

Procurement Schedule of Work as at 09 February 2022

| Priority | Category Subject   | Supplier Name                     | Owner Cat A/B or C | Value over Contract Period (excl VAT) | Spend Notes   | Compliance Issue                          | Target  | Proposed Solution                                 | Movement | Comments as of 09/02/2022  |
|----------|--|-----------------------------------|--------------------|---------------------------------------|---|---|---|---|----------|--|
| 1        | Non Life Insurance   | Zurich Insurance Services         | B                  | £ 180,580                             |   | No  | To be Tendered by March 2022  | Scheduled   | N        | contract due to expire on July 2022  |
| 1        | Multi-Functional Devices                                   | Capital Solutions                 | B                  | £ 12,500                              | p.a. but usage seriously curtailed during lockdown etc  | No  | To be tendered by March 2022  | Framework / tender                                | Y        | Current contract extended to July 2022   |
| 1        | Mobile devices & management                                | Orange                            | B                  | £ 25,000                              | per annum   | Level of spend merits procurement review. | To be tendered by March 2023  | Framework / tender                                | N        | Extension to be considered at Funding and Finance Group - January 2022   |
| 1        | Steel Fabrication Services - Lift Shaft Strengthening Work | TBC                               | C                  | £ 28,000                              | one off   | No  | To be tendered immediately, require a surveyor to prepare a specification | Tender  | N        | Surveyor is being sourced by dept to undertake all site survey and design works for £1500 - approved by Head of Finance  |
| 1        | Emergency Building Cladding- Design & Build                | Regart/Grossart Associates        |                    |                                       | Single Tender Action  | NO  | URGENT  | STA   | Y        | EMERGENCY risk of Life and Limb  |
| 1        | Building Survey  | TBC                               |                    |                                       |   |   |   |   |          |  |
| 1        | Trades Framework ( Services)                               | N/A                               | C                  | TBC                                   | Set up new Framework in collaboration with NCL including micro businesses to enable them to bid for College contracts | No  | To be Tendered by March 2022 led by NCL supported by SLC                  | Creation of a Trades Framework Agreement          | N        | A discussion to be had with Estates and the Faculty of Construction  |
| 1        | HR- Retained employment law Advice                         | used to be part of Legal Contract | B                  | TBC                                   | New   | No  | To Be tendered by Feb 2022  | Framework   | N        | urgent requirement potential £60k over 4 years - £15k per annum  |
| 1        | Beauty Products & Kits                                     | E A Ellisons & Co Ltd             | C                  |                                       | Over 4 years  | N/A                                       | Tender in March 2022  | Framework   | N        | expire July 22   |
| 1        | Barber kits  | College Kits Direct Ltd           | C                  |                                       | Over 4 years  | N/A                                       | Tender in March 2022  | Framework   | N        | expire July 22   |
| 1        | Theatrical & Specialist Make-up Kits                       | E A Ellisons & Co Ltd             | C                  |                                       | Over 4 years  | N/A                                       | Tender in March 2022  | Framework   | N        | expire July 22   |
| 1        | Hair Consumables & Kits                                    | College Kits Direct Ltd           | C                  |                                       | over 4 years  | N/A                                       | Tender in March 2022  | Framework   | N        | expire July 22   |
| 1        | Nursery Services   | Happitots                         | C                  | Income of £70k per annum              | low usage due to Covid 19 - supplier looking to end the contract  | N/A                                       | To tender by Feb 2022   | Tender  | N        | Current contract extended to July 2022   |
| 2        | Legal Services   | Anderson Strathern                | B                  | £ 100,000                             | Over 4 years, but variable dependent on circumstances   | No  | To tender in January 2023   | Framework   | N        | Note - not on the schedule as yet  |
| 2        | Estates - Access Control                                   | Digital ID                        | C                  | £ 61,000                              | Over 4 years  | Level of spend merits procurement review. | Tender in May 2022  | On Forward Plan.                                  | N        | Joint with IT - inclusive of reporting tool - Big piece of work.   |
| 2        | Catering Services  | Inspire                           | C                  | Theoretically Zero                    | Over 4 years  | N/A                                       | Decision to be made   | on Hold   | N        | In a discussion with KM about extending the Catering Contract due to its complexity and the possible lack of interest within the market  |
| 2        | Cash in Transit  | G4S                               | B                  | £ 5,000                               | per annum   | Level of spend merits procurement review. | Decision to be made   | Framework / tender                                | N        | No extension available - To be discussed   |
| 2        | Electrical Services  | Docherty Electrical               | B                  | £ 149,860                             | Charge over 4 years   | Level of spend merits procurement review. | One month from engagement of M & E consultant                             | On Forward Plan. Investigate Framework.           | N        | Mechanical maintenance - Craig needs to input into the draft tender Strategy to request for a M & E Consultant (see below) to prepare the specification and evaluate the tender on behalf of Estates due to lack of resource. FFG paper required - Still on hold |
| 2        | M & E Consultant re Electrical Services                    | N/A                               | C                  | £ 5,000                               | One-off   | No  | Paper for FFG - 16th Sep  | Quick Quote issued one week from approval by FFG. | N        | Draft the specification and be involved in the development of the pricing schedule and the evaluation of tenders. - on hold  |
| 2        | Trade Framework - Materials                                | TBC/ Multi Supplier               | C                  | TBC                                   | over 4 years  | N/A                                       | TBC   | Tender  | N        | inclusive of Paint , plumbing and welding materials  |
| 2        | Estates Building maintenance                               | ECG                               | B                  | £ 256,721                             | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan                                   | N        | On Hold  |
| 3        | Taxi services  | EK Taxis                          | C                  | £ 1,145                               | See Comments  | No  | Decision to be made   | Renewal   | N        | No extension available - NCL Led   |
| 3        | HR - Award and Recognition Platform                        | N/A                               | C                  | new                                   | One Off   | No  | TBC   | Framework?  | N        | HR Requirement   |
| 3        | Estates - Cleaning Services                                | Interface Environment Management  | C                  | £ 121,000                             | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan.                                  | N        | Note - not on the schedule as yet  |
| 3        | Estates - Catering Equipment                               | React Catering Services           | B                  | £ 128,000                             | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan. Investigate Framework.           | N        | Note - not on the schedule as yet  |
| 3        | Estates - Door Maintenance                                 | Dorma UK                          | B                  | £ 100,000                             | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan. Investigate Framework.           | N        | Note - not on the schedule as yet  |
| 3        | Estates - CCTV   | SSCL                              | B                  | £ 81,000                              | over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan. Investigate Framework.           | N        | Maintenance of current CCTV, purchase of CCTV not included this time as all the CCTV have now been replaced via a quotation process by Estates   |
| 3        | Estates - Fire Alarms                                      | Connolly Security Systems         | B                  | £ 100,000                             | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan. Investigate Framework.           | N        | Note - not on the schedule as yet  |
| 3        | IT - Claro Read pro Software                               | MS Windows                        | B                  | £1000 per Annum                       | renewed annually  | N/A                                       | TBC   | Framework   | N        | Claro Read Pro is an assistive software and is deployed across all PCs in the college – the licence allows us to install a number of the Claro apps (  |
| 4        | IT- Penetration testing                                    | N/A                               | B                  | TBC                                   | n/a   | N/A                                       | TBC   | Framework   | N        | Cyber Resilience Working Group agenda  |
| 4        | Estates - Window Cleaning                                  | Purewash Window Cleaning          | C                  | £ 55,000                              | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan.                                  | N        | Note - not on the schedule as yet  |
| 4        | Estates - Pest Control                                     | Environmental Pest Control        | B                  | £ 62,000                              | Over 4 years  | Level of spend merits procurement review. | TBC   | On Forward Plan. Investigate Framework.           | N        | Note - not on the schedule as yet  |
| 4        | Estates - Water Coolers                                    | Waterlogic                        | C                  | £ 39,260                              | over 4 years  | No  | TBC   | Framework   | N        | Possible Direct Award via Purchase Order using the Scotland Excel Water Cooler Framework Agreement   |
| 4        | BPEC Gas Safety Manuals                                    | BPEC                              | C                  | £ 77,403                              | over 4 years  | No  | TBC   | Framework   | N        | No contract in place- Framework would be beneficial - Construction currently purchasing directly from BPEC at full price   |
| 5        | Recruitment of Permanent Staff                             | TBC                               | C                  | TBC                                   | over 4 years  | No  | TBC   | Framework/Tender                                  | N        | To be discussed with HR  |
| 5        | Psychological Testing Service                              | TBC                               | C                  | TBC                                   | over 4 years  | No  | TBC   | Framework/Tender                                  | N        | Note - not on the schedule as yet  |
| 5        | Washroom Services Cleaning                                 | TBC                               | B                  | TBC                                   | over 4 years  | No  | TBC   | Framework/Tender                                  | N        | Note - not on the schedule as yet  |
| 5        | Camera and Card Reader System                              | TBC                               | B                  | TBC                                   | over 4 years  | No  | TBC   | Framework/Tender                                  | N        | Note - not on the schedule as yet  |
| 5        | Construction Portal - Library                              | IHS Markit                        | B                  | £ 50,327                              | renewed annually  | Level of spend merits procurement review. | 2023  | Tender  | N        | Managed by the Library - Construction Portal online - SIMO licences for 300 users  |

Based on 0.8 resource to end June 2022/

Key - start of the process

0.5 resource thereafter

Number of projects

|            |        |                          |    |                |
|------------|--------|--------------------------|----|----------------|
| Priority 1 | Active | January 2022 - July 2022 | 11 | 2 - led by NCL |
| Priority 2 |        | August 2022 - July 2023  | 8  |                |
| Priority 3 |        | August 2023 - July 2024  | 8  |                |
| Priority 4 |        | August 2024 - July 2025  | 5  |                |
| Priority 5 |        | August 2025 - July 2026  | 5  |                |