

## Section 1 – Contents

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## 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 sixth 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 2022 and 31 March 2023.

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.

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## 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 2022 and 31 March 2023.

**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  |
|---|--------------------------|------------------------|---------------------|--------------------------------|-----------------------|---------------------|
| Roofing   | 2,964,000                | 01/08/2022             | 01/10/2022          | 4 years                        | Regulated             | PCS e-tender        |
| Design & build contract – Blackburn   | 3,000,000                | 02/09/2021             | 10/07/2023          | 2 years                        | Regulated             | Negotiated contract |
| Design & build contract – Fauldhouse  | 2,040,000                | 24/02/2022             | TBC                 | 2 years                        | Regulated             | Negotiated contract |
| Post fire damage strip out works  | 171,260                  | 26/06/2022             | 21/09/2022          | 2 months                       | Unregulated           | PCS quick quote     |
| M&E Consultancy Services fire reinstatement works                                   | 11,250                   | 01/04/2022             | 14/07/2022          | 2 years                        | Unregulated           | Negotiated contract |
| Struct Eng, Architectural, Building Surveying, QS and PD services (upgrading works) | 99,000                   | 01/08/2022             | 24/11/2022          | 3 years                        | Regulated             | Negotiated contract |
| M&E Consultancy Services (upgrading works)  | 9,750                    | 01/08/2022             | 24/11/2022          | 2 years                        | Unregulated           | Negotiated contract |

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|   |           |            |            |          |             |                  |
|---|-----------|------------|------------|----------|-------------|------------------|
| Group Home Refurbishment                      | 102,000   | 11/10/2022 | 25/11/2022 | 4 months | Unregulated | PCS quick quote  |
| Fire damage reinstatement and upgrading works | 3,000,000 | 29/03/2022 | 10/07/2023 | 2 years  | Regulated   | Use of framework |
| Medical Adaptations                           | 625,000   | 01/10/2022 | 01/01/2023 | 4 years  | Unregulated | PCS e-tender     |

## 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 2022/23, the Association completed five regulated procurements which were both 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.

As some of the contracts procured in the year span more than one financial year, not all community benefits secured are delivered in the same year. During 2022/23 community benefits were delivered in the following ways:

### **Employment:**

- 3 seasonal operatives recruited locally for Grounds Maintenance
- 1 locally recruited operative for Environmental and Cleaning Services

### **Education** (Continuing Professional Development)

- Delivery of specialist, tailored training for our front-line staff – sharing information to support Almond customers to ensure they are accessing benefits they are entitled to and maximising household income

### **Environment:**

- Resources for Winter Ready Events to support cost of living increases
- Foodbank donations
- Van and labour taking litter and garden waste to recycling centre
- Support and donations for Operation Happy Christmas campaign
- Provision of materials for community growing and garden projects
- Tools and labour for community volunteering days
- Donations of surplus items to local charities and community groups as part of a reuse and repair initiative.

### **Moving Forward into 2023/24**

During the reporting period a review was undertaken of the approach to Community Benefits and a revised Community Benefits Plan is being produced to enable bidders to choose from a ‘menu of benefits’ in accordance with the value of the contract being tendered. This is a change in the existing

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Community Benefit Matrix that has been used since 2019 and is expected to be implemented by September 2023.

## Section 6 – Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. Throughout 2022/23, the Association has placed all tender adverts above £30K through the national tender advertising portal, [www.publiccontractsscotland.gov.uk](http://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. The Association also utilises national frameworks where appropriate.

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 Horizon/Weslo/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 2022/23 the Association helped SMEs and local businesses by:

- Ensuring all tenders were advertised on one marketplace, Public Contracts Scotland
- 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

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## Section 7 – Future Regulated and Unregulated Procurements

The Association’s Contracts Register is publicly available on the Public Contracts Scotland e-tender facility. All relevant tenders 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 (£) |
|------------------------------------|--------------|---------------|------------------------------|
| Architect Consultancy service      | West Lothian | 2023/24       | £78,000                      |
| EESH2 compliance work              | Stock-wide   | 2023/24       | £3,250,000                   |
| Construction works                 | Blackburn    | 2024/25       | £3,000,000                   |
| Reactive Repairs and Void Contract | West Lothian | 2024/25       | £2,800,000                   |
| Landscape Maintenance              | West Lothian | 2024/25       | £900,000                     |
| OOH Contract                       | West Lothian | 2024/25       | £120,000                     |

**Table 4. Details of upcoming unregulated procurements**

| Contract Description                             | Location(s)  | Contract Year | Estimated Contract Value (£) |
|--|--------------|---------------|------------------------------|
| Communal stair floor upgrades                    | Stock-wide   | 2023/24       | £420,000                     |
| Fencing replacements                             | Craigshill   | 2023/24       | £966,800                     |
| Civil & Structural Engineer Consultancy Services | West Lothian | 2023/24       | £13,200                      |
| Employer’s Agent Consultancy Services            | West Lothian | 2023/24       | £27,600                      |
| M&E Consultancy Services                         | West Lothian | 2023/24       | £10,000                      |
| Geo-Environmental Engineer Consultancy Services  | West Lothian | 2023/24       | £5,000                       |
| Principal Designer Consultancy Services          | West Lothian | 2023/24       | £5,000                       |
| Bathroom replacements                            | Stock-wide   | 2023/24       | £934,058                     |
| Water Management                                 | West Lothian | 2023/24       | £12,500                      |
| Ventilation                                      | Stock-wide   | 2023/24       | £575,000                     |
| Architect Consultancy service                    | West Lothian | 2023/24       | £78,000                      |
| Legal Services Housing                           | West Lothian | 2023/24       | £10,000                      |



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AHA expects to undertake over £13 million of procurement over the next two years. However, this is subject to change.