

# annual procurement report

2019 - 2020

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 2019 to 31st March 2020.

In 2017, a new Commercial and Commissioned Services Strategy 2018-2023 (CCSS) was delivered 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 set 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 new 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 CCSS strategy has been reviewed to ensure the ongoing direction of procurement is in line with [Our Plan and your Part in it.](#)

# PROCUREMENT STRATEGIC THEMES AND OBJECTIVES 2018-2023

The CCSS strategy focuses on a number of key themes and objectives. These aims underpinned all our activities during 2019/2020.

	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



## Key procurement Statistics 2019/2020

<b>COUNCIL SPEND</b> <b>£174m</b>	<b>REGULATED CONTRACTS</b> <b>120</b>	<b>VALUE OF REGULATED CONTRACTS</b> <b>£125m</b>
<b>MICRO/SMALL/MEDIUM SIZE ENTERPRISES</b> <b>£108m</b>	<b>ACTIVE SUPPLIERS</b> <b>3,461</b>	<b>PURCHASE ORDER TRANSACTIONS</b> <b>42,715</b>

### Scottish Borders Council

**Frameworks**

**£11.3M**

Spend in the last 12 months

**£153k**

Estimated savings in the last 12 months

Latest information for customers and suppliers, including support for local authority sourcing of PPE Supplies –

<https://scotlandexcelcovid19-newsroom.prgloo.com/>

**3** Local suppliers on live frameworks

**£1M**

Spend with local suppliers through our frameworks

Participating in **61** frameworks

**71** Available frameworks

Amounts to **86%** participation

# 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 are noted below.

## 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 procurement 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 the policy and other strategy commitments, we have developed a Sustainable Procurement Charter. This can be found [here](#) (and is shown in 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. As part of implementing the Scottish Living Wage within Adult Social Care, an extensive FWP exercise was carried out. The process invited providers to share detailed information across their work practices while at the same time providing a detailed breakdown of their rate. This enabled rates to be benchmarked and benefits contrasted. Against this backdrop the Council was able to facilitate payment of the Scottish Living Wage (through providers) to Care and Support workers across the Borders.

During Living Wage Week in November 2019, it was confirmed that Scottish Borders Council had been successful in receiving Living Wage accreditation. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.



## Contract Register

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

## Procurement & Commercial Improvement Programme

The Procurement & Commercial Improvement Programme (PCIP) assessment 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. Consideration of the assessment approach for 2020/21 is underway, recognising the challenges of COVID-19 across the local authority sector.

## Collaborative Procurement

Collaborative frameworks are utilised wherever possible, particularly through our shared service Scotland Excel as can be noted from the image on p5. 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.

## 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 April 2019 – 31 March 2020. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014.

### Total Regulated Procurement Expenditure for period

Number of Contracts	Category A (Scottish Procurement)	Category B (sectoral)	Category C (Local)	Total Value
120	£7,020,675	£8,894,339	£109,544,152	£125,459,166

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

An example dataset is shown below.

Reference	Supplier Name	Subject Matter	Start Date	End Date	Contact Value
SP-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996



## SECTION 2

# Review of Regulated Procurement Compliance

As during 2019/20, 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 continue to be 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, by the development of a project procurement strategy. The detail contained in these documents 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.

## Case study - Supporting our local supply market and the local economy

Developing online tendering skills continues to progress in the Scottish Borders. During the year the team worked closely with the Supplier Development Programme (SDP) to deliver bespoke training for suppliers looking to submit electronic tender responses.



We recognise that for some companies moving from traditional paper-based tendering to paperless online tendering presents a challenge. To support contractors preparing to bid for the Council's new Repair and Maintenance Framework opportunity, the team together with SDP, held supplier engagement drop in sessions and delivered bespoke support and training on PCS and PCS-Tender (the online tendering tool) to assist companies to submit tenders online. The Council's Repairs and Maintenance Framework is a wide-ranging Framework which has 18 different lots and has a total estimated budget of £19m over the four-years of the framework.

Local SME businesses, ranging from single contractors to builders, electricians, and joiners, landscaping companies, roofers and more, attended the various training sessions held to become more familiar and comfortable using the PCS and PCS-Tender portals. When suppliers attended these events, they were provided with a step-by-step guide and encouraged to utilise resources on the SDP website. Feedback from the training sessions held 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 outcome with 142 successful suppliers being appointed to the framework. Of these, 116 suppliers (81.7%) were suppliers who were based in the Scottish Borders.

This arrangement delivers reactive services to Council owned property managed through a framework of local tradesmen. This approach supports local SME's and ensures travel is kept to a minimum reducing carbon emissions.

The approach taken to this procurement resulted in the Council and the Supplier Development Programme (SDP) being announced as the winner of the Best Procurement Delivery category in the Government Opportunities (GO) Excellence in Public Procurement Awards Scotland 2020.

During the online ceremony, the GO Awards judging panel noted that the project was chosen to win because the procurement aligned with a Community Wealth Building approach. It was described as a very good example of breaking down a complex procurement to deliver social and economic benefits to a wider supply base, while another commented that it was a great demonstration of a 'local first' policy with effective stakeholder and supplier engagement and tailored training solutions.



The evening training sessions hosted jointly by Scottish Borders Council and the Supplier Development Programme were well attended by SMEs.

## 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.

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.

In this reporting period 16 contracts included community benefit requirements, covering a range of services including construction, mental health, social care, specialist consultants and energy efficiency activities.

## Summary of Community Benefits delivered during the reporting period

Type of Community Benefit	Number delivered
<b>Employment &amp; Skills Activity</b>	
a) Jobs Created / New Employment Opportunities	12
b) Apprentices – Starts	1
c) Apprentices – Existing	4
d) Apprentices – Completions	
<b>Training &amp; Work Experience</b>	
a) Work Experience Placements (16 plus years)	8
b) Work Experience Placements - Employability programmes	26
<b>Support Activities Education</b>	
a) Education No. of Participants	284
b) Education Support Activities - Schools	12
<b>Community Engagement Events/Activity</b>	
a) Engagement with Community Groups	1
b) Supporting Community Projects/Events	13
c) Sponsorship Activity	14
d) Donation of materials	6

## Community Benefits Case Studies

### ICL UK (Sales) Limited Salt and Spreaders

- The Council is using CBC's to support local resilience groups to keep their villages moving in the winter months.
- Last year ICL, who supply the Council with road salt from the Scotland Excel salt for winter maintenance framework, supplied over 500 bags of rock salt to local rural communities to help keep their paths clear and keep the villages moving.
- Some communities asked for assistance in purchasing spreaders to assist in the distribution of salt, ICL were approached to see if they could offer assistance. The local representative agreed to supply a number of robust salt spreaders which were distributed to the resilient community groups.
- This is a great example of how large companies can support small rural communities through community benefit clauses.
- Quote from SBC Emergency Planning: *'These salt spreaders have been very well received in our communities and some have already been put to good use. Communities in some of our most isolated rural areas have to be self-reliant during bad weather and these spreaders are a great boost to them as they have some older residents who will benefit from the paths in the village being gritted'*.

### Local Frameworks

- The Council has developed a number of local frameworks and one dynamic purchasing system (DPS) to secure the highest standard of service and at the same time support the local economy in the Scottish Borders.
- The Scottish Borders economy is made up from over 90% of micro business. Many of which are too small to deliver our larger contracts or access the national frameworks.
- The local frameworks and DPS are spread across construction, transport, roads maintenance materials and equipment hire and have provided opportunities to over 350 local suppliers, which in turn supports hundreds of local jobs, and injects over £23m into the local economy every year. When developing these frameworks the Council works closely with the Supplier Development Programme to provide close support to all potential suppliers to ensure they are able to successfully access the framework.
- The Repairs and Maintenance Framework which was awarded in October 2019 has 142 local construction trades supplying 18 lots including; electrical, plumbing & heating, joinery, painting & decorating and roofing services. This framework provides access to local trades giving them the confidence to recruit apprentices from the young labour market and in turn developing the workforce of the future.
- Further details about this framework can be found in the Case Study on page 10.



## School Holiday Programme

- A school holiday programme for Early Years families was developed and implemented by multi agency partners in the Scottish Borders to ensure vulnerable children in the most deprived areas had access to vital support over the school summer break.
- The key outcomes of the programme were to:
  - Provide nutritious meals
  - Improve family relationships
  - Develop skills for healthy cooking on a budget
  - Maintain social connections
  - Progress to other learning and community opportunities
  - Assist volunteers to become actively engaged with the community
  - Improve working relationship between partnership organisations
- Key to the success of the programme was the supply of food and basic ingredients to provide nutritious meals and promote family cooking.
- Through the community benefits rebate clause in the National Groceries Framework, the Council was able to make funding available to the programme to cover the cost of all the groceries for the six week programme. Brake Brothers, who are the Councils main grocery supplier, supported the group setting up new accounts and providing a robust delivery system to ensure all three locations hosting the programme received regular food supplies.
- Brake Brothers also agreed to support the future development of the group through their Meals and More Charity.
- The Councils Fresh Fruit and Vegetable supplier George Carruthers and Sons also supported the programme and provided and delivered free fruit and vegetables to all the locations for the six week duration.
- This initiative provided a vital lifeline to the most vulnerable families in the Scottish Borders during the school holiday period. Providing them with not only nutritious meals but helped develop cooking skills to show them how to cook tasty healthier foods on a limited budget.

*“The Scottish Borders summer programme is an excellent example of community development work in action. Multi agency staff and volunteers worked in partnership to make best use of local assets, providing the foundations for community peer support to develop and health improving activities that offer good food and physical activity options. Programmes have been thriving with the addition of community benefits funding, this has seen the introduction of a wide range of fruit snacks, picnic lunches and transport options to increase accessibility and ensure good health and wellbeing for our Scottish Borders children and families”.*

Nichola Sewell - NHS Borders Health Improvement Team

## SECTION 4

# Supported Business and the Third Sector Summary

The development of every contract 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 our local providers to consider 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:

- Borders Green Team £12,339
- Lady Haig Poppy Factory £1,594

### **Borders Green Team**

In May 2019 the Council awarded a four-year contract, worth £44,000 to maintain gardens for tenants of Scottish Borders Council Homeless Temporary Accommodation, to the Borders Green Team, a Hawick-based social enterprise. Borders Green Team trades as a business with a social and/or environmental benefit.

The service provides a high-quality professional gardening service that includes planting, fencing and Borders Green Team staff carry out weeding, strimming and grass cutting, as well as garden maintenance services at approximately 30 of the homelessness temporary accommodation properties throughout the Scottish Borders area.

“The Directors and management of the Borders Green Team Enterprises are very appreciative to Scottish Borders Council in being awarded the contract of maintaining the gardens for the Homeless Service throughout the Scottish Borders,” said manager, David Oliver. “This enables us to keep a full time supervisor in employment, which in turn helps greatly in the continuation of our core aim of providing work and training placements for our service users with physical and learning disabilities.”

The award of this contract demonstrates that the Council and its staff are committed to supporting the Borders Green Team’s ethos: a valuable service while guiding adults with learning disabilities towards employment.

## SECTION 5

# Future Regulated Procurements 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.”

### 2020/2021

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
NFM Study - Hawick	New	£150,000	30.11.20
Mobile Voice and Data Services	Renewal	£125,000	01.12.20
Document Management and Storage Solution	Renewal	£50,000	01.11.20
Catering Sundries & Disposables	Renewal	£300,000	01.10.20
Ability Equipment - Aids to Daily Living	New	£250,000	01.12.20
Border Playparks	New	£200,000	01.04.21
Wood Recycling	Renewal	£140,000	01.12.20
Glass Recycling	Renewal	£300,000	01.12.20
Domestic Furniture & Furnishings & White Goods	Renewal	£1,200,000	01.11.20
IT Mobile Client Devices	Renewal	£1,375,000	16.11.20
Vehicle Charging Infrastructure (LCITP Project)	New	£1,300,000	01.12.20
Homeless Rent Accounting System	Renewal	£225,000	01.12.20
Provision of Microsoft Educational Enrolment Licence Agreement For Educational Solutions	Renewal	£201,240	01.01.21
Supply of Postal Services	Renewal	£1,100,000	01.02.21
Library Books, Educational Textbooks & Multimedia Supplies	Renewal	£100,000	01.02.21
Personal and Protective Equipment	Renewal	£481,000	01.03.21
Peebles Ground Investigation Consultancy	New	£100,000	31.03.21



## 2021/2022

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Online Payments, Cashless Catering & Kitchen Management Systems	Renewal	£260,000	01.04.2020
Education & Office Furniture	Renewal	£99,000	01.03.2021
Provision of Support & Maintenance Service for the Council's Revenues & Benefits Software Solution	Renewal	£799,000	01.04.2021
Print and Associated Services	Renewal	£240,000	01.04.2021
Provision of Microsoft SQL License Agreement	Renewal	£161,000	01.04.2021
Energy Efficiency Consultancy and Programme Management	Renewal	£130,000	01.04.2021
Supply of APP Information Management and Tranman Fleet Management	Renewal	£90,000	01.04.2021
Provision of Local View GIS Mapping Solution	Renewal	£63,000	01.04.2021
Security Services and Cash Collection	Renewal	£80,000	01.04.2021
Fire Extinguisher Maintenance	Renewal	£128,000	01.04.2021
Sub-Contractor Framework Agreement	New	£16,000,000	01.04.2021
PAT Testing	Renewal	£260,000	01.04.2021
Dry Mixed Recyclate	Renewal	£3,583,000	01.06.2021
Border Playparks	New	£400,000	01.04.2021
Lift Maintenance Service	Renewal	£380,000	01.04.2021
General Stationery and Office Paper	Renewal	£600,000	01.04.2021
IT Consumables	Renewal	£72,000	01.04.2021
Care at home	Renewal	£12,000,000	01.04.2021
Supported Living - Care & Support	Renewal	£45,000,000	05.04.2021
Hawick Regeneration	New	£2,085,000	01.07.2021
Residential Care Home – Hawick	New	£8,500,000	01.07.2021
Social Care Hosted Case Management Solution	Renewal	£1,400,000	01.06.2021
Supply of Postal Services	Renewal	£1,100,000	01.06.2021
Jedburgh High Street Building	New	£1,895,000	15.07.2021
Educational Materials	Renewal	£920,000	01.08.2021



## 2021/2022 (cont'd)

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Provision of Licenses and Support Agreement for eLearning System	Renewal	£161,000	01.08.2021
Early Learning and Childcare Framework for 3 and 4 Year Olds	Renewal	£7,340,000	01.08.2021
Provision of Occupational Health Service	Renewal	£440,000	01.10.2021
Publishing of SB Connect Council Newspaper	Renewal	£104,000	01.10.2021
Treasury Management Advisory Service	Renewal	£98,000	22.10.2021
Supply of IT Consumables	Renewal	£564,000	01.11.2021
National Tablet Client Devices	Renewal	£592,000	24.12.2021
Eyemouth PS	New	£15,400,000	15.01.2022
Peebles HS	New	£30,000,000	15.01.2022
Residential Care Home – Central Borders	New	£10,000,000	15.01.2022
Electronic Payment Services - Multiple Network Managed Service	Renewal	£84,000	01.02.2022
Supply of Electricity	Renewal	£16,200,000	01.04.2022
Provision of TF Property and Asset Management Software Solution	Renewal	£90,000	01.04.2022
Pay and Display Parking Machines - Management Solution	Renewal	£70,000	01.04.2022
One Scotland Mapping Solution	Renewal	£540,000	11.04.2022
Liquid Fuels	Renewal	£5,950,000	14.10.2022
Provision of Microsoft Enterprise License Agreement	Renewal	£1,620,000	01.05.2021
Frozen Foods	Renewal	£1,080,000	01.07.2021
Electronic Homecare Monitoring and Scheduling Solution	Renewal	£450,000	01.07.2021

# SECTION 6

## Performance

### Payment Performance

Positive progress has continued during 2019/20. The full year average of the two indicators is noted below:-

- 90% of invoices paid within 30 days
- 98% of invoices paid electronically

The invoices paid within 30 days continues to improve in 2020/21 with the average percentage of invoices paid within 30 days to date being 96%.

### Annual Report Ownership

	Further Information
Approval Process	Scottish Borders Council – Executive Committee November/December 2020
Led By	Mr David Robertson Executive Director Finance and Regulatory Services <a href="mailto:david.robertson@scotborders.gov.uk">david.robertson@scotborders.gov.uk</a>
Delivered By	Ms Kathryn Dickson Commercial & Commissioned Services Manager <a href="mailto:kathryn.dickson@scotborders.gov.uk">kathryn.dickson@scotborders.gov.uk</a>

# GLOSSARY/PROCUREMENT TERMINOLOGY

<b>Collaboration</b>	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
<b>Commissioning</b>	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
<b>Community Benefits</b>	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
<b>Contract Management</b>	This is the management of contracts with suppliers or partner. 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
<b>Demand Management</b>	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
<b>Flexible Framework Self-Assessment Tool (FFSAT)</b>	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
<b>Goods</b>	Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads
<b>KPI</b>	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
<b>P2P</b>	Procurement to Payment - electronic IT systems and processes used to manage the raising of purchase orders through to the payment of supplier invoices
<b>PCIP</b>	The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme
<b>Procurement</b>	This is process of acquiring goods, services and works
<b>Purchasing</b>	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
<b>Regulations</b>	Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014
<b>Services</b>	Services we buy might include care services, professional services to design works projects or repair and maintenance services
<b>Small and Medium Enterprises (SME's)</b>	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
<b>Sustainable Procurement</b>	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
<b>Third Sector</b>	The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities
<b>Value for Money</b>	Value for money is the optimum combination of whole life costs, quality and sustainability to meet our requirements
<b>Whole Life Costing</b>	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
<b>Works</b>	Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces

# 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 an accredited real Living Wage employer, the Council is committed to encouraging the wider adoption of the real Living Wage by suppliers. The Council has adopted the Scottish Government *Best Practice Guidance on Addressing Fair Work Practices, including the Real Living Wage, in Procurement* for relevant contracts. The real Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.50 (November 2020)

#### 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 Awards/Spend

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
SP-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996
SP-11-001	Lyreco UK Ltd	General Stationery and Office Paper	01.04.19	31.03.20	£122,898
SP-15-016	Computacenter	IT Peripherals (2018)	01.04.19	31.03.20	£513,249
SP-11-004	Highland Fuels	Liquid Fuel - Automotive fuel (South) (2015)	01.04.19	31.03.20	£110,908
SP-11-004	Scottish Fuels	Liquid Fuel - Heating oil (South) (2015)	01.04.19	31.03.20	£148,873
SP-19-009	Scottish Fuels	Liquid Fuel - Scotland Central (2019)	01.04.19	31.03.20	£86,458
SP-19-009	Scottish Fuels	Liquid Fuel - Scotland South (2019)	01.04.19	31.03.20	£440,579
SP-19-009	Highland Fuels	Liquid Fuel - Scotland South (2019)	01.04.19	31.03.20	£466,315
SP-12-009	XMA Limited	National Framework for Tablet Client Devices	01.04.19	31.03.20	£899,291
SP-12-005	Total Gas & Power Ltd	Natural Gas	01.04.19	31.03.20	£611,410
SP-15-814	Royal Mail Group	Postal Services - Ad-hoc and hybrid mail (2016)	01.04.19	31.03.20	£122,088
SP-15-814	Royal Mail Group	Postal Services - Scheduled/Regular Bulk Mail (2016)	01.04.19	31.03.20	£72,244
SP-14-012	TMP (UK) Ltd	Recruitment Advertising & Public Information Notices	01.04.19	31.03.20	£78,508
SP-15-005	Anglian Water Business (National) Ltd	Water and Waste Water Services	01.04.19	31.03.20	£853,858
				Total Value	£7,020,675

## 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	01.04.19	31.03.20	£465,884
0516	Colas Ltd	Bitumen Products	01.04.19	31.03.20	£190,281
0517	Kibble Education & Care Centre	Children's Residential	01.04.19	31.03.20	£951,713
0517	Hillside School (Aberdour) Ltd	Children's Residential	01.04.19	31.03.20	£332,795
0517	Care Visions Group Limited	Children's Residential	01.04.19	31.03.20	£364,421
0517	Spark Of Genius (Training) Ltd	Children's Residential	01.04.19	31.03.20	£374,939
0517	Common Thread Limited	Children's Residential	01.04.19	31.03.20	£207,574
0517	Harmeny Education Trust Ltd	Children's Residential	01.04.19	31.03.20	£145,872
0517	Seamab	Children's Residential	01.04.19	31.03.20	£179,889
1115	George Beattie & Sons Ltd	Demolition	01.04.19	31.03.20	£110,999
0815	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01.04.19	31.03.20	£522,644
0216	Sico Europe Limited	Education & Office Furniture	01.04.19	31.03.20	£135,431
0916	Findel Education (T/A Davies Sports)	Education Materials	01.04.19	31.03.20	£56,190
0916	TTS Group Ltd	Education Materials	01.04.19	31.03.20	£58,394
0916	Yorkshire Purchasing Organisation	Education Materials	01.04.19	31.03.20	£84,108
0615	Edmundson Electrical Ltd T/A Edmundson Walsall	Electrical Materials	01.04.19	31.03.20	£63,182
0913	BCA Insulation Ltd	Energy Efficiency Contractors	01.04.19	31.03.20	£966,330
0913	Everwarm Ltd	Energy Efficiency Contractors	01.04.19	31.03.20	£1,054,294
1016	Brake Bros Ltd	Frozen Foods	01.04.19	31.03.20	£491,398
0515	Brake Bros Ltd	Groceries & Provisions	01.04.19	31.03.20	£512,515
1414	Unico Limited	Janitorial Products	01.04.19	31.03.20	£247,858
0214	Brake Bros Ltd	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.04.19	31.03.20	£65,234
0214	Campbell Brothers Limited	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.04.19	31.03.20	£98,308
2917	ICL UK (Sales) Limited	Salt For Winter Maintenance	01.04.19	31.03.20	£339,656
0716	Good Shepherd Company	Secure Care	01.04.19	31.03.20	£75,686
0716	Kibble Education & Care Centre	Secure Care	01.04.19	31.03.20	£211,750
2017	The Social Care Community Partnership Ltd	Social Care Agency Workers	01.04.19	31.03.20	£369,343
0716	Marwood Electrical Company Ltd	Street Lighting Materials	01.04.19	31.03.20	£55,691
0217	Cooks Van Hire Ltd	Vehicle & Plant Hire	01.04.19	31.03.20	£79,744
0116	Dingbro Ltd.	Vehicle Parts	01.04.19	31.03.20	£82,214
Total Value					£8,894,339

## Category C Contract and Framework Awards

SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1548	Insight Direct UK Ltd	Provision of Microsoft SQL License Agreement	01.04.19	01.04.19	31.03.21	0	£161,030
1598	HP Inc UK LTD	Purchase of Mobile Devices	01.04.19	01.04.19	31.03.20	0	£693,912
1830	Everything Everywhere Ltd	Provision of Mobile Voice and Data Telephony Services (EE Listed as Orange Personal Communications in BW)	15.04.19	16.04.19	15.04.22	0	£200,000
1706(c)	XMA Limited	"JAMF" Mobile Device Platform - Cloud Hosted Software Solution	29.04.19	29.04.19	28.04.24	0	£206,568
1257	Unit 4 Software Services Ltd	Integrated ERP Solution and Maintenance License Agreement	01.05.19	01.04.19	31.03.21	0	£159,677
1565	SCC Plc - Scotland	Cognos Support and Maintenance Licensing Agreement	01.05.19	01.04.19	31.03.20	0	£71,916
1579	Strata Health (UK) Limited	Resource Matching Referral and Digital Flow Solution (Lot 2 - Cloud Software)	05.05.19	01.04.19	31.03.21	0	£230,000
1706(b)	XMA Limited	Inspire Learning Project - Purchase of iPS Accessories	15.05.19	15.05.19	14.05.20	0	£75,000
1471	Corona Service Limited	Corona Electoral Registration Software Solution License Agreement	15.05.19	01.04.19	31.03.20	0	£56,849
1706(a)	XMA Limited	Inspire Learning Project - Purchase of iPads and iPad Accessories	17.06.19	17.06.19	16.06.20	0	£159,677
1547	Changeworks	Energy Efficiency Consultancy and Programme Management	24.06.19	01.04.19	31.03.20	0	£130,000
1781	Link Treasury	Lease Accounting and Portfolio Management Software	15.01.20	01.02.20	31.01.23	0	£52,400
1706(d)	XMA Limited	Inspire Learning Project - Purchase of iPads and iPad Accessories	02.08.19	02.08.19	01.08.20	0	£653,750
1601	Various Framework Participants	Repairs and Maintenance (Trades) Framework	30.09.19	01.10.19	30.09.21	24	£19,000,000



SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1763	Pitney Bowes Software	Purchase of Hosted Confirm Asset Management Solution and Training	01.10.19	01.10.19	01.10.20	0	£88,981
1760	HP Inc UK Ltd	Inspire Learning Project - Purchase of Mobile Devices	07.10.19	07.10.19	06.10.20	0	£212,060
1706(e)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at 6 Secondary Schools	23.10.19	23.10.19	31.03.20	0	£159,419
1754	Aquila Heywood	Altair - LGSAS Pension Software	04.11.19	18.11.19	17.11.24	0	£1,538,745
1706(f)	XMA Limited	Inspire Learning Project - Purchase of AV Equipment for Earlston High School	04.11.19	04.11.19	03.11.21	0	£71,553
1786	British Telecommunications	Contract for Provision of Telephone Calls and Line Rentals	12.12.19	12.12.19	13.12.22	0	£517,590
1791	British Telecommunications	IP Connect Diverse Solution	12.12.19	01.01.20	31.12.23	0	£93,888
1743	Royal Bank of Scotland	Core Banking Service	10.01.20	01.01.20	31.12.23	24	£105,861
1706(g)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at 2 Secondary Schools	20.01.20	20.01.20	31.03.20	0	£77,728
1706(h)	XMA Limited	Inspire Learning Project - Purchase of AV Equipment for Berwickshire High School	30.01.20	30.01.20	29.01.21	0	£50,029
1706(i)	Computacentre	Inspire Learning Project - LAN/WAN Wifi Equipment Purchase and Installation at new Jedburgh Campus School	20.02.20	20.02.20	31.03.20	0	£50,605
1822	Civica UK Limited	Supply Workflow 360 Enterprise Content Management (ECM) solution	20.03.20	01.04.20	31.03.23	0	£126,000
1821	Civica UK Limited	Supply of APP Information Management and Tranman Fleet Management	20.03.20	01.04.20	31.03.21	0	£89,594
1794	Ledingham Chalmers	Provision of Legal Services	27.03.20	01.06.16	31.03.23	12	£80,000



SBC Ref Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1782	Sharp Business System UK PLC	Educational Furniture for Jedburgh Community Campus School	01.01.20	31.03.20	31.03.20	0	£457,833
1695	Integrated Water Services Ltd	Water System Risk Assessment and Water Hygiene Monitoring Service	08.04.19	29.04.19	28.04.21	12	£534,120
1692	Forth Resource Management	Green Waste Collection	01.04.19	01.04.19	31.03.21	12	£411,000
1674	McConechys Tyre	Supply & Fit of Tyres Service Ltd	14.05.19	03.06.19	02.06.21	12	£612,000
1713	Scot JCB Ltd	360 Excavator for Waste Material	17.06.19	17.06.19	17.08.19	0	£158,995
1343	Levenseat Limited	Provision of Residual Waste Waste Treatment	20.06.19	01.07.19	30.06.24	60	£47,000,000
1732	Turner & Townsend	Project Manager, Cost & Design Team - Galashiels Academy	01.07.19	01.07.19	06.04.20	0	£127,000
1633	Various Framework Participants	Hire of Small Plant & Temporary Accommodation Framework Agreement	26.08.19	26.08.19	25.08.21	24	£3,000,000
1726	Energen Biogas	Food Waste Treatment	28.08.19	28.09.19	27.09.23	24	£84,000
1716	Turner & Townsend	Project, Design & Cost Management Services for Eyemouth Community Campus	10.09.19	10.09.19	31.07.22	0	£143,743
1790	Turner & Townsend	Project, Design & Cost Management Services for Earlston Primary School	10.09.19	10.09.19	31.07.22	0	£111,526
1751	Turner & Townsend	Project, Design & Cost Management Services - Borders Innovation Park Phase 2	20.09.19	20.09.19	31.08.21	0	£237,000
1770	Lex Autolease	Lease of four electric vans	15.10.19	15.10.19	14.10.22	0	£52,930
1746	Turner & Townsend	Project Manager - Borders Innovation Park Phase 3	29.10.19	29.10.19	30.09.22	0	£125,406
1772	A M Phillip	6 x 6 Chassis cab de-mount system with 9 cube gritter	06.11.19	06.11.19	01.09.20	0	£140,075
1758	Chargemaster Ltd	Electric Vehicle Chargers	11.11.19	11.11.19	11.01.20	0	£137,534
1649	Mott MacDonald	Berwickshire Coast Shoreline Management Plan and Eyemouth Coastal Study	14.11.19	14.11.19	14.12.20	0	£136,960

SBC Ref Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
1689	Cornerstone	Shared Lives Scheme	15.11.19	02.03.20	02.03.25	24	£1,215,754
1764	Turner & Townsend	Project Manager, Cost & Design Team - Agile Working	18.11.19	18.11.19	31.03.22	0	£162,000
1780	Turner & Townsend	Project, Design & Cost Management Services - SBC Social Hub	18.11.19	18.11.19	31.03.22	0	£77,000
1777	Turner & Townsend	Project & Cost Management Services for Eyemouth Primary School	25.11.19	25.11.19	04.04.22	0	£1,198,246
1783	Dennis Eagle Ltd	Low Entry Refuse Truck	13.12.19	13.12.19	30.06.20	0	£163,105
1789	Borders Buses Ltd	Scottish Borders Council - Core Supported Bus Network	01.01.20	01.01.20	31.12.25	24	£4,039,693
1613	Ogilvie Construction Ltd	Borders Innovation Park - New Office Build Tweedbank	20.01.20	17.02.20	28.05.21	0	£5,848,748
1793	Mercedes Benz Western Commercial	18 tonne Gritter 4 x 4 with de-mount	28.01.20	28.01.20	30.09.20	0	£109,000
1799	Thomas Sherriff & Co Ltd	Purchase of Tractors with Loading Buckets	29.01.20	29.01.20	15.07.20	0	£268,555
1691	AOC Archaeology Group	Whiteadder: the Heart of Historic Lammermuir - Additional Works	31.01.20	31.01.20	30.09.20	0	£106,850
1363	Victim Support Scottish Borders	Victim Support Service	02.02.20	01.07.18	31.03.21	24	£80,000
1801	Scot JCB Ltd	JCB Backhoe Digger	13.02.20	13.2.20	30.05.20	0	£71,450
1807	J E Douglas & Sons Ltd	18t Road Sweeper	18.02.20	18.02.20	15.12.20	0	£154,052
755	Borders Buses Ltd	Local Bus Services Short-term Extension	14.10.19	14.10.19	31.12.19	0	£105,316
1806	A M Phillip Trucktech Ltd	Hybrid Street Lighting Tower	19.02.20	19.02.20	15.07.20	0	£77,299
1805	Scot JCB Ltd	JCB Loadalls	24.02.20	24.02.20	15.06.20	0	£92,250
1818	Daimler Fleet Management	Lease of 6 Electric Cars	12.03.20	12.03.20	11.03.23	0	£52,797
1697	Nuphalt	Pothole Repair Machine	07.06.19	07.06.19	07.09.19	0	£93,600
DPS/1614/0001	Various Framework Participants	Quarterly Award Notice Jul-Sep 2019	01.07.19	01.08.19	01.08.24	Various	£10,761,471

SBC Ref. Number	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Ext.	Estimated Contract Value
DPS/1614/0002	Various Framework Participants	Quarterly Award Notice Oct-Dec 2019	01.10.19	01.10.19	01.06.22	Various	£405,031
1709	Scottish Water	Laboratory Services for Private Water Supply samples	16.03.20	01.04.20	31.03.22	12	£132,295
1813	J E Douglas & Sons Ltd	26t steel tipper with demount gritter and plough	19.03.20	19.03.20	15.12.20	0	£298,850
1824	J E Douglas & Sons Ltd	Artic Tractor Unit	23.03.20	23.03.20	06.04.20	0	£81,500
1814	J E Douglas & Sons Ltd	26t Chassis demount gritter and plough	25.03.20	25.03.20	15.12.20	0	£135,690
1079	Alzheimer Scotland	Information and support service for those with Alzheimers and others in the community	26.03.20	01.04.20	31.03.22	0	£95,000
1827	A M Phillip Trucktech Ltd	Two x Crew cab tippers 4.6t	27.03.20	27.03.20	15.08.20	0	£74,459
1857	Ability Borders	Carers Support (physical disabled) Service	01.04.19	01.04.19	31.03.20	12	£172,900
723	Aberlour Child CareTrust	Children's Residential Respite and Summer Activity Club	01.04.19	01.04.19	31.03.23	0	£1,740,388
1861	Addaction	Support and advice to those with an addiction	01.05.19	01.05.14	31.03.22	0	£2,585,317
1929	Border Womens Aid	Provision of support and accommodation to women fleeing violence	13.05.19	01.04.18	31.03.21	0	£211,899
1656	Apetito	Community meals service	12.09.19	01.09.19	31.08.22	12	£456,000
Total Value							£109,544,152

## 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 – Regulated contracts awarded during the period with Community Benefit Clauses

Scot. Gov. Ref.	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
SP-11-010	EDF Energy Ltd	Electricity	01.04.19	31.03.20	£2,493,996
SP-11-001	Lyreco UK Ltd	General Stationery and Office Paper	01.04.19	31.03.20	£122,898
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SP-15-005	Anglian Water Business (National) Ltd	Water and Waste Water Services	01.04.19	31.03.20	£853,858
				Total Value	£7,020,675



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#### PROCUREMENT SERVICES

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