



**KINGDOM**  
Group

**Procurement Return April 2019 - March 2020**

**Approved: September 2020**

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## 1. **Introduction**

The Kingdom Group comprises of Kingdom Housing Association Ltd and its subsidiaries Kingdom Initiatives Ltd and Kingdom Support and Care CIC. For the purpose of this report the Group will be referred to as “Kingdom”.

Kingdom’s Procurement Strategy can be found [here](#). To comply with this and all legislative requirements Kingdom have produced this Annual Procurement Report which summarises all regulated procurement activity for the period.

Regulated procurements are public contracts with an estimated value in excess of £2m for works contracts or £50k for other types of contract.

## 2. **Procurement Vision**

Kingdom’s procurement vision is to “achieve excellent procurement performance through sustainable procurement practices for the benefit of the organisation and our stakeholders”.

## 3. **Regulated Procurement Summary**

Kingdom’s programme of regulated procurements are summarised below:

15 regulated procurement activities were completed during the reporting period.

19 Community benefits delivered on regulated procurement completed during the reporting period.

Approx 39 expected regulated procurement activities over the next 2 financial years.

## 4. **Completed Regulated Procurement**

During the period 1 April 2019 to 31 March 2020 Kingdom completed 15 regulated procurement activities. These are categorised below with full details provided in Appendix A.

	Open Tender	Restricted	Framework Call-Off	VEAT	Total
Goods	1	0	2	0	3
Services	2	0	1	0	3
Works	0	0	4	5	9
Total	3	0	7	5	15

All regulated procurements were undertaken in accordance with Kingdom's approved Procurement Policy and advertised through Kingdom's Website.

## 5. Review of Procurement Strategy Compliance

Kingdom is committed to ensuring that all regulated procurement activities undertaken are fair, open, transparent, non-discriminatory and sustainable in accordance with its Procurement Strategy, legislation and best practice.

A number of key objectives are set out in Kingdom's Procurement Strategy. The summary below provides details of the achievements and outcomes achieved in support of these objectives.

### **Objective 1: Consistently apply good procurement practice across the organisation.**

A procurement working group implements Kingdom's Procurement Strategy to continually improve performance and to ensure a consistent approach to all procurement activities carried out.

Kingdom's Procurement Policy, Strategy and Action Plan are regularly reviewed to ensure compliance with legislation and best practice.

Skills matrix and training plans have been developed to identify skill levels of staff responsible for procurement and to ensure appropriate training (where required).

Staff members have attended various training events and conferences to improve their knowledge; this includes training carried out by the Scottish Federation of Housing Associations and PASS Procurement.

An Annual Procurement Report has been produced to provide details of procurement activities carried out during the period and those anticipated over the next 2 financial years. This will be made available on Kingdom's website.

Kingdom's Corporate Plan has been reviewed to ensure that procurement activities support departmental strategies and organisational objectives.

**Objective 2: Help improve economic, social and environmental wellbeing in our geographical areas of operation.**

Kingdom has a Community Benefits Strategy and Sustainability Policy in place to support its Procurement Strategy and vision.

Kingdom aim to advertise all procurement opportunities over £10k through Public Contracts Scotland to facilitate the involvement of small & medium enterprises (SME's), third sector bodies and supported businesses.

Internal procedures are regularly reviewed to ensure that procurement activities promote compliance with Health & Safety at Work Regulations, recognise environmental factors and encourage all suppliers to work in a socially responsible manner.

Kingdom actively encourage commitment from suppliers to pay the Living Wage as their minimum hourly rate and provide advice to those organisations where possible to help them achieve positive outcomes in paying this.

Kingdom's New Build Design Standards are regularly reviewed to ensure continuous improvement and best practice.

Kingdom is currently looking at ways to increase its use of e-purchasing and e-invoicing solutions to procurement.

**Objective 3: Plan, monitor and review effectively current/ future procurement activities.**

A Contracts Register has been developed to identify all current high level, high risk procurement activities. This has been published on Kingdom's website.

Kingdom successfully completed its PCIP assessment which was carried out by Scotland Excel in February 2018.

A Procurement Action Plan is in place to monitor and record progress of Kingdom's procurement activities.

Risk management processes have been reviewed to ensure that any associated procurement risks are managed appropriately.

Kingdom continues to measure supplier performance using results from customer/stakeholder feedback, quality and service delivery appraisal.

All regulated contracts are monitored through Key Performance Indicators (KPIs) and regular meetings with suppliers throughout the lifetime of the contract.

Kingdom have carried out a spend analysis to determine what areas across the organisation would benefit from a tendering process or a framework agreement process. This has been incorporated into Kingdom's Procurement Action Plan and Strategy.

**Objective 4: Tender and award contracts in accordance with Kingdom's Financial Regulations, legislative requirements and best practice.**

Kingdom's Financial regulations are regularly reviewed and approved by Board members.

All contracts are awarded in accordance with applicable regulations and based on the Most Economically Advantageous Tender (MEAT) in accordance with Kingdom's Procurement Policy.

Kingdom has an Anti Fraud, Bribery and Corruption Policy and Employment, Payments and Benefits policy in place to support its Procurement Strategy and vision.

Kingdom's regulated procurement opportunities are published on Kingdom's website.

Kingdom has a Counter Fraud Officer to manage the Fraud Register. Fraud prevention training has been undertaken by relevant staff.

**6. Community Benefits Summary**

Kingdom's Community Benefits Strategy provides a framework to ensure the delivery of Community Benefits through its procurement activities.

Kingdom's employability team assist suppliers in maximising opportunities for Community Benefits through all capital contracts no matter their value. The table shown in Appendix B provides information on Kingdom's Community Benefit outcomes for all regulated and unregulated capital contracts completed during the reporting period.

7. **Supported Business Use Summary**

Kingdom aim to facilitate the involvement of supported businesses in their procurement activities where possible. During the period contact was made with local supported businesses (Haven and Matrix Fife) to source signage and office furniture.

8. **Future Regulated Procurement Summary**

Kingdom expects to commence approx.39 regulated procurements over the next 2 financial years. Details of these potential contracts can be found in Appendix C.

9. **Other Relevant Information**

Kingdom has engaged with the Scottish Government's Procurement Improvement Programme. Kingdom's PCIP (Procurement and Commercial Improvement Programme) assessment was carried out in February 2018 by Scotland Excel.

No formal procurement challenges were received during the period.

Kingdom is accredited as a Living Wage Employer and is committed to supporting the Living Wage and encouraging suppliers to do the same.

Kingdom is a member of Scotland Excel and the Scottish Procurement Alliance as part of the Group's collaborative procurement arrangements. Kingdom also have their own Contractor and Consultant Frameworks in place which allow partners to call off works and services to add value and assist with the delivery of the Scottish Government's affordable housing programme.

10. **Conclusion**

Kingdom has updated it's Procurement Strategy for the period to 31 March 2020 and will report on the outcomes from the updated Strategy next year.

## 11. **Contact Details**

For more information about this Report or Kingdom's Procurement Strategy please contact:

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**COMPLETED REGULATED PROCUREMENT (Completions during 01.04.19 – 31.03.20)**

<b>Contract Description</b>	<b>Award Date</b>	<b>Supplier</b>	<b>Estimated Contract Value</b>	<b>Start Date</b>	<b>End Date</b>	<b>Procurement Classification</b>
Provision of Legal Services	10 March 2020	Addleshaw Goddard Brodies BTO Harper MacLeod TC Young Pincent Mason Thornton Law Shoosmith	£450,000	27 April 2020	26 April 2024	Open Services
P2P (Purchase to pay)	29 May 2019	Wax Digital	£174,100	30th May 2019	29th May 2021	GCloud-11 via Crown Commercial Services
SPA – Kitchen material supplies	April 2018	JTC Furniture Group	£80,000 per annum	April 2018	March 2021	Supplies - SPA Framework Call off
Scotland Excel - Material Supplies	April 2018	Scotland Excel – Various suppliers within the framework	£800,000	April 2018	March 2021	Supplies - Scotland Excel Framework Call off
Window & Door Replacements	September 2018	CMS	£650,000	August 2019	March 2019	Supplies/work – Full tender process
Communal Stair cleaning	November 2018	Confida FM (West Area), Churchill (East Area)	£300,000	November 18	October 20	Services Contract

<b>Contract Description</b>	<b>Award Date</b>	<b>Supplier</b>	<b>Estimated Contract Value</b>	<b>Start Date</b>	<b>End Date</b>	<b>Procurement Classification</b>
Construction of Affordable Housing - Primrose Street, Alloa	4 March 2020	Campion Homes	£7,991,258	July 2020	March 2022	Works Call off from Kingdom Framework
Construction of Affordable Housing - Elm Grove, Alloa	28 February 2020	Marshall Construction	£6,917,031	June 2020	January 2022	Works Call off from Kingdom Framework
Construction of Affordable Housing - Lower Mill Street, Tillicoultry	3 February 2020	Lower Mill Development Company Limited	£9,546,000	February 2020	May 2022	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Construction of Affordable Housing - Pilmuir Street, Dunfermline	24 June 2019	Linen Quarter Foundry Limited	£8,184,000	September 2019	October 2021	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Construction of Affordable Housing - MethilBrae, Methil	6 February 2020	Richard Street Limited	£2,207,144	March 2020	March 2021	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Construction of Affordable Housing - Fraser Avenue, Inverkeithing Phase 2	8 April 2019	Campion Homes	£9,321,139	March 2020	June 2022	Works Call off from Kingdom Framework
Construction of Affordable Housing - Bertha Park, Perth Phase 2	6 May 2019	Bertha Park Limited	£7,705,326	June 2019	December 2020	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS

Construction of Affordable Housing - Cardenden Road North, Cardenden	6 February 2020	Lochay Homes	£2,900,000	July 2020	January 2022	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Consultant Services - Affordable Housing	1 April 2019 - 31 March 2020	Various	£246,570	N/A	N/A	Services Call Off from Kingdom Framework

## COMMUNITY BENEFIT OUTCOMES (01.04.19 – 31.03.20)

Contract Name	Contract Description	Work Placements	Jobs Created	New Apprenticeships	Existing Apprenticeships	Other Activities
Kinghorn Loch, Kinghorn	Newbuild Affordable Housing	1	1	1	1	n/a
Brandshill Road, Sauchie	Newbuild Affordable Housing	1	3	2	1	n/a
Kirkland Farm, Ballingry	Newbuild Affordable Housing	6	4	2	2	n/a
South Avenue, Blairhall	Newbuild Affordable Housing	3	25	2	6	Artwork, community recycling
Kingseat Road, Kingseat	Newbuild Affordable Housing	1	3	2	1	n/a
Station Road, Dairsie	Newbuild Affordable Housing	3	3	2	0	School Initiative
Constitution Street, Denbeath	Newbuild Affordable Housing	4	8	1	0	School Initiative
Kilmany Road, Wormit	Newbuild Affordable Housing	0	0	2	0	n/a

Todds Yard, Sauchie	Newbuild Affordable Housing	0	1	1	1	n/a
Kintillo, Perth	Newbuild Affordable Housing	3	3	3	0	n/a
Oakley Road, Saline	Newbuild Affordable Housing	1	21	3	3	School Initiative
Pitdinnie Road, Cairneyhill	Newbuild Affordable Housing	0	1	0	0	Artwork
Trynmuir, Cuparmuir	Newbuild Affordable Housing	2	11	1	1	n/a
Banklands, Newburgh	Newbuild Affordable Housing	3	3	2	2	n/a
Bertha Park, Perth	Newbuild Affordable Housing	5	7	2	4	n/a
Glenalmond, Rattray	Newbuild Affordable Housing	5	7	3	0	School Initiative
Meadowlands South, Dunfermline	Newbuild Affordable Housing	0	1	2	3	n/a
Hawkslaw Road, Leven	Newbuild Affordable Housing	3	3	1	1	n/a

South Fod, Dunfermline	Newbuild Affordable Housing	0	11	1	0	n/a
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**FUTURE REGULATED PROCUREMENT (Expected to start - 01.04.20 to 31.03.22)**

**APPENDIX C**

<b>Estimated Award Date</b>	<b>Contract Description</b>	<b>Estimated Total Contract Value</b>	<b>Procurement Classification</b>	<b>Estimated Contract Period</b>
February 2021	Insurance	1,500,00	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	Apr-21 to Mar-24
November 2020	Construction of Affordable Housing - Broich Road, Crieff Phase 1	£2,400,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	December 2020 - December 2021
March 2021	Construction of Affordable Housing - Woodend Road, Cardenden	£5,400,000	Works Call off from Kingdom Framework	March 2021 - July 2022
October 2020	Construction of Affordable Housing - Mansfield, St Monans	£4,800,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	October 2020 - March 2022
August 2021	Construction of Affordable Housing - High Street, Cowdenbeath	£3,480,000	Works Call off from Kingdom Framework	September 2021 - September 2022
August 2020	Construction of Affordable Housing - Kingdom Park, Kirkcaldy	£9,734,331	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	August 2020 - September 2022
September 2020	Construction of Affordable Housing - Glenalmond Road, Rattray Phase 3	£2,400,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	September 2020 - September 2021
October 2020	Construction of Affordable Housing - Tullis Russell, Glenrothes Phase 1	£10,200,000	Works Call off from Kingdom Framework	November 2020 - January 2023
May 2021	Construction of Affordable Housing - Tullis Russell, Glenrothes Phase 2	£2,400,000	Works Call off from Kingdom Framework	June 2021 - June 2022
March 2021	Construction of Affordable Housing - Balgove Road, Gauldry	£3,600,000	Works Call off from Kingdom Framework	March 2021 - April 2022

March 2021	Construction of Affordable Housing - Inner Court, Cupar	£3,480,000	Works Call off from Kingdom Framework	March 2021 - January 2022
January 2021	Construction of Affordable Housing - Bertha Park, Perth Phase 3	£6,000,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	January 2021 - August 2022
January 2021	Construction of Affordable Housing - Toll Road, Guardbridge	£3,600,000	Works Call off from Kingdom Framework	January 2021 - January 2022
April 2021	Construction of Affordable Housing - Kilmany Road, Wormit Phase 2	£6,000,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	April 2021 - October 2022
September 2020	Construction of Affordable Housing - Balgonie Grove, Cardenden	£8,846,828	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	September 2020 - April 2023
April 2020	Construction of Affordable Housing - Park Road, Kirkcaldy	£3,000,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	August 2020 - October 2021
April 2020	Construction of Affordable Housing - Park Road, Rosyth	£2,424,684	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	August 2020 - August 2021
April 2020	Construction of Affordable Housing - Kirkland Farm, Ballingry Phase 3	£8,800,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	July 2020 - April 2022
May 2020	Construction of Affordable Housing - Branshill, Sauchie Phase 2	£3,297,561	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	August 2020 - January 2022
July 2021	Construction of Affordable Housing - Blackfaulds North, Coalsnaughton Phase 1	£3,000,000	Works Call off from Kingdom Framework	July 2021 - July 2022
October 2021	Carsebridge, Alloa (Diageo) Ph1	£6,000,000	Works Call off from Kingdom Framework	October 2021 - April 2023



October 2020	Construction of Affordable Housing - Bertha Park Phase 2A	£3,360,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	October 2020 - September 2021
April 2021	Construction of Affordable Housing - Kilsyth Road Banknock	£3,600,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	April 2021 - July 2022
March 2021	Construction of Affordable Housing - Meadowlands North	£3,480,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	March 2021 - March 2022
March 2022	Construction of Affordable Housing - Fraser Avenue, Inverkeithing Phase 3	£5,640,000	Works Call off from Kingdom Framework	March 2022 - March 2024
May 2021	Construction of Affordable Housing - Pitlethie Road, Leuchars	£5,880,000	Works Call off from Kingdom Framework	May 2021 - November 2022
January 2021	Construction of Affordable Housing - Station Road, Leven	£2,400,000	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS	January 2021 - February 2022
August 2021	Construction of Affordable Housing - Hall Street (Fab-tek Phase 1)	£4,080,000	Works Call off from Kingdom Framework	August 2021 - February 2023
October 2020	Provision of Consultant Services (Multi Disciplinary)	£8,000,000	New Framework to be Established	October 20 - October 24.
October 2020	Provision of Contractor Services	£150,000,000	New Framework to be Established	October 20 - October 24.

Estimated Award Date	Contract Description	Estimated Total Contract Value	Procurement Classification	Estimated Contract Period
March 2021	Provision of Training Consultancy Services	£200,000	New Framework to be Established.	April 2021 – March 2024
September 2020	3 year term Window & Door Replacement	£2,250,000	Supplies/Work - New term contract to be established	September 2020 – March 2023

September 2020	3 year term Bathroom upgrade works	£1,200,000	Work - New term contract to be established	September 2020 – March 2023
May 2020	Void Cleaning contract	£500,000	Services Contract	May 2020 – April 2022
May 2020	Void Painterwork Contract	£500,000	Services Contract	May 2020 – April 2022
June 2020	Landscape maintenance	£700,000	Services Contract	June 2020 – May 2023
June 2020	Cyclical Painterwork	£600,000	Services Contract	April 2020 – October 2022
September 2020	Support contractors for repairs & Maintenance	£1,000,000	Services Contract	September 2020 – August 2023
July 2021	Gas Servicing & Maintenance	£1,600,000	Services Contract	July 2021 - June 2024
September 2020	Security Guard Contract for James Bank Night Service	£219,000	Services Contract	September 2020 - August 2023