

# HIE Annual Procurement Report 2019-2020



Highlands and Islands Enterprise  
Iomairt na Gàidhealtachd 's nan Eilean

## INTRODUCTION

This report relates to our Procurement activity period from April 2019 – March 2020.

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.

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 Regulated Contracts awarded and commenced between April 2019 and March 2020. A Regulated contract is one which is valued at or over £50k for goods/services and at or over £2million for works. The list includes any Regulated contracts HIE ran on behalf of Wave Energy Scotland (WES), Inverness Campus Owners Association (ICOA) and Orkney Research and Innovation Campus (ORIC).

Regulated Contracts (for the purposes of this report) do not include Wave Energy Scotland (WES) Pre-Commercial Procurement processes which are classified as 'Research and Development' and 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 EXT (MONTH)	TOTAL CONTRACT VALUE (EX VAT)	SUPPLIER NAME
Adventure Tourism Business Support	23/01/2020	03/02/2020	03/02/2023	0	£177,820	Business & Tourism Solutions Ltd
An Lochran FM - Lot 1 Cleaning Services	14/03/2019	01/04/2019	01/04/2022	12	£258,304	Allan Ingram Industrial Cleaning Services Ltd
An Lochran FM - Lot 2 Reception and Security Services	01/04/2019	01/04/2019	01/04/2022	12	£355,553	Key Facilities Management (UK) Ltd

An Lochran FM - Lot 3 Planned Preventative Maintenance and Reactive Maintenance	05/04/2019	01/04/2019	01/04/2022	12	£181,688	ECG Building Maintenance Ltd (T/A ECG Facilities Services)
An Lochran Waste Management	09/04/2019	01/04/2019	01/04/2022	12	£39,734	Northern Recycling Solutions
Internal, External and Tax PFB1028AP - Mini Competition	06/03/2020	06/03/2020	06/03/2023	12	£457,702	Ernst & Young LLP (EY)
FMPRO25 - International Trade Marketing Services	01/08/2019	01/08/2019	31/03/2021	0	£119,700	Dynam
Board Healthcheck, Skills and Training	02/05/2019	29/04/2019	29/04/2021	12	£135,000	HISEZ CIC t/a Impact Hub, Inverness
Business Support Partnership - Data Strategy & Delivery Approach	21/11/2019	18/11/2019	18/08/2020	6	£199,925	PA Consulting Services Ltd
Business Transformation Delivery Partner	05/06/2019	03/06/2019	03/12/2020	24	£1,900,000	Leidos Innovations UK Ltd
Cairngorm strategy, options appraisal, delivery solutions and business case development	16/09/2019	16/09/2019	16/09/2022	24	£350,000	RSM UK Tax and Accounting Limited
Design Team Services for Life Sciences Innovation Centre	17/04/2020	27/03/2020	27/11/2020	6	£219,226	Austin Smith:Lord
Highland Food and Drink Innovation Network - Phase 1	16/09/2019	12/09/2019	12/09/2021	12	£142,000	Rural Matters LLP
Infrastructure Design Team Services at Plot 14, Inverness Campus	26/03/2020	26/03/2020	26/07/2020	0	£70,000	Will Rudd Davidson Ltd
Innovate Your Business 2019-22	08/04/2019	01/04/2019	01/01/2022	3	£162,081	Ritecom Ltd t/a True North Innovation
Landscaping Services, An Lochran - Inverness	04/04/2019	01/04/2019	01/04/2022	12	£115,350	R. Sleigh Landscapes Ltd
Management Services at Horizon Scotland	14/08/2019	26/08/2019	26/08/2022	12	£286,630	Key Facilities Management (UK) Ltd
Pension Support Services	09/04/2019	01/05/2019	01/05/2022	12	£700,096	Spence & Partners
Support Network for Social Entrepreneurs Design &	10/07/2019	08/07/2019	08/11/2021	0	£98,400	Social Enterprise Academy

Establishment of Social Entrepreneurship Hubs						
Sustainable Tourism Development for Communities	24/05/2019	03/06/2019	03/06/2021	0	£115,000	Social Enterprise Academy

Tender processes not fully completed but in progress and will be reported in next year's figures

This includes tenders which have been "paused", some as a result of Covid-19:

- Award of various contracts to support delivery of the services at Cairngorm e.g. purchase of equipment, design/construction of funicular
- Property Prime Consultant and Strategic Development Advisor
- Scottish Aquaculture Supply Chain Cluster

## 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 conformed 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 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 sponsored and attended the 'Northern Meet The Buyer' event which attracted 500 attendees and received very positive feedback from the supply base about the benefits the suppliers took from the event.

We have renewed our membership 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.

It is hoped engagement with, and information made available via the SDP and Cooperative Development Scotland (CDS) will increase the competitiveness of our supply base. We have also engaged with Partnerships for procurement (P4P) to look for opportunities to increase opportunities for the Third Sector.

We hosted a stand at the Strengthening Communities conference in conjunction with P4P to try and engage with community groups.

We have incorporated equality and diversity requirements to relevant tenders to help contribute to a Fairer Scotland. People 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 continue to use Project Bank Accounts for higher value works contracts.

We are part of an internal Community Benefit group reviewing better ways to engage the Third sector and embed community benefits to everything we do.

**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 Quality/Cost 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
- Crown Commercial Services
- Advanced Procurement for Universities and Colleges
- SCAPE

We are continuing to conduct more collaborative work where HIE take the lead in the tender process. For example, we have live contracts and framework in place which are available to various other public bodies to use for example Inverness Campus Owners Association /WES/Scottish Enterprise/Highlands and Islands Airport Limited/Scottish Natural Heritage/UHI and moving forward we will start ones which may include the South of Scotland Enterprise Agency.

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. We also have a 'Non-Competitive Action' process for staff to follow in cases where we cannot follow our standard policies.

We have conducted reviews of lower value procurement activity to identify any training requirements that we may need to implement for example, to ensure we are awarding lower value contracts using a combination of Quality/Cost factors.

We have also reviewed and simplified the guidance for staff who want to complete the Direct Award of a contract as per HIEs standard policy

**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 2020. We have embedded the Sustainable Procurement Duty requirements within our tender documentation.

We worked in partnership with the Supplier Development Programme and Scottish Government to deliver a Meet the Buyer North event in September 2019. Over 25 public and private organisations hosted stands and there were in the region of 500 attendees on the day. The feedback from suppliers was very positive.

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 some organisations who expressed any interest in tenders to ask why they didn't bid and/or gain insight to perceived barriers to help improve our processes for future tendering exercises.

The Team are continually developing knowledge/understanding and networking with 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.
- Local procurement cafes run by legal experts

- Procurex – the Scottish annual procurement conference
- 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 the majority of tender processes.

**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, from bidders and internal staff involved in the majority of tender processes we have run during this period of time. The reason is to try and help us improve our performance and/or better understand any perceived/actual barriers for suppliers to bid for our contracts.

We continue to receive feedback from suppliers for example around potential barriers to participation, for example, regarding financial requirements (including insurance levels requested) during a tender process. We review the levels we ask for per contract and take a decision based on the risk associated with each contract. We are also continuing to review what other external organisations/public bodies are doing to ensure we are aligned regarding what we request when we tender for contracts.

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 (including from internal and external feedback) and share best practice tips and experiences.

We have 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.

We are working with the HIE Legal Team to streamline and standardise our Terms and Conditions and have created a new section on the HIE Intranet where staff can quickly and easily access advice and support.

**Spend/Finance**

Our contractual spend in 2019-2020 was around £25 million (Figure excludes VAT and does not include payments for one off projects project of exceptionally large value for example our Digital Scotland Superfast Broadband spend 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 2018-2021 which was published in March 2019.

Spend Area	Spend Analysis for Financial Year 2016/17	Spend Analysis for Financial Year 2017/18	Spend Analysis for 2018/2019	Target for Financial Year 2019/20	Spend Analysis
Cash Savings for Financial year*	3.2%	5.7%	4.7%	We will aim to report a cash saving between 3% and 6%.	2.5% which equates to roughly £630715
Maverick spend (spend outwith contract)**	11.9%	9.3%	7.2%	We aim to reduce this figure to 6%	5.96% which equates to roughly £1.5 million
Total spend through a collaborative contract	15.4%	20%	25%	We will aim to increase this figure to 25%	23.73% which equates to roughly £5.9 million
Total spend with SMEs	48%	56%	55.5%	We will aim to maintain this figure between 55% and 60%	51% which equates to roughly £13 million
Award contracts/work to Third Sector Suppliers	NA	NA	NA	We will aim to award contracts/work to five different Third sector suppliers.	7
Number of Regulated Tenders published with questions included about community benefits, either scored or non-scored.	10%	45%	74%	We will aim to increase this figure to 75%	80%

\*These are identified as 'cash savings' which we report to government and are derived from a methodology identified within the "Procurement Benefits Reporting Guidance 2019". document which was produced by the Scottish Government to arrive at the savings figure identified. This figure is not 'cash releasing'.

\*\* spend not in compliance with HIE's procurement policy

## SME Spend by locality

HIE attempt to design our procurement processes to try and encourage SME's to bid for contracts with us.

For information we have broken down our spend by Local Authority Area to show how much of the spend was awarded to SME's who have a head office registered within our region.

Area	Total spend	Value of total spend with SME's
Highland Council	£3.4 million	£2.8 million
Moray Council	£54k	£54k
Comhairle nan Eilean Siar (Western Isles Council)	£587k	£587k
Orkney Council	£2.2million	£2.2 million
Shetland Council	£21k	£21k
Argyll and Bute Council	£170k	£169k

## Payment terms

Our payment performance is published within our Annual Report. During this period HIE paid 78% 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.

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.

Outlined below are Case Studies of three current contracts throughout the region which provide a summary of the type of community benefits being delivered within the region. The contracts identified are located in the Western Isles, Orkney, Inverness and Landscaping covers various locations including Moray, Caithness and Lochaber. We are looking to publicise these on our website to ensure other bidders understand the types of benefits being delivered across our region by our suppliers.

## CASE STUDIES

### Case Study 1 - Connected Communities – Contract delivered by OnTime Limited. Location – Western Isles.

The purpose of the contract is to deliver Field Support Services for the Connected Communities Broadband Network (owned by HIE) which delivers wholesale broadband access to 5 public sector and 2 private sector customers. The supplier is responsible for the future installation, commissioning and decommissioning of equipment required to support the on-going operation of the network. We have published a case study regarding this contract which was previously shortlisted

for a Scottish Go Award as an example of how a micro SME can offer Community Benefits in a rural location.

COMMUNITY BENEFITS	
Annual Value of Contract	£227,984.45 (1st Feb 19 to 31st Jan 20)
Total number of permanent staff involved in delivering this contract	6
Number of Qualifications Achieved Through Training by staff delivering this contract	1
Total Value of Works Sub-Contracted to SMEs or confirm if they have been offered works but not been successful in winning the sub-contracted opportunities	£46,836.76 (1st Feb 19 to 31st Jan 20)
Outline any Community Engagement initiatives undertaken	1 – Provided IT Support and Hardware to community organisation at preferential rate
Describe any other Community Benefits you are delivering under this contract	
1 – Provided extensive IT consultancy and support to Cothrom 2 – Provided 2 laptops for mission work in Mozambique 3 – Provided 4 PC's for Children in Moldova 4 – Provided laptop & Projector to Hebridean Mountain Rescue giving them the ability to monitor the location of all the rescue team using GIS mapping which is linked to their radios - radios send back the location on a regular basis.	

**Case Study 2 – Orkney Research and Innovation Campus – this was a contract awarded for the regeneration of the Orkney Research and Innovation Campus. Contract awarded to R Clouston who are based in Orkney.**

COMMUNITY BENEFITS	
Total Value of Contract	£5,390,427
Number of Apprentices recruited to deliver the contract	10
Number of unemployed individuals recruited to deliver the contract	3
Number of Work Placements offered to schools/ universities/ colleges offered	3 work placements from local secondary schools
Number of Qualifications achieved through Training by staff delivering this contract	Several hundred have been completed during the contract duration
Total Value of Works Sub-Contracted to SMEs Or have they been offered works but not been successful in winning these sub-contracted opportunities	£2,733,174.50
	No
Educational support initiatives such as school visits, career events, mentoring, mock interviews completed with the contract delivery location	
Careers Event Orkney 2018/2019 – open to all upper secondary pupils with various employers from different trades taking part, issuing guidance and promoting opportunities for employment in the local area.	

<p>Mock interview initiative – students from 2 local secondary schools attended at an organised event. Mock interviews were carried out by our Managing Director to give students an opportunity to gain experience in an interview setting.</p> <p>Participation and co-operation with Developing Young Workforce Orkney initiative – attendance at organised career events to encourage young people into the local workforce. Student placements are arranged through this initiative and 3 secondary pupils have gained invaluable work experience on site.</p> <p>A site visit of the project was arranged for upper secondary pupils. 5 pupils were given a guided tour of the construction site to encourage consideration of apprenticeships in the construction industry and to encourage growth of the local workforce. It was shown how the supply chain of the development benefits the community as a whole and how many small enterprises can come together and benefit from one project through sub-contracting.</p>
<p>Outline any Community Engagement initiatives undertaken:</p> <p>Much of the community engagement is through the school and Developing Young Workforce Orkney as outlined above.</p> <p>There have been public guided tours throughout the construction phases to date. Local Councillors were given a tour and invited to put forward any questions from their constituents. There was a public open day upon completion of phase 1 &amp; 2 of the project.</p>
<p>Describe any other Community Benefits you are delivering under this contract</p> <p>Sponsorship of local sports teams and individuals; donations and trophies for youth sports; donations and prizes for varied local community organisations and charities; sponsorship of adverts and brochures for local projects and groups. Donations/sponsorship, to include sub-contractors’ contributions, throughout this project totals £13,000 to date.</p> <p>As a member of Orkney Construction Training Group we participated in the making of a short film called “Moving On” which is aimed at the importance apprenticeship roles play in the local construction industry and outlines the benefits to the community of local young people engaging in Apprenticeships.</p> <p>Scottish Apprenticeship Week 2020 saw our local MP carry out a site visit to meet with some of our current Apprentices to hear how their apprenticeship, with work-based learning within our firm, has helped them enhance their skills for future careers.</p> <p>These events are to help raise awareness of the importance of apprenticeships both to local employers and the future of our young people. As a Company we are able to offer apprenticeships in Joinery, Painting &amp; Decorating and Masonary and it is through events such as this that we can raise awareness of the variety of options that are available.</p>

**Case Study 3 - R Sleigh – They have won four landscaping contracts in the Inner Moray Firth, Moray, and Lochaber, Skye and Wester Ross and Argyll and the Islands.**

COMMUNITY BENEFITS	
Annual Value of Contracts	HIE Argyll - £20,909.03 HIE Inner Moray - £53,362.06 HIE Moray - £76,636.35 HIE Skye - £10,898.12
Total number of permanent staff involved in delivering this contract	20
Number of Apprentices recruited to deliver the contract	2
Number of unemployed individuals recruited to deliver the contract	3

Number of Qualifications Achieved Through Training by staff delivering this contract	6 trailer licences, 3 spraying tickets, 2 PASMA tickets
Total Value of Works Sub-Contracted to SMEs or confirm if they have been offered works but not been successful in winning the sub-contracted opportunities	Gritting sub-contracted in Skye – total value £4,000.
Educational support initiatives such as school visits, career events, mentoring, mock interviews completed with the contract delivery location	
<p>Provided support to Janitorial Staff at Millbank Primary, Nairn on the ongoing management and maintenance of the joint projects delivered.</p> <p>Set up an educational opportunity with Inverness UHI for an employee looking to broaden his career opportunities out with the scope of the business. The business enabled the opportunity working with the college and other business partners. The employee decided not to take advantage of the opportunity, but the exercise provided a template and contacts to develop a similar opportunity for a deserving recipient in the future</p> <p>Following on from our successful partnership with the SERI Program managed by Highland Council we are in talks to develop further work opportunities and work placements for students and young persons attempting to gain entry into the workplace. We were also able to identify the potential to employ or further support candidates who have successfully participated in the Councils own development program but who the council are unable to offer future employment or development. This year we will be looking to develop a similar relationship in Moray.</p>	
Outline any Community Engagement initiatives undertaken	
<p>Worked with Parent Councils at both Milbank Primary School in Nairn and North Kessock Primary School to provide improved Sports, Play and Garden areas. These projects were jointly funded to enable the projects to go ahead with the limited resources available. The business either heavily discounted, provided at cost or donated free of charge work, labour and material. This enabled a football field at north Kessock and play and garden areas at Milbank to the benefit of the school, pupils and local community.</p> <p>Donated shrubs for Broadford and Strath Community Group to support one of their initiatives on Skye.</p> <p>Supported Forres Bluefins swimming club – funding medals for annual gala.</p> <p>Supported Nairnshire Agricultural Show – sponsoring prize money and rosettes for horse section and supported Annual Show Dinner</p> <p>Creating a vegetable garden area at HIE Moray for no charge which will be managed as a workplace initiative.</p> <p>Our MD participates in a number of voluntary initiatives including the Board of Cantraybridge College, the Nairnshire Agricultural Show Committee, Chair of the Highland Machinery Ring and until recently sat on the Children’s Panel in the Highland Area</p>	

### **All other contracts and suppliers**

In addition to the above contracts, our suppliers delivering all of the remainder of our contracts have amongst other things have employed eighteen people who were unemployed gained employment to deliver these contracts. They have sub-contracted in the region of 285k to SME’s. They have offered educational initiatives – pro bono community work, info sessions delivered for schools/community groups/universities. Work placements for school and university students. Offering community groups support for example free IT support to community groups/workshops held/STEM events undertaken and fundraising work delivered across the region.

### **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 and have published internal guidance documents on the intranet to try and help identify possible Supported Business within our area.

We do encourage consideration of Supported Businesses before we tender to allow us to consider ring-fencing contracts for Supported Businesses.

We have updated our tender 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.

We submit quarterly returns identifying work we are carrying out to try and increase our spend figure with Supported Businesses. Between April 2019 and March 2020 we have spent approximately £1280 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 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 happen as priorities change, some activity may happen before the dates identified, and all contracts and frameworks will be over £50k. Some of these 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. Our response to COVID19 may also influence what contracts and projects are taken forward and the list below is subject to change as our response to the pandemic evolves.

Subject Matter	New requirement/ relet of existing services	Estimated date for contract notice and intended start date
Accountants certificates	new	2020
Cyber security advice	re-let	2020
Financial Director Framework	new	2020
Financial Training for non Financial Directors	new	2020
Specialist Advice Framework	re-let	2020
Management & Design of Pavilion at All Energy Exhibition & Conference Event	re-let	2020

Management of HIE Photo Library and Commissioning of Photographers	re-let	2020
Science Skills Academy goods	new	2020
Supply of Natural Gas	re-let	2020
Visit Orkney website	new	2020
Website hosting	re-let	2020
Young people on Boards	new	2020
ScotGrad website	new	2020
User research framework agreement	new	2020
Energy Market Regulatory Advice Contract	re-let	2020
Innovation Knowledge Exchange activities	new	2020
Landscaping Services various	re-let	2020
Life Sciences and Technology Pathfinder Accelerator	re-let	2020
Open4Business Supply Chain Project	re-let	2020
Supply of Electricity	re-let	2020
Accountancy/Finance	re-let	2020
Audit of HIE subsidiaries	re-let	2020
Legal services	re-let	2020
Loan Management System	new	2020
Marketing & PR Services Framework	re-let	2020
UHI/HIE New Build - works	new	2020
Digital Highlands and Islands Technical support	re-let	2021
City Deal - Food and drink Centre FM and events coordinator/organiser	new	2021
City Deal - Food and drink technology centre (TechHub)	new	2021
City Deal - Next Generation Programme	new	2021
Pension Trustee	new	2021
Marketing Services - Copywriting	re-let	2021
Off-site Records Storage & Retrieval Services	re-let	2021
Orkney stand management	re-let	2021
Support for Communities Framework Lot 1 Inner Moray Firth & Moray	re-let	2021

Support for Communities Framework Lot 2 Argyll	re-let	2021
Support for Communities Framework Lot 3 - Innse Gall	re-let	2021
Support for Communities Framework Lot 4 - Orkney, Shetland and Caithness & Sutherland	re-let	2021
Support for Communities Framework Lot 5 - Lochaber, Skye & Wester Ross	re-let	2021
Sustainable Tourism Development for Communities	re-let	2021
Board Healthcheck, Skills and Training	re-let	2021
ICOA Landscape Supervisory services	re-let	2021
Innovate Your Business	re-let	2021
Insurance Services -	re-let	2021
Coding Academy	re-let	2021
ICOA Landscape Maintenance services	re-let	2021
Marketing Services - Film	re-let	2021
Property Managing Agent	re-let	2021
Research Appraisal and Support Framework - Project Development, Appraisal, Delivery and Review	re-let	2021
Research Appraisal and Support Framework - Research	re-let	2021
Support Network for Social Entrepreneurs Design & Establishment of Social Entrepreneurship Hubs	re-let	2021
30 under 30 - Support for Young Entrepreneurs	re-let	2022
Catering Services at An Lochran, Inverness Campus	re-let	2022
Highland Food and Drink Innovation Network - Phase 1	re-let	2022
STEM Education Rooms	re-let	2022
XpoNorth Digital	re-let	2022
Business Transformation Delivery Partner	re-let	2022
ICOA Security Services	re-let	2022
Leadership Programme Lot 1 Emerging Leaders/Leadership for Growth	re-let	2022

Leadership Programme Lot 2 Mentoring	re-let	2022
ScotGrad Residential Training	re-let	2022
ScotGrad Residential Training Venue	re-let	2022
XpoNorth (Event & Network)	re-let	2022
Space Hub Sutherland and Cairngorm- There may be a requirement to tender for contracts associated with the Space Hub and Cairngorm but these are to be confirmed	new	

## SECTION 6 – OTHER CONTENT FOR CONSIDERATION

In October 2019 HIE were shortlisted as finalists in the national ‘Government Opportunities’ (GO) awards for ‘Procurement Team of the year in Scotland’.

Ian Considine  
Head of Procurement  
July 2020

