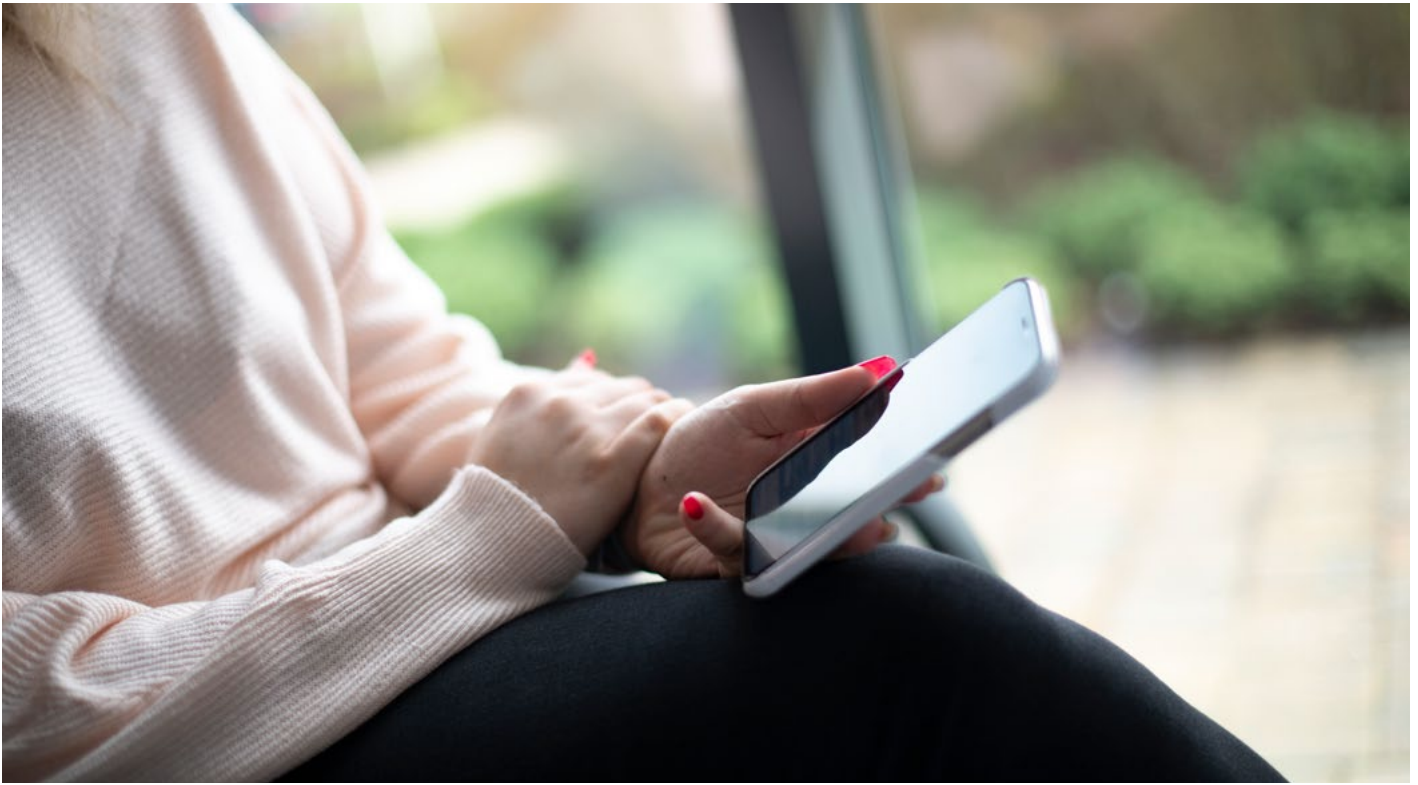


ANNUAL PROCUREMENT REPORT 2021/2022



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean



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Portree, Skye

INTRODUCTION

The Procurement Reform Act 2014 requires all Scottish contracting authorities with an annual regulated procurement spend of £5 million and above to publish a procurement strategy. Our [Procurement Strategy](#) is a joint strategy which sets out the procurement objectives for Highlands and Islands Enterprise (HIE), Wave Energy Scotland (WES), Cairngorm Mountain (Scotland) Limited (CMSL) and Orkney Research and Innovation Campus (ORIC).

Our Procurement Strategy is annually reviewed and updated. The Strategy sets out our procurement objectives and an action plan. It aims to ensure that wider requirements of the public procurement reform agenda are adhered to. We have developed our strategy in line with local and national priorities to support our corporate aims and objectives, including HIE's Strategy priorities:

- Grow successful, productive, and resilient businesses
- Create the conditions for growth in a region that is well connected and well placed to maximise opportunities
- Build strong, capable, and resourceful communities.
- The Reform Act also requires us to annually report on progress against our Procurement Strategy and our regulated procurements (valued at £50k and over for supplies/services and £2m and over for works).

This report covers the period 1 April 2021 to 31 March 2022.

SECTION 1

SUMMARY OF REGULATED PROCUREMENTS COMPLETED

This Annual Report includes information on regulated procurements where contracts were awarded between 1 April 2021 and 31 March 2022. Regulated procurements are procurements for goods and services with a value of or over £50k and works contracts with a value of or over £2m. A regulated procurement is completed when the contract award notice is published or where the procurement process otherwise comes to an end.

The data within this Report includes any regulated procurements actioned by:

- HIE
- Wave Energy Scotland (WES)*
- Cairngorm Mountain Scotland Ltd (CMSL)
- Orkney Research and Innovation Campus (ORIC)

* This excludes any Pre-Commercial Procurement processes which are classified as 'Research and Development' and are exempt from the Procurement Regulations.

TABLE 1A:
HIE REGULATED PROCUREMENTS COMPLETED AND AWARDED BETWEEN 1/4/21 AND 31/3/22

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	6	£855,325
Contract Awards	17	£13,294,944.40
Non-Competitive Actions (NCAs)	4	£504,440.60
Total Regulated Procurements	27	£14,654,720

Table 1a shows a summary of the regulated procurement activity awarded by HIE during the reporting period. Of the Regulated Procurements awarded 10 of these were collaborative contracts/framework agreements (which are accessible by named public bodies and includes any estimates of award value they may make).

TABLE 1B:

Table 1b shows the summary of the regulation procurement activity awarded by WES during the reporting period – which was an award of collaborative framework agreement.

WES REGULATED PROCUREMENTS COMPLETED AND AWARDED BETWEEN 1/4/21 AND 31/3/22

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	0	0
Contract Awards	1	£110,000
Non-Competitive Actions (NCAs)	0	0
Total Regulated Procurements	1	£110,000

A list of the regulated procurements completed and awarded can be found in Appendix 1 – Listing of Regulated Procurements. No Regulated Procurements were awarded by CMSL or ORIC during this reporting period.

SECTION 2

REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Our regulated procurement activity in 2021/22 has contributed to our organisational strategic and operational plans and complied with our Procurement Strategy. Our Procurement Strategy 2018-2021 and Action Plan were reviewed and updated during 2021 and included four key procurement objectives which complement our priorities and will help to contribute to improving competition, helping build a fairer society and ensuring our tender processes are innovative, inclusive and encourage participation from all areas of our region:

1. Sustainable Procurement
2. Deliver Value for Money
3. Leadership and Governance
4. Continuous Improvement

Sustainable Procurement – we consider sustainability for all our regulated procurement activities and embed it, where relevant in a proportionate manner. This helps to contribute to the strengthening of local communities and fragile areas.

We have run our tender processes in an open, fair, and transparent manner; treated all relevant economic operators equally and without discrimination; acted in a transparent and proportionate manner. We advertised tender opportunities via the Public Contracts Scotland portal to allow free unrestricted access to all tender documentation which ensures they are accessible by all suppliers, ensuring all bidders, regardless of size or location, have equal access to our contracts.

To assist with HIE's Strategy priorities we have worked to increase spend with Small, Medium Enterprises (SMEs), supported businesses and third sector bodies through partnership working with the Supplier Development Programme (SDP) [Supplier Development Programme | Helping you bid better \(sdp-scotland.co.uk\)](https://www.sdp-scotland.co.uk). This has included participation in the Meet the Buyer North 2021 event, specific tender webinars and a talking tender webinar. We have also promoted tender opportunities via social media platforms. Feedback from bidders has been regularly sought after the completion of tender processes and this helps inform us of any lessons learned, reasons for not bidding, areas of supplier development needed and options to consider for the lotting and structuring of requirements in the future. We have published Prior Information Notices via PCS to help alert the market to upcoming opportunities which can assist smaller organisations plan for being able to respond to the actual tender opportunity when published.

FAIR WORK PRACTICES

Staff complete People Impact Assessments when relevant to a procurement to help identify aspects that need to be considered and included within the contract. This includes encouraging all suppliers awarded a contract for a regulated procurement to pay the real Living Wage [Living Wage Scotland | The real Living Wage \(scottishlivingwage.org\)](https://www.scottishlivingwage.org) to individuals delivering our contracts. This helps to reduce inequalities within our region and is linked to our Living Wage employer accreditation. The Scottish Business Pledge [Home | Scottish Business Pledge](https://www.scottishbusinesspledge.com) and reference of our support for the Pledge is included within our tender documentation.

We have obtained annual reports from our contractors to receive confirmation on how these principles have been adopted during the previous year and to seek continual compliance.

During 2022/23 we are adopting the Scottish Government policy of mandating the payment of the real Living Wage by contractors to employers working on our contracts. This is an approach we have already taken with procurements linked to industries that have been historically recognised as having lower paid employees – for example cleaning services.



Ancient tree stumps reappearing from the peat following the erosion brought on by the peatland drainage.

NET ZERO SCOTLAND 2045

We review and consider Scottish Government and relevant bodies' guidance and documentation on how we can help meet Net Zero Scotland 2045 targets and how these can be incorporated into our procurements. We have used the Scottish Government sustainability test and life cycle impact tools for appropriate contracts to identify and consider risks and mitigation for relevant contracts.

The Procurement Team have been represented in an internal Climate Change Champions working group and a Net Zero Transition Group. These help to consider both strategic and operational contributions and improvements. We have reviewed our stationery and paper purchases and reduced this wherever possible to more environmentally friendly products only. Greenhouse gas emissions from business travel have shown reductions from 2017/8 levels, as a result of internal management measures and pandemic restrictions. Our internal Travel and Subsistence Policy will be reviewed in 2022/23 to help ensure that this trend continues in the future and that we use transport that minimises emissions.

During 2022 we will use a Climate Change Assessment Tool to identify opportunities and actions to help consider how we can minimise the carbon cost of the goods, services and works we procure. This will include a review and refresh of the Scottish Government flexible framework tool and identification of priority areas for the incorporation of circular procurement considerations, emission reduction goals and opportunities to migrate to alternative products/solutions to meet Net Zero targets. We will encourage our supply chain to implement sustainable procurement action plans.

COMMUNITY BENEFITS

Section 3 of this Report summarises the community benefits delivered through our current contracts. During this reporting benefit we signposted suppliers to the [Young Persons guarantee \(DYW\)](#), to encourage suppliers to consider opportunities for young people through jobs, apprenticeships, training or volunteering opportunities. Going forward we will continue to seek an increase in the delivery of community benefits and community wealth building into the HIE region, this includes where relevant and proportionate a more targeted approach and greater use of evaluated questions within our tenders. Opportunities and needs vary across our area and inclusive growth is central to HIE's Strategy.

Deliver Value for Money – we will ensure contracts are awarded on a combination of factors including (but not limited to) quality and costs.

Our regulated procurements awarded during this period have been awarded on a combination of quality and cost factors to deliver value for money. We have reviewed the price/quality weightings used within our evaluation methodology to help achieve a better balance between helping to reduce costs but not reduce the required quality of Goods/Services/Works. Our tender planning stages incorporate the use of a sustainability test to identify and help design sustainable procurement related criteria.

Where appropriate we have used collaborative framework agreements established by or with other public sector bodies where the benefits of economies of scale and combined buying power can deliver better value for money. 11 of the regulated procurements awarded in this reporting period were collaborative contracts/framework agreements.

Table 2 provides a summary of performance against savings, collaborative and maverick spend achieved during 2021/22.

Leadership and Governance – we will ensure compliance with all relevant legislation and ensuring our procurement related activity is aligned to local and national priorities.

Our Procurement Strategy 2018-21 was updated and published in June 2021 with a further update and publication in September 2021, and this contained a new Procurement Action Plan.

Our Procurement Strategy will be reviewed during 2022, with an anticipation that the Scottish Government will introduce a National Procurement Strategy.

During 2021 we developed new procurement training materials for staff and a number of training sessions were held. We will continue to deliver procurement training to staff as required.

Continuous Improvement – we will continually review our approach to procurement, seeking improvements in how we deliver contracts and framework agreements and our contract and supplier management processes and procedures.

We are completing work on new template Terms and Conditions of contract, and these will be published on HIE's website in 2022/23.



FUTURE OPPORTUNITIES

We have reviewed and updated our Procurement Strategy, which is due to be published in September 2022, and contains a new Procurement Action Plan designed to help us build on our achievements and further deliver against our Strategic Aims/ Objectives and Key Priorities.

We are creating a Modern Apprentice post in our Procurement Team; this will help encourage interest and development in public sector procurement and assist with our workforce planning.

SPEND/FINANCE

HIE's procurement related spend in 2021-2022 was £33,019,989.34 (includes regulated and non-regulated spend and excludes VAT). This figure includes some high value projects, Cairngorm Funicular Structural Strengthening, Cairngorm Design, Design and Build of Life Sciences Innovation Centre (LSIC) (Inverness Campus) and European Marine Science Park Work. The 2021-22 spend on these four projects totals £17,161,919.68.

It should be noted that:

- the contractor for the European Marine Science Park Work is based in Argyll and Bute
- two of the high value projects have been procured from collaborative framework agreements to a total of £10,372,246.25.

Table 2 shows our procurement performance outcomes by financial years and 2022/23 targets, excluding the spend on the four exceptional projects referred to above and uses a total spend figure of £15,858,069.66. This ensures that the targets and outcomes are based on 'business as usual' spend for monitoring and future target setting purposes.

TABLE 2: PROCUREMENT PERFORMANCE OUTCOMES AND 2022/23 TARGETS

DESCRIPTION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	TARGET FOR 2022/23
Cash Savings for Financial year*	3.2%	5.7%	4.7%	2.5% £606,715	1.67% £266,970	7.53% £1,194,469	We aim to report a cash saving between 3% and 5%
Maverick spend (spend outwith contract)**	11.9%	9.3%	7.2%	5.96% £1.5m	3.12%^ £501,087.70^	4.7% £747,459.10	We aim to reduce/keep to/ below 3%
Total spend through a collaborative contract	15.4%	20%	25%	23.73% £5.9m	33.16% £5,316,716.27	34.75% £5,510,926.76	We aim to keep this above 30%
Award contracts/ work to Third Sector suppliers	NA	NA	NA	7	6	5	We aim to award contracts/ work to 5 different third sector and/or supported businesses
Number of Regulated Tenders published with questions about community benefits, either scored or non-scored	10%	45%	74%	80%	66.67%	81.48%	We aim to keep this above 80%

*These are identified as 'cash savings', which we report to government and are derived from a methodology identified within the 'Procurement Benefits Reporting Guidance 2019' document which was produced by the Scottish Government to arrive at the savings figure identified. This figure is not 'cash releasing'.

** Spend not in compliance with HIE's internal procurement governance.

^ Following further analysis the Maverick % and £ figures for 20/21 have been amended from 0.31% to 3.12% and £48,975.39 to £501,087.70.

SPEND WITH SMES

Where possible we encourage SME's to bid for tender opportunities with us. Table 3a shows the percentage of spend occurring with SME's (where spend exceeds £1k and excludes the spend relating to the exceptional projects). The total spend figure used is £15,811,366.11. This data is sourced from the Scottish Government's Observatory Hub, and typically where spend is less than £1k size of organisation has not been categorised. However, it should be noted that the contractor for the exceptional project European Marine Science Park Work is a SME, if this spend was included in Table 3A, the total spend with SME's would be £11.4m and 72.3% of the spend is with SMEs.

TABLE 3A: SPEND WITH SMES (BY FINANCIAL YEAR)

DESCRIPTION	2016/17	2017/18	2018/19	2019/20	2020/21	2021/21	TARGET FOR 2022/23
Total spend with SMEs	48%	56%	55.5%	51%	61.37%	51.3%*	We aim to increase this figure to 55%
				£13m	£7.92m	£8.12m	

* £378,127.20 of the £15,811,366.11 relates to suppliers that exceed £1k however have not been categorised within the Observatory Hub.

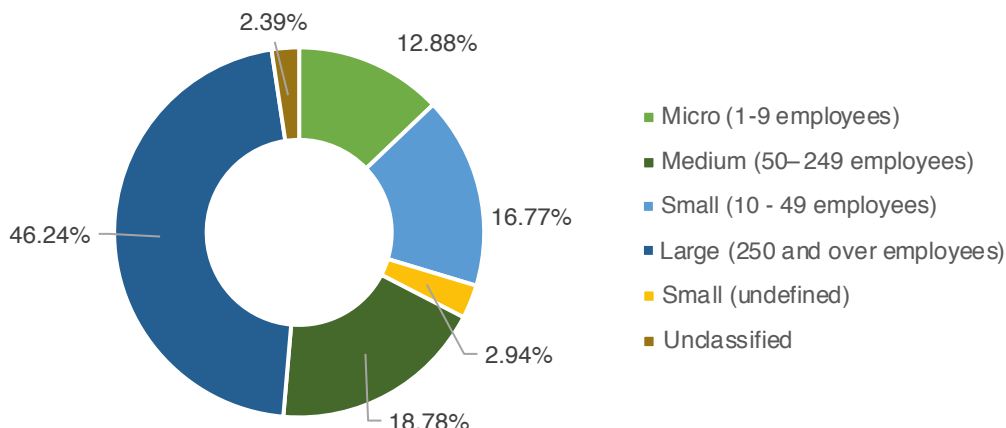
The spend with organisations for 2021/22 is broken down further in Table 3b to show spend with micro, small, medium, and large sized enterprises. This excludes the four exceptional projects, and uses the total spend figure of £15,811,366.11 and where spend with an individual organisation exceeds £1000. It should be noted that the contractor for the exceptional project European Marine Science Park Work is a medium sized business based in Argyll, if this spend was included in Table 3B, the total spend with Medium sized businesses would be £6,279,300.49.

TABLE 3B: 2021/22 SPEND WITH MICRO, SMALL, MEDIUM AND LARGE SIZED ENTERPRISES

SIZE OF BUSINESS	NUMBER OF INDIVIDUAL BUSINESSES	TOTAL SPEND	% OF TOTAL NUMBER OF SUPPLIERS	% OF SPEND TOTAL
Micro (1-9 employees)	63	£2,037,175.01	20.45%	12.88%
Small (10 – 49 employees)	68	£2,650,938.86	22.08%	16.77%
Small (employee numbers not defined)	12	£464,938.51	3.90%	2.94%
Medium (50 – 249 employees)	67	£2,968,822.44	21.75%	18.78%
Large (250 and over employees)	67	£7,311,364.09	21.75%	46.24%
Unclassified ⁸	31	£378,127.20	10.07%	2.39%
TOTAL	308	£15,811,366.11	100%	100%

⁸ These suppliers have not been classified within the SG Observatory Hub.

SIZE OF BUSINESS - % OF SPEND TOTAL 2021/22



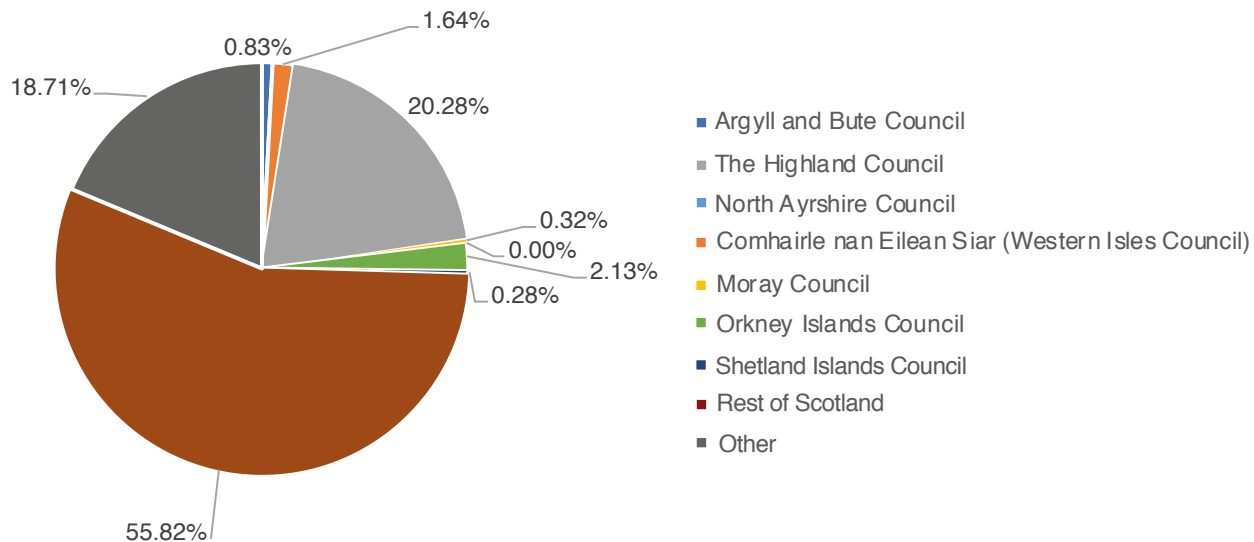
SPEND BY LOCALITY

Table 4 shows whether spend occurred within or outwith a HIE local authority area and how much relates to SMEs (where spend exceeds £1k and excludes the four exceptional projects and the £378,1427.20 of spend linked to uncategoryed suppliers). This data is sourced from the Scottish Government's Observatory Hub (and information on some suppliers is not known to this level) and the location of a supplier is determined by the invoice address of the business – it should be noted though that a number of suppliers although outwith the HIE area, are likely to be employing staff within the HIE area and/or using local sub-contractors. It should be noted that the contractor for the exceptional project European Marine Science Park Work is a medium sized business based in Argyll.

TABLE 4: SPEND BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	NO. OF SUPPLIERS	TOTAL SPEND	% OF TOTAL SPEND		
			2021/22	2020/21	VALUE OF TOTAL SPEND WITH SMES
Argyll and Bute Council	9	£131,581.92	0.83%	3.85%	£128,519.92
Comhairle nan Eilean Siar (Western Isles Council)	10	£259,443.91	1.64%	1.06%	£259,443.91
The Highland Council	73	£3,206,492.07	20.28%	21.88%	£3,094,797.49
Moray Council	10	£50,039.85	0.32%	0.93%	£38,701.65
North Ayrshire Council	0	£0.00	0.00%	0.11%	£0.00
Orkney Islands Council	9	£336,674.62	2.13%	2.36%	£325,844.62
Shetland Islands Council	2	£43,685.70	0.28%	0.03%	£43,685.70
HIE sub-total	113	£4,027,918.07	25.47%	30.22%	£3,890,993.29
Rest of Scotland	102	£8,825,116.83	55.82%	41.30%	£3,542,619.83
Other	93	£2,958,331.21	18.71%	28.48%	£1,199,240.11
Overall TOTAL	308	£15,811,366.11	100%	100%	£8,632,853.23

2021/22 SPEND BY LOCALITY - % OF TOTAL SPEND



PAYMENT TERMS

During this period HIE paid 93.8% of invoices within 30 days of receipt and 72.6% of invoices within 10 days of receipt.



SECTION 3

COMMUNITY BENEFIT SUMMARY

We are committed to considering the inclusion of community benefit and community wealth building aspects in our procurements – specifications, evaluation questions and terms and conditions wherever relevant and proportionate to specific contracts. This is a legal obligation for contracts valued over £4 million, however, we include community benefit requirements when they are relevant and proportionate to the nature of the requirements irrespective of the value of the contract. Our aim is to wherever possible benefit from a direct positive impact on contract delivery, and contribution to HIE and HIE regional priorities aligned to HIEs Strategy and Operating Plan.

To help bidders and maximise the volume of community benefits/wealth building realised through our contracts, we provide examples within the following themes:

- Recruitment & Training
- Educational
- Environmental
- Supply Chain
- Community Engagement
- Equality & Diversity

We have where relevant and proportionate included specific community benefit requests linked to local priorities – for example the provision of a specialist subject webinar to businesses and social enterprises.

The Covid-19 pandemic and associated restrictions has impacted on the ability for some of the community benefits within our contracts/framework agreements (including call-offs) to be actioned, for example career fairs, work placements, educational talks and site tours/visits. Signposting suppliers to the Young Persons Guarantee and Developing the Young Workforce (DYW) helps to provide contacts and suggestions for suppliers to consider.

Table 5 provides a summary of the community benefits/wealth building contractors have advised they have delivered during 2021/22. These may have been directly delivered because of one of our contracts, or our contract has helped to support contracts/work to enable the delivery of the benefits.

TABLE 5: SUMMARY OF COMMUNITY BENEFITS/WEALTH BUILDING DELIVERED DURING 2021/22

THEME	EXAMPLES OF COMMUNITY BENEFITS DELIVERED
Recruitment & Training	<ul style="list-style-type: none"> ■ Permanent and temporary contractor staff recruited to deliver contracts – some unemployed individuals set on. HERO Scheme and Kickstart Scheme used by some contractors to recruit ■ Apprenticeships – approx. 13 apprentices employed ■ Workplace/experience/intern opportunities – various, including Civil Engineering Students, Quantity Surveyor Student, intern ■ Young Person’s Guarantee – some contractors have worked with YPG ■ Developing the Young Workforce – some contractors have worked with DYW ■ Provided digital and remote equivalents to work experience opportunities ■ Contractor staff developed and achieved qualifications – Manual Handling, First Aid at Work, HGV Training, SVQ Warehousing, accountancy, Cyber Essentials Assessor, fire, ICAS exams, site supervisor certification, ECS/CSCS Site Safety card, Asbestos Awareness, PASMA Access Accreditation, advanced data handling skills and techniques, health and safety, equality and diversity, mental health awareness, drug free workplace, managing stress, use of chemical certification, CISRS Basic Scaffold, CPCS Appointed Person, CSCS Renewal, Fire Marshall/Warden, Mates in Mind, Make Safety Personal Bronze, Make Safety Personal Silver, RD8000, Seats, Working at Height
Educational	<ul style="list-style-type: none"> ■ Secondary school/college/university visits/virtual sessions to promote careers, opportunities, apprenticeships, mock interviews, mock assessments, lectures and talks, employability workshops, business and entrepreneurship, innovation. ■ Placement, graduate and career fairs ■ Student mentoring
Environmental	<ul style="list-style-type: none"> ■ Use of video conferencing, social media and apps, virtual networking platforms and telephone to avoid/reduce travel and related emissions ■ Remote/home working ■ Merging of site visits to reduce travel/carbon footprint ■ Use of public transport and car sharing ■ Purchase of two new trailers to allow more skips to be carried – reducing number of journeys and carbon footprint ■ Use of route optimisation software and vehicle tracking software. ■ Maximisation of load capacity ■ Reduction in staff commute through lease of vehicle parking site in Inverness – reduced mileage by 40 miles/day ■ Achievement of energy B+ performance for facility ■ Environmental policies in place ■ Packaging recycled ■ Tree planting ■ Offsite manufacturing and use of alternative vehicle/machinery to reduce vehicle travel and footprint ■ Waste generated on site recycled ■ Green waste recycled by mulching or disposal at local amenity site, composted during process into soil conditioner ■ Shrub/tree waste shredded and used as mulch ■ Cycle to work scheme ■ Paperless office

- Energy Saving Trust Eco Driving Manual use
- Energy in premises from renewable sources
- New office fully insulated, upgraded doors/windows, blinds installed to capture heat
- Removal of single use plastic bottles in office kitchen areas and vending machines
- Purchase of zero carbon electricity
- Donation of old IT hardware to schools and groups
- Replaced 3 company cars with hybrid/electric vehicles
- Using recycled paper
- ISO:14001 2015 in place
- EV charging facilities in car park
- Green website design.
- Held workshops with SMEs to promote how to develop new products and services in a more sustainable way
- Coaching young companies to be more sustainable
- Meeting costs of waste disposal at charity events on Inverness Campus
- Using Net Zero Toolkit
- Purchased equipment to enable mulching
- Use of environmentally friendly cleaning products
- Introducing battery operated equipment
- Carbon management plan in place

Supply Chain

- £8.6m sub-contracted to SMEs, £17k sub-contracted to social enterprises
- Sub-contractors paid within 30 days
- Held a residential programme in a location which maximised benefit to a local community.
- Procure equipment from local businesses

Community Engagement	<ul style="list-style-type: none"> ■ Sponsorship and fundraising for charities, sporting teams, events ■ Charity gift aid ■ Staff represented on community group boards ■ Maintenance of sports field free of charge ■ Held a residential programme in a location which maximised benefit to a local community ■ Reduced rates for service provision to community groups/elderly ■ Food bank donations ■ Encourage staff volunteering – provision of 1/2 working day a year ■ Donation of IT equipment to schools/groups ■ Use of Gaelic in seminars ■ Sponsorship/donations to schools – reading materials, safety clothing ■ Support to local community shop development ■ Delivery of food parcels to vulnerable elderly ■ Members of Inverness Chamber of Commerce, SCDI and Inverness BID ■ Funded and conducted a community survey and engagement exercise on benefits of improved 4G coverage within a local community ■ Advice provision to local groups ■ Contributed to local initiatives during pandemic ■ Free waste collection ■ Provision of pro-bono time/support ■ Community guidance issued through local newspaper on avoiding cyber security scams ■ Mentoring of social enterprises ■ Working with local hospital – donation of time and materials.
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During 2022/23 we will continue to explore how more community benefits and community wealth building is delivered by our contractors into the HIE Region. This may include the development of a listing of community benefits themes and points approach, with a minimum number of points to be delivered by the contractor for individual contracts.



SECTION 4

SUPPORTED BUSINESS SUMMARY

A primary aim of a Supported Business is the social and professional integration of disabled or disadvantaged persons. At least 30 per cent of the employees of those businesses should be disabled or disadvantaged.

We raise awareness of Supported Businesses internally and try to help identify possible Supported Businesses within our area for potential tender opportunities.

We encourage the consideration of Supported Businesses before we tender to allow us to consider reserving contracts for supported businesses.

Our tender documents contain information about Supported Businesses to encourage tenderers to consider sub-contract opportunities and where actioned report this back to us on an annual basis.

In this reporting period we have not spent any money with Supported Businesses and we will continue to look for opportunities to improve this in the future and explore supplier development opportunities.

SECTION 5

FUTURE REGULATED PROCUREMENTS SUMMARY

As part of the Reporting requirement we produce a summary of planned procurement activity over the next 24 months (a Forward Plan). This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend the contract, the value of the procurement may change and not require to be advertised, we award contracts through other framework agreements.

Please refer to Appendix 2 to view our potential Forward Plan. This is regularly updated and maintained on HIEs website - [Procurement | Highlands and Islands Enterprise | HIE](#)

Appendix 1 - Completed Regulated Procurements (1st April 2021 to 31st March 2022)

A summary of the Regulated Contracts awarded by HIE/WES/CMSL/ORIC during this period are listed below:

TITLE	AWARD DATE	START DATE	END DATE (EXCLUDING ANY EXTENSION OPTIONS)	ESTIMATED TOTAL CONTRACT VALUE (EX VAT) INCLUDING ANY EXTENSION OPTIONS)	SUPPLIER NAME
EDRMS and Document Scanning Software Support and Maintenance	28/3/22	1/4/22	31/3/23	£221,940.60	Objective Corporation UK Limited
Audit of HIE Subsidiaries	18/3/22	1/4/22	1/4/25	£110,000	Saffrey Champness LLP
Website Development & Maintenance Framework Agreement	21/12/21	1/1/22	31/12/24	£900,000	Innovation Digital Ltd t/a Three Part Story
Internal Audit Support Services	10/12/21	10/1/22	10/1/25	£180,000	Azets (GB)
Property Consultancy – Lot 1 Property Management and Valuation	14/12/21	5/11/21	5/11/24	£779,551	Graham + Sibbald (GB)
Property Consultancy – Lot 2 Property Marketing	14/12/21	5/11/21	5/11/24	£180,600	Graham + Sibbald (GB)
Property Consultancy – Lot 3 Building Surveying	14/12/21	5/11/21	5/11/24	£230,760	Graham + Sibbald (GB)
Offsite Records Storage	7/12/21	9/2/22	9/2/25	£226,667	fileVAULT (GB)
Economic Recovery: The People Perspective (call-off from Research Appraisal and Support Framework Lot 3)	25/11/21	25/11/21	25/6/22	£98,000	Ipsos MORI
HIE Website Hosting (call off from SG Cloud Services Framework)	1/10/21	4/10/21	3/10/24	£182,400	DataVita Limited
Temporary Staff Agency Services	4/10/21	4/10/21	30/9/22	£100,000	Hays Specialist Recruitment (GB)
Rural Scotland Business Panel (call-off from Research Appraisal and Support Framework Lot 3)	31/8/21	31/8/21	30/6/22	£244,925	Ipsos MORI
Website Development and Maintenance	25/8/21	30/8/21	30/12/21	£80,000	Innovation Digital Ltd t/a Three Part Story
Technical Assurance Consultancy	1/7/21	1/12/20	30/9/21	£106,000	CloudBlock Limited
Cyber Security Consultancy Services (call from Digital Technology Services Dynamic Purchasing System Lot 3 Cyber Security Services)	20/7/21	14/7/21	14/7/24	£70,000	55 North Network Ltd
Finance System Consultancy	16/7/21	19/7/21	31/3/22	£76,500	Corylus U.K. Ltd
Management of HIE Photo Library and Commissioning of Photographers	5/7/21	1/7/21	1/7/24	£150,000	Scottish Viewpoint
Design and Build of Life Sciences Innovation Centre at Inverness Campus	22/6/21	22/6/21	22/9/22	£9,047,037	Robertson Construction Northern Ltd
HIE Landscaping Services – Lot 7 Western Isles	4/6/21	1/7/21	31/3/25	£93,686	Norserv FM Ltd
Landscaping Services – Lot 4 Caithness and Sutherland	4/6/21	1/7/21	31/3/24	£114,435	Messrs Donald Macdonald Ltd

Landscaping Services – Lot 3 Argyll and the Islands	4/6/21	1/7/21	31/3/24	£101,495	R Sleigh (Landscapes) Limited
Landscaping Services – Lot 2 Inner Moray Firth	4/6/21	1/7/21	31/3/24	£175,608	Higher Ground Community Services Ltd
Landscaping Services – Lot 1 Moray	4/6/21	1/7/21	31/3/24	£286,150	Higher Ground Community Services Ltd
Mechanical and Electrical Services Framework	20/5/21	1/4/21	1/4/24	£200,000	Rybka Ltd
Energy Market Regulatory Advice Contract	26/4/21	26/4/21	26/4/23	£111,000	Xero Energy
HIE & SoSE Regional Business Panels (call-off from Research Appraisal and Support Framework Lot 3)	23/4/21	23/4/21	23/9/21	£80,000	Ipsos MORI
Life Sciences and Technology Pathfinder Accelerator 2021-2024	15/4/21	19/4/21	18/4/24	£507,965.40	Skillfluence Limited
EuropeWave PCP Independent Experts	2/11/21	5/10/21	5/10/24	£110,000	Brian Holmes Bryan Murray Dublin Offshore Limited Pelagic Innovation Limited Joseph Hussey Marine Renewable Engineering Limited Paulo Jorge Rosa Santo Tadek Limited Uaine Gorm Power Associates Limited Blue Marble Engineering Limited

Appendix 2 - Future Regulated Procurements Summary

This list is indicative, and timescales are estimated, some activity may no longer be required, or the timescales may change. Other factors that influence the Forward Plan include the change of priorities, some activity may happen before the dates identified, we may have an option to extend an existing contract, the value of the procurement may change and not require to be advertised, and we may choose to award a contract through a framework agreement instead.

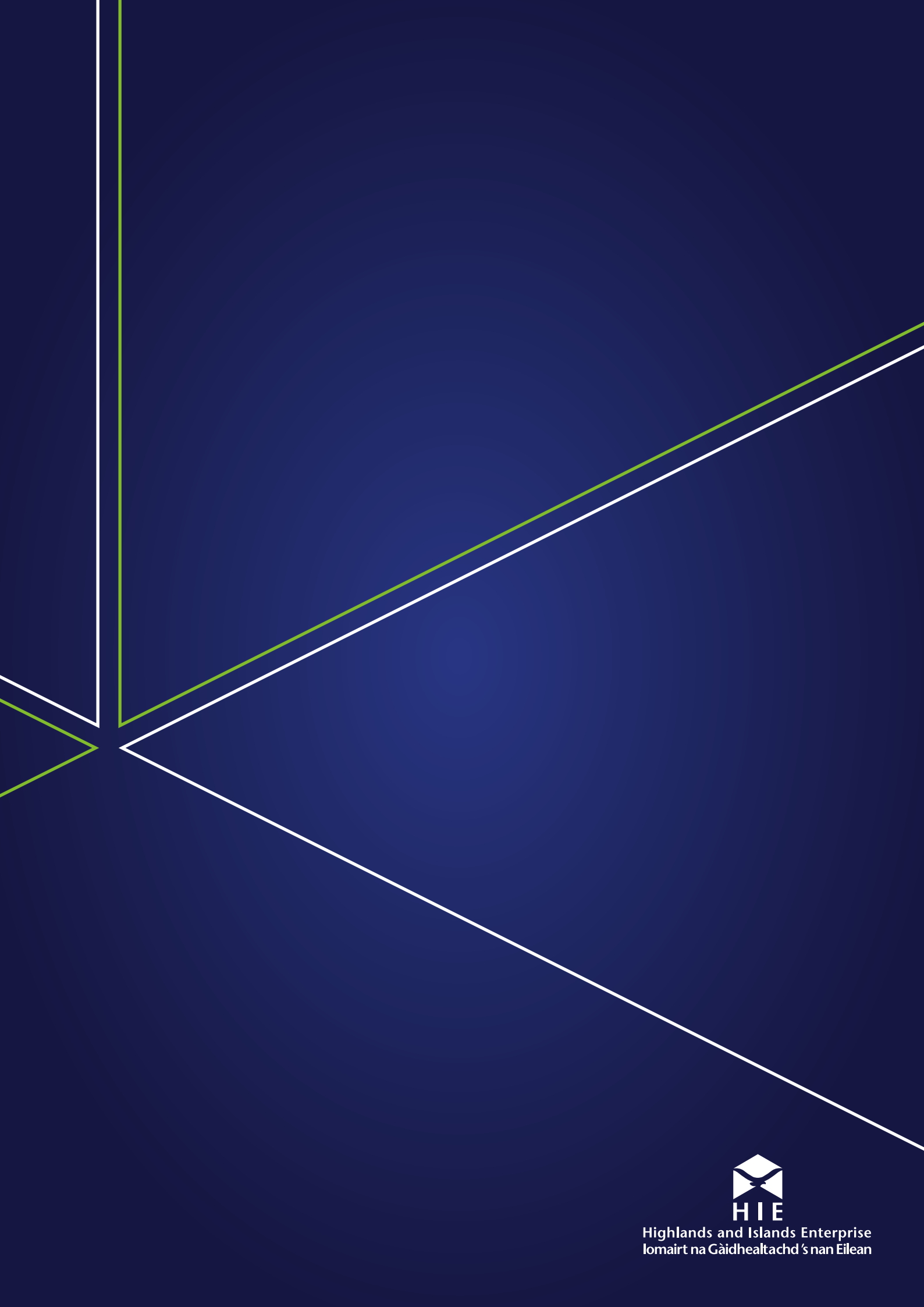
HIGHLANDS AND ISLANDS ENTERPRISE

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Scottish Edge - support Highlands and Islands Entrepreneurs for Scottish Edge Fund Rounds	01/12/2022	TBC
Data Protection Services Framework Agreement	07/12/2022	TBC - option to extend
Marketing & Public Relations Framework Agreement	20/12/2022	01/10/2022
Financial Support Framework Agreement	01/04/2023	01/12/2022
Marketing - Events Management Services	15/01/2023	15/10/2022
City Deal - Food and Drink Technology Centre (TechHub) Refurbishment	01/02/2023	tbc
Leadership for Growth	01/03/2023	01/11/2022
Copyrighting Services	01/03/2023	01/11/2022
Film Services	01/03/2023	01/11/2022
Sustainable Tourism Development for Communities	01/04/2023	01/11/2022
Stoneyhill, Shetland Design Team Services	01/04/2023	05/01/2023
Office Cleaning Services - Lochgilphead	01/04/2023	TBC - option to extend
Western Isles Construction Project	01/04/2023	05/01/2023
Inverness Campus FM - Lot 1 Preventative and Planned Maintenance (PPM)	01/04/2023	21/09/2022
Inverness Campus FM - Lot 2 Reception Services	01/04/2023	21/09/2022
Inverness Campus FM - Lot 3 Cleaning Services	01/04/2023	21/09/2022
Inverness Campus FM - Waste Management Services	01/04/2023	21/09/2022
Pension Scheme (Trustees)	01/05/2023	01/11/2022
City Deal – Food and Drink Technology Centre (TechHub) Facilities Management Services	01/07/2023	tbc
Management Services at Horizon Scotland	01/08/2023	01/02/2023
XpoNorth (Event & Network) Conference Management and Business Support Services	30/09/2023	01/04/2023
Due Diligence Framework Agreement	01/10/2023	TBC - option to extend
Insurance Brokerage and Risk Advisory Services	01/10/2023	01/06/2023
European Marine Science Park (EMSP) Facilities Management Services	12/10/2023	TBC - option to extend
Stoneyhill, Shetland Construction Project	01/04/2024	01/01/2024
Landscaping Services (8 Lots)	01/04/2024	TBC - option to extend
Specialist Advice Framework Agreement	01/04/2024	TBC - option to extend
Property Prime Consultant	01/06/2024	01/09/2023

Property Strategic Development Advisor	01/06/2024	01/09/2023
XpoNorth (Event & Network) Conference Management and Business Support Services	01/08/2024	TBC - option to extend
Property Consultancy Lot 1 Surveying	05/11/2024	TBC - option to extend
Property Consultancy Lot 2 Marketing	05/11/2024	TBC - option to extend
Property Consultancy Lot 3 Management	05/11/2024	TBC - option to extend

INVERNESS CAMPUS OWNERS ASSOCIATION (ICAO)

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Inverness Campus Owners Association Landscape Architect Services	01/12/2022	01/10/2022



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean