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Section 2 – Introduction

In September 2016, in compliance with the Procurement Reform (Scotland) Act 2014 (the Act) and following approval from the Association’s Board of Management on 1 September, Almond Housing Association (AHA) published its first Procurement Strategy.

This is the Association’s fourth annual procurement report under the 2014 Act. The purpose of the report is to both publicise and summarise the performance and achievements of the Association in delivering its Procurement Strategy. It is hoped that the publication of this and subsequent annual reports will help promote the positive impact that AHA’s procurement processes can have within the West Lothian area. This report covers the period between 1 April 2020 and 31 March 2021.

The report is intended to:

- aid visibility of procurement activities
- be a mechanism for conveying how the Association is meeting legislative procurement requirements
- outline how the Association’s procurement activity is contributing to the delivery of its broader aims and objectives
- ensure transparency of AHA’s purchasing activities and provide businesses with advance notice of potential future contracting opportunities that may be offered by the Association.

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Section 3 – Summary of Regulated and Unregulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value of over £50,000 and for public works contracts with a value of over £2 million. The value of the procurement is measured over the total contract period. For the purposes of this section, a regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. This includes contracts and framework agreements.

The table below shows a summary of both regulated and unregulated procurements awarded by the Association between 1 April 2020 and 31 March 2021.

Table 1. Summary of Regulated and Unregulated Procurements

Contract Description	Estimated life value (£)	Procurement start date	Contract start date	Contract duration (yrs & mths)	Regulated/Unregulated	Procurement Method
Craigshill Reactive Repairs MTC	£2,400,000	01/11/2019	01/05/2020	4 years	Regulated	PCS e-tender
Howden Reactive Repairs MTC	£1,200,000	01/11/2019	01/05/2020	4 years	Regulated	PCS e-tender
Gas Service & repair incl. CO2 detectors	£1,600,000	01/11/2019	01/04/2020	4 years	Regulated	PCS e-tender
Kitchen Upgrades	£400,000	01/09/2020	02/11/2020	3 years	Unregulated	PCS e-tender
Bathroom Upgrades	£1,166,863	01/07/2020	02/11/2020	5 years	Unregulated	PCS e-tender
Eden Drive Canopies	£21,588	01/07/2020	11/11/2020	3 years	Unregulated	Quick Quote
Procurement Consultants	£72,127	24/02/2020	11/05/2020	3 years	Regulated	PCS e-tender
Gas Quality Assurance	£37,368	01/10/2020	05/01/2021	5 years	Unregulated	Quick Quote
Stock Condition Survey	£85,000	10/07/2020	15/08/2020	6 months	Regulated	PCS e-tender
Fire Safety Consultant	£10,000	31/08/2020	01/12/2020	6 months	Unregulated	Framework
Design & Build Contract (Polbeth)	£3,087,206	27/07/2017	03/08/2020	1 year	Regulated	Negotiated Contract

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Office Electricity	£58,752	01/05/2020	02/07/2020	1-2 years	Regulated	Quick Quote
Server Replacement	£68,500	01/11/2020	01/01/2021	Purchase	Regulated	Framework
ICT Backup Service	£50,000	01/11/2020	01/01/2021	3 years	Regulated	Framework

Section 4 – Review of Regulated Procurement Compliance

Almond Housing Association is committed to ensuring that all regulated procurement activities undertaken are fair, open, transparent, non-discriminatory and sustainable in accordance with the Association's Procurement Strategy, all relevant legislation and best practice.

Procurement is heavily influenced by legislation. Any changes from the EU, UK or Scottish Governments will be communicated across the Association as soon as it is practical to do so. The Scottish Government issues Scottish Procurement Policy Notes (SPPNs) and these will be implemented and communicated across the Association when they are made readily available.

During 2020/21, the Association completed nine regulated procurements which were undertaken in line with the Association's approved Procurement Policy.

Section 5 – Community Benefits Summary

An integral part of Almond Housing Association’s approach to and policy on procurement is sustainability in the widest sense, including ensuring that our procurement processes result in wider meaningful social benefits within the local communities in which the Association operates. The Association therefore considers sustainability/added value as part of our overall assessment of the Quality aspect of tenders that are received.

The Association is committed to maximising Community Benefits from its procurement activities. We work to ensure that any added value is proportionate to the scale of the contract and takes account of the nature of the work being carried out.

The table below reports the summary of all Community Benefits received between 1 April 2020 and 31 March 2021:

Table 2. Summary of all Community Benefits

Everwarm	Contributed to and supported our Winter Wellbeing campaign for 360 older and vulnerable tenants by providing booklets with winter tips and thermometers for the packs.
	Offered work experience placements for local secondary schools, but unable to progress due to Covid restrictions.
	Supported our Operation Happy Christmas campaign by donating 100 boxes of porridge for food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year.
JR Construction	Supplied tenants moving into newly built properties with a welcome pack. The company left the gift bags which included mugs, dish towels, water bottles and biscuits for the tenants moving in.
	Two young apprentices who have completed TIGERS programme worked on the St Paul’s Church site in Ladywell. Although not local, one of the youngsters is completing his joinery-work apprenticeship and the other scaffolding. TIGERS is a training provider, employment broker and recruitment company, which specialises in the training and preparation of young persons aged 16-24.
Sidey Ltd	Offered work experience placements to young people. Schools were unable to progress due to Covid-19.
	Offered to support local schools with educational attainment; provided job descriptions and links to internal industry-based training films to support curriculum development within schools.
	Donated £750 towards our Operation Happy Christmas campaign and donated 100 cans of soup for food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing

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	them with essential groceries to help keep them going over Christmas and New Year.
Response Building Maintenance Services	Supported our Operation Happy Christmas campaign by donating items for the food parcels for local people experiencing food poverty. Door-to-door deliveries were made directly to dozens of tenants, providing them with essential groceries to help keep them going over Christmas and New Year.
	Supported our fuel campaign to support tenants struggling with rising fuel costs. Scottish Housing News and SFHA mentioned the campaign which included photos of two staff from Response who delivered pressure cookers to the community.
Silver Birch	Offered volunteer hours to support community garden projects and to take gardening rubbish away. Unable to progress due to Covid-19.
The Action Group	Provided specialist, tailored training for our front-line staff organised through housing management.
Almond Enterprises	Recruited two staff from local community where AHA has housing stock. They will be retained into year 2 of the contract.
	Pledged support with disposing of garden waste through compost facilities at community gardens, delayed due to Covid-19.
BELAC Building Ltd	Offered work experience placements for young people and involvement in schools careers event. Unable to progress due to Covid-19.
	Commitment made to volunteer time to directly support number of local community projects. Unable to progress due to Covid-19.
Turners	Pledged their support for the new community garden in Rowan Grove. Provided all of the wood sleepers to create the raised planters and to fit a tap to enable community volunteers to water the plants. Tap not fitted yet due to Covid, however this will be installed in 2021/22.
	Supported the West Lothian School Bank to reorganise their premises by building and fitting shelving. Two staff members dedicated a whole day to kit out the unit ensuring the shelves rebuilt and securely bracketed to the walls.
Marsh Ltd	Providing a series of themed activity packs for staff and families which were online and had a host of engaging downloadable ideas.

Many of the Community Benefit pledges that were made could not be progressed throughout the year as a result of the Covid restrictions that were in place. Some have been carried forward and will be completed throughout 2021/22. Our Community Engagement Officer will continue to work with each of our contractors to establish alternative ways of fulfilling their pledges if they are unable to do so due to continued restrictions.

Section 6 – Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. From September 2016, the Association has placed all tender adverts above £10K through the national tender advertising portal, www.publiccontractsscotland.gov.uk. This helps businesses as they know where to find opportunities and receive emails when adverts are placed for their chosen area of speciality.

However, the Association has made special effort to ensure opportunities are open to all and that SMEs and local businesses should not be disadvantaged in any way in the tender process. Consequently, we work to actively support or sponsor a local Supplier Development Programme (SDP), preferably in collaboration with peer RSLs such as Horizon/Weslo/Link and West Lothian Council through events and ‘Meet the Buyer’ type presentations where available.

It was recognised that successful local businesses will help reduce unemployment. Economic development is one of the Association’s key priorities and procurement can play an important part in developing this objective.

Over the course of 2020/21 the Association helped SMEs and local businesses by:

- Ensuring all tenders were advertised on one marketplace, Public Contracts Scotland
- Ensured consideration was given to SME issues when developing the tender strategy
- Ensured there was a fair representation of local companies invited along for low-value quotes
- Reviewed tender documents to ensure they were consistent and user friendly

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Section 7 – Future Regulated and Unregulated Procurements

The Association's Contracts Register is publicly available on the Public Contracts Scotland e-tender facility. All tenders over £10K in value are issued electronically via this platform.

With our commitment to support local SMEs and, to remain both open and transparent, below we have summarised all anticipated regulated and unregulated procurements that the Association expects to commence within the next two financial years.

Table 3. Details of upcoming regulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Windows and doors replacement	Stock-wide	2021/22	£2,675,000
Landscape maintenance	Stock-wide	2021/22	£480,000

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Out-of-hours message handling service	Stock-wide	2021/22	£30,000
Roofing upgrades	Stock-wide	2021/22	£287,000
Communal stair upgrades	Stock-wide	2021/22	£390,000
Central heating contract	Stock-wide	2021/22	£934,088
Wet room floors	West Calder	2021/22	£61,680
Fire consultancy	Stock-wide	2021/22	£10,000
External render work	Stock-wide	2021/22	£645,945
Cyclical work	Stock-wide	2021/22	£416,414
External painting	Stock-wide	2021/22	£142,940
Electrical rewires	Stock-wide	2021/22	£385,000
Gutters, fascias and soffits replacement	Stock-wide	2021/22	£252,000
Fencing replacements	Craigshill	2021/22	£292,687
EESH2 compliance work	Stock-wide	2021/22	£1,412,942
Lift maintenance	Stock-wide	2021/22	£30,000
Auxiliary lighting replacement	Stock-wide	2022/23	£26,000

AHA expects to undertake over £8 million of procurement over the next two years. However, this is subject to change.