

Section 1 – Contents

- **Section 1** **Contents**
- **Section 2** **Introduction**
- **Section 3** **Summary of Regulated and Unregulated Procurements Completed**
- **Section 4** **Review of Regulated Procurement Compliance**
- **Section 5** **Community Benefits Summary**
- **Section 6** **Supported Business**
- **Section 7** **Future Regulated and Unregulated Procurements**

Section 2 – Introduction

In September 2016, in compliance with the Procurement Reform (Scotland) Act 2014 (the Act) and following approval from the Association’s Board of Management on 1 September, Almond Housing Association (AHA) published its first Procurement Strategy.

This is the Association’s third annual procurement report under the 2014 Act. The purpose of the report is to both publicise and summarise the performance and achievements of the Association in delivering its Procurement Strategy. It is hoped that the publication of this and subsequent annual reports will help promote the positive impact that AHA’s procurement processes can have within the West Lothian area. This report covers the period between 1 April 2019 and 31 March 2020.

The report is intended to:

- aid visibility of procurement activities
- be a mechanism for conveying how the Association is meeting legislative procurement requirements
- outline how the Association’s procurement activity is contributing to the delivery of its broader aims and objectives
- ensure transparency of AHA’s purchasing activities and provide businesses with advance notice of potential future contracting opportunities that may be offered by the Association.

ANNUAL PROCUREMENT REPORT 2019/20



Section 3 – Summary of Regulated and Unregulated Procurements Completed

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

The table below shows a summary of both regulated and unregulated procurements awarded by the Association between 1 April 2019 and 31 March 2020.

Table 1. Summary of Regulated and Unregulated Procurements

Contract Description	Estimated life value (£)	Procurement start date	Contract start date	Contract duration (yrs & mths)	Regulated/Unregulated	Procurement Method
Tenant satisfaction survey	£15,000	01/07/2019	01/09/2019	1 year	Unregulated	PCS quick quote
Insurance	£386,754	01/08/2019	01/12/2019	3 + 2 years	Regulated	PCS e-tender
Office electricity	£21,302.88	01/05/2019	01/09/2019	1 year	Unregulated	Negotiated contract
LD2 and EICR	£1,262,450	30/09/2019	13/11/2019	2 years	Unregulated	PCS e-tender
Fencing	£268,281	01/09/2019	21/01/2019	3 years	Unregulated	PCS e-tender
EPCs	£32,340	04/09/2019	23/09/2019	3 years	Unregulated	PCS quick quote
Franking machine	£5,180	20/11/2019	18/12/2019	5 years	Unregulated	Negotiated contract
EESH compliance	£1,208,670	24/12/2019	10/03/2020	2 years	Unregulated	PCS e-tender
Water management	£17,000	01/09/2019	12/12/2019	3 years	Unregulated	Quotes

Section 4 – Review of Regulated Procurement Compliance

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

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

During 2019-20, the Association completed two regulated procurements which were undertaken in line with the Association's approved Procurement Policy.

Section 5 – Community Benefits Summary

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

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

The table below reports the summary of all Community Benefits received between 1 April 2019 and 31 March 2020:

Table 2. Summary of all Community Benefits

Everwarm	Contributed to and supported our Winter Wellbeing campaign for older and vulnerable tenants by donating 400 packs of tissues for the packs and winter tips.
	Offered work experience placements for local secondary schools.
	Supported our Operation Happy Christmas campaign by donating a wide range of items for the food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year.
Novus	Provided two full days of decorating skills training for four local young people in November 2019. The team decorated two rooms of a property for an ex-serviceman prior to taking up his tenancy. Supplied full PPE for the young people and all materials including the paint. Tenant was given a wide range of colours to choose from.
	Prior notification of recruitment to their apprenticeship programme and guaranteed interview for young people referred through West Lothian Youth Action Project.
	Offered to provide refreshments for community events and meetings.
	Decorated properties for tenants who were older, disabled or not able to decorate by themselves due to ill health.
Sidey Ltd	Offered work experience placements for young people. The school was unable to progress so likely to happen in year 2.
	Supported our Winter Wellbeing Checks for older and vulnerable tenants, providing information and resources for the bags.
	Supported local schools with educational attainment; provided job descriptions and links to internal industry-based training films to support curriculum development within schools.

ANNUAL PROCUREMENT REPORT 2019/20



	Donated £750 towards our Operation Happy Christmas campaign and donated 60 cans of soup for food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year.
Response Building Maintenance Services	Supported our Operation Happy Christmas campaign by donating items for the food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year. Supported a local early years community group by donating gardening materials and staff time to help create a garden. The team fitted an outside tap to give easy access for watering the plants.
MPS/Mears	Unable to fulfil their pledged community benefit, so indicated a financial donation will be made to support wider role activity.
The Action Group	Provided specialist, tailored training for our front-line staff on adult and child protection.
WRB	Supported our Operation Happy Christmas campaign by donating items for the food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year. Also provided books as Christmas presents for local children.
BELAC	Offered work experience placements for local young people and involvement in schools careers event.

Using direct feedback from our current contractors, we will continue to develop the existing areas/projects in 2020/21. In addition, we would ask our contractors to consider supporting our early years initiatives when submitting tenders throughout 2020/21.

They can support children's literacy by sponsoring a child as part of the AHA Imagination Library Project, improving children's literacy development by gifting books to children under five years old.

Section 6 – Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. From September 2016, the Association has placed all tender adverts above £10K through the national tender advertising portal, www.publiccontractsscotland.gov.uk. This helps businesses as they know where to find opportunities and receive emails when adverts are placed for their chosen area of speciality.

However, the Association has made special effort to ensure opportunities are open to all and that SMEs and local businesses should not be disadvantaged in any way in the tender process. Consequently, we work to actively support or sponsor a local Supplier Development Programme (SDP), preferably in collaboration with peer RSLs such as Weslo, Horizon/Link and West Lothian Council through events and ‘Meet the Buyer’ type presentations where available.

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

Over the course of 2019/20 the Association helped SMEs and local businesses by:

- Ensuring all tenders were advertised on one marketplace, Public Contracts Scotland
- Offered to meet local businesses on a one-to-one basis to ensure there was ongoing dialogue between them and the Association
- Ensured consideration was given to SME issues when developing the tender strategy
- Ensured there was a fair representation of local companies invited along for low-value quotes
- Reviewed tender documents to ensure they were consistent and user friendly

Section 7 – Future Regulated and Unregulated Procurements

The Association’s Contracts Register is publicly available on the Public Contracts Scotland e-tender facility. All tenders over £10K in value are issued electronically via this platform.

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

Table 3. Details of upcoming regulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Reactive repairs	Craigshill	2020/21	£2,400,000
Reactive repairs	Howden	2020/21	£1,200,000
Gas service and repairs and CO2 detectors	Stock-wide	2020/21	£1,600,000
Procurement consultants	Stock-wide	2020/21	£72,127
Landscape maintenance	Stock-wide	2020/21	£480,000
Cyclical decoration	Stock-wide	2020/21	£700,000
Stock condition survey	Stock-wide	2020/21	£85,000
Design and build contract	Polbeth	2020/21	£3,087,206
Office electricity	Craigshill	2020/21	£58,752

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Kitchen upgrades	Stock-wide	2020/21	£400,100
Bathroom upgrades	Stock-wide	2020/21	£1,166,863
Walkways	Howden	2020/21	£123,360
Eden canopies	Stock-wide	2020/21	£21,588
Gas audit	Stock-wide	2020/21	£37,000
Fire consultancy	Stock-wide	2020/21	£10,000
Out-of-hours message handling service	Stock-wide	2021/22	£30,000
Wet room floors	West Calder	2021/22	£61,680

AHA expects to undertake over £11 million of procurement over the next two years. However, this is subject to change.