



Rural Stirling

Housing Association

PROCUREMENT REPORT

Rural Stirling Housing Association, Stirling Road, Doune, FK16 6AA. Registered as a Scottish Charity No. SC037849	
Issue Number	1
First Approved	26 th November 2020
Date of Next Review	March 2021 (Review of Forecast Procurement) March 2022 (Review the need for a Procurement Report)
Review Period	Annually

1.0 Introduction and Purpose

- 1.1 This report summarises Rural Stirling Housing Association's regulated procurement activity completed between 1 April 2019 and 31 March 2020. A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million.
- 1.2 The publication of a Procurement Report should relate to and follow on from the publication of a Procurement Strategy for the relevant financial year.

2.0 Executive Summary

- 2.1 In the financial year 2019 to 2020, Rural Stirling Housing Association exceeded the threshold for significant procurement expenditure.
- 2.2 There were two regulated procurements in the year, both relating to the 50-unit new build development at Claish; the works contract, contract sum £8,720,809.25, and the Clerk of Works contract, contract sum £50,000.00. Total regulated procurement for the year was therefore £8,770,809.25.
- 2.3 The procurement report for 2019/20 has been completed using the updated report template developed by the Scottish Government in 2019 and republished, unchanged, in 2020 (publication SPPN 7/2020).
- 2.4 Community Benefits were included in the Claish Farm procurement.
- 2.5 Regulated procurement in 2020/21 and 2021/22 is unlikely to exceed the threshold for significant expenditure.
- 2.6 There is one regulated works contract forecast in 2020/21, for the Balmaha development at a contract sum of around £4M.
- 2.7 There is one regulated works contract in 2021/22, for the Drymen development, at a contract sum of around £3.9M.
- 2.8 In the unlikely event that these contracts are procured in the same year, then the threshold will be exceeded, and a procurement strategy will be required.

3.0 Summary of Regulated Procurement Completed 2019/20

Regulated Procurement

- 3.1 A regulated procurement is any procurement for public goods/supplies or services with a value of over £50,000 or any procurement for public works with a value of over £2 million.
- 3.2 The value of the procurement is the contract sum. The date of a procurement is the date the award notice is published on Public Contracts Scotland (PCS) or, for contracts not advertised on PCS, when the successful tenderer is notified by the contracting authority. This includes both advertised contracts and framework agreements.

Summary

- 3.3 The number of each type of regulated procurement and the process followed for those completed 1 April 2019 to 31 March 2020 were:

	Open Tender	Restricted Tender	Framework Call-Off	Total
Goods				
Services		1		1
Works		1		1

The detail of these regulated procurement are provided below

Date of Award	Successful Suppliers	Contract Title	Contract Duration	Contract Value
20.2.2020	Lovell Partnerships Ltd	Claish Farm New Build	18 months	£8,720,809.25
25.2.2020	D A Gilmour Clerk of Works Services	Claish Farm New Build	18 months	£50,000.00
Total value of regulated procurement				£8,770,809.25

- 3.4 Annex A, appended to the rear of this report, is the government-prepared template provided to capture contracting authority annual regulated procurement report information in a consistent manner. It focuses largely on data that relates to the minimum content required by the Procurement Reform (Scotland) Act 2014 and is consistent with existing guidance embedded within the Procurement Journey.

4.0 Community Benefit Summary

Community Benefit Clauses in 2018/19 Regulated Procurement

- 4.1 Community Benefits were included within the Claish Farm Contractor Selection process and formed part of the quality score.
- 4.2 In respect of contracts awarded during the year which covered goods or services during 2019/20 no Community Benefits clauses were included.

Community Benefits to be Delivered in 2020/21

- 4.3 Community Benefits clauses were included in the Contractor Selection process for Balmaha and specific requirements will form part of the construction contract.

5 Supported Business Summary

- 5.1 Public sector bodies are encouraged where possible to restrict the tendering process for goods or services to supported factories and businesses only.
- 5.2 Supported businesses are those businesses which fulfill both of the following criteria:
- Firstly, the business' primary aim must be for the social and professional integration of disabled or disadvantaged persons.
 - Secondly, at least 50% of the employees of those businesses must be disabled or disadvantaged.
- 5.3 RSHA does not currently have any contracts in place with supported businesses.

6 Future Regulated Procurement Summary

- 6.1 RSHA expects to procure one regulated works contract in financial year 2020/21 and one regulated works contract in financial year 2021/22.
- 6.2 RSHA also expect to procure one regulated services contract in financial year 2020/21 and a further two regulated services contracts in financial year 2021/22.

Date of Award	Successful Suppliers	Contract Title	Estimated Contract Value	Contract Duration
2020 – 2021 Financial Year				
Feb 2021	TBC	Balmaha New Build	c£4,115,000	18 months
Feb 2021	GC Contracts	Balmaha Development Services	c£65,800	18 months

2021 – 2022 Financial Year				
April 2021	MacTaggart and Mickel	Gartness Rd Drymen New Build	c£3,990,000	18 months
April 2021	TBC	Drymen Clerk of Works	c£58,300	18 months
April 2021	GC Contracts	Drymen Development Services	c£59,300	18 months

6. Annual Procurement Report Ownership & Contact Details

6.1 Fiona Maguire, Asset & Development Manager fiona@rsha.org.uk

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details	
a) Contracting Authority Name	Rural Stirling HA
b) Period of the annual procurement report	April 2019 to March 2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (<i>Yes / No</i>)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	2
b) Total value of regulated contracts awarded within the report period	£8,770,809.25
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	2
i) how many of these unique suppliers are SMEs	1
ii) how many of these unique suppliers how many are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	N/A
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	N/A
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.	1
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 a Community Benefit Requirements	0

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)	N/A
e) Number of Apprenticeships Filled by Priority Groups	N/A
f) Number of Work Placements for Priority Groups	N/A
g) Number of Qualifications Achieved Through Training by Priority Groups	N/A
h) Total Value of contracts sub-contracted to SMEs	N/A
i) Total Value of contracts sub-contracted to Social Enterprises	N/A
j) Total Value of contracts sub-contracted to Supported Businesses	N/A
k) Other community benefit(s) fulfilled	N/A

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	0
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.	0
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	0
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0

6. Payment performance

a) Number of valid invoices received during the reporting period.	5
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	60%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	0
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

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.	£746,426.61
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£93,189
c) Total procurement spend with Third sector bodies during the period covered by the report.	£0
d) Percentage of total procurement spend through collaborative contracts.	0%
e) Total targeted cash savings for the period covered by the annual procurement report	£0
i) targeted cash savings for Cat A contracts	£0
ii) targeted cash savings for Cat B contracts	£0
iii) targeted cash savings for Cat C contracts	£0
f) Total delivered cash savings for the period covered by the annual procurement report	£0
i) delivered cash savings for Cat A contracts	£0
ii) delivered cash savings for Cat B contracts	£0
iii) delivered cash savings for Cat C contracts	£0
g) Total non-cash savings value for the period covered by the annual procurement report	£0
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	7
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£8,331,600.00

NOTES

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the '0' value and where information is either not recorded or not available.

1. Organisation and report details

- a) Enter the name of the contracting authority to which the report refers.
- b) Enter the actual period of the report (for example, 101 April 18 to 31 March 19 or 1 August 18 to 31 July 19.)
- c) Has the report been prepared because there is a requirement to do so under Section 18 of the 2014 Act?

2. Summary of regulated procurements completed

- a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period. (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period. (An SME means an enterprise which employs less than 250 staff.)
 - ii) Number of unique Third sector suppliers that were awarded a place on a contract awarded during the reporting period.

3. Review of regulated procurements compliance

- a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
- b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

4. Community benefit requirements summary

- a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
- b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
- c) Total number of regulated contracts with a value of less than £4 million that contain that contain Community Benefit requirements.
- d) Total number of jobs filled by individuals within a priority group during the period of the report.
- e) Total number of apprenticeships filled by priority groups during the period of the report.
- f) Total number of work placements delivered for priority groups during the period of the report.
- g) Number of qualifications achieved during the period of the report through training by priority groups.
- h) Total value of contracts subcontracted to SMEs during the period of the report
- i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
- j) Total value of contracts subcontracted to Supported Businesses during the period of the report.
- k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period where it was relevant to include a scored Fair Work criterion.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.
- d) Number of unique suppliers signed up to the Scottish Business Pledge and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

6. Payment performance

- a) Total number of valid invoices received during the period of the report.
- b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
- c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
- d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

7. Supported businesses summary

- a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
- b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
 - i) Total spend with supported businesses during the reporting period through regulated contracts (*including spend within the period on contracts placed before the period*).
 - ii) Total spend with supported businesses during the reporting period through non-regulated contracts (*including spend within the period on contracts placed before the period*).

8. Spend and savings summary

- a) Total amount of procurement spend during the reporting period.
- b) Total amount of procurement spend with SMEs during the reporting period.
- c) Total amount of procurement spend with Third Sector bodies during the reporting period.
- d) Percentage of total procurement spend during the reporting period that is through collaborative contracts.
- e) Total amount of cash savings that was targeted / forecast for the period of the report.
 - i) Total amount of cash savings that was forecast for the period of the report through Cat A (National) contracts.
 - ii) Total amount of cash savings that was forecast for the period of the report through Cat B (Sectoral) contracts.
 - iii) Total amount of cash savings that was forecast for the period of the report through Cat C contracts.
- f) Total amount of cash savings delivered for the period of the report.
 - i) Total amount of cash savings delivered during the period of the report through Cat A

- (National) contracts.
- ii) Total amount of cash savings delivered during the period of the report through Cat B (Sectoral) contracts.
- iii) Total amount of cash savings delivered during the period of the report through Cat C contracts.

9. Future regulated procurements

- a) Total number of all regulated contracts that are expected to commence in the next two financial years.
- b) Total estimated value of all regulated contracts that are expected to commence in the next two financial years.