

annual procurement report

2018 - 2019

Sustainable procurement - making a real difference



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INTRODUCTION

This annual procurement report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation, and all relevant procurement legislation. This report covers the period 1st April 2018 to 31st March 2019.

The Commercial and Commissioned Services Strategy 2018-2023 (CCSS) is in place to achieve the strategic procurement ambitions of Scottish Borders Council. By embedding a sustainable approach into the strategy themes and objectives we aim to make a real difference and positively influence the outcome of our procurement activities.

In February 2018 a new Corporate Plan for 2018-2023 called 'Our Plan and Your Part in it' was approved at Council. It sets the direction for the next five years to:

- Make the most of the new opportunities we now have
- Tackle the challenges we face
- Take account of what our Administration want to achieve
- Ensure we respond to national policies and other statutory requirements

The plan is structured across four key themes:

- Our Services for you
- Independent Achieving people
- A Thriving Economy with opportunities for everyone
- Empowered vibrant communities

The first annual review of the CCSS strategy has taken place to ensure the ongoing direction of procurement is in line with the new Our Plan and your Part in it.






PROCUREMENT STRATEGIC THEMES AND OBJECTIVES 2018-2023

Our strategy focuses on a number of key themes and objectives. These aims have underpinned all activity during the year.

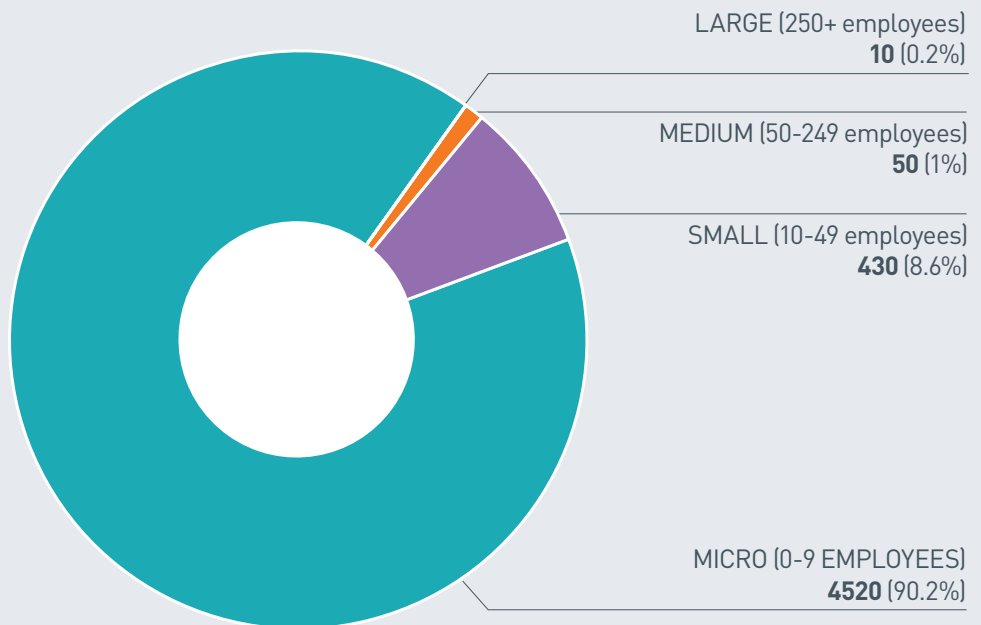
| | Theme | Objective |
|---|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
| 1 | Support our local market and the economy | to grow the Councils local supply base to increase the proportion of Council spend within the area |
| 2 | Deliver sustainable, flexible and innovative procurement | to capture opportunities while balancing priorities |
| 3 | Identify effective and efficient procurement policy improvements | to maximise the benefit from the investment in technology through the new ERP system |
| 4 | Deliver added value through savings and benefits | to make a positive and measurable impact through procurement opportunities |
| 5 | Develop commercial awareness across the organisation | to benefit from a commercial approach to key supplier and partner relationships |

SCOTTISH BORDERS PROFILE



| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| POPULATION 115,270  | HOUSEHOLDS 54,306  | SQ KM 4,732  |
| COUNCIL REVENUE BUDGET £284m to spend (18/19) on delivering services  | COUNCIL CAPITAL BUDGET £386m to invest in projects over the next 10 years  | |

BUSINESS SIZE PROFILE



KEY PROCUREMENT STATISTICS

INFORMATION 2018/2019



| | | |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| COUNCIL SPEND £168m total Council spend with third parties | REGULATED CONTACTS 78 awarded | VALUE OF REGULATED CONTRACTS £52.9m during period |
| LOCAL SPEND 45.2% of expenditure with businesses operating in the geographical boundaries of the Scottish Borders | ACTIVE SUPPLIERS 2,598 number of active supplier accounts | PURCHASE ORDER TRANSACTIONS 41,585 number of purchase order transactions |

Data Sources: Spikes Cavell, Scottish Borders Council ERP system

OUR APPROACH TO DELIVERY OF AMBITIONS

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below. The key is how we use these tools, rather than the tool themselves.

THE PROCUREMENT JOURNEY/PUBLIC CONTRACTS SCOTLAND (PCS)/PCS-TENDER

The use of this suite of national procurement tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

SUSTAINABLE PROCUREMENT DUTY

The Council policy '*Adding Value to the Community through Procurement*' has been embedded into the new strategy to ensure every procurement project is considered for additional opportunities such as community benefits. Section 3 of this report summarises the positive outcomes from this policy.

In line with this and other strategy commitments, we have developed a Sustainable Procurement Charter. It can be found [here](#) (and at Appendix 1). The charter lays out each of our principles, standards and the expectations for suppliers who would like to work with us.

The Flexible Framework assessment tool is used to measure our overall performance across sustainability and to map our continuous improvement. The prioritisation tool is used to assess and identify the key spend areas with clear opportunity for sustainable benefit and the sustainability test is used to embed identified benefits into the development of frameworks and contracts.

FAIR WORKING PRACTICES

As can be noted from our Sustainable Procurement Charter, the Council has fully adopted the statutory guidance relating to the Selection and Award of Contracts addressing Fair Work Practices (FWP) including the Living Wage.

The Council continues to progress the adoption of the Living Wage Foundation Accreditation.

CONTRACT REGISTER

Our annually updated contract register is available [here](#).

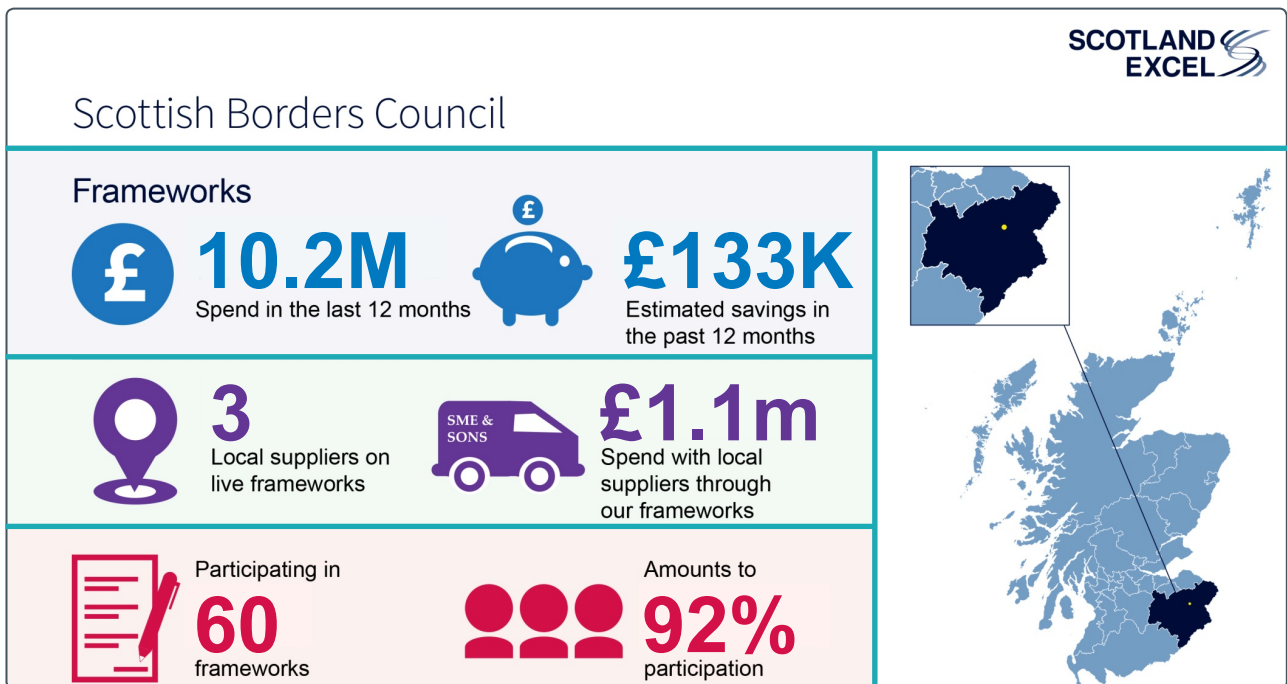
PROCUREMENT & COMMERCIAL IMPROVEMENT PROGRAMME

The national Procurement & Commercial Improvement Programme (PCIP) regime considers four key areas across Leadership & Governance, Development & Tender, Contract and Purchase Processes.

Our second assessment during 2018 resulted in overall total score of 78%, placing us in the top F1 Band and ahead of the Scottish local authority average. Further detail is provided later in this report.

COLLABORATIVE PROCUREMENT

Collaborative frameworks are utilised wherever possible, particularly with our shared service Scotland Excel as can be noted from the image below. Other collaborative opportunities include Crown Commercial Services, ESPO and other public sector based organisations. Regional collaboration is undertaken with neighbouring authorities such as City of Edinburgh, Midlothian and East Lothian Councils.



STAKEHOLDER CONSULTATION AND ENGAGEMENT

During the year, and with a particular focus on our activities across Social Care and Health, a number of external consultations and engagement opportunities have been undertaken.

CASE STUDY

Shared Lives is a regulated form of social care which has historically been used primarily for people with learning disabilities. In Shared Lives, an adult who needs support or accommodation is matched with an approved Shared Lives carer, who supports and includes the individual in their family and community life. Shared Lives can provide long term live in, short breaks and day support options for the local population.

Shared Lives has diversified across the UK to support other groups. However, in the short term, the Council intends to focus on the development of a new service for people with a learning disability identified as their primary support need.

It is the intention to commission this new service through a third party organisation, and so a Prior Information Notice outlining the opportunity was published through Public Contracts Scotland to measure the level of interest from providers in developing a service in the Borders.

As a result of receiving substantial interest, a Providers event was held to share the ambitions of the commissioning service. The team is now taking forward a procurement exercise to source a provider.

SECTION 1

SUMMARY OF REGULATED PROCUREMENTS COMPLETED DURING THE PERIOD

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during 1st January 2018 – 31 March 2019.

Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014.

TOTAL NUMBER OF REGULATED PROCUREMENT CONTRACTS AND EXPENDITURE FOR THE PERIOD

| Number of Contracts | Category A (Scottish Procurement) | Category B (sectoral) | Category C (Local) | Total Value |
|---------------------|-----------------------------------|-----------------------|--------------------|-------------|
| 78 | £6,148,796 | £6,238,173 | £40,515,290 | £52,902,259 |

Full details relating to each contract is provided in Appendix 2.

SECTION 2

REVIEW OF REGULATED PROCUREMENT COMPLIANCE

OVERALL ASSESSMENT

Compliance of our regulated procurement activities remains in line with the CCSS strategy aims and objectives and is achieved through the robust Council governance across Procurement and Contract Standing Orders and Financial Regulations.

Procurement Services are delivered by a centralised Commercial and Commissioned Services team, which facilitates and enables a strategic corporate approach to all requirements. The team applies our organisational values of fairness, equal treatment and openness to all that we do.

Each regulated procurement activity is reviewed to determine if and how it might contribute to the achievement of the Councils wider objectives. This review is carried out, in full partnership with the contract owner, through the development of a project procurement strategy. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

This approach creates a consistent, proportionate and effective mechanism to make certain these procurement activities are linked and aligned with the overall corporate and procurement strategic themes and associated objectives.

DELIVERING AGAINST OUR STRATEGIC THEMES - CASE STUDIES

Deliver Sustainable, flexible and innovative procurement

In February 2019, the Council awarded a new contract for Fresh Fruit, Vegetables, Bakery Products and Eggs. This contract requires the supplier to supply and distribute fresh perishable produce to our school kitchens.

During the procurement process, we explored with suppliers whether there was an opportunity to change the frequencies of deliveries to reduce our carbon footprint and the cost of the contract. At the same time, we arranged for our milk requirements to be distributed alongside the fresh produce. As a direct result all our fresh product requirements are received through a single delivery. This creates a more sustainable distribution approach for the supplier and delivers the carbon reduction and financial benefits previously mentioned.

Supporting our local supply market and the economy

During the year, the team developed our first Dynamic Purchasing System (DPS) for Passenger Transport Service contracts. A DPS offers much more flexibility, with new suppliers able to join at any point – a really important benefit to SME's, making procurement more open and transparent and crucially, removing the date based barrier linked with traditional frameworks.

As this was the first DPS to be put in place by the team, supplier engagement, support and training on PCS-T (the online tendering tool) was a crucial element of our preparations. Our membership of the Supplier Development Programme (SDP) proved to be an invaluable resource to help us deliver high quality support and training to suppliers, with the side benefit of improving our own knowledge of how the system can work best.

Another real advantage is that once suppliers have attended these events, they are provided with a step-by-step guide and encouraged to utilise resources on the SDP website. Feedback from the training was very positive and the approach taken made what can seem a daunting process much more straightforward. This partnership between the team and SDP resulted in a positive response to the DPS, fulfilling the key ambition of the procurement exercise



Identify effective and efficient procurement policy and process improvements

Building on the benefits of the Business World Enterprise Resource Planning System, a number of positive policy and process improvements have been delivered during the last financial year. Examples of these are noted below.

With responsibility to manage the supplier master data, the Payments team undertook a review of the data held in the system. As a result, the number of live records requiring management has halved through an archiving process. Separately, the number of supplier groups has reduced to streamline the data for reporting purposes and to support the management of our GDPR obligations.

Our Purchasing team led the P2P input to the Milestone 7 upgrade of the ERP system. This upgrade was a significant learning curve and so has improved our knowledge of the system, all while delivering on the timetable for the project. This team also leads the P2P Business World User Group. This group, from Services right across the Council, meet regularly to share knowledge of their processes and other system related matters.

Alongside these improvements, Purchase Cards were piloted as a replacement for our existing petty cash requirements. Following a successful outcome, these cards are being rolled out across appropriate areas of the Council.

Prepaid cards are also being tested as an alternative payment method for a number of areas of activity where payments are made to individuals.

Deliver Added Value through Savings and Benefits

During the year our team supported the delivery of cashable and other benefits by facilitating access to service based efficiencies through procurement activities.

The total estimated efficiencies delivered through regulated contracts is noted below. It should be noted that this figure relates to procurement related benefits during the period of this report and not to the overall savings made by the organisation through service redesign, specification reviews and other budget efficiencies.

| Period | Category A (Scottish Procurement0 | Category B (sectoral) | Category C (Local) | Total |
|-----------|-----------------------------------|-----------------------|--------------------|------------|
| 2018/2019 | £694,797 | £133,179 | £408,289 | £1,236,265 |

Developing Commercial Awareness across the Organisation

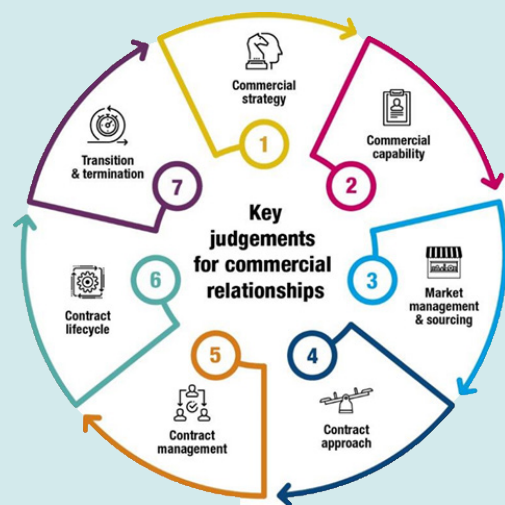
The delivery of contract and supplier management, (CSM), along with enhanced commercial skills, aims to equip the organisation for the future, to mitigate risk, save money and improve outcomes. CSM plays a vital role in the system of governance, risk management and control and is key to unlocking the supply chain value through which performance improvements and efficiency savings can be realised.

During 2018/19 a working group has completed the development of a corporate framework through which CSM will be put in place during 2019/20, supported by a digital tool attached to the ERP system.

The financial and performance benefits from contract management come from a number of areas including;

- Demand management - changing the scale and/or scope of the contract (doing less/fewer things without affecting quality but reducing cost)
- Reducing administrative/invoicing requirements can increase productivity or allow the redirection of resources to other priorities
- Introducing innovation/doing things differently
- Penalising poor performance
- Generating income

This project will also build on the existing commercial skills across the Council to support the delivery of contract management, bringing new and enhanced knowledge to the organisation.



SECTION 3

COMMUNITY BENEFIT SUMMARY

BACKGROUND

The Council has a well-established 'Adding Value to Communities through Procurement Policy'. This can be found on page 12 of the CCS strategy. Community benefit clauses (CBCs) are considered for every contract with an estimated value exceeding £50,000, with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity. To ensure delivery of this important policy, the role of Sustainability Officer has been in place for a number of years.

Our CBCs include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

COLLABORATION

The Scottish Borders Community Planning Partnership Sustainable Procurement group continues to work together to identify area wide collaborative opportunities that may have positive social, economic and environmental benefit outcomes. Close links have also been established with the local social enterprise chamber to identify potential opportunities for local social enterprise.

Our Co-ordinator also chairs a Community Benefit Stakeholder Group. This group brings together representatives from our wider partners including Department of Work and Pensions, Borders College, Skills Development Scotland, Criminal Justice, Economic Development and Employability groups to support seamless delivery of benefits, particularly to key priority groups.

The Construction Sector Work Academy is a joint programme created by partners from this group to help young and unemployed people. This programme was highly commended at the GO Awards Scotland 2018.



The project is delivered through a partnership across JobCentre Plus, the Council and Borders College which enables people to get their Construction Skills Certification Scheme card (CSCS). Community benefit clauses in our contracts facilitate work placements providing valuable experience of working on live construction projects.

Councillor Robin Tatler, Executive Member for Finance noted “This is an ambitious partnership project which has been operating for two years now and has helped a number of young and unemployed people gain work in the construction sector. It is also an excellent example of how Community Benefit clauses in our contracts can support the local community, people and economy and I’d like to congratulate all those involved in the project from across the partners.”

Building on the success of this programme, early discussions have taken place with the Scottish Prison Service (SPS) regarding the reintegration of individuals returning from a custodial sentence back to their local community.

The Council aims to use community benefit clauses to identify suitable employment opportunities on local construction projects and the Prison Service will deliver construction training and help individuals acquire their CSCS card prior to release. The SPS will then provide the through care to support the individual back into the community.

COMMUNITY

The Council has introduced a fully managed pool car fleet service. This has delivered significant financial savings and, importantly a reduction in carbon emissions which supports the Council’s efforts to meet climate change targets.

The service has now expanded to incorporate community use. As well as business use by SBC and other named partner organisations, it was agreed that minimum of 50% of the pool cars should be made available for community use.

This has provided communities across the Borders with increased access to sustainable, low emission vehicles at times when other public transport is less frequent. SBC’s Local Access and Transport Strategy seeks to make the Scottish Borders a more connected place by providing reliable, affordable, convenient transport which enhances accessibility and promotes connected town centres.



SUMMARY OF COMMUNITY BENEFITS DELIVERED DURING THE REPORTING PERIOD

| Type of Community Benefit | Number delivered |
|----------------------------------------------------------|------------------|
| Employment & Skills Activity | |
| a) Jobs Created / New Employment Opportunities | 11 |
| b) Apprentices – Starts | 1 |
| c) Apprentices – Existing | 1 |
| d) Apprentices – Completions | |
| Training and Work Experience | |
| a) Work Experience Placements (16 plus years) | 6 |
| b) Work Experience Placements - Employability programmes | 8 |
| Support Activities Education | |
| a) Education No. of Participants | 1096 |
| b) Education Support Activities - Schools | 15 |
| Community Engagement Events/Activity | |
| a) Engagement with Community Groups | 12 |
| b) Supporting Community Projects/Events | 9 |
| c) Sponsorship Activity | 8 |
| d) Donation of materials | 2 |

SECTION 4

SUPPORTED BUSINESS AND THE THIRD SECTOR SUMMARY

The development of every procurement strategy considers the involvement of supported business or social enterprise as a delivery option and, as appropriate, we utilise the Scottish Government Supported Business Framework or consider our local providers for innovative ways of ensuring supported business and social enterprises have the opportunity to work with us.

The Council works closely with Scottish Borders Social Enterprise Chamber (SBSEC) to encourage supported business and other third sector organisations to access Council contract opportunities. This active role allows us to keep members updated with contract and community benefit opportunities.

The Council will continue to look for opportunities for supported businesses, investigating all procurement avenues to identify appropriate providers and matching them with our contract opportunities. Community benefit clauses also provide an opportunity to direct our third party contractors/ suppliers to consider supported businesses in their supply chain.

During this reporting period the Council has engaged with a number of supported businesses through both contract and grant award mechanisms:

- Home Basics (£14,167)
- The Borders Green Team (£11,465)
- Green Works (£4,000)
- The Lady Haig Poppy Factory (£798)

CASE STUDY – HAVEN RECYCLE

The Council has been working with Haven Recycle (a supported business based in Glasgow) on the removal, uplift and recycling of digital devices from our premises. This contract aligns with a replacement printer programme across schools and outlying offices. This project, as part of the wider digital transformation programme and, in a similar way to that already rolled out at Council Headquarters, substantially reduces our printing costs and paper consumption.

Haven Recycle specialise in providing an efficient flexible and secure data wiping and destruction, reuse and recycling of redundant IT and WEEE (Waste Electrical and Electronic Equipment).

Whilst operating as a business, Haven Recycle is first and foremost a social enterprise, their unique attribute being that the majority of the highly skilled and comprehensively trained workforce comprises of disabled and disadvantaged adults. The business activities therefore, address the needs and issues in both social and environmental sustainability.

SECTION 5

FUTURE REGULATED PROCUREMENT SUMMARY

The Procurement Reform (Scotland) Act 2014 states it is mandatory that this annual procurement report includes “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

WHY?

Acting in a transparent and proportionate manner is an effective way by which an organisation can encourage competition and achieve better value for money in its procurements. This approach aims to widen participation in the public procurement process providing information to suppliers of future opportunities.

Appendix 4 contains details of the planned regulated procurement activities expected to be undertaken during financial years 2019/20 and 2020/21.

SECTION 6

PERFORMANCE

PROCUREMENT AND COMMERCIAL IMPROVEMENT PROGRAMME

In September 2018, Scotland Excel carried out the Procurement and Commercial Improvement Programme (PCIP) assessment of Scottish Borders Council (SBC). This assessment was focussed on areas of improvement.

Scottish Borders Council received an overall score of 78%, placing it in the F1 Band and well above the Scottish local authority average. This represents an increase of 8% on 2016, and demonstrates our continuous improvement across all areas of the programme

The areas of positive practice and opportunities for further improvement are highlighted below.

| PCIP Section | Positive Practice | Opportunities for Improvement |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Leadership and Governance | <ul style="list-style-type: none"> • Modern Apprentice programme and positive pathway for development created • Focussed priority through commercial Director role • Real time spend and use of Business World | <ul style="list-style-type: none"> • Maturity in Commercial Improvement |
| 2. Development and Tender | <ul style="list-style-type: none"> • Strong evidence of ensuring appropriate implementation and exit considerations in Social Care | <ul style="list-style-type: none"> • Further embedding of good practice around implementation and exit strategies across portfolio |
| 3. Contract | <ul style="list-style-type: none"> • Member led Major Contact Governance Group is a positive driver for overall contract management of key suppliers • Active and comprehensive monitoring in Social Care • Successful implementation of Business World has facilitated tangible improvements and evidence of cultural shift in behaviour and practice • Evidence of Demand Management practice in relation to Business Travel, Energy Consumption and Social Care | <ul style="list-style-type: none"> • Continued focus on Contract and Supplier Management development • Continued focus on Evaluation Criteria |
| 4. Key Purchasing Processes | <ul style="list-style-type: none"> • Well developed relationship with CGI • Establishment of P2P user group to manager continuous improvements | <ul style="list-style-type: none"> • Further utilise the functionality and outputs of Business World • Continue to benchmark ICT capability in partnership with CGI |

PAYMENT PERFORMANCE

Our BusinessWorld system P2P processes are now business as usual. As a result of delivering sustained improvements throughout our processes supplier payment performance has increased significantly.

The trend continues upwards and has reached 90% (June 2019). Further analysis of this figure demonstrates that 84% of payments are made in 21 days, 71% in 14 days and 40% paid within 7 days of receipt.

The average 2018/19 performance is noted below:

84% of payments to suppliers made within 30 days

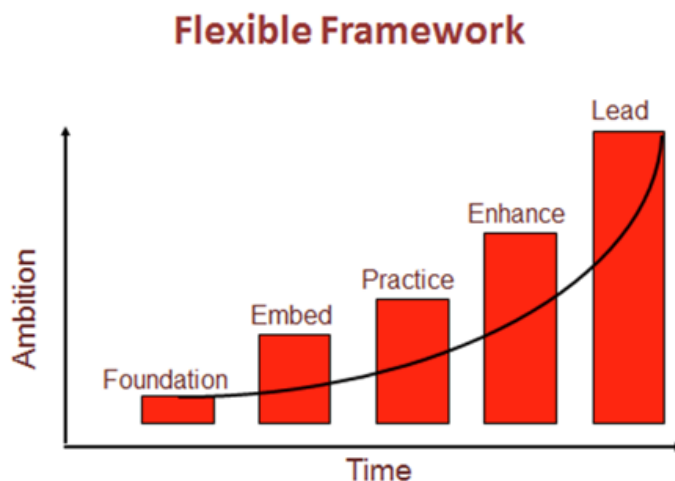
97% of payments to suppliers made electronically

SUSTAINABILITY PERFORMANCE - FLEXIBLE FRAMEWORK ASSESSMENT TOOL

The Scottish Government Flexible Framework assessment tool is used to help ensure we achieve sustainable outcomes by assessing our current level of performance and identifying the actions required to continuously improve our procurement practice in relation to sustainability.

The Councils well established Sustainable Procurement Policy Group has recently realigned to support the delivery of the UN Sustainable Development Goals in a Scottish Borders context. It is planned to revisit the remit to drive adoption of, implementation of and best practice on sustainable development throughout the Council. This will ensure that there is a clear link through the new National Performance Framework (approved by the Scottish Parliament on 24th May 2018) which incorporates the UN Sustainable Development Goals.

Embedding sustainable development into the culture of the organisation will ensure sustainability is a key feature of all buying decisions and support the Councils progress to level 4 of the flexible framework.



| Annual Report Ownership | Further Information |
|-------------------------|--------------------------------------------------------------------------------------------------------|
| Approval Process | Scottish Borders Council – Executive Committee August 2019 |
| Led By | Mr David Robertson Chief Financial Officer david.robertson@scotborders.gov.uk |
| Delivered By | Ms Kathryn Dickson Commercial & Commissioned Services Manager kathryn.dickson@scotborders.gov.uk |

GLOSSARY

| | |
|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Collaboration | Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs |
| Commissioning | This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way |
| Community Benefits | These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits |
| Contract Management | This is the management of contracts with suppliers or partners. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management |
| Demand Management | This is a way to reduce costs by managing requirements through many different methods such as forecasting, reducing options, increasing flexibility or considering distribution methods and frequency |
| Flexible Framework Self-Assessment Tool (FFSAT) | A tool used to assess and measure our level of performance of sustainable procurement and to build an action plan to build on that performance |
| Goods | Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads |
| KPI | Key Performance Indicators are measures put in place as part of the contract arrangements. These will be used to help manage delivery of the contract to a pre-agreed set of quality and quantity indicators |
| P2P | Procurement to Payment - electronic IT systems and processes used to manage the raising of purchase orders through to the payment of supplier invoices |
| PCIP | The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme |
| Procurement | This is process of acquiring goods, services and works |
| Purchasing | The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them |
| Regulations | Public Contracts (Scotland) Regulations 2015; Procurement (Scotland) Regulations 2016; The Procurement Reform (Scotland) Act 2014 |
| Services | Services we buy might include care services, professional services to design works projects or repair and maintenance services |
| Small and Medium Enterprises (SME's) | Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium |
| Sustainable Procurement | A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs basis and generates benefits, not only for the organisation but for society, the economy and the environment |
| Third Sector | The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They can be everything between small and local or large multinational companies or charities |
| Value for Money | Value for money is the optimum combination of whole life costs quality and sustainability to meet our requirements |
| Whole Life Costing | Whole life costing takes into account the total cost of a product or service over its lifetime, from concept to disposal and including purchase, hire or lease, maintenance, operation, utilities, training and end of life disposal. It is important to take all of these costs into consideration when making decisions as in some cases the purchase cost is only a small proportion of the cost of operating it |
| Works | Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces ⁹ |

APPENDIX 1 – SUSTAINABLE PROCUREMENT CHARTER

Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



Achieving our Sustainable Procurement duty

Equalities

We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.

Disability Confident Scheme

The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.

Facilitating SME's, third sector and supported businesses in the procurement process

Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.

Promoting Innovation

Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.

Fair Work Practices

As a Living Wage employer, the Council is committed to encouraging the wider adoption of the Scottish Living Wage by suppliers and to support this has adopted the Scottish Government guidance on the Selection of Tenderers and Award of Contracts which addresses Fair Work Practices as part of the procurement for relevant contracts. The Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.00 (November 2018)

Consultation with Stakeholders

Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.

Health & Safety Compliance

The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who areSSIP accredited.

Fairly & ethically traded goods

The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.

Provision of Food

The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.

Prompt payment within 30 days

The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.

Information/Data Management/Protection

The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.

Environmental Impact and Climate Change

The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.

Improving the economic, social and environmental wellbeing of the area

Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).

Conflict of Interest

Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.

Modern Slavery Act 2015

The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.

APPENDIX 2 – REGULATED PROCUREMENT

CATEGORY A SCOTTISH GOVERNMENT FRAMEWORK AGREEMENTS – CONTRACT AWARD/SPEND CHARTER

| Scottish Government Schedule | Supplier Name | Subject Matter | Start Date | End Date | Contract Value |
|------------------------------|---------------------------------------|------------------------------------------------------|------------|----------|-------------------|
| PS-14-002 | Hewlett Packard UK Ltd | Desktop Client Devices | 01.04.18 | 31.03.19 | £51,190 |
| PS-11-010 | EDF Energy Ltd | Electricity | 01.04.18 | 31.03.19 | £2,200,936 |
| PS-11-001 | Lyreco UK Ltd | General Stationery and office paper | 01.04.18 | 31.03.19 | £114,707 |
| PS-11-004 | Scottish Fuels | Liquid Fuel - Automotive fuel (Central) | 01.04.18 | 31.03.19 | £142,490 |
| PS-11-004 | Highland Fuels | Liquid Fuel - Automotive fuel (South) | 01.04.18 | 31.03.19 | £1,115,509 |
| PS-11-004 | Scottish Fuels | Liquid Fuel - Heating oil (South) | 01.04.18 | 31.03.19 | £690,232 |
| PS-14-002 | Hewlett Packard UK Ltd | Mobile Client Devices | 01.04.18 | 31.03.19 | £357,272 |
| PS-12-009 | XMA Limited | National Framework for Tablet Client Devices | 01.04.18 | 31.03.19 | £53,103 |
| PS-12-005 | Total Gas & Power Ltd | Natural Gas | 01.04.18 | 31.03.19 | £514,564 |
| PS-15-814 | Royal Mail Group | Postal Services - Ad-hoc and hybrid mail (2016) | 01.04.18 | 31.03.19 | £121,679 |
| PS-15-814 | Royal Mail Group | Postal Services - Scheduled/Regular Bulk Mail (2016) | 01.04.18 | 31.03.19 | £70,130 |
| PS-15-005 | Anglian Water Business (National) Ltd | Water and Waste Water Services | 01.04.18 | 31.03.19 | £716,984 |
| Total Value | | | | | £6,148,796 |

CATEGORY B SCOTLAND EXCEL FRAMEWORK AGREEMENTS – CONTRACT AWARDS/SPEND

| SXL Schedule Number | Supplier Name | Subject Matter | Start Date | End Date | Contract Value |
|---------------------|------------------------------------------------|------------------------------------|------------|----------|----------------|
| 0516 | Nynas UK AB | Bitumen Products | 01.04.18 | 31.03.19 | £365,097 |
| 0516 | Colas Ltd | Bitumen Products | 01.04.18 | 31.03.19 | £199,834 |
| 0517 | Kibble Education & Care Centre | Children's Residential | 01.04.18 | 31.03.19 | £568,568 |
| 0517 | Hillside School (Aberdour) Limited | Children's Residential | 01.04.18 | 31.03.19 | £247,613 |
| 0517 | Care Visions Group Limited | Children's Residential | 01.04.18 | 31.03.19 | £191,189 |
| 0517 | Spark Of Genius (training) Limited | Children's Residential | 01.04.18 | 31.03.19 | £133,178 |
| 0517 | Harmony Education Trust Ltd | Children's Residential | 01.04.18 | 31.03.19 | £109,065 |
| 0115 | Apetito Limited | Community Meals | 01.04.18 | 31.03.19 | £288,793 |
| 0815 | The Furnishing Service Limited | Domestic Furniture and Furnishings | 01.04.18 | 31.03.19 | £353,399 |
| 0216 | Langstane Press Limited | Education & Office Furniture | 01.04.18 | 31.03.19 | £74,592 |
| 0916 | Yorkshire Purchasing Organisation | Education Materials | 01.04.18 | 31.03.19 | £74,345 |
| 0615 | Edmundson Electrical Ltd T/A Edmundson Walsall | Electrical Materials | 01.04.18 | 31.03.19 | £80,645 |
| 0913 | Energywise Scotland Ltd | Energy Efficiency Contractors | 01.04.18 | 31.03.19 | £119,578 |
| 1016 | Brake Bros Ltd | Frozen Foods | 01.04.18 | 31.03.19 | £517,850 |
| 0515 | Brake Bros Ltd | Groceries & Provisions | 01.04.18 | 31.03.19 | £643,049 |
| 1014 | Simon Tullett Machinery | Ground Maintenance | 01.04.18 | 31.03.19 | £60,708 |
| 1414 | Unico Limited | Janitorial Products | 01.04.18 | 31.03.19 | £116,355 |
| 0617 | A.T Little & Sons (T/A Browns Books) | Library Books & Textbooks | 01.04.18 | 31.03.19 | £188,875 |
| 0617 | Oxford University Press | Library Books & Textbooks | 01.04.18 | 31.03.19 | £72,773 |

| SXL Schedule Number | Supplier Name | Subject Matter | Start Date | End Date | Contract Value |
|---------------------|-----------------------------------------------|----------------------------------------------------|------------|----------|-------------------|
| 0214 | Brake Bros Ltd | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01.04.18 | 31.03.19 | £97,220 |
| 0214 | Campbell Brothers Limited | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01.04.18 | 31.03.19 | £50,324 |
| 0416 | Bunzl UK Ltd (T/A Greenham) | Personal Protective Equipment | 01.04.18 | 31.03.19 | £50,090 |
| 1214 | Avm Impact Ltd | Presentation & Audio Visual Equipment | 01.04.18 | 31.03.19 | £59,707 |
| 2013 | Cleveland Potash Ltd | Salt | 01.04.18 | 31.03.19 | £358,208 |
| 2917 | ICL | Salt | 01.04.18 | 31.03.19 | £249,806 |
| 0716 | Kibble Education & Care Centre | Secure Care | 01.04.18 | 31.03.19 | £169,740 |
| 2017 | The Social Care Community Partnership Limited | Social Care Agency Workers | 01.04.18 | 31.03.19 | £196,295 |
| 0417 | Redpath Tyres Ltd | Tyres for Vehicles & Plant | 01.04.18 | 31.03.19 | £195,383 |
| 0217 | Cooks Van Hire Limited | Vehicle & Plant Hire | 01.04.18 | 31.03.19 | £124,666 |
| 0217 | ACL Hire Limited | Vehicle & Plant Hire | 01.04.18 | 31.03.19 | £50,074 |
| 0116 | AM Phillip Trucktech Ltd | Vehicle Parts | 01.04.18 | 31.03.19 | £111,253 |
| 0116 | Dingobro Ltd. | Vehicle Parts | 01.04.18 | 31.03.19 | £62,341 |
| 0116 | Bramall Quicks Dealerships T/a Quickco | Vehicle Parts | 01.04.18 | 31.03.19 | £57,560 |
| Total Value | | | | | £6,238,173 |

APPENDIX 2 – REGULATED PROCUREMENT

CATEGORY C CONTRACT AND FRAMEWORK AWARDS

| SBC Ref | Supplier Name | Subject Matter | Award Date | Start Date | End Date | Ext'n Period | Estimated Contract Value |
|---------|------------------------------------|-------------------------------------------------------------------------------------------------|------------|------------|------------|--------------|--------------------------|
| 1365 | Police Scotland | Provision of Dedicated Police Officers | 01/04/2018 | 01/04/2018 | 31/03/2021 | 24 Months | £405,000 |
| 1365 | NHS Borders | Contribution to Community Children's Nurses Service | 01/04/2018 | 01/04/2018 | 31/03/2021 | 24 Months | £221,800 |
| 1522 | Children 1st | Abuse and Trauma Recovery Service | 01/04/2018 | 01/04/2018 | 31/03/2021 | 24 Months | £198,875 |
| EL8 | NHS Borders | Drug Treatment and Testing Orders Service | 01/04/2018 | 01/04/2018 | 31/03/2019 | 12 Months | £64,848 |
| 1548 | Insight Direct UK Limited | Provision of Microsoft Enterprise License Agreement | 30/04/2018 | 01/05/2018 | 30/04/2020 | | £1,077,891 |
| 1527 | IHS Markit Limited | Online Technical Resource Library | 14/05/2018 | 14/05/2018 | 13/05/2020 | 24 months | £160,533 |
| 1496 | Various (framework participants) | Road Surfacing Materials Aggregates (Dry) & Ready Mixed Concrete | 21/05/2018 | 21/05/2018 | 20/05/2021 | 12 Months | £15,000,000 |
| 1561 | Levenseat | Organic Waste - Food Waste Treatment | 22/05/2018 | 29/05/2018 | 28/05/2019 | | £54,000 |
| 1475 | RNLI | Beach Life Guarding Services - Coldingham Bay | 26/05/2018 | 26/02/2018 | 02/09/2022 | | £81,389 |
| 1574 | McKenzies Waste and Wood Recycling | Recycling of Wood | 31/05/2018 | 31/05/2018 | 30/05/2019 | 12 Months | £100,000 |
| 1500 | Action for Children | Drugs & Alcohol Children & Families and Young Carers Service | 01/06/2018 | 01/06/2018 | 31/05/2021 | | £663,147 |
| 1463 | George Beattie & Sons | School Demolitions | 05/07/2018 | 05/07/2018 | 15/01/2019 | | £243,664 |
| 1568 | Everwarm Limited | Energy Improvements (EWI) at Properties in Galshiels, Clovenfords, Town Yetholm and St Boswells | 13/07/2018 | 23/07/2018 | 31/05/2019 | | £606,500 |
| 1497 | E-ON Energy Solutions | NDEE Framework Project (Non Domestic Energy Efficiency) | 22/07/2018 | 01/09/2018 | 31/03/2020 | | £1,502,233 |

| SBC Ref | Supplier Name | Subject Matter | Award Date | Start Date | End Date | Ext'n Period | Estimated Contract Value |
|------------------------------------------|---------------------------------------|------------------------------------------------------------|------------|------------|------------|--------------|--------------------------|
| 2017 | Various (framework participants) | Social Care Agency Workers | 27/07/2018 | 01/08/2018 | 31/07/2022 | | £280,600 |
| 1583 | Europcar Group Limitd | Managed Pool Vehicles | 29/07/2018 | 29/07/2018 | 28/09/2020 | 12 Months | £1,154,822 |
| 1593 | BCA Insulation Limited | IWI Energy Improvements within Berwickshire | 31/07/2018 | 15/08/2018 | 31/05/2019 | | £227,982 |
| 1280 | Proactis Group Limited | Provision of Supplier Management Portal | 31/07/2018 | 31/07/2018 | 01/08/2020 | 48 Months | £152,000 |
| 1570 | Everwarm Limited | Energy Improvements (HTTC) | 08/08/2018 | 01/09/2018 | 31/05/2019 | | £250,000 |
| 1479 | Penumbra | Community Based Housing Support Service - Homelessness | 18/07/2018 | 01/08/2018 | 31/07/2021 | 12 Months | £845,085 |
| 755 | Various (framework participants) | Local Bus Services - Extended Routes | 12/08/2018 | 12/08/2018 | 13/10/2019 | | £2,036,340 |
| PTU/002 | Various (framework participants) | Local Bus Services - Extended Routes | 20/08/2018 | 15/10/2018 | 17/10/2021 | | £5,086,680 |
| 1150 | Connect Communications (Scotland) Ltd | Publishing of SB Connect Council Newspaper | 01/10/2018 | 01/10/2018 | 30/09/2020 | 12 Months | £103,631 |
| 2113 | Parentpay | Online School Payments | 01/11/2018 | 01/11/2018 | 30/10/2020 | 12 Months | £90,000 |
| 1628 | Siemens Mobility Limited | Traffic Equipment Maintenance & Ancillary Support Services | 13/11/2018 | 13/11/2018 | 12/11/2021 | | £108,336 |
| 1602 | George Carruthers & Sons | Fresh Fruit & Vegetables, Bakery Products & Eggs | 01/02/2019 | 01/02/2019 | 31/03/2023 | | £1,280,000 |
| 1667 | Union Advertising Agency Limited | Digital Marketing Agency | 14/02/2019 | 01/03/2019 | 30/09/2020 | | £61,815 |
| 1545 | Zurich Municipal Services Limited | Insurance Services | 01/03/2019 | 01/04/2019 | 31/03/2022 | 24 Months | £3,102,347 |
| 5000 8039 1 & 5000 8155 1 | Corona Services Limited | Assessors Software Services | 20/03/2019 | 01/04/2019 | 31/03/2020 | | £56,849 |

| SBC Ref | Supplier Name | Subject Matter | Award Date | Start Date | End Date | Ext'n Period | Estimated Contract Value |
|---------------------|------------------------------|-----------------------------------------------|------------|------------|------------|--------------|--------------------------|
| 1661 | Chargemaster | Electric Vehicle Chargers | 17/01/2019 | 31/01/2019 | 31/01/2029 | | £71,450 |
| 1687 | White Stag Tourism | Travel Trade Consultancy | 22/03/2019 | 01/04/2019 | 30/09/2020 | | £250,000 |
| 50000 0820 77 | SCC | Renewal of Cognos Maintenance and Support | 27/03/2019 | 01/04/2019 | 31/03/2020 | | £79,076 |
| 1509 | Ogilvie Construction Limited | Great Tapestry of Scotland Visitor Attraction | 30/03/2019 | 10/06/2019 | 20/09/2020 | | £4,898,397 |
| Total Value | | | | | | | £40,515,290 |

SOCIAL CARE & HEALTH CONTRACTS

The Council uses a number of specialist providers across Adult and Children's Social Care & Health Services. These include Residential, Fostering, Educational and other specialist needs. The contracts for these services are put in place with multiple providers (both locally and out of the area) through existing framework agreements or via spot contracts. The use of the EU light touch regime ensures compliance with legislation.

After consideration it is believed that the individual nature of these arrangements creates a significant risk of a data breach occurring if they are publicised in more detail. These contracts are excluded from the above list.

APPENDIX 3 – CONTRACTS AWARDED DURING THE PERIOD WITH COMMUNITY BENEFIT CLAUSES

| SBC Ref | Supplier Name | Subject Matter | Contract Award Date | Regulated or Below Threshold |
|---------|------------------------------------|-------------------------------------------------------------------------|---------------------|------------------------------|
| 1526 | James Swinton | St Margaret's Primary School Galashiels Early Years Provision | 02/05/2018 | Below Threshold |
| 1496 | Various – framework | Road Surfacing Materials, Aggregates and ready Mixed Concrete Framework | 17/05/2018 | Regulated |
| 1538 | Keith Renton | Chirnside Primary School Early Years Provision | 06/06/2018 | Below Threshold |
| 1539 | Finlayson | Burgh Primary School Early Years Provision | 06/06/2018 | Below Threshold |
| 1519 | James Swinton | Jim Clark Museum | 12/06/2018 | Below Threshold |
| 1550 | Scotmac | Burnfoot Primary School Kitchen Refurbishment | 27/06/2018 | Below Threshold |
| 1551 | Scotmac | Chirnside Primary School Kitchen Refurbishment | 27/06/2018 | Below Threshold |
| 1463 | George Beattie & Son (demolitions) | Eyemouth, Duns and Kelso School Demolition | 05/07/2018 | Below Threshold |
| 2917 | Cleveland Potash Ltd | Salt for Winter Maintenance | 01/04/2018 | Regulated |
| 1568 | Everwarm Ltd | Energy Efficiency - External Wall Insulation Various Locations | 13/07/2018 | Regulated |
| 1479 | Penumbra | Community Based Housing Support | 18/07/2018 | Regulated |
| 1593 | BCA Insulations Ltd | Energy Efficiency - Internal Wall Insulation Berwickshire | 31/07/2018 | Regulated |
| 1570 | Everwarm Ltd | Energy Improvements - HTTC Peebles | 08/08/2018 | Regulated |
| 1549 | David Morton | Eildon Mill Demolition | 23/08/2018 | Below Threshold |
| 1603 | Connect Communications Ltd | SB Connect Publication | 01/10/2018 | Regulated |
| 1583 | Europcar Group Limited | Provision of Managed Pool Vehicles | 29/07/2018 | Regulated |
| 1612 | Keith Renton | Reston Primary School Early Years Provision | 10/10/2018 | Below Threshold |
| 1576 | Wicksteed | Multiple Playparks | 23/11/2018 | Regulated |
| 1631 | KRJ Construction | Yetholm Primary School | 30/11/2018 | Below Threshold |
| 1502 | Central Demolition | Almstrongs Hawick Demolition | 14/12/2018 | Below Threshold |
| 1624 | Finlayson | Alterations to Unit 2 Linglie Mill Selkirk | 01/02/2019 | Below Threshold |
| 1602 | George Curruthers & Sons | Fresh Fruit and Vegetables, Bakery Products and Eggs | 01/02/2019 | Regulated |
| 1675 | James Swinton | Duns Primary School Early Years Provision | 15/02/2019 | Below Threshold |
| 1545 | Zurich Municipal Services Limited | Insurance and Support Services | 01/03/2019 | Regulated |
| 1679 | Finlayson | Greenlaw Primary School Window Replacement | 06/03/2019 | Below Threshold |
| 1509 | Ogilvie Construction Ltd | Great Tapestry of Scotland Visitor Attraction | 30/03/2019 | Regulated |

APPENDIX 4 – FUTURE REGULATED PROCUREMENTS SUMMARY

2019/2020

| Contract/Framework Title or Subject Matter | Renewal or New | Estimated Contract Value | Expected Contract Start Date |
|-----------------------------------------------------------------------------|----------------|--------------------------|------------------------------|
| Water System Risk Assessment & Water Hygiene Monitoring Services | Renewal | £534,120.00 | 01/08/2019 |
| Provision of Telephone Calls and Line Rentals | Renewal | £540,000 | 01/08/2019 |
| iPads for Inspire Learning Programme | New | £2,823,228 | 01/08/2019 |
| NFM Study - Hawick | New | £225,000 | 01/08/2019 |
| Eyemouth Coastal Study | New | £150,000 | 30/08/2019 |
| Liquid Fuels | Renewal | £2,500,000 | 01/09/2019 |
| Community Meals | Renewal | £1,160,000 | 01/09/2019 |
| Border Playparks | New | £495,000 | 01/09/2019 |
| Laboratory Services for Private Water Supply Samples | Renewal | £90,000 | 01/10/2019 |
| Property Repairs and Maintenance Framework Agreement | Renewal | £19,000,000 | 01/10/2019 |
| Employee Benefit Scheme: Childcare Vouchers and Car Salary Sacrifice Scheme | Renewal | £2,430,000 | 01/10/2019 |
| Glass Collection | Renewal | £65,000 | 01/10/2019 |
| HR Training - Health and Safety Training | New | £120,000 | 01/11/2019 |
| Mobile Client Devices | Renewal | £1,440,000 | 01/11/2019 |
| Shared Lives Scheme | New | £824,846 | 19/11/2019 |
| NDEE Project (Phase 2) | New | £1,800,000 | 01/12/2019 |
| Mobile Voice and Data Services | Renewal | £150,000 | 01/12/2019 |
| Desktop Client Devices | Renewal | £200,000 | 01/12/2019 |
| Banking Services Contract | Renewal | £240,000 | 15/01/2020 |
| Almstrong Building Hawick - Main Works | New | £2,000,000 | 15/01/2020 |
| NFM Study - Gala Water | New | £225,000 | 01/02/2020 |
| Water and Waste Water Services | Renewal | £2,860,000 | 01/03/2020 |

APPENDIX 4 – FUTURE REGULATED PROCUREMENTS SUMMARY

2019/2020

| Contract/Framework Title or Subject Matter | Renewal or New | Estimated SBC Total Contract Value | Expected Contract Start Date |
|-------------------------------------------------------------|----------------|------------------------------------|------------------------------|
| Alcohol and Drug Treatment Service | Renewal | £1,677,800 | 01/04/2020 |
| Children's Residential Respite and Play Scheme | Renewal | £1,635,388 | 01/04/2020 |
| Residential Care for People with Autism/Learning disability | Renewal | £1,311,028 | 01/04/2020 |
| Core and Cluster Supported Accommodation | Renewal | £1,140,054 | 01/04/2020 |
| Carers Support Service | Renewal | £681,080 | 01/04/2020 |
| Care and Repair Service | Renewal | £637,914 | 01/04/2020 |
| Helpline providing support, information and assistance | Renewal | £356,913 | 01/04/2020 |
| Core Service and Supported Childminding Scheme | Renewal | £293,684 | 01/04/2020 |
| Emotional Health and Wellbeing Service | Renewal | £1,134,946 | 01/04/2020 |
| Public Convenience Service | New | £2,600,000 | 01/04/2020 |
| Pension System Support and Maintenance - Heywood Solution | Renewal | £1,300,000 | 01/04/2020 |
| Sheriff Officer Services | Renewal | £190,000 | 01/04/2020 |
| IT Consumables | Renewal | £565,000 | 01/04/2020 |
| Security Services and Cash Collection | Renewal | £100,000 | 01/04/2020 |
| Border Playparks | New | £315,000 | 01/04/2020 |
| Path Vegetation Clearance | Renewal | £99,000 | 01/04/2020 |
| Microsoft Enterprise License Agreement | Renewal | £1,100,000 | 01/05/2020 |
| Licenses and Support Agreement for HR Payroll System | Renewal | £60,000 | 01/05/2020 |
| Groceries and Provisions | Renewal | £1,900,000 | 01/05/2020 |
| General Stationery and Office Paper | Renewal | £450,000 | 31/05/2020 |
| Income Management Solution | Renewal | £330,000 | 31/05/2020 |
| Court of Session /Edinburgh Agency Work | Renewal | £160,000 | 01/06/2020 |
| National Tablet Client Devices | Renewal | £450,000 | 01/06/2020 |
| Recycling of Wood | Renewal | £100,000 | 01/06/2020 |
| Electronic Homecare Monitoring and Scheduling Solution | Renewal | £310,000 | 01/07/2020 |
| Horticultural Products | Renewal | £500,000 | 01/07/2020 |
| Short Term Ad hoc Vehicle Hire | Renewal | £300,000 | 03/07/2020 |
| Catering Sundries | Renewal | £185,000 | 31/07/2020 |
| Provision of Supplier Management Portal | Renewal | £152,000 | 01/08/2020 |
| Occupational Health Service | Renewal | £440,000 | 30/09/2020 |
| Publishing of SB Connect Council Newspaper | Renewal | £103,631 | 30/09/2020 |
| Postal Services | Renewal | £1,100,000 | 01/10/2020 |
| Online School Payments | Renewal | £90,000 | 30/10/2020 |
| Domestic Furniture and Furnishings including White Goods | Renewal | £1,200,000 | 31/10/2020 |
| LGSAS Pension Software | Renewal | £712,661 | 18/12/2020 |
| Eyemouth Primary School - Main Works | New | £15,000,000 | 01/01/2021 |
| Early Years Partnership Training | Renewal | £400,000 | 09/06/2021 |
| Sir Walter Scott Court House - Main Works | New | £2,600,000 | 01/08/2021 |
| Residential Care for People with Learning Disabilities | Renewal | £3,534,321 | 01/09/2021 |

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PROCUREMENT SERVICES

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