

Annual Procurement Report 2023/24



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Introduction

Devolved legislation sets out how Scottish public bodies, including Scottish Enterprise, buy their goods, works and services using effective and efficient public procurement. This requires Scottish Enterprise to publish a Procurement Strategy explaining how we intend to carry out our regulated procurement work (applicable to all procurement of £50k and over). The law also requires us to publish an Annual Procurement Report detailing how our procurement activities and performance have complied with that Strategy. This Annual Procurement Report records our delivery against our Procurement Strategy for the period 1 April 2023 to 31 March 2024.



Our Strategic Priorities

The Scottish Government's [National Strategy for Economic Transformation](#) sets out a vision for strengthening the Scottish economy and ensuring that the benefits of success are shared by all.

The Scottish Government's National Performance Framework provides a common purpose, and values, for all of Scotland. Through this, we aim to:

- create a more successful country
- give opportunities to all people living in Scotland
- increase the wellbeing of people living in Scotland
- create sustainable and inclusive growth
- reduce inequalities and give equal importance to economic, environmental and social progress

Within Procurement we have outcomes outlined by the Sustainable Procurement Duty, which requires us to buy in a way which is **good for businesses and employees, good for society, good for places and communities and is open and connected.**

These outcomes, which are supported by Scottish Government policies and guidance, underpin and enable our work. To further support this, a Public Procurement Strategy for Scotland has been published by the Scottish Government, which is structured around these areas, as well as acknowledging enablers to help achieve its aims.

Scottish Enterprise works with businesses to innovate and scale to transform Scotland's economy. Putting net zero at the heart of everything we do, our focus is on the areas where we make the biggest difference - innovation, investment and international.

Our Net Zero Framework for Action outlines our approach to help tackle climate change and address biodiversity loss. It focuses on economic opportunities that deliver benefits to the environment and society.

Our Approach to Procurement

Our Procurement Strategy 2023-28 details our approach to undertaking regulated procurement work. During the period 2023/24, all regulated contracts were awarded in a way that meets the policies and standards set out in that strategy, and throughout this report we explain how this has been achieved.

SE's Procurement follows the 'Scottish Model of Procurement', using the Scottish Government's Procurement Journey as the basis for our operations. Our policy is, other than in exceptional circumstances, to advertise tender opportunities above £50k, excluding VAT, on the Public Contracts Scotland portal to reach the widest possible number of potential suppliers. SE has used collaborative framework agreements developed by the Scottish Procurement and Commercial Directorate, Crown Commercial Services and others where appropriate. Where no appropriate framework agreements are available for regulated procurement (over £50k), the procurement team has worked with internal customers to develop and procure stand-alone contracts. We have used the open procedure for most of our regulated procurement activity. This increases opportunities for suppliers, (small and medium enterprises (SMEs) in particular), and reduces paperwork and timescales. We have continued to award our contracts on the basis of the 'Most Economically Advantageous Tender' (MEAT), considering a balance between price and quality in all procurement decisions.



Summary of Regulated Procurements Completed

Our contracts continue to deliver a range of economic, social, and environmental benefits which support the Scottish economy. In 2023/24 there were 48 regulated procurement projects with a value of £21,683,830.00. As several of our procurements were multi-lot tenders, the 48 procurements resulted in 54 contracts and framework agreements being awarded to 44 unique suppliers. Of those contracts, 3 were collaborative contracts let in cooperation with other organisations. All contracts were let in line with current regulations. A full summary of regulated procurement data can be found in [Annex 2](#).

	21/22	22/23	23/24
Regulated Contracts Awarded	66	80	54
Value of Regulated Contracts Awarded	£23m	£86m	£22m
Spend £	£32.5m	£32.2	£33.4
Savings £	£0.4m	£0.5m	£0.54m
Savings %	1.3%	1.4%	1.6%
% Spend in Scotland	82%	83%	74%

During the reporting period our 48 procurement projects generated savings of £539,983.33.

Analysis of the procurement projects undertaken:

Procedure	21/22	22/23	23/24
Open	28	30	28
Restricted	0	0	0
Variations	6	0	0
Framework Call off	9	14	14
Negotiated Procedure without Prior Publication	1	0	0
Single tender	4	9	6
VEAT	0	1	0
Total procurements	48	54	48

Of the 28 tenders using the open procedure, 21 tenders exceeded the threshold for advertising on the Find a Tender Service website and complied with the additional regulations applicable to contracts of this value.

There were 14 call offs from the following frameworks:

- 11 were call offs from Scottish Government frameworks:
 - 3 were call offs from the SG Software value added re-seller framework
 - 3 were call offs from Lot 1 of the Media Planning and Buying framework
 - 3 were call offs from the Interim Professional Staff Services framework
 - 1 was a call off from the Interim IT Staff Services framework
 - 1 was a call off from the Marketing Services Framework
- 3 were call offs from Crown Commercial Service frameworks:
 - Travel and Venue Solutions (RM6217)
 - Estate Management Services (RM6168)
 - G:Cloud 13

There were 6 single tenders:

- 3 were for international exhibition stand space where there was only one supplier who could provide the service
- 2 were as a result of previous procurement processes where no suitable bidders were found
- 1 was for an upgrade to SE's finance system where only one supplier could carry out the required work

A summary of the contracts awarded in 2023/24 are in [Annex 2](#). Details of our contract awards are available on the Public Contracts Scotland website. To ensure transparency and to assist prospective suppliers, existing suppliers and other stakeholders, the Procurement section on the [Scottish Enterprise](#) website contains more information on our approach to procurement such as our Procurement Strategy, our Procurement Forward Plan and our suite of standard terms and conditions.



Review of Regulated Procurement Compliance

Our Procurement Strategy 2023-28 outlined how we intended to carry out regulated procurement projects. During this period, all regulated contracts were awarded in a way that complied with the policies and procedures set out in that document.

We have continued to work with internal and external stakeholders and the supply chain, collaborate across the public sector, undertaken a continuous improvement review and further developed the SE Procurement team. We have measured our progress using customer and supplier surveys.

Our collaboration

Working collaboratively with external stakeholders and partners can bring opportunities such as improved project outcomes and financial savings, as well as reducing duplication of effort. In 2023/24, SE has undertaken collaborative procurement with public sector partners including the Scottish Government, South of Scotland Enterprise and Highlands and Islands Enterprise. In the period covered by this Annual report we have undertaken 3 collaborative procurement projects.

To further develop and improve Scottish public sector procurement, we have continued our work with Scottish Government and other public sector partners. In 2023/24, we have supported and contributed to the Procurement Collaboration Group, one of the Central Government Sector Best Practice Cluster Groups aimed at sharing relevant knowledge across the sector. Where appropriate, we have worked with Scottish Government User Intelligence Groups for specific collaborative tendering activities.

To ensure that we continue to keep up to date and incorporate current good practice, 3 members of the Procurement team attended the Annual Scottish Procurement Conference, Procurex, in October 2023.

Scottish Enterprise participated in the Scottish Meet the Buyer event in Edinburgh in May 2023 and Meet the Buyer North in September 2023 events designed to help prospective and existing suppliers understand and access public sector procurement and SE's procurement opportunities.

Innovation in Procurement

The Procurement team has worked collaboratively with other relevant public sector organisations to develop innovative solutions and are a member of the Scottish Government's Procurement Innovation Leadership Group. This group aims to improve and further develop the Scottish public sector's approach to the procurement of innovation by assessing the potential for innovative solutions to challenges across the Scottish public sector.

Scottish Enterprise has continued to encourage innovation by using output-based specifications, disaggregating requirements, and accepting variant bids where appropriate. We understand that SME's can often offer innovation as well as value for money, therefore we have worked to reduce barriers to enable SMEs to access our procurement opportunities.

Our procurement team

We have ensured that the procurement team have the skills, knowledge, qualifications and experience to undertake their work professionally. We have continued to invest in their skills and capabilities through the Scottish Government Procurement Competency Framework and individual annual development plans. The plans include flexible and ongoing learning which is important in maintaining a responsive and up to date team. In 2023/24, the SE Procurement team has undertaken a variety of procurement training including ICT Procurement, Specification Writing and Public Procurement Policy training for Scotland as well as Cyber Security, Data Protection and Climate Literacy training.

There has been, and will continue to be, a focus on developing the procurement team professionally to ensure they have both the skills and knowledge to maximise the benefits of procurement to SE.

- the Head of Procurement holds an MBA specialising in Supply Chain Economics
- seven members of the Procurement team are members of the Chartered Institute of Procurement and Supply (MCIPS)
- two members of the procurement team are working towards their CIPS diploma.

To further ensure that we have the skills to deliver the specific specialist needs of our internal customers, two members of the team hold a BSc in Quantity Surveying, two have Business degrees and one has a Law degree.

Our scheme of 'delegated purchasing authority,' ensures that all staff who procure have undergone annual procurement training. Delegated authority is only given to those who can demonstrate they have the appropriate level of skills, competencies and knowledge of our procurement policies and procedures.

Our customer and supplier surveys

During 2023/24, we issued surveys to our internal customers and our suppliers after each regulated procurement project. This was to gauge the levels of satisfaction with both the service received and the procurement process. Whilst we invited feedback from both internal and external customers over the APR period, due to the low number of responses received, the resulting data cannot be considered statistically relevant. The responses we did receive over the period were, however, 100% positive.

We continue to listen to feedback received from our internal customers on our processes with the aim of simplifying our processes.

As well as carrying out supplier surveys we also seek feedback from bidders that expressed an interest in the contract notice but did not submit a tender response.

Procurement and Commercial Improvement Programme (PCIP)

The Scottish Government undertakes Procurement and Commercial Improvement Programme (PCIP) assessments across public sector organisations to ensure continuous improvement through review and benchmarking, and to embed best practice across the public sector procurement community. SE last undertook a PCIP assessment in July 2019 and was ranked in the highest performance band available. The next PCIP assessment will take place in 2023/4.

Contract and Supplier Management

We have continued to strengthen our contract management guidance for Project Managers to ensure they are aware of good practice within the Procurement Journey. We prepare handover information at the end of each regulated procurement process which details the key elements of the contract under management, including any KPI's. Project Managers monitor their projects including the associated contracts to ensure compliance and that outputs are delivered. As part of this, we report on specific policy objectives such as the delivery of Community Benefits. We continue to work with other teams within SE to further develop and strengthen contract and supplier management.

Our Continuous Improvement

All Scottish Procurement Policy Notes (SPPNs) from Scottish Government and any relevant guidance from the various Scottish Government working groups are incorporated into our policies, processes, and procedures.

In 2023/24, the Procurement team continued to incorporate feedback from customers to improve internal guidance and reduce administration.



Sustainable Procurement

In line with the Climate Change Duties, we have encouraged our project managers to act in a way that is sustainable by asking relevant questions at the outset of a procurement project. To support this, for each regulated procurement project, we continue to complete the Scottish Government's (SG) Sustainability Test.

We have continued to consider the whole life cost and environmental impact of construction projects as appropriate including:

- Specifying high Building Research Establishment Environmental Assessment Method (BREEAM) ratings for sustainable design and construction where appropriate
- Encouraging recycling and the reuse of materials
- Maximising the use of materials from sustainable sources in accordance with the government buying standards.
- Considering Energy Performance Certificate (EPC) ratings during the procurement of construction contracts where relevant.

Further, SE is required to assess relevant works contracts for Building Information Modelling (BIM). BIM uses digital technology to improve the sharing and analysis of data during the construction and operational phase of projects. Additionally, for any regulated works, construction or building related contracts, SE will consider the application of Whole Life Cost analysis.

We have also worked to reduce consumption of paper, energy, water, and generation of waste where possible, and to reuse or reallocate materials to avoid over-consumption. We have also considered Fair Trade or equivalent products wherever relevant and have worked to reduce the use of single-use plastics. SE's Environmental Management System, which considers procurement as a key element, has been certified to ISO14001 standard since 2017.

Our new procurement strategy, which encompasses our approach to sustainability, will be published in September

Small and Medium Enterprises (SMEs)

In 2023/24 we continued to encourage SMEs to bid for contracts by reducing barriers to allow SMEs to access our procurement opportunities, splitting larger contracts where appropriate, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SMEs, and ensuring equality through our processes. During the period of this report, 78% of our suppliers were SMEs. This is in line with our sustainable procurement duty and our Community Wealth Building work.

Fair Work First

We have incorporated evaluation of Fair Work First into all tenders where the use of labour is key to the delivery of the contract. SE is a real Living Wage Employer. Wherever relevant and proportionate, companies bidding to win Scottish Enterprise contracts will have to pay the real Living Wage in performance of the contract. Where suppliers have staff working on SE premises, we ensure that these employees are being paid the real Living Wage as a minimum. Also, we monitor the use of zero hours contracts to ensure that these are not used by our suppliers in an inappropriate manner in the delivery of any services to Scottish Enterprise. We include questions on the real Living Wage and the use of zero hours contracts within our tenders for the purposes of monitoring and reporting. The figures below demonstrate that we are making real progress in ensuring Fair Work First is embraced by our supply chain.

	21/22	22/23	23/24
% of contracted suppliers committed to paying the real Living Wage	69%	78%	84%
% of contracted suppliers committed to no inappropriate use of zero hours	66%	75%	83%

In 2023/24 we will be mandating the real Living Wage be paid in all our contracts.

Community Benefits

Community Benefits are an important element of the sustainable procurement duty. They can be used to build economic, social, and environmental benefits into the delivery of public sector contracts in Scotland. Within our standard invitation to tender for regulated procurement projects we state that we expect suppliers to provide a community benefits proposal within tender responses.

During the period of this annual report, 27 unique successful suppliers proposed community benefit activities as a result of being awarded a regulated contract with SE.

	21/22	22/23	23/24
Number of contracts awarded with proposed Community Benefits	32	54	31

Through following up on existing contracts in place prior to 2023/24 with community benefit clauses for this reporting period, 34 unique suppliers reported they have delivered 171 community benefit activities as detailed below:

Community Benefit Activity Undertaken	Number
Apprenticeships	8
Charitable donations	28
Engagement with schools, colleges, and/or universities	19
Mentoring	19
Placements	11
General professional advice, mentoring and support provided to the community	40
Sponsorship	12
Subcontracting to SMEs	4
Volunteering	18
Work experience	12
Total	171

Supported Businesses and Third Sector

Scottish Enterprise is committed to working with Supported Businesses and third sector organisations where possible. We have, and will continue, to provide opportunities for Supported Businesses and third sector organisations to participate in public procurement. Procurement legislation defines Supported Businesses as businesses for which the core purpose is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of those businesses are disabled or disadvantaged people. In 2023/24 there was 1 contract awarded to a Supported Business for office furniture. We will explore other opportunities for spending with supported businesses and third sector suppliers in future years. In 2023/24 we will be reviewing our catering policy and will aim to contract with local suppliers on an ad-hoc basis to provide catering and will include supported businesses where possible.

	21/22	22/23	23/24
No. of contracts awarded to a Supported Business	5	0	1
Total Value of contracts awarded to Supported Businesses	£82k	£0	£10,292

Equality

The Fairer Scotland Duty, Part 1 of the Equality Act 2010, came into force in Scotland in April 2018. This requires public authorities, in the exercise of their functions, to have due regard to how they can reduce inequalities of outcome caused by socio-economic disadvantage when making strategic decisions. The Equality Act 2010 and the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012, require us to consider equality throughout our tender processes such as undertaking an Equality Impact Assessment. In 2023/24, project managers have carried out Equality Impact Assessments (EQIA) on all relevant regulated procurement which has helped to ensure that equality is better reflected in our contracts. This work has included encouraging bids from companies owned by under-represented groups and ensuring that our services serve the needs of under-represented groups in the community more effectively.

Where relevant, suppliers are required to provide details of any equality policies and systems that they have in place that will be utilised when delivering the contract. Mandated elements of equalities legislation is included in our standard terms and conditions. Discrimination in relation to the treatment of workers in the main contract and sub-contracts is also addressed in our tender documentation and standard terms and conditions.

Management of Risk including Fraud

The Procurement team has continued to maintain high standards of compliance with policy, procedures, and process. Our procurement activity is audited by SE internal Audit with the results of these audits being consistently positive.

In addition, we have continued to undertake our own quarterly audits of procurement activity within SE for contracts below the regulated procurement threshold. Where issues are identified, the Procurement team follow up with the relevant project manager to ensure that appropriate additional training is given and improvements are implemented.

We have a Risk Management Policy and Procedure, with guidance for risk management available at project level via SE's Project Lifecycle guidance. In relation to procurement, a risk assessment has been undertaken for each regulated procurement project with risk management allocated to relevant individuals. We have a divisional risk register and, where required, risks identified have been escalated to the SE corporate risk register in line with SE's Risk Management arrangements.

We have continued to identify, manage, and control risk by developing policy and procedures that also consider operational efficiency and effectiveness along with compliance. We consider risk proportionately in our activities, for example, ensuring that financial thresholds and other short-listing criteria do not unreasonably discriminate against participation by SME's.

To support our approach to risk management, we have a named procurement anti-fraud champion and a procurement anti-fraud senior responsible owner. All SE staff are bound by SE's code of conduct policy. Additionally, and in line with the Bribery Act 2010, we include an anti-corruption and anti-bribery clause in our standard terms and conditions. SE has a Counter Fraud Policy which outlines how fraud may occur and be identified, who is responsible for reporting fraudulent activity and who to report it to. Appropriate preventive mechanisms, including separation of duties, are in place to counter the risk of fraud.

SE has a comprehensive whistle-blowing policy which encourages employees to raise concerns about possible improprieties in the conduct of our business – whether in matters of financial reporting or other malpractices – at the earliest opportunity and in an appropriate way. In line with good practice there is an internal contact and an external helpline which provides anonymity if necessary.

Paying our Suppliers

We are committed to paying our suppliers promptly and include a clause in our standard terms and conditions stating that we will pay undisputed invoices within 30 days of receipt. Additionally, to ensure that this flows through the supply chain, we have included a clause in our standard terms and conditions stating that any work sub-contracted under the contract must be subject to a clause requiring the payment of the sub-contractor within 30 days of receipt of a valid invoice. In 2023/24 we paid 97% of invoices within 30 days.

Our best practice commitment goes further than the above, with our aim to pay valid invoices within 10 working days for all suppliers. In the year ended 31 March 2024, Scottish Enterprise paid 87% of suppliers' invoices within this standard. The average number of days taken to pay valid invoices during the year was 8.4 days. We will continue our commitment to pay undisputed invoices within 10 days.

Health and Safety

We recognise the importance of ensuring that we comply with the Health and Safety at Work Act etc. 1974 and have a comprehensive Health and Safety Policy and associated guidance/procedures which relate to staff and contractors. Health and Safety policies and associated information are requested where relevant from contractors and suppliers as part of the procurement process. Further Health and Safety policies are covered in our standard terms and conditions to ensure that contractors and suppliers comply with all relevant Regulations and best practice.

Procuring Food

There are very few circumstances where SE buys food directly. Where we do so, our contracts achieve a range of benefits such as encouraging healthy eating and nutrition, promoting fresh, seasonal, fairly traded, and local produce, and meet buying standards. These standards take account of factors including, production, traceability, authenticity, origin, ethical trading, animal welfare, environmental standards, health and safety legislation and waste.

Future Regulated Procurement

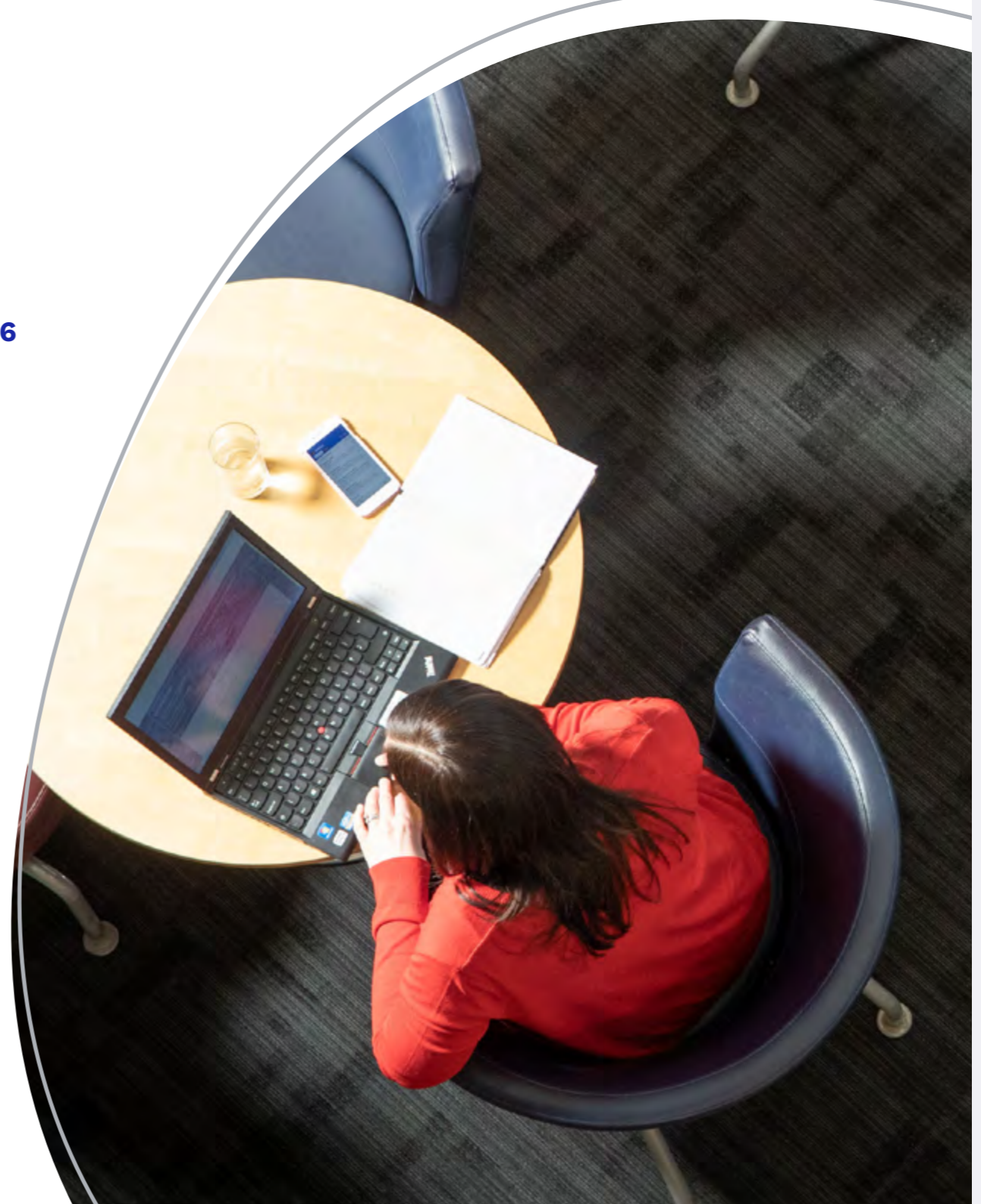
In accordance with the Procurement Reform (Scotland) Act 2014, we have published our planned regulated procurement work for 2024/25 and 2025/26. The forward plan has been compiled through co-ordination between the Procurement team and the other teams within SE. Consistent with previous years, we will update our forward plan on a six-monthly basis, and this will be published on scottish-enterprise.com. At present, in the next two years we forecast 42 procurements will be undertaken. A full list of known regulated procurements is in [Annex 3](#).

The owner of this Procurement Annual Report 2023/24 on behalf of the Scottish Enterprise is Phil Martin, our Head of Facilities Management and Procurement. Email - philip.martin@scotent.co.uk.

Annexes

1. **Annual Procurement Report template**
2. **Regulated procurements completed 2023/24**
3. **Forward plan of regulated procurement 2024/25 and 2025/26**
4. **Glossary**

All photos Scottish Enterprise



Annex 1. Annual Procurement Report

1. Organisation and report details

a) Contracting Authority Name	Scottish Enterprise
b) Period of the annual procurement report	1 April 2023 to 31 March 2024
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	54
b) Total value of regulated contracts awarded within the report period	£21,683,830
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	44
i) how many of these unique suppliers are SMEs	29
ii) how many of these unique suppliers 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	54
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
	Cont.

Annex 1. Continued

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.	0
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	31

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)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	0
i) Total Value of contracts sub-contracted to Social Enterprises	0
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	171

Cont.

Annex 1. Continued

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	48
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.	47
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	21

6. Payment performance

a) Number of valid invoices received during the reporting period.	6,600
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	97%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	54
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	Not aware of any concerns raised.

Cont.

Annex 1. Continued

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:	£10,292
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£10,292

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£33,353,709.50
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£15,507,652.15
c) Total procurement spend with third sector bodies during the period covered by the report.	£87,850.14
d) Percentage of total procurement spend through collaborative contracts.	13%
e) Total delivered cash savings for the period covered by the annual procurement report	£539,983.33
f) Total non-cash savings value for the period covered by the annual procurement report	£111,000

9. Future regulated procurements

a) Total number of regulated procurements expected to commence in the next two financial years	42
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£24,499,000

Annex 2. Regulated procurements completed 2023/24

Contract Reference	Contract Title	Procurement Procedure	Date of Contract Award Notice Publication	Contract Start Date	Contract End Date (excluding extension period)	Appointed Supplier Name	Full Contract/Framework Value
P23-0002	Investment Management and Reporting System (IMRS)	Framework call off	03/04/2023	13/03/2023	12/03/2028	Softcat plc	£946,650.00
P23-0064	SE Investment Portfolio - Landscape Support	Competitive - Open	05/04/2023	01/07/2023	30/06/2026	Gavia Environmental Ltd	£102,855.00
P23-0080	Workplace Innovation Leadership Development - Lot 1	Competitive - Open	06/04/2023	03/04/2023	02/04/2025	Connect Three Solutions	£319,800.00
P23-0080	Workplace Innovation Leadership Development - Lot 2	Competitive - Open	06/04/2023	03/04/2023	02/04/2025	The Power Within Training & Development	£485,200.00
P23-0134	Digital Marketing Services	Framework call off	26/05/2023	01/05/2023	30/04/2026	Dentsu Creative	£2,000,000.00
P24-0012	Equity Investment Gap Analysis	Competitive - Open	22/06/2023	19/06/2023	30/09/2023	RSM UK Consulting LLP	£53,790.50
P24-0004	Glasgow (AQ) Dilapidations and Lease Negotiations	Framework call off	07/07/2023	14/08/2023	14/08/2024	Avison Young (UK) Ltd	£69,250.00
							Cont.

Annex 2. Continued

P24-0007	Atrium Court - Collaboration Space and Storage Works	Competitive - Open	07/07/2023	10/07/2023	04/08/2023	Axis Interiors Solutions Ltd	£46,341.00
P24-0005	Strategic Innovation and Place Acquisition Programme	Competitive - Open	24/07/2023	03/07/2023	30/06/2028	Avison Young (UK) Ltd	£164,250.00
P23-0022	Scottish Enterprise Investment Portfolio - Mechanical & Electrical Planned, Preventative Maintenance	Competitive - Open	25/07/2023	01/08/2023	31/07/2028	Alba Facilities Services Ltd	£987,194.58
P23-0122	Scottish Enterprise Property Portfolio - Asset Valuation Service	Competitive - Open	01/08/2023	08/08/2023	31/07/2026	Graham & Sibbald	£237,000.00
P23-0126	Agritourism Monitor Farms Project	Competitive - Open	02/08/2023	01/08/2023	31/12/2026	The Hideaway Experience	£480,600.00
P23-0133	Provision of a Company Sponsored UK Health Cash Plan	Competitive - Open	16/08/2023	01/08/2023	31/07/2027	HealthShield Friendly Society	£423,000.00
P23-0156	Online Research Platform	Competitive - Open	16/08/2023	17/07/2023	16/07/2025	Userlytics Corporation	£101,000.00
P24-0010	Americas Healthcare 2023 - 2027	Competitive - Open	08/09/2023	01/10/2023	30/09/2026	Future Value Associates Ltd	£3,638,348.00

Cont.

Annex 2. Continued

P24-0046	Data Project Manager	Framework call off	15/09/2023	11/09/2023	31/03/2024	Venesky-Brown Recruitment Ltd	£93,142.00
P23-0007	HR System	Competitive - Open	21/09/2023	01/09/2023	01/09/2029	MHR Global	£1,400,000.00
P24-0031	SUN Upgrade to v.6.4	NCA - Single Tender	21/09/2023	21/07/2023	28/02/2024	Kick ICT	£67,727.00
P24-0036	Low Carbon Heat Survey	Competitive - Open	21/09/2023	14/09/2023	13/09/2024	Optimat	£93,563.00
P24-0028	International Marketing Executive	Framework call off	28/09/2023	01/10/2023	30/09/2024	ASA Recruitment	£92,400.00
P24-0028	International Marketing Executive	Framework call off	28/09/2023	01/10/2023	30/09/2024	Venesky-Brown Ltd	£92,400.00
P23-0132	CDS Framework	Competitive - Open	02/10/2023	19/06/2023	18/06/2025	Co-operate Scotland LLP	£165,000.00
P24-0001	Scottish Enterprise External Meeting Room and Venue	Framework call off	13/10/2023	01/09/2023	31/08/2025	ExecSpace Ltd	£60,000.00
P24-0014	Business Response Framework	Competitive - Open	13/10/2023	20/10/2023	19/10/2026	Ernst and Young LLP	£437,500.00

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Annex 2. Continued

P24-0014	Business Response Framework	Competitive - Open	13/10/2023	20/10/2023	19/10/2026	Grant Thornton UK LLP	£437,500.00
P24-0014	Business Response Framework	Competitive - Open	13/10/2023	20/10/2023	19/10/2026	Interpath Ltd	£437,500.00
P24-0014	Business Response Framework	Competitive - Open	13/10/2023	20/10/2023	19/10/2026	Pricewaterhouse Coopers LLP	£437,500.00
P24-0065	Senior Data Protection Practitioner	Framework call off	27/10/2023	23/10/2023	31/01/2024	Harvey Nash	£44,558.00
P24-0026	GlobalScot Website	Competitive - Open	01/11/2023	03/11/2023	02/11/2026	Ember Technology	£123,060.00
P24-0027	Scottish Hydrogen Innovation Network (SHINE)	Competitive - Open	03/11/2023	01/11/2023	31/10/2026	Carbon Limiting Technologies	£531,816.00
P24-0062	Seafood Expo Global 2024 - Stand Design & Build	Competitive - Open	22/11/2023	20/11/2023	09/05/2024	JNM Exhibition Services	£259,800.00
P24-0047	Financial Due Diligence – Mangata	Competitive - Open	07/12/2023	13/11/2023	12/11/2026	Pricewaterhouse Coopers LLP	£175,000.00
P24-0100	Media Buying	Framework call off	22/12/2023	01/01/2024	31/03/2024	Carat	£400,000.00

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Annex 2. Continued

P23-0088	Eurocentral - Works Contractor (Ground Investigations and Geotechnical, Environmental and Mining Assessments)	Competitive - Open	20/02/2024	08/01/2024	31/05/2024	Soil Engineering Geoservices Ltd	£749,974.05
P24-0051	SE Property Portfolio – Transition to Net Zero: Brunel Building	Competitive - Open	20/02/2024	06/02/2024	30/06/2024	Lifschutz Davidson Sandilands	£181,427.00
P24-0095	Clean Heat Expert Support (CHES) Framework (retender)	Competitive - Open	27/02/2024	20/02/2024	28/02/2025	EPConsult	£55,000.00
P24-0096	Feasibility Study: Large scale coastal industrial location	Competitive - Open	27/02/2024	22/02/2024	30/06/2024	Ironside Farrar Ltd	£82,500.00
P24-0006	SUN and P2P hosting and maintenance services	Framework call off	28/02/2024	29/02/2024	28/02/2026	Kick ICT	£513,327.00
P24-0050	International Selling Programme - Wind Generation	Competitive - Open	28/02/2024	16/02/2024	30/06/2024	Genoa Black	£62,160.00
P24-0086	Large Scale Hydrogen Production and Storage Facilities	Competitive - Open	28/02/2024	26/02/2024	20/07/2024	Ironside Farrar Ltd	£70,000.00

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P24-0044	Green Heat Accelerator	Competitive - Open	28/02/2024	27/02/2024	27/11/2025	Carbon Limiting Technologies	£149,790.00
P24-0040-A	Managing People for Growth Framework - Lot 1	NCA - Single Tender	08/03/2024	04/03/2024	18/02/2026	Tack TMI The Leadership Factory	£105,000.00
P24-0040	Managing People for Growth Framework - Lot 2	Competitive - Open	08/03/2024	19/02/2024	18/02/2026	Perception Insights Ltd	£190,500.00
P24-0040	Managing People for Growth Framework - Lot 3	Competitive - Open	08/03/2024	19/02/2024	18/02/2026	Connect Three Solutions	£190,500.00
P24-0140	Risk Capital Market Financials Preparation and Review	NCA - Single Tender	13/03/2024	13/03/2024	30/06/2024	Chiene& Tait LLP	£139,790.00
P24-0126	Copywriting Resource	Framework call off	18/03/2024	25/03/2024	24/03/2025	Venesky-Brown Ltd	£86,950.82
P24-0011	Pensions – Administrative, Actuarial & Ancillary Services	Competitive - Open	28/03/2024	01/04/2024	31/03/2027	Hymans Robertson LLP	£2,411,000.00

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Annex 2. Continued

P24-0139	International Media Buying	Framework call off	Framework call off	01/04/2024	30/06/2024	Carat	£400,000.00
P24-0035	Global Investment Database	Framework call off	Framework call off	03/11/2023	02/11/2025	Computacenter	£85,186.42
P24-0067	Technology Market Intelligence	Framework call off	Framework call off	04/11/2023	03/11/2025	Computacenter	£57,000.00
P24-0136	Domestic Media Buying	Framework call off	Framework call off	01/04/2024	30/06/2024	The Media Shop	£400,000.00
P24-0057	Gulfood 2024 - Stand Space	NCA - Single Tender	NCA - Single Tender	23/08/2023	24/02/2024	Trade Fair Support Ltd	£60,500.00
P24-0107	Wind Energy Hamburg 2024 - Stand Space	NCA - Single Tender	NCA - Single Tender	15/12/2023	27/09/2024	Hamburg Messe	£57,000.00
P24-0041	Seafood Expo Global 2024 - Stand Space	NCA - Single Tender	NCA - Single Tender	23/04/2024	25/04/2024	Diversified Communications	£245,550.00

Annex 3. Forward plan of regulated procurement 2024/25 and 2025/26

Contract Title	New/Re-tender	Pin Notice	Anticipated Contract Notice Publication Date	Anticipated Contract Award Date	Anticipated Start Date	Estimated value
Employee Benefits	Re-tender	No	Aug-24	Nov-24	Dec-24	£98,000
Legal Services Framework (procurement with HIE and SoSE)	Re-tender	No	Aug-24	Nov-24	Dec-24	£8,000,000
Loch Lomond Shores Managing Agent	Re-tender	No	Aug-24	Nov-24	Dec-24	£107,000
Manufacturing Property Challenge - Property Due Diligence Support	New	No	Aug-24	Nov-24	Dec-24	Unknown
Nine, Edinburgh BioQuarter - Lab Equipment Maintenance	Re-tender	No	Aug-24	Dec-24	Jan-25	£410,000
Occupational Health Services Framework	Re-tender	No	Aug-24	Nov-24	Dec-24	£10,000
Scottish Enterprise Technology Park - Nasmyth Building - Demolition and Site Clearance	New	No	Aug-24	Dec-24	Jan-25	Unknown
Advanced Certificate in International Trade	Re-tender	No	Sep-24	Oct-24	Nov-24	£150,000
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Annex 3. Continued

Pensions - Group Life Assurance	Re-tender	No	Oct-24	Dec-24	Jan-25	Unknown
Pensions - Trustee Indemnity Insurance	Re-tender	No	Oct-24	Dec-24	Feb-25	£140,000
Preparing to Export Framework	Re-tender	No	Oct-24	Mar-25	Apr-25	£800,000
International Technical Support Framework	Re-tender	No	Nov-24	Jan-25	Mar-25	£450,000
IT Audit Services	Re-tender	No	Dec-24	Mar-25	Apr-25	£540,000
Flexible Content Design Resource Framework	Call-Off	No	Jan-25	Jul-25	Nov-25	£1,000,000
International e-Trade Framework	Re-tender	No	Jan-25	May-25	Jun-25	£320,000
Utilities - Gas and Electricity	Re-tender	No	Jan-25	Apr-25	May-25	Unknown
Domain Name Management	Re-tender	No	Feb-25	Jun-25	Jul-25	£84,000
Employee Engagement Platform	Tender	No	Feb-25	Jul-25	Aug-25	£125,000
Rural Leadership Programme	Re-tender	No	Feb-25	Jul-25	Aug-25	£625,000
Travel - Domestic and International	Re-tender	No	Mar-25	Jul-25	Aug-25	Unknown
International Investment Database	Re-tender	No	Apr-25	Sep-25	Oct-25	£160,000

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Annex 3. Continued

Project Management Framework	Re-tender	No	May-25	Sep-25	Nov-25	£780,000
SE External Audit Services - Lot 1 Subsidiary Companies, Lot 2 - Scottish Enterprise Pension and Life Assurance Scheme	Re-tender	No	May-25	Sep-25	Nov-25	£220,000
Digital Resource	Re-tender	No	Jun-25	Oct-25	Dec-25	£7,000,000
Scottish Enterprise Research Databases	Re-tender	No	Oct-25	Mar-26	Apr-26	£1,000,000
Digital Marketing Services	Call Off	No	Jan-26	Mar-26	May-26	£1,000,000
Insurance Brokerage and Associated Services	Re-tender	No	TBC	TBC	TBC	£1,200,000
Water and Waste Water services	Re-tender	No	TBC	TBC	TBC	£230,000
Capital Investment Business Survey	New	No	TBC	TBC	TBC	Unknown
Early-Stage Entrepreneurship Evaluation	New	No	TBC	TBC	TBC	Unknown
Edinburgh BioQuarter - Diligence Part 2	New	No	TBC	TBC	TBC	£50,000
Energy Infrastructure Acceleration	New	No	TBC	TBC	TBC	Unknown
Financial Due Diligence - Glasgow	New	No	TBC	TBC	TBC	Unknown
Global Data Lead Generation / Nurture Contract	New	No	TBC	TBC	TBC	Unknown

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Annex 3. Continued

Grant Funding Evaluation	New	No	TBC	TBC	TBC	Unknown
Green Datacentres Cluster Builder Space Investment Case Modelling	New	No	TBC	TBC	TBC	Unknown
Heat Network Supply Chain Cost Analysis	New	No	TBC	TBC	TBC	Unknown
High Value Manufacturing Property Programme - Independent Project Monitoring	New	No	TBC	TBC	TBC	Unknown
Hydrogen Export Initiative	New	No	TBC	TBC	TBC	Unknown
Nine Edinburgh BioQuarter - Fit Out Works	New	No	TBC	TBC	TBC	Unknown
Research on supply chain breakdown at component level	New	No	TBC	TBC	TBC	Unknown
Scottish Enterprise Technology Park - Brunel Building - Retrofit	New	No	TBC	TBC	TBC	Unknown

Annex 4. Glossary

Term	Description
BREEAM	Building Research Establishment Environmental Assessment Method, first published by the Building Research Establishment (BRE) in 1990, is the world's longest established method of assessing, rating, and certifying the sustainability of buildings.
CIPS	The Chartered Institute of Procurement and Supply (CIPS) is the leading body representing the field of procurement and supply chain management.
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Contract Compliance	Items covered by a contract are procured from the contracted supplier using the contract terms.
Contract Management	The process of monitoring the performance of a supplier to contract.
EPC	An Energy Performance Certificate gives a property an energy efficiency rating from A (most efficient) to G (least efficient) and is valid for 10 years.
Framework Agreement	An agreement or other arrangement between one or more contracting 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.
Open Procedure	A one-stage procedure whereby all suppliers are invited to tender for the contract or framework agreement. The organisation cannot limit the number of bids it receives.

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Annex 4. Continued

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.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an ongoing basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Procurement strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Small Medium Enterprise (SME)	The category of micro, small and medium-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.
Supplier	An entity who supplies goods or services; often used synonymously with "vendor".
Supported Business	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
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.
VEAT	A VEAT notice (Voluntary Ex-Ante Transparency Notice) is published by a contracting authority when they have awarded a contract to a supplier without first publishing a tender notice.
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.

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