



ANNUAL PROCUREMENT REPORT

2022-2023

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Section - Introduction

In accordance with the Procurement Reform (Scotland) Act 2014, hereafter referred to as the Act, the following paper is the Association's Annual Procurement Report covering financial year 22/23. The purpose of this report is to summarise and publicise the Association's performance and achievements in delivering its Procurement Strategy.

In line with the Act and the Association's Procurement Policy, the Contracts Register is regularly updated by the Asset Manager and uploaded to the Association's website to offer visibility and share information regarding procurements undertaken by the Association.

This report is intended to:

- Offer visibility of the Association's procurement exercises, including regulated and unregulated contracts
- Demonstrate how the Association is meeting its legislative requirements in relation to procurement
- Demonstrate how the Association's procurement activities contribute to the Key Business Objectives outlined in the Business Plan
- Ensure transparency in relation to existing and future procurement exercises

Regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2 million.

Section 2 - Summary of Regulated and Unregulated Procurements conducted during 22/23

Below is a summary of procurements conducted during 22/23 by the Association in relation to Regulated and Unregulated procurements, including procurements that are ongoing in terms of duration due to their nature and or scale.

In summary, Linthouse procured 3 regulated procurements during the year and 9 unregulated procurements, with a further 9 ongoing regulated procurements and 9 unregulated procurements.

Table 1

Contract Description	Estimated Value (£)	Procurement Start Date	Contract Start Date	Contract Duration	Regulated/Unregulated	Procurement Method	Community Benefits	SMEs
Utilities Procurement (Gas and Electricity)	253757	21/01/2023	01/02/2023	12 Months	Regulated	CPS Framework Direct Award	No	No
Provision of Phase 4 QS Services	30000	01/02/2023	02/02/2023	1 Year	Unregulated	Direct Award	No	Yes
Provision of Phase 4 Architectural Services	41760	08/11/2022	02/02/2023	1 Year	Unregulated	PCS - Quick Quote	No	Yes
Gas Servicing and Repairs	450,000	20/09/2022	20/12/2022	3 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Provision of Internal Audit Services	25000	23/08/2022	01/11/2022	3 Years + 1 Year + 1 Year	Unregulated	PCS - Open Procedure	No	Yes
Provision of Replacement Telephone System (Office)	27000	11/08/2022	26/10/2022	3 Years	Unregulated	PCS - Open Procedure	No	Yes
Stock Condition Surveys and Stock Database Provision	25000	09/08/2022	15/09/2022	2 Years + 1 Year + 1 Year + 1 Year	Unregulated	PCS - Quick Quote	No	Yes
Provision of Energy Performance Certificates 2022-2025	30000	04/07/2022	09/09/2022	3 Years	Unregulated	PCS - Quick Quote	No	Yes
Provision of Electrical Installation Condition Reports (EICR)	50000	01/07/2022	08/11/2022	3 Years + 1 Year + 1 Year	Unregulated	PCS - Open Procedure	Yes	Yes
Commercial Boiler Upgrade Design - Elder House	10000	01/07/2022	16/09/2022	Not Applicable	Unregulated	PCS - Quick Quote	No	Yes
Provision of Legionella Services 2022-2024	30,000	13/06/2022	01/09/2022	2 Years	Unregulated	PCS - Quick Quote	No	Yes
Provision of Gas Audit Services 2022-2025	30000	19/01/2022	01/04/2022	3 Years	Unregulated	PCS - Quick Quote	No	Yes
Provision of Landscape Maintenance Services	450,000	16/08/2019	20/03/2020	3 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Stage 3 Windows and Stonework Project - Works	1694996	17/09/2021	12/01/2022	12 Months	Unregulated	PCS - Open Procedure	Yes	No
Laundry Equipment Lease	200000	01/11/2021	01/12/2021	96 Months	Regulated	PFH Framework Direct Award	No	No
Reactive Drainage Repairs	6500	27/08/2021	16/11/2021	2 Years	Unregulated	PCS - Quick Quote	No	Yes

Cyclical Gutter Cleaning Contract 2021-2026	200000	17/08/2021	12/11/2021	3 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Linthouse Housing Association Financial Services Contract	120000	14/07/2021	01/10/2021	1 Year + 1 Year	Regulated	PCS - Open Procedure	No	Yes
Phase 3 Windows and Stonework Project - Architectural Services	35000	21/05/2021	17/06/2021	1 Year	Unregulated	PCS - Quick Quote	No	Yes
Linthouse HA Roofing Repair Works 2021	50000	09/04/2021	01/05/2021	3 Years + 1 Year + 1 Year	Unregulated	PCS - Quick Quote	No	Yes
Laundry Equipment - 2 Elder Grove Place (Washing Machine)	4500	01/03/2021	01/05/2021	96 Months	Unregulated	PFH Framework Direct Award	No	No
Continuous Monitoring of Tenant Satisfaction	15000	03/03/2021	01/04/2021	3 Years	Unregulated	PCS - Quick Quote	No	Yes
Repairs & Maintenance, Void and Individual Trade Lotted Framework - Reactive and Void Repairs	644913	22/01/2021	01/04/2021	2 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Repairs & Maintenance, Void and Individual Trade Lotted Framework - Reactive and Void Repairs	725270	22/01/2021	01/04/2021	2 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Repairs & Maintenance, Void and Individual Trade Lotted Framework - Asbestos	16000	22/01/2021	01/04/2021	2 Years + 1 Year + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Multi Storey Improvement Works	940713	26/10/2020	19/02/2021	26 Weeks	Unregulated	Quick Quote	Yes	No
Multi Storey Improvement Project Architect/Contract Administrator	16950	05/06/2020	06/07/2020	Term of Contract	Unregulated	Quick Quote	No	Yes
Mechanical and Electrical Engineers - Multi Storey	4750	25/09/2019	31/10/2019	Term of Contract	Unregulated	Quick Quote	No	Yes
Drumoyne Primary School Redevelopment	9070246	04/09/2019	04/12/2020	22 Months	Regulated	SPA Framework Direct Award	Yes	No
Architect-Led Design Team for Drumoyne Primary School	284000	11/06/2018	06/12/2018	Term of Contract	Regulated	PCS- Open Procedure	No	Yes

Section 3 - Review of Procurement Compliance

As noted in our previous procurement report , the Association's Procurement Policy, last updated in December 2021, takes account of current thresholds and the UK's exit from the European Union. The Policy was reviewed by the Association's Solicitors prior to being presented to the Management Committee for ratification. The Association also arranged for its Solicitors to conduct an all-staff training seminar during November 2021. Whilst the Asset Team are largely responsible for procurement within the Association, the CEO was keen to ensure that training and awareness exists throughout the organisation as other departments are responsible for procurement exercises from time to time regarding non-Asset and Development related projects.

During 2021, the Association commissioned its internal auditor, to review its procurement activities for which a "Substantial Assurance" was received. Where procurements are deemed Unregulated, all procurements are conducted to reflect the Association's Policy, including financial limits.

As part of any procurement exercise, the Association always seeks to ensure any successful bidder is compliant with fair and ethical working practices.

Within 2022-2023 the association continued to support continuous improvement with procurement and the Property Services Officer has recently completed relevant training courses in this area.

Going forward, the Property Services Officer will support the Director of Property Services and Asset Manager in the associations procurement exercises.

Section 4 - Community Benefits Summary

Whilst there were no contracts awarded in 2022/23 over £4m which required the inclusion of a Community Benefits clause, the Association always looks to attract Community Benefits from Contractors and Consultants during the procurement exercise when appointments follow a value-based selection process. During 22/23 of the 31 contracts awarded per Table 1 on page 4, Community Benefits were/are being received as a result of 10 contracts.

The Association is committed to maximising Community Benefits and added value, which are proportionate to the scale and nature of the contract.

The table below confirms the Community Benefits received by the Association during 22/23:

Date received	Contract	Benefit
31/03/2023	Cyclical Gutter Cleaning	Community Benefit Money paid by Advanced Height Solutions £1,281.90 (Unallocated)
01/12/2022	Repairs & Maintenance, Void and Individual Trade Lotted Framework - Reactive and Void Repairs	Food Bank/Larder Set Up Costs Timetra £1,625.98
01/12/2022	Phase 3 Windows and Stonework Project - Works	Food Bank/Larder Set Up Costs CCG Scotland £1,000
01/12/2022	Repairs & Maintenance, Void and Individual Trade Lotted Framework - Reactive and Void Repairs	Labour Costs associated with set up of Food Larder at 1 Cressy Street £1,800
01/12/2022	Repairs & Maintenance, Void and Individual Trade Lotted Framework - Reactive and Void Repairs	Kitchen Reconfiguration – LHA Offices Value £3,000

09/11/2022	Cylical Painterwork Contract (Additional out of contract payment)	Food Bank/Larder Set Up Costs £100
August 2022	Provision of Landscape Maintenance Services	Planting of Shrubs/Plants and Provision of Soil for Raised Planters – Cromdale Square Development £750

Section 5 - SMEs and Supported Business

The Association is committed to supporting and improving access to procurement opportunities for local SMEs and Supported Businesses. This has included inviting Quick Quotes via Public Contracts Scotland (PCS), as well as advertising Unregulated Contracts on PC and indeed direct framework awards.

The Association awarded 13 contracts during 22/23 to 11 SMEs and will continue to do so for both future Regulated and Unregulated contracts ensuring always that the Association's interests and value-for-money is achieved.

Section 6 - Future anticipated Regulated and Unregulated Procurements – 23/24 and 24/25

The Association will continue to adhere to legislation and its own Procurement Policy regarding upcoming procurement exercises.

The table below highlights procurement exercises anticipated between 2023-2025:

Unregulated Procurement Exercises
Kitchen and Bathroom Installations
Provision of Legionella Services 2024-2026
Stair Cleaning Services
Regulated Procurement Exercises
Provision of New IT System
Provision of Financial Services
Phase 4 Stonework Repairs and Window Replacements- Works
Attic Fan Servicing Contract
Utilities Procurement
Material Damage/ Buildings Insurance - LHA
Stage 3 Adaptations
Cyclical Painterwork 2023-2029
Phase 5 Stonework Repairs and Window Replacements - Design Team
Design Team - Davislea
Pilot Close Design Team
Pilot Close Works Costs

Section 7 – Annual Procurement Report Ownership & Contact Details

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