



BOARD OF MANAGEMENT	
May 2024	

Procurement Strategy – Annual Report	
Status:	OPEN

Report Author:	Jason Brown Procurement Manger
Contact Details:	0131 273 4078 j.brown2@bield.co.uk

Purpose:	For Information
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Section 2 – Introduction

The Procurement Team has undergone significant change over the past 12 months. With the successful recruitment of our new Procurement Officer and Procurement Assistant.

Growth within the team allows for Procurement to have far more oversight over tender activity, improve the tender process, ensure a constant approach, drive value for money in all our tenders, seek community and sustainability benefits where achievable and provide a more strategic approach which will aid in delivering on the Bield company strategy.

We are currently working on updating our procurement processes which will help Bield build on its strategic aims through procurement.

- New tender documents and templates
- Contract Strategies
- Specification guides
- Evaluation guides
- The first Bield Procurement Journey guide
- Bield Supplier Code of Conduct
- Improved Community benefits questions and criteria

As required under section 18 of the Procurement Reform (Scotland) Act 2014 (“the Act”), a contracting authority must publish an Annual Procurement Report. The Annual Procurement report monitors Bield Housing and Cares procurement activities against delivery of its procurement strategy and should be published as soon as is reasonably practicable after the end of their financial year.

The content of this report covers all regulated procurements completed during the period 1st April 2023 to 31st March 2024 and details how those procurements supported the objectives included within the organisations Procurement Strategy.

Key benefits in the delivery of the Procurement Strategy are:

- Updating process and procedures to comply with the requirements of the new procurement rules and regulations.
- Increasing time spent on strategic aspects of procurement activities.
- Supporting savings when appropriate to do so.
- Transitioning to the Scottish Government Procurement Journey which standardised and aligned our processes and procedures and reduced risk and duplication.
- Ensuring Small and Medium-sized Enterprises (SMEs) are provided targeted opportunities as standard within our Quick Quote Process.

Section 3 – Summary of Regulated and Unregulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value of over £50,000 and for public works contracts with a value of over £2 million. The value of the procurement is measured over the total contract period. For the purposes of this section, a regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

The table below shows a summary of both regulated and unregulated procurements awarded by the Association between 1 April 2023 and 31 March 2024.

Table 1. Summary of Regulated and Unregulated Procurements

<INSERT TABLE>

Section 4 – Review of Regulated Procurement Compliance

Bield Housing and care is committed to ensuring that all regulated procurement activities undertaken are fair, open, transparent, non-discriminatory and sustainable in accordance with the Association's Procurement Strategy, all relevant legislation and best practice.

Procurement is heavily influenced by legislation. Any changes from the UK or Scottish Governments will be communicated across Bield as soon as it is practical to do so. The Scottish Government issues Scottish Procurement Policy Notes (SPPNs) and these will be implemented and communicated across the Association when they are made readily available.

During 2023/24, the Association completed ten regulated procurements which were undertaken in line with the Association's approved Procurement Policy.

Section 5 – Community Benefits Summary

An integral part of Bield Housing and Cares approach to and policy on procurement is sustainability in the widest sense, including ensuring that our procurement processes result in wider meaningful social benefits within the local communities in which Bield operates. Bield therefore considers sustainability/added value as part of our overall assessment of the Quality aspect of tenders that are received.

Bield is committed to maximising Community Benefits from its procurement activities. We work to ensure that any added value is proportionate to the scale of the contract and takes account of the nature of the work being carried out.

Over the last 12 months there have been limited community benefits achieved through tenders, however some progress was made in the recently awarded reactive maintenance contract which included the following community benefits

Bell group -
Concilium -
R&J –

As well as community benefits achieved in X sams tender X

List

The procurement team are working on a new process to achieve community benefits in a wider range of contracts. This will include a "shopping list" of community benefits which suppliers can choose from to achieve an overall contract value score. We have also recently looked into creating a community benefits fund, which would allow suppliers to contribute a monetary value to a fund which Bield when use its wider community. We will also see to utilise community benefits that we already have access to via framework agreements but have not yet taken advantage of.

Section 6 – Supported Business

Bield Housing and Care is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. Bield has placed all tender adverts above £20K through the national tender advertising portal, www.publiccontractsscotland.gov.uk. This helps businesses as they know where to find opportunities and receive emails when adverts are placed for their chosen area of specialty.

However, the Association has made special effort to ensure opportunities are open to all and that SMEs and local businesses should not be disadvantaged in any way in the tender process.

It was recognised that successful local businesses will help reduce unemployment. Economic development is one of Bield's key priorities and procurement can play an important part in developing this objective.

Over the course of 2023/24 Bield helped SMEs and local businesses by:

- Ensuring all tenders were advertised on Public Contracts Scotland
- Ensured consideration was given to SME issues when developing the tender strategy
- Ensured there was a fair representation of local companies invited along for low-value quotes
- Reviewed tender documents to ensure they were consistent and user friendly

Section 7 – Future Regulated and Unregulated Procurements

The Association's Contracts Register is publicly available on the Public Contracts Scotland e-tender facility. All tenders over £20K in value are issued electronically via this platform.

With our commitment to support local SMEs and, to remain both open and transparent, below we have summarised all anticipated regulated and unregulated procurements that the Association expects to commence within the next two financial years.

Details of upcoming procurements