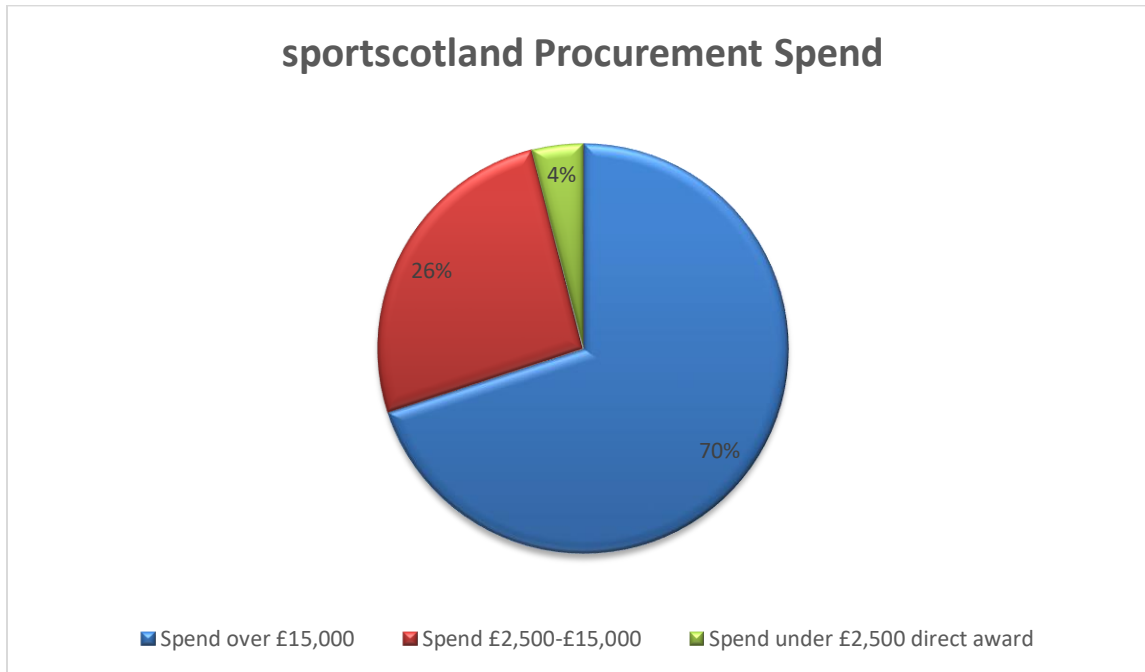
### Review of Regulated Procurement Compliance

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 through competitive tendering, all of which complied with the **sportscotland** procurement strategy.

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

**sportscotland** overall procurement spend was £5,981,767 with percentage expenditure for year 2021-2022 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. In addition, procurement and contract management refresher training for all staff has taken place during 2021/2022.

## Section 5

### 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 for numerous sports clubs, ski slope used for ski programme, sports facilities open to local community users
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	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

## Section 6

### 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	£60,452.00
Highland Blindcraft	Beds	£8,344.00
<b>Total</b>		<b>£68,796.00</b>

## Section 7

### 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
2022/2023	<b>sportscotland</b> Design Services	Re-let	£100,000.00
2022/2023	<b>sportscotland</b> National Centre Inverclyde, Mobile Climbing Tower	New	£61,982.00
2022/2023	<b>sportscotland</b> National Centre Inverclyde, Replacement Wooden Sports Floor	New	£133,262.00
2022/2023	<b>sportscotland</b> New Ideas – Sport and Ethnicity	New	£60,000.00
2022/2023	<b>sportscotland</b> Leadership Programme	Re-let	£80,000.00
2022/2023	Monitor and Support <b>sportscotland</b> Inclusion Projects	New	£160,000.00
2022/2023	Security Services Caledonia House	New	£100,000.00
2022/2023	Comms Event Administration & Management	Re-let	£80,000.00
2022/2023	<b>sportscotland</b> SGB Payroll Services	Re-let	£100,000.00
2022/2023	Child Wellbeing and Protection in Sport	Re-let	£375,000.00
2022/2023	Supply of Laundry Services – Glenmore Lodge	Re-let	£60,000.00

2022/2023	Equality Standard for Sport Expert Resource Consultancy	Re-let	£80,000.00
2022/2023	<b>sportscotland</b> National Centre Glenmore Lodge, Supply of Pellets for Biomass Plant	Re-let	£100,000.00
2022/2023	Physiotherapy Services Grampian	Re-let	£60,000.00
2022/2023	Physiotherapy Services Tayside and Fife	Re-let	£60,000.00
2022/2023	Physiotherapy Services West	Re-let	£60,000.00
2022/2023	Insurance Tender	Re-let	£150,000.00
2022/2023	IT Microsoft Enterprise Agreement	Re-let	£300,000.00
2022/2023	Mobile Voice & Data Services	Re-let	£80,000.00
2022/2023	Vehicle Leasing	Re-let	£1,200,000.00
2022/2023	Glenmore Lodge HVAC Phase 1	New	£75,000.00
2023/2024	Cleaning, Housekeeping, Waste Management & Associated Services	Re-let	£800,000.00
2023/2024	Catering, <b>sportscotland</b> National Centre Inverclyde.	Re-let	£1,500,000.00
2023/2024	Comms Signage	Re-let	£140,000.00
2023/2024	Supply of butchers meat, <b>sportscotland</b> National Centre Glenmore Lodge	Re-let	£160,000.00
2023/2024	Supply of fresh fruit & vegetables <b>sportscotland</b> National Centre Glenmore Lodge	Re-let	£160,000.00
2023/2024	Internal Audit Services	Re-let	£160,000.00
2023/2024	Inverclyde Security Services	Re-let	£300,000.00
2023/2024	SGB External Audit Consultancy	Re-let	£200,000.00
2023/2024	<b>sportscotland</b> Institute of Sport Performance Analysis Service	Re-let	£200,000.00
2023/2024	SGB Expert Resource Consultancy Legal	Re-let	£140,000.00
2023/2024	SGB Expert Resource Consultancy HR	Re-let	£140,000.00
		<b>Total</b>	<b>£7,375,244.00</b>

## Section 8

### 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 10 out of 12 contractors awarded regulated procurements in Section 2 were SMEs. Overall 75% of **sportscotland** annual procurement spend was awarded to SMEs.

## Section 9

### 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. Two regulated contracts included a Fair Work criterion during the period of the report and this will be monitored through contract management throughout the duration of the contracts.

#### Climate Emergency

Further to SPPN/1 2021, **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 are now being 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. It is now planned for many of these contracts to remain being delivered virtually thus reducing impact on the environment. Environmental impact will continue to be monitored through our contract management process.

## Section 10

### 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 £455,769.00 through fifteen Scottish Government Frameworks, resulting in savings of £77,705.00.

**sportscotland** also had spend of £955,213.00 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 £570,570.00 were realised through locally procured category C contracts.