

Annual Procurement Report FY2024-25

Title	Annual Procurement Report FY2024-25
Date	November 2025
Version	1.0
Prepared by	Julie Fraser

UHI North, West & Hebrides - Annual Procurement Report (APR)

Executive Summary

The Procurement Reform (Scotland) Act 2014 (PRA) requires any public organisation which has annual regulated spend of £5 million or more to develop a Procurement Strategy and then review it annually. This requirement took effect from 31 December 2016. Organisations (including HE and FE institutions) required to develop and publish a Procurement Strategy were also required to publish an Annual Procurement Report (APR).

The UHI North, West & Hebrides (UHI NWH) Procurement Strategy (2025 to 2027) was approved by the Board of Management in June 2025.

This report covers the period of 01-August-2024 to 31-July-2025 and highlights performance and achievements in delivering the UHI North, West & Hebrides (UHI NWH) Procurement related activities detailed in the Procurement Strategy.

To assist with compliance of the Public Procurement Regulations (2015), UHI NWH uses the services of APUC (Advanced Procurement for Universities and Colleges). Under a shared service agreement, the college has 1 FTE allocation. In addition, the college has access to the services of the UHI Collaborative role which delivers contracts where one or more UHI Academic Partner wishes to collaborate.

Findings of the report are based on analysis of financial reports from the finance systems Sun and Pecos, and the Institutional Contracts Register (Hunter).

During the reporting period, the college recorded a total Non-Pay Spend of £5,225,096 of which £3,652,468 was deemed influential spend. The non-influential figure of £1,572,627 is spend with other public sector bodies and property leases, which are exempt from the procurement regulations. It was identified that £1,362,200 of the influential spend is non-compliant. This a decrease in non-compliant spend of 17% in value terms from 2023/24 and a reduction from 33% to 26% of total spend. We have identified the non-compliant suppliers and commodities, and they been added to the forward contract plan for action during 2025/26.

UHI NWH had 438 active suppliers with whom it procured goods and services. Significant work has been completed to rationalise the supply base following the merger of the three former institutions. 119 suppliers were recorded with an annual spend less than £500.

67% of UHI NWH core spend was procured through SMEs. In addition, 2 contracts are in place with a Supported Business.

The University optimises the use of national, sectoral, local, or regional collaborative contracts and frameworks. This significantly reduces the number of resource-intense formal local tenders and burdens of risk, as well as enhances cash/non-cash savings, and more rigorous contract & supplier management. 48% of the College's spend went through collaborative agreements during the reporting period, which is an increase of 15% on FY23/24 figures.

UHI NWH have 75 Live contracts. During the reporting period, 25 local contracts with a total contract value of £1,424,060 was procured.

During the reporting period BT1 cash savings of £149,400 and BT2 Non-Cash Savings of £244,072 were recorded. Savings are calculated using the Scottish Government Savings Methodology.

Continuous Improvements and Procurement Recommendations

- Introduction of formal procurement induction for all new starts
- Procurement Training sessions to be mandatory as part of staff development sessions.
- Regular reviews of finance processes to ensure adherence to No PO No Pay policy.
- Audits of Purchase order for Framework Suppliers to ensure terms and rates are compliant.
- Increase the volume of spend via PECOS system to 95% to provide transparency and governance. Produce and communicate a Non-Compliance Report.
- Maximise savings using National Framework Agreements or Collaboration opportunities where appropriate.
- Review Procurement Risk Register through formal reviews with the CFO, Head of Infrastructure and the Head of Procurement – UHI Shared Service.
- Focus on responsible procurement duties though developing the FNT2030 action plan.

Audit & Operational Procurement Review

In February 2025, the college underwent an audit on finance and procurement related activities. The audit was conducted by the institution's internal auditors. (WGB).

The Internal Audit – Procurement concluded over all to be Weak

There were seven recommendations made which are being actioned by the college:

1. Improve the level of suppliers that have undergone procurement process – Ongoing
2. Undertake a spend profile exercise – Action Annual Spend Analysis Review
3. Staff induction to procurement & fraud awareness – Ongoing
4. Pecos training – Ongoing
5. Increase percentage of purchases made via Pecos – Ongoing
6. Recruit additional staff to accelerate the forward planning - Approved
7. Maintaining annual participation in the National Fraud Initiative – Ongoing



UHI North West
Hebrides - Procurement

The college are due to have a Scottish Government Operational Procurement Review (OPR) in 2026, date to be confirmed.

Further information is provided in the following sections:

- Section 1: Summary of Spend and Regulated Procurements Completed
- Section 2: Review of Regulated Procurement Compliance
- Section 3: SME and Supported Businesses Summary
- Section 4: Forward Contracting
- Section 5: Responsible Procurement Summary

Report Approved –

By – UHI NWH Board

Signed – Derek Bond – Vice Principal – Resources and Enterprise (CFO)

Signature -

A handwritten signature in black ink, appearing to be 'Derek Bond', written over a horizontal line.

6-11-2025

Section 1: Summary of Spend and Regulated Procurements Completed

			Annual % Difference	National Framework Agreements / Local Contracts Percentage usage
	FY 23/24	FY24/25	+ / -	
Total Finance Spend	£5,056,491	£5,225,096	+3.33%	
Total Influential Spend	£3,751,672	£3,652,468	-2.64%	
Compliant Influential Spend Total	£2,102,463	£2,290,470	+8.94%	
National	£1,402,680	£1,479,495	+5.47%	48.19%
C1 Collaborative	£134,380	£280,955	+109%	
Local	£318,406	£337,473	+5.98%	
Non-regulated	£246,993	£192,540	-22.04%	
Non-Compliant Influential Spend Total	£1,649,209	£1,362,200	-17%	
Non-Contract Spend	£1,571,442	£1,321,474	-15.9	
Credit Card Spend	£77,767	£40,725	-47.6%	289 Transactions
Non-influential Spend Total	£1,304,818	£1,572,627	+20.52%	
<ul style="list-style-type: none"> Building/Premises/Land - Rent, Lease, Hire, Feu Duties 		£152,121		
<ul style="list-style-type: none"> Hospitality/Entertainment/Courtesy Expenses (Nonemployees) 		£24		
<ul style="list-style-type: none"> Other Educational Establishments 		£658,924		
<ul style="list-style-type: none"> Other Public Bodies 		£314,304		
<ul style="list-style-type: none"> Professional Associations (Include Membership fees, professional bodies and trade associations) 		£447,253		

Description	Number / Value
Number of Payment Request Forms received during FY24/25	178
Total Value (Ex-VAT) GBP £	£102,790
The above table denotes 178 requests for a 1-off payment to non-finance system recorded suppliers of less than £1000	

Description	Number
Number of New Supplier Request Forms received during FY24/25	28
The above table indicates the number of new suppliers added to the finance system that the College expect to have a reoccurring spend.	

Description	Number / Value
Number of Retrospective Orders Directly into Finance System during FY24/25	324
Total Value (Ex-VAT) GBP £	£380,583
The above table indicates the number supplier payments that have been processed without prior authorisation.	

Purchase Order / Invoice Reconciliation

The split between invoices posted into PECOS and directly into the accounts system without an order is as follows:

Description	Total
Total number of invoices processed	5,791 (45.4%)
Total number of PECOS order related invoices	3,161 (54.6%)
Total number of invoices entered directly into Sun system	2,630

Orders placed via Pecos 23/24 was 45.0% there has been an increase of orders placed via Pecos in 24/25 to 54.6%.

Tender Exercises

UHI North, West & Hebrides are committed to collaborating with other academic partners, and progress this via the collaborative procurement resource. In the reporting period UHI North, West & Hebrides benefited from participating in 25 exercises.

UHI NWH have 75 Live contracts. During the reporting period, 25 local contracts with a total contract value of £1,424,060 was procured

Further information is available in Appendix 1 – Tendering Activity

Non-Competitive Action (NCA) FY24/25

The institution's Procurement Policy recognises that there are occasions where appropriate to award a contract for goods, services and works without following a competitive tendering process. This procedure is known as Non-Competitive Action (NCA) and can only be applied in exceptional circumstances.

In the reporting period 5 Non-Competitive Actions were recorded with a contact value of £670,928. For transparency the details have been added to the College Contract Register.

Further information is available in Appendix 1 – Tendering Activity

Cash / Non-Cash Savings

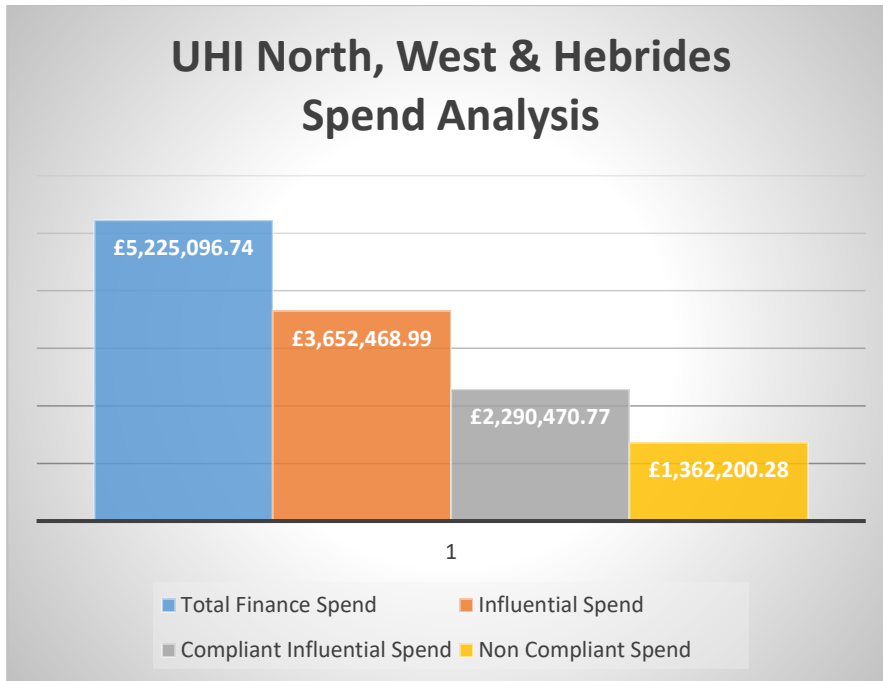
The following BT1 AND BT2 Savings have been achieved in FY24/25. Savings are calculated and approved, using the Scottish Cross Public Sector Savings Methodology.

Dept	Saving Type	Cash	Non-Cash
National Collaboration	BT1	£72,929	
National Collaboration	BT2		£244,072
UHI Collaboration	BT1	£28,001	
UHI Collaboration	BT2		£0
Local Costs Savings	BT1	£48,469	
Local Costs Savings	BT2		£0

Section 2: Review of Regulated Procurement Compliance

In FY24/25, £1,362,200 of spend had no compliant contract in place.

This spend is across 13 procurement categories, 10 of which exceed the Procurement Reform (Scotland) 2014 Act spend thresholds (>£50,000) and 3 which exceed the GPA (Government Procurement Agreement) threshold (£179,087). These have been added to the Forward Contracting Plan for further action.



Further information is available in Appendix 2 – Non-Compliant Contracts.

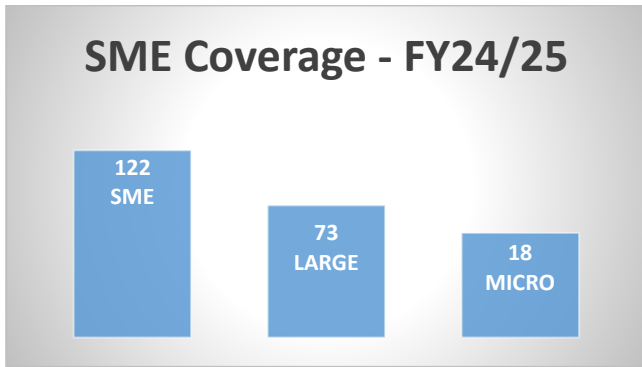
Section 3: SME and Supported Businesses Summary

To meet the obligations under the Sustainable Procurement Duty the college is committed to procuring goods and services from Supported businesses, SMEs, and Third Sector Suppliers. To assist us better understand the volume of spend we have in these areas, the College are proactive at gathering status from our supply base. In the reporting period, 67% of core spending was with suppliers classified as SME or Micro organisations.

UHI NWH have 2 contracts with Supported businesses.

- Hey Girls CIC providing Washroom Services - £1163
- Keela International providing Janitorial Clothing - £1281

7 Contracts are awarded to Living Wage Accredited suppliers, totalling £682,744.



Section 4: Forward Contracting

UHI NWH is keen to encourage competition by promoting optimal participation in its procurement tender process to achieve better value for money in its projects. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report. This information is published on the APUC website under sectoral Contract Registers.

UHI NWH has also participated in the SPD Meet the Buyer North event held Aberdeen in Sept 2025, this provided an opportunity to update the supply market with insight into future tendering opportunities.

Further Information is available in Appendix 3 – Forward Contract Plan

Section 5: Responsible Procurement Summary

The College is committed to carrying out procurement activities in an environmentally, socially, ethically, and economically responsible manner and to enter into agreements and contracts with suppliers that share and adhere to its vision.

In FY24/25 the replacement of First Floor Windows at the Fort William Campus was procured with a focus on making positive sustainability changes to the building,

Under the Estates Category the following projects are due to be progressed in 25/26:

- Boiler Replacement (exploring decarbonised heating options) (FY25/26)
- LED's Replacement Lighting (Continuing in FY25/26)
- EV Charger Installations (In FY25/26)
- Development STEM centre (subject to funding) (FY27-30)
- Investigate the Lease of Electric Cars (FY26/27)
- Liaising and working together with the Advanced Procurement for Universities and Colleges (APUC) and the Environmental Association of Universities and Colleges (EAUC) on FNT2030 Category Action Plans

Public Bodies Climate Change Report

The Supplier Scope 3 Emissions Report for FY24/25 is provided below.

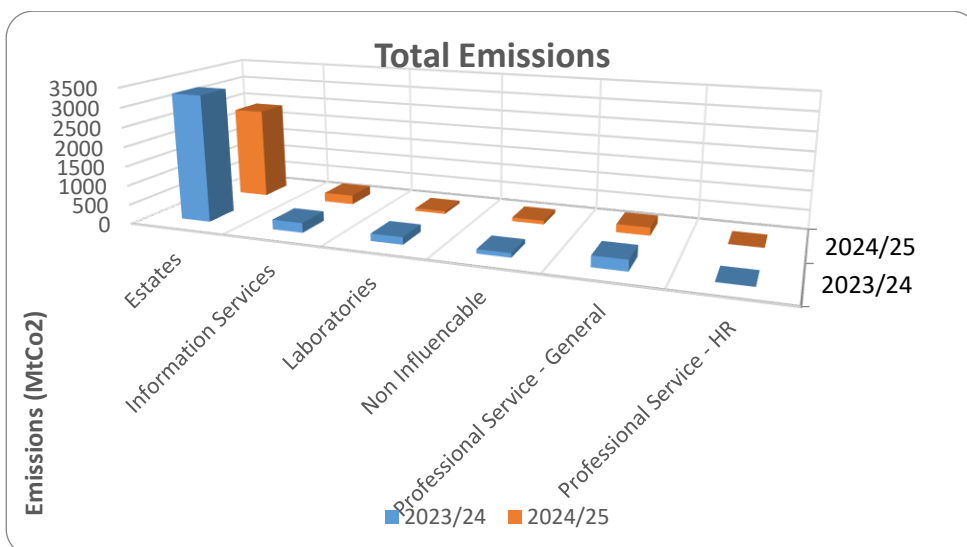
Total Emissions per Year FY23/24 & FY24/25

Sum of MTCO2

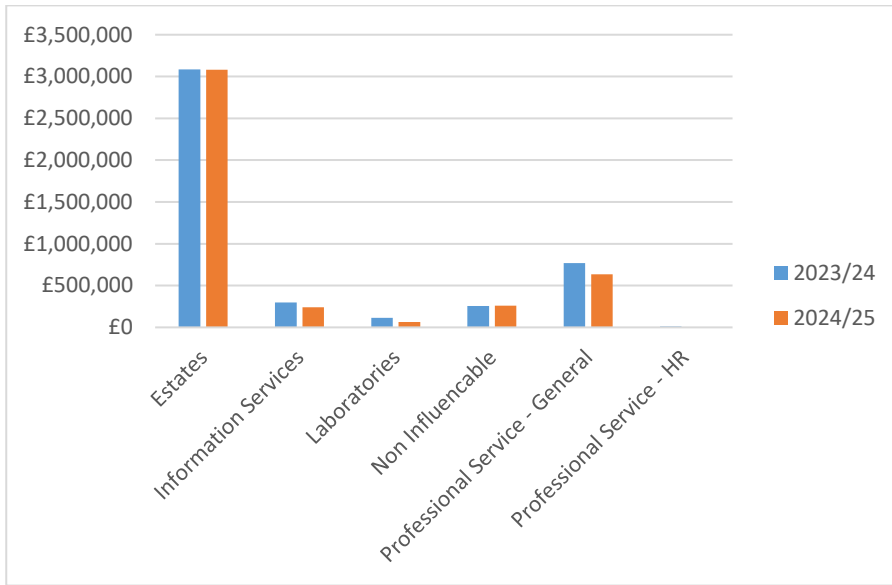
Department	2023/24	2024/25	Grand Total	Difference from previous year	% Difference from previous year
Estates	3279.317	2382.434	5661.751	▼896.88	▼27.3%
Information Services	251.1215	238.2596	489.381	▼12.86	▼5.1%
Laboratories	188.7259	71.94189	260.6678	▼116.78	▼61.9%
Non Influenceable	109.4493	97.56849	207.0178	▼11.88	▼10.9%
Professional Service - General	278.7481	208.9902	487.7383	▼69.76	▼25.0%
Professional Service - HR	3.449739	0.274385	3.724124	▼3.18	▼92.0%
Grand Total	4110.811	2999.468	7110.28	▼1111.34	▼27.0%

Spend by Year FY23/24 & FY24/25

Department	2023/24	2024/25	Grand Total	Difference from previous year	% Difference from previous year
Estates	£3,085,114	£3,081,030	£6,166,144	▼-£4,084	▼-0.1%
Information Services	£298,706	£240,414	£539,120	▼-£58,292	▼-19.5%
Laboratories	£113,174	£62,903	£176,077	▼-£50,271	▼-44.4%
Non Influenceable	£255,208	£259,686	£514,894	▲£4,478	▲1.8%
Professional Service - General	£770,318	£634,919	£1,405,237	▼-£135,399	▼-17.6%
Professional Service - HR	£10,548	£1,057	£11,605	▼-£9,491	▼-90.0%
Grand Total	£4,533,068	£4,280,009	£8,813,077	▼-£253,059	▼-5.6%



Spend by Year FY23/24 & FY24/25



Appendix I – Tendering Activity

Tender Activity: contracts awarded during 1st August 2024 – 31st July 2025

Local Tender Exercises (including Non-Competitive Actions)

Reference	Agreement Title	Supplier(s)	Start Date	End Date	Annual Value	Contract Value	BT1
CS-NWH-32521	Provision of Colour House	Wella Company (previously known as Coty)	01/08/24	31/07/27	£10,000	£30,000	£4,035
CS-NWH-32581	Provision of Beauty Products and Beauty Kits	E A Ellison & Co Ltd	01/08/24	31/07/27	£20,000	£60,000	£2,380
CS-NWH-32582	Provision of Hair Products and Hair Kits	College Kits Direct Ltd	01/08/24	31/07/27	£16,667	£50,000	£0
CS-NWH-33038	Provision of Computer Equipment	HP Inc UK Limited (formerly Hewlett Packard UK Ltd)	16/08/24	15/11/25	£15,000	£15,000	£210
CS-NWH-32585	Provision of Hair & Beauty Uniforms	Dencowear Ltd T/A Salonwear Direct	02/09/24	01/09/27	£500	£15,000	£0
CS-NWH-32583	Provision of Specialist Skincare	Eve Taylor London Ltd	09/09/24	08/09/27	£10,000	£30,000	£0
CS-NWH-34171	Provision of General Project Management and Estates Consultancy	Turner & Townsend Project Management Limited	30/09/24	29/09/26	£20,000	£40,000	£0
CS-NWH-30618	Lease of Minibuses	Wessex Fleet Solutions	21/10/24	20/10/28	£27,600	£82,800	£7,740
CS-NWH-30316	Provision of Lift Maintenance	RJ Lifts Group Limited	04/11/24	03/11/27	£36,667	£110,000	£1,512
CS-NWH-33017	Provision of Student and Staff Counselling and Associated Services	CAITHNESS COUNSELLING SERVICES LTD, HIGHLAND TRAUMA SERVICES LTD, Lochaber Counselling, LOCHABER HOPE	18/11/24	17/11/26	£6,667	£20,000	£703

CS-NWH-34172	Provision of CAFM System for Estates Management	Trackplan Software Limited	02/12/24	01/12/28	£10,860	£31,260	£3,435
CS-NWH-34268	Provision of Hostel Accommodation	Scottish Youth Hostel Association, Smugglers Hostel, Snowgoose Mountain Centre	02/12/24	01/12/27	£3,000	£9,000	£969
CS-NWH-34465	Provision of Outdoor Adventure Level 5 Scope for Snowsports Instruction	Liquid Footprints	01/01/25	31/12/27	£6,667	£20,000	£0
CS-NWH-30330	Provision of Pest Control	Rentokil Pest Control (Rentokil Initial UK Ltd T/A Rentokil Pest Control)	13/01/25	12/01/28	£16,667	£50,000	£5,835
CS-NWH-35312	Provision of Automatic Doors Service and Maintenance	Dasco Entrance Technology Ltd	13/01/25	12/01/28	£13,333	£40,000	£670
CS-NWH-30322	Provision of Water Quality Risk Assessments	Rock Compliance Limited	03/02/25	02/02/27	£16,667	£50,000	£0
CS-NWH-35332	Provision of Cleaning & Janitorial Products	Bunzl Cleaning and Hygiene Supplies	03/03/25	02/03/27	£30,000	£60,000	£0
CS-NWH-36205	Learn in Uist Marketing Campaign	Muckle Media	31/03/25	30/11/25	£16,000	£16,000	£2,020
CS-NWH-35808	Provision of Curtain Wall (FW)	Easy Heat Systems Ltd	01/04/25	31/10/25	£323,000	£323,000	£18,000
CS-NWH-36635	Provision of Natural GAs	TotalEnergies Gas and Power Ltd	01/04/25	31/03/27	£20,000	£40,000	£0
CS-NWH-36720	Provision of Occupational Health Service	NHS Highland	01/05/2025	30/04/2026	£5,000.00	£5,000.00	£0.00

CS-NWH-35587	Provision of CNC Mill	CNC MACHINE TOOLS LIMITED	09/05/25	08/11/25	£35,508	£35,000	£0
CS-NWH-35197	Provision of Fire Safety Consultancy Services	D S FIRE SAFETY LTD	02/06/25	01/06/27	£15,000	£30,000	£0
CS-NWH-35535	Provision of Radial Arm Saw & 4 Side Planer	Scott And Sargeant Wood Working Machinery Limited	18/06/25	17/12/25	£22,000	£22,000	£960
CS-NWH-36121	Provision of Production of Digital Augmented Reality (AR) App and Multimedia Experience	PEELX LIMITED	01/07/25	30/06/28	£96,000	£240,000	£0
					Total	£1,424,060	

Non-Competitive Actions

Reference	Agreement Title	Supplier(s)	Start Date	End Date	Annual Value	Contract Value
CS-NCA-38852 - NWH0011	Provision of Airport Advertising	EYE AIRPORTS LIMITED	19/08/2024	18/08/2028	£2,000	£8,000
CS-NCA-38841 - NWH 0011	Provision of DipHE Professional Golf Student Fees	Professional Golf Association	16/09/2024	15/09/2029	£122,264	£611,320
CS-NCA-38838 - NWH0018	Provision of Service Contract for Mass Spectrometer	Thermo Fisher Scientific	27/01/2025	26/01/2028	£5,000	£15,000
CS-NCA-38646- NWH0019	Provision of Service Contract for Analytical Instrument	SEAL Analytical	25/02/2025	24/02/2026	£5,108	£5,108
CS-NCA-38839 - NWH0020	Provision of Replacement Batteries for Echo Master	Echomaster Marine Limited	16/06/2025	15/06/2028	£10,500	£31,500
					Total	£670,928

Collaborative Completed Exercises. Include UHI Wide projects under the collaborative section and your named institutions under your institution tender activity.

Ref	Project	Contract Value (excluding VAT and inclusive Extension Periods)	Contract Award Date	Contract Start Date	Institution
CS-UHI-27232	Provision of Microsoft Unified Enterprise Support	£103,332 (excluding VAT)	19 August 2024	01 August 2024	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-26368	Provision of Professional Estates Consultancy Services - Lot 1 General Project Management and Estates Consultancy Services	TBC – Framework	03 September 2024	19 September 2024	UHI Argyll UHI Inverness UHI Moray UHI North, West and Hebrides UHI Perth Highland Theological College Sabhal Mòr Ostaig Scottish Association for Marine Science
CS-UHI-26368	Provision of Professional Estates Consultancy Services - Lot 2 Property Consultancy Services	TBC - Framework	03 September 2024	19 September 2024	UHI Argyll UHI Inverness UHI Moray UHI North, West and Hebrides UHI Perth Highland Theological College Sabhal Mòr Ostaig Scottish Association for Marine Science
CS-UHI-18571	Provision of Television Recording Service	£23,985 (excluding VAT)	01 October 2024	01 March 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-32946	Provision of External Health & Safety Advisor - Lot 1 General Health & Safety	TBC - Framework	26 November 2024	27 November 2024	UHI Argyll UHI Inverness UHI Moray UHI North, West and Hebrides UHI Perth Highland Theological College Sabhal Mòr Ostaig Scottish Association for Marine Science
CS-UHI-32946	Provision of External Health & Safety Advisor - Lot 2 Fire Safety	TBC - Framework	26 November 2024	27 November 2024	UHI Argyll UHI Inverness UHI Moray UHI North, West and Hebrides UHI Perth Highland Theological College

					Sabhal Mòr Ostaig Scottish Association for Marine Science
CS- UHI- 22290	Provision of Similarity Detection Software	£22,822 (excluding VAT)	18 December 2024	01 January 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 27231	Provision of Microsoft EES Licences	£964,567 (excluding VAT)	20 December 2024	01 February 2025	UHI Argyll UHI Inverness UHI Moray UHI North, West and Hebrides UHI Perth UHI Orkney UHI Shetland Highland Theological College Sabhal Mòr Ostaig
CS- UHI- 34915	Provision of CRM Fundraising Software	£56,608 (excluding VAT)	20 January 2025	24 February 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 35279	Provision of Outline Business Case Consultation and Engagement Analysis	£16,700 (excluding VAT)	10 February 2025	03 March 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 33924	Provision of Legal Services in relation to the UHI Operating Model	£26,754 (excluding VAT)	11 February 2025	12 February 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 31582	Provision of Biomass Fuel and Boiler Maintenance	£233,600 (excluding VAT) – estimated cost at time of award.	18 February 2025	03 March 2025	UHI North, West and Hebrides Sabhal Mòr Ostaig Scottish Association for Marine Science
CS- UHI- 35296	Provision of Culture Integration Programme	£32,500 (excluding VAT)	24 February 2025	27 March 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 32793	Provision of Self-Service Application Software Maintenance and Support Services	£39,380 (excluding VAT) - inclusive of extension periods	26 February 2025	01 July 2025	UHI Executive Office on behalf of: UHI Perth UHI North, West and Hebrides Sabhal Mòr Ostaig
CS- UHI- 26695	Provision of Library Content Management System with integrated Live Chat and FAQs	£10,344 (excluding VAT)	07 May 2025	01 June 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 36474	Provision of Canonical Landscape	£2,724 (excluding VAT)	20 May 2025	01 August 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 36656	Provision of Public Affairs Consultancy	£17,500 (excluding VAT)	22 May 2025	23 May 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS- UHI- 36400	Provision of a Full Business Case for a new	£319,900 (excluding VAT)	22 May 2025	23 May 2025	UHI Executive Office (on behalf of the UHI Partnership)

	Operating Model of the UHI Partnership				
CS-UHI-35685	Provision of Penetration Testing	£37,374 (excluding VAT) inclusive of extension periods	05 June 2025	06 June 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-28724	Provision of IBM SPSS Statistics Standard	£29,975 (excluding VAT)	05 June 2025	01 July 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-36543	Provision of a Learning Object Repository	£46,400 (excluding VAT) inclusive of extension periods	24 June 2025	12 July 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-36543	Provision of Portable Appliance Testing	£110,650 (excluding VAT) inclusive of extension periods – estimated cost at time of award	24 June 2025	25 June 2025	UHI Inverness UHI North, West and Hebrides
CS-UHI-18148	Provision of Non-Life Insurance Services	£724,580 (excluding VAT) – estimated cost at time of award. Not inclusive of extension periods	07 July 2025	01 August 2025	UHI Argyll UHI Inverness UHI Moray UHI Executive Office UHI Perth Highland Theological College Sabhal Mòr Ostaig
UHI-HR-36860	Provision of Virtual Training Courses	£9,902 (excluding VAT)	03 July 2025	07 July 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-30058	Provision of Aruba Licences and Support	£234,452 (excluding VAT)	07 July 2025	07 July 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-27362	Provision of a Student Information Management System	£975,265 (excluding VAT)	25 July 2025	01 August 2025	UHI Executive Office (on behalf of the UHI Partnership)
CS-UHI-36831	Provision of Natural Gas (UHI Argyll)	£2,775 (excluding VAT) – estimated at the time of award	30 July 2025	06 October 2025	UHI Argyll

Collaborative Cost Savings:

Please note the vast majority of savings are applicable to UHI Executive Office only.

BT1A Savings

Commodity Reference	Agreement Title	Benefit Value	Benefit Type	Institution	Recharging Applicable
CS-UHI-27232	Provision of Microsoft Support	£5193	BT1A Saving	UHI Executive Office	No
CS-UHI-27319	Provision of Online Career Development Platform	£9,903	BT1A Saving	UHI Executive Office	No
CS-UHI-27435	Provision of Automation Studio	£676	BT1A Saving	UHI Executive Office	No
CS-UHI-29844	Provision of Mobile Telephony to the UHI Academic Partnership	£5,000	BT1A Saving	UHI Executive Office	No
CS-UHI-31847	Provision of Boiler Maintenance and Biomass Fuel (NWH, SAMS & SMO)	£1,680	BT1A Saving – estimated at the time of award	Scottish Association for Marine Science	No
CS-UHI-31847	Provision of Boiler Maintenance and Biomass Fuel (NWH, SAMS & SMO)	£10,316	BT1A Saving – estimated at the time of award	UHI North, West and Hebrides	No
CS-UHI-31847	Provision of Boiler Maintenance and Biomass Fuel (NWH, SAMS & SMO)	£34,860	BT1A Saving – estimated at the time of award	Sabhal Mòr Ostaig	No
CS-UHI-36543	Provision of Portable Appliance Testing (UHI Inverness & UHI North, West and Hebrides)	£2400	BT1A Saving	UHI Inverness	No
CS-UHI-35685	Provision of Penetration Testing	£5,915	BT1A Saving	UHI Executive Office	No

Summary

Institution	Total BT1A Saving
UHI Executive Office	£26,688
UHI Inverness	£2,400
UHI North, West and Hebrides	£10,316 (estimated at the time of award)
Sabhal Mòr Ostaig	£34,860 (estimated at the time of award)
Scottish Association for Marine Science	£1,680 (estimated at the time of award)
Total	£75,944

BT1B Savings

Commodity Reference	Agreement Title	Benefit Value	Benefit Type	Institution	Recharging Applicable
CS-OTH-18143	Collaborative PAT 2022-25	£1,238	BT1B Saving	UHI Executive Office	No
CS-OTH-18143	Collaborative PAT 2022-25	£1,238	BT1B Saving	UHI Moray	No
CS-UHI-20449	UHI Mahara software	£7,301	BT1B Saving	UHI Executive Office	No
CS-UHI-25708	Matlab Wide Campus Suite	£54	BT1B Saving	UHI Executive Office – please note this saving relates to the overall procurement process, not individual Partners.	Yes
CS-UHI-26420 Lot 1A	Provision of Graduation Tubes	£5,344	BT1B Saving	UHI Executive Office	No
CS-UHI-26420 Lot 2A	Provision of Graduation Tubes	£351	BT1B Saving	UHI Executive Office	No
CS-UHI-27231	Provision of Microsoft EES Licences	£13,601	BT1B Saving	UHI Executive Office – please note this saving relates to the overall procurement process, not individual Partners.	Yes
CS-UHI-27319	Provision of Online Career Development Platform	£11,424	BT1B Saving	UHI Executive Office	No
CS-UHI-35685	Provision of Penetration Testing	£3,403	BT1B Saving	UHI Executive Office	No
CS-UHI-32035	Provision of Hyper-Converged Infrastructure Solution	£1,880	BT1B Saving	UHI Executive Office	No
CS-UHI-31847	Provision of Boiler Maintenance and Biomass Fuel (NWH, SAMS & SMO)	£28,001	BT1B Saving – estimated	Based on the evaluation	No

			at the time of award	process, the BT1B Saving includes NWH, SAMS & SMO – it is not specific to each Partner	
CS-UHI-36400	Provision of Full Business Case with regard to Change of the UHI Operating Model	£24,283	BT1B Saving	UHI Executive Office	No
CS-UHI-36656	Provision of Public Affairs Consultancy	£600	BT1B Saving	UHI Executive Office	No
CS-UHI-30015	Provision of Sharegate Licences	£187	BT1B Saving	UHI Executive Office	No

Summary

Institution	Total BT1B Saving
UHI Executive Office	£69,666
UHI Moray	£1,238
UHI North, West and Hebrides, Sabhal Mòr Ostaig & Scottish Association for Marine Science	£28,001 (estimated saving at the time of the award – applicable to the procurement process, not individual Partners)
Total	£98,904

BT2 Savings

Commodity Reference	Agreement Title	Benefit Value	Benefit Type	Institution	Recharging Applicable
CS-UHI-18571	Provision of Television Recording Service	£7500	BT2 Saving	UHI Executive Office	No
CS-UHI-26695	Provision of Library Content Management System with integrated Live Chat and FAQs	£114	BT2 Saving	UHI Executive Office	No
CS-UHI-27231	Provision of Microsoft EES Licences	£27,290	BT2 Saving	UHI Executive Office – please note this saving relates to the overall procurement process, not individual Partners.	Yes

CS-UHI-27232	Provision of Microsoft Support	£6,100	BT2 Saving	UHI Executive Office	No
CS-UHI-18148	Provision of Non-Life Insurance Services	No declared value*	BT2 Saving	*The Academic Partners received an increase of between 5 and 10% (depending on type of insurance), with 10% increase applied to commercial combined policy, compared to previous contract. However, organisations of a similar size to the Academic Partners, who have contracted individually, have received increases of between 15% and 25%.	No
CS-UHI-27362	Provision of a Student Information Management System	£39,809	BT2 Saving	UHI Executive Office	No
CS-UHI-35296	Provision of Culture Integration Programme	£10,000	BT2 Saving	UHI Executive Office	No
UHI-HR-36860	Provision of Virtual Training Courses	£9.902	BT2 Saving	UHI Executive Office	No
CS-UHI-30017	Provision of an Online Training Platform	£4,300	BT2 Saving	UHI Executive Office	No

CS-UHI-29848	Provision of Amazon Web Services	£4,900	BT2 Saving	UHI Executive Office	No
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Summary

<u>Institution</u>	<u>Total BT2 Saving</u>
UHI Executive Office	£109,914
Total	£109,914

BT9 Savings

Commodity Reference	Agreement Title	Benefit Value	Benefit Type	Institution	Recharging Applicable
CS-UHI-27228	Provision of Parallels Software	£2,118	BT9 Saving	UHI Executive Office	No
CS-UHI-34915	Provision of CRM Fundraising Software	£0*	BT9 Saving	UHI Executive Office *Cost removal benefits will be achieved in subsequent years of the contract	No

BT10 Savings

Commodity Reference	Agreement Title	Benefit Value	Benefit Type	Institution	Recharging Applicable
CS-UHI-14864	UHI MFD Print Solution 2021-26	£13,876*	BT10 Saving	*Saving achieved from removal of machines from previous contract. There does not	Yes

				appear to be a breakdown as to which machines belonged to which Academic Partner. Therefore, a saving specific to each Academic Partner cannot be calculated.	
CS-UHI-18145	Library Management System 2022-27	£1,000	BT10 Saving	UHI Executive Office	No

BT14 Savings: Fair Work Practice, Social Value, Sustainability

Where applicable, fair work practices, social value and sustainability are included in the scope of projects. Specific BT14 Savings of note, which have been achieved in the past year, are detailed below:

Ref	Project	Description
CS-UHI-27231	Microsoft EES Licences	<ul style="list-style-type: none"> A range of training with regard to Microsoft services is available at no cost, for staff and students. Microsoft – potential access to funding opportunities.
CS-UHI-18148	Provision of Non-Life Insurance Services	<ul style="list-style-type: none"> Additional added value services tailored to the needs of each Academic Partner (that part of the annual cost, whilst others are at no cost).
CS-UHI-26368	Provision of Professional Estates Consultancy Services	<ul style="list-style-type: none"> Added value services submitted by appointed suppliers on the Framework Agreement.

Appendix 2 – Non-Compliance

Agricultural/Fisheries/Forestry/Horticultural/Oceanographic Supplies & Services	Oceanographic Supplies and Services	£18,344
	Agricultural Equipment Maintenance and Repair	£3,974
Audio-Visual & Multimedia Supplies and Services	Audio Visual Equipment purchase	£5,127
Catering Supplies & Services	Bakery Products	£3,660
	Catering and Bar Equipment and Accessories purchases	£2,242
	Fresh Fruit and Vegetables	£3,868
	Groceries	£51,723
	Meat, Poultry, Offal	£4,405
Computer Supplies & Services	Other/General Computer Supplies and services	£4,375
	IT Software including Bespoke Licences Maintenance	£72,499
	Computer Consumables & Peripherals	£1,025
Estates & Buildings	Building Repairs & Maintenance service	£478,150
	Building, Repair and Maintenance Materials	£16,567
	Ground maintenance, Supplies & Services (incl Landscaping)	£20,619
	Signs & Signposting	£939

Facilities Operations	Furniture - Office Removal and Storage	£3,596
	Mail Room Equipment Purchase Lease & Maintenance	£5,602
	Pest & Vermin Control Services	£12,566
	Waste-Refuse Disposal	£14,800
Health & Safety & Security	Fire Protection/Fire Fighting Equipment & Services	£17,713
	Safety & Personal Protection Equipment	£2,593
	Security Equipment & Consumables	£48,278
Janitorial & Domestic Supplies & Services	Washroom Services and Vending Supplies and Services	£8,786
Laboratory/Animal House Supplies & Services	Laboratory Consumables and Sundries incl. Disposables	£22,759
	Laboratory Equipment Maintenance and Repair	£1,100
	Laboratory Gases Purchase and Associated Rentals	£18,876
	Laboratory Support Equipment Accommodation Accessories	£2,800
Library & Publications	Books Hardcopy	£7,585
Museums and Art	Arts Equipment Purchase and Maintenance and Consumables	£2,036

	Printing, Reprographics and Photocopying	£13,994
Professional & Bought-in Services including consultancy	Advertising Services	£11,044
	Training Courses	£51,338
Sports Science, and Recreation	Other/General Sports Science, and Recreation	£18,756
	Sports Clothing	£4,139
	Sports, Recreational Equipment	£12,480
Travel & Transport (incl. Vehicle hire & Subsistence)	Accommodation & Hotels (Direct)	£5,320
Utilities	Mains Gas Supply and Services	£26,852
Vehicles, Fleet Management (Purchase, Lease, Contract Hire)	Fuels	£18,143
	Vehicle Lease / Hire / Rental Long term	£6,937
Workshop & Maintenance Supplies (including Engineering)	Electrical Sundries and Components	£161,397
	Electronic Components and Test Equipment Purchase Maintenance repair and hire	£7,106
	Hand & Power Tools and Accessories	£7,237
	Other/General Workshop and Maintenance Supplies	£64,369
	Workshop Consumables	£14,094
	Workshop Equipment and Tool Maintenance and Repair	£11,158
Credit Card + Unassigned		£71,225

£1,362,200.28

Appendix 3 – Forward Contracting

UHI NWH - Forward Contracting Plan

CS-NWH-30324	Provision of Extractor Ventilation Maintenance & Service	01/12/2025
CS-NWH-32136	Provision of Fire Equipment Servicing	01/12/2025
CS-NWH-33221	Provision of Waste Management – Redundant IT & Electronics Solutions	01/12/2025
CS-NWH-33810	Provision of Sanitary Disposal Services	08/12/2025
CS-NWH-33816	Provision of Air Conditioning & Refrigeration Service & Maintenance	08/12/2025
CS-NWH-33818	Provision of CCTV Service & Maintenance	08/12/2025
CS-NWH-33819	Provision of Confidential Waste Uplift	08/12/2025
CS-NWH-33820	Provision of Controls Service & Maintenance	08/12/2025
CS-NWH-33821	Provision of Disability Hoists Service & Maintenance	08/12/2025
CS-NWH-30213	Provision of Lightning Protection	03/08/2026
CS-NWH-30328	Provision of Cleaning Services	01/05/2026
CS-NWH-30570	Reactive and Planned Maintenance- Fire/EVC, Intruder Alarm & CCTV	01/07/2026
CS-NWH-31367	Provision of Boiler Replacement	02/03/2026
CS-NWH-31368	Provision of Structural Repair - Benbecula	02/03/2026
CS-NWH-31369	Provision of Replacement Window - Thurso Administration Area	02/03/2026
CS-NWH-31370	Provision of Roof Repair - Broadford	02/03/2026
CS-NWH-31699	Provision of PAT Testing	01/03/2026
CS-NWH-32050	Provision of Roof Repair - Fort William	02/03/2026
CS-NWH-33787	Provision of Internal Audit	31/07/2026
CS-NWH-33811	Provision of Kitchen Duct Cleaning	21/07/2026
CS-NWH-33812	Provision of Gamekeepers PPE	11/09/2026
CS-NWH-33829	Provision of Duct and Kitchen Extractor Cleaning	30/04/2026
CS-NWH-33830	Provision of Evac Chair Service	02/03/2026
CS-NWH-33833	Provision of Fall Arrest System Inspection & Maintenance	02/03/2026
CS-NWH-33834	Provision of Kitchen Appliance Service & Maintenance	06/04/2026

CS-NWH-33862	Provision of Metal Products	06/07/2026
CS-NWH-34166	Provision of Property Valuation	02/03/2026
CS-NWH-34510	Provision of General Project Management and Estate Consultancy	30/09/2026
CS-NWH-34790	Provision of Heating Oil	07/12/2026
CS-NWH-34971	Provision of Staff Counselling and Associated Services	18/11/2026
CS-NWH-36840	Provision of Occupational Health Service	01/05/2026
CS-NWH-30806	Provision of Franking Machine	26/02/2027
CS-NWH-31567	Provision of Lease Vehicles	01/07/2027
CS-NWH-31569	Provision of Employee Benefits	04/01/2027
CS-NWH-32923	Provision of Catering Uniforms & Kits	28/06/2027
CS-NWH-32940	Provision of Hairdressing -Wet Products	01/07/2027
CS-NWH-33813	Provision of Electricity	01/04/2027
CS-NWH-33814	Provision of Water & Wastewater Billing Service	01/04/2027
CS-NWH-33908	Provision of Natural Gas	01/04/2027
CS-NWH-35498	Provision of Service Agreement	11/01/2027
CS-NWH-35746	Provision of Water Quality Management Service	03/02/2027
CS-NWH-36139	Provision of Cleaning Products	03/03/2027
CS-NWH-37113	Provision of Fire Safety Consultancy Services	02/06/2027
CS-NWH-37118	Provision of Liquid Fuel	01/04/2027