



KINGDOM

Group

Procurement Return April 2023 - March 2024

Issued: August 2024

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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”.

This report should be read in conjunction with Kingdom’s Procurement Strategy. 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:

17 regulated procurement activities were completed during the reporting period.

10 procurement activities had Community benefits delivered on regulated procurement completed during the reporting period.

Approx 27 expected regulated procurement activities over the next 2 financial years.

4. **Completed Regulated Procurement**

During the period 1 April 2023 to 31 March 2024 Kingdom completed 17 regulated procurement activities. These are categorised below with full details provided in Appendix A.

	Open Tender	Restricted	Framework Call-Off	VEAT	Total
Goods	-	-	-	-	0
Services	2	2	4	-	8
Works	-	-	-	9	9
Total	2	2	4	9	17

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 aims to advertise all procurement opportunities over £50k 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 encourages 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 has increased 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 and is available on Public Contracts Scotland.

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

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 assists 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 aims to facilitate the involvement of supported businesses in their procurement activities where possible. During the period contact was made with local supported businesses to source signage and office furniture.

8. Future Regulated Procurement Summary

Kingdom expects to commence approx.27 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 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 has 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 its Procurement Strategy for the period to 31 March 2028.

11. **Contact Details**

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

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APPENDIX A: COMPLETED REGULATED PROCUREMENT (Completions during 01.04.23 – 31.03.24)

Contract Description	Award Date	Supplier	Estimated Contract Value	Start Date	End Date	Procurement Classification
KSC SVQ Level 2	10.6.23	Fife College Arc Care Now	£40,800	1.7.23	30.6.25	Quote Process, Invite to join preferred list of SVQ providers.
KSC SVQ Level 3 & 4 and PDA in Supervision	10.6.23	Fife College Arc Care Now	£22,000	1.7.23	30.6.25	Quote Process, Invite to join preferred list of SVQ providers.
Bertha Park Phase 3	July 2023	Bertha Park Limited	£8,094,070	July 2023	March 2025	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Station Road, Pittenweem	March 2024	Campion Homes	£6,318,860	March 2024	April 2025	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Curlers Crescent, Milnathort	October 2023	Springfield Properties	£3,061,835	March 2024	November 2024	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Pitlethie Road, Leuchars	February 2024	Campion Homes	£11,440,187	March 2024	November 2025	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Broich Road, Crieff Phase 4	July 2023	Ogilvie Homes	£2,538,552	August 2023	June 2024	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
South of Hill View, Kinglassie	November 2023	Quale Homes	£8,750,000	November 2023	November 2025	Works - Voluntary Ex-Ante Transparency Notice (VEAT)

						published via PCS
Craigtoun Road, St Andrews	April 2023	Barratt East Scotland	£6,894,717	April 2023	September 2024	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Oakbank, Glenrothes	April 2023	Campion Homes	£1,423,980	April 2023	September 2023	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Former Viewforth High School, Kirkcaldy	April 2023	Whiteburn Projects Limited	£2,845,582	April 2023	July 2024	Works - Voluntary Ex-Ante Transparency Notice (VEAT) published via PCS
Consultants Framework call off	April 2023	Various	£360,000	April 2023	March 2024	Framework
Void Painting contract	June 2023	Various	£60,000	June 2023	May 2026	Services - published via PCS
Void Cleaning contract	April 2023	Various	£60,000	April 2023	March 2026	Services - published via PCS
Energy improvement works to various properties in Perth	August 2023	BCA	£300,000	September 2023	May 2024	Framework
Window & door replacement	May 2023	Various	£1,500,000	April 2023	May 2024	Framework
Provision of Legal Services Framework 2024-2028	February 2024	Various	£17,500,000	April 2024	March 2028	Framework

APPENDIX B: COMMUNITY BENEFIT OUTCOMES (01.04.23 – 31.03.24)

Contract Name	Contract Description	Work Placements	Jobs Created	New Apprenticeships	Existing Apprenticeships	Other Activities
Tullis Russell, Glenrothes	New Build Affordable Housing	1	10	2	12	Contractor and KHA donated £300 to the local foodbank at Christmas.
Mansfield, St Monans	New Build Affordable Housing	0	8	3	5	
Halbeath, Dunfermline	New Build Affordable Housing	0	4	1	2	
Freescall, Dunfermline (Persimmon)	New Build Affordable Housing	0	2	0	0	
Sappi Road, Markinch Phase 2	New Build Affordable Housing	0	3	0	1	
Toll Road, Guardbridge	New Build Affordable Housing	0	1	0	7	School visit with the local primary school was carried out which was very successful and we received great feedback from the school. Contractor and KHA donated a selection

						box for each local primary school pupil as part of the Contractors Christmas appeal
Balgove Road, Gauldry	New Build Affordable Housing	1	1	1	10	Contractor and KHA donated to the local foodbank at Christmas
Broich Road Phase 2	New Build Affordable Housing		1			Ogilvie Homes attended Careers event at Crieff High School. Sponsored Events at Crieff Highland Games
Oakbank, Glenrothes	New Build Affordable Housing	2	4	2	8	
Energy improvement works to various properties in Perth	Fabric improvement measures to properties in Perth	0	0	0	0	Christmas event in local community

APPENDIX C REGULATED PROCUREMENT (Expected to start - 01.04.24 to 31.03.26)

Estimated Award Date	Contract Description	Estimated Total Contract Value	Procurement Classification	Estimated Contract Period
April 2024	Construction of Affordable Housing - Kent Street, Dunfermline	£3,626,004	Voluntary ex ante Transparency (VEAT) Notice	April 2024 - June 2025
July 2024	Construction of Affordable Housing - Forfar Road, Meikle	£4,800,000	Voluntary ex ante Transparency (VEAT) Notice	July 2024 - October 2025
May 2024	Construction of Affordable Housing - Leslie Court, Perth (Refurb)	£2,000,000	Mini Competition using National Framework	May 2024 -
February 2025	Construction of Affordable Housing - Broich Road, Crieff (Persimmons)	£10,800,000	Voluntary ex ante Transparency (VEAT) Notice	March 2025 - March 2027
August 2024	Finance System	£750,000	Framework	February 2025 - March 2027
September 2024	Construction of Affordable Housing - Main Street, Balmullo	£3,800,000	Voluntary ex ante Transparency (VEAT) Notice	Sept 2024 - March 2026
October 2024	Refurbishment to provide Affordable Housing - New City House, Dunfermline	£6,000,000	Voluntary ex ante Transparency (VEAT) Notice	October 2024 - December 2025
June 2024	Construction of Affordable Housing - Craigtoun Road, St Andrews Phase 2	£8,780,000	Voluntary ex ante Transparency (VEAT) Notice	June 2024 - Sept 2026
January 2025	Construction of New Office Buildings	£6,000,000	Mini Competition using National Framework	March 2025-June 2026
October 2024	Consultants Framework	£1,200,000	Framework	October 2024 - October 2028
January 2025	Construction of Affordable Housing - Glenwood Centre, Glenrothes	£7,140,000	Mini Competition using National Framework	January 2025 - January 2027
May 2024	Construction of Affordable Housing - Maitland Street, Dunfermline (Refurb)	£2,000,000	Mini Competition	May 2024 -
March 2025	Construction of Affordable Housing - James Bank, Dunfermline (Refurb)	£3,000,000	Mini Competition using National Framework	March 2025 -

June 2025	Construction of Affordable Housing - Park Street, Tillicoultry	£3,150,000	Mini Competition using National Framework	July 2025 - July 2026
July 2025	Construction of Affordable Housing - Stanley	£2,880,000	Voluntary ex ante Transparency (VEAT) Notice	July 2025 - Sept 2026
Sept 2025	Construction of Affordable Housing - Bridge of Earn	£5,400,000	Voluntary ex ante Transparency (VEAT) Notice	September 2025 - April 2027
April 2025	Construction of Affordable Housing - Pool of Muckhart	£2,400,000	Voluntary ex ante Transparency (VEAT) Notice	April 2025 - July 2026
July 2025	KSC SVQ Programme - SVQ 2	£40,000	Quote	June 2027
July 2025	KSC SVQ Programme - SVQ 3 & 4 - PDA in Supervision	£25,000	Quote	June 2027
May 2024	3 Year Term Cyclical Painterwork contract	£1,200,000	Services procured via Mini Competition using National Framework	May 2024 - March 2027
October 2024	Material Supplies	£800,000	National framework	October 2024 - October 2025
May 2024	Window & door replacements	£1,000,000	National framework	April 2024 - March 2025
October 2025	Training Provider Framework	£500,000	Framework	October 2025 - September 2028
March 25	Employee Benefits	£750,000	Framework	March 25 - March 29
March 25	HR System & Payroll	£750,000	Framework	March 25 - March 29
January 25	Rent Collection System	£750,000	Framework	January 25 - January 29
March 26	Insurance Broker	£5,000,000	Framework	April 26 - March 30
March 25	Care & Repair Adaptations Term Contract	£1,500,000	Framework	March 25 - March 29