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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 fifth 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 2021 and 31 March 2022.

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 2021 and 31 March 2022.

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
Fire Safety Contract	£76,338	01/04/2021	01/08/2021	3 years	Unregulated	PCS e-tender
Central Heating Contract	£934,088	01/04/2021	14/07/2021	3 years	Unregulated	PCS e-tender
Render Contract	£645,945	01/04/2021	23/08/2021	3 years	Unregulated	PCS e-tender
Cyclical Painting Contract	£416,414	01/04/2021	14/06/2021	4 years	Unregulated	PCS e-tender
Landscape Improvements	£75,000	01/07/2021	01/09/2021	1 year	Unregulated	PCS e-tender
Windows & Doors Replacement	£1,850,000	01/05/2021	01/09/2021	4 years	Unregulated	PCS e-tender
Landscape Maintenance	£480,000	10/08/2020	01/05/2021	4 years	Regulated	PCS e-tender
Lift Maintenance	£30,000	01/04/2021	01/05/2021	5 years	Unregulated	Quick Quote
Internal Audit Services	£39,500	01/12/2021	01/03/2022	5 + 1 years	Unregulated	PCS e-tender
External Audit Services	£98,014	01/12/2021	01/04/2022	5 + 1 years	Regulated	PCS e-tender
Tenant Profiling	£13,972	01/10/2021	01/12/2021	1 year	Unregulated	PCS e-tender
Intrusive site investigation works and	£13,277	01/08/2020	01/04/2021	2 months	Unregulated	Use of framework

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environmental testing						
Geo-Environmental Consultancy services incl. gas monitoring, Full SI Reporting	£5,477	01/08/2020	01/04/2021	3 months	Unregulated	Use of framework
Employers Agent and Principal Designer Consultancy Services	£33,000	04/06/2020	05/08/2021	3 years	Unregulated	Use of 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 2021/22, the Association completed two regulated procurements which were both 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 2021 and 31 March 2022:

Table 2. Summary of all Community Benefits

Response Building Maintenance Services	Donated a brand-new fridge and freezer for the local playgroup and toddlers, Daisy Drop In.
	Provided ongoing support for our fuel campaign to support tenants struggling with rising fuel costs. Staff from Response delivered pressure cookers to the community.
	Supported our Operation Happy Christmas campaign by donating food, diluting juice and biscuits 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.
Saltire Facilities Management Ltd	Provided materials for the family nature sessions run by The Conservation Volunteers.
	Supported the Craigshill Family Fun Day organised by local residents. SFML provided vouchers to cover the costs of lunch packs for each child.
	Donated Asda vouchers for our Operation Happy Christmas campaign to put alongside 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.
MP Group UK Ltd	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.

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	Provided rubble sacks for community projects.
Mitie Property Services (UK) Ltd	Donated £200 of gift vouchers to Ladywell Playgroup. The group had approached us for support as they were struggling due to restrictions on their numbers because of Covid-19, for example, reduced number of children able to attend which had an impact on their income.
The Action Group	Provided specialist, tailored training for our front-line staff organised through housing management.
Almond Enterprise	Staff from AEL carried out a thorough clean-up of the pathways around the community garden in Craigshill in preparation for a family fun day in March 2022.
	Supported local residents and volunteers by disposing of garden waste from the community gardens.
Silver Birch Contractors Ltd	Supported the Growing Together Craigshill community garden project, unloading materials and carrying heavy loads to the new raised beds.
	Provided off-cuts of wood which were then made into planters by community volunteers in Ash Grove.
Turners	Fitted an outdoor tap to enable community volunteers to water the plants at the Rowan Grove community garden in June 2021.
Graham Developments (UK) Ltd	Provided a wide range of materials that were destined for the skip. The materials were used to build bug houses, build a base for a water butt and used by children in various nature-based activities. Sessions were delivered for Almond tenants by The Conservation Volunteers.

Some of our tenants wanted to pass on their thanks and show their appreciation of how grateful they are for the support they have received through our Operation Happy Christmas campaign that contractors supported Almond to deliver. Here are some of the comments we received from tenants below:

- “It’s December 21, and I am exhausted. I have spent my days trying to get everything sorted, trying my best to get second-hand gifts that look new so my kids will have a few gifts from Santa. My eyes hurt from all the crying and I feel awful for my kids. I spend my nights lying awake in bed wondering where I’ve gone wrong, why can’t I make Christmas magical like it’s supposed to be for kids. But then you stepped in and helped me, you didn’t even hesitate, didn’t judge me, you offered me gifts for my kids and brought me bags of food. I feel relieved that I can give my family a Christmas day, you’ve arranged for more food for us this week and I can’t tell you what it means. Thanks for being so kind and helping me and my family. You really are brilliant.”*

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- *“Thank you so much! I know it is done out of kindness and not obligation. Can’t believe how kind you are such a good landlord thank you from me and my family.”*
- *“Thank you soooo much, I’m eternally grateful x0x0”*

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 2021/22 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 (£)
Roof upgrades	Stock-wide	2022/23	£2,964,000
Design and Build Contract with owner of land (Blackburn)	Blackburn	2022/23	£3,000,000
Design and Build Contract with owner of land (Fauldhouse)	Fauldhouse	2022/23	£2,040,000
Architect Consultancy services	West Lothian	2022/23	£78,000
Construction works	West Lothian	2023/24	£2,720,000

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
Out-of-hours message handling service	Stock-wide	2022/23	£30,000
Communal stair upgrades	Stock-wide	2022/23	£100,000
EESH2 compliance work	Stock-wide	2022/23	£1,750,000
Fencing replacements	Craigshill	2022/23	£966,800
Balcony Upgrades	Stock-wide	2022/23	£250,000
Civil & Structural Engineer Consultancy Services	West Lothian	2022/23	£13,200
Employer’s Agent Consultancy Services	West Lothian	2022/23	£27,600
M&E Consultancy Services	West Lothian	2022/23	£10,000
Geo-Environmental Engineer Consultancy Services	West Lothian	2022/23	£5,000
Principal Designer Consultancy Services	West Lothian	2022/23	£5,000
Bathroom replacements	Stock-wide	2023/24	£841,935
Gas Heating Upgrades	Stock-wide	2023/24	£201,292

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Render Upgrades	Stock-wide	2023/24	£462,500
Communal Stair Upgrades	Stock-wide	2023/24	£100,000
Water Management	West Lothian	2023/24	£12,500

AHA expects to undertake over £14 million of procurement over the next two years. However, this is subject to change.