Annual Procurement Report
2023-24

Approving authority:	Audit & Risk Committee
Consultation via:	Global Operations Executive, University Executive
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Responsible Executive:	Finance Directorate
Responsible Office:	Procurement Services

Heriot-Watt University
Annual Procurement Report

Content

Purpose & Executive Summary

From a pioneering institute born out of the Scottish Enlightenment in 1821, to a leader in transnational education, Heriot-Watt has become a global university through a commitment to its vision, mission and ethos.

Our vision is to be world leading within all our areas of specialism. Our mission is to create and exchange knowledge that benefits society. Our ethos is we put our community of students, staff and alumni at the heart of everything we do. Our distinctive strengths will continue to build a global University that pioneers innovation in education, research and enterprise.

Through 'Strategy 2025', Heriot-Watt is driving forward as an international university which places students and staff at the heart of everything we do. Heriot-Watt is a distinctive University with global reach and a proud history of providing access to education, ideas and solutions that make a real contribution to the world. Our strategy is all about shaping tomorrow together. It comprises four high-level themes that connect to our activities and which will guide how we will continue to pioneer in education, excel in research, build flourishing communities and develop our globally connected status.

Purpose

The Procurement Reform (Scotland) Act 2014 ('the Act') requires Scottish public sector contracting authorities with regulated procurement activity of £5M or more per annum to have prepared a Procurement Strategy. Authorities, including Universities, are legally required to develop and publish a procurement strategy and are also required to publish an Annual Procurement Report, reflecting on the relevant reporting period against their Procurement Strategy.

Heriot-Watt University is pleased to publish our fourth Annual Procurement Report covering the period 1st August 2021 to 31st July 2022. This report summarises the activities that have been carried out at the UK campuses in delivering the University's Procurement Strategy.

Executive Summary

The University's Procurement Strategy is aligned with its strategic focus of moving towards a single, globally connected University which supports and enhances exchange, collaboration and partnership. The four strategic themes and SPIs of 'Strategy 2025' underpin our strategic procurement objectives and procurement action plan.

Stakeholder engagement is key to the development of the Procurement Strategy and will continue as the foundation for assessing our regulatory compliance, the constant pursuit of value for money in all that we do, and delivery against our strategic aims and objectives, in line with the University's 'Strategy 2025'.

This process of review and reporting will inform any adjustments to the Procurement Strategy and Action Plan which are deemed necessary to secure future performance improvements and to respond to the economic, political and financial influences on which the University may need to adjust to meet its broader aims and objectives.

The impact of the COVID-19 pandemic and Brexit continues to evolve and present challenges to the University and its suppliers. Recent events have highlighted the fragility of international supply chains and it is evident that the current economic turbulence could have a long-term impact on businesses and their associated supply chains. Procurement Services has continued to monitor the risks and support our stakeholders, as well as our suppliers, in all of our communities throughout these economic changes.

Key progress and achievements of this reporting period include:

- **Value for Money and Efficiencies** – The University continues to have a pro-active strategy of delivering efficiencies and value for money. At the UK campuses, Procurement Services awarded a total of 222 procurement exercises at a value £18.2M in this reporting period, of which 65 were regulated procurements (£15.6M). These procurement exercises, regulated and non-regulated,

carried out by the division have contributed an estimated total of <mark>£780K</mark>[1] of cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings.

- **Environmental Sustainability -** Procurement Services continues to be committed to integrating sustainability into everyday practice and decision-making processes, thereby minimising our environmental impact and optimising the social and economic outcomes associated with our operations. Embedding sustainability considerations within our procurement processes supports implementation of the University's Strategic Plan and the attainment of the UN Sustainable Development Goals. The University is committed to entering into agreements and contracts with suppliers that share and adhere to our vision. Over the last year a number of contracts have been let where 'end of life' considerations have featured in the evaluations criteria,

- **Global Procurement** - Procurement Services has been working towards its objective of delivering a more cohesive, global and efficient approach to procurement across all campuses, ensuring that we are aligned in our strategic direction, capitalising on our global opportunities and embedding standardised operations wherever possible. There has been an increased amount of positive and valuable collaboration across the campuses, building a culture that reinforces our global, connected identity. Work is underway to identify opportunities for contract and supplier rationalisation across all campuses. To underpin this global approach category management for the Information Services portfolio will be led from Dubai.

- **Stakeholder Engagement** - Procurement Services has increased its engagement with the Academic Schools and Professional Service Directorates. The division regularly consults with internal and external stakeholders to identify opportunities for increased value for money, savings and efficiencies, as well as opportunities and risks which require procurement support. Procurement Services also actively seek and consider both informal and formal feedback from the stakeholders and suppliers involved at any stage on potential improvements to identify opportunities to enhance and streamline our processes and procedures.

Looking forward to the next reporting period, Procurement Services has identified our strategic procurement efforts in reflection of the University's strategic priorities as well as reviewing our procurement activities. Our objectives include:

- Delivering a strategic and cohesive approach to procurement that is globally aligned, capitalising on opportunities for partnership and collaboration with suppliers for the benefit of research and enterprise;
- Driving forward the sustainable procurement agenda at all campuses, positively contributing to the University's net zero carbon target and becoming a leader in the sector for 'responsible procurement';
- Embedding a coordinated and standardised purchasing approach across the University, through a reshaped staffing structure with more efficient digital systems and processes, in order to deliver savings and improve financial governance; and
- Redeveloping our risk and contract management approach, ensuring that we effectively manage, monitor and control supply chain risks using digital tools and external expertise.

The Annual Procurement Report comprises six sections which address mandatory reporting requirements as follows:

Section 1: Summary of Regulated Procurements Completed
Section 2: Review of Regulated Procurement Compliance
Section 3: Community Benefit Summary
Section 4: Supported Businesses Summary
Section 5: Future Regulated Procurements Summary

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[1] *Total delivered cash savings for local (Category C) contracts and collaborative (Category A and B) contracts.*

Report Approved: 30th October 2024

By name of Authorising Body: Audit & Risk Committee

Signed Responsible Officer:

Professor Richard A Williams OBE FREng FTSE FRSE

Position: Principal and Vice Chancellor

Section 1: Summary of Regulated Procurements Completed

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include "a summary of the regulated procurements that have been completed during the year covered by the report". The PRA defines Regulated Procurement as "all procurements for goods and services with an estimated value equal to or greater than £50,000 and procurement for works with an estimated value equal to or greater than 2 million"

Heriot-Watt University conducts its procurements in a transparent and inclusive manner, with its procurement objectives and outcomes aligned the University's Strategy 2025.

During the period covered by this report, the University's Procurement Services at the UK campus have awarded 65 regulated local contracts, valued at approximately £15.6M (excluding VAT). These include both GPA[2] and PRA Regulated Procurement[3], as well as call-off contracts from collaborative agreements (with a value of greater than £50,000). A summary of the University's regulated procurements can be found below (Table 1 and Table 2).

A summary of formal mini-competitions or quotations which were carried out through Procurement Services has also been included (Table 3).

All procurement exercises, regulated and non-regulated, carried out by the division have contributed an estimated total of £825.5K[4] of cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings.

Section 9 of the Procurement Reform (Scotland) Act 2014 details the Sustainable Procurement Duty and in particular the facilitation of the involvement of small and medium sized enterprises (SMEs). During the period(s) covered by this report, 79% of the value of the regulated procurements was awarded to SMEs. Of the number of regulated procurements awarded during the period, 64% of the organisations were SMEs.

The University has also continued to make optimal use of national (i.e. Scottish Procurement or Crown Commercial Services) and sectoral (i.e. APUC) collaborative contracts and framework agreements. As well as bringing leverage-based savings, the burdens of risk, contract and supplier management are shared and the number of resource-intensive formal local tenders that need to take place is reduced significantly. £18.9M, or 28%, of the University's procurement influenceable expenditure[5] was routed via collaborative agreements in this reporting period, with or without further competitions.

Annex A shows a full list of the Regulated Procurements completed. These are shown in chronological order based on the date of award and separated into contract categories and distinguishing collaborative contracts from institutional ones. For each completed regulated procurement, the information provided shows:

- Category subject matter
- Name of the supplier(s)
- Collaborative- or institution- owned
- Date of award
- Start dates
- End dates *disregarding any option to extend the contract.*
- End dates *including any option to extend the contract.*

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[2] *Goods and services of £215,904; Works of £5,372,609.*

[3] *Goods and services of £50,000; Works of £2,000,000.*

[4] *Total delivered cash savings for local (Category C) contracts and collaborative (Category A and B) contracts.*

[5] *Excluding capital expenditure.*

- Estimated value of the contract *Total value over contract period, inclusive of possible extensions.*
- SMEs, Supported Business, Living Wage Accredited

This information, coupled with the publication of the University's Contracts Register and the systematic use of the Public Contracts Scotland tendering portal, provided complete visibility of the University's procurement activity over the reporting period.

Table 1: Number of Regulated Procurements Completed

Number of Procurements	Aug 2023 – Jul 2024
GPA Regulated Procurements	15
PRA Regulated Procurements	43
Mini-Tenders from Collaborative Agreements (>£50K)	11
Total	**69**

Table 2: Value of Regulated Procurements Completed

Value of Procurements	Aug 2023 – Jul 2024
GPA Regulated Procurements	£6.6M
PRA Regulated Procurements	£4.5M
Mini-Tenders from Collaborative Agreements (>£50K)	£4.5M
Total	**£15.6M**

Table 3: Summary of Non-Regulated Procurements Completed (<£50K)

Number of Procurements	Aug 2023 – Jul 2024
Number of Non-Regulated Procurement Projects	153
Value of Non-Regulated Procurement Projects	£2.5M

Section 2: Review of Regulated Procurement Compliance

Not only does the University's Procurement Strategy set out how regulated procurement will be undertaken in compliance with the Procurement Reform (Scotland) Act 2014, it sets out the strategic approach as to how Procurement Services will support the University in its delivery of 'Strategy 2025' within a challenging economic, legislative and regulatory environment.

Successful delivery against the procurement strategy objectives is part of our continual improvement process. It identifies and facilitates the implementation of incremental improvements to our outcomes, ensuring that we are continuing to support the University's strategic, operational and commercial objectives and its ambition of building a globally connected University, and that we are responding to external drivers and regulatory changes.

Procurement Services consults with internal and external stakeholders to identify risks, issues and opportunities for regulated procurements. Our funding bodies and both internal and external auditors scrutinise procurement legal compliance, the use of collaborative contracts, and adherence to internal regulations and policies.

At the UK campuses, regulated procurements are undertaken with consideration of the EU Treaty Principles of non-discrimination, free movement of goods, freedom to provide services and freedom of establishment. In addition, general principles of the European Court of Justice are applied to the entirety of the University's procurement activities, which are equality of treatment, transparency, proportionality and mutual recognition.

No legal actions were taken against a University procurement exercise in this period.

Our procurement policies and procedures at the UK campuses align fully with the Scottish Government Procurement Journey. In this reporting period, a new procurement framework for the UK campuses was drafted and approved by Audit & Risk Committee. The revised policy ensures that our procedures continue to be conducted in accordance with best practice and in a legally compliant manner, which are consistent with the rest of the Scottish public sector.

Compliance with each part of the procurement strategy is shown in **Annex B**.

In reflection of the University's strategic priorities, as well as reviewing our procurement activities, we have identified our strategic procurement efforts for the next reporting period:

- Delivering a strategic and cohesive approach to procurement that is globally aligned, capitalising on opportunities for partnership and collaboration with suppliers for the benefit of research and enterprise.
- Driving forward the sustainable procurement agenda at all campuses, positively contributing to the University's net zero carbon target and becoming a leader in the sector for 'responsible procurement'.
- Embedding a coordinated and standardised purchasing approach across the University, through a reshaped staffing structure with more efficient digital systems and processes (ERP), in order to deliver savings and improve financial governance.

- Redeveloping our risk and contract management approach, ensuring that we effectively manage, monitor and control supply chain risks using digital tools and external expertise.

We plan to translate these strategic objectives and desired outcomes into detailed actions to enhance our procurement operation, delivering an improved service model and better procurement solutions that facilitate excellence in research, education and enterprise.

Section 3: Community Benefits Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include "a summary of any Community Benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report". Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities "must consider whether to impose Community Benefit requirements as part of the procurement" when the estimated contract value is greater than or equal to £4,000,000.

Heriot-Watt University is committed to maximising community benefits from its procurement activities.

For every procurement over £4M, the University considers how it can improve economic, social or environmental wellbeing through inclusion of community benefit clauses, to assist with achieving sustainability in contract activity, including targeted recruitment and training, small business and social enterprise development, and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may be included in regulated procurements valued at below £4M.

The University's approach to identifying community benefit opportunities is carried out on an individual basis with engagement and consultation with stakeholders. Where relevant and proportionate to the subject matter of the procurement, the requirement is then built into the procurement specification. As part of the tendering process, Tenderers are asked to describe their approach to delivering the community benefits noted in the tender specification. Tenderers are also encouraged to identify additional benefits or opportunities that will deliver social value through the performance of a contract.

Community benefits typically include, but are not limited to:

- Apprenticeships and job opportunities from priority groups and young people;
- Opportunities in the supply chain for SMEs and third sector bodies;
- Work experience placements for young people at school, college and university;
- Support to young people to become successful learners, confident individuals, effective contributors and responsible citizens – including school visits, structured career events for school pupils or college students, mentoring, mock interviews and assistance with CVs; and
- Requirements targeted at specific groups (for example long-term unemployed, residents of deprived areas, ex-offenders.

Heriot-Watt University had no contracts over the regulated community benefits threshold of £4M at the UK campus during this reporting period.

Due to the subject matter of the procurements in this reporting period, the specific community benefits requirements outlined above were not built into the tendering process for procurements valued at below or above the £4M threshold being delivered.

Section 4: Support Businesses Summary

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations 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".

For all regulated procurements, Heriot-Watt University considers whether the service provision could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation, and ensuring value for money for the University.

During the period covered by this report, the University awarded one contract to a Supported Business.

In 2024-25, the University's aim is to ensure that we work with Contractors to facilitate opportunities for supported businesses and third sector organisations where possible.

Section 5: Future Regulated Procurements Summary

Future Regulated Procurements Summary Section 18(2) (f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include "a summary of the regulated procurements the authority expects to commence in the next two financial years."

Heriot-Watt University is keen to encourage competition by promoting participation in its procurement process and achieve better value for money in its procurements. One method to meet this objective is to provide notice to suppliers of tendering opportunities that are expected over the next two financial years, after the period covered by this report.

Future Regulated Procurements have been identified via the following means:

- Current contracts recorded in our contract register that will expire and need to be extended or re-let; and
- New requirements identified via future work plans provided by the Academic Schools and Professional Services departments, along with anticipated work plans for investment programmes and special projects.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex C should be viewed with this caveat in mind.

The content of this Annex represents the output of a non-exhaustive analysis of anticipated expenditure.

The information provided in Annex C covers:

- Subject matter of the anticipated regulated procurement;
- Whether it is a new or re-let procurement;
- Expected contract notice publication date;
- Expected award date;
- Expected start and end date *Disregarding any option to extend the contract;* and
- Estimated value of the contract *Total value over contract period, inclusive of possible extensions.*

Annex A: Regulated Procurement 1 August 2023 – 31 July 2024

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
Professional Services - General	C	01/11/2023	30/12/2022	HWU-UK-2223-003-00	Offsite Records Storage & Retrieval Services	OASIS SCOTLAND LTD	£200,000	29/12/2025	Medium	
Professional Services - General	Call-off from Framework	11/08/2023	01/08/2023	HWU-UK-2223-055-00 Lot 1	Electrical Inspection Services	British Engineering Services Limited	£900,000	31/07/2026	Small	
Professional Services - General	Call-off from Framework	11/08/2023	01/08/2023	HWU-UK-2223-055-00 Lot 1	Electrical Inspection Services	Guardian Electrical Solutions Ltd.	£900,000	31/07/2026	Small	
Laboratories	C	08/09/2023	08/01/2024	HWU-UK-2324-002-00	Purchase of Atomic Force Microscope System	Park Systems UK Limited	£345,888	07/07/2024	Small	
ICT	C	15/08/2023	01/09/2023	HWU-UK-2324-003-00	Internet Service Provider for Halls of Residences	Boxxe Limited (formerly known as Software Box Ltd)	£874,415	31/08/2030	Medium	
ICT	C	01/09/2023	01/09/2023	HWU-UK-2324-004-00	Browzer Communication Platform - Halls of Residences/Catering	Campuslife Limited	£295,056	31/08/2030	Small	
Laboratories	C	23/08/2023	24/08/2023	HWU-UK-2324-005-00	Purchase of Ultrashort Pulse Laser	Photonic Solutions	£129,528	23/02/2024	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
Laboratories	C	30/08/2023	30/08/2023	HWU-UK-2324-006-00	Purchase of Autonomous Four-Legged Research Platform	AnYbotics AG	£198,715	29/02/2024	(Blank)	
ICT	C	01/08/2023	01/08/2023	HWU-UK-2324-007-00	Accommodation Software, Services and Support	Kinetics Solutions Limited	£679,466	31/07/2028	Medium	
ICT	Call-off from Framework	01/11/2023	01/11/2023	HWU-UK-2324-009-00	Banner Azure Cloud Platform Build	Strata Information Group	£108,040	31/10/2024	Medium	
Estates	C	15/10/2023	08/12/2023	HWU-UK-2324-010-00	Portacabin Purchase - National Robotarium	Portakabin Scotland	£134,238	07/12/2028	Large	
ICT	C	12/02/2024	01/02/2024	HWU-UK-2324-013-00	Oracle Fusion ERP (Enterprise Resource Planning) Support and Maintenance	Symatrix Limited	£195,455	31/01/2027	Medium	
Laboratories	C	23/11/2023	26/02/2024	HWU-UK-2324-015-00	Unitry-BEX upgrade on Quanta 650 FEG Scanning Electron Microscope	Oxford Instruments Nanotechnology Tools Ltd.	£70,176	25/08/2024	Large	
Laboratories	C	17/11/2023	13/05/2024	HWU-UK-2324-017-00	Purchase of Ameca Humanoid Robot (2nd Generation)	Enginnered Arts	£233,150	12/11/2024	Small	
ICT	C	01/04/2024	01/04/2024	HWU-UK-2324-018-00	Banner Azure Cloud Platform Maintenance Services	Strata Information Group	£439,200	31/03/2027	Medium	
ICT	C	21/11/2023	15/12/2023	HWU-UK-2324-019-00	Purchase of Motion Capture System	Vicon Motion Systems Ltd	£164,672	14/06/2024	Medium	
ICT	C	27/11/2023	27/11/2023	HWU-UK-2324-021-00	HW Online Software Developer	Experis	£85,500	26/05/2025	Large	
ICT	C	01/12/2023	01/12/2023	HWU-UK-2324-028-00	Leisure Management System Software - ORIAM	Gladstone MRM Limited	£50,660	30/11/2024	Medium	
ICT	C	01/12/2023	01/01/2024	HWU-UK-2324-029-00	MatLab Campus Wide Suite -	The Mathworks Ltd	£385,056	31/12/2026	Medium	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
					Software Licence & Maintenance					
ICT	Call-off from Framework	08/12/2023	08/12/2023	HWU-UK-2324-031-00	Software and Premium Leganto Sandbox Subscription	Ex Libris UK Ltd	£71,250	07/12/2026	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
ICT	C	01/08/2023	01/08/2023	HWU-UK-2324-032-00	Cloud Software CRM Recruit Named Users	Ellucian Global Ltd	£65,166	31/07/2026	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
Laboratories	C	22/12/2023	22/12/2023	HWU-UK-2324-038-00	Purchase of Arbitrary Waveform Generator	Active Technologies	£55,117	21/06/2024	Small	
Laboratories	C	12/01/2024	22/12/2023	HWU-UK-2324-040-00	Purchase of Single Frequency Tunable Laser System	IPG Photonics	£58,087	21/06/2024	(Blank)	
ICT	C	01/01/2024	01/01/2024	HWU-UK-2324-041-00	PURE Software Subscription	Elsevier B.V	£127,902	31/12/2026	Large	we are an accredited real living wage supplier.

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
Laboratories	C	22/12/2023	22/12/2023	HWU-UK-2324-044-00	Purchase of Analytical Instrument	Thermo Fisher Scientific UK	£73,198	21/06/2024	Large	
Estates	C	27/09/2023	27/09/2023	HWU-UK-2324-050-00	Student Wellbeing Unit, Outdoor Wellbeing Spaces	Logspan	£89,972	26/03/2024	Small	
ICT	C	12/11/2023	12/11/2023	HWU-UK-2324-063-00	IGA Ideiio / IDM Managed Service Software	Proof ID (previously Salford Software)	£85,904	11/11/2024	Small	
ICT	C	13/08/2023	13/08/2023	HWU-UK-2324-071-00	Adobe CCE Pro Student Named User Licences	Jisc Services Limited	£129,258	12/08/2026	Medium	we are an accredited real living wage supplier.
ICT	C	01/10/2023	01/10/2023	HWU-UK-2324-083-00	EES Microsoft Agreement Subscription - Phoenix	Phoenix Software Ltd	£1,014,940	30/09/2026	Medium	
ICT	C	14/08/2023	14/08/2023	HWU-UK-2324-103-00	Adobe Creative Cloud Pro Enterprise Licence	Jisc Services Limited	£415,763	13/08/2026	Medium	we are an accredited real living wage supplier.
ICT	C	01/08/2023	01/08/2023	HWU-UK-2324-108-00	SID Support, MITS and Hosting - Tribal	Tribal Education Limited	£71,162	31/07/2024	Large	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
ICT	C	01/08/2023	01/08/2023	HWU-UK-2324-109-00	Similarity Checking, Feedback and Gradescope Enterprise License	Turnitin LLC	£56,249	31/07/2024	Large	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
ICT	C	13/08/2023	14/08/2023	HWU-UK-2324-115-00	ETLA Agreement Licence: CCE Pro for staff and CCE SDL for student classroom/labs - JISC	Jisc Services Limited	£346,469	13/08/2026	Medium	we are an accredited real living wage supplier.
ICT	C	01/01/2024	01/01/2024	HWU-UK-2324-168-00	Refinitiv Software Licence	Refinitiv Limited	£81,418	31/12/2024	Large	
ICT	C	01/08/2023	01/08/2023	HWU-UK-2324-174-00	Higher Education Licence -CLA	Copyright Licensing Agency Limited (The)	£125,032	31/07/2024	Large	
Laboratories	C	12/03/2024	12/03/2024	HWU-UK-2324-178-00	Purchase of Fermenter, Steam Generator & Recirculating Water Chiller	Infors UK Ltd	£596,820	11/09/2024	Small	
Laboratories	C	05/01/2024	05/02/2024	HWU-UK-2324-180-00	Purchase of Cryogenic Probe Station	Quantum Design UK and Ireland	£140,208	04/08/2024	Small	
ICT	C	01/02/2024	01/02/2024	HWU-UK-2324-184-00	Phase 4 - AIS Integration Consultancy	Affinus Limited	£77,212	31/07/2025	(Blank)	
Laboratories	C	30/01/2024	30/01/2024	HWU-UK-2324-186-00	Purchase of RB-VOGUI Mobile Robot	Robotnik Automation S.L.L	£92,065	29/07/2024	(Blank)	
Professional Services - General	C	01/02/2024	01/02/2024	HWU-UK-2324-190-00	Payroll Bureau Services	Civica	£150,000	31/01/2027	Large	
Professional Services - HR	C	26/02/2024	16/02/2024	HWU-UK-2324-193-00	Professors in Logistics Recruitment - Edinburgh Business School	GatenbySanderson Ltd	£50,400	15/02/2025	Medium	
Laboratories	C	04/03/2024	16/03/2024	HWU-UK-2324-194-00	Purchase of MiR25 Base Robot	Raruk Automation Limited	£110,369	15/09/2024	Micro	
ICT	C	26/01/2024	26/01/2024	HWU-UK-2324-195-00	Bloomberg Terminals / Dual FP Renewal	Bloomberg Finance L.P.	£145,440	25/01/2025	Large	
Laboratories	C	04/03/2024	01/03/2024	HWU-UK-2324-198-00	Purchase of Manipulation robot	Boardwalk Robotics	£203,000	31/08/2024	Small	
Laboratories	C	08/03/2024	08/03/2024	HWU-UK-2324-207-00	Purchase of Touch Spherical Screen with	Pufferfish Limited	£57,162	07/09/2024	Small	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
					12000 lumens Projection System					
Laboratories	C	14/05/2024	19/04/2024	HWU-UK-2324-230-00	Purchase of Pump Modules and Associated Parts & Software	Chandler Engineering Company Llc	£237,947	18/10/2024	Large	
Laboratories	C	23/05/2024	26/04/2024	HWU-UK-2324-234-00	Purchase of X20 Blue PLC Upgrade & PTIQ Software	Oxford Instruments Nanotechnology Tools Ltd.	£62,354	25/10/2024	Large	
Laboratories	C	17/05/2024	10/05/2024	HWU-UK-2324-235-00	Purchase of Femtosecond Laser System	Photonic Solutions	£129,387	09/11/2024	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
Laboratories	C	19/05/2024	06/05/2024	HWU-UK-2324-236-00	Purchase of 3-Axis Linear Translation Stages, Controllers & Associated Parts	Aerotech, Limited	£72,400	05/11/2024	Small	
ICT	C	01/04/2024	01/04/2024	HWU-UK-2324-239-00	Funnelback DXP Search Licence	SQUIZ	£90,735	31/03/2027	Medium	
ICT	C	01/04/2024	01/04/2024	HWU-UK-2324-240-00	Scopus Research Analytical Software Licence	Elsevier B.V	£90,736	31/03/2027	Large	we are an accredited real living wage supplier.
ICT	C	01/06/2024	01/06/2024	HWU-UK-2324-242-00	Global Curriculum Management Licence Support & Maintenance	akari software	£68,028	31/05/2025	Small	

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
ICT	C	30/06/2024	30/06/2024	HWU-UK-2324-249-00	Primo and Alma Subscription	Ex Libris UK Ltd	£89,670	29/06/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
Laboratories	C	05/07/2024	01/07/2024	HWU-UK-2324-251-00	Purchase of Parallel Mammalian Cell Bioreactor System	Applikon Biotechnology B.V	£158,586	31/12/2024	Small	
Laboratories	C	29/05/2024	29/05/2024	HWU-UK-2324-254-00	Purchase of Motorised Translation Stages for In-Vacuum Beamline	SmarAct GmbH	£55,465	28/11/2024	Small	
Laboratories	C	17/06/2024	28/05/2024	HWU-UK-2324-255-00	Purchase of Research Raman Microscope	Edinburgh Instruments Ltd	£232,711	27/11/2024	Medium	
ICT	C	01/07/2024	01/07/2024	HWU-UK-2324-259-00	Canvas Cloud, Impact Support & DRIEAM Portflow Subscription	Instructure Global Ltd	£281,674	30/06/2025	Small	we are paying the current real living wage rates to all contracted staff involved in the delivery of goods and services relating to the above framework agreement(s) who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
										but am not living wage accredited.
ICT	C	30/06/2024	30/06/2029	HWU-UK-2324-262-00	CriticalArc SafeZone e-learning License	CriticalArc Ltd	£199,407	29/06/2034	Small	
Estates	C	30/07/2024	01/08/2024	HWU-UK-2324-268-00	Construction of OGS Telescope Base	EC SPECIALIST CONTRACTORS LIMITED	£169,851	31/01/2025	Micro	
ICT	C	19/07/2024	19/07/2024	HWU-UK-2324-273-00	Network Transformation Hardware and Clear Pass Support - Aruba	Circle IT Solutions Limited	£240,866	18/07/2029	Medium	
ICT	C	05/06/2024	05/06/2024	HWU-UK-2324-276-00	Dropbox Enterprise User Licence	Dropbox UK Online Ltd	£63,800	04/06/2025	Medium	
ICT	Call-off from Framework	01/08/2023	18/01/2023	HWU-UK-2425-030-00	Audio-Visual Equipment & Associated Services	Mediascape Ltd	£823,171	17/01/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
ICT	Call-off from Framework	01/08/2023	18/01/2023	HWU-UK-2425-030-00	Audio-Visual Equipment & Associated Services	Pure AV Ltd	£823,171	17/01/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more

Commodity Category	Category	Date of Award	Contract Start Date	Commodity Reference	Agreement Title	Suppliers	Contract Value	Final Date	SME Status	Living Wage
										a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.
ICT	Call-off from Framework	01/08/2023	18/01/2023	HWU-UK-2425-030-00	Audio-Visual Equipment & Associated Services	Streamtec Limited	£823,171	17/01/2025	Small	we are paying the current real living wage rates to all contracted staff who work regularly for 2 hours or more a day, in any day of the week, for 8 or more consecutive weeks of the year but am not real living wage accredited.

Annex B: Commentary on Strategy Delivery and Compliance

Objective	Commentary on Strategy Delivery and Compliance
To work with academic budget holders, professional services colleagues and suppliers to deliver innovation and optimal value to the learning, research and professional service communities, through the development of an effective coordinated and standardised purchasing effort within the University and by providing innovative solutions for procurement requirements.	Procurement Services ensures that our outcomes and operations are consistent with, and fully supportive of, the University's strategic and operational objectives. Procurement proactively works to support the University's SPIs. This includes (but is not limited to): - Ensuring, and promoting, Procurement Services as a business enabler from a strategic standpoint point, not only for the University but also for our supply chains; - Using the procurement journey as a means to achieve best value for money - Support initiatives that reduce costs and drive efficiencies across the University; - Fostering partner relationships with suppliers to enhance research activities and the student and staff experience; - Seeking innovative procurement solutions that will build flexibility and sustainability into our business activities; - Supporting the delivery of the University's infrastructure programme to improve quality of experience for the academic, student and staff communities alike; - Encouraging participation by local businesses through direct engagement, advertising opportunities on the relevant e-portals, and where appropriate lotting requirements; - Using the procurement journey as a means to achieve best value for money and to support initiatives to reduce costs across the University. In addition, Procurement Services works closely with colleagues across the University to: - Streamline and standardise the purchase-to-pay process to reduce inefficiencies and facilitate best purchasing practice; - Review non-regulated purchasing to eliminate unnecessary or duplicate spend, increase the value benefits of aggregated purchasing, reduce the costs in relation to purchasing, and ensure compliance with procurement regulations; - Provide budget support based on contracted pricing and associated timescales; - Review and approve all new supplier requests to prevent off-contract spend, ensure compliance with procurement regulations, and minimise the potential for fraud. Procurement Services continues to carry out regular engagement sessions with the Academic Schools and Professional Services Directorates across the University. This engagement is to not only plan our tender activity and ensure legislative compliance, but to also take advantage of opportunities to consolidate requirements and collaborate, increase value for money and efficiencies, and to enhance purchasing processes. Engagement with internal and external stakeholders and suppliers also provides valuable feedback and enables the University to test the 'fitness' of its strategies, as well as its purchasing processes and procedures. The new Procurement framework ensures that our procedures continue to be conducted in accordance with best practice and in a legally compliant manner, which are consistent with the rest of the Scottish public sector. This policy also includes a new Non-Competitive Action procedure, detailing the procedural requirements for regulated and non-regulated procurements. Procurement activities, irrespective of value, follow the guidelines set out in the Scottish Government Procurement Journey. This helps to manage the expectations of stakeholders and suppliers. It ensures that best practice is adopted and consistent methodology applied across the University's procurement activities which is in line with the public sector. Procurement awareness has been raised in this reporting period and a suite of training programmes has been used to deliver training to key functional areas. Procurement Services has provided leadership and resource to support the delivery of a solution to meet the strategic objectives of the University, as well as embedding 'one HW way' across all campuses wherever possible. This implementation has provided the Procurement Services division with the opportunity to streamline and standardise the purchase-to-pay process, as well as other supporting financial procedures, to reduce inefficiencies, facilitate best purchasing practice and decrease maverick spend. Procurement Services has continued to support the University to achieve its globally connected aspirations. The division has been working towards its objective of delivering a more cohesive, global and efficient approach to procurement across all campuses, ensuring that we are aligned in our strategic direction, capitalising on our global opportunities and embedding standardised operations wherever possible. There has been an increased amount of positive and valuable collaboration across the campuses, developing a culture that reinforces our global, connected identity. procurement Services has been heavily involved in the delivery of the new Dubai campus

	extension and in developing its in-house procurement-operating model, as well as assisting the Malaysia campus with its procurement practices and procedures. Procurement Services have since been working throughout this reporting period to address the weaknesses in the controls across all aspects of the Purchasing Card programme, implementing and embedding best purchasing practices across the University as well as robust governance in the administration and management of the Cards. Both the number of cards and the spend on the cards has significantly reduced in this reporting year.
To promote the delivery of value-for-money, savings and efficiencies across the University through best practice procurement and optimal use of collaboration opportunities for the benefit of its research, education and enterprise activities.	The University continues to have a pro-active strategy of delivering efficiencies and value for money. Procurement exercises, regulated or non-regulated, carried out by the Procurement Services division in this reporting period have contributed an estimated £780K of cash savings for the University, together with non-cash quality enhancements in service delivery and efficiency savings. A further £395K of cash savings (BT1) was achieved by the use of collaborative agreements. The optimal balance of cost, quality and sustainability is at all times used to determine how best value for money can be delivered and to identify sensible aggregation opportunities through collaborative contracting. The University sorts it procurements into procurement categories. How these goods, services and works are bought – local purchasing, use of local, regional and national framework agreements, consolidated contracting – is subject to annual review within the Procurement Services team and, through user consultation, optimal category strategies are agreed, aggregation opportunities are exploited, category and commodity strategies are developed, approved and executed. The University develops optimal procurement strategies for all regulated procurements by consulting with key stakeholders and undertaking supply market research. The University also engages with the supply market when relevant and appropriate. This approach helps to identify opportunities to secure the most appropriate procurement routes that will yield best value outcomes, consistent with the guidelines set out in the Scottish Procurement Journey. For non-regulated procurements, a similar approach is adopted, proportionate to the contract value and business impact of the goods and services in question. All regulated procurements are advertised on PCS and from January 2021, UK Find a Tender, and for EU funded projects, OJEU. For those procurements below the regulatory thresholds, where appropriate, we use PCS Quick Quotes. Our use of PCS expands the opportunity for SMEs to participate in tenders. The University continues to maximise its use of national and sectoral collaborative contracts and framework agreements when it is advantageous to the University, typically when leveraging savings and support in contract and supplier risk management. The University has an established network with APUC, other sector consortia, and sector representative bodies, and effectively engages with other bodies through HE/FE specific and Scottish public-sector events. The University regularly shares tender documentation, lessons learned and operational practices with procurement colleagues across the public sector to ensure optimum value in our tender activity. The University contributes to sector contracting plans and continues to work closely with APUC to develop effective framework agreements to deliver high quality goods and services and best value due to aggregation of spend. Procurement Services also engages with other bodies through HE and FE specific events, Scottish public-sector events and wider UK HE events. The University undertakes thorough expenditure data analysis of (i) each Academic Schools and Directorates and (ii) the aggregated spend across the University. We analyse annual expenditure on goods and services covered by duplicate contracts and tried to remove duplicated effort where feasible and beneficial, also identifying aggregation opportunities through collaboration. By completing this analysis on a regular basis, we are measuring and improving procurement performance and supporting corporate planning. The defined procurement process is managed through a professionally qualified procurement team with access to competency-based training, skills development programmes and career development opportunities. Devolved procurement activity is monitored across the institution to secure optimum value delivery while managing supply side risks and taking account of consolidation opportunities. Individual annual performance development reviews of the Procurement Services staff are undertaken to ensure best outputs and to address any development gaps.
To engage and develop our supply chains to ensure continued value, managed performance and minimise	Procurement Services' recently embedded approach to category management has improved the management of expenditure categories in both a strategic and operational nature. The division was recently reorganised to focus on specific areas of spend, enabling the Procurement Managers to

risk throughout the life of contracts for the benefit of customers, students and our global communities.	concentrate their time and conduct in-depth supply market analysis to fully leverage procurement decisions on behalf of the global organisation.
	Procurement Services undertake supply market research and analysis to determine the appropriate strategic route to market. The division also undertakes Contract and Supplier Management risk assessment to identify the appropriate contract management route.
	The University carries out post reviews to verify that tendering outcomes are delivering against business objectives. These are in turn consolidated into contract and supplier management routes to monitor performance and introduce improvements that are required.
	For a number of contracts, formal supplier meetings are held over the life of contracts. These meetings provide an opportunity for both parties to discuss performance, plan for future activities, and identify areas which can be developed for mutual benefit. In addition, as contracts for on-going services are renewed, we work closely with internal stakeholders to review requirements and demand as well as improve service based on lessons learned.
Embed sound ethical, social and environmental policies within the procurement function to drive economic sustainability and develop positive partnerships in all of our communities, whilst complying with relevant legislation.	The University's Procurement Journey requires consideration of environmental, social and economic issues and benefits on a contract-by-contract basis during the planning and strategy development stages of tenders. During the planning stage, tools (including Prioritisation Methodology) are utilised. Where relevant and proportionate, the Living Wage and fair work practices of suppliers are promoted in tender documentation.
	Procedures are also in place to ensure that regulated procurements are only awarded to businesses that are capable, reliable and, where relevant, meet appropriate ethical standards and values in the conduct of their business.
	Each individual procurement strategy and specification templates include a variety of areas to consider, specific to each individual requirement. (i.e., environmental performance, health & safety, fair work practices, government buying standards, etc.) Procurement Services work with University stakeholders in developing these documents to ensure all relevant areas of social, ethical and environmental impact are included in a proportionate manner.
	The University is committed to contracting only with suppliers comply with all relevant 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 it e.g., Health and Safety, Late Payment, GDPR legislation.
	In line with the provisions of the Modern Slavery Act 2015 (the Act), the University has published a Modern Slavery Act Statement and is fully committed to a zero-tolerance policy towards slavery and human trafficking. We are committed to maintaining and improving our systems and processes to avoid any complicity in human rights violations, both in relation to our own operations and those of our supply chain. Our procurement policies and tender processes have been updated to ensure, where relevant, consideration of and compliance with the Act for our main suppliers and their supply chain partners.
	Procurement staff are trained on the principles of sustainable procurement.

The following contracts were awarded without competitive action:

Category Subject	Supplier	Contract Start Date	Contract End Date	Estimated Value (£)

It was worth noting that a new Non-Competitive Action procedure was implemented in 2020-21 at the University, resulting in increased compliance with the University's Procurement Policy and external legislation.

Annex C: Future Regulated Procurements

As highlighted within Section 5, it is difficult to be precise about providing details of actual requirements in preparing this forward projection of anticipated regulated procurements. Over a forecast period of two years, it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined in Annex C should be viewed with this caveat in mind.

Commodity Reference	New / Re-Let	Category Subject Matter (Title/Desc)	Forecast Contract Award Date	Forecast Start Date	End Date	Estimated Contract Value	Category
HWU-UK-XXXX-XXX-XX	Re-let	Staff Engagement Survey	01/08/2024	02/09/2024	01/09/2029	£90,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	SID Support, MITS and Hosting - Tribal	01/08/2024	01/08/2024	31/07/2025	£71,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Higher Education Licence -CLA	01/08/2024	01/08/2024	31/07/2025	£125,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Laundry & Linen Services - Commercial and Residential	05/08/2024	04/10/2024	03/10/2027	£90,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	IT Temporary and Permanent Recruitment	01/09/2024	01/09/2024	31/08/2027	£100,000.00	Professional Services - HR
HWU-UK-XXXX-XXX-XX	Re-let	Library Security & Reception Services	04/09/2024	04/09/2024	03/09/2027	£77,500.00	Libraries
HWU-UK-XXXX-XXX-XX	Re-let	Research Park Marketing Consultancy	01/10/2024	16/11/2024	15/11/2027	£500,000.00	Professional Services - General

HWU-UK-XXXX-XXX-XX	Re-let	Endowment Funds Advisory and Funds Management Services	20/10/2024	20/11/2024	19/11/2027	£195,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Leisure Management System Software - ORIAM	01/12/2024	01/12/2024	30/11/2025	£50,660.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Oriam - Strength & Conditioning Equipment	09/12/2024	01/04/2025	31/03/2028	£150,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	IGA Ideiio / IDM Managed Service Software	11/12/2024	11/12/2024	10/12/2025	£86,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Refinitiv Software Licence	01/01/2025	01/01/2025	31/12/2025	£86,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Bloomberg Terminals / Dual FP Renewal	26/01/2025	26/01/2025	25/01/2026	£145,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Health & Safety Software	31/01/2025	01/03/2026	28/02/2029	£75,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Oriam Grass Pitch Maintenance Services	07/02/2025	07/03/2025	06/03/2028	£350,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Development of Online Academic Course Materials - Main Project (22620)	01/03/2025	01/03/2025	29/02/2028	£200,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Staff and Student Branded Application Portal and Sandbox Subscription	01/03/2025	01/03/2025	29/02/2028	£385,056.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Fresh Dairy Products	07/04/2025	07/06/2025	06/06/2029	£100,000.00	Estates

HWU-UK-XXXX-XXX-XX	Re-let	Cloud SaaS Solution - HESA Staff Survey	23/05/2025	23/05/2025	22/05/2028	£88,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Global Curriculum Management System	01/06/2025	01/06/2025	31/05/2030	£350,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	In-Service Inspection and Testing of Electrical Equipment	02/06/2025	01/08/2025	31/07/2028	£250,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Washroom Services & Associated Products	06/06/2025	01/08/2025	31/07/2028	£150,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Dropbox Enterprise User Licence	06/06/2025	06/06/2025	05/06/2026	£64,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Insurance Services	30/06/2025	01/08/2025	31/07/2027	£1,500,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Canvas Cloud, Impact Support & DRIEAM Portflow Subscription	01/07/2025	01/07/2025	30/06/2026	£280,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Graduation and Ceremonial Gowns	01/08/2025	01/08/2025	31/07/2027	£60,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Resource Booker & Exam Scheduler Licence	01/08/2025	01/08/2025	31/07/2026	£65,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Water Quality Management Services	01/09/2025	21/11/2025	20/11/2028	£360,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Search Engine Optimisation Agency	01/11/2025	01/12/2025	30/11/2027	£175,000.00	Professional Services - General

HWU-UK-XXXX-XXX-XX	Re-let	Amazon for Business	01/12/2025	01/01/2026	31/12/2028	£180,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	CRM - Online Express Raiser Edge NXT	21/12/2025	21/12/2025	20/12/2028	£69,173.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Offsite Records Storage & Retrieval Services	30/12/2025	30/12/2025	29/12/2027	£120,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Estates Condition Survey	08/01/2026	06/12/2024	05/12/2027	£450,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Research Professional Management Licence	21/05/2026	21/05/2026	20/05/2029	£80,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Research Professional Funding Database Licence	22/05/2026	22/05/2026	21/05/2029	£82,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Engineering Inspection Services	01/06/2026	01/08/2026	31/07/2029	£900,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Cloud Software Renewal - CRM Recruit	01/06/2026	01/06/2026	31/05/2029	£188,300.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Banner Software Support Services	01/06/2026	01/06/2026	31/05/2029	£533,872.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	DHCP, DNS and IPALM Equipment (Infoblox)	01/06/2026	01/06/2026	31/05/2029	£102,933.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Primo and Alma Subscription	30/06/2026	30/06/2026	29/06/2028	£87,000.00	ICT

HWU-UK-XXXX-XXX-XX	Re-let	Overleaf Commons Institutional Subscription	01/07/2026	01/07/2026	30/06/2029	£86,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Worktribe Software Licence	13/07/2026	13/07/2026	12/07/2029	£155,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Cloud Software CRM Recruit Named Users	01/08/2026	01/08/2026	31/07/2029	£65,166.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Adobe Creative Cloud Pro Enterprise Licence	14/08/2026	14/08/2026	13/08/2029	£415,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	ETLA Agreement Licence: CCE Pro for staff and CCE SDL for student classroom/labs - JISC	14/08/2026	14/08/2026	13/08/2029	£346,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	System Compatible, Cloud Based Visitor Management System	01/10/2026	01/10/2026	30/09/2029	£188,271.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	EES Microsoft Agreement Subscription - Phoenix	01/10/2026	01/10/2026	30/09/2029	£1,015,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Software and Premium Leganto Sandbox Subscription	08/12/2026	08/12/2026	07/12/2029	£71,250.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	MatLab Campus Wide Suite - Software Licence & Maintenance	01/01/2027	01/01/2027	31/12/2028	£385,056.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	PURE Software Subscription	01/01/2027	01/01/2027	31/12/2029	£128,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Global Digital Platform Cloud Hosted	01/02/2027	01/02/2027	31/01/2030	£180,000.00	ICT

HWU-UK-XXXX-XXX-XX	Re-let	Funnelback DXP Search Licence	01/04/2027	01/04/2027	31/03/2030	£91,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Scopus Research Analytical Software Licence	01/04/2027	01/04/2027	31/03/2030	£91,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Managed Laundrettes	01/06/2027	01/09/2027	31/08/2033	£120,000.00	Estates
HWU-UK-XXXX-XXX-XX	Re-let	Print Production Equipment and Off-Site Printing Services	01/07/2027	29/07/2027	28/07/2032	£300,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Network Infrastructure Strategic Partner	01/08/2027	03/03/2028	02/03/2033	£1,250,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Managed Print Service (MFDs)	01/08/2027	01/08/2027	31/07/2030	£50,660.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Feedback Studio and Gradescope Enterprise License	01/08/2027	01/08/2027	31/07/2030	£211,890.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	NVivo Plus CHEST Software - JISC	20/08/2027	20/08/2027	19/08/2032	£52,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Global College	01/12/2027	02/01/2028	01/01/2033	£7,000,000.00	Professional Services - General
HWU-UK-XXXX-XXX-XX	Re-let	Accommodation Software, Services and Support	01/08/2028	01/08/2028	31/07/2033	£360,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Purchase of Polling Solution (Audience Response System)	04/09/2028	04/09/2028	03/09/2031	£69,000.00	ICT

HWU-UK-XXXX-XXX-XX	Re-let	Virtual Learning Environment [Canvas]	01/07/2029	01/07/2029	30/06/2038	£600,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Oracle Cloud ERP Fusion	28/02/2030	28/02/2030	27/02/2035	£5,000,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Internet Service Provider for Halls of Residences	01/09/2030	01/09/2030	31/08/2037	£128,000.00	ICT
HWU-UK-XXXX-XXX-XX	Re-let	Browzer Communication Platform - Halls of Residences/Catering	01/09/2030	04/09/2030	03/09/2037	£295,056.00	ICT

Annex D: Scottish Government Report

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

1. Organisation and report details	
a) Contracting Authority Name	Heriot-Watt University
b) Period of the annual procurement report	2023-24
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*	Yes

2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	69
b) Total value of regulated contracts awarded within the report period	0
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	64
i) how many of these unique suppliers are SMEs	46
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	69
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	34

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.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements 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)*	Not Recorded
e) Number of Apprenticeships Filled by Priority Groups	Not Recorded
f) Number of Work Placements for Priority Groups	Not Recorded
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Recorded
h) Total Value of contracts sub-contracted to SMEs	Not Recorded
i) Total Value of contracts sub-contracted to Social Enterprises	Not Recorded
j) Total Value of contracts sub-contracted to Supported Businesses	Not Recorded
k) Other community benefit(s) fulfilled	Not Recorded

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.	Not Recorded
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.	5
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Recorded

6. Payment performance	
a) Number of valid invoices received during the reporting period.	49697
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	38%
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	1
b) Total spend with supported businesses during the period covered by the report, including:	£73,867
i) spend within the reporting year on regulated contracts	£73,867
ii) spend within the reporting year on non-regulated contracts	£0.00

8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£117,799,740
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£44,969,989
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.	0.2
e) Total targeted cash savings for the period covered by the annual procurement report	NA
i) targeted cash savings for Cat A contracts	NA
ii) targeted cash savings for Cat B contracts	NA
iii) targeted cash savings for Cat C contracts	NA
f) Total delivered cash savings for the period covered by the annual procurement report	
i) delivered cash savings for Cat A contracts	£59,236
ii) delivered cash savings for Cat B contracts	£335,485
iii) delivered cash savings for Cat C contracts	£385,643
g) Total non-cash savings value for the period covered by the annual procurement report	£1,036,513

Annex D: Glossary

Term	Description
A, B, C and C1 Contracts	- Category A: Collaborative Contracts available to all public bodies - Category B: Scottish Government Collaborative Contracts available to public bodies within a specific sector (e.g. Scottish Procurement; APUC and other UK HE Consortia; Scotland Excel; NHS National Procurement) - Category C: Local Contracts for use by individual public bodies - Category C1: Local or regional collaborations between public bodies
Award Criteria	The criteria (questions) used by the buyer to compare and score the merits of the specific bid for the contract. This must include quality and price.
Category	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable.
Category Management	Category Management is a strategic approach which organises procurement resources to focus on specific areas of spends. This enables category managers to focus their time and conduct in depth market analysis to fully leverage their procurement decisions on behalf of the whole organisation. The results can be significantly greater than traditional transactional based purchasing methods. (CIPS)
Centre of Expertise (CoE)	Procurement organisations which promote collaboration and publish framework agreements on behalf of particular sectors i.e. Scotland Excel for local authorities (councils); Advanced Procurement for Universities and Councils (APUC) for higher and further education; NHS National Procurement (NSS) for Heath; Scottish Procurement for the Scottish Government, its agencies and non-departmental public bodies
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit
Community Benefits	Requirements that deliver wider benefits in addition to the core purpose of a contract. These can relate to social- economic and or environmental benefits. Community Benefits clauses are requirements that deliver wider benefits in addition to the core purpose of a contract. These clauses can be used to build a range of economic, social or environmental conditions into the delivery of institutional contracts.
Contract Award Notice	A publication that confirms the details of a contract that has been awarded to a supplier.
Contract Management	The process of monitoring supplier performance on a contract.
Contract Notice	A publication that advertises a procurement requirement.
Contract Value	This is an estimate of the value of a contract over the whole period of the contract e.g. if the contract is for £50k per year for 3 years the contract value if £150k. The contract value should include any extension periods.
Contracts Register	This typically provides details of the procurement exercise to capture key information about the contract (the goods and services, values, date started, expiry date, procurement category etc.).
Cost Avoidance	The act of eliminating costs or preventing their occurrence in the first place. It tends not to show up on, but materially affects the bottom-line cost and is normally referred to as a "soft" cost saving i.e. negating supplier requests to increase costs, procuring services/goods/ works under budget, obtaining prices lower than the market average/median.
Flexible Framework	The Flexible Framework is a widely used self- assessment mechanism developed by the business-led Sustainable Procurement Task Force, which allows organisations to measure and monitor their progress on sustainable procurement over time.
Framework Agreement	An agreement or other arrangement between one or more authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
GPA Thresholds	The rules by which a public sector buyer runs their procurement exercise (including the procurement process used) is in part dictated by the thresholds that the GPA update every 2 years in January.
Non-Regulated Procurement	A procurement whose value is less than £50,000 excluding VAT for goods and/or services for the full life of the contract.

Official Journal of the European Union (OJEU)	The means by which procurement exercises over a certain value are published throughout Europe. In Scotland all procurements that are published via Public Contracts Scotland, and meet this threshold requirement, will be automatically published in OJEU within 48 hours.
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 on-line e-sourcing tool which some public sector bodies in Scotland use to for their procurement exercises i.e., to publish their documents and for organisations to provide their responses in.
Procurement & Commercial Improvement Programme (PCIP)	The Procurement & Commercial Improvement Programme replaced the previous Procurement Capability Assessment (PCA) and focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver.
Procurement Division (or Function)	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Exercise	Full end to end procurement exercise from strategy development to contract & supplier management.
Procurement Journey	Public procurement website containing guidance for public sector buyers.
Procurement Strategy	It is mandatory for a public sector organisation, which estimates it will spend greater than or equal to £5,000,000 on regulated procurements to publish a Procurement Strategy which is proportionate and relevant to its organisation.
Public Contracts Scotland (PCS)	The national portal used by the Scottish public sector to advertise all regulated procurement opportunities and awards.
Public Sector or Public Sector Body	All organisations which are subject to public procurement laws. This includes government, councils, universities and colleges, the NHS and registered social landlords.
Quotation/Quick Quote	A process used by public sector buyers in Public Contracts Scotland to advertise low value/low risk procurement requirements (normally under £50k in value).
Re-Let Procurement	The process for re-tendering a continuing requirement.
Regulated Procurement	A procurement whose value is greater than £50,000 excluding VAT for goods and/or services for the full life of the contract (Procurement reform Act Scotland)
Selection Criteria	Selection Criteria (questions) are used to confirm if you are capable and suitable to perform the contract if it were to be awarded to you. Selection Criteria focus on the bidder and asks for past or existing bidder information.
Small Med Enterprise (SME)	The category of micro, small and Med-sized enterprises (SMEs) is made up of 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. Encompass – - Micro enterprises: enterprises which employ fewer than 10 persons and whose annual turnover and/or annual balance sheet total does not exceed £1.57 million. - Small enterprises: enterprises which employ fewer than 50 persons and whose annual turnover and/or annual balance sheet total does not exceed £7.86 million. - Med enterprises: enterprises which are neither micro nor small, which employ fewer than 250 persons and which have an annual turnover not exceeding £39.28 million, and/or an annual balance sheet total not exceeding £33.78 million.
Social Enterprises	Revenue-generating businesses 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.
Specification	How a Procurement Officer details what is required for the procurement of the goods or services being purchased.
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.

Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
Supported Business	An organisation whose main aim is the social and professional integration of disabled and disadvantaged workers and where at least 30% of their workforce are classed as disabled or disadvantaged.
Sustain	The APUC supply chain sustainability web portal, a central hub where sector suppliers can complete and store sustainability compliance data. The portal is the core supply chain sustainability tool supporting HE and FE institutions and their suppliers in delivering a transparent, environmentally positive, ethical and socially responsible supply chain
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
Tender	The term used to describe the procurement process of advertising, requesting and awarding a contract.
Value for Money	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	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.