ANNUAL PROCUREMENT REPORT 2025/26

1. Introduction

1.1 This is the Association's Annual Procurement Report for the financial year 2025/26, prepared with reference to the Procurement Reform (Scotland) Act 2014 ("the Act").

1.2 The purpose of this report is to summarise and publicise the Association's performance and achievements in delivering its Procurement Strategy.

1.3 The Association's Contract register is made publicly available to ensure transparency and provide visibility into procurement activities.

1.4 This report aims to:

- Provide visibility of the Association's procurement exercises, including both regulated and non-regulated contracts
- Demonstrate how the Association is fulfilling its legislative obligations related to procurement
- Highlight how procurement activities support the Key Business Objectives outlined in the Association's Business Plan
- Promote transparency regarding existing and future procurement exercises.

2. Procurement 2025/26

2.1 Under the Procurement Reform (Scotland) Act 2014, a regulated procurement is one with an estimated value of £50,000 or more (excluding VAT) for goods and services contracts, or £2,000,000 or more (excluding VAT) for works contracts. The estimated value is the total value over the life of the contract.

2.2 Regulated procurements at or above the thresholds in the Public Contracts (Scotland) Regulations 2015 must also follow the procedures set out in those Regulations. For procurements commencing on or after 1 January 2026, these thresholds are:

Supplies and services (except subsidised services contracts): £207,720 inc VAT

Works: £5,193,000 inc VAT

2.3 Procurements at or above the values in 2.1 but below those in 2.2 are lower value regulated procurements and remain subject to the Act. Procurements below the values in 2.1 are non-regulated and are governed by the Association's Procurement Policy and Standing Orders.

2.4 **Regulated spend against the £5 million threshold.** Sections 15 and 18 of the Act require a contracting authority to publish a procurement strategy and an annual procurement report where the estimated value of the contracts to which its regulated procurements in a financial year relate is £5 million or more. The regulated procurements completed by the Association in 2025/26 were:

Regulated procurement	Value (ex VAT)
Insurance	£2,186,447
IT Management Systems	£516,250
Consultant Framework (7 lots)	£680,499
Total regulated procurement 2025/26	**£3,383,196**

2.5 The combined value of the Association's regulated procurements in 2025/26, based on contract award values, was £3,383,196 (excluding VAT). **The Association therefore did not reach the £5 million threshold for significant procurement expenditure in 2025/26.** This report is published voluntarily, in line with good practice.

2.6 The Major Repairs Framework (£1,636,423) is a works framework valued below the £2,000,000 threshold for works and is therefore not a regulated procurement. The office cleaning contract was extended under its existing call-off terms and is not a new procurement. Neither is included in the total above.

2.7 The table at Appendix 1 summarises all procurements conducted by the Association during 2025/26, both regulated and non-regulated.

2.8 Procurements planned for 2025/26 which were not completed are listed below, with the reasons and the actions being taken.

Planned procurements outstanding	Position	Notes
Gas/EICR Quality Control	Ongoing	Will complete 2026/27
Roofing	Ongoing	Will complete 2026/27
EICR	Ongoing	Will complete 2026/27

2.9 The Association's Consultancy Services and Major Repairs frameworks were re-procured through open tender during 2025/26 and are shown at Appendix 1. Works and services are appointed through them by direct award or mini competition, as appropriate.

3. Ensuring Procurement Compliance

3.1 While the Development & Property Services Team is largely responsible for procurement activities within the Association, other departments also undertake procurement exercises for non-Property and non-Development related projects. These are also included in the table at Appendix 1.

3.2 To support a consistent understanding of procurement processes across the organisation, in-house training is delivered through the LearnPro system to relevant staff. All staff are required to maintain a basic awareness of procurement principles and practices.

4. Community Benefits provided during 2025/26

4.1 The Association seeks community benefits from contractors and consultants as part of its procurement processes.

4.2 We are committed to maximising community benefits and adding value in a way that is proportionate to the scale and nature of each contract.

4.3 John O'Connors contributed £1,500 through community benefits in 2025/26. This covered Christmas and Easter events, vouchers as raffle prizes, the removal of waste and bulky items from the community garden, and lane clearing.

4.4 CAS (close cleaning contractor) contributed £4,000 through community benefits in 2025/26. These covered events associated with poverty week.

4.5 In total, £5,500 was delivered through community benefits in 2025/26.

5. Future Regulated and Non-regulated Procurements 2026/27 and 2027/28

5.1 The Association will continue to adhere to legislation and its own Procurement Strategy & Policy for all upcoming procurement exercises.

5.2 The table at Appendix 2 shows the procurement exercises anticipated in 2026/27 and 2027/28.

6. Publishing

6.1 This report will be published on the Association's website. As regulated procurement in 2025/26 was below the £5 million threshold, it is not required under section 18 of the Act and has been prepared as good practice. A copy will be sent to Scottish Ministers for information.

Appendix 1 **Summary of Regulated and Non-regulated Procurements conducted during 2025/26**

Contract description	Department	Estimated value	Contract start date	Contract duration	Regulated/ Non-regulated	Procurement method	Community benefit	Awarded to
Office cleaning contract	Corporate Services	N/A	Oct 25	Oct 27	N/A (extension)	Extension of existing contract under call off terms	yes	Atlas
Insurance	Finance & IT	£2,186,447	March 26	May 2029	Regulated	Open tender	No	AJG
IT Management Systems	Finance & IT	£516,250	March 26	April 2031	Regulated	Open tender	No	Rubixx Solutions Ltd
Major Repairs Framework	Development & Property	£1,636,423	October 25	September 2030 (2032)	Non-regulated (works under £2m)	Open tender	Yes	MP Group; Bell Group; Morris & Spottiswood; Mears; Procast; CCG; Ogilvie Construction
Consultant Framework (7 lots)	Development & Property	£680,499	January 26	December 2031 (2033)	Regulated	Open tender	No	See table below for each Lot
Lot 1: Architectural Services Mast Architects, Assist Design, John Gilbert Architects, Riach Partnership, Hypostyle Design								
Lot 2: Civil/Structural Services G3 Construction Consultants, Narro Associates, Kiloh Associates, Punch Consulting Engineers								

Contract description	Department	Estimated value	Contract start date	Contract duration	Regulated/ Non-regulated	Procurement method	Community benefit	Awarded to
Lot 3: Quantity Surveying Services TCS Construction Consultants, Ewing Somerville, Reid Associates, Armour Construction, Brown & Wallace								
Lot 4: Principal Designer TCS Construction Consultants, Brown & Wallace, Langmuir & Hay, G3 Consulting Engineers, Oberlander's Group								
Lot 5: Damp, Condensation & Mould Consultancy No appointment								
Lot 6: Fire Engineering Forbes Leslie Network, Diamond & Co								
Lot 7: Fire Risk Assessors ACS, Forbes Leslie Network, Diamond & Co, Firelink Protection								

Appendix 2 Procurements planned in 2026/27 and 2027/28

Procurement description	Year	Department	Regulated / Unregulated	Procurement Method	Community Benefit y/n
Gas and Electricity office supplies	2026/27	Corporate Services	Regulated	Using 3rd party expert support to procure in line with relevant and specific legislation	n
Tree works	2026/27	Tenancy Services	Non-regulated	Direct award through framework	y
Fire Suppression Retrofit, 200 Butterbiggins Road	2026/27	Development & Property Services	Non-regulated	Direct award through framework	n
Gas/EICR Quality Control	2026/27	Development & Property Services	Non-regulated	Open procurement	n
Roofing	2026/27	Development & Property Services	Non-regulated	Open procurement	y
EICR	2026/27	Development & Property Services	Regulated	Open procurement	y
Demolition of Forsyth House	2026/27	Development & Property Services	Non-regulated	TBC (open procurement or award through a framework)	n

Kitchen & Bathroom Contract 1 & 2	2026/27	Development & Property Services	Non-regulated	Open procurement or framework	y
Stock Condition Surveys	2026/27	Development & Property Services	Non-regulated	Framework	n
Albert Road Refurb	2026/27	Development & Property Services	Non-regulated	Framework	y
97 Westmoreland Street Refurb	2026/27	Development & Property Services	Non-regulated	Framework	y
Phone contract	2027/28	Finance & IT	Non-regulated	Open procurement	y
Forsyth House New Build	2027/28	Development & Property Services	Regulated	Open procurement	y
Landscape Contract	2027/28	Tenancy Services	Regulated	Open procurement	y
Close Cleaning Contract	2027/28	Tenancy Services	Regulated	Open procurement	y
Kitchen & Bathroom Contract	2027/28	Development & Property Services	Non-regulated	Open procurement or framework	y
Office cleaning contract	2027/28	Corporate Services	Non-regulated	Open procurement	y