

HIE ANNUAL PROCUREMENT REPORT 2017-2018

July 2018



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean

INTRODUCTION

This report relates to our Procurement activity period from January 2017 – March 2018.

The Procurement Reform Act 2014 requires a contracting authority, which has published a procurement strategy in relation to a financial year, to prepare and publish an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of its financial year.

This is an optional interim Report to provide the Leadership Team sight of what the report may contain moving forward and an overview of HIE Procurement activity during the Financial Year.

The Act indicates that the annual report must include (as a minimum):

- (a) a summary of the regulated procurements that have been completed during the year covered by the report,
- (b) a review of whether those procurements complied with the authority's procurement strategy,
- (c) to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- (d) a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- (e) a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- (f) a summary of the regulated procurements the authority expects to commence in the next two financial years.

SECTION 1 – SUMMARY OF REGULATED PROCUREMENTS COMPLETED

This Annual report includes information on HIE Regulated Contracts awarded between January 2017 and March 2018. A Regulated contract is one which is valued over £50k for goods/services or £2million for works. The list includes any Regulated contracts HIE ran on behalf of Wave Energy Scotland (WES) and Inverness Campus Owners Association (ICOA).

Regulated Contracts (for the purposes of this report) do not include:

- Wave Energy Scotland (WES) Pre-Commercial Procurement processes which are exempt from the Procurement Regulations as they are classified as 'Research and Development' which is exempt from the Procurement Regulations.

A summary of the Regulated Contracts awarded by HIE during this period are listed below.

TITLE	AWARD DATE	START DATE	END DATE	MAX EXTENSION MONTHS	VALUE (including extension)	SUPPLIER NAME
Life Sciences and Technology Pathfinder Accelerator	23/02/2018	26/02/2018	26/02/2021	0	£520,000	The Leadership Factory
Design & Build at Orkney Research and Innovation Campus (ORIC)	12/03/2018	12/03/2018	12/12/2019	3	£5,390,427	R Clouston Ltd
Oban a University Town Project Management Services	15/02/2018	16/02/2018	16/02/2019	12	£57,000	Imani Enterprise Ltd

Energy Market Regulatory Advice Contract	30/01/2018	30/01/2018	30/01/2020	12	£80,000	Xero Energy
Review of Cairngorm Ski Area Uplift Infrastructure	08/03/2018	09/02/2018	09/10/2018	2	£80,000	SE Group
STEM Education Rooms	23/02/2018	26/02/2018	26/05/2022	0	£125,000	FIRST Scandinavia Partner AS
SCALE Summer School 2018-19	27/02/2018	21/02/2018	21/02/2020	0	£260,000	Future X Innovation Ltd
Marketing Campaign for International Trade	30/11/2017	06/12/2017	30/09/2018	0	£99,825	Dynam
Design & Build of Solasta House at Plot 8 Inverness Campus	09/02/2018	19/02/2018	19/02/2019	3	£4,336,708	Robertson Construction Group Ltd
Legal Services Framework Agreement Mini Tender: Inverness Campus Pipeline Projects	05/12/2017	06/12/2017	23/12/2020	0	£200,000	Burness Paull LLP
Innovation Marketing campaign	30/10/2017	08/11/2017	08/11/2018	0	£75,000	Wire
HIE Business Panel Survey Series	16/11/2017	16/11/2017	16/11/2020	0	£269,410	Ipsos MORI
Property Managing Agent 2017-2020	07/11/2017	06/11/2017	06/11/2020	12	£957,400	Graham & Sibbald
Marketing Services - Film	01/09/2017	04/09/2017	04/09/2020	12	£160,000	Muckle Media; Solo Creative; Scene-it; Speakeasy production; DP Digital Media
Off-site Records Storage & Retrieval Services	10/08/2017	10/08/2017	10/08/2020	12	£193,713	fileVAULT
Research Appraisal and Support Framework - Lot 3 Research	11/10/2017	24/07/2017	24/07/2020	12	£2,000,000	The Indigo House Group Ltd; Market & Opinion Research International Limited; IFF Research Ltd; Frontline Consultants Ltd; Ekos Consulting (UK) Ltd (t/a ekosgen); EKOS Ltd; Ashbrook Research & Consultancy Ltd

Research Appraisal and Support Framework - Lot 2 Project Development, Appraisal, Delivery and Review	02/10/2017	24/07/2017	24/07/2020	12	£1,600,000	Steve Westbrook; Frontline Consultants Ltd; Ekos Consulting (UK) Ltd (t/a ekosgen); EKOS Ltd; Centrifuge Consulting Ltd; Cambridge Economic Associates Ltd
Research Appraisal and Support Framework - Lot 1 Finance & Technical Support	27/09/2017	02/10/2017	02/10/2020	12	£933,000	Scott-Moncrieff; Hall Aitken Associates Ltd; EKOS Ltd
Marketing & PR Services Framework	31/08/2017	21/08/2017	21/08/2020	12	£1,560,000	Muckle Media; CMGRP UK LTD t/a Weber Shandwick; The Lane Agency; Dynam; Wire Ltd; Frame
Marketing Services - Copywriting	12/06/2017	07/06/2017	07/06/2020	12	£238,000	Cairn57 Communications
Marketing Services Multi-Lot Framework (Lot 4B) 182186 - Website Planning, Design, Build...	24/05/2017	16/05/2017	May-18	12	£245,050	D8 Limited
Landscaping Services - Lot 6 Skye and Wester Ross	06/04/2017	18/04/2017	18/03/2020	12	£155,744	R. Sleigh Landscapes Ltd
Landscaping Services - Lot 5 Lochaber	06/04/2017	18/04/2017	18/03/2020	12	£50,385	John O'Conner Grounds Maintenance Ltd
Connected Communities Field Support Services	03/04/2017	01/05/2017	01/05/2018	24	£755,000	OnTime IT & Comms Limited
Digital Highlands and Islands Technical support	02/05/2017	01/05/2017	01/05/2020	12	£769,333	FarrPoint Limited
Centre for Health Science Facilities Management	22/03/2017	06/03/2017	Summer 2018	0	£1,670,888	Carillion Ambs Ltd Trading As Carillion Services
Landscaping Services - Lot 8 Orkney	20/03/2017	03/04/2017	03/04/2020	12	£55,842	Kenny Foulis Landscape & Gardening Services
Landscaping Services - Lot 7 Innse Gall (Western Isles)	03/03/2017	03/04/2017	03/04/2020	12	£98,939	CAISEAL
Landscaping Services - Lot 2 Inner Moray Firth	10/03/2017	03/04/2017	03/04/2020	12	£314,775	R. Sleigh Landscapes Ltd
Landscaping Services - Lot 1 Moray	10/03/2017	03/04/2017	03/04/2020	12	£333,044	R. Sleigh Landscapes Ltd

Registration of Highlands and Islands Enterprise Titles in the Land Register of Scotland	10/01/2017	19/12/2016	19/12/2018	12	£300,000	Morton Fraser LLP
Wave Energy Scotland - Very Large Scale Wave Energy Generation and Alternative Generation Technologies	27/02/2018	12/03/2018	12/07/2018	0	£77,650	Frazer-Nash Consultancy
Wave Energy Scotland - Very Large Scale Wave Energy Generation and Alternative Generation Technologies	27/02/2018	12/03/2018	12/07/2018	0	£77,650	Arup
ICOA Landscape Maintenance services	25/10/2017	11/09/2017	11/09/2020	12	£973,840	Higher Ground Community Services Ltd
Inverness Campus Landscape Supervisory services	25/01/2017	24/02/2017	24/02/2020	12	£123,180	Harrison stevens
Due Diligence on Rocket Launch Sites		28/03/2018	18/04/2018	3	£100,000	PricewaterhouseCoopers LLP
Wild Seaweed Harvesting as a Diversification Opportunity for Fishermen		01/06/2017	01/12/2017	0	£159,036	SAMS Research Services Ltd (SRSL)
SCALE Summer School 2017		16/05/2017	16/09/2017	1	£130,000	Speakeasy Productions
Design Team services for Orkney Research and Innovation Campus		24/03/2017	24/09/2017	6	£287,080	Threesixty Architecture
WES Cost Reduction in Supporting Infrastructure - Electrical Connection and Moorings & Foundations		01/12/2017	01/04/2018	0	£143,000	TNEI Services Ltd, Tension Technology International Ltd

SECTION 2 – REVIEW OF REGULATED PROCUREMENT COMPLIANCE

In carrying out all regulated procurement activity during this period we can confirm that the contracts awarded have been done so conforming with our Procurement Strategy and have complied with the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland) Regulations 2016 and these processes have been facilitated by the Procurement Team.

The HIE Procurement Strategy identified the following key Procurement objectives to help ensure our processes and contracts awarded contributed to improving competitiveness, helping to build a fairer society and ensuring our processes, so far as possible, are innovative, inclusive and encourage participation.

Objective 1 – Sustainable Procurement – consider sustainability for all of our regulated procurement activity and embed it in a proportionate manner to try and help contribute, amongst other things, to strengthening communities and fragile areas.

- We have run our tender processes in an open, fair and transparent manner; treated all relevant economic operators equally and without discrimination; acted in a transparent and proportionate manner; advertised on Public Contracts Scotland to allow free unrestricted access to all tender documentation which ensures they are accessible by all suppliers and run tender processes electronically using clear language to ensure a common understanding of the requirements to ensure all bidders, regardless of size or location, have equal access to our contracts.
- Fair work practices have been incorporated to our tender documentation, where relevant, and we ensure supplier compliance with any commitments they made at tender stage by requesting confirmation of continual compliance from suppliers annually.
- We have encouraged all suppliers awarded a regulated contract in this period to pay the Scottish living wage to individuals delivering our contracts which is helping reduce inequalities within our region and ensured HIE continue to be an Accredited Living Wage employer.
- We promoted the Scottish Business Pledge when contacting winning suppliers and referenced our support of the Pledge within our tender documentation.
- We have promoted an approach to procurement activity which maximises opportunities for partners and customers to collaborate, share, learn and influence. This was achieved through attendance at various events including regular Highland Procurement Cluster Group meeting involving other public bodies, enabling sharing of best practice and experiences which has resulted in an increased volume of collaborative contract spend being reported.
- We have consulted and engaged the market as appropriate. We have advertised three Prior Information Notices (PIN) to allow the market increased time/vision of up-coming procurement activity which has also allowed potential suppliers to feedback comments/observations and suggested ways of running specific tenders. In addition, we have run several bidder engagement days to discuss specific contracts and frameworks with bidders before they decide whether to tender for the work. Some of these have been conducted remotely/via SKYPE/via webinar to encourage local participation by suppliers. We have opened up local offices to allow local suppliers to dial in from our area offices to join the events if they want to.
- From a supplier's perspective, we have become members of the Supplier Development Programme (SDP) which offers free training, advice and information to SME's and the third sector. We actively promote the work of the SDP through our tender processes, our website and social media platforms. We invited the SDP to present to all potential suppliers interested in bidding for a specific framework to inform bidders of the support which was available to them before they submitted a tender response.
- Co-operative Development Scotland (CDS) are a body who can advise on how to form a consortium for bidding purposes. We invited them to the event to raise awareness of the support they can offer bidders as we felt there was high potential for consortium bids.
- It is hoped engagement with, and information made available via the SPD and CDS will increase the competitiveness of our supply base.

- We produced our sustainable procurement procedures document to explain our approach to embedding sustainable procurement principles into our processes.
- We have incorporated equality and diversity requirements to relevant tenders to help contribute to a Fairer Scotland. Equality Impact Assessments have been completed by staff when they are relevant to a project/process before going out to tender.
- We have completed a Sustainability Test before conducting any regulated tender process. This ensured we have taken full consideration of social and economic wellbeing of our area before going out to market and allows us to demonstrate we have considered whole life costs and life cycle impact mapping at the initial stage of every regulated contract.
- We are one of the first public bodies to adopt Project Bank Accounts for higher value works contracts. We have awarded two contracts where money will be ring fenced in a trust and paid out simultaneously to the main contractor and their subcontractor. This will help reduce late payment of subcontractors as well as give them greater protection should the main contractor go out of business.

Objective 2 – Deliver value for money – we will ensure contracts are awarded on a combination of factors including (but not limited to) quality, sustainability and cost.

- We can demonstrate value for money from all regulated contracts awarded in this period because they have been awarded on a combination of factors.
- Over the past twelve months we have used various collaborative frameworks including frameworks set up by:
 - Scottish Government (SG)
 - Scottish Enterprise
 - Skills Development Scotland
 - SCAPE
 - Crown Commercial Services
- We are beginning to conduct more collaborative work where HIE take the lead in the tender process for example we have recently run tenders on behalf of Inverness Campus Owners Association /WES/Scottish Enterprise/Highlands and Islands Airport Limited/Scottish Natural Heritage/UHI and the Scottish Funding Council.
- We have completed quarterly spend reviews to try and gain a better understanding of our spend profile.
- We have raised awareness of current and future contracts and frameworks in place throughout HIE to try and increase collaboration internally and reduce our maverick spend figure by publishing lists of low value contracts and future tender exercises on the intranet for staff to use.
- We have conducted several reviews of lower value procurement activity to identify any training requirements that we may need to implement to ensure we are awarding lower value contracts using a combination of factors.

Objective 3 – Leadership and Governance – we will ensure compliance with all relevant legislation and ensuring procurement activity is aligned to local and national priorities.

- We published our revised Procurement strategy and Procurement Action Plan in March 2018.
- We have embedded the Sustainable Procurement Duty requirements within our tender documentation.
- We have been working in partnership with the SDP to set up a Northern Meet The Buyer event in Inverness on the 5th September. Over 25 public bodies will host stands at the events as well as several large private companies to try and help some of our supplier base understand opportunities that might exist in the North of Scotland which is hoped will increase their competitiveness and ability to compete for contracts in future. For suppliers not based in Inverness the SDP run

webinars/workshops delivered via webinar so if they are not based locally they can still access the training material and workshops.

- We have run bidder days for specific tenders, we have held specific site visits for bidders to help them understand our requirements and we have sought feedback from any organisation who expressed any interest in our tender to ask why they didn't bid and/or gain insight to perceived barriers to help improve our processes for future tendering exercises.
- HIE have updated our terms and conditions to ensure compliance with GDPR for new contracts and is issuing variation letters for all current contracts and frameworks which are live after 25th May 2018.

The Team are continually developing knowledge/understanding and networks of contacts across the public sector which help us develop our performance for example we have attended:

- Highland Procurement Cluster Group meetings to share best practice with Scottish Government and other local public bodies
- Attended local procurement cafes run by legal experts
- Attended training courses (including webinars, online modules etc) internally and externally to continually develop understanding and expertise of procurement, leadership and presentation skills which add value to the team as a whole and help us continually improve our service.

Each member of the team can also demonstrate continual developments through learning/peer to peer review/shadowing work and through supplier and internal customer feedback which is requested following every tender process.

Objective 4 – Continuous Improvement – we will continually review our approach to procurement to ensure we are improving what, and how, we deliver contracts and framework agreements and improve our contract and supplier management processes and procedures.

- We have requested feedback /comments/observations, in most cases, from all bidders and internal staff involved in tender processes we have run during this period of time. This has more recently been done using Survey Monkey for external parties which provides anonymous feedback in the hope we get information and comments which help up improve our performance and/or better understand any perceived/actual barriers.
- We have received feedback from suppliers for example around potential barriers to participation regarding financial requirements including insurance levels requested during a tender process. This lead to an internal review where we amended the type of insurance cover requested and we are continually reviewing these areas to strike a balance between the risks associated with a contract/framework and removing barriers to bid for our work.
- We have provided detailed feedback to all bidders involved in each tender process to help with future tender submissions and ensure all bidders continually improve their understanding of public procurement procedures to help suppliers. The aim of this is to try and improve competitiveness in future exercises.
- We review and track lessons learned from tender processes (internal and external feedback) quarterly to ensure we update our templates, guidance and processes as required and share best practice tips and experiences.
- We have created and updated our Contract Supplier Management guidance which includes Contract Handover Packs and updated our tender documents placing a requirement on suppliers delivering regulated contracts to report back to HIE to ensure we can report accurately in future years about what is being delivered under all new contracts awarded.

Spend/Finance

Our contractual spend in 2017-2018 was around £17.6 million (This figure does not include payments for one off projects project of exceptionally large value for example our BDUK costs. This is to ensure that the targets and Action Plan do not take account of one off projects and are based on "business as usual" spend).

This is all contractual spend and includes non-regulated spend. The target below is taken from our Procurement Strategy for 2017/18.

Spend Area	Spend Analysis for 2016/17	Target set for 2017/18	Spend Analysis for 2017/18
Cash Savings for Financial year*	3.2%	We will aim to increase cash savings annually	5.7% (this equates to around £1million)
Maverick spend**	11.9%	Continue to work to reduce this figure	9.3% (this equates to around £1.6million)
Total relevant spend through a collaborative contract	15.4%	We aim to Maintain and increase this figure for 2016/7	20% (this equates to around £3.5million)
Total spend with SME suppliers	48%	We will aim to maintain and Increase this figure where possible	56% (this equates to around £9.8 million)
Supported business spend (where the supplier employs 30% or more disabled/disadvantaged employees)	0.005%	We will aim to Increase this figure for 2016/7	0.009%
Tenders with questions included about community benefits	10%	Maintain and aim to increase this figure wherever possible	45%

*These are identified as 'cash savings' which we report to government and are derived from a methodology identified within the "[Procurement Benefits Reporting Guidance 2015](#)" document which was produced by the Scottish Government to arrive at the savings figure identified.

** The procurement of goods and services not utilising existing frameworks/contracts, unless legitimately endorsed by the local purchasing team and/or where awarded in accordance with corporate procurement policy

Payment terms

Our payment performance is published within our Annual Report. During this period HIE paid 86% of invoices within 10 days of receipt

SECTION 3 – COMMUNITY BENEFIT SUMMARY

Within our strategy we made a commitment to consider Community Benefit Clauses for any regulated tender process.

HIE have renewed our Social Impact Pledge which indicates that we will consider the inclusion of Community Benefits Clauses in any contract valued over £50k.

Bidders are now expected to support the delivery of community benefits which take into account HIEs role as a local economic development agency.

We have updated our Invitation to Tender documents to include more examples of what HIE mean by Community Benefits to help increase the volume of community benefits realised through our contracts.

CASE STUDY

We have created a case study of how a micro SME can deliver Community Benefits which benefit HIE but also help develop business for small local companies. This case study is now referenced within our tender documentation for all bidders and suppliers to refer to.

The case study is based on Community Benefits which were offered by OnTime Ltd who deliver our Connected Communities Field Support Services contract. The case study can be found through the following link <http://www.hie.co.uk/about-hie/working-with-hie/delivering-community-benefits.html>.

We have been offered various Community Benefits from suppliers who have won regulated contracts in 2017/2018 including the following:

- 4 apprenticeships
- 1 unemployed person employed part time
- 5 vocational training opportunities provided
- 11 work placements offered
- 20 local educational and community initiatives completed*

* This included areas such as mentoring, delivering local school and university talks and working on a range of initiatives, sub-contracting; offering free services, support & technical skills to support local radio station and to upskill individuals in order for them to be able to implement community initiatives; youth development via partnerships with schools/colleges to enable the opportunity for pupils/students to undertake real live scenario projects and supporting and sponsoring local teams and events.

SECTION 4 – SUPPORTED BUSINESSES SUMMARY

A supported business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

We have tried to identify and engage with any local companies with the potential to be classified as a supported business to try and identify opportunities to increase our spend in this area.

We have been raising awareness of Supported Businesses internally through visits to local area offices and publishing internal guidance documents on the intranet to try and help identify possible Supported Business within our area. We have also tied in with our Account Managers for them to raise awareness with account managed companies locally. The main aim is to try and encourage consideration of supported businesses before we tender as we have the ability to ring-fence contracts for supported businesses.

We have updated our ITT documents with relevant information around supported businesses to encourage suppliers to sub-contract to them where possible and report this back to HIE on an annual basis.

In addition we have tried to raise awareness externally by including details on the HIE website e.g. included links to the Scottish Governments PIN for the new Supported Business Framework.

We submit quarterly returns identifying work we are carrying out to try and increase our spend figure with Supported Businesses.

Between January 2017 and March 2018 we have spent approximately £1595.21 with Supported Businesses and will continue to keep this high on our agenda and look for further opportunities to increase this figure.

The spend was made up from orders placed for the likes of catering, print and the disposal of old laptops.

SECTION 5 – FUTURE REGULATED PROCUREMENTS SUMMARY

As part of the Reporting requirement we must produce a summary of planned procurement activity over the next 24 months. This list is indicative and timescales are estimated and as such some activity may never happened as priorities change, some activity may happen before the dates identified, and values are subject to change as processes go through our internal approvals process before going out to tender. Some of the contracts and frameworks listed may be awarded through existing framework agreements and the budgets and scope of the projects has, in a lot of cases, not been agreed or approved internally yet.

SUBJECT MATTER	PROCESS new /extended /re-let	Proposed Contract Notice	Expected award and start date	Estimated value
Digital Tourism for Northern Innovation Hub - Digital Leaders Bootcamp	New	2nd Quarter in Financial year 2018-2019	Early 2019	£80k
City Deal Digital skills - Coding Academy	New	2nd Quarter in Financial year 2018-2019	Late 2018	£200k
Procure a partner to provide IT support regarding client facing internal systems such as Customer Relationship Management, Project management for claims etc.	New	2nd Quarter in Financial year 2018-2019	Early 2019	This may be sourced through existing frameworks
Tax advice framework	New	2nd Quarter in Financial year 2018-2019	Late 2018	The scope and budget are being developed at the moment. This may be sourced through existing frameworks
Community Energy Policy Support	Re-Let	3rd Quarter in Financial year 2018-2019	Dec 2018	£60k
Newton Rooms Furniture	New	2 nd quarter in Financial year 2018-2019	Late summer 2018	Tbc – we may use existing frameworks to source this

An Lochran Waste Contract	Re-Let	2 nd quarter in Financial year 2018-2019	Late 2018	Tbc – budget and scope are being drafted
Design Team services for European Marine Science Park	New	2 nd quarter in Financial year 2018-2019	Late 2018	Estimated to be around 160k-200k
Design Team services for Broadford Industrial Estate	New	2 nd quarter in Financial year 2018-2019	Late 2018	Estimated to be around £150k - £180k
An Lochran Landscaping	Re-Let	2 nd quarter in Financial year 2018-2019	December 2018	Tbc – budget and scope are being drafted
An Lochran FM contracts	Re-Let	2 nd /3 rd quarter in Financial year 2018-2019	January 2019	Tbc – budget and scope are being drafted
Master Planning/Strategic Advice	New	2 nd Quarter in Financial year 2018-2019	Early 2019	The scope and budget are being developed at the moment. It may not be progressed.
Inverness Campus Owners Association - Campus security	Re-Let	2 nd Quarter in Financial year 2018-2019	Dec-18	This may be sourced through existing frameworks.
Innovate Your Business	Re-Let	2 nd Quarter in Financial year 2018-2019	Dec-18	The scope and budget are being developed at the moment
Community Boards - Workshops &/or Healthchecks	Re-Let	2 nd /3 rd Quarter in Financial year 2018-2019	Dec-18	The scope and budget are being developed at the moment – may be split in to Lots
Loan Management System	New	3 rd or 4 th Quarter in Financial year 2018-2019	asap - depending on process followed	Tbc - This requirement may not be progressed

Horizon FM	Re-Let	2 nd /3 rd Quarter in Financial year 2018-2019	Early 2019	The scope and budget are being developed at the moment but we also have an optional extension to the contract which may be used.
Pension Trustee	Re-Let	2 nd Quarter in Financial year 2018-2019	Early 2019	The scope and budget are being confirmed at the moment
Pension Administration Scheme	Re-Let	2 nd Quarter in Financial year 2018-2019	Early 2019	The scope and budget are being confirmed at the moment
Accountancy/Finance Support	Re-Let	2 nd Quarter in Financial year 2018-2019	asap - depending on process followed	This may be sourced through existing frameworks.
European Marine Science Park FM contract	Re-Let	3 rd quarter in Financial year 2018-2019	TBC	The scope and budget will be reviewed and confirmed in due course.
City Deal Life Sciences NHS Business Ready Programme	New	4 th quarter in Financial year 2018-2019	asap - depending on process followed	This will only progress if the pilot we are running is successful
Community Growth & Tourism Sector Development Programme	New	3 rd /4 th quarter in Financial year 2018-2019	asap - depending on process followed	The scope and budget are being developed at the moment
City Deal - Adventure accelerator	New	4 th quarter in Financial year 2018-2019	asap - depending on process followed	The scope and budget are being developed at the moment
City Deal - Food and drink technology centre	New	Financial year 2019-2020	Financial year 2019-2020	The scope is being developed at the moment

WES site selection	New	4th quarter in Financial year 2018-2019	asap - depending on process followed	The scope and budget are being considered at the moment
City Deal - Global food and drink network	New	Financial year 2019-2020	Financial year 2019-2020	The scope is being considered at the moment
City Deal - Food and drink game changer	New	Financial year 2019-2020	Financial year 2019-2020	The scope is being considered at the moment
New Product Development	Re-Let	2020	asap - depending on process followed	The scope and budget will be reviewed and confirmed in due course.
SCALE Summer School 2020	Re-Let	1st/2nd quarter in Finance Year 2019-2020	2020	The scope and budget will be reviewed and confirmed in due course.
ICOA Campus Landscaping Supervisory services	Re-Let	3rd quarter in Finance Year 2019-2020	2020/21	The scope and budget will be reviewed and confirmed in due course.
Visit Orkney website	Re-Let	3rd quarter in Finance Year 2019-2020	May 2019/2020	The scope and budget will be reviewed and confirmed in due course.
Low Carbon Energy Systems Technical Framework	Re-Let	3rd quarter in Finance Year 2019-2020	May-19	The scope and budget will be reviewed and confirmed in due course.
Property Prime Consultant	Re-Let	3rd quarter in Finance Year 2019-2020	Jul-19	The scope and budget will be reviewed and confirmed in due course.
Connected Communities Field Support Services	Re-Let	3rd quarter in Finance Year 2019-2020	May-20	The scope and budget will be reviewed and confirmed in due course.

Research Appraisal and Support Frameworks x 3	Re-Let	4th quarter in Finance Year 2019-2020	Oct 2020/21	The scope and budget will be reviewed and confirmed in due course.
Property Managing Agent	Re-Let	4th quarter in Finance Year 2019-2020	Oct 2020/21	The scope and budget will be reviewed and confirmed in due course.
Legal Services	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	Dec-20	This may be sourced through existing frameworks.
Executive Entrepreneurship Masterclasses	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	May-20	The scope and budget will be reviewed and confirmed in due course.
Insurance broker	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	2019/20	This may be sourced through existing frameworks.
Marketing and PR Services	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	Aug 20/21	The scope and budget will be reviewed and confirmed in due course.
Film services	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	Sep 20/21	The scope and budget will be reviewed and confirmed in due course.
Landscaping contracts across HIE	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	2 nd /3 rd quarter 2020-2021	The scope and budget will be reviewed and confirmed in due course.
Centre for Health Science FM contract	TBC	TBC	TBC	HIE are considering our options regarding the delivery of FM contracts moving forward

Photo Library framework	Re-Let	1st/2nd quarter in Financial Year 2020 - 2021	Sep 20/21	The scope and budget will be reviewed and confirmed in due course
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SECTION 6 – OTHER CONTENT FOR CONSIDERATION

In October 2017, the HIE Procurement Team were shortlisted and won the Government Opportunities (GO) Award for the Procurement Team of the Year (Health and other) in Scotland category.

Ian Considine
Head of Procurement
July 2018