

PROCUREMENT STRATEGY 2025-2030

# **Procurement Strategy 2025-2030**

**Introduction**

The Procurement Strategy 2025-2030 supports the University Strategy 2030 by prioritising the needs of staff, students, stakeholders, and the wider communities that are impacted by the University’s management of its supply chain*.* The strategy provides a clear framework for action and has four key objectives:

1. **Deliver value for money** - achieving value, savings, optimal efficiency, and fully realising benefits on all non-pay expenditure.
2. **Embed ethical and responsible procurement** -purchasing goods, services and works in ways that consider their environmental, social, and economic impact.
3. **Effective contract management** - focusing on deliverables and value, driving efficiency, and minimising risks through the whole contract lifecycle.
4. **Partnership working -** enhancing collaboration across all procurement stakeholders to ensure successful implementation of this strategy.

Fully aligned with the Finance Strategy 2024-2030, the Procurement Strategy contributes to financial sustainability by achieving best value and savings, creating added value, delivering community benefits, and supporting the University's net zero objectives. It is a strategy for the whole organisation and is informed by the University’s shared values of ambition, integrity, and respect.

Procurement Services will lead on the implementation of this enabling strategy and will be a trusted partner in the overall implementation of University Strategy 2030.

This strategy is fully compliant with the current Scottish legal framework of rules governing public procurement and will be subject to annual review. See **Appendix 1**.

**Our Procurement Strategy**

The Procurement Strategy sets out how the University will manage its procurement activities, within the regulatory environment, through its Faculties and Professional Service Directorates. Our objectives are translated into detailed actionable steps through the Action Plan.

Overarching accountability for the successful delivery of this strategy sits with the Executive Director of Finance, providing strategic leadership and direction. The Head of Procurement, as operational lead, will drive strategy implementation through the Procurement Services team, ensuring alignment with institutional priorities. Faculties and Professional Service Directorates are key in translating this strategy into actionable outcomes. Deans and Executive Directors are accountable for ensuring procurement activities in their areas are strategically aligned, adequately resourced, and effectively planned to meet the University’s procurement objectives and broader strategic goals.

**Procurement Strategic Objectives**

The strategy’s four objectives form a robust framework for procurement activities. These will be fully embedded into all aspects of the University’s supply chain activity.

**Objective One - Deliver value for money**

The *overarching* objective is to obtain value for money, achieve savings and optimum efficiency, and fully realise benefits on all non-pay expenditure. The focus is on making procurement decisions that deliver the best possible balance of cost, quality, and long-term benefits to the University.

**What we will do:**

**Early Requirement Articulation** - Clearly defining the scope of requirement early in the procurement process and determining the optimal route to market.

**Statutory Compliance** - Full compliance with the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015, and the Procurement (Scotland) Regulations 2016, is integral to this objective.

**Operational Efficiency** - Streamlined procurement processes will be transparent, efficient, and responsive to the University’s needs. Continuously reviewing these processes will identify opportunities for efficiency gains.

**Collaboration** - Leveraging partnerships across contracting bodies in a collaborative setting so the University will benefit from economies of scale, realise savings and efficiencies, maximise added value, and mitigate risk.

**Category Management** -Organiseall non-pay expenditure on a ‘category’ basis, aligning services and products by group or type, to deliver economies of scale, reduced cost, increased efficiencies, thereby supporting good financial stewardship. This approach involves proactively reviewing and analysing related expenditure and working closely with stakeholders to identify opportunities to enhance value.

**Benefits Measuring and Recording -** Identify, collect, and report savings and benefits in accordance with the current HE/FE sectoral benefits methodology. Accurate and comprehensive reporting will evidence the positive impact of managed and competent procurement across the University. Such reporting will also inform new and improved standards of procurement performance going forward.

**Tendering Procedures** - Deliver cost-effective and bespoke contractual outcomes by utilising flexible procurement tendering procedures.

**Benchmarking** - Continually benchmark our ways of working with best practice standards and processes including the Scottish Government’s ‘Procurement Journey’ (a guidance for public sector buyers).

**Framework Agreements** - Use the most beneficial procurement framework agreements to deliver value for money, savings and added value on our non-pay expenditure.

**Objective Two - Embed ethical and responsible procurement**

Ethical and responsible (or ‘sustainable’) procurement is the practice of purchasing goods, services and works in ways that consider their environmental, social, and economic impacts. This approach has a significant contribution to make to the University’s commitment to achieve net zero emissions by 2040, to the University Sustainability Plan 2022-2030, and the priorities set out in University Strategy 2030.

This objective also addresses how we comply with our sustainable procurement duty under the Procurement Reform (Scotland) Act 2014. This dutyrequires the University to consider how its procurement activity can improve the social, environmental, and economic wellbeing of the geographical area in which it operates, with a particular focus on reducing social and economic inequality.

**What we will do:**

**Sustainable Procurement Duty** - Continuously review and enhance compliance with the regulatory requirements of the Procurement Reform (Scotland) Act 2014. This will also support our University Strategy 2030 sustainability priorities.

**Building upon City Regional Deal Success** - We commit to ensuring that the sustainability-focused approaches employed so successfully during recent City Regional Deal procurements, will be adopted across our Faculties and Professional Service Directorates. The University will take cognisance of its civic responsibilities by targeting and delivering benefits that will help to shape our region’s future, creating jobs, growth, and prosperity, by developing and implementing local solutions to global challenges.

**Procurement Category Action Plan -** Develop and execute Procurement Category Actions Plans in line with the Scottish University and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030. By so doing, we will face up to some of the challenges posed by climate change and make positive differences in our city, region, and nation. We commit to improving our understanding of, and reducing, ‘scope 3’ carbon emissions that are generated from our supply chain activity.

**Training** - We will introduce staff training to eliminate unsustainable purchasing practices and drive social value throughout our supply chains. This training will be tailored to the core activities of Faculties and Professional Service Directorates to ensure it is proportionate and relevant.

**Modern Slavery and Human Trafficking Policy** - Maintain a robust framework to combat modern slavery and human trafficking within the University’s supply chain, including the development, publication and regular review of a Modern Slavery and Human Trafficking policy. We will continuously strengthen our efforts to identify, prevent, and mitigate the risks of modern slavery occurring in our procurement practices and supply chains. Accordingly, our annual Modern Slavery reporting will also be strengthened.

**New Community Benefits Policy** - Implement a ‘Community Benefits through Procurement’ policy which underscores the University’s expectation that applicable contracts will deliver social value. This policy will commit the University to work to embed and implement Community Benefit requirements into its procurement activity in ways that promote inclusive and sustainable growth and support the University Strategy 2030 and make a meaningful difference to local and regional communities. We will identify how the University will target, manage, and monitor community benefits delivery.

Procurement will also support student employability by securing work-based learning (WBL) opportunities in our contracts and support student placements, training opportunities and meaningful job opportunities via our contracted suppliers.

**Fair Work First** **in Procurement** - Commitment to adopt ‘Fair Work’ principles in our regulated tenders. The University is already committed to advancing fair work for all employees and reaffirms its dedication to being an employer of choice and fostering partnerships that uphold the highest standards of employment and ethical business practices. We will ensure that suppliers and contractors demonstrate a commitment to fair pay, inclusive workplace practices, and employee wellbeing thereby promoting diversity and inclusion.

**Environmental and Social Governance (ESG)** - We will support the University’s good governance by ensuring all regulated procurements are conducted in full compliance with our statutory duties. This focus (and use of a business sustainability platform) will help the University manage ESG risk in our supply chain and support our broader sustainability priorities.

**SMEs, Third Sector and Voluntary Sector Organisations -** We will make tendering opportunities more accessible to these types of organisations through pre-tender engagement, participation in local and regional supplier forums and, where appropriate, lotting tender requirements. By so doing, we will support the local and regional economy.

**Circular Economy** - **We will** focus on reducing waste and improving rates of recycling and reuse and thereby support the **circular economy**. Stakeholders will be encouraged to consider procuring goods and services that minimise waste generation and take account of total cost of ownership (TCO) and not just ‘upfront’ cost.

**Objective Three - Effective contract management**

Contract management is a valuable procurement tool that focuses on deliverables and value, drives efficiency, and minimises risks through the lifecycle of a contract. When donestrategically (and on a proportionate and relevant basis) contract management enhances **cost savings, contract compliance, supplier performance, and overall economic efficiency.**

**What we will do:**

**Training** - We will provide skills development opportunities which focus on 'end-to-end' operational and strategic contract management for all Faculties and Professional Services staff, with particular emphasis on contract owners. This will empower staff to enhance their expertise and effectively manage contracts throughout their lifecycle.

**Key Performance Measurement** - Where appropriate and proportionate we will include performance measurements in contracts. Key performance indicators (KPIs) will be used to assess and measure supplier performance. These can apply to various areas of contract performance and include measures of delivery, quality, and cost/financial performance. At contract ‘handover’ (i.e. when Procurement Services passes a new contract or framework agreement to a faculty or directorate ‘owner’), we will confirm who will take the lead or provide support on regular contract management and supplier performance reviews.

**Managing Supply Chain Risk** - We will identify and manage the risks associated with supply chain disruption by means of market intelligence, risk mapping (to identify, assess, and visualise risks in a market or industry) and risk categorisation (to consider procurement impact). Robust financial due diligence will be regularly undertaken, both on *potential* suppliers to the University and on key *current* suppliers.

**Objective Four - Partnership working**

Collaboration is essential for the successful implementation of this strategy (to deliver value for money). We will address the particular needs of three stakeholder groups: our staff, students, and suppliers. Each stakeholder group will be informed of their roles and responsibilities and the contributions they must make to support the strategy.

**What we will do:**

Gaining ‘buy-in’ for the new procurement strategy from the stakeholder group will require a structured approach that aligns each group’s interests with the proposed changes. This will build trust and encourage transparency.

**Staff** -The diverse nature of our Faculties and Professional Services means that a wide range of differing needs will require to be met, and solutions provided. We recognise that ‘one size’ does not fit all. We will therefore build procurement capability, resources, and skills across the whole University. We will help Faculties and Professional Services to develop their medium and longer-term plans so that timely, value adding, procurement outcomes can be implemented. With the support from stakeholders, we will scrutinise expenditure data to identify any relevant collaborative opportunities.

Recognising the importance of research, we will support our researchers to ensure that their procurement activity has been undertaken in an accountable manner and in accordance with the requirements of the Research Excellence Framework and grant funding bodies.

**Students -** We are aware that our students have a genuine understanding of the wider social value and social justice issues in procurement and a desire for decisive action. We will therefore engage with our student body to ensure our institution-wide approach to procurement is informed, where possible, by the priorities and values of our students.

**Suppliers -** The University has a large active database of suppliers ranging from multinationals to SMEs and micro businesses. We will engage with all suppliers and potential suppliers in a fair, open, and transparent manner. Our processes and procedures will be designed in such a manner that they are proportionate to the value of the contract, while simultaneously ensuring that all suppliers comply with the requirements of legislation and recognised best practice.

We will also ensure suppliers are fully aware of the standards of conduct required for them to do business with the University. We will support our suppliers to understand equality, diversity, and inclusion issues within their own workforces and throughout their extended supply chains and thereby reduce the risk of modern slavery and human trafficking.

**Keeping on track - reviewing and reporting**

The strategy will be monitored by means of the Procurement Strategy Action Plan. Performance against the Action Plan will be regularly reviewed and reported through the Annual Procurement Report and the University committee cycle.

The effectiveness and impact of this Procurement Strategy 2025-30 will also be measured via the Scottish Government’s Procurement and Commercial Improvement Programme (PCIP). This will be regularly undertaken, thereby ensuring a process of continuous improvement.

**Compliance with the Procurement Reform (Scotland) Act 2014 (PRSA)**

This strategy is fully compliant with each specific requirement of the PRSA.See **Appendix 2**.

**Appendix 1 – Action Plan**

**Strategic Objective 1 – Deliver value for money**

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| **Outcomes** | **Main Actions & Commitments** | **Key Performance Measures (baselines)\*****\*FY 2024/25 refers** |
| Optimal route to market will be determined and adopted. | **1.1 Early and clear requirement articulation**. Clearly defining the scope of requirement early in the procurement process. | Improvement of value for money through demonstration of efficiencies, of savings, cost avoidance and other (cash and non-cash) efficiencies. |
| Full compliance with the current statutory framework mitigates the risk of reputational, operation and financial risks due to non-compliant procurement activity. | **1.2 Statutory compliance.** Full compliance with the Procurement Reform (Scotland) Act 2014, the Public Contracts (Scotland) Regulations 2015, and the Procurement (Scotland) Regulations 2016, is integral to this objective. | Number of non-compliant public tenders conducted. (0)Number of legal challenges to public contract awards. (0) |
| Continuous review of processes will identify any opportunities to deliver efficiency gains. | **1.3 Operational efficiency**. Streamlined procurement processes will be transparent, efficient, and responsive to the University’s needs.  | Efficiency gains.Improved stakeholder experience. |
| The University will benefit from economies of scale, realise saving and efficiencies, maximise added value and mitigate risk. | **1.4 Collaboration**. Leveraging partnerships across contracting bodies in a collaborative. | Savings and efficiencies realised. (TBC) |
| Will deliver economies of scale, reduced cost, increased efficiencies, thereby supporting good financial stewardship. This approach involves proactively reviewing and analysing related expenditure and collaborating closely with stakeholders to identify opportunities to enhance value. | **1.5 Category management**. Organiseall non-pay expenditure on a ‘category’ basis, aligning services and products by group or type. | Cost reductions against budget or market price.Efficiencies and added value. |
| Accurate and comprehensive reporting will evidence the positive impact of managed and competent procurement across the University. | **1.6 Benefits**. measuring and recording Identify, collect, and report savings and benefits in accordance with the current HE/FE sectoral benefits methodology. | Verifiable reported savings and benefits. (TBC)  |
| Deliver cost-effective and bespoke contractual outcomes. | **1.7 Tendering procedures**. Use flexible procurement tendering procedures. | Contracts delivering required technical and commercial outcomes. |
| Improved procurement performance and efficiency. | **1.8 Benchmarking**. Continually benchmark our ways of working with best practice standards and processes including the Scottish Government’s ‘Procurement Journey.’ | PCIP score. (2023: 67%) |
| Delivery of value for money, savings and added value on our non-pay expenditure. | **1.9 Framework agreements**. Use the most beneficial procurement framework agreements  | % of non-pay expenditure through collaborative frameworks. (TBC)Cash and non-cash savings delivered by using collaborative arrangements. (TBC) |

**Strategic objective 2 – Embed Ethical and Responsible Procurement**

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| **Outcomes** | **Main Actions & Commitments** | **Key Performance Measures (baselines)\*****\*FY 2024/25 refers** |
| Compliance this duty will be enhanced, and the University Strategy 2030 sustainability priorities will be supported. | **2.1 Sustainable procurement duty**. Continuously review and enhance compliance with the regulatory requirements of the Procurement Reform (Scotland) Act 2014.  | Proportion of contracts awards to local and regional SMEs. (TBC) |
| The University will take cognisance of its civic responsibilities by targeting and delivering benefits that will help to shape our region’s future, creating jobs, growth, and prosperity, by developing and implementing local solutions to global challenges. | **2.2 Building upon City Regional Deal success**. We commit to ensuring that the sustainability-focused approaches employed so successfully during recent City Regional Deal procurements, will be adopted across our Faculties and Professional Service Directorates.  | No of jobs created. Weeks of work experience placements. Apprenticeship weeks secured. No of apprenticeships created. Hours of training opportunities. No of local learner opportunities.  |
| We will improve our understanding of, and reduce, ‘scope 3’ carbon emissions that are generated from our supply chain activity. By so doing, we will face up to some of the challenges posed by climate change and make positive differences in our city, region, and nation. | **2.3 Procurement Category Action Plan**. Develop and execute Procurement Category Actions Plans in line with the Scottish University and College Sectors Supply Chain Climate & Ecological Emergency Strategy 2022 to 2030.  | Number of Procurement Category Action Plans in development. (1)Number of Procurement Category Action Plans implemented. (0)Number of procurements targeting and delivering positive sustainability outcomes. Reduction in Scope 3 (supply chain) carbon.  |
| to eliminate unsustainable purchasing practices and drive social value throughout our supply chains | **2.4 Sustainable Procurement Training.** We will introduce staff training. This training will be tailored to the core activities of Faculties and Professional Service Directorates to ensure it is proportionate and relevant. |  |
| We will continuously strengthen our efforts to identify, prevent, and mitigate the risks of modern slavery occurring in our procurement practices and supply chains. Accordingly, our annual Modern Slavery reporting will also be strengthened. | **2.5 Modern Slavery and Human Trafficking policy**. Maintain a robust framework to combat modern slavery and human trafficking within the University’s supply chain, including the development, publication and regular review of a Modern Slavery and Human Trafficking policy.  | Compliant Annual Modern Slavery reporting. (100%) |
| This policy will commit the University to work to embed and implement Community Benefit requirements into its procurement activity in ways that promote inclusive and sustainable growth and support the University Strategy 2030 and make a meaningful difference to local and regional communities. We will identify how the University will target, manage, and monitor community benefits delivery. | **2.6 Community Benefits policy**. Implement a ‘Community Benefits through Procurement’ policy which underscores the University’s expectation that applicable contracts will deliver social value.  | Secured and realised benefits.  |
| Student placements, training opportunities and meaningful job opportunities via our contracted suppliers. | **2.7 Work-based learning opportunities**. Procurement will also support student employability by securing work-based learning (WBL) opportunities in our contracts. | No. of contracts including WBL opportunities. (1) |
| We will ensure that suppliers and contractors demonstrate a commitment to fair pay, inclusive workplace practices, and employee wellbeing thereby promoting diversity and inclusion. | **2.8 Fair Work First in procurement**. Commitment to adopt ‘Fair Work’ principles in our regulated tenders. The University is already committed to advancing fair work for all employees and reaffirms its dedication to being an employer of choice and fostering partnerships that uphold the highest standards of employment and ethical business practices.  | No. of appointed contractors who have fully adopted Fair Work principles.  |
| This focus (and use of a business sustainability platform) will help the University manage ESG risk in our supply chain and support our broader sustainability priorities. | **2.9 Environmental and social governance (ESG).** We will support the University’s good governance by ensuring all regulated procurements are conducted in full compliance with our statutory duties.  | No of regulated procurements that are fully complaint with our statutory duties. (100%) |
| We will support the local and regional economy. | **2.10 SMEs, Third Sector and Voluntary Sector organisations**. We will make tendering opportunities more accessible to these types of organisations through pre-tender engagement, participation in local and regional supplier forums and, where appropriate, lotting tender requirements.  | No of bids received from, contracts awarded to, and value of spend with SMEs, Third Sector and Voluntary Sector organisations. (TBC) |
| Stakeholders will be encouraged to consider procuring goods and services that minimise waste generation and take account of total cost of ownership (TCO) and not just ‘upfront’ cost. | **2.11 Circular economy**. **We will** focus on reducing waste and improving rates of recycling and reuse and thereby support the **circular economy**.  | Reduction in trade waste.Increased recycling across the University. |

**Strategic Objective 3 – Effective Contract Management**

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| **Outcomes** | **Main Actions & Commitments** | **Key Performance Measures (baselines)\*****\*FY 2024/25 refers** |
| This will empower staff to enhance their expertise and effectively manage contracts throughout their lifecycle. | **3.1 Contract management training.** We will provide skills development opportunities which focus on 'end-to-end' operational and strategic contract management for all Faculties and Professional Services staff, with particular emphasis on contract owners.  | Number of fully managed contracts. Training opportunities offered.Staff receiving training. |
| At contract ‘handover’ (i.e. when Procurement Services passes a new contract or framework agreement to a faculty or directorate ‘owner’), we will confirm who will take the lead or provide support on regular contract management and supplier performance reviews. | **3.2 Key performance management**. Where appropriate and proportionate we will include performance measurements in contracts. Key performance indicators (KPIs) will be used to assess and measure supplier performance. These can apply to various areas of contract performance and include measures of delivery, quality, and cost/financial performance.  | Contracts including KPIs. |
| Robust financial due diligence will be regularly undertaken, both on *potential* suppliers to the University and on key *current* suppliers. | **3.3 Managing supply chain risk**. We will identify and manage the risks associated with supply chain disruption by means of market intelligence, risk mapping (to identify, assess, and visualise risks in a market or industry) and risk categorisation (to consider procurement impact).  | High risk/strategic suppliers assessed. |

**Strategic Objective 4 – Partnership Working**

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| **Outcomes** | **Main Actions & Commitments** | **Key Performance Measures (baselines)\*****\*FY 2024/25 refers** |
| This will build trust and encourage transparency. | **4.1 Buy in from stakeholder groups**. Gaining ‘buy-in’ for the new procurement strategy from the stakeholder group will require a structured approach that aligns each group’s interests with the proposed changes.  | Number of (active) internal stakeholder groups. Number of UiG (User Intelligent Group) members supporting APUC. Number and value of collaborative procurements.Value of collaborative procurements. |
| We will help Faculties and Professional Services to develop their medium and longer-term plans so that timely, value adding, procurement outcomes can be implemented. With the support from stakeholders, we will scrutinise expenditure data to identify any relevant collaborative opportunities. | **4.2 Staff**. The diverse nature of our Faculties and Professional Services means that a wide range of differing needs will require to be met, and particular solutions provided. We recognise that ‘one size’ does not fit all. We will therefore build procurement capability, resources, and skills across the whole University.  | Procurement capability, resources and skills across Faculties and Directorates. |
| Research-related procurement will be undertaken in an accountable manner and in accordance with the requirements of the Research Excellence Framework and grant funding bodies. | **4.3 Research staff.** Recognising the importance of research, we will support our researchers engaged in procurement activity. | Collaboration with suppliers to benefit the University’s research profile.Innovative solutions that comply with requirements of REF and grant funding bodies. |
| We will therefore engage with our student body to ensure our institution-wide approach to procurement is informed, where possible, by the priorities and values of our students. | **4.4 Students**. We are aware that our students have a genuine understanding of the wider social value and social justice issues in procurement and a desire for decisive action.  | Procurement approaches (directly or indirectly) informed by the priorities and values of our student community.  |
| We will also ensure suppliers are fully aware of the standards of conduct required for them to do business with the University. We will support our suppliers to understand equality, diversity, and inclusion issues within their own workforces and throughout their extended supply chains and thereby reduce the risk of modern slavery and human trafficking. | **4.5 Suppliers**. The University has a large active database of suppliers ranging from multinationals to SMEs and micro businesses. We will engage with all suppliers and potential suppliers in a fair, open, and transparent manner. Our processes and procedures will be designed in such a manner that they are proportionate to the value of the contract, while simultaneously ensuring that all suppliers comply with the requirements of legislation and recognised best practice. | Contract terminations due to legal and ethical failures occurring in a contractor’s supply chain. (0) |

**APPENDIX 2**

**Compliance with Procurement Reform (Scotland) Act 2014 (PRA)**

**The table below explains how the University delivers the specific requirements of the PRA:**

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| **PRA requirement** | **Compliance statement**  |
| 1. Statement of the University’s general policy on the use of community benefit requirements. | For every procurement over £4m, the University will consider how it can improve the economic, social, or environmental wellbeing of its area through inclusion of community benefit clauses.Where possible and proportionate, such clauses will be included in procurements below £4m.The University targets, manages and monitors community benefits delivery as part of its procurement strategic objective to ‘embed ethical and responsible procurement.’ Outputs from community benefit clauses are assessed through contract management and standardised benefits reporting.Community benefits *will be* within the scope of the revised Procurement Policy. |
| 2. Statement of the University’s general policy on consulting and engaging with those affected by its procurements. | For each procurement, the University will consider the community affected by the resultant contract and ensure any affected organisations or persons are consulted. Such consideration will always be on a scale and through an approach that is proportionate to the procurement in question. |
| 3. Statement of the University’s general policy on the payment of a living wage to persons involved in producing, providing, or constructing the subject matter of regulated procurements. | The University recognises the value of a well-motivated and dedicated workforce both in its own organisation and in those of its suppliers. It also recognises that the Scottish Government views the Living Wage as a key indicator of an employer’s commitment to fair workplace practices. The University is committed to achieving RLW accreditation. The University has paid RLW as a minimum to all staff since 2015. No third-party staff have been identified as currently engaged below RLW.Where relevant and proportionate, the University will take account of the fair work practices of suppliers in its procurements, including the application of the Living Wage. ‘Fair Work First’ (informed by our Fair Work Statement) is incorporated in all relevant procurement processes in line with SPPN 6/2021 - Implementation of Fair Work First in Scottish Public Procurement. |
| 4. Statement of the University’s general policy on promoting compliance by contractors and sub-contractors with the Health and Safety at Work etc. Act 1974 (c.37) and any provision made under that Act. | The University is committed to contracting only with suppliers that comply with all appropriate and relevant legislation, including Health and Safety legislation. Where appropriate, and on a contract-by-contract basis, the University will assess the legislation applicable to a procurement and take steps to ensure bidders comply with such legislation.  |
| 5. Statement of the University’s general policy on the procurement of fairly and ethically traded goods and services. | The University supports the sourcing of goods and services that are fairly and ethically traded. Where relevant, the University shall make use of appropriate standards and labels in its procurements to take account of fair and ethical trading considerations, consider equivalent offerings from suppliers in its tenders, and the use of whole lifecycle costing. The University will also consider use of contract conditions that provide assurances on fair and ethical supply chains. Procurement Services’ Supply Chain Code of Conduct is embedded in all regulated procurement documentation. |
| 6. Statement of the University’s general policy on how it intends its approach to regulated procurements involving the provision of food to:* Improve the health, wellbeing, and education of communities in the University’s area.
* Promote the highest standards of animal welfare.
 | The University will adhere to supply a healthy, fresh, varied, and sustainably food and drink choice that continues to be affordable and good quality. The importance to deliver well-balanced options that are there to support health and wellbeing is paramount within our learning and teaching community. All our produce is regularly monitored and certified to protect animal welfare and local crop suppliers.The University’s catering team offers a wide range of nutritious and delicious foods that are available seven days a week to all our students, staff, and guests. Through listening to our customers, we change and adapt frequently to support the needs of our international community.   |
| 7. The University must set out how it intends to ensure that, as far as is reasonably practicable, the following payments are made no later than 30 days after the invoice (or similar claim) relating to the payment is presented:* Payments due by the University to a contractor.
* Payments due by a contractor to a sub-contractor.
* Payments due by a sub-contractor to a sub-contractor.
 | The University complies with the Late Payment legislation. |
| 8. The University must set out how it intends to ensure that its regulated procurements will be conducted in compliance with the sustainable procurement duty. | The University undertakes regulated procurements in compliance with the sustainable procurement duty. The University also seeks to take account of climate and circular economy in its procurement activity. Consideration of environmental, social, and economic issues and of how benefits can be delivered through procurement, is taken account of, where appropriate, on a contract-by-contract basis. The University uses available tools and resources including ‘Prioritisation,’ ‘Life Cycle Impact Mapping,’ ‘Sustainability Test,’ ‘Flexible Framework,’ APUC’s Code of Conduct, ‘Sustain’ and the Electronics Watch network, where relevant and proportionate, to the scope of the procurement.The University is a signatory to the Race to Net Zero Campaign.We are also signatory to the SDG Accord, the University and College Sector’s response to the United Nations Sustainable Development Goals (SDGs). The University’s supports the vision of the ‘Public Procurement Strategy for Scotland 2023 to 2028’ and delivery of its objectives, namely, to conduct procurement activity in a way which is good for businesses and employees, good for society, good for places and communities, open and connected. The University’s Sustainability Plan 2022-28 aims, under theme 3, ‘to make financial decisions that are consistent with our sustainability goals, to prioritise carbon-zero projects in capital planning wherever possible, and to embed the principles of progressive procurement throughout our activities’.The University publishes its annual modern slavery statement thereby complying with the Modern Slavery Act 2015.Our revised Procurement Policy *will* detail the steps we will take to comply with the sustainable procurement duty. |
| 9. Statement on how the University will use procurement to contribute to the global climate emergency response - and report progress in their annual procurement reports (as required by SPPN 3/2022). | In response to the global climate emergency, the University will align procurement activity with net zero objectives and frameworks wherever possible.The University has a strong focus on supporting responsible procurement, and in particular, climate and circular economy considerations. The University will seek to support the circular economy and to promote strategic decisions on demand management and procuring for re‑use, re‑design and remanufacture. It will prioritise contracts where greatest positive impact can be realised.The University will seek to monitor and report progress through the Annual Procurement Report and Public Bodies Climate Change Duties (PBCCD). |
| 10. The University must set out how it intends to ensure that its regulated procurements will contribute to the conducting of its functions and achievements of its purpose and will deliver value for money. | The University will analyse third party expenditure, identify ‘GPA-regulated (higher value) procurements’ and ‘PRA-regulated (lower value) procurements. The University will sort regulated procurements into procurement categories. How these goods, services and works are purchased (i.e. through joint purchasing, use of local, regional, and national framework agreements or consolidated contracting) will be subject to annual review with APUC and through user consultation. Thereby optimal category strategies will be agreed, sensible aggregation opportunities exploited, category and commodity strategies developed and the most appropriate procurement routes to market chosen. |
| 11. The University must set out how it intends to ensure that its regulated procurements will be conducted in compliance with its duty to treat relevant economic operators equally and without discrimination. | Appropriate early engagement will allow the University to understand the market for goods and/or services and/or works and potential alternative solutions. The University will conduct all regulated procurements in line with the principles of equal treatment, non-discrimination, transparency, proportionality, and mutual recognition. The University will take steps to make it easier for smaller businesses to bid for contracts. Legislative constraints preclude preferences for only local suppliers but the local dimension can be addressed through the structure of tenders, the use of Public Contracts Scotland and Quick Quotes, training and information to build capacity, and publishing a contract register to highlight contracts for which local organisations may be interested in bidding. |
| 12. The University must set out how it intends to ensure that its regulated procurements will be conducted in compliance with its duty to act in a transparent and proportionate manner. | In making regulated procurement contract awards, quality, risk, and sustainability factors will be considered, along with cost, according to declared score weightings on a contract-by-contract basis.The University will make appropriate use of collaborative contracting arrangements (e.g. national, sectoral, or local framework agreements or contracts) to deliver improved contract terms, contract and supplier management, sustainable procurement outcomes and value for money.The University shall use the Public Contracts Scotland portal to publish its procurement opportunities and shall strive to ensure appropriate use of lotting, output-based specifications, and clear evaluation criteria to ensure the procurement is accessible to as many bidders as possible. |