



ANNUAL PROCUREMENT REPORT 2023-2024

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Section 1 - 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 23/24. 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 (all ex vat).

Section 2 - Summary of Regulated and Unregulated Procurements conducted during 23/24

Below is a summary of procurements conducted during 23/24 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, Linhouse procured 6 regulated procurements during the year and 5 unregulated procurements, with a further 6 ongoing regulated procurements and 12 unregulated procurements.

Contract Description	Estimated Value (£)	Procurement Start Date	Contract Start Date	Contract Duration	Regulated/Unregulated	Procurement Method	Community Benefits	SMEs
Project and Development Consultancy Services	50000	01/04/2023	01/05/2023	2 Years + 1 Year	Unregulated	Framework Appointment - HUB West	No	Yes
Financial Study - 5 Close Pilot	36396	01/02/2023	24/04/2023	2 Years + 1 Year	Unregulated	Framework Appointment - HUB West	No	Yes
Linhouse Housing Association Financial Services Contract	63804	15/03/2024	06/05/2024	3 Years + 1 Year	Regulated	PCS - Open Procedure	Yes	Yes
Cyclical Painterwork	754000	01/02/2024	01/04/2024	3 Years + 1 Year + 1 Year + 1 Year	Regulated	Framework Appointment - PFH	Yes	Yes

Cyclical Gutter Cleaning Contract	84452	01/12/2024	18/01/2024	1 Year + 1 Year	Regulated	Framework Appointment - Scotland Excel	No	Yes
IT System	50,000 (PA)	01/06/2023	07/02/2024	No End set	Regulated	Direct Award	No	Yes
Electricity - Metered Supplies	197000	01/02/2024	01/03/2024	2 Years	Regulated	Framework Appointment - CPS	No	No
Gas - Metered Supplies	51000	05/01/2024	01/02/2024	2 Years	Regulated	Framework Appointment - CPS	No	No
Windows and Stonework - Phase 4a - Works Contractor	1400000	01/12/2023	09/02/2024	7 Months	Unregulated	Framework Appointment - Scotland Excel	Yes	Yes
Provision of Phase 4 QS Services	30000	01/02/2023	02/02/2023	1 Year	Unregulated	Direct Award	No	Yes
Windows and Stonework Design Team - Phase 4 (PD)	1200	16/01/2023	03/03/2023	18 Months	Unregulated	Direct Award	No	Yes
Provision of Phase 4 Architectural Services	44352	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
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
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
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

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 Asset Officer completed relevant training courses in this area.

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

A review of the associations Procurement Policy and Strategy, led by the Director of Property Services, is currently ongoing and will shortly be presented to our management committee for approval.

Section 4 - Community Benefits Summary

Whilst there were no contracts awarded in 2023/2024 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 23/24 of the 29 contracts listed as per Table 1 on page 4, Community Benefits were/are being received as a result of 8 of the contracts.

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

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 11 contracts during 23/24 to 9 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 – 24/25 and 25/26

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 2024-2026;

Unregulated Procurement Exercises
Provision of Legionella Services
Stair Cleaning Services
TV Aerial Maintenance
Landscape Maintenance
Vital Spark Conversion – Strip Out
Demolition of Davislea Care Home
Regulated Procurement Exercises
Phase 4b Stonework Repairs and Window Replacements - Works
Phase 5-7 Window Replacement – Works
Attic Fan - Servicing Contract
Utilities Procurement – Services/Goods
Material Damage/ Buildings Insurance – LHA -Services
Stage 3 Adaptations -Works – Possible inclusion in reactive contract
Phase 4b Stonework Repairs and Window Replacements - Design Team
Phase 5-7 Window Replacements - Design Team
Design Team - Davislea
Design Team - Pilot Closes
Reactive Maintenance Contractor(s)
Vital Spark Conversion - Works
Davislea Works
Works – Pilot Closes
Lift Maintenance Services

Section 7 – Annual Procurement Report Ownership & Contact Details

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