

ANNUAL PROCUREMENT REPORT 2023-24



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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 seventh 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 2023 and 31 March 2024.

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 2023 and 31 March 2024.

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
EESH 2 compliance work	3,250,000	01/07/2023	01/11/2023	4 years	Regulated	PCS e-tender
Electrical rewiring	2,000,000	01/11/2023	01/04/2024	4 years	Regulated	PCS e-tender
Housing Management System	480,000	15/11/2023	01/04/2025	5 years	Regulated	PCS e-tender
Fire Damage Re-instatement & upgrading works	3,470,347	15/05/2023	09/11/2023	2 years	Regulated	Framework
Design & Build Contract including land	4,391,985	02/09/2021	26/03/2024	2 years	Regulated	Non-competitive action
M&E Consultancy Services – Feasibility Study	5,400	10/11/2023	30/11/2023	5 months	Regulated	Non-competitive action
Architect Consultancy Services – Feasibility Study	8,000	27/02/24	03/06/2024	5 months	Regulated	Framework
Bathroom replacements	934,058	01/11/23	01/04/24	2 years	Unregulated	PCS e-tender

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Communal Stair Floor upgrade	420,000	01/11/23	01/04/24	1 year	Unregulated	PCS e-tender
Ventilation	575,000	01/07/23	01/10/23	3 years	Unregulated	PCS e-tender
Fence upgrades	966,800	01/11/23	01/04/24	4 years	Unregulated	PCS e-tender
Howden walkways	360,000	01/11/23	01/04/24	1 year	Unregulated	PCS e-tender
Legal Services Housing	10,000	01/10/23	01/12/23	3 years	Unregulated	PCS e-tender
Architect Consultancy Services -	6,930	10/11/23	30/11/23	5 months	Unregulated	Framework

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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 2023/24, the Association completed seven regulated procurements which were all 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 2023/24 community benefits were delivered in the following ways:

Employment:

- 2 seasonal operatives recruited locally for Grounds Maintenance
- 3 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 and support for two community fridges
- 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 2024/25

Almond will continue to work with contractors to support people living in local communities where we have housing stock, including donations to community projects and supporting locally run charities.

Section 6 – Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. Throughout 2023/24, the Association has placed all tender adverts above £30K 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. 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 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 2023/24 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
- Ensure tender documents are 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 (£)
Gas Servicing Contract	Stock-wide	2024/25	£1,250,000
Kitchen Replacements	Stock-wide	2024/25	£5,120,000
RAAC remedial work	Craigshill	2024/25	£2,000,000
Landscape Maintenance	West Lothian	2024/25	£900,000
OOH Contract	West Lothian	2024/25	£120,000
Window and Door Replacements	West Lothian	2024/25	£3,922,556
Insurance	West Lothian	2024/25	£1,200,000
Fire Safety	West Lothian	2025/26	£120,000
Reactive Repairs and Void Contract	West Lothian	2025/26	£2,800,000

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Gas Boilers and Heating replacements	Stock-wide	2024/25	£1,200,000
Cyclical Decoration	Stock-wide	2024/25	£446,858
EPC’s	Stock-wide	2024/25	£32,340
Gas Quality Assurance	Stock-wide	2025/26	£20,000
Water Management	Stock-wide	2025/26	£30,000
Lifts	Stock-wide	2025/26	£20,000

AHA expects to undertake over £19 million of procurement over the next two years. However, this is subject to change.