

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

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|---|----------------------------|
| 1. Organisation and report details | |
| a) Contracting Authority Name | Scottish Ambulance Service |
| b) Period of the annual procurement report | 01/04/2019 - 31/03/2020 |
| 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 | 2 |
| b) Total value of regulated contracts awarded within the report period | £2,998,483.00 |
| c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period | 0 |
| i) how many of these unique suppliers are SMEs | 0 |
| ii) how many of these unique suppliers how many 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 | 2 |
| b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy | 0 |
| 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 a Community Benefit Requirements | 0 |

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:

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|---|-------------|
| 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 | Unavailable |
| i) Total Value of contracts sub-contracted to Social Enterprises | Unavailable |
| j) Total Value of contracts sub-contracted to Supported Businesses | Unavailable |
| k) Other community benefit(s) fulfilled | Unavailable |

5. Fair Work and the real Living Wage

| | |
|---|---|
| a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion. | 0 |
| 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. | 0 |
| c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period. | 0 |
| d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period. | 0 |

6. Payment performance

| | |
|--|--------|
| a) Number of valid invoices received during the reporting period. | 66983 |
| b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.) | 82.17% |
| c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains. | 2 |
| d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts. | 0 |

7. Supported Businesses Summary

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|--|---|
| a) Total number of regulated contracts awarded to supported businesses during the period | 0 |
| b) Total spend with supported businesses during the period covered by the report, including: | 0 |
| i) spend within the reporting year on regulated contracts | 0 |
| ii) spend within the reporting year on non-regulated contracts | 0 |

8. Spend and Savings Summary

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|--|----------------|
| a) Total procurement spend for the period covered by the annual procurement report. | £73,941,498 |
| b) Total procurement spend with SMEs during the period covered by the annual procurement report. | £50,280,218.64 |
| c) Total procurement spend with Third sector bodies during the period covered by the report. | £21,308.39 |
| d) Percentage of total procurement spend through collaborative contracts. | % |
| e) Total targeted cash savings for the period covered by the annual procurement report | £1,183,818.27 |
| i) targeted cash savings for Cat A contracts | £121,914 |
| ii) targeted cash savings for Cat B contracts | £47,224.64 |
| iii) targeted cash savings for Cat C contracts | £1,014,679.63 |
| f) Total delivered cash savings for the period covered by the annual procurement report | £533,363.79 |
| i) delivered cash savings for Cat A contracts | £121,914 |
| ii) delivered cash savings for Cat B contracts | £0 |
| iii) delivered cash savings for Cat C contracts | £411,449.79 |
| g) Total non-cash savings value for the period covered by the annual procurement report | Unavailable |

9. Future regulated procurements

| | |
|---|-------------|
| a) Total number of regulated procurements expected to commence in the next two financial years | 17 |
| b) Total estimated value of regulated procurements expected to commence in the next two financial years | £25,000,000 |

NOTES

- Reference to contract is also to be construed as meaning a framework agreement.
- Please provide exact figures wherever possible, rather than estimations.
- Please distinguish between the '0' value and where information is either not recorded or not available.

1. Organisation and report details

- a) Enter the name of the contracting authority to which the report refers.
- b) Enter the actual period of the report (for example, 101 April 18 to 31 March 19 or 1 August 18 to 31 July 19.)
- c) Has the report been prepared because there is a requirement to do so under Section 18 of the 2014 Act?

2. Summary of regulated procurements completed

- a) This is the total number of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- b) This is the total estimated value (excluding VAT) of all regulated contracts that were awarded during the reporting period as a result of regulated procurements.
- c) This is the total number of unique suppliers that were awarded a place on a regulated contract which was awarded during the reporting period. (where a supplier has been awarded more than one framework, or contract only one instance should be recorded).
 - i) Number of unique SME suppliers that were awarded a place on a contract awarded during the reporting period. (An SME means an enterprise which employs less than 250 staff.)
 - ii) Number of unique Third sector suppliers that were awarded a place on a contract awarded during the reporting period.

3. Review of regulated procurements compliance

- a) Total number of regulated contracts awarded within the reporting period that complied with the commitments and policies set out in your corporate procurement strategy.
- b) Total number of regulated contracts awarded within the reporting period that did not comply with commitments and policies set out in the corporate procurement strategy.

4. Community benefit requirements summary

- a) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater.
- b) Total number of individual regulated contracts awarded within the reporting period with a value of £4 million or greater that contain Community Benefit requirements.
- c) Total number of regulated contracts with a value of less than £4 million that contain that contain Community Benefit requirements.
- d) Total number of jobs filled by individuals within a priority group during the period of the report.
- e) Total number of apprenticeships filled by priority groups during the period of the report.
- f) Total number of work placements delivered for priority groups during the period of the report.
- g) Number of qualifications achieved during the period of the report through training by priority groups.
- h) Total value of contracts subcontracted to SMEs during the period of the report
- i) Total value of contracts subcontracted to Social Enterprises during the period of the report.
- j) Total value of contracts subcontracted to Supported Businesses during the period of the report.
- k) Other community benefits that were fulfilled during the period of the report that do not fall into one of the preceding categories.

5. Fair Work and the real Living Wage

- a) Number of regulated contracts awarded during the reporting period where it was relevant to include a scored Fair Work criterion.
- b) Total number of unique suppliers that have committed to pay the real Living Wage to persons involved in producing, providing or constructing the subject matter of regulated procurements; this number will include suppliers who are awarded onto a framework agreement and will also reflect those suppliers who are accredited as Living Wage employers.
- c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.
- d) Number of unique suppliers signed up to the Scottish Business Pledge and were awarded a regulated contract during the period of the report; this number will include suppliers who are awarded onto a framework agreement.

6. Payment performance

- a) Total number of valid invoices received during the period of the report.
- b) The percentage of valid invoices received during the period of the report that were paid on time (for example, within the time period set out in the contract terms).
- c) Total number of regulated contracts awarded during the period of the report that contained a contract term requiring the prompt payment of invoices in public contract supply chains.
- d) Total number of concerns raised by sub-contractors within the timeframe covered by the report about timely payment of invoices relating to the supply chain of public contracts.

7. Supported businesses summary

- a) Total number of all regulated contracts that were awarded to supported businesses during the reporting period (this includes contracts reserved for supported businesses)
- b) Total amount of spend with supported businesses during the reporting period (through regulated and non-regulated contracts).
 - i) Total spend with supported businesses during the reporting period through regulated contracts (*including spend within the period on contracts placed before the period*).
 - ii) Total spend with supported businesses during the reporting period through non-regulated contracts (*including spend within the period on contracts placed before the period*).

8. Spend and savings summary

- a) Total amount of procurement spend during the reporting period.
- b) Total amount of procurement spend with SMEs during the reporting period.
- c) Total amount of procurement spend with Third Sector bodies during the reporting period.
- d) Percentage of total procurement spend during the reporting period that is through collaborative contracts.
- e) Total amount of cash savings that was targeted / forecast for the period of the report.
 - i) Total amount of cash savings that was forecast for the period of the report through Cat A (National) contracts.
 - ii) Total amount of cash savings that was forecast for the period of the report through Cat B (Sectoral) contracts.
 - iii) Total amount of cash savings that was forecast for the period of the report through Cat C contracts.
- f) Total amount of cash savings delivered for the period of the report.
 - i) Total amount of cash savings delivered during the period of the report through Cat A (National) contracts.

- ii)** Total amount of cash savings delivered during the period of the report through Cat B (Sectoral) contracts.
- iii)** Total amount of cash savings delivered during the period of the report through Cat C contracts.

9. Future regulated procurements

- a)** Total number of all regulated contracts that are expected to commence in the next two financial years.
- b)** Total estimated value of all regulated contracts that are expected to commence in the next two financial years.