

**Annual Procurement Report**  
**April 2019 – March 2020**

**East Dunbartonshire Council**  
**August 2020**



## **Contents**

<b>1. Introduction</b>	<b>2</b>
<b>2. Summary of Regulated Procurements Completed</b>	<b>5</b>
<b>3. Review of Regulated Procurement Compliance</b>	<b>8</b>
<b>4. Community Benefit Summary</b>	<b>10</b>
<b>5. Supported Business Summary</b>	<b>12</b>
<b>6. Future Regulated Procurements Summary</b>	<b>13</b>
<b>7. Other Content for Consideration</b>	<b>15</b>
<b>8. Appendices:</b>	
Appendix 1 – Key Objectives Review	18
Appendix 2 – Scotland Excel Framework Spend	25
Appendix 3 – Scottish Government Framework Spend	27
Appendix 4 – Annual Procurement Report Template	28

## **1. Introduction**

1.1. This annual report summarises the Council's regulated procurement activity for the period 1<sup>st</sup> April 2019 to 31<sup>st</sup> March 2020, in line with Scottish Government's Guidance under the Procurement Reform (Scotland) Act 2014, and in support of national and organisational priorities. A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works of over £2 million

1.2. The Corporate Procurement Team's aim is to continue to develop and implement an effective procurement approach by:

- Setting out clear strategic objectives supporting the Council's corporate priorities
- Procure goods, services and works in a lawful and ethical manner which encourages participation, collaboration and sustainable economic growth
- Embedding a continuous improvement approach to procurement
- A value for money procurement service that delivers and supports financial savings and best value
- Maximising opportunities to collaborate, innovate and deliver efficiencies
- Increasing opportunities to Supported Businesses, Social Enterprises, local and SME suppliers to access public sector contracts
- Directing focus on sustainable procurement, including the identification and delivery of community benefits
- Deliver a quality service which supports delivery of quality outcomes to the citizens of East Dunbartonshire

This will ensure the delivery of the Council's regulated procurements in accordance with the mandatory requirements set out in the Procurement Reform (Scotland) Act 2014. The following legislative suite of documents supports this:

- Council Contract Standing Orders
- Financial Regulations
- Scheme of Delegation
- Annual Procurement Strategy

1.3. The Procurement Strategy and Governance approach will embed national and local policies and strategies in support of organisational performance management. The following policies will support achievement of this strategy:

- Anti-Bribery Policy
- Contract and Supplier Management (Incl in Action Plan)
- Digital Transformation
- Continuous Improvement

The Council's Governance Framework and Policies capture the required actions from this Strategy. Procedure and documentation reviews will support the achievement of legislative requirements whilst securing best value. The following documentation supports delivery of this:

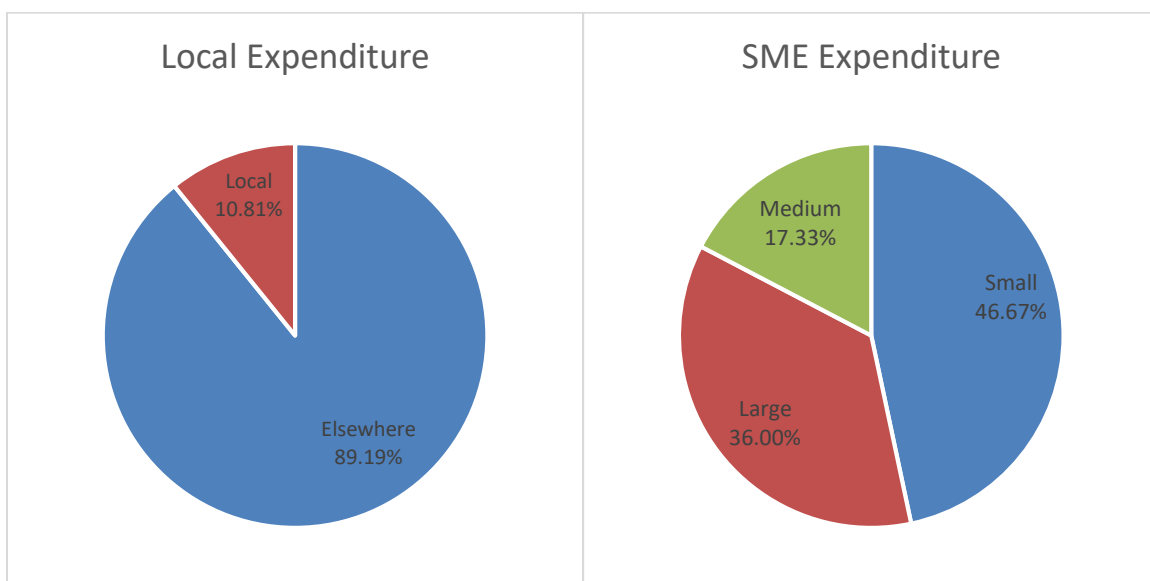
- Procurement Strategy And Governance Framework
- Organisational Transformation Business & Improvement Plan
- Procurement Authority levels
- Sourcing Strategies
- Web & Hub Guidance
- Training Packs

## 2 – Summary of Regulated Procurements Completed

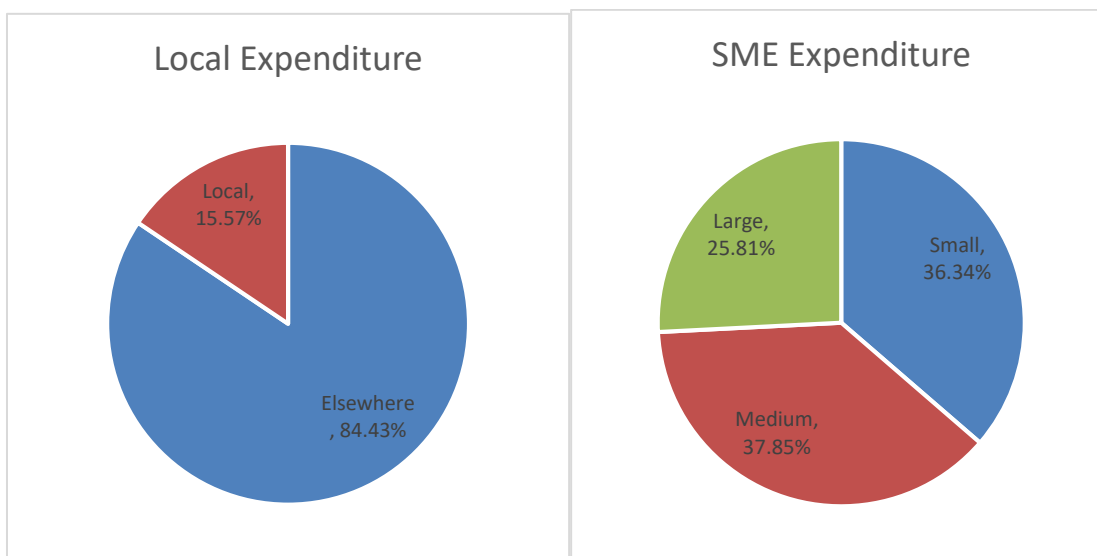
Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of the regulated procurements that have been completed during the year covered by the report”.

Regulated procurement refers to any contract above £50,000 for goods and services, or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

### Regulated Procurement Spend Profile



### Procurement Small to Medium Enterprise (SME) Spend Profile



## List of Regulated Procurements Completed In Period 2019-2020

CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSION	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
EDC/2017/2379	CASHLESS CATERING	26/06/2019	25/06/2024	25/06/2028	4 YEARS	5 YEARS (+1+1+1)	C	CUNNINGHAM CASH REGISTERS LTD	£ 931,773.90
EDC/2018/2613	RIVER GLAZERT RIVER RESTORATION PROJECT - DETAIL DESIGN	13/09/2019	12/09/2021	12/09/2021	N/A	2 YEARS	C	CBEC ECO-ENGINEERING UK LTD	£ 121,986.99
EDC/2018/2645	ROAD MARKINGS AND STUDS	22/04/2019	21/04/2022	21/04/2024	2 YEARS	3 YEARS (+2)	C	CENTRAL TRAFFIC MANAGEMENT LTD	£ 120,000.00
EDC/2019/2707	VERGE & OPEN SPACE HEDGE CUTTING	28/06/2019	31/10/2021	31/10/2023	2 YEARS	28 MONTHS (+2)	C	FRASER C ROBB	£ 298,580.00
EDC/2019/2746	SPIN BIKES	19/09/2019	19/03/2020	19/03/2020	6 MONTHS	ONE OFF	C	LIFE FITNESS	£ 70,589.27
EDC/2019/2763	HOUSING SUPPORT	13/01/2020	12/01/2023	12/01/2025	1+1 YEARS	3 YEARS (+1+1)	C	YPEOPLE	£ 324,290.00
EDC/2019/2780	MOBYSOFT	26/07/2019	01/08/2022	01/08/2022	N/A	3 YEARS	C	MOBYSOFT LIMITED	£ 133,194.00
EDC/2019/2785	SOCIAL WORK FLEET REPLACEMENT	12/08/2019	31/10/2019	31/10/2019	N/A	ONE OFF	B	PARKS OF HAMILTON (TOWNHEAD GARAGE) LTD T/A PARKS MOTOR GROUP	£ 103,472.52
EDC/2019/2786A	STREET SCENE VEHICLES - MOWERS	29/07/2019	09/09/2019	09/09/2019	N/A	ONE OFF	B	HAMILTON BROS (ENGINEERING) LTD	£ 58,346.00
EDC/2019/2786D	STREET SCENE VEHICLES - TRACTORS	15/08/2019	09/01/2020	09/01/2020	N/A	ONE OFF	B	HAMILTON BROS (ENGINEERING) LTD, BRYSON TRACTORS LTD, NAIRN BROWN LTD	£ 267,554.00
EDC/2019/2787	SIEMENS LEASE EXTENSION	24/03/2019	23/09/2019	23/09/2019	N/A	6 MONTHS	C	SIEMENS	£ 52,043.40
EDC/2019/2788	CARE AT HOME FRAMEWORK	01/08/2019	31/03/2020	31/03/2020	N/A	6 MONTHS	C	AFFINITY, AILSA CARE, ALLANDER HOMECARE, ALZHEIMERS SCOTLAND, CAREWATCH, CARR GOMM, CIC, CLYDE HEALTHCARE, CONSTANCE CARE, CORNERSTONE, DELIGHT, ENABLE, KEY HOUSING, MEARS CARE, MUNGO FOUNDATION, NATIONAL AUTISTIC SOCIETY, QUARRIERS, RAINBOW SERVICES, REAL LIFE OPTIONS, RICHMOND FELLOWSHIP, SENSE SCOTLAND	£ 100,000.00
EDC/2019/2797	STREET SCENE PLANT REPLACEMENT - COMPACT PRECINCT SWEEPERS	09/09/2019	02/12/2019	02/12/2019	N/A	ONE OFF	B	AEBI SCHMIDT UK LTD	£ 155,178.00
EDC/2019/2804	STRATEGIC PARTNER AGREEMENT TO EAST DUNBARTONSHIRE CITIZENS ADVICE BUREAU	01/04/2019	01/04/2020	01/04/2020	N/A	ONE OFF	C	EAST DUNBARTONSHIRE CAB	£ 302,204.00
EDC/2019/2806	STRATEGIC PARTNER AGREEMENT TO EAST DUNBARTONSHIRE WOMEN'S AID	01/04/2019	01/04/2020	01/04/2020	N/A	ONE OFF	C	EAST DUNBARTONSHIRE WOMEN'S AID	£ 101,034.00
EDC/2019/2837	SPT	17/06/2019	13/08/2019	13/08/2019	N/A	1 YEAR	C	ACE MINIBUSES, EVAN CARRZ, MCCOLLS COACHES, RLC TRAVEL SERVICES LIMITED, EMAC BUS, ANN'S COACHES	£ 674,742.90
EDC/2019/2838	STREET SCENE VEHICLES - TIPPERS	21/10/2019	20/01/2020	20/01/2020	N/A	ONE OFF	B	RENAULT TRUCKS COMMERCIALS LTD	£ 211,602.34
EDC/2019/2840	SOCIAL MEDIA MANAGEMENT TOOL	01/11/2019	31/10/2021	21/10/2023	2 YEARS	2 YEARS (+1+1)	C	CROWD TECHNOLOGIES LIMITED	£ 62,240.00
EDC/2019/2841	CM2000 - CALL CONFIRM LIVE	27/06/2019	26/06/2022	26/06/2022	3 YEARS	3 YEARS	C	CM2000	£ 160,556.12
EDC/2019/2847	CENTRAL SCOTLAND GREEN NETWORK TRUST (CSGNT)	01/11/2019	31/10/2022	31/10/2022	N/A	3 YEARS	C	CENTRAL SCOTLAND GREEN NETWORK TRUST (CSGNT)	£ 160,000.00
EDC/2019/2855	SEEMIS	01/04/2019	31/03/2020	31/03/2020	N/A	1 YEAR	C	SEEMIS	£ 112,174.00
EDC/2019/2858	ENERGY - ELECTRICITY	01/04/2019	31/03/2021	31/03/2021	N/A	2 YEARS	A	EDF ENERGY	£ 6,000,000.00
EDC/2019/2860	FLEET REPLACEMENT PROGRAMME	26/03/2020	25/09/2020	25/09/2020	N/A	ONE OFF	B	MOTUS COMMERCIALS	£ 113,000.00
EDC/2019/2860	FLEET REPLACEMENT PROGRAMME	26/03/2020	25/08/2020	25/08/2020	N/A	ONE OFF	B	PARK'S OF HAMILTON, SQAURE DEAL MOTORS, MOTUS COMMERCIALS & VOLKSWAGEN BAILLIEUSTON VAN CENTRE	£ 520,314.75
EDC/2019/2877	ELECTRIC CARS - SG FUNDED CONTRACT HIRE 2019/20	10/09/2019	31/10/2019	31/10/2019	N/A	ONE OFF	B	ARNOLD CLARK FINANCE LTD	£ 86,916.24
EDC/2019/2884	ADDITIONAL CAPACITY HOMECARE - BALMORAL	01/06/2019	31/03/2020	31/03/2020	N/A	30 WEEKS	C	BALMORAL HOMECARE LTD	£ 228,327.88
EDC/2019/2891	SAFFRON SUPPORT EXTENSION	30/09/2019	31/12/2021	31/12/2021	18 MONTHS	N/A	C	CIVICA UK LTD	£ 125,000.00
EDC/2019/2902	THE BIKE PROJECT	01/09/2019	31/03/2020	31/03/2020	N/A	6 MONTHS	C	SUSTRANS	£ 56,632.00
SP-10-009	LIQUID FUELS	14/10/2019	30/03/2022	30/03/2022	30/03/2023	3 YEARS (+1)	A	CERTAS ENERGY UK LTD T/A SCOTTISH FUELS	£ 3,000,000.00
EDC/2019/2906	TOTAL MOBILE RENEWAL	29/11/2019	29/11/2021	29/11/2021	N/A	2 YEARS	A	VODAFONE	£ 65,651.26
EDC/2019/2908	IBM LOTUS NOTES RENEWAL	01/11/2019	31/10/2020	31/10/2020	N/A	1 YEAR	C	INSIGHT DIRECT (UK) LTD	£ 67,794.57
EDC/2019/2909	CLYDE VALLEY WASTE	01/12/2019	30/11/2044	30/11/2044	N/A	25 YEARS	C1	VIRIDOR (INVOICE TO NORTH LANARKSHIRE)	£ 84,000,000.00
EDC/2019/2930	ASSET MANAGEMENT DATABASE	01/02/2017	31/12/2022	31/12/2022	N/A	5 YEARS	C	ASPREY MANAGEMENT DATABASES	£ 113,000.00
EDC/2020/2950	SOUTHBANK HOUSE PROJECT MANAGEMENT, QS and CM PCSDA	08/06/2019	22/05/2021	22/05/2021	N/A	2 YEARS	C	PERFECT CIRCLE	£ 58,357.53
EDC/2020/2956	MAP SOFTWARE (ESRI)	10/02/2020	09/02/2023	09/02/2023	3 YEARS	3 YEARS	C	ESRI (UK) LIMITED	£ 83,520.00
EDC/2020/2975	CAREFIRST MAINTENANCE & SUPPORT	01/04/2020	31/03/2023	31/03/2023	N/A	3 YEARS	C	OLM	£ 165,671.67
EDC/2020/2979	ORACLE MAINTENANCE RENEWAL	01/04/2020	31/03/2022	31/03/2022	N/A	2 YEARS	C	SUPPORT REVOLUTION	£ 62,727.00
EDC/2019/2734	EARLY LEARNING & CHILDCARE PROVISION	15/08/2019	15/08/2020	15/08/2020	N/A	1 YEAR	C	MAXHOLM, BERTRAM NURSERY GROUP, KELVINSIDE ACADEMY GREEN FOREST NURSERY, WESTERTON NURSERY, BISHOPBRIGGS VILLAGE NURSERY, THE GLASGOW ACADEMY MILNGAVIE, NEW KILPATRICK NURSERY, BEARSDEN SOUTH CHURCH NURSERY, ST MARY'S NURSERY SCHOOL, RIVERSIDE CHILDCARE LTD, CEDAR NURSERY, BALDERNÖCK PLAYGROUP/CHILDCARE, THE BEARSDEN NURSERY, TAMHEALTH LIMITED, THE HILLFOOT NURSERY, TOWER HOUSE NURSERY, CRAIGHEAD CHILDCARE CENTRE, TENDER LOVING CHILDCARE, BERTRAM NURSERIES GROUP, THE HIGH SCHOOL OF GLASGOW, CANNIESBURN NURSERY, HAPPY DAYS NURSERY, KELVINSIDE ACADEMY GREEN FOREST NURSERY, HAPPY DAYS NURSERY BISHOPBRIGGS.	£ 2,000,000.00

### 3 – Review of Regulated Procurement Compliance

The Council's Contract register contains details of contracts awarded above £16,500. The Council's Procurement Strategy 2018-19, and 2019-20 provides a clear framework to ensure its Procurement Activities support all services to meet the Council's priorities. Progress continues within delivery of the strategy.

Number of Regulated Contracts Awarded	37
Awards from Non Council Frameworks	11
Total Estimated Value of Regulated Procurements	£101,268,474
% of Regulated Contracts awarded to SMEs during reporting period	59.46%
% of Regulated Contracts awarded to local suppliers	10.81%

Number of Contracts Awarded	148
Awards from Non Council Frameworks	28
Total Estimated Value of Procurements	£113,680,790

In addition, the Council makes awards from existing Council social care frameworks. It also utilises the COSLA National Care Home Contract to make awards above regulated procurement thresholds.

During the same period there were instances where alternative methods of procurement were used in line with Council Standing Orders (e.g. where there is only one potential supplier, where competition is absent for technical reasons, etc.)

Instances were identified in 2019/2020 that did not comply with the Council's Procurement Strategy. These awards have been subject to reporting to both the Audit & Risk Committee and to Council. Actions have been noted from the Audit review and Improvement Plans put in place to support the relevant processes and procedures required within the HSCP

Number of Contracts Awarded which did not comply with the Strategy	2
Total Estimated Value of Procurements	£2,068,539
Category Of Spend - Social Care	Action - Council Reporting, Review of HSCP Commissioning

Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the Organisation's procurement strategy, so far as reasonably practical. Section 18(2) states that an annual procurement report must include, at 18(2)B, "a review of whether those procurements complied with the authority's procurement strategy, and at 18 (2)C, "to the extent that any regulated procurements did not comply , a statement of how the authority intends to ensure that future regulated procurements do comply"

The Council's Procurement Strategy 2019-2020 set out how regulated procurements would be undertaken in compliance with the Act and in support of Organisational objectives.



Regulated procurement in the Council is undertaken in accordance with a legal and procedural framework that ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and is covered within the Corporate Procurement Governance approach.

Throughout the reporting period, the Council's regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin the legislative and governance framework including sourcing strategies, procedural documentation, and approval routing.

These combined processes work to ensure that regulated procurements are undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy.

The reviews have also allowed the Corporate Procurement Team to identify the following potential improvement areas:

- Ongoing review of Health & Social Care Partnership Contracting & Governance processes
- There are further opportunities to secure economic and social sustainability outcomes from a council wide approach to contract management
- Digitalisation of transactional processes will support further development opportunities
- Continue to work with service teams on advance work plans which will allow increased opportunity to deliver best value from our regulated procurements
- Increase use of PIN's for regulated procurements to support advance planning
- Refresher training for roles with Procurement responsibility
- Updated training documentation to support Iproc Self Service alignments
- Continue to develop our own Frameworks where appropriate to do so and to secure best value for East Dunbartonshire citizens and SME's

The council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within contractual terms and conditions. During the reporting period, the council paid 94.27% of invoices within agreed timescales. This is an increase of 3.51% from previous year reporting, and 2.27% above the set annual KPI.

## 4 – Community Benefit Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for the annual report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report.”

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000. However, community benefits are a key objective of the council’s Procurement Strategy for 2019 to 2020 and the Council’s own processes require that community benefits must be considered for inclusion in all requirements above £50,000.

Contract/tender reference	Contract/tender title	Supplier	Community benefits
EDC/2017/2379	Cashless Catering	Cunningham Cash Registers Ltd	Support for young adults by providing talks on marketing, health & wellbeing, project management, presentation skills & interview skills. Support for local community events through sponsorship or providing volunteers. Supporting awards for young people or social projects. Work experience or job shadowing opportunities within schools while implementing system. Attendance at meet the buyer/supplier events to support SME's and Social Enterprises.
EDC/2018/2465	Ventilation Cleaning	Perfect Service Solutions	Work experience opportunities and support for educational activities.
EDC/2018/2645	Road Markings and Studs	Central Traffic Management Ltd	Commitment to undertake to improve playground markings for local Primary Schools within council boundary.
EDC/2018/2685	Pitch Improvement Works – Station Road Lennoxtown	Allgrass Scotland Ltd	Commitment to source equipment and materials from local suppliers where possible.
EDC/2018/2686	Flood Damage – Springfield Works Bishopbriggs	Sim Building Group Ltd	Work experience placement offered. Additional labour resources will be from the local area in the first instance. Excess materials will be donated to local charities. Offer to assist any local Bearsden group/charity with projects such as gardening, arts or crafts.
EDC/2018/2689	MR Render Project	MP Rendering Ltd, Procast Building Contractors Ltd, Insulated Render Systems (Scotland) Ltd	Work experience and training seminars.

<b>Contract/tender reference</b>	<b>Contract/tender title</b>	<b>Supplier</b>	<b>Community benefits</b>
EDC/2019/2707	Verge & Open Space Hedge Cutting	Fraser C Robb	Provision of Work Experience placements each year.
EDC/2019/2713	Pitch Installs – Balmuildy and Meadowburn Primary Schools	Allsports Construction & Maintenance	Programme for Young People on pitch construction and opportunities, use of local SME's where possible, financial contribution to school project or SRIPS, participation in Open Day, arrange coaching and talks on lifestyle choices and wellbeing, School Talks.
EDC/2019/2783	Kessington Hall Roof Replacement	Go-Wright Ltd	On-site Work Experience offered, on-site school visit for those interested in the construction industry, local suppliers where possible.
EDC/2019/2797	Street Scene Plant Replacement – Compact Precinct Sweepers	Aebi-Schmidt UK Ltd	Will deliver 1 employability workshop or school event.

## **5 – Supported Business Summary**

Section 18(2)(e) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report”.

During the reporting period there were no regulated procurement contracts awarded to supported businesses. This was due to the goods, services or works associated with these procurements not being provided by current, existing supported businesses.

The council’s Contract Standing Orders require consideration be given to inclusion of small to medium enterprises and supported businesses in relevant processes.

Expenditure to supported businesses during the financial year were:

Hansel Laundry Service - £22,871.29

Scotland’s Bravest Manufacturing Company - £7,277.12

## 6 – Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform Scotland requires the annual report to include “a summary of the regulated procurements the authority expects to commence in the next two financial years”.

Future regulated procurements have been identified via the following means:

- Current contracts on the Council register that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future work plans provided by Council service teams.
- New procurement identified via Capital Programming
- Anticipated Procurements that may be subject to revision

Contract/Tender title	Relet/New	Expected Contract Notice Publication Date	Estimated Value
Microsoft 365	New	01/04/2020	£1,500,000.00
Carefirst Maintenance & Support	Relet	01/04/2020	£165,000.00
Northgate - Local Welfare Provision	Relet	01/04/2020	£418,000.00
Itrent Support & Maintenance	Relet	01/04/2020	£205,000.00
Masternaut	Relet	01/04/2020	£90,000.00
Managed Print	Relet	01/04/2020	£765,000.00
Northgate Iworld	Relet	01/04/2020	£75,000.00
Oracle Maintenance Renewal	Relet	24/04/2020	£63,000.00
Water Quality Management	Relet	01/06/2020	£73,000.00
Mixed Tenure Roofing Framework	New	01/06/2020	£520,000.00
Link Road Maintenance - Kirkintilloch and Bishopbriggs	Relet	10/06/2020	£55,000.00
CM2000 - Call Confirm Live	Relet	27/06/2020	£55,000.00
Historic Environment Designations Review	New	01/07/2020	£52,000.00
Waste Fleet Vehicle Replacement Renewal	Relet	27/07/2020	£360,000.00
Window Cleaning	Relet	31/07/2020	£60,000.00
Fullarton - Tollcross ARBD Service	New	10/08/2020	£52,000.00
Canniesburn Toll Improvements	New	09/09/2020	£198,000.00
Camphill School And Residential Placement Aberdeen	New	28/09/2020	£132,000.00
Electric Cars	New	30/09/2020	£116,000.00
Scaffolding	Relet	01/10/2020	£300,000.00
Afton View Play Area Project	New	19/10/2020	£75,400.00
Commercial Boiler & Heating Plant Condition Survey 2020	New	19/10/2020	£150,000.00
CUCM Annual Software Support Service (SWSS)	Relet	23/10/2020	£69,000.00
HCL Notes Renewal	Relet	31/10/2020	£77,000.00
Kirkintilloch Community Sports Club	New	01/11/2020	£4,000,000.00
Collection and Treatment of Street Cleaning Residues	Relet	14/12/2020	£112,000.00

## Annual Procurement Report 2019-2020

General Waste Disposal - Civic Amenity	Relet	01/01/2021	£1,750,000.00
Regent Gardens Design	New	18/01/2021	£140,000.00
Boclair Academy - Main Works	New	18/01/2021	£36,500,000.00
Ravenswood	Relet	31/01/2021	£1,600,000.00
Replacement Buses	New	31/01/2021	£1,000,000.00
Flooring	New	02/02/2021	£2,000,000.00
Roads Fleet Vehicle Replacement - Gritters	New	15/02/2021	£630,000.00
Traffic Signal Maintenance	Relet	30/04/2021	£1,000,000.00
Vactor, CCTV & Drainage	Relet	30/04/2021	£2,500,000.00
Structural Repairs	Relet	30/04/2021	£2,000,000.00
Water Quality Management	Relet	30/04/2021	£400,000.00
Boiler Maintenance & Repairs	Relet	01/05/2021	£1,000,000.00
Blacksmith Works	New	30/05/2021	£400,000.00
Estate Management	Relet	30/05/2021	£100,000.00
Fencing	New	30/05/2021	£1,000,000.00
IHMS	New	30/05/2021	£1,600,000.00
Kitchens & Bathrooms	New	31/05/2021	£2,400,000.00
Managed Stores	Relet	01/06/2021	£11,000,000.00
Horticultural Supplies & Services	Relet	31/07/2021	£3,000,000.00
Painters	Relet	31/08/2021	£600,000.00
Rot Works	Relet	31/08/2021	£2,000,000.00
Allander Leisure & Daycare Centre	New	TBC	£37,500,000.00

## 7 – Other Content for Consideration

### Delivery of Improvements

As well as monitoring regulated procurements, delivery of the Corporate Procurement Strategy was managed via Team action planning.

Key benefits delivered by these actions included:

- Updating process and procedures to comply with the requirements of the procurement rules and regulations
- Review of Commissioning within HSCP
- Review of Council Contracting Orders to support the Strategy Objective
- Delivered Seminars in the East Dunbartonshire Business Week Event to support local SME's
- 6,000 invoices processed electronically
- Supported Key Transformation Work streams to support Organisational efficiency and savings targets

### Procurement and Commercial Improvement Programme (PCIP) Assessment

The PCIP assessment is a national assessment of the Council's procurement practices, focusing on the policies and procedures driving procurement performance, results are derived from the Scottish Model of Procurement.

The Council's PCIP score in was 68%, Band 2 of the Scottish Government bandings as detailed below.

Current Performance Band	% Score
F1	>70%
F2	66<>69%
F3	61<>65%
F4	56<>60%
F5	51<>55%
F6	46<>50%
F7	41<>45%
F8	36<>40%
F9	31<>35%
F10	26<>30%
F11	20<>25%
F12 – Non Compliance	<19%

As a result of COVID-19, Scotland Excel have postponed review work and we are currently awaiting an update on a future date for assessment.

## **Complaints & Challenges**

No formal complaints or challenges were received during 2019/2020

## **Sustainable Procurement**

The council is currently working on the draft Local Economic Recovery Plan under the Economic Development Strategy workstream, work will continue to ensure alignment with legislation on how Procurement should support the net-zero carbon target and related requirements for emission savings, under the Organisational Economic Development Strategy and embedded within the Sustainable Procurement Duty.

Current Procurement processes facilitate that the Council must consider how we, through tendering, improve the social, environmental and economic wellbeing of Scotland. This will include the appropriate use and application of sustainability tests within relevant contract



## **8. Annual Procurement Report Ownership & Contact Details**

The Council's Procurement Team are part of the Organisational Transformation Service which sits within the Education, Business & People Directorate.

The Procurement Team is responsible for the procurement of goods, works and services across all Council Teams, and also for procurement processes, payments, procedures, strategies and policies to support Organisational objectives.

For further information on the contents within the report, please contact:

Corporate Procurement Manager  
Contact E-Mail  
Contact Telephone Number

Kirsty Chisholm  
[Kirsty.chisholm@eastdunbarton.gov.uk](mailto:Kirsty.chisholm@eastdunbarton.gov.uk)  
0141 574 5621

## Appendix 1 – Key Objectives Review

Section 18(2)(b) states that the annual report must include “a review of whether those procurements complied with the authority’s procurement strategy.”

Below are the key objectives identified in the EDC procurement strategy 2019-2020.

Key Objective 1	Compliance from April 2019 to March 2020
<b>Governance &amp; Compliance</b>	
<p>Ensure compliance with relevant policies, procedures and legislative requirements</p>	<p><b>Compliant –</b></p> <p>Public Contracts Scotland portal is used for procurement activity over £16,500. The current list of regulated contracts are published online quarterly.</p> <p>The annual procurement strategy is also publicly advertised on our website and PCS.</p> <p>The Procurement Strategy and Governance Framework embeds the legislative Procurement requirements within EDC.</p>
<p>Contribute to the Council’s vision and to provide efficiencies</p>	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council’s Procurement Strategy and Governance Framework is aligned to the Organisational Transformation Programme, working within the Organisational Transformation team implementing an efficient and effective procurement approach to supporting Organisational objectives and delivery of Transformation savings.</p>
<p>Extend collaboration with other public bodies and suppliers</p>	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council is currently participating in 62 Scotland Excel frameworks, which amounts to 87% participation of those available. This includes £10.6 million spend during 2019/20.</p> <p>In addition, EDC has participated in 26 Scottish Government/CSS contracts during the period of April 2019 to March 2020 with a total spend of just under £7 million.</p>

<p>Ensure key procurement staff are regularly updated with new legislation and changes to legislation</p>	<p><b>Compliant –</b></p> <p>Procurement Governance Framework provides Training and support to all employees involved in the procurement process PDR process supports training updates and staff development within the Workforce Strategy approach.</p>
<p>Embed a clear, informed , systematic, holistic and well-researched decision framework</p>	<p><b>Compliant –</b></p> <p>This is set out clearly in Procurement Strategy and Governance documentation and other documents published online. Relevant authorisations and approvals are built in to processes and systems to ensure transparency and stakeholder engagement are maintained throughout the process.</p>

<b>Key Objective 2</b>	<b>Compliance from April 2019 to March 2020</b>
<b>Added Value &amp; Best Value</b>	
<p>Support achievement of Organisational savings</p>	<p><b>Compliant –</b></p> <p>The Corporate Procurement Team sit within the Organisational Transformation Service, supporting achievement of Transformational change and Business objectives of Services and the Council as a whole.</p>
<p>Provide a framework to achieve continuous improvement in procurement activity</p>	<p><b>Compliant –</b></p> <p>The implementation of the Procurement Strategy &amp; Governance Framework works toward ensuring compliance and continuous improvement within Procurement process and procedures, lessons learned, escalations, and training opportunities ensure all employees involved in the Procurement process have the relevant knowledge and skills to ensure improvement features within the day-to-day activities.</p> <ul style="list-style-type: none"> <li>• Sourcing Strategies</li> <li>• Risk Management</li> <li>• Implementation Plans</li> <li>• Contract Management</li> <li>• Periodic Reporting</li> <li>• Sharing of Lessons Learned</li> </ul>

<p>Ensure all supplies, services and works are procured in the most effective and efficient way to maximise and deliver best value to the council</p>	<p><b>Compliant –</b></p> <p>The Procurement Governance approach has supported the role out and delivery of Procurement training and systems to support efficiency and effectiveness of the procurement process.</p> <p>Maximising the use of existing Cat A &amp; B contracts, incorporating market research in relevant regulated procurements, consideration of Lots for exercises above £50k and stakeholder engagement support the required processes to deliver best value to the council.</p> <p>Further reviews of commissioning processes within the HSCP will be a feature of the 2020/2021 Annual Report</p>
<p>Regularly review spend data to ensure compliant contracts are in place for external spend, considering whole life costing where relevant and appropriate to balance cost, quality and sustainability</p>	<p><b>Compliant –</b></p> <p>iProc system controls ensure all spend is covered by the relevant Procurement Process and as such is facilitating contract compliance.</p> <p>The Contract Register and Wave plan are managed to ensure all contracts are managed within the relevant start/completion dates, engagement with Service Managers on upcoming projects and access to the Council's capital programme support forward planning and contract alignment.</p> <p>All regulated Procurements are carried out by the Corporate Procurement Team, ensuring that procurement professionals are overseeing the requirement to ensure that the appropriate balance of cost, quality and sustainability are embedded within all relevant contracts.</p>
<p>Improve Contract &amp; Supplier Management approaches to ensure delivery of all benefits</p>	<p><b>Area for Development –</b></p> <p>A collaborative approach is taken between the Corporate Procurement Team and service departments for the management of contracts and suppliers/contractors.</p> <p>Contract &amp; supplier management is the responsibility of directorates leading the contract, monitoring is the responsibility of procurement with escalation points built in</p>

	<p>to support Contract Managers. This assists identification and management opportunities.</p> <p>The Corporate Procurement Team manage the Council's contract register and council wide contracts. Future development of the Procurement Strategy and Governance Framework will deliver specific Contract and Supply Management training to those involved in the process.</p> <p>Relevant Stakeholders have already received training on PCS-T for evaluation and been involved in the development of KPI's to support the formalised approach to Contract and Supplier Management</p> <p>A Service review identified opportunities to further develop support and procedures within Contract &amp; Supplier Management. A Contract &amp; Supplier Lead role has been created within the Organisational Transformation Service, and a resource has been appointed. Further development of the approach will take place over 2020/2021</p>
--	---

<b>Key Objective 3</b>	<b>Compliance from April 2018 to March 2019</b>
<b>Support a Sustainable Economic Environment</b>	
<p>Embed sustainable and socially responsible purchasing to reflect the Scottish Model of Procurement</p>	<p><b>Compliant –</b></p> <p>Sustainability considerations are relevant throughout the whole procurement cycle, and take into account the whole life cost of products from design and manufacture through to disposal. Procurement Governance training covers the areas for consideration within the Procurement process and the relevant procedural documentation aligns.</p> <p>Procurement process and documentation supports this embedded approach, all regulated procurements are carried out by the Procurement Team to ensure compliance across all aspects of procurement Legislation.</p>

<p>Ensure as far as reasonably practical that payments to Suppliers and Contractors are made no later than 30 days after a valid invoice is presented</p>	<p><b>Compliant –</b></p> <p>The Accounts Payable team sits within the Corporate Procurement Structure to support payment improvement and align the purchase to pay process within one Service. The Invoice Payment KPI has increased from 90.76% 18/19 to 94.27% 19/20; work is ongoing to further increase volume through e-invoicing to deliver wider benefits and improvements.</p>
<p>Continue to support and improve access to procurement opportunities for SME's, including local businesses, third sector bodies and Supported</p>	<p><b>Compliant –</b></p> <p>Currently 48.18% of supplier spend is to SMEs.</p> <p>18.27% of all council spend is to suppliers based within East Dunbartonshire.</p> <p>68.67% of all council spend is within Scotland.</p> <p>The Procurement Governance approach supports the inclusion of SME/Local/Supported businesses within the standard processes where legislatively permissible. A cross Organisation community benefit forum is also looking to improve LGBF KPI on Local SME spend through joint working and developing opportunities to support our local businesses.</p> <p>Opportunities have also been identified via the City Deal Project approach, work is currently ongoing to support Cenefits.</p>
<p>Support a cross organisational approach to community benefits</p>	<p><b>Compliant –</b></p> <p>The Council is working on improving the approach to implementing Community Benefits by working strategically to realise opportunities for community benefits and target these opportunities. Ongoing work will ensure we keep improving on our current approach:</p> <ul style="list-style-type: none"> <li>• A Community Benefit Forum to share and make aware of upcoming tenders, providing opportunities for Community Benefits in their respective service areas.</li> </ul>

	<p>Membership of this Forum will be reviewed to ensure the most relevant people are involved.</p> <ul style="list-style-type: none"> <li>• The Forum will set up a system for sharing information to ensure there is always a list of Community Benefit Opportunities for Suppliers to be offered. For example, actions from relevant strategies will be detailed, Project Managers working with developers can report on Community Benefits Activity, and Procurement Advisers can provide information on upcoming tenders.</li> <li>• As part of the forthcoming Procurement Strategy, the Council will consider a Community Benefits approach within the Procurement Governance framework, to examine the current process and outline areas for improvement; this may include exploring options for a points system based on the value or length of the contract; or providing a guide for developers so they understand what is expected from them, with examples of the types of projects or benefits they can bring to the local community.</li> <li>• Drop-in sessions for local SME's will be established to provide direct and focussed opportunities to engage in the tender process.</li> </ul>
<p>Maximise the use of Community Benefits clauses in all appropriate contracts</p>	<p><b>Compliant –</b></p> <p>Community Benefits are required to be included in any public contract over the value of £4million, in East Dunbartonshire, they are included in contracts over £50,000 where the relevant list of Community Benefits can be found in Section 5.</p> <p>The Corporate Procurement team issue all regulated contracts, ensuring inclusion of Community Benefit opportunities in all contracts where appropriate and where securing additional value is supported.</p>

<p>Simplify and facilitate procurement processes and procedures to support accessibility for all</p>	<p><b>Compliant –</b></p> <p>The Procurement Strategy and Governance framework directs the relevant legislative considerations for Procurement processes within the Council, this sits below the Council's contract Standing Orders and Administrative Scheme.</p>
<p>Embed sustainability and promotion of ethical working practices as best practice within procurement processes and procedures</p>	<p><b>Compliant –</b></p> <p>The Procurement Strategy and Governance Framework promotes the inclusion of ethical working practices within the roles and responsibilities of those who have responsibility for Procurement activity.</p> <p>Standardised documentation includes the requirement to embed the relevant processes at the relevant points in all processes/procedures.</p> <p>All regulated Procurement activity is carried out by the Corporate Procurement Team.</p>



## Appendix 2 – Scotland Excel Framework Spend

Contract No	Contract Title	Contract Start Date	Sum of Actual Spend
0517	Children's Residential	01/05/2018	£3,015,039
0215	Outdoor Play Equipment and Artificial Surfaces	13/03/2017	£1,276,710
1016	Frozen Foods	01/07/2017	£579,174
1015	Fostering	25/03/2017	£551,299
0515	Groceries & Provisions	01/05/2016	£531,221
0217	Vehicle & Plant Hire	01/11/2017	£470,462
0815	Domestic Furniture and Furnishings	01/11/2016	£390,365
0916	Education Materials	01/08/2017	£341,507
0816	Organic Waste	01/08/2017	£275,373
0617	Library Books & Textbooks	01/02/2018	£264,594
0317	Heavy Vehicles	01/01/2018	£259,733
1218	Janitorial Products	01/03/2019	£237,039
2917	Salt for Winter Maintenance	01/07/2018	£176,789
0117	Recycle And Refuse Containers	03/11/2017	£169,061
0118	Fresh Meat, Cooked Meats & Fresh Fish	01/10/2018	£158,246
0918	Grounds Maintenance Equipment	01/03/2019	£153,300
0716	Secure Care	01/04/2017	£150,540
0116	Vehicle Parts	16/01/2017	£141,452
3217	Washroom Solutions and Sanitary Products	01/10/2018	£140,800
0416	Personal Protective Equipment	01/03/2017	£118,731
2418	Asbestos	01/07/2019	£108,909
0201	Vehicle Purchase RM6060	02/12/2018	£99,450
0616	Engineering Consultancy	18/03/2017	£97,869
0618	Audio Visual	01/04/2019	£97,611
0915	Catering Sundries	20/10/2016	£93,791
0216	Education And Office Furniture	01/03/2017	£91,579

0511	Care Homes for Adults (LD)	29/06/2015	£84,150
1917	Milk	01/03/2018	£78,969
0417	Tyres for Vehicles & Plant	01/11/2017	£75,010
1013	Street Lighting Bulk Renewal of Luminaires	21/07/2016	£70,281
1114	Asbestos	01/04/2015	£61,207
2617	Street Lighting Materials	01/10/2018	£54,538
3117	Technology Enabled Care	01/01/2019	£52,385
1414	Janitorial Products	01/03/2015	£41,034
1018	First Aid Materials	01/10/2018	£26,615
1214	Presentation & Audio Visual Equipment	01/04/2015	£24,780
1418	Road Signage Materials	01/12/2018	£11,398
1118	Commercial Catering Equipment	01/11/2018	£10,678
0917	Laundry Equipment	06/11/2017	£2,654
2517	Digital Publications and Services	01/02/2018	£1,562
0717	Trade Materials	17/02/2018	£1,507
1818	Cleaning Equipment	01/05/2019	£1,305
0814	Security (Services)	01/04/2015	£776
1217	Pest Control Services	08/12/2017	£705
0817	Bottled Gas	06/11/2017	£656
0218	Power Tools	17/06/2018	£628
3017	Road Maintenance Materials	17/09/2018	£556
1517	Swimming Pool Chemicals	16/02/2018	£344
1714	Plumbing and Heating Materials	01/12/2015	£86

### Appendix 3 – Scottish Government Framework Spend

Contract	Supplier	Total
Electricity 2019	EDF Energy Ltd	£2,596,457.59
Natural Gas	Total Gas & Power Ltd	£993,653.00
Water and Waste Water Services	Anglican Water Business (National) Ltd	£971,251.27
Liquid Fuel - Scotland Central (2019)	Scottish Fuels	£438,927.51
Mobile Client Devices	Hewlett Packard UK Ltd	£409,570.06
Office Equipment - Multi-functional Devices & Services	Xerox (UK) Ltd	£394,987.40
General stationery and office paper (2016)	Lyreco UK Ltd	£232,568.69
Liquid Fuel - Automotive fuel (Central)(2015)	Scottish Fuels	£215,590.00
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£154,253.00
Fixed Telephony (2014)	Vodafone	£93,073.75
Postal Services - Scheduled/Regular Bulk Mail (2016)	Royal Mail Group	£84,474.20
Provision Of Admin, Catering & Manual Staff Services – South Region	Pertemps Recruitment	£72,598.03
IT Peripherals (2018)	Computacenter	£66,499.82
National Framework for Tablet Client Devices	XMA Limited	£62,043.03
Postal Services - Ad-hoc and hybrid mail (2016)	Royal Mail Group	£55,183.14
Provision Of Interim Professional Staff Services – National	Pertemps Recruitment	£32,122.35
Web Based & Proprietary Client Devices 2019	XMA Limited	£25,570.05
Desktop Client Devices	Hewlett Packard UK Ltd	£23,002.55
Provision Of Interim Professional Staff Services – National	ASA International	£20,585.68
Temporary and Interim Staff - Interim Professionals	Parity Professionals Limited	£20,054.00
Liquid Fuel - Heating oil (Central)(2015)	Scottish Fuels	£6,804.00
Print And Associated Services 2019 - litho/ digital print services	J Thomson Colour Printers Ltd	£5,195.00
Software - Value Added Reseller (VAR)	Softcat	£2,094.67
IT Consumables (2016)	Banner Group Ltd	£1,658.73
Print And Associated Services 2019 - litho/ digital print services	21 Colour Limited	£1,291.00
Web Based & Proprietary Client Devices	XMA Limited	£682.88

## Appendix 4 – Annual Procurement Report Template

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	EDC
b) Period of the annual procurement report	2019/20
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	YES
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	37
b) Total value of regulated contracts awarded within the report period	£101,268,474
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	76
i) how many of these unique suppliers are SMEs	48
ii) how many of these unique suppliers how many are Third sector bodies	12
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	35
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	2
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	10

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	N/A
e) Number of Apprenticeships Filled by Priority Groups	N/A
f) Number of Work Placements for Priority Groups	N/A
g) Number of Qualifications Achieved Through Training by Priority Groups	N/A
h) Total Value of contracts sub-contracted to SMEs	Figures not available
i) Total Value of contracts sub-contracted to Social Enterprises	Figures not available
j) Total Value of contracts sub-contracted to Supported Businesses	Figures not available
k) Other community benefit(s) fulfilled	See table

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	6
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	19
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	15
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	3

**6. Payment performance**

a) Number of valid invoices received during the reporting period.	72,692
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	94.27%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	29
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£30,148
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£30,148
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£148,908,803
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£71,748,825
c) Total procurement spend with Third sector bodies during the period covered by the report.	£26,474,402.76
d) Percentage of total procurement spend through collaborative contracts.	14.14%
e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report	£1,239,257
i) delivered cash savings for Cat A contracts	£942,184
ii) delivered cash savings for Cat B contracts	£294,615
iii) delivered cash savings for Cat C contracts	Figures provided by Scotland Excel
	£2,458

g) Total non-cash savings value for the period covered by the annual procurement report

£14,674

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years

48

b) Total estimated value of regulated procurements expected to commence in the next two financial years

£120,000,000