



Annual Procurement Report 2021-22



Contents

Introduction	2
Procurement Strategy	4
Summary of Regulated Procurements Completed	5
Review of Regulated Procurement Compliance	7
Community Benefits	8
Supported Businesses and Enterprises	9
Sustainable Procurement	10
Future Regulated Procurements	11
Fair Work First	12
Small and Medium Enterprises (SMEs)	13
Glasgow Life Procurement Team	14
Report Ownership and Contact Details	15
Appendix 1 – Summary of Regulated Procurements Completed	16
Appendix 2 – Future Regulated Procurements	19
Appendix 3 - Glossary	21

Introduction

Glasgow Life is one of Scotland's largest charities and our mission is to inspire every citizen and visitor to become engaged and active in a city globally renowned for culture and sport. We believe everyone deserves a great Glasgow Life and we find innovative ways to make this happen across the city's diverse communities. Employing approximately 2,400 staff across the city, our programmes, experiences, and events range from grassroots community activities to large-scale cultural, artistic and sporting events which present Glasgow on an international stage. Our work is designed to promote inclusion, happiness and health, as well as support the city's visitor economy, in order to enhance Glasgow's mental, physical and economic wellbeing.

The procurement of goods, services and works within Glasgow Life is diverse and ranges from low value, low risk purchases to high value and complex procurements across all budget categories. During the period 2021/22, third party spend on goods, services and works was approximately £20million. Due to the Covid-19 Pandemic, this report covers a period of time where continual challenges were encountered by all services across Glasgow Life. Despite significant difficulties across all functions and external supply chains, the Procurement Team remained fully operational to provide both business as usual and emergency contracts and support.

Glasgow Life is obligated by the Procurement Reform (Scotland) Act 2014, to prepare and publish an annual report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year. This report cover the period from 01 April 2021 to 31 March 2022.

This Annual Procurement Reports outlines the achievements and future plans for Glasgow Life’s regulated procurement activity. Regulated procurements are contracts with a value of £50,000 and above for goods and services and of £2million and above for works. Regulated procurements also refer to procurements delivered through call off contracts made via framework agreements or dynamic purchasing systems. A regulated procurement is concluded when the contract award notice is published or where the process otherwise comes to end, for example non award. Our key procurement objectives reflect legislative, national and local policies to build on our current approach to deliver strategic procurement.

Glasgow Life maintains a public [Contract Register](#) which provides information on current contracts awarded via procurements conducted by the Procurement Team.

Procurement Strategy

Section 15 of the Procurement Reform (Scotland) Act 2014 “the Act” requires any public organisation, which has an estimated total value of regulated Procurement spend of £5million or more in a financial year to prepare and publish a Procurement Strategy. Glasgow Life’s Procurement Strategy for 2022 -25 can be accessed [here](#). The procurement strategy sets out the vision, objectives and actions which will provide direction and govern procurement for Glasgow Life for 2022 to 2025. These reflect the need for a strategic approach to our procurement activity, to help us adapt to post-Brexit, Covid-19 recovery and to transition to a low carbon and sustainable economy. The pressure on public finances is well documented, and we must ensure that we are securing Best Value through our purchasing practices. The strategy considers this wider context, alongside developments in local and national policy and legislation to ensure that Glasgow Life purchasing activity supports high quality delivery and sustainable growth, whilst protecting our environment.

Summary of Regulated Procurements Completed

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires Glasgow Life to include a “summary of the regulated procurements that have been completed during the year covered by the report”. This summary demonstrates that we are acting in a transparent and compliant manner by conducting procurement in accordance with the relevant legislation.

A number of different procurement routes are utilised to ensure we achieve best value, this includes calling off of Local and National Frameworks, working with other public bodies with similar requirements and procuring as an individual organisation. As an ALEO to Glasgow City Council, we utilise a significant number of Glasgow City Council Frameworks to meet our procurement requirements.

Details of the regulated procurements award by Glasgow Life during the year covered by this report can be found at Appendix 1.

During 2021/22, five regulated contracts were appropriately awarded without a competitive procurement process:

Contract	Justification for award
Provision of Ambulance & Paramedics	Public Contracts (Scotland) Regulations 2015 Reg.33(1)(b)(ii)
Architectural Illuminations	Public Contracts (Scotland) Regulations 2015 Reg.33(1)(b)(ii) and Reg.33(4)(b)
Fitness Programme Licence and equipment	Public Contracts (Scotland) Regulations 2015 Reg.33(1)(b)(ii)
Artistic Director, Celtic connection	Public Contracts (Scotland) Regulations 2015 Reg.74

Showcase Scotland	The Procurement (Scotland) Regulations 2016 Reg.6.(1)(b)(i)
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Review of Regulated Procurement Compliance

Section 17 of the Procurement Reform (Scotland) Act 2014 requires regulated procurements to be carried out in accordance with our Procurement Strategy. Section 18(2) goes on to outline that a review must detail “the extent to which any regulated procurements did not comply, and a statement detailing how the organisation will ensure that future regulated procurements do comply”.

Our Procurement Strategy outlined how we intended to carry out regulated procurement projects. During the time period of this report, all regulated procurements conducted by the Procurement Team were awarded in compliance with the policies and procedures implemented by Glasgow Life.

We have continued to, and will continue to, work collaboratively with both internal and external stakeholders and supply chains to undertake continuous improvement in the process and procedures applied. All Scottish Procurement Policy Notes (SPPNs) issued by the Scottish Government and any relevant guidance and best practice updates are incorporated into our policies, procedures and processes.

Community Benefits

Section 18(2) of the Procurement Reform (Scotland) Act 2014 mandates that this Annual Procurement Report includes “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”.

We recognise the importance of Community Benefits and the role they play within the Sustainable Procurement Duty to provide economic, social and environmental benefits through public sector contracts in Scotland. The individual project procurement strategy which is completed at the commencement of all regulated procurements requires stakeholders and the procurement lead to consider the most appropriate Community Benefits.

Glasgow Life request proportionate Community Benefits within regulated tenders, where appropriate. As part of the evaluation criteria all bidders must propose a Community Benefit within their tender return. This level is significantly lower than the £4million required by the Scottish Government.

Community Benefits are managed and monitored by the Contract Manager of each individual contract within the relevant service area. It should be noted that Covid-19 adversely impacted the delivery and monitoring of Community Benefits. Glasgow Life aim to introduce a mechanism to assist Contract Managers to manage, monitor and report Community Benefits more effectively. Further to this, we aim to create a wish list of benefits to be requested through our procurements.

The introduction of a new management process for Community Benefits should assist with the recording and reporting of Community Benefits within future Annual Reports.

Supported Businesses and Enterprises

Section 18(2) of the Procurement Reform (Scotland) Act 2014 require Glasgow Life 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”.

During the period covered by this report, there were no regulated procurements which utilised Supported Businesses. Where appropriate, consideration is always given to the utilisation of Supported Businesses and forms part of the individual procurement strategy criteria to be addressed. Despite having no regulated contracts with Supported Businesses, we had Supported Business non-regulated spend with City Building (Contracts) LLP through utilisation of RSBI.

Sustainable Procurement

Our Procurement Strategy 2022 -25 sets out how we ensure our procurement activity is conducted in a compliant manner, whilst achieving wider economic, social and environmental benefits. Taking account of the Sustainable Procurement Duty, we consider sustainability and environmental measures from inception of any procurement. As part of the individual project procurement strategy, the procurement lead and key stakeholders must consider sustainability and how the procurement can be designed to promote sustainable practices. As part of this, we continue to utilise the Scottish Governments Sustainability Tools. To further support our commitment to sustainable practices, we have made the evaluation of an organisations sustainability and environmental credentials, including their approach to contract delivery, a mandatory qualitative question in all our tenders.

We have embedded numerous tools within our strategic procurement process to assist and ensure best value. Utilisation of these tools also support compliance with the Sustainable Procurement Duty. Key tools utilised by the Procurement Team include:

- Scottish Government Procurement Journey
- Glasgow Life Procurement Manual
- Glasgow City Council Procurement Toolkit
- Individual Procurement Strategy Document
- Scottish Government Sustainable Procurement Tools

Future Regulated Procurements

Section 18(2) of the Procurement Reform (Scotland) Act 2014 mandates that our Annual Procurement Report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years”. Over the next two financial years, there will be a combination of recurring requirements and one-off contract opportunities.

Future regulated procurement have been identified via the following means:

- Current contracts on our contract register that will expire and need re-tendered
- New procurements identified via future requests and work plans provided by Glasgow Life departments

The list of anticipated procurements to be conducted over the next two financial years can be found in Appendix 2. Please note that the list is not exhaustive and is subject to change to accommodate demand management, priorities and ad-hoc or reactive requirements. It should also be noted that until a full scoping exercise is conducted for each procurement and strategies approved, the timeline, route to market, values and duration may also be subject to change.

Fair Work First

Evaluation of Fair Work First has been incorporated into all Glasgow Life tenders, regulated and non-regulated. We are committed to the promotion of the use of the Real Living Wage and this is reflected throughout Glasgow Life tender documentation, processes and procedures.

Small and Medium Enterprises (SMEs)

Through the duration covered by this report, we continued to encourage SMEs to participate in our procurement opportunities by reducing barriers to participation where possible. This included ensuring that financial thresholds and other mandatory criteria was proportionate to the nature of the contract and did not unreasonably discriminate against participation. In addition to this, we promote the [Supplier Development Programme](#) within our tender documentation and external web pages. The Supplier Development Programme delivers support to SMEs to access public sector opportunities by providing training, information, webinars and templates free of charge.

As part of our strategic procurement process, where appropriate, we will engage with suppliers during the development of individual procurement strategies by arranging supplier and market engagement events. In addition this, we support and will aim to participate in Meet the Buyer events to increase the exposure of our current and future contract opportunities to SMEs.

Glasgow Life Procurement Team

Glasgow Life recognise the importance of a skilled procurement team. We have invested in ensuring the team have the professional skills, knowledge, qualifications and experience to undertake their work confidently and professionally. The team have individual and group development plans, which are reviewed regularly to ensure they mirror key priorities and the ever changing landscape of procurement delivery. All procurement staff undertake regular training and professional development. Further to this, the team attend a number of external training workshops, this not only offers professional development, but allows for networking and identification of potential collaborative opportunities with other public bodies.

Report Ownership and Contact Details

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Appendix 1 – Summary of Regulated Procurements Completed

Contract Title	Award Date	Awarded Supplier(s)	Contract Start Date	Contract Expiry (Including Extension Period)	Contract Value
Event Services Framework	04/05/2021	Crae Caldwell, Dave Ross, DH Events Services, Mr Louis McMahan (Trading as LAMF, Pennine Events Ltd, Richmond Events Management Ltd, and Safety First Solution Ltd	06/05/2021	05/05/2025	£1,223,000.00
Public Address Services	29/04/2021	Adlib Audio Limited / FE Live Audio Ltd / Sound Acoustie Production Limited / The Warehouse Sound Services Limited	03/05/2021	02/05/2025	£672,000.00
Water AMR Replacement*	22/04/2021	Business Stream Limited	26/04/2021	25/04/2025	£93,466.00
Maintenance & Inspection of Synthetic Sports Surfaces*	30/03/2021	Sportex Group Ltd	01/05/2021	31/04/2025	£756,152.00
Insurance Services - Lot 1 - Property Combined*	16/02/2021	Risk Management Partners	01/04/2021	31/03/2024	£204,320.00
Insurance Services Lot 2 - Combined Liability (Primary Layer)*	16/02/2021	CNA Insurance Company Limited	01/04/2021	31/03/2024	£1,179,360.00
Insurance Services Lot 4 - Excess	16/02/2021	AIG Europe Limited	01/04/2021	31/03/2024	£67,200.00

Combined Liability - Second Excess Layer*					
Insurance Services Lot 9 - Motor Fleet*	16/02/2021	Risk Management Partners	01/04/2021	31/03/2024	£57,120.00
UEFA EURO 2020 Fan Zone Presentation	07/05/2021	ADI UK LTD	10/05/2021	30/07/2021	£84,340.00
EURO 2020 Event Security, Crowd Management and Stewarding Services*	11/11/2020?	G4S Secure Solution (UK)	01/05/2021	01/08/2021	£817,602.52
UEFA EURO 2020 Fan Zone Cleansing	31/05/2021	Immediate Waste and Resource Management Ltd	07/06/2021	15/07/2021	£99,073.56
Woodside Library Furnishings Fit-Out	26/06/2021	FG Library Products Ltd	19/07/2021	19/10/2021	£97,393.80
CWC 2023 Marketing & Communications Services	26/08/2021	Frame Agency Limited	20/09/2021	20/12/2023	£81,500.00
Provision of Legal Services*	14/09/2021	Harper MacLeod LLP	16/09/2021	15/05/2022	£50,000.00
Medical Services at Events	28/09/2021	Alphamed Scotland Ltd, Amvale Scotland Ltd, JL Medical Ltd	11/10/2021	10/10/2025	£213,612.75
Hire of Electric Utility Vehicles & Trailers	17/09/2021	GMP Drivercare Limited	07/09/2021	06/09/2025	£67,990.32
Maintenance and Repair of UVA Equipment	15/12/2021	Barr + Wray Ltd	07/03/2022	06/03/2026	£93,934.09

Hire & Laundry Service at Emirates Refresh Spa	09/08/2021	Fishers Services Ltd	27/07/2022	26/07/2026	£78,293.00
Provision of Ambulance & Paramedics	05/05/2021	Scottish Ambulance Service	11/06/2021	11/07/2021	£65,074.08
Architectural Illuminations	18/08/2021	21CC Group Limited	16/08/2021	31/01/2022	£270,000.00
fitness Programme Licence and equipment	28/04/2021	Les Mills	01/05/2021	30/04/2026	£416,205.00
Artistic Director, Celtic connection	19/10/2021	Donald Shaw	30/10/2021	30/10/2024	£150,000.00
Showcase Scotland	19/11/2021	Active Events	22/11/2021	28/03/2025	£60,000.00
Repair and Maintenance for Diving Operations at Swimming Pools and Balance Tanks	23/03/2022	Access Underwater Ltd	04/04/2022	03/04/2026	£183,211.64
Maryhill Park Reconstruction of Tennis Courts*	08/03/2022	Allsports Construction & Maintenance Ltd	25/04/2022	25/11/2022	£172,500.00
Museums Multi Venue Visitor Survey*	31/03/2022	Jump Research	11/04/2022	10/04/2023	£29,575.00
Purchase of Chromebooks*	25/02/2021	Getech Ltd	25/02/2021	24/02/2023	£24,500.00

*Framework Call Off Contracts – combination of internal and external Frameworks

Appendix 2 – Future Regulated Procurements

Commodity Group	Procurement Title	Estimated Contract Start Date	Procurement Route	Estimated PRF Total
Sport	Purchase of new Velodrome Bikes	01/03/2023	GL Contract, Below Threshold, Open	£55,000
Infrastructure	BMS Maintenance	01/04/2023	GL Contract, Above Threshold, Open	£900,000
Marketing	Marketing Sport – (Glasgow Clubs)	31/03/2023	GL Contract, Above Threshold, Open	£500,000
Health & Safety	Fire Risk Assessment	05/04/2023	GL Contract, Above Threshold, Open	£495,000
2023 UCI Cycling World Championships	Water Infrastructure	30/03/2023	GL Contract, Below Threshold, Open	£100,000
2023 UCI Cycling World Championships	Food and Beverage/Bar Operators	25/02/2023	GL Contract, Below Threshold, Concession Open	£150,000
2023 UCI Cycling World Championships	Broadcast Lighting/Rigging	15/03/2023	GL Contract, Below Threshold, Open	£100,000

Commodity Group	Procurement Title	Estimated Contract Start Date	Procurement Route	Estimated PRF Total
2023 UCI Cycling World Championships	Sports Presentation	20/04/2023	GL Contract, Above Threshold, Open	£520,000

Appendix 3 - Glossary

TERM	DEFINITION
Best Value	An economic assessment by the public sector as to whether a project represents value for money; the most advantageous combination of cost, quality and sustainability to provide the required service and meet customer demands
Circular Economy	A circular economy is an alternative to a traditional linear economy (make, use, dispose) in which we keep resources in use for as long as possible, extract the maximum value from them whilst in use, then recover and regenerate products and materials at the end of each service life.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit.
Community Benefits	Requirements which deliver wider benefits in addition to the core purpose of a contract. These can relate to social-economic and or environmental benefits.
Contract	An agreement between two or more parties that is legally binding.
Contract Management	The process of monitoring supplier performance on a contract.
Co-production	Real and meaningful involvement of citizens including future recipients of the service, key stakeholders and suppliers (both current and potential) in how and what community services and related goods and works are delivered
Fair Work Practices	Employment practices that support wellbeing e.g. training and development, equality of opportunity.
Living Wage	The real Living Wage is an independently calculated rate based on the cost of living and is paid voluntarily by employers.

Output Specification	The specification requirements set out in terms of what you want to achieve, leaving the tenderers to decide on how they will deliver those requirements. This can lead to innovation by the tenderers. The services detailed in the output specification should be capable of objective assessment so that the performance of the supplier can be accurately monitored.
PCS-Tender	An online e-sourcing tool used by some public sector organisations in Scotland for their procurement exercises i.e. to publish their documents and for bidders to post their responses in.
Public Contracts Scotland	The national advertising portal used to advertise all Scottish public-sector goods, services or works contract opportunities.
Regulated Procurement	Contracts above the GPA contract threshold values where the relevant regulations apply (above £50,000 for goods and services contracts and above £2,000,000 for works contracts).
Small Medium Enterprise (SME)	Enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Social Enterprise	A revenue-generating business with primarily social objectives whose surpluses are reinvested for that purpose in the business or in the community, rather than being driven by the need to deliver profit to shareholders and owners.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. either provides services to it, or receives services from it.
Supplier/Contractor	An entity who supplies goods or provides services or execution of works.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supported Business	An organisation whose main aim is the social and professional integration of disabled or disadvantaged persons.
Sustainable Procurement	A process whereby organisations meet their needs for goods, services, works and utilities in a way that achieves value for money on a whole life basis and generates benefits, not only for the organisation but also to society, the economy and the environment.

Third Sector	The part of an economy or society comprising non-governmental and non-profit-making organizations or associations
Value for Money (VFM)	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing (WLC)	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads