

ANNUAL PROCUREMENT REPORT 2022/2023



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean





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 LLP (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 2022 to 31 March 2023.

SECTION 1

SUMMARY OF REGULATED PROCUREMENTS COMPLETED

This Annual Report includes information on regulated procurements where contracts were awarded between 1 April 2022 and 31 March 2023. 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 LLP (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 1/4/22 AND 31/3/23

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	9	£2,102,075
Contract Awards	24	£18,799,665
Non-Competitive Actions (NCAs)	3	£313,236
Total Regulated Procurements	36	£21,214,976

Table 1A shows a summary of the regulated procurement activity awarded by HIE during the reporting period.

Of the Regulated Procurements awarded three of these were collaborative contracts/framework agreements (which are accessible by named public bodies and includes any estimates of award value they may make), and the estimated award values in Table 1 and Appendix 1 includes both HIE and collaborative partner values. The total of 36 Regulated Procurements compares with 27 for 21/22.

TABLE 1B:

Table 1B shows the summary of the regulation procurement activity awarded by WES during the reporting period.

WES REGULATED PROCUREMENTS COMPLETED AND AWARDED BETWEEN 1/4/22 AND 31/3/23

TYPE OF REGULATED PROCUREMENT	QUANTITY IN PERIOD	ESTIMATED AWARD VALUE
Framework/DPS Call Offs (including mini competitions)	0	0
Contract Awards	1	£93,138
Non-Competitive Actions (NCAs)	1	£250,000
Total Regulated Procurements	2	£343,138

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. Where infrastructure is needed for the cairngorm mountain these are routinely procured by HIE.



SECTION 2

REVIEW OF REGULATED PROCUREMENT COMPLIANCE

Our regulated procurement activity in 2022/23 has contributed to our organisational strategic and operational plans and complied with our Procurement Strategy, however, we have identified areas of maverick spend and improvement steps have been identified to minimise this in the future. Our Procurement Strategy 2018-2022 and Action Plan were reviewed and updated during 2022 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:

- Sustainable Procurement
- Deliver Value for Money
- Leadership and Governance
- 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. Our advertised tender opportunities via the Public Contracts Scotland portal allow free unrestricted access to the 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 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 \(sdpscotland.co.uk\)](#). This included participation in the Meet the Buyer 2022 and Meet the Buyer North 2022 event, and two webinars promoting specific tender opportunities. We have also promoted tender opportunities via social media platforms and produced our own recording for a specific marketing tender opportunity.

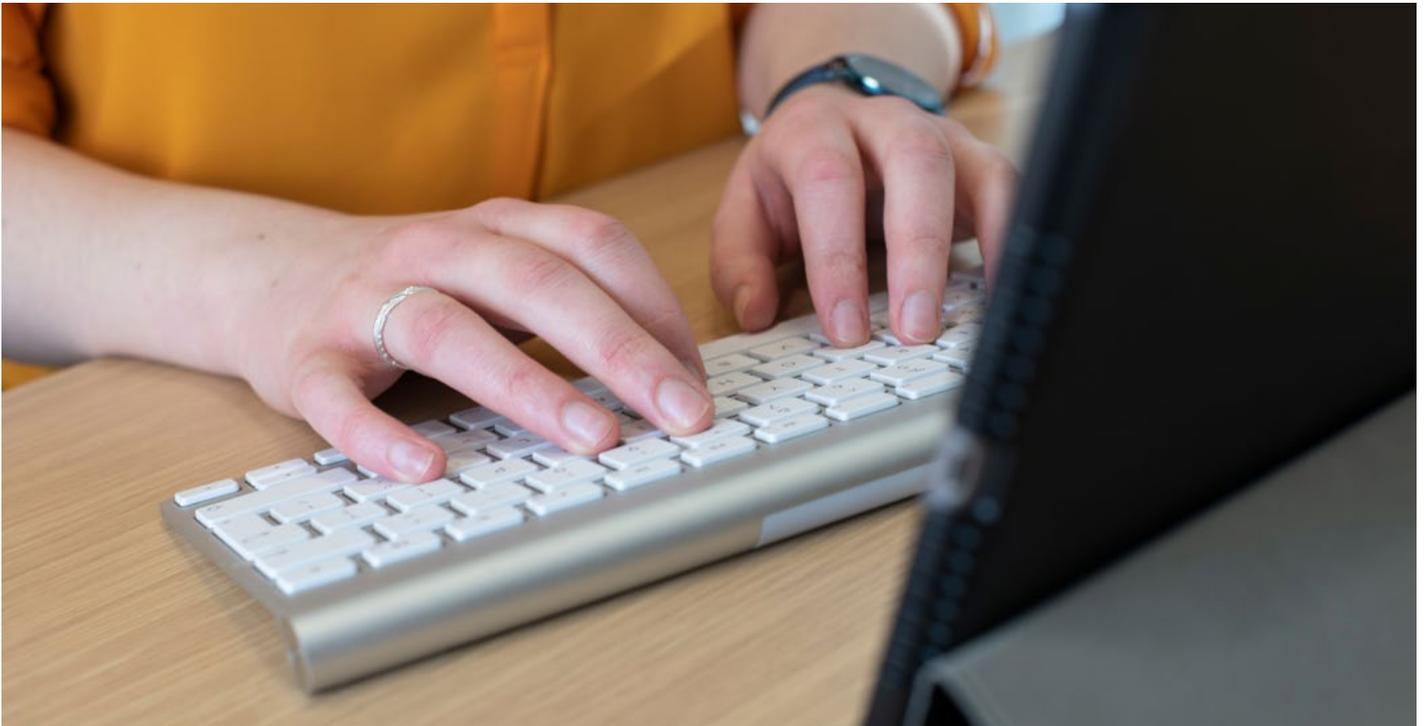
FAIR WORK PRACTICES

Staff complete People Impact Assessments when relevant to a procurement to help identify aspects that need to be considered and included within the contract. We encouraged suppliers tendering for regulated procurements to pay the real Living Wage [Living Wage Scotland | The real Living Wage \(scottishlivingwage.org\)](#) to individuals delivering our contracts and where it has been proportionate and relevant and does not discriminate amongst potential bidders we mandated this. This helped to reduce inequalities within our region and links to our Living Wage employer accreditation.

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.

We used the 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. We reviewed and refreshed the Scottish Government flexible framework and prioritisation tools against our previous year's spend, which has helped to identify priority areas for sustainable procurement related risks and opportunities. This identified that construction related procurements remains a priority area for us to focus on. We encourage our supply chain to implement sustainable procurement action plans. We have used the Scottish Government Sustainability Tool on relevant procurements which have helped to identify areas for inclusion in our specifications and/or evaluation criteria. For example, the inclusion of an evaluated question in a cleaning services contract about chemicals and cleaning products helping to minimise their environmental impact, and in a construction project the successful tenderer proposed a reduction in the



volume of concrete that would be needed for a building.

COMMUNITY BENEFITS

Section 3 of this Report summarises the community benefits delivered through our current contracts. During this reporting benefit we continued to signpost suppliers to the [Young Persons guarantee](#) and support available from [Developing the Young Workforce \(DYW\)](#), to encourage suppliers to consider opportunities for young people through jobs, apprenticeships, training or volunteering opportunities. We have also trialled a new approach to seeking 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.

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

Our tendered regulated procurements awarded during this period have been awarded on a combination of quality and cost factors to deliver value for money. 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. This is considered alongside the location and types of suppliers on the framework agreements and how we can spend within the HIE region. Three 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 2022/23. Maverick spend is spend that exceeds £10k goods/services or £50k works and has not been procured in accordance with

HIE's internal governance).

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 2018-22 was updated and published in September 2022 and this contained a new Procurement Action Plan.

We anticipate publishing a new Procurement Strategy to align with the publication of the Scottish Government national procurement strategy and HIE's publication of a new Strategy and Operating Plan.

During this reporting period we continued to deliver procurement training to staff as required, helping to raise awareness of the benefits that procurement practices can deliver and the need to ensure compliance with legislation and internal governance.

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 have completed work on new template Terms and Conditions of contract, and have started a review of our procurement documentation, aiming to simplify for suppliers and colleagues.

We recruited a Modern Apprentice post into our Procurement Team, which has assisted with our workforce planning and we are structuring the Team to help provide more development and succession planning opportunities.

SPEND/FINANCE

HIE's procurement related spend in 2022-2023 was £35,697,730.33 (includes regulated and non-regulated spend and excludes VAT). This figure includes some high value projects (exceeding the Procurement Regulations current threshold of £4.4m), Cairngorm Funicular Reinstatement, Funicular Computer Control, Design and Build of Life Sciences Innovation Centre (LSIC), (Inverness Campus) and European Marine Science Park work. The 2022-23 spend on these projects totals £17,743,413.87.

It should be noted that:

- the contractor for the Life Sciences Innovation Centre (LSIC) is based in Moray
- the contractor for the European Marine Science Park Work is based in Argyll and Bute
- £9.87m of the high value project related spend was procured from collaborative framework agreements.

Table 2 shows our procurement performance outcomes by financial years, excluding the spend on the exceptional projects referred to above and uses a total spend figure of £17,954,316.46. 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

DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Cash Savings for Financial year*	5.7%	4.7%	2.5%	1.67%	7.53%	15.20%
			£0.61m	£0.27m	£1.1m	£2.7m
Maverick spend (spend outwith contract)	9.3%	7.2%	5.96%	3.12%^	4.70%	6.77%
			£1.5m	£0.5m^	£0.7m	£1.2m
Total spend through a collaborative contract	20%	25%	23.73%	33.16%	34.75%	34%
			£5.9m	£5.3m	£5.5m	£6.1m
Award contracts/work to Third Sector suppliers	NA	NA	7	6	5	9
Number of Regulated Tenders published with questions about community benefits, either scored or non-scored	45%	74%	80%	66.67%	81.48%	61.1%

*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 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 total spend with a supplier exceeds £1,000 and excludes the spend relating to the exceptional projects). The total spend figure used is £17,763,594.81. This data is sourced from the Scottish Government's Observatory Hub, and typically where spend is £1,000 and below the size of organisation has not been categorised. However, it should be noted that the contractors 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 £9.95m and 56% of the spend is with SMEs.

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

DESCRIPTION	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23
Total spend with SMEs	56%	55.5%	51%	61.37%	51.3%*	54.7%*
			£13m	£7.9m	£8.1m	£9.7m

* £402,839.49 of the £17,763,594.81 relates to suppliers that exceed £1,000 however have not been categorised within the Observatory Hub.

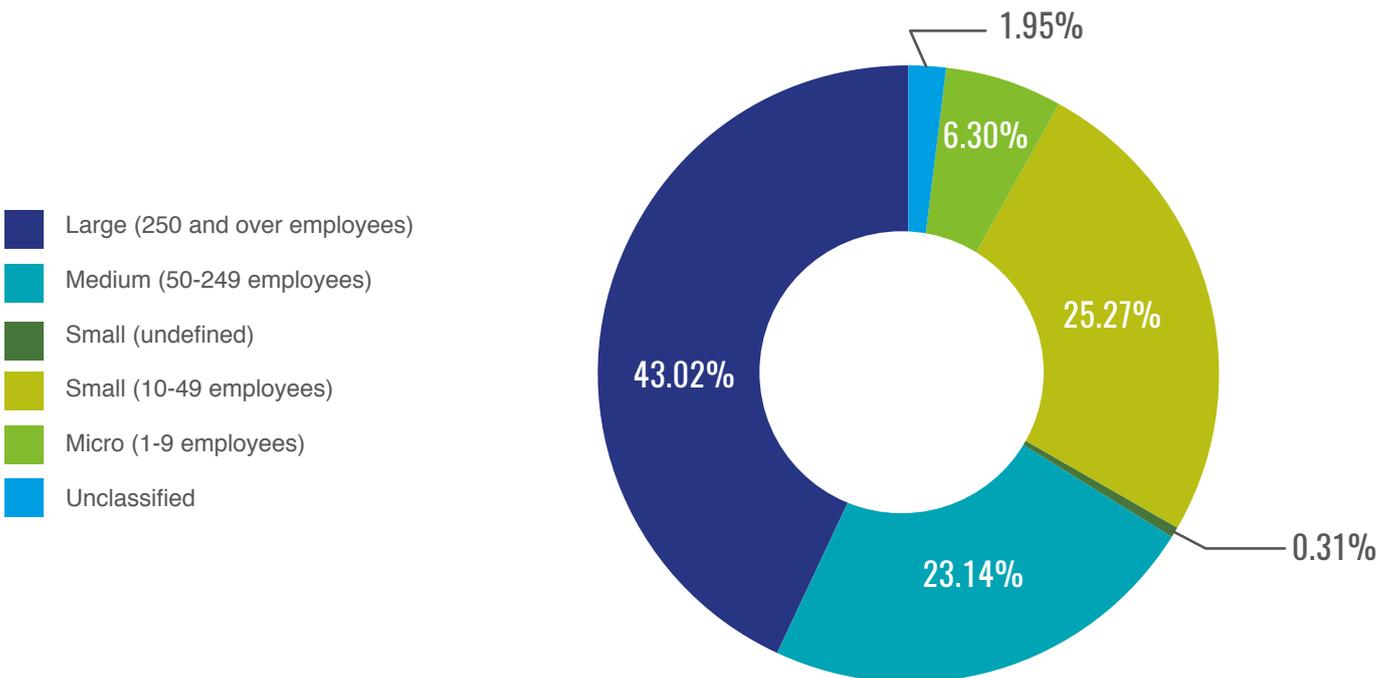
The spend with organisations for 2022/23 is broken down further in Table 3b to show spend with micro, small, medium, and large sized enterprises. This excludes the exceptional projects, and uses the total spend figure of £17,763,594.81 and where spend with an individual organisation exceeds £1,000. It should be noted that the contractor for the exceptional project European Marine Science Park Work is a medium sized business based in Argyll. Adding this spend to the Table 3B total brings the total spend with Medium sized businesses to £4.3m.

TABLE 3B: 2022/23 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)	84	£1,118,705.52	22.95%	6.30%
Small (10 – 49 employees)	80	£4,489,528.34	21.86%	25.27%
Small (employee numbers not defined)	3	£55,861.50	0.82%	0.31%
Medium (50 – 249 employees)	78	£4,109,802.04	21.31%	23.14%
Large (250 and over employees)	80	£7,642,719.42	21.86%	43.02%
Unclassified ^a	41	£346,977.99	11.20%	1.95%
TOTAL	366	£17,763,594.81	100%	100%

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

Size of Business - % of spend total 22/23



SPEND BY LOCALITY

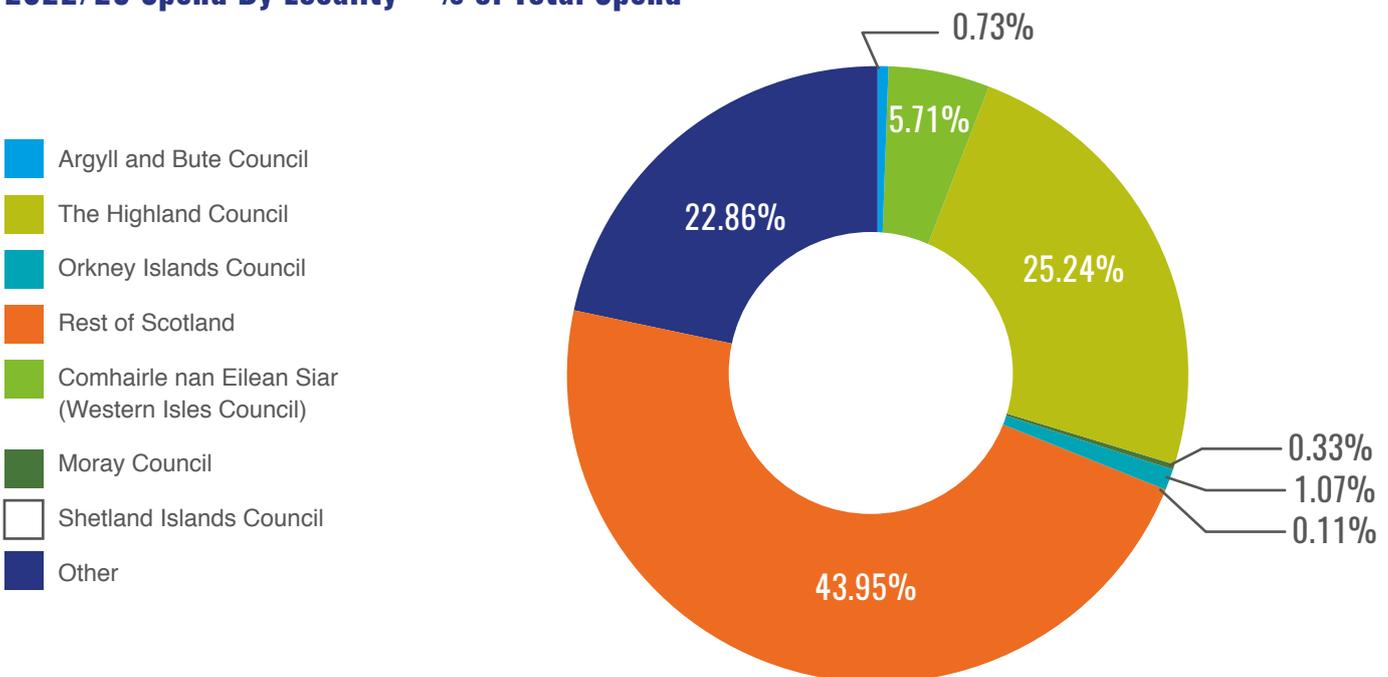
Table 4 shows whether spend occurred within or outwith a HIE local authority area and how much relates to SMEs (where spend exceeds £1,000 and excludes the exceptional projects and the £346,977.99 of spend linked to uncategoryed suppliers). This data is sourced from the Scottish Government's Observatory 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 and the contractor for the exceptional project LSIC is a large sized business based in Moray. Taking the spend for this reporting period into account for these two projects would increase the Table 4 value for Argyll and Bute Council area by £232,778.29 and the Moray Council area by £5,776,435.82, providing an overall HIE region spend of £11,790,025.83.

TABLE 4: SPEND BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	NO. OF SUPPLIERS	TOTAL SPEND	% OF TOTAL SPEND			VALUE OF TOTAL SPEND WITH SMES
			2022/23	2021/22	2020/21	
Argyll and Bute Council	11	£126,537.52	0.73	0.83	3.85	£113,052.25
Comhairle nan Eilean Siar (Western Isles Council)	7	£995,102.77	5.71	1.64	1.06	£995,102.77
The Highland Council	80	£4,395,893.83	25.24	20.28	21.88	£3,496,778.30
Moray Council	6	£57,181.33	0.33	0.32	0.93	£57,181.33
North Ayrshire Council	0	£0.00	0.00	0.00	0.11	£0.00
Orkney Islands Council	7	£186,069.89	1.07	2.13	2.36	£154,313.57
Shetland Islands Council	4	£20,026.38	0.11	0.28	0.03	£6,966.18
HIE sub-total	115	£5,780,811.72	33.19	25.47	30.22	£4,823,394.40
Rest of Scotland	105	£7,654,808.44	43.95	55.82	41.30	£3,516,293.34
Other	105	£3,980,996.66	22.86	18.71	28.48	£1,434,209.66
Overall TOTAL	325	£17,416,616.82	100	100	100	£9,773,897.40

2022/23 Spend By Locality - % of Total Spend

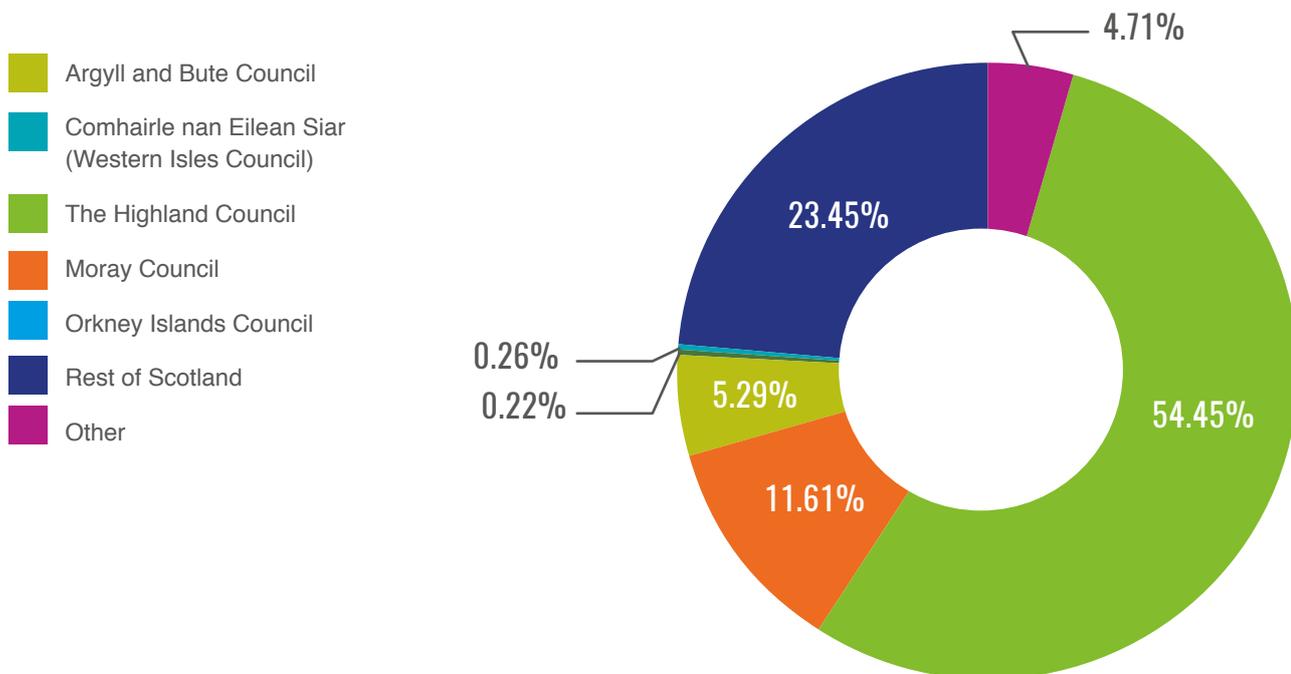


As part of our annual reporting process, we asked our main contractors to state how much spend associated with our contracts had been sub-contracted to SMEs and to categorise this into the same geographical areas as Table 4. Table 5 shows the results from the main contractor submissions received and demonstrates how main contractors can help support community wealth building in the HIE Region.

TABLE 5: REPORTED SUB-CONTRACTOR SPEND BY MAIN CONTRACTORS BY GEOGRAPHICAL AREA

LOCAL AUTHORITY AREA	VALUE OF TOTAL SPEND WITH SMES
Argyll and Bute Council	£622,530.00
Comhairle nan Eilean Siar (Western Isles Council)	£26,186.70
The Highland Council	£6,413,431.79
Moray Council	£1,367,387.61
North Ayrshire Council	£0.00
Orkney Islands Council	£31,138.30
Shetland Islands Council	£550.00
HIE sub-total	£8,461,224.40
Rest of Scotland	£2,762,134.53
Other	£554,406.44
Overall TOTAL	£11,777,765.37

2022/23 Main contractor spend with sub-contractors by location



PAYMENT TERMS

During this period HIE paid 94.1% of invoices within 30 days of receipt and 65.4% 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 and Training
- Educational
- Environmental
- Supply Chain
- Community Engagement
- Equality and Diversity

Table 5 provides a summary of the community benefits/wealth building contractors have advised they have delivered during 2022/23. 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 2022/23

THEME	EXAMPLES OF COMMUNITY BENEFITS DELIVERED
Recruitment and Training	<ul style="list-style-type: none"> <li data-bbox="443 280 1497 369">■ Permanent and temporary contractor staff recruited to deliver contracts – some unemployed individuals recruited, and includes an existing member of staff trained to become a site manager. <li data-bbox="443 392 1497 459">■ Apprenticeships – approx. seven apprentices employed (including 209 apprentice weeks in construction) <li data-bbox="443 470 1497 627">■ Workplace/experience/graduate placements – various, including online music composition, professional on-site technical and logistical support on film projects, landscaping projects, summer interns/placements, digital marketing, legal services, office administration, construction, electrical, Kickstart Scheme, legal graduate training programmes, experience on web site updating, business analysis opportunity for a volunteer. <li data-bbox="443 638 1497 1153">■ Contractor staff developed and achieved qualifications – NPORS mobile evaluated work platform, abrasive wheels, working at height, Sika roofing, manual handling, Pasma towers, health and safety, data protection and security awareness, first aid, mental health, trained to a site manager role, economic development, keeping up to date on industry and business developments, social media marketing, people manager accreditation programme, accountancy qualification, cyber assured NIS Auditor competency exercises, Cyber Security Scotland training course, impact/evaluation frameworks, costing of living crisis and social innovation, lasting impact, safe guarding in the digital age, health inequalities, Digital Planning Scotland, natural capital, digital strategy, CRM systems and password management, climate solutions, board diversity, climate training and carbon literacy certification, Sharepoint, LinkedIn, governance, applying for charitable status, charity trustee roles and responsibilities, introduction to cyber, Womens Aid, project management qualifications, legionella training, temporary works supervisors, asbestos awareness, pesticide training/qualifications, fire warden, commercial awareness, Class 1 and 2 HGV, sustainable management leadership, ICAEW qualification completed, CTA completed, data protection and records management qualifications, COSHH and risk assessment, driver training, Part 3 architect qualifications. <li data-bbox="443 1164 1497 1232">■ Young People’s Guarantee – 3 employees recruited via Highland Employment Recruitment Offer (HERO)
Educational	<ul style="list-style-type: none"> <li data-bbox="443 1288 1497 1478">■ Mentorship programmes for students, 1-1 student support, workshops, employer networking event, mock interview and review of CV support, careers evening, maths used in construction school visit, employability sessions, career talk at prison, careers fair, student site visits to businesses, developed materials for career events with schools, university lectures, donated monitors to a school, engagement on DYW board, support to organisations and initiatives working with schools,

Environmental

- Use of video conferencing, digital conferencing, social media and apps, virtual networking platforms and telephone to avoid/reduce travel and related emissions
- Remote/hybrid working
- Use of public transport and car sharing/travel reduction
- Environmental/sustainable policies in place
- Change to and use of hybrid/electric company cars/use of electric vehicle scheme/cycle to work
- Combination of site visits with other projects to reduce carbon footprint
- Reviewed recycling arrangements to encourage more recycling, reusing materials/provision of accessible recycling points in building
- Sourced locally
- Reduced use of lighting
- Recycling work clothing into cleaning rags
- Tree planting
- Paperless office and zero printing
- Energy rating (AAA) appliances/LED lightbulbs
- Used virtual learning experiences
- Delivered a packaging workshop to businesses to help reduce carbon impact of packaging
- Innovation workshop delivered to consider how to implement carbon savings
- Introduced a sub-contractor into the supply chain to reduce travel and carbon footprint
- Site powered by solar power generators
- Installation of EV charging points/pods
- Staff use a carbon calculator to record travel
- Opened more offices to reduce commuting
- Staff trained in fuel efficient driving, track mileage data.
- No use of chemicals
- Food waste sub-contractor in place
- Use of battery powered tools
- Donation of computers to charity for reconditioning
- Purchase renewable biogas
- Building energy management systems in place
- ISO 14001:2015 accreditation
- Actively monitors power usage
- Green website design to help reduce carbon emissions
- Site waste solution involving stream water to avoid weekly water tanker supplies
- Avoid unnecessary use of hazardous materials
- Reduce use of energy and water
- Carbon neutral offices
- Redevelopment project insulation requirements increased to help reduce heating requirements for a listed building
- Recycling of office waste through a social enterprise

Supply Chain	<ul style="list-style-type: none"> ■ £11.7m sub-contracted to SMEs, of which £8.46m was into the HIE Region ■ Sub-contractors paid within 30 days ■ Local sourcing
Community Engagement	<ul style="list-style-type: none"> ■ Upskilling of museum volunteer staff on digital museum app, ■ Staff provided with two paid days for voluntary work ■ Donation of goods to charities/community groups/schools/foodbanks ■ Provision of free or reduced cost services to charities ■ Various sponsorship and fundraising for charities, community groups, sporting teams, events and appeals ■ Contribution to defibrillators ■ Work with UHI creative, digital and heritage networks ■ Positions on charity boards/community groups ■ Engagement with a community radio station to help address loneliness and isolation with the community ■ Use of local HIE business experts as guest speakers ■ Supporting young people in communities ■ Contact made with Ukrainian Ambassadors to help support a wider community ■ Held residential programmes in locations which maximise benefits to the local community that participants attend from ■ Community engagement re 4G infill mast and community benefits achieved ■ Provision of free training and workshop on land management ■ Provision of advice and guidance to community members after a project has closed

During 2023/24 we will continue to explore how our contracts can maximise the delivery of community benefits and community wealth building in the HIE Region – where proportionate and relevant.

In addition to the summary table above, we have included information on how two of our contractors have delivered community benefits and community wealth building into the HIE Region.

Through our procurement process for the construction of the Life Sciences Innovation Centre in Inverness we obtained a range of community benefits and community wealth building related outcomes. Please refer to our case study [LSIC | HIE](#) to find out more about the types of economic and community impacts our contractor Robertson Construction Northern Limited have delivered.



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 2022 to 31st March 2023)

A summary of the Regulated Contracts awarded by HIE and WES during this period are listed below. Where collaborative procurements were awarded the estimated total contract value includes all collaborative partner spend.

TITLE	AWARD DATE	START DATE	END DATE (EXCLUDING ANY EXTENSION OPTIONS)	ESTIMATED TOTAL CONTRACT VALUE (EX VAT) INCLUDING ANY EXTENSION OPTIONS)	SUPPLIER NAME	LOCAL AUTHORITY AREA
Northern Innovation Hub Food and Drink TechHUB Strand 1: Business Support Services	3/5/22	3/5/22	2/5/25	£521,895	SAC Commercial Ltd	Rest of Scotland
Support for Communities Framework 2022-26	9/5/22	25/4/22	25/4/25	£600,000	Aquatera Ltd, CEL Trading Ltd, CJM Project Financial Management Ltd, Delfinity Ltd, Hall Aitken Associates Ltd, M2 Procurement and Commercial Services Ltd, SLIKK7 Ltd, SKS Scotland Community Interest Company	Orkney, Highland, Rest of Scotland x 6
Funicular Health and Safety Advisory Services	16/5/22	9/5/22	31/1/23	£64,206	Sequs Consulting Ltd	Highland
Temporary Staff Agency Services	31/5/22		31/3/23	£115,000	Hays Specialist Recruitment	Rest of Scotland
Project Management – Optimising Carbon Sequestration opportunities in Argyll and Bute	30/6/22 (extension)	10/1/22	30/9/22	£65,625	Imani Enterprise Ltd	Rest of Scotland
Finance and Payroll software replacement	1/7/22	30/6/22	30/6/27	£846,765	Softcat Plc	Other
XpoNorth Digital	19/7/22	1/8/22	31/7/24	£1,327,240	Ironworks Venue Limited	Highland
Conveyor Belts for Cairngorm Mountain	20/7/22	20/7/22	20/11/22	£179,800	Sunkid GmGH	Other
Business to Healthcare	20/7/22	1/8/22	31/3/24	£177,896	Redfin Consulting Ltd	Other
Cleaning Services – Lot 1 Benbecula	20/7/22	3/10/22	2/10/24	£43,851	KSCS Stornoway Ltd (Clean Squad)	Western Isle
Cleaning Services – Lot 5 Orkney	25/7/22	3/10/22	2/10/24	£38,490	The Magic Broom	Orkney
Cleaning Services – Lot 3 Portree	28/7/22	3/10/22	2/10/24	£29,163	Allan Ingram Industrial Cleaning Services Ltd	Highland
Cleaning Services – Lot 4 Forres	28/7/22	3/10/22	2/10/24	£27,459	Allan Ingram Industrial Cleaning Services Ltd	Highland
IMPACT30	29/7/22	8/8/22	8/8/25	£1,414,373	Skillfluence Limited	Rest of Scotland
Cleaning Services – Lot 2 Thurso	4/8/22	3/10/22	3/10/24	£54,000	Superclean of Thurso	Highland
Electric Vehicle Charge Points	16/8/22	23/3/22	31/5/22	£52,106	Pod Point	Other

Digital Highlands and Islands Technical Support	30/8/22	5/9/22	4/9/25	£500,000	FarrPoint Ltd	Rest of Scotland
HR Self Service System and Support	6/9/22	1/9/22	1/9/25	£134,030	Advanced Business Software and Solutions Ltd	Other
Research Appraisal Evaluation and Delivery Framework – Lot 2 Appraisal and Evaluation	28/9/22	26/9/22	25/9/25	£1,080,000	Cambridge Economic Associates Ltd, EKOS Ltd, Frontline Consultants Ltd, EKOS Consulting (UK) Ltd t/a ekosgen, SQW Ltd, RSM UK Consulting LLP, DWS Associates Ltd	Argyll and Bute, Rest of Scotland x 3, Other x 3
Research Appraisal Evaluation and Delivery Framework – Lot 1 Strategic and Operational Planning/Delivery Support	28/9/22	26/9/22	25/9/25	£880,000	Colin Warnock Associates, EKOS Ltd, Hall Aitken Associates Ltd, RMS UK Consulting LLP, EKOS Consulting (UK) Ltd t/a ekosgen, SQW Ltd, Frontline Consultants Ltd	Rest of Scotland x 4, Other x 3
Research Appraisal Evaluation and Delivery Framework – Lot 3 Research	5/10/22	26/9/22	25/9/25	£3,200,000	Ipsos (Market Research) Ltd, EKOS Limited, Ekos Consulting (UK) Ltd t/a ekosgen, RSM UK Consulting LLP, The Diffley Partnership Ltd	Rest of Scotland x 3, Other x 2
Design Team for Orkney Research and Innovation Campus Phase 2	3/11/22	3/11/22	2/6/24	£545,515	HRI Munro Architecture	Highland
Design Development and Construction of Business Units (Phase 1) and Infrastructure at Broadford Industrial Estate, Isle of Skye	1/12/22	12/12/22	31/1/24	£2,692,098	RK Joinery	Highland
Design Development and Construction of Flexible Industrial Units (Ph 1) and Infrastructure at Wick Business Park	1/12/22	12/12/22	31/1/24	£2,249,555	John Gunn & Sons Ltd	Highland
Support to Highlands and Islands Entrepreneurs for Scottish Edge Funds, Rounds 21-26	12/12/22	5/1/23	4/1/26	£118,810	M2 Procurement & Commercial Services	Highland
Event Management Framework	20/12/22	20/1/23	20/2/27	£500,000	Dynam Limited, Cameron Presentations Ltd, Speakeasy Productions Ltd, Lux Events Ltd, Bright Green Events Ltd	Highland, Rest of Scotland x 4
RAED Lot 3 – Business Panel Survey February 2023	12/1/23	12/1/23	12/5/23	£134,950	Ipsos MORI	Rest of Scotland

Facilities Management Services – Lot 4 Waste Collection, Recycling and Management Services	12/1/23	1/4/23	31/3/26	£117,810	Northern Recycling Solutions Limited	Highland
Extension of Roads, Infrastructure Services and Landscaping Works at Plot 14, Inverness Campus	20/1/23	30/1/23	31/10/23	£2,020,590	Pat Munro	Highland
DDF 14 – Sumitomo Financial and Technical Due Diligence	31/1/23	31/1/23	31/1/23	£70,050	Ernst & Young LLP (EY)	Rest of Scotland
RAED Lot 3 Baseline Inventory for Greenhouse Gas Emissions in the Highlands and Islands	8/2/23	8/2/23	8/6/23	£59,364	ekosgen	Rest of Scotland
Facilities Management – Lot 5 Security Services	21/2/23	1/4/23	31/3/26	£479,644	Profile Security Services Limited	Other
RAED Lot 1 Full Business Case – Manufacturing Innovation Centre in Moray (MICM)	21/2/23	21/2/23	31/8/23	£59,990	Colin Warnock Associates	Other
Scottish Pavilion for Aqua Nor 2023	23/2/23	24/2/23	23/9/23	£120,000	All Event Hire (part of Cameron Presentations Ltd)	Rest of Scotland
Facilities Management Services – Lot 3 Cleaning Services	27/2/23	1/4/23	31/3/26	£435,850	Pristine Clean Services Ltd	Highland
RAS Lot 3 26 – Rural Scotland Business Panel 2022	12/5/22	12/5/22	12/5/23	£258,850	Ipsos MORI	Rest of Scotland
Wind and Wave Tank Testing	30/11/22	3/10/22	3/7/23	£250,000	Edinburgh Innovations Limited	Rest of Scotland
Wave and Floating Wind Energy – Shared Infrastructure, Supply Chains and Services Cost	09/09/22	09/09/22	28/2/23	£93,138	Offshore Wind Consultants Limited	Other

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*
European Marine Science Park (EMSP) Facilities Management Services	12/10/2023	TBC – option to extend
European Marine Science Park (EMSP) Construction	01/12/2023	01/09/2023
Lochgilphead Office Cleaning	01/04/2024	01/11/2023
Facilities Management Preventative Maintenance	01/04/2024	01/11/2023
Due Diligence Framework Agreement	01/04/2024	1/12/2023
Public Relations and Media Management Services	01/04/2024	01/10/2023
Digital Media Management Services	01/04/2024	01/10/2023
Visit Orkney Website – content redesign, hosting and technical support	01/04/2024	01/10/2023
Business to Healthcare	01/04/2024	01/11/2023
Landscaping Services (various Lots)	01/04/2024	TBC – option to extend
Leadership Programme	15/04/2024	01/10/2023
Energy Market Regulatory Advice	19/04/2024	15/10/2023
Design Services Framework Agreement	01/05/2024	01/03/2024
Property Prime Consultant	01/06/2024	01/10/2023
Property Strategic Development Advisor	01/06/2024	01/10/2023
Photo Library	01/07/2024	08/01/2024
XpoNorth (Event and Network) Conference Management and Business Support Services	01/08/2024	TBC – option to extend
Office Cleaning Services	01/10/2024	01/04/2024
Office Cleaning Services (HIE Offices)	01/10/2024	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 Phase 2 Construction	01/12/2024	TBC
Website Development and Maintenance	31/12/2024	TBC – option to extend
Offsite Records Storage	09/02/2025	TBC – option to extend
Support for Communities	25/04/2025	TBC – option to extend
NIH Food&Drink TechHUB Business Support Services	04/05/2025	05/01/2025
Sectoral and Technical Advisory Resource for Space (STARS)	17/05/2025	01/02/2025
Campus FM Reception and Support Services	01/06/2025	01/11/2024
Impact 30 Programme	07/08/2025	TBC – option to extend
Research Appraisal Evaluation and Delivery Framework (3 lots)	26/09/2025	TBC – option to extend

WAVE ENERGY SCOTLAND (WES)

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Floating Offshore Wind: Versatile Platforms Concept Development	TBC	TBC
Quick Connection Systems: Further Development (FOW)	2024 TBC	2024 TBC
Structural Materials (concrete)	2024 TBC	2024 TBC

CAIRNGORM MOUNTAIN SCOTLAND LTD (CMSL)

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
Insurance Services	TBC	TBC

ORKNEY RESEARCH AND INNOVATION CAMPUS LLP (ORIC)

PROCUREMENT TITLE	EXPECTED CONTRACT START DATE*	EXPECTED CONTRACT PUBLICATION DATE*
ORIC Phase 2 Construction	Jan 2025	June 2024



Highlands and Islands Enterprise
Iomairt na Gàidhealtachd 's nan Eilean