

ANNUAL PROCUREMENT REPORT 2024-25



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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 eighth 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 2024 and 31 March 2025.

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 2024 and 31 March 2025.

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
Gas Servicing Contract	1,250,000	01/10/2024	01/04/2025	3 + 2 years	Regulated	2 stage restricted process (ESPD and ITT)
Kitchen Replacement	5,120,000	01/10/2024	01/04/2025	4 years	Regulated	2 stage restricted process (ESPD and ITT)
Windows and Doors	3,922,556	01/10/2024	01/04/2025	4 years	Regulated	2 stage restricted process (ESPD and ITT)
RAAC remedial work	2,000,000	01/10/2024	01/12/2024	18 months	Regulated	Framework
Insurance	1,200,000	01/11/2024	01/04/2025	3 + 3 years	Regulated	PCS e-tender
Gas Boilers and Heating	1,200,000	01/10/2024	01/04/2025	4 years	Unregulated	2 stage restricted process (ESPD and ITT)
Cyclical Decoration	446,858	01/10/2024	01/04/2025	4 years	Unregulated	2 stage restricted process (ESPD and ITT)
EPC's	32,340	01/10/2024	01/04/2025	3 + 2 years	Unregulated	PCS quick quote

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 2024/25, the Association completed five 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 2024/25 community benefits were delivered in the following ways:

Environment:

- Provision of materials for community growing and garden projects
- Donations supporting the Associations 30th Anniversary giveaway
- Trees, labour and associated materials were provided by contractors to create a community orchard
- Resources for Winter Ready Event to support cost of living increases
- Foodbank donations and support for two community fridges
- Tools and labour for community volunteering days

Employment :

- Jobs Created through site works X 3
- Jobs Created for Local residents x 2 (EH54 & EH47 Postcodes)
- Developing the Young Workforce (DYW) West Lothian and West Lothian College - 12hours of engagements and career support have been delivered.
- Working with long-term unemployed project support was provided for a number of customers to gain CSCS qualification and 2 work placements supported to date.
- Our contractor supported the West Lothian Construction Forum.
- Clerk of Works services procured via the Scottish Procurement Alliance (SPA) consultant framework. Percentage of the framework levy imposed by SPA is invested in SPA's Community Benefit fund which makes payments to RSL's, including AHA, to invest in their identified local priorities.
- Surplus materials donated to several local residents in Blackburn for use in their gardens.

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Moving Forward into 2025/26

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 2024/25, 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 2024/25 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 (£)
Reactive Repairs and Void Contract	West Lothian	2025/26	£2,800,000
Water Management	West Lothian	2025/26	£55,500
Gas Quality Assurance	Stock-wide	2025/26	£20,000
Procurement Consultants	West Lothian	2025/26	£150,000
Welfare Benefits / Money Advice Service	West Lothian	2025/26	£150,000
Landscape Maintenance	Stock-wide	2025/26	£900,000
Out of Hours Contract	Stock-wide	2025/26	£120,000
EESSH	Stock-wide	2026/27	£2,000,000

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Lifts	Stock-wide	2025/26	£20,000
EICR	Stock-wide	2025/26	£290,000
Fire Safety	Stock-wide	2025/26	£120,000
Ventilation	Stock-wide	2026/27	£750,000
Asbestos	Stock-wide	2026/27	£90,000

AHA expects to undertake over £7 million of procurement over the next two years. However, this is subject to change.