

ANNUAL PROCUREMENT REPORT 2025-26



Section 1 – Contents

- **Section 1** **Contents**
- **Section 2** **Introduction**
- **Section 3** **Summary of Regulated and Unregulated Procurements Completed**
- **Section 4** **Review of Regulated Procurement Compliance**
- **Section 5** **Community Benefits Summary**
- **Section 6** **Supported Business**
- **Section 7** **Future Regulated and Unregulated Procurements**

Section 2 – Introduction

This is the Association's ninth 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 2025 and 31 March 2026.

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.

ANNUAL PROCUREMENT REPORT 2025-26



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 2025 and 31 March 2026.

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
Gas Quality Assurance	50,000	01/10/2025	01/04/2026	3 + 2 years	Regulated	PCS Quick Quote
Water Management	55,500	01/10/2025	01/04/2026	3 + 2 years	Regulated	PCS e-tender
Reactive Repairs and Void Contract LOT 1	8,900,000	12/12/2025	01/04/2026	7 + 3 years	Regulated	Framework
Reactive Repairs and Void Contract LOT 2	492,000	12/12/2025	01/04/2026	3 + 2 years	Regulated	Framework
Landscape Maintenance Contract	600,000	16/02/2026	01/05/2026	3 + 2 years	Regulated	PCS e-tender
Fire Safety	175,000	01/10/2025	01/04/2026	3 + 2 years	Unregulated	PCS e-tender
Lifts	47,500	01/10/2025	01/04/2026	3 + 2 years	Unregulated	PCS quick quote
Job Evaluation / Benchmarking / Pay Framework	45,000	01/09/2025	01/10/2025	6 months	Unregulated	PCS quick quote
Regeneration Strategy	14,000	03/07/2025	18/07/2025	8 months	Unregulated	Non-competitive action
Welfare Benefits / Money Advice Service	150,000	05/02/2026	01/04/2026	3 years	Regulated	PCS e-tender

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 and regulatory requirements. Any relevant changes arising from the UK Government, Scottish Government, or other applicable legislative bodies will be communicated across the Association as soon as practicable. The Scottish Government issues Scottish Procurement Policy Notes (SPPNs). Relevant SPPNs will be reviewed, implemented where applicable, and communicated across the Association as soon as practicable following publication.

During 2025/26, the Association completed six regulated procurements which were all 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.

As some of the contracts procured in the year span more than one financial year, not all community benefits secured are delivered in the same year.

During 2025/26, contractors working with Almond Housing Association delivered a range of community benefits, supporting local residents, community organisations, environmental projects and employability initiatives.

Environment & Community Support

- Materials provided for community growing projects and garden improvements.
- Donations made towards Almond's 30th Anniversary community giveaway.
- Trees, materials and labour supplied to establish a new community orchard.
- Resources provided for Winter Ready events and cost of living support activities.
- Support for local foodbanks and two community fridges.
- Tools, materials and labour provided for community volunteering days.
- Paint donated to SPARK to support refurbishment of its new community facility.
- Surplus paint donated to Ladywell Neighbourhood Network to refresh their community hub.

ANNUAL PROCUREMENT REPORT

2025-26



- Three repurposed televisions donated to West Lothian Women's Aid for temporary accommodation.

Community Events & Wellbeing

- Contractor staff supported a local community event, Spark in the Park, with event setup, stewarding and takedown.
- Support provided for the Winter Warmer event, including energy advice resources and resident engagement activities.
- Contribution to the Safer Homes event, helping residents access advice on:
 - Damp and mould
 - Fire safety
 - Scam awareness
 - Health, wellbeing and support services
- Winter support provided through:
 - 150 selection boxes distributed to local primary schools
 - 40 hot water bottles
 - 40 pairs of cosy socks
 - Donations to the Winter Kindness initiative
 - Food donations supporting the Bee Kind campaign and local food support services

Employment, Education & Training

- 3 jobs created through site works.
- 1 apprentice recruited and supported (Response)
- Support provided for unemployed individuals to gain CSCS qualifications.
- 2 work placements facilitated.
- Contractor participation in the West Lothian Construction Forum.
- Surplus construction materials donated for community use.
- 12 hours of careers and employability support delivered through DYW West Lothian and West Lothian College.

West Lothian College Employability Programme

- Three online employability workshops delivered:
 - First Impressions
 - CV Writing
 - Interview Skills
- Over 1,200 students supported through the Employability Bitesize Learning Series.

Looking Ahead

Almond Housing Association will continue working with contractors throughout 2026/27 to maximise community benefits, supporting local projects, charities, environmental improvements, employability initiatives and community wellbeing activities across our neighbourhoods.

Section 6 – Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. Throughout 2025-26, the Association has placed all tender adverts above £30K 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. The Association also utilises national frameworks where appropriate.

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 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 2025-26 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
- Ensure tender documents are consistent and user friendly

Section 7 – Future Regulated and Unregulated Procurements

The Association’s Contracts Register is publicly available on the Public Contracts Scotland e-tender facility. All relevant tenders 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 (£)
EESSH	Stock-wide	2026/27	£2,000,000
Procurement Consultant	West Lothian	2026/27	£250,000
EPC’s	Stock-wide	2026/27	£75,000

ANNUAL PROCUREMENT REPORT 2025-26



Roof Replacements	Craigshill	2026/27	£200,000
Rewires	West Lothian	2027/28	£2,750,000

Table 4. Details of upcoming unregulated procurements

Contract Description	Location(s)	Contract Year	Estimated Contract Value (£)
EICR	Stock-wide	2026/27	£290,000
Ventilation	Stock-wide	2026/27	£750,000
Asbestos	Stock-wide	2026/27	£90,000
Medical Adaptations	Stock-wide	2026/27	£500,000
Render work	Stock-wide	2026/27	£1,200,000
Carmondean Gas Risers	Carmondean	2026/27	£80,000
Howden walkway resurfacing	Howden	2026/27	£17,700
Property Conversion	Craigshill	2026/27	£33,000
Internal Audit	Livingston	2026/27	£75,000
Fencing	Stock-wide	2027/28	£1,000,000
Bathrooms	Stock-wide	2027/28	£792,000

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