



Ark Housing Association Limited

Annual Procurement Report

2024 – 2025

If you would like this document in a language or format of your choice including large print, audio, Braille; or if you have any questions or want to feedback, please contact us:

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1.0 Introduction

- 1.1 The purpose of this report is to meet Ark's obligations under the Procurement Reform (Scotland) Act 2014 ("the Act"), Section 18(1) to prepare and publish an annual procurement report on its regulated procurement activities, covering the period 1 April 2024 to 31 March 2025.
- 1.2 In May 2023 Ark's 2023-26 Procurement Strategy was approved by Ark's Board of Management. This document sets out a clear and structured approach to all of Ark's procurement activities, outlining what will be done to deliver quality, price, experience, specialist knowledge, and value for money, in order to achieve best value, for our customers and stakeholders.
- 1.3 The Procurement Strategy's four overarching themes are:
- Consistently apply good procurement practice across the organisation;
 - Effectively plan, monitor, and review current / future procurement activities;
 - Tender and award contracts in accordance with Ark's Financial Regulations, legislative requirements, and best practice;
 - Encourage suppliers to work in a socially responsible manner.
- 1.4 The scope of the strategy covers all functions and services across Ark.

2.0 Summary of Regulated and Unregulated Procurements

- 2.1 Over the course of the period covered by this report the following regulated and non-regulated procurement exercises have been undertaken:

Procurement Category	Threshold Value	Total Value of Procurements Completed	No. of Procurements Completed
Regulated (Route 2 or 3)	Goods and services worth over £50,000 and Works worth over £2,000,000 (incl. VAT)	£2,442k	2
Unregulated (Route 1)	Goods, services, or works worth under £50,000 (incl. VAT).	£18k	2

- 2.2 Regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. A more detailed breakdown of this activity is noted at Appendix 1.
- 2.3 In undertaking its regulated procurements, every care has been taken to ensure that Ark awards its contracts to suppliers who are capable, reliable and who can demonstrate that they meet high ethical standards and values in the conduct of their business.

3.0 Community Benefits

- 3.1 The Public Contracts (Scotland) Regulations state that for every procurement over £4m, Ark must consider how we can improve the economic, social, or environmental wellbeing of the local area through inclusion of community benefit clauses. This is to assist with achieving sustainability in contracts activity, including targeted recruitment and training, small business and social enterprise development, and community engagement. Where possible, relevant and proportionate, and where they are considered not to have a negative impact on the delivery of value for money, such clauses may also be included in regulated procurements valued at below £4m.
- 3.2 Ark's approach to identifying community benefits is carried out on an individual project basis through engagement and consultation with stakeholders. As part of the tendering process, tenderers will be asked to describe their approach to delivery of community benefits noted within the tender specification.
- 3.3 Ark is committed to applying Community Benefits, where relevant and proportionate to do so.

4.0 Supported Business

- 4.1 Regulation 21 of the Public Contracts (Scotland) Regulations 2015 allows public bodies the ability to reserve public contracts for supported businesses. Supported businesses provide essential job opportunities for disabled and disadvantaged people within our communities, enabling such employees to become more independent, while also delivering a range of excellent supplies and services.
- 4.2 Ark does not have any contracts which are currently delivered through a supported business, and no contracts were awarded to supported businesses during this period.
- 4.3 In future periods, Ark is committed to seek out opportunity to award contracts to supported businesses where this is possible to do so, and Framework Agreements will be actively explored.

5.0 Future Regulated Procurements

- 5.1 Section 18(2)(f) of the Act states it is mandatory that an annual procurement report must include "a summary of the regulated procurements the authority expects to commence in the next two financial years". Ark has 10 regulated procurements due for renewal (or subject to contract extension) over the next two

financial years. Details of these anticipated contract requirements are shown in Appendix 2.

- 5.2 As part of Ark's annual programme of internal audit review, we anticipate Procurement activity to be within scope in 2026/27.

Appendix 1: Future Regulated Procurements

Contract Title	Supplier Name	Procurement Category	Route to Market	Estimated Total Contract Value	Contract Start Date	Contract End Date
Office & Business Solutions	Banner UK	Regulated	Framework	£100k	01 May 2024	30 April 2026 (with x2 12-month extensions)
Windsor Square New Build	Connect Modular	Regulated	Framework	£2,332k	15 May 2024	31 March 2025
Gas and EICR Audit	Energy Technical Services Ltd	Unregulated	Quick Quote	£15k	23 September 2024	31 March 2025 (with x4 12-month extensions)
Provision of Banking Services	RBS	Unregulated	Framework	£3k	01 June 2025	31 July 2026

Appendix 2: Future Procurements

Financial year	Contract Title	Procurement Category	Expected Route to Market	Estimated Total Contract Value	Expected Contract Start Date	Expected Contract End Date
2025/26	Ark Information Management System (AIMS)	Regulated	Direct Award	£400k	01 April 2025	31 March 2028
2025/26	Windsor Square New Build	Regulated	Framework	£973k	June 2025	August 2025
2025/26	Repairs & Maintenance and Voids Framework	Regulated	Open Tender	£1,260k	May 2025	TBC
2025/26	HR & Payroll Management System	Regulated	Open Tender	£300k	01 May 2025	30 April 30
2025/26	Care & Support Agency Staff	Regulated	TBC	TBC	TBC	TBC
2025/26	Gas: Domestic & Commercial	Regulated	TBC	£60k per annum	01 October 2025	TBC
2025/26	EICR & PAT	Regulated	TBC	£20k per annum	01 October 2025	TBC
2025/26	Water Hygiene	Regulated	Framework	£163k	01 April 2025	31 March 2028 (with x2 12-month extensions)
2025/26	Mobile Voice & Data Services	Unregulated	Framework	£5k	TBC	TBC
2025/26	Fire Maintenance	Unregulated	TBC	£10k per annum	TBC	TBC
2025/26	Asbestos	Unregulated	TBC	£8k per annum	TBC	TBC
Planned Procurement & Estimated Total Contract Value 2025/26				£TBC		
2026/27	Legal Services	Unregulated	TBC	TBC	TBC	TBC
2026/27	Cleaning	Unregulated	TBC	TBC	TBC	TBC
2026/27	ICT Services	Regulated	TBC	TBC	TBC	TBC
2026/27	Multi-Functional Devices (Printers)	Regulated	TBC	TBC	TBC	TBC
Planned Procurement & Estimated Total Contract Value 2026/27				£TBC		