



ATRIUM
HOMES

The Landlord of Choice

**ANNUAL PROCUREMENT REPORT
2022-23**

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'.

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 2022 to 31st March 2023 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. It covers the period 1st April 2022 – 31 March 2025.

This annual report shows how the objectives of the strategy have been met up to 31st March 2023 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 2023

During the period 1 April 2022 to 31st March 2023 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 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 (excluding VAT)
Call Off from Framework Agreement Homes fit for 21 st Century Living Standard (HFF21CLS) <i>(Works) Phase 3 (in part)</i>	13.12.2021	CCG (Scotland) Ltd	03.05.2021	2022/23	£385,549.28
Electrical Testing	11.08.22	Magnus Electrical Services Ltd	01.09.22	2025/27	£273,822.00
Gutter Cleaning & Painting	11.08.22	Bell Group	1.11.22	2023	£170,508.80
Void Property	21.03.23	DM Homeshield Ltd	03.04.23	2027	£551,583.82
Reactive Repairs and Maintenance Contractor – Area 2 (Services)	21.03.23	DM Homeshield Ltd	03.04.23	2027	£357,085.00

Total £1,738,548.90

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 & Engagement
Works						
Planned Investment HFF21CLS Phase 3 – in part (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.
Void Property	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.				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
Services						
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.				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

Procurement	Route for transparency proportionality, value for money and delivering procurement with equal treatment and non-discrimination	Sustainable Procurement	Community Benefits Requirements	Payment of the Living Wage	Health & Safety	Consultation & Engagement
						public events and meetings, focus groups, surveys and requests for feedback on our website and from our newsletters.
Services						
Electrical Testing	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)			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.
Services						
Gutter Cleaning & Painting	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)			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.

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

CCG has realised the expected benefits for Phase 1 and 2, namely new starts, 3 work placements support to existing apprentices. 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.

Electrical Testing – Magnus Electrical Service Ltd

Continue to employ local, contribute to local community and invest in training and development. This is ongoing during the contract delivery.

Gutter Cleaning & Painting – Bell Group Ltd

Continue to employ local, contribute to local community and invest in training and development. This is ongoing during the contract delivery.

Reactive Maintenance - D M Homeshield Ltd

The creation of 2 new jobs, through the requirements of this contract. (95% of current staff have an Ayrshire postcode)

1 x Apprenticeship - Recruit a young person facing challenges who will pursue a modern apprenticeship,

3x Work placements for a minimum of 5 days for an S4, S5 or S6 pupil from local Schools

4 x Work experience of a minimum of 5 days for unemployed person (not necessarily young person). Job Centre Plus/DWP to advise on benefits,

Engage with the local towns community groups to assist with local initiatives and support with labour or funding as is best required.

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 (excluding VAT)	Route	Time
HFF21CLS	House Refurbishment	£3,506,598.51	In line with procurement policy	2022-24
Services and Works	Repairs & Maintenance Activity.	£800,000	In line with Procurement Policy	2022/24
Consultancies for Phases 2 and 3 of Shortlees Master Plan	Site Evaluation/ Investigative Works	£75,000	Call off	2024
Landscape Maintenance & Gas Servicing Contract	1 year fixed then further 3 years possible decided annually	£380,000	In line with Procurement Policy	2024-28