

# annual procurement report

2017-2018

Sustainable procurement - making a real difference



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# ANNUAL PROCUREMENT REPORT 2017/18

## 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 first report covers the 15 month period 1st January 2017 to 31st March 2018. Subsequent reports will be based on standard financial years.

During 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 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 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 first annual review and refresh of the strategy will take place later in 2018 and will 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 new strategy focuses on a number of key themes and objectives. These aims have underpinned all activity during 2017/18.

	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

**114,050**



HOUSEHOLDS

**53,787**



SQ KM

**4,732**

**km**

COUNCIL REVENUE BUDGET

**£272m**

to spend (18/19) on delivering services



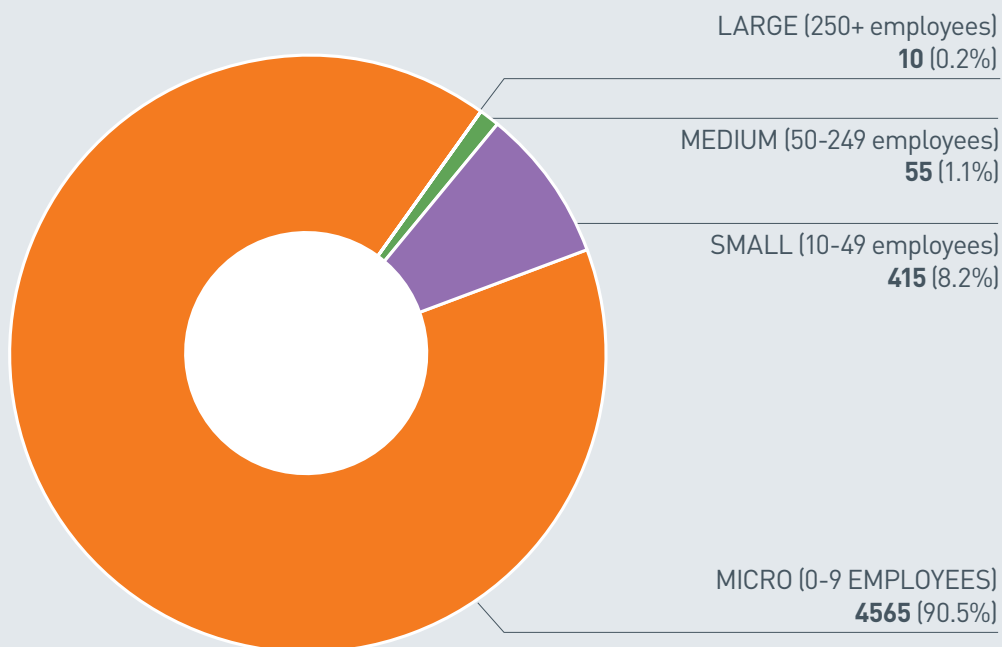
COUNCIL CAPITAL BUDGET

**£294m**

to invest in projects over the next 10 years



BUSINESS SIZE PROFILE



## KEY PROCUREMENT STATISTICS

INFORMATION 2017/2018



COUNCIL SPEND

**£157.4m** total Council spend with third parties

REGULATED CONTACTS

**105** awarded

VALUE OF REGULATED CONTRACTS

**£30.7m** during period

LOCAL SPEND

**44.3%** of expenditure with businesses operating in the geographical boundaries of the Scottish Borders

ACTIVE SUPPLIERS

**5,230** number of active supplier accounts

PURCHASE ORDER TRANSACTIONS

**40,125** number of purchase order transactions

Data Sources: Spikes Cavell, Scottish Borders Council ERP system



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# 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 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 Communities 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 the 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 Scottish 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.

The Council is currently working towards the Living Wage Foundation Accreditation.

## CONTRACT REGISTER

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

## PROCUREMENT & COMMERCIAL IMPROVEMENT PROGRAMME

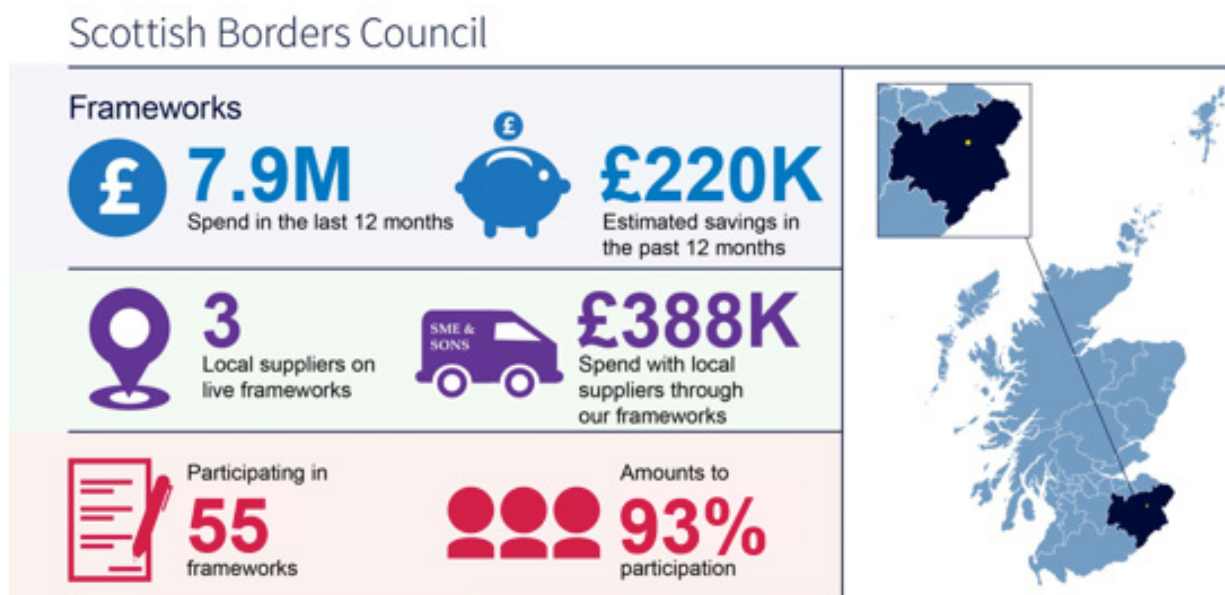
Excellent progress has been made during the period of the previous strategy which is evidenced by the results of the national Procurement & Commercial Improvement Programme (PCIP). The new assessment regime considers four key areas across Leadership & Governance, Development & Tender, Contract and Purchase Processes.

Our first assessment during 2016 resulted in an overall score of 72%, placing us in the top F1 Band and ahead of the Scottish local authority average.

Our highest performing areas include continuous improvement; spend analysis, internal controls and fraud awareness with areas identified for future improvement including process automation and contract management. Further detail is provided later in this report. The next assessment will be undertaken in October 2018.

## COLLABORATIVE PROCUREMENT

Collaborative frameworks are utilised wherever possible, particularly through 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 2017/18, and with a particular focus on our activities across Social Care and Health commissioned services, a number of external consultations and engagement opportunities have been undertaken.

### CASE STUDY

The Children and Young Peoples Commissioning Group was tasked with a review of services available to children and young people in the Scottish Borders. The group includes representation from the Council, NHS Borders, Police Scotland and the Third Sector.

As a result of the review process, a new model of support was designed through evidence, best practice and the active involvement of a wide group of stakeholder's including Education and Social Work Services, CAMHS, School Nursing, Public Health, Mental Health and the Third Sector. The new provision covers emotional health and wellbeing services available within schools and in the community for children and young people aged 11 years to 18 years.

The engagement was undertaken via a Prior Information Notice (PIN) with a provider questionnaire and was followed up with a provider workshop to ensure their input. Following the consultation the service was procured using the 'Light Touch' regime through Public Contracts Scotland.



# 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 2017 – 31 March 2018. 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
105	£8,233,052	£6,014,842	£16,468,086	£30,715,980

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	Contract Value
SP-11-010	EDF Energy Ltd	Electricity	01.01.17	31.03.18	£3,118,813

## SECTION 2

# REVIEW OF REGULATED PROCUREMENT COMPLIANCE

## OVERALL ASSESSMENT

Compliance of our regulated procurement activities is in line with the 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 Council's 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 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.

## DELIVERING AGAINST OUR STRATEGIC THEMES - CASE STUDIES

### CASE STUDY

#### **Deliver Sustainable, flexible and innovative procurement**

Traditionally public sector frameworks could only be awarded as closed frameworks for fixed periods. This type of framework did not offer much flexibility, particularly considering Social Care where the Council is particularly keen to support new entrants to the market to become providers of service as soon as practical.

During 2016 we took advantage of the Light Touch Procurement Regime available across Social Care and Health requirements and developed a brand new approach to creating framework arrangements. This involved creating a mechanism to regularly open the framework up to allow new providers to join.

This approach (which has subsequently been adopted by other contracting authorities) has successfully attracted new providers to our existing Care at Home and Early Learning and Childcare frameworks. The Council will continue to use the new legislation as innovatively as possible to encourage and support further new entrants to these markets within the Borders.

## CASE STUDY

### Supporting our local supply market and the economy

During 2017 the national e-tendering system (PCS-tender) was used to invite new service providers to join the Care at Home and the Early Learning and Childcare for 3 and 4 Year Olds Frameworks. Additionally, a number of roadshows were held throughout the area.

As a direct result of raising awareness and stimulating interest in the local supply market, six new local Care at Home providers were added to the framework. The majority have been actively used to provide Care at Home Services in the area. Eight new Childminders were added to the Early Learning framework and are now being used to support the increase in demand for the provision of Childcare services locally.

## CASE STUDY

### Identify effective and efficient procurement policy and process improvements

As part of the Councils wider digital transformation programme, the Business World Enterprise Resource Planning System (ERP) was implemented in April 2017. This new system has changed how we manage our procurement and payment activities. Our strategy notes a number of key ambitions - each has positive progress as noted below;

Key Objective	Progress Update
Maximising the automation of transactional processes	Purchase orders are automatically and efficiently routed through the system for budget holder and, as appropriate, procurement approval
Adopting master data across suppliers, contracts and products	The system is populated with all master file data. This data is managed by the Commercial & Commissioned Service team
Using spend data to support procurement decisions	All purchasing data is held in the system, providing rich information available for analysis when considering future procurement decisions
Creating efficiencies in support of front line delivery	The procurement purchase order review process has enabled the redirection of spend to core contracts which has reduced the overall cost to the organisation
Meet e-invoicing obligations for electronic invoicing	Now fully in place with a significant reduction in the volume of paper invoices

As part of the corporate implementation of the new system the team has been integral in developing support and guidance for colleagues across the organisation for the related changes to processes and procedures.

## CASE STUDY

### **Deliver Added Value through Savings and Benefits**

During 2017/18, savings of £143,000 were delivered. Our service also supported the delivery of further cashable benefits through facilitating access to service based efficiencies through procurement activities. The savings target for the next three financial years is noted below.

Savings Proposals	2018/19 £'000s	2019/20 £'000s	2020/21 £'000s	Detail
Procurement savings across all departments	(250)	(143)	(143)	Ongoing efficiencies through Procurement activity

## CASE STUDY

### **Develop Commercial Awareness across the organisation**

During 17/18, a group of internal stakeholders has been brought together, sponsored by the Executive Director – Commercial, with the aim of delivering a corporate contract management framework. The establishment of an effective Framework will formalise existing arrangements through a robust and proportionate approach delivering appropriate monitoring and review. This will make sure our strategic and operational contractual arrangements are managed consistently and that supplier performance is measured across our corporate priorities. Within the ERP system, a digital tool is being developed to support this process. It is intended that the work will be completed during the current financial year with an update provided in due course.

## 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 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 Community Benefit Coordinator has been in place for a number of years with the remit recently being expanded to include wider sustainability issues.

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

The Scottish Borders Community Planning Partnership has an established Sustainable Procurement group with the aim of identifying area wide collaborative opportunities that may have positive social, economic and environmental impact.

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.

## CASE STUDY

### **Collaboration**

As noted, the Council chairs a Stakeholder Group bringing together the key agencies supporting the delivery of CBCs.

Working in Partnership with Job Centre Plus, Borders College and Lifeskills, a Construction Sector Work Academy has been established locally to help young and unemployed people gain foothold into the industry.

The Academy supports students to gain their Construction Skills Certification Scheme (CSCS) card, and organises three weeks of work experience with a guaranteed interview with the employer at the end of the placement.

The work experience is provided through our CBCs ensuring construction contractors delivering projects on our behalf make an important contribution to supporting local social and economic development.

Nine students took part in the most recent course, with all successfully gaining their CSCS card and going on to their work placements with a number of construction contractors. Seven students subsequently secured full employment within ten weeks of completing the course. This success has been achieved not only by the stakeholder group but by the individuals taking up the opportunity to gain access to a career in the construction industry. Further Academies are planned for this coming year, with appropriate contracts and associated CBCs identified to ensure the availability of work placements.

A spokesperson for Life Skills said 'These sector based construction courses have been a very successful initiative delivering positive outcomes for a number of local unemployed people who have gone on to secure permanent employment within the Construction sector'

## CASE STUDY

### **Social Enterprise**

Brake Bros Ltd supply cooked meats and groceries to school and care homes across the Scottish Borders. As part of their community benefit requirement the company also deliver regular free supplies of surplus food to the Scottish Borders Social Enterprise Chamber. The Chamber has a network of projects and groups across the Scottish Borders and re-distributes the food to a variety of charitable organisations across the area.

Two groups who have recently benefited from the initiative include Nature Unlimited who provides opportunities for people to learn to prepare, cook and eat food outdoors and Borders Additional Needs Groups (BANG) received supplies for their recent day trip. Pauline Grigor said 'the donations were very much appreciated by the families on our day trip to Kielder forest'.

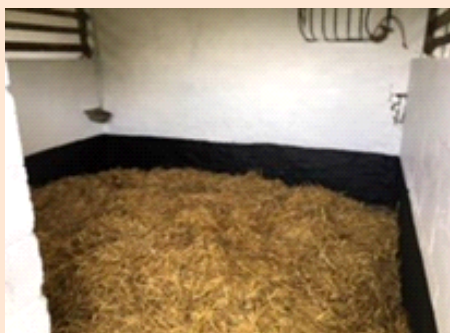
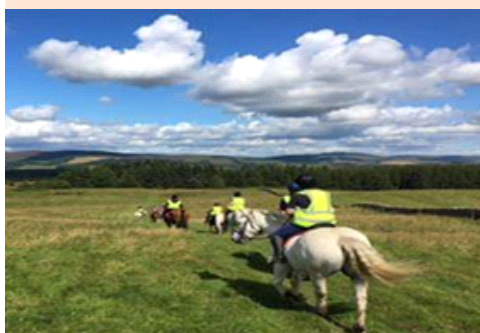
## CASE STUDY

### Community

Stable Life, a charity based in Ashkirk, provides a safe, nurturing and learning experience using the horse and its environment to help young people reach their full potential, and become healthier and happier with aspirations and dreams. They recently benefited from one of our community benefit clauses that seek to add value to our communities.

Our Road Aggregates Framework provides SB Contracts with aggregates, concrete and other roads materials. Cemex UK operate a local quarry and asphalt plant at Cowieslinn near Peebles. Stable life recently had a visit from ten staff from Cemex quarries to give the stables a much needed make-over.

Armed with paint brushes and paint they spent an enjoyable day painting the walls of all the stables and other buildings in the yard. Mags Powells the Business Development Manager said 'They did a fantastic job whitewashing the stables and big shed which has really brightened the place up and saved us what would have been a huge task'.



This is a great example of how CBCs work through our suppliers delivering a wide range of benefits including this example of providing direct support to a valuable local charity.

## 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	26
b) Apprentices – Starts	2
c) Apprentices – Existing	6
d) Apprentices – Completions	1
<b>Training and Work Experience</b>	
a) Work Experience Placements (16 plus years)	17
b) Work Experience Placements - Employability programmes	3
<b>Support Activities Education</b>	
a) Education No. of Participants	616
b) Education Support Activities - Schools	34
<b>Community Engagement Events/Activity</b>	
a) Engagement with Community Groups	17
b) Supporting Community Projects/Events	30
c) Sponsorship Activity	24
d) Donation of materials	6

## 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 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:**

- Green Works (£5,642)
- The Borders Green Team (£1,045)
- Re-Tweed (£8,366)
- The Lady Haig Poppy Factory (£1,129).

Currently, discussions are underway with Haven Recycling regarding the disposal of IT hardware to support the IT replacement programme across schools.

## CASE STUDY

The Council recently renewed its Path Vegetation contract, which ensures local pathways are kept clear to allow easy access to the countryside. Through our market research, a potential opportunity for a local social enterprise to provide an element of the gardening and landscape services was identified. Members of the team met with two local providers to discuss how lots could be reconfigured to suit their capacity and capabilities. Green Works subsequently submitted a successful bid and was awarded one of the lots of the contract.

Mandy Lowrie the Employment and Enterprise Manager of Green Works noted:

'This is great opportunity for Green Works as it gives us experience in bidding for this type of work and an opportunity to demonstrate what we can do thereby helping us win similar contracts in the future. The contract provides a valuable source for training and work experience for individuals. The Council have gave us positive feedback for the work carried out which in turn ensures our trainees gain a sense of value and encourages them to continue working to a high standard in all aspects of the different jobs they undertake'.

The Council will continue to seek to identify appropriate opportunities for supported businesses and social enterprise and provide them with the necessary guidance and support to ensure they are able to bid for contracts that they can successfully deliver.



## 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.'

### 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 and therefore this information provides information to suppliers of future opportunities.

Appendix 4 contains details of the planned regulated procurement activities expected to be undertaken during financial years 2018/19 and 2019/20.

## SECTION 6

# PERFORMANCE

### PROCUREMENT AND COMMERCIAL IMPROVEMENT PROGRAMME

In September 2016, Scotland Excel carried out a Procurement and Commercial Improvement Programme (PCIP) assessment of the Council as part of the first round of such assessments of local authorities in Scotland.

Scottish Borders Council received an overall score of 72%, placing it in the F1 Band and well above the Scottish local authority average of 64%.

Key strengths identified included Leadership and Governance, and Development and Tender. Our approach to continuous improvement will be focused on the Contract and Purchasing Processes. Since the assessment in 2016 two key activities connected to these areas of assessment have commenced. An officer group is working towards the delivery of a new Contract Management Framework for use across the organisation and the implementation of Business World is supporting improvement across all purchasing activities.

### ESTIMATED PROCUREMENT SAVINGS FOR PERIOD OF REPORT

The total estimated savings delivered through regulated contracts is noted below. It should be noted that this figure relates to procurement related savings 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 Procurement)	Category B (Sectoral)	Category C (Local)	Total Value
Q4 2016/17	£214,426	£127,236	£35,750	£377,412
2017/2018	£590,942	£219,957	£143,000	£953,899
Total	£805,368	£347,193	£178,750	£1,331,311

## PAYMENT PERFORMANCE

The complex implementation of Business World commenced April 2017 is reflected with a short term reduction in performance of our 30 days payment indicator during 2017/18. Such projects are known to create short term impact due to the scale of change from one system to another, however positive progress is being achieved month on month as the new processes become business as usual and improvements in reporting are achieved.

The full year average of the two indicators is noted below.

**78% of payments made within 30 days – performance by the end of period (March 2018) increased to 85%**

**97% of payments made electronically**

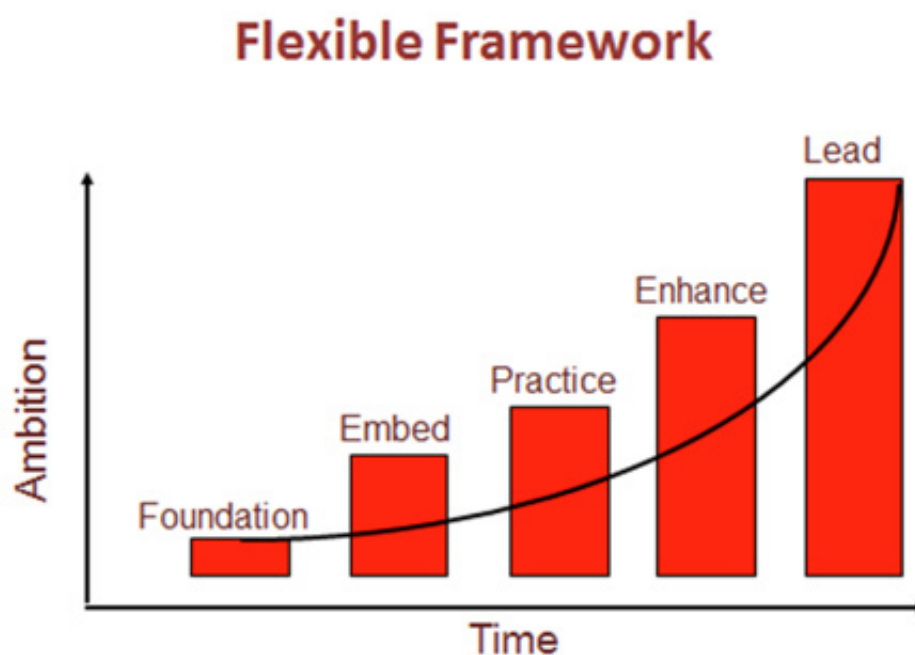
At the time of publishing the percentage of payments made within 30 days has further increased to **89%** (July 2018). Work is ongoing to continue this improvement.

## SUSTAINABILITY PERFORMANCE - FLEXIBLE FRAMEWORK ASSESSMENT TOOL

The Scottish Government Flexible Framework self-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 framework has five levels and following a recent reassessment of the existing action plan incorporating local priorities and requirements, the organisation is pleased to have achieved level 2 (Embed) with progress towards level 3 (Practice).

A new improvement plan for completion of level 3 (Practice) has been prepared and will be taken forward over the coming year. Regular re-assessment to measure delivery of progress will be undertaken.



Annual Report Ownership	Further Information
Approval Process	Scottish Borders Council – Executive Committee August 2018
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/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 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
<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 (SMEs)</b>	Firms that employ less than 10 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 can be everything 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

## 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 £8.75 (November 2017)

#### 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 are fully accredited SSIP members of Constructionline or equivalent.

#### 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 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
SP-11-010	EDF Energy Ltd	Electricity	01.01.17	31.03.18	£3,118,813
PS-11-001	Lyreco UK Ltd	General stationery and office paper	01.01.17	31.03.18	£128,679
SP-15-016	Banner Group Ltd	IT Consumables	01.01.17	31.03.18	£78,956
SP-15-004	Scottish Fuels	Liquid Fuel - Automotive fuel (Central)	01.01.17	31.03.18	£170,098
SP-15-005	Highland Fuels	Liquid Fuel - Automotive fuel (South)	01.01.17	31.03.18	£1,066,089
SP-15-006	Highland Fuels	Liquid Fuel - Automotive fuel (West)	01.01.17	31.03.18	£240,623
SP-15-007	Scottish Fuels	Liquid Fuel - Heating oil (Central)	01.01.17	31.03.18	£62,420
SP-15-007	Scottish Fuels	Liquid Fuel - Heating oil (South)	01.01.17	31.03.18	£944,764
PS-14-002	Hewlett Packard UK Ltd	Mobile Client Devices	01.01.17	31.03.18	£293,555
SP-12-005	Total Gas & Power Ltd	Natural Gas	01.01.17	31.03.18	£388,044
SP-15-014	Royal Mail Group Ltd	Postal Services	01.01.17	31.03.18	£240,017
SP-15-005	Anglian Water Business (National) Ltd	Water and Waste Water Services	01.01.17	31.03.18	£1,500,994
Total Value					£8,233,052

## CATEGORY B SCOTLAND EXCEL FRAMEWORK AGREEMENTS – CONTRACT AWARDS/SPEND

SXL Schedule Number	Supplier Name	Subject Matter	Start Date	End Date	Contract Value
0915	Instock Disposables	Catering Sundries	01.01.17	31.03.18	£58,498
0516	Colas Ltd	Bitumen Products	01.01.17	31.03.18	£278,875
0516	Nynas UK AB	Bitumen Products	01.01.17	31.03.18	£345,365
0311	Applied Care And Development Ltd	Children's Residential Care	01.01.17	31.03.18	£254,182
0311	Care Visions Group Ltd	Children's Residential Care	01.01.17	31.03.18	£143,544
0311	Church Of Scotland (trading As Crossreach)	Children's Residential Care	01.01.17	31.03.18	£139,732
0311	Common Thread Ltd	Children's Residential Care	01.01.17	31.03.18	£415,796
0311	Hillside School (Aberdour) Ltd	Children's Residential Care	01.01.17	31.03.18	£320,320
0311	Spark Of Genius (training) Ltd	Children's Residential Care	01.01.17	31.03.18	£93,902
0115	Apetito Ltd	Community Meals	01.01.17	31.03.18	£247,874
0815	The Furnishing Service Ltd	Domestic Furniture and Furnishings	01.01.17	31.03.18	£342,942
0916	Educational Materials	Yorkshire Purchasing Organisation	01.01.17	31.03.18	£55,001
0615	Edmundson Electrical Ltd T/A Edmundson Walsall	Electrical Materials	01.01.17	31.03.18	£70,991
1212	Brake Bros Ltd	Frozen Foods	01.01.17	31.03.18	£249,796
1016	Brake Bros Ltd	Frozen Foods	01.01.17	31.03.18	£383,744
0515	Brake Bros Ltd	Groceries & Provisions	01.01.17	31.03.18	£748,707
1414	Alliance Disposables Ltd	Janitorial Products	01.01.17	31.03.18	£65,954
1414	Unico Ltd	Janitorial Products	01.01.17	31.03.18	£228,149
0214	Brake Bros Ltd	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.01.17	31.03.18	£138,180
0214	Campbells Prime Meat Ltd	Meats - Fresh, Prepared & Cooked (inc. Fresh Fish)	01.01.17	31.03.18	£124,048
1214	Avm Impact Ltd	Presentation & Audio Visual Equipment	01.01.17	31.03.18	£259,457
2013	Cleveland Potash Ltd	Road Salt	01.01.17	31.03.18	£362,438
0716	Kibble Education & Care Centre	Secure Care	01.01.17	31.03.18	£224,655
1613	Marwood Electrical Co Ltd	Street Lighting Materials	01.01.17	31.03.18	£80,361
1613	Glasdon	Street Lighting Materials	01.01.17	31.03.18	£70,624
0113	Redpath Tyres Ltd	Tyres for Vehicles & Plant	01.01.17	31.03.18	£89,384
0417	Redpath Tyres Ltd	Tyres for Vehicles & Plant	01.01.17	31.03.18	£63,253
0116	Dingbro Ltd	Vehicle Parts	01.01.17	31.03.18	£108,823
Total Value					£6,014,842



## CATEGORY C CONTRACT AND FRAMEWORK AWARDS

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Extension	Estimated Contract Value
1366	British Red Cross	Buddy and Neighbourhood Links Services	15.03.17	01.01.17	31.03.20		£205,500
888	Graham Environmental Services	Property Management - Legionella Monitoring and Control	10.03.17	01.04.17	31.03.19	12 Months	£60,850
1357	Royal Voluntary Services	Older People and Physical Disability Day Centres and Social Centres	02.03.17	01.04.17	31.03.19		£412,000
SWC166	Benore Care Centre	Care at Home	01.02.17	01.02.17	31.03.18	12 Months	£67,904
SW/01/02/17b	Benore Care Centre (Lister House)	Older People Services - Residential & Nursing	01.02.17	01.02.17	31.03.18	12 Months	£67,902
SWC165	Kirk Lodge Nursing Home	Care at Home	01.02.17	01.02.17	31.03.18	12 Months	£67,488
SW/01/02/17a	Kirk Lodge Nursing Home	Older People Services - Residential & Nursing	01.02.17	01.02.17	31.03.18	12 Months	£67,486
1309	Mott Macdonald Ltd	Consultancy Services for Flood Studies	13.01.17	16.01.17	27.07.18		£317,396
1419	Turner & Townsend	Project Management - Tapestry Building	09.01.17	09.01.17	30.09.20		£593,000
1318	Fergus Watson	Strategic and Business Advice (Tourism - Borders Railway)	09.01.17	09.01.17	16.12.18		£59,000
1393	Trust Housing Association	Housing with Care - Cornmill Court Galashiels	01.04.17	01.04.17	31.03.20		£870,000
1438	New Horizons Scotland	Self-Advocacy / Drop in service	01.04.17	01.04.17	31.03.20	24 Months	£499,200
SWC/74	Borders Carers Centre	Provision of Support and Assessment of Informal Carers	01.04.17	01.04.17	31.03.20		£484,788
1408	Momentum Scotland	Brain Injury Service for Adults and Carers	01.04.17	01.04.17	31.03.20		£362,013
1398 (i)	Eildon Housing Association	Sheltered Housing - Housing Support	01.04.17	01.04.17	31.03.18	12 Months	£361,804
1281	Borders Citizens Advice Service	Provision of Money and Welfare Advisory Service	01.04.17	01.04.17	30.09.18		£340,875

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Extension	Estimated Contract Value
710	Eildon Housing Association Ltd	Care and Repair	01.04.17	01.04.17	31.03.18	12 Months	£637,914
1380	Forth Resource Management	Green Waste Collection	01.04.17	01.04.17	31.03.18	12 Months	£300,000
SWC69	Encompass	Payments Agency Adults and Children	01.04.17	01.04.17	31.03.20	12 Months	£192,804
1365	NHS Borders	Children Services - CMAT	01.04.17	01.04.17	31.03.18		£183,861
1398 (iiii)	Berwickshire Housing Association	Sheltered Housing - Housing Support	01.04.17	01.04.17	31.03.18	12 Months	£155,856
1432	Health In Mind Rediscover Borders	Health in Mind Rediscover Borders	01.04.17	01.04.17	31.03.20	24 Months	£139,920
1432	Volunteer Centre Borders	Volunteer Centre Borders	01.04.17	01.04.17	31.03.20		£93,135
1365	Police Scotland	Children's Services - Police Officers	01.04.17	01.04.17	31.03.18		£81,000
1365	Action for Children Young Carers	Youth Project	01.04.17	01.04.17	31.03.18		£73,875
1353	Metric Group Limited	Pay and Display	01.04.17	01.04.17	31.03.22		£69,950
SWC/2017/7	Cairdean House	Older People Services - Residential & Nursing	01.04.17	01.04.17	31.03.18	12 Months	£69,689
SWC/2017/2	Finavon Court Nursing Home	Older People Services - Residential & Nursing	01.04.17	01.04.17	31.03.18	12 Months	£69,377
SWC/2017/5	Silloth Nursing and Residential Care Home	Older People Services - Residential & Nursing	01.04.17	01.04.17	31.03.18	12 Months	£69,061
SWC/2017/3	Ancaster House	Older People Services - Residential & Nursing	01.04.17	01.04.17	31.03.18	12 Months	£60,000
1398 (ii)	Cairn Housing Association	Sheltered Housing - Housing Support	01.04.17	01.04.17	31.03.18	12 Months	£58,780
1434	Chest Heart and Stroke Association	Chest Heart and Stroke Association	01.04.17	01.04.17	31.03.20		£55,470
1398 (iii)	Trust Housing Association	Sheltered Housing - Housing Support	01.04.17	01.04.17	31.03.18	12 Months	£52,746
1405	Early Years Scotland	Support for voluntary Early Years Groups	01.04.17	01.04.17	31.03.18	12 Months	£41,582
1344	ISS Facility Services, R&D Spray Services, Green Works	Path Vegetation Control	03.05.17	01.04.17	31.03.20		£99,055
1420	Turner & Townsend	Project Manager - Hawick Regeneration	10.05.17	10.05.17	31.03.20		£268,000

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Extension	Estimated Contract Value
1396	Turner & Townsend	Project Management - Jedburgh Intergenerational Learning Campus (JILC)	10.05.17	10.05.17	31.03.20		£229,000
1403	Levenseat	Organic Waste	29.05.17	29.05.17	29.05.18		£55,000
1377	CPE Consultancy	Project Manager Hawick Flood Protection Scheme	20.06.17	20.06.17	31.03.23		£170,000
1179	Cooks Van Hire, Enterprise Rent-a-Car, Essential Fleet Services, Co-Wheels Car Club, ACL Ltd, Telfords Coaches, ND Brown	Short Term Ad-hoc Vehicle Hire Framework Agreement	26.06.17	03.07.17	02.07.19	24 Mths	£300,000
1262	Penumbra	Community Based Housing Support Mental Health	01.07.17	01.07.17	30.06.20	24 Mths	£882,232
1332	Children 1st	Domestic Abuse Community Support Service	01.07.17	01.07.17	30.06.20	12 Mths	£426,000
1367	HAS Technology Limited	Electronic Homecare Monitoring and Scheduling Solution	01.07.17	01.07.17	30.06.19	12 Mths	£308,040
1382	Co Wheels Car Club	Managed Pool Cars	24.07.17	24.07.17	31.05.18		£59,232
1477	Turner & Townsend	Project Manager Union Bridge	01.08.17	01.08.17	01.12.18		£75,000
1437	BMI Trailers Ltd	Up to 3 of Open-Top Ejector 85Cu.M	07.09.17	08.09.17	12.01.18		£163,677
1454	Pam Wellbeing Ltd	Occupational Health Service	01.10.17	01.10.17	30.09.20	12 Mths	£440,000
1193	Health in Mind	Recovery College	01.10.17	01.10.17	30.09.19		£250,000
1432	CMS CAMERON McKenna LLP	JILC - Legal Advisor	04.10.17	04.10.17	30.06.18		£80,000
1470	Everwarm Ltd	Energy Improvements	05.10.17	17.11.17	31.05.18		£319,250
1469	AC White & Company	Lower Langlee Energy Improvements	05.10.17	17.11.17	31.05.18		£119,000
1351	MacLean Electrical	Street Lighting Energy Efficiency Programme	09.10.17	09.10.17	31.03.18		£537,727
1396	Turner & Townsend	Technical Advisor - JILC	01.11.17	01.11.17	31.03.20		£140,000
1452	Scomac Catering Equipment Ltd	Coldstream Primary School Kitchen Re-Fit	01.11.17	01.11.17	31.01.18		£80,766

SBC Reference	Supplier Name	Subject Matter	Award Date	Start Date	End Date	Extension	Estimated Contract Value
1493	Turner & Townsend	Project Management - Borders Innovation Park Office Development	01.11.17	01.11.17	31.07.19		£395,000
1443	Hags SMP Ltd	Playpark - Galashiels	14.11.17	14.11.17	31.03.18		£250,000
1505	BCA Insulation Limited	HTTC Energy Improvements Peebles	12.12.17	12.12.17	31.07.18		£250,000
PSA12 MoU 1	Insight Direct UK Ltd	Microsoft Educational Enrolment License	01.01.18	01.01.18	31.12.21		£201,000
1390	Quarriers	Emotional Health and Wellbeing Service	01.01.18	01.01.18	31.03.21	24 mths	£1,575,736
1474	Campbell and Kennedy	Supply and Installation of Solar PV Systems	08.01.18	08.01.18	31.03.18		£394,315
1506	Everwarm Limited	Energy Improvements (IWI) Peebles	08.01.18	08.01.18	31.05.18		£271,250
1510	Everwarm Limited	Energy Improvements (EWI) Peebles	08.01.18	08.01.18	31.05.18		£200,000
1482	Jacobs UK Limited	Hawick Flood Protection Scheme Water Diversion	09.02.18	12.02.18	31.08.18		£170,111
801	IDOX Software Ltd	IDOX Uniform, PA & DMS Licenses	31.03.18	01.04.18	31.03.22		£453,469
1137	ESRI UK Ltd	Local View GIS Mapping Solution	31.03.18	01.04.18	31.03.21		£63,000
Total Value							£16,468,086

## 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 have not been included in the Category C Contract and Framework Awards list.

## APPENDIX 3 - CONTRACTS AWARDED DURING THE PERIOD WITH COMMUNITY BENEFIT CLAUSES

SBC Reference	Supplier Name	Subject Matter	Contract Award Date	Regulated or Below Threshold
1419	Turner & Townsend	Project Manager - Great Tapestry of Scotland	09.01.17	Regulated
1309	Mott MacDonald	Flood Survey	13.01.17	Regulated
1262	Penumbra	Mental Health - Housing Support	06.03.17	Regulated
1330	Graham Environmental Services	Legionella Testing	10.03.17	Regulated
1319	James Swinton & Co Ltd	Hawick High School Windows	20.04.17	Below Threshold
1420	Turner & Townsend	Hawick Regeneration Project - Project Manager	10.05.17	Regulated
1386	Ecosse Sports Ltd	Artificial Pitch Maintenance	31.05.17	Below Threshold
1377	CPE Consultancy	Hawick Flood Protection Scheme -Consultant	20.06.17	Regulated
1179	Various	Short Term Vehicle Hire	21.06.17	Regulated
1332	Children 1st	Domestic Abuse Community Support Service	30.06.17	Regulated
1477	Turner & Townsend	Union Chain Bridge - Project Manager	01.08.17	Regulated
1409	Laing Traditional Masonry	Sir Walter Scott Court House - Masonry	11.09.17	Below Threshold
1426	James Swinton & Co Ltd	St Boswells Primary School	28.09.17	Below Threshold
1444	James Swinton & Co Ltd	SEN Provision Galashiels Academy	02.10.17	Below Threshold
1390	Quarriers	Emotional Health & Well Being Service	06.10.17	Regulated
1431	Rodger (Builder) Ltd	Galalaw Industrial Estate Hawick- New Business Units	31.10.17	Below Threshold
1451	Scomac Catering Equipment Ltd	Coldstream Primary School Kitchen Refit	01.11.17	Regulated
1414	ARK Consultancy Ltd	Upper Langlee Regeneration Project - Consultancy	21.11.17	Below Threshold
1396	Turner & Townsend	Jedburgh Intergenerational Learning Campus - Project Manager	29.11.17	Regulated
1486	Turner & Townsend	Jedburgh Intergenerational Learning Campus -Technical Advisor	04.01.18	Regulated
1474	Campbell & Kennedy Ltd	Supply and Installation of Solar PV Systems	08.01.18	Regulated

## APPENDIX 4 – FUTURE REGULATED PROCUREMENTS 2018/2019

Contract/Framework Title or Subject Matter	Renewal or New	Estimated Contract Value	Expected Contract Start Date
Non-Domestic Energy Efficiency (NDEE) Project	New	£1,800,000	31/08/2018
Border Playparks	New	£930,000	01/09/2018
SB Connect Publication	Renewal	£108,000	01/09/2018
Border Innovation Park - Class 4 Office Development	New	£5,500,000	15/09/2018
Managed Pool Cars	Renewal	£1,200,000	29/09/2018
Leachate Management	New	£300,000	01/10/2018
Online School Payments	Renewal	£81,780	01/10/2018
Tree Works Framework	New	£200,000	01/10/2018
Treasury Management Advisory Service	Renewal	£56,000	22/10/2018
Meats - Fresh, Prepared & Cooked (including Fresh Fish)	Renewal	£538,632	01/11/2018
Traffic Equipment Maintenance & Ancillary Support Services	Renewal	£90,000	01/11/2018
Washroom Solutions	Renewal	£85,100	01/11/2018
Eyemouth Coastal Study	New	£150,000	01/11/2018
Supply and distribution of Fresh Fruit, Vegetables, Bakery Products & Eggs	Renewal	£1,400,000	30/11/2018
NFM Study - Hawick	New	£225,000	01/12/2018
Sustainable Transport Framework	Renewal	£44,000,000	01/01/2019
Actuarial Services	New	£80,000	01/01/2019
Laboratory Services for Bacterial Examination & Chemical Analysis of Food.	Renewal	£102,000	01/02/2019
Janitorial Products	Renewal	£820,444	01/03/2019
Early Years Childcare Expansion – Works/ Infrastructure projects	New	£7.69m	Various during 2018-2020

## APPENDIX 4 – FUTURE REGULATED PROCUREMENTS 2019/2020

Contract/Framework Title or Subject Matter	Renewal or New	Estimated SBC Total Contract Value	Expected Contract Start Date
Banking Services	Renewal	£160,000	01/04/2019
Insurance Services	Renewal	£6,300,000	01/04/2019
Treatment of Garden Waste	Renewal	£300,000	01/04/2019
Contract for Provision of Telephone Calls and Line Rentals	Renewal	£542,172	01/04/2019
Fixed Telephony - Provision of Telephone Calls and Line Rentals	Renewal	£542,172	01/04/2019
Insurance Services	Renewal	£6,300,000	01/04/2019
Repair and Maintenance Framework	Renewal	£12,000,000	01/04/2019
Supply of Electricity	Renewal	£16,500,000	01/04/2019
Residual Waste Treatment	New	£50m	08/04/2019
Hawick Flood Scheme - Main Works	New	£38,000,000	01/05/2019
Presentation & Audio Visual Equipment	Renewal	£215,808	01/05/2019
Street Weed Control	Renewal	£157,000	07/05/2019
Organic Waste	Renewal	£55,000	28/05/2019
Laboratory Services for Examination & Analysis of Private Water Supplies Samples	Renewal	£90,000	31/05/2019
Border Playparks	New	£600,000	01/06/2019
Early Years Partnership Training	Renewal	£400,000	08/06/2019
Hire of Small Plant and Temporary Accommodation	Renewal	£3,000,000	11/06/2019
Notebook and Tablet Computing For Education	Renewal	£336,000	20/06/2019
Tablet Computing	Renewal	£444,000	20/06/2019
Almstrong Building Hawick - Main Works	New	£2,000,000	01/07/2019
Supported Living (Care & Support Framework)	New	£36,000,000	01/08/2019
Employee Benefits	Renewal	£1,176,000	01/09/2019
Community Meals	Renewal	£431,500	01/10/2019
Publishing, Print, Design and Associated Services	Renewal	£240,000	01/10/2019
IT Mobile Computing	Renewal	£825,000	15/11/2019
Sir Walter Scott Court House - Main Works	New	£2,600,000	01/12/2019
NFM Study - Gala Water	New	£225,000	01/12/2019

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#### PROCUREMENT SERVICES

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