



ATRIUM
HOMES

The Landlord of Choice

**ANNUAL PROCUREMENT REPORT
2021-22**

Introduction

The purpose of this report is to enable Atrium Homes (AH) to comply with its obligations under the Procurement Reform (Scotland) Act 2014, Section 18(1) to prepare and publish an Annual Procurement Report on its regulated procurement activities.

Atrium is deemed to be a 'public contracting authority' and is therefore bound by the requirements of the following legislation:

- Procurement Reform (Scotland) Act 2014
- Public Contracts (Scotland) Regulations 2015
- Procurement (Scotland) Regulations 2016

While Atrium undertakes various procurements during the year, the scope of this report relates only to those procurements that fall under the remit of the above legislation and are therefore 'regulated procurements'.

A regulated procurement is any procurement for public goods/supplies or services with a value \geq £50,000; or any procurement for public works with a value \geq £2 million.

For smaller non-regulated procurements, not governed by specific Government guidance, the general principles of openness, fairness, transparency, non-discrimination and proportionality still apply.

The guidance and template issued by the Scottish Government was used to enable the preparation of this report.

The report covers the period from 1 April 2021 to 31 March 2022 for completed procurements; and up to 31 March 2025 for ongoing or anticipated procurements.

Procurement Strategy

Atrium reviews its Procurement Strategy annually and in line with review of the Business Plan and subsequent budgetary projections and covers the period 1st April 2021 – 31 March 2025.

This annual report shows how the objectives of the strategy have been met up to 31 March 2022 and includes the following:

1. A summary of the regulated procurements that have been completed during the timescale covered by the report,
2. A review of whether those procurements complied with the organisation's procurement strategy,
3. Where any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
4. A summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
5. A summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
6. A summary of the regulated procurements the authority expects to commence in the next two financial years.

1. Summary of Regulated Procurements Completed during the period 1 April 2021 to 31 March 2022

During the period 1 April 2021 to 31 March 2022 period Atrium completed the following procurements, defined as regulated procurements under Section 2 of the Act. It should be noted that there were several contracts included in the Strategy however, based on the projected costs to determine the procurement route, did not fall within the regulated thresholds and therefore are not included in this annual report. The table below excludes any procurements that were included in the 20/21 report that have been extended for a further period in line with the contract conditions but includes those called off from the HFF21CLS Framework.

Table 1

Activity	Date of Award	Supplier	Start Date	End date (excl extensions)	Estimated value of contract
Call Off from Framework Agreement Homes fit for 21 st Century Living Standard (HFF21CLS) (Works) Phase 2	18.12.2020	CCG (Scotland) Ltd	21.09.2021 (delayed due to Covid Restrictions)	2021 (moved on to 21/22 due to Covid)	£944,120.15
Void Property & Reactive Repairs and Maintenance Contractor (Services)	25.06.2021	Turner Property Services Ltd	01.07.2021	01.07.2022	£1,600,000.00
Call Off from Framework Agreement Homes fit for 21 st Century Living Standard (HFF21CLS) (Works) Phase 3 (in part)	13.12.2021	CCG (Scotland) Ltd	03.05.2021	2022/23	£385,549.28
					£2,929,669.43

2. Review of whether those procurements complied with the organisation's procurement strategy

Procurement	Route for transparency proportionality, value for money and delivering procurement with equal treatment and non-discrimination	Sustainable Procurement	Community Benefit Requirements	Payment of the Living Wage	Health & Safety	Consultation and Engagement
Works						
Planned Investment HFF21CLS Phase 2 (Works)	Achieved via a restricted competitive tendering process for a Framework of Contractors for use by AH, and balancing Quality and Price evaluation In line with our Procurement Policy	Factored into procurement process through Quality Assessment CB proposals proportionate to the value of the contract CB requirements for Phase 2 fulfilled (see item 4 below) CB requirements for Phase 3 (see item 4 below)				Atrium consulted with its Board on the procurement process as well as the content and delivery of all our regulated contracts through the appropriate and decision-making procedures, and where appropriate, with our customers, by means of public events and meetings, focus groups, surveys and requests for feedback on our website and from our newsletters.
Planned Investment HFF21CLS Phase 3 – in part (Works)						
Services						
Void Property & Reactive Repairs and Maintenance Contractor (Services) Area 2	Achieved via an open competitive tendering process and balancing Quality & Price evaluation. In line with our Procurement Policy	Factored into procurement process through Quality Assessment CB proposals requested proportionate to the value of the contract and in line with that offered in their tender submission. CB requirements fulfilled (see item 4 below)				

3. Where any regulated procurements did not comply with the Procurement Strategy, a statement of how the authority intends to ensure that future regulated procurements do comply

All regulated procurements complied with the Procurement Strategy.

4 Summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report

Delivering community benefits is an important part of the sustainable procurement duty and community benefits must be considered for all procurement processes at or above £4m in value. Notwithstanding this, the sustainable procurement duty can extend into lower thresholds as evidenced by the following regulated procurement delivered within the reporting timescales or currently ongoing.

HFF21CLS Phases 1, 2 & 3 (in part) – CCG (Scotland) Ltd

With the exception of the monetary contribution of £5k total, over the contract period for projects/engagements/initiatives, CCG has realised the expected benefits for Phase 1 and 2, namely new starts, 3 work placements support to one existing apprentice, as well as construction curriculum support. Phase 3 community benefits defined by CCG include 2 Apprentices, 3 work placements, supporting 2 existing apprentices, 2 curricular events and a £1500 monetary contribution.

Void Property & Reactive Repairs and Maintenance Contractor – Turner Property Services Ltd (TPS)

TPS provided a first year apprentice joiner to work on the Atrium contract.

Summary of community benefit requirements from regulated procurements that have been ongoing since 2020 and upheld during the period of this report

Landscape Maintenance Contract (Services) - John O'Conner (Grounds Maintenance Ltd)

JOC provided one Apprentice Landscape Maintenance Operative who commenced their apprenticeship in September 2020. This is in line with the community benefits offered in their tender submission. The Apprentice continues to work on the Atrium contract and an additional three work placements have also been provided. JOC is also considering further community benefits such as community initiatives and how they can be implemented.

Gas Servicing and Repairs Contract: James Frew Ltd (T/A GasSure)

James Frew Ltd has taken on 16 first year apprentices from the local area across four different disciplines in support of the future development of their workforce. The plumbing and heating apprentices have been allocated time to work on the Atrium Contract. The other apprentices are likely to be working on the ad-hoc medical adaptation works that James Frew completes on our behalf.

5 Summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report

Our regulated contract activity for the last financial year did not provide us with an opportunity to utilise the goods or services from supported businesses.

6. Summary of the regulated procurements the authority expects to commence in the next two financial years.

Procurement	Activity	Estimated Value	Route	Time
HFF21CLS Framework: Phase 3	House Refurbishment	£3,045,183.39	Call off from HFF21CLS framework	2022-24
Services and Works	Repairs & Maintenance Activity.	£800,000	In line with Procurement Policy	2022/24
HFF21CLS Framework: Phase 4	House Refurbishment	£2,562,851.90	Call off from HFF21CLS framework	2023-24
Consultancies for Phases 2 and 3 of Shortlees Master Plan	Site Evaluation/ Investigative Works	£75,000	In line with our Procurement Policy	2022-23
Source Electrical Contractor	5 year fixed electrical tests to Atrium properties	£140,000	In line with our Procurement Policy	2022-23
		£6,623,035.29		