

REPORT TO COMMUNITIES COMMITTEE - 18 FEBRUARY 2021

ANNUAL PROCUREMENT PERFORMANCE REPORT 2019-2020

1 Reason for Report / Summary

- 1.1 Each Scottish Local Authority has a legislative requirement to publish an Annual Procurement Report on its procurement activity, in a format as provided by Scottish Government. The Annual Procurement Report 2019-2020 has been produced in the format required and is attached at Appendix A.

2 Recommendations

The Committee is recommended to:

- 2.1 **Note the content of the Annual Procurement Report 2019/2020 (Appendix A), previously approved at the Business Services Committee on the 7th January 2021.**

3 Purpose and Decision-Making Route

- 3.1 Section 18 of the Procurement Reform (Scotland) Act 2014 requires every Scottish Local Authority to publish an annual procurement report on its regulated procurement activities. Regulated procurements are any procurement of goods and services with a value above £50,000 and works contracts with a value above £2 million.
- 3.2 This report provides the performance of procurement activity across Aberdeenshire Council. The report has been produced in accordance with the guidance issued by the Scottish Government and includes mandatory and optional sections. The report covers all regulated procurements completed from during the financial year 2019-2020; and anticipated future procurements covering the next two years (2021-2023).
- 3.3 The report is being presented to each of the Policy Committees in the same format. A high number of contracts are corporate in nature whereby the spend and usage overlaps all Services areas ie utilities, office supplies, cleaning and catering, agency labour, ICT hardware etc etc. For ease and consistency, to align with the required reporting, the breakdown of procurement performance and outcomes are not broken down to a functional level.

4 Discussion

- 4.1 Section 19 of the Procurement Reform (Scotland) Act 2014 requires every Scottish Local Authority to publish its procurement strategy and notify the Scottish Government of its publication. The Scottish Government must also prepare an annual report on procurement activity in Scotland which is based upon all the published annual procurement reports.

4.2 The Council’s procurement function is shared with Aberdeen City and The Highland Council. The procurement strategy sets out how the authority will ensure that its procurement activity delivers value for money and contributes to the achievement of the authority's broader aims and objectives, in line with Scotland's National Outcomes. The Strategy was published in 2017 and covers the period 2017 – 2022. Work on the refresh will commence Spring this year and will involve a comprehensive engagement plan to ensure stakeholder involvement and input.

4.3 The high-level strategic priorities of the Joint Procurement Strategy focus on key themes of Efficiency, Governance, and Improvement to underpin all procurement activity: -

- Support the delivery of financial and non-financial efficiencies;
- Deliver value and innovation;
- Support the local economy;
- Increased collaboration and standardisation

4.4 **Annual Procurement Report Highlights**

The Annual Procurement Report covers the following Sections: -

Section	Title	Content
1	Summary of Regulated Procurements	Regulated procurements that have been completed in the reporting period.
2	Review of Regulated Procurement Compliance	Information on how regulated procurements have complied with the key objectives of the Joint Procurement Strategy
3	Community Benefits Summary	Community benefit requirements imposed as part of a regulated procurement.
4	Supported Businesses Summary	Steps taken to facilitate the involvement of supported businesses in regulated procurements.
5	Future Regulated Procurement Summary	Regulated procurement the authority expects to commence in the next two financial years.

The Commercial and Procurement Shared Services are currently working with the partner councils in their budget planning for financial year 2021/2022.

Aspects of this work includes the identification of potential strategic and operational budget efficiencies using an opportunity assessment tool which

comprises a wide range of developed commercial techniques – at both individual council and three council partner levels.

5 Council Priorities, Implications and Risk

5.1 The pillar of Our People is supported by key principles including right people, right places, right time, and responsible finances, which are all relevant to this report.

5.2 The table below shows whether risks and implications apply if the recommendation(s) is(are) agreed.

Subject	Yes	No	N/A
Financial		X	
Staffing		X	
Equalities		X	
Fairer Scotland Duty		X	
Town Centre First			X
Sustainability		X	
Children and Young People's Rights and Wellbeing			X

5.3 An equality impact assessment is not required because the content of the report and recommendations within do not have a differential impact on any of the protected characteristics.

5.4 The Procurement Reform (Scotland) Act 2014 requires local authorities to comply with the sustainable procurement duty in all regulated contracts. Regulated contracts are those with a total (“whole of life” ex VAT) value of **£50,000** in terms of goods and services and £2M in the case of works. The Annual Report is primarily concerned with regulated procurements. Policies and procedures relating to procurement activity have a strong emphasis on the Public Sector Equality Duty, Fair Work Practices including Real Living Wage and a wide range of other socio-economic considerations designed to alleviate various forms of poverty and disadvantage under the Fairer Scotland Duty. Aberdeenshire Council is committed to securing meaningful environmental, social, and economic value in procurements and to working with all sectors of the business community in order to achieve increased prosperity.

6 Scheme of Governance

6.1 The report is submitted to Committee to provide an annual update on procurement activity prior to the publication of the report in the public domain and to the Scottish Government. The Committee are entitled to consider this paper in terms of Part 2A C1.1d of the Scheme of Governance due to the financial implications.

6.2 The Head of Finance and Monitoring Officer within Business Services have been consulted in the preparation of this report and their comments are incorporated within the report and are satisfied that the report complies with the Scheme of Governance and relevant legislation.

Ritchie Johnson, Director of Business Services

Report prepared by Craig Innes, Head of Commercial & Procurement Services,
Business Services – 3 February 2021

List of Appendices:

- ***Annual Procurement Report 2019-2020 (Appendix A)***



Aberdeenshire Council Annual Procurement Report



1 April 2019 to 31 March 2020

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Introduction

The Aberdeenshire Council Annual Procurement Report 2019-2020 covers the Council's procurement activity from 1 April 2019 to 31 March 2020. The report includes anticipated future procurement activity over the next two financial years - 2020 to 2022.

The annual report records and publicises the Authorities performance and achievements in delivering its procurement strategy. This report has been produced in accordance with the guidance issued by the Scottish Government.

Aberdeenshire Council's Procurement Unit is part of a shared service agreement with Aberdeen City Council and The Highland Council, - the Commercial & Procurement Shared Services (C&PSS). A joint Procurement Strategy 2017-2022 was published in November 2017, as required by the Procurement Reform (Scotland) Act 2014.

The high-level strategic priorities of the joint procurement strategy focuses on key themes of **Efficiency**, **Governance** and **Improvement** continue to underpin all procurement activity.

- **Support the delivery of financial savings and non-financial efficiencies** through leverage of a combined contract portfolio;
- **Deliver value and innovation** by effective use of category and commercial management techniques and utilisation of spend analytic tools to enable smarter decision-making; identify collaborative opportunities and provide sector-specific market intelligence to inform decision making;
- **Support the local economy** by representing the North and East region as a single voice at national framework user intelligence groups to ensure the needs of the communities considered; maximise opportunities for the local supply chain, SMEs and third sector organisations
- **Increased collaboration and standardisation** without compromising governance/legislative compliance, the approach allows increased focus on:
 - Savings capture;
 - Market management;
 - Effective negotiation;
 - Exploration of new business models/opportunities; and
 - Social value.

The Shared Service is overseen by the Strategic Procurement Board, the board is comprised of Senior Leaders from across the 3 Council's and has responsibility for:

- Oversight of the delivery of the services set out in the Service Level Agreement (SLA) between the partners to the joint arrangement.
- Review the performance of the service using Key Indicators (such as the following) and providing scrutiny and challenge, where appropriate:

- Local Supplier Spend;
 - Collaborative Spend;
 - Community Benefits;
 - % of spend on and off contract;
 - Savings flowing from the joint arrangements.
- Oversight of a programme of digitisation of as many procurement processes as possible across the shared arrangement.
 - Providing oversight of the roll out of a procurement capability programme across the shared arrangement.

Section 1 – Summary of Regulated Procurements

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

Regulated procurements are any procurement for goods and services with a value above £50,000 and works contracts with a value of above £2 million. A summary of the regulated procurements awarded within financial year 1 April 2019 and 31 March 2020 is provided in the table below.

The information contained within the table includes the award of mini-competitions or call-offs from established frameworks. The Council use several national framework providers including Scotland Excel and Scottish Government.

The Council maintains and publishes a contract register of contracts awarded on its website. The contract register provides information on current contracts and can be viewed by suppliers to identify any future opportunities they may be interested in.

Regulated Procurements from 1 April 2019 until 31 March 2020

Regulated Procurements (Detailed at Appendix 1)	
Number of regulated procurements awarded	24
Total estimated value of procurement contracts awarded	£69,393,736.90
Number of regulated works contracts awarded	5
Number of regulated service contracts awarded	18
Number of regulated supply/goods contracts awarded	1

Regulated Procurements (call-offs from established frameworks) *	
Number of call-offs	5
Total estimated value of procurement contracts awarded	£17,027,462.50
Number of regulated service contracts awarded	4
Number of regulated supply/goods contracts awarded	1

**Management information from SXL at the end of Q4 19/20 shows that Aberdeenshire Council participated in 66 out of 70 (94%) of the available framework agreements. Local suppliers being available for use across these frameworks totalled 13.*

Low value/Non-regulated Procurements

The Council promotes the utilisation of Public Contracts Scotland for low value procurements, by facilitating quotes via Quick Quotes for requirements above £10,000 (supply/goods and services) above £50,000 (works), below regulated procurement threshold.

Low value/Non-regulated Procurements from 1 April 2019 until 31 March 2020

Low value/Non-regulated Procurements	
Number of low value/non- regulated procurements awarded	214
Total estimated value of procurement contracts awarded	£10,140,378.98
Number of low value/non- regulated works contracts awarded	104
Number of low value/non- regulated service contracts awarded	94
Number of low value/non- regulated supply/goods contracts awarded	16

Low value/Non-regulated Procurements (call-offs from established frameworks)	
Number of call-offs	3
Total estimated value of procurement contracts awarded	£177,080.00
Number of low value/non- regulated works contracts awarded	1
Number of low value/non- regulated supply/goods contracts awarded	2

Section 2 – Review of Regulated Procurement Compliance

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

The Strategy includes high level strategic priorities, which focus on key themes of Efficiency, Governance, and Improvement to underpin all procurement activity: -

- **Support the delivery of financial and non-financial efficiencies;**
- **Deliver value and innovation;**
- **Support the local economy;**
- **Increased collaboration and standardisation.**

Support the delivery of financial and non-financial efficiencies

C&PSS worked with Council Services and Suppliers to deliver cashable and non-cashable savings for the Council, through delivery of new contracts; reduction of supply base; consolidation of spend; product rationalisation.

Financial efficiencies

Financial efficiencies of £600,000 (Revenue) were achieved during the period 1st April 2019 to 31st March 2020.

Non-financial efficiencies

The Report covers this within Section 3 – Community Benefit Summary.

Deliver Value and Innovation and increased collaboration and standardisation

C&PSS enables a greater level of collaboration and standardisation across the 3 partner councils in the following areas: -

- Identification of collaborative procurement opportunities to generate best value, with establishment of Collaborative Intelligence Groups across key commodity areas i.e. Fleet, Waste, Professional Services;
- Identification of consolidation and aggregation of spend opportunities to generate best value;
- Identification of product rationalisation and alternatives to generate best value;

- Sharing of best practice and processes to identify standardisation, consistency, efficiency and effectiveness;
- Identification of commercial opportunities (including income generation) for the future;
- Identification of new service delivery models;
- Maximising the benefits of digital technology for example purchase to pay processes, electronic tendering, e-auctions and dynamic purchasing systems.

The 3 council partners take advantage of the above opportunities as and when they arise.

Support the local economy

Statutory Performance Indicator's - The Accounts Commission (the public spending watchdog for local government) has a statutory power to specify information that councils must publish about their performance. They do this through statutory performance indicators (SPIs). Each Council collects and publishes its information.

The remit for SPI reporting requirement was amended during 2018-19; with a request that all local authorities report on spend with Core Trade suppliers only. Core Trade being defined as: Suppliers with whom over £1000 has been spent in a 12-month period, that have also been classified as a health, social care, arts, political, religious, or trading organization.

Two SPIs relevant to the local economy and procurement related spend are - spend with local suppliers and local SMEs.

The data is obtained from Spikes Cavell (Scottish Procurement Hub for publication of annual procurement related spend) and is based on locality and size of business.

The table below shows a comparison of core trade spend with local businesses and SME's in financial year 2019-20 and 2018-19:

Spend Based on Core Trade where Local Authority is known

	Total Spend in Financial Year 19/20	% of total spend in Financial Year 19/20	Total Number of Suppliers	% of total suppliers	Total Spend in Financial Year 18/19	% of total spend in Financial Year 18/19	Total Number of Suppliers	% of total suppliers
Core Trade Spend All Areas, where Local Authority Area is known – All Areas	£260,948,718.96	100%	2337	100%	£216,054,035.60	100%	2097	100%
Spend within Aberdeenshire – Core Trade Suppliers that are local	£58,126,080.90	22.27%	799	34.19%	£60,545,961.82	28.02%	664	31.66%
Spend within Aberdeenshire – Core Trade Suppliers that are local SMEs	£46,080,710.56	17.66%	497	21.27%	£46,303,126.93	21.43%	496	23.65%

The table above shows;

- A slight drop in the value of local spend per supplier, however the number of local suppliers has increased
- The total value spent with local SMEs remains the same, however the percentage has dropped due to an increase in overall spending

SME definition as per Spikes is:

Legend	Details
Small	Less than 50 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of less than £5.6m will be taken as an indicator that it is a small enterprise.
Medium	Between 50 and 249 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of greater than or equal to £5.6m and less than £22.8m will be taken as an indicator that it is a medium enterprise.
Large	Greater than or equal to 250 employees, regardless of turnover, or, if the number of employees is unknown, then turnover of greater than or equal to £22.8m will be taken as an indicator that it is a large enterprise.

Spend in the annual report is based on spend by local authority area based on core trade creditors only; the Local authority areas as defined by the ONS (Office of National Statistics); Core-Trade: Suppliers with whom over £1000 has been spent in a 12 month period, that have also been classed as a trading organisation or as a non-trade social care provider.

Supplier Development Programme

Supplier events and bulletins are used to raise awareness of tender opportunities and how to do business with the Council.

The Commercial & Procurement Shared Service were associate members of the Supplier Development Programme (SDP) during 2019/20. The associate membership status provides locally registered suppliers the chance to attend events and access webinars. The intention for 2020/21 is to have full membership with the Supplier Development Programme with the programme to be developed having an increased focus on future, actual contract opportunities (pipelines) across the main commodity categories, particularly where the local business community can help to shape/scope requirements to ensure competitiveness, a diverse marketplace and inclusive participation.

The events would explore community benefits attached to those future contracting opportunities showcasing potential subcontracting opportunities for local SMEs/local 3rd sector/supported business allowing for networking ideally networking between 3rd sector and private sector to encourage collaborative working.

Review of regulated procurement compliance

During the reporting period the Council identified areas for improvement in compliance with regulated procurement legislation, and in summary were around identification of aggregated expenditure across council to ensure compliant with thresholds for regulated procurements, review and recording of existing contracts to ensure our contract register is up-to-date and the raising of purchase orders. Within the continuous improvement section are details of improvement actions carried out and future planned activity.

Continuous Improvement

The Commercial & Procurement Shared Services are continually driving improvement, through comprehensive guidance and training:

As part of improving compliance, a series of procurement training modules have been developed in financial year 19/20 by the Commercial & Procurement Shared Service. All members of staff involved in procurement across Aberdeenshire Council are required to be approved to a certain Delegated Procurement Authority (or DPA) level, depending on the procurement tasks they perform - from low level purchases to full competitive tenders.

A look ahead to objectives for delivery in financial year 2020-21:

- The procurement manual is a living document; a comprehensive review and revision will be undertaken, including a revision of all associated templates;
- Comprehensive review of the procurement strategy will be undertaken
- A programme of events will be developed in conjunction with SDP to facilitate involvement in the local supply chain
- A review of the Contract Register system will be undertaken, with a view to evolving into a contract management system
- The Commercial & Procurement Shared Service intend to launch a website, it's anticipated the website will have both an external facing and internal facing section.
 - External facing – aimed at suppliers/public
 - Internal facing – delegated procurers within the 3 Councils

Section 3 – Community Benefit Summary

Statutory Requirement

Section 18(2) (d) of the Procurement Reform (Scotland) Act 2014 requires annual procurement reports to contain: “a summary of any community benefit requirements **imposed** as part of a regulated procurement **that were fulfilled** during the year covered by the report”.

Interpretation

“**Imposed**” has been interpreted to mean community benefit requirements **included** within regulated procurements published in the reporting period. Reporting is intended to capture community benefit inclusion at all stages of incorporation, implementation and fulfilment.

Community benefits outcomes can take a period of years to complete depending on the duration of the contract. “Fulfilled” has been interpreted to include community benefits “**underway**” and “**in process.**” Maximum flexibility is offered to suppliers as to when community benefit requirements commence and are ultimately “fulfilled”. For example, a contract imposing quantities of apprenticeships in a four-year contract would not in all cases be prescriptive about how many apprentices commence in each year of the contract. Community benefit requirements and quantities are commonly designed in terms of the total number of outcomes to be delivered over the entire contract term.

Performance Analysis Summary 2019/2020

- Where the Council was the Contracting Authority, **66** contracts published of which **17** were of “regulated” value; ¹
- **200** CB outcomes imposed in contracts advertised by the Council + **18** Scotland Excel outcomes (**Total: 218**)
- **93** of **200** CB outcomes imposed in Council contracts considered to be “delivered”, “fulfilled” or “underway.” Several contracts containing significant CB outcomes have yet to be awarded/commence and commencement/completion has in some cases been adversely impacted by Covid 19;
- **15 of 17** regulated contracts (**88.2%**) imposed community benefit requirements;
- **14 of 17** regulated contracts (**82.3%**) imposed requirements relating to Fair Work Practices (including Real Living Wage.) **100%** of Scotland Excel frameworks imposed similar requirements;
- **40 community** benefit outcomes imposed in contracts advertised earlier than the reporting period were fulfilled in the reporting period. Again, progression/completion of contracts has in some cases been adversely impacted by Covid 19.

¹*Regulated contracts are those with a total value of over £50,000 (goods and services) or with a total value of over £2M in the case of works.

Related Duties

- Ensuring regulated procurements contribute to the carrying out of our functions and achieving our purposes;
- Delivering value for money;
- Treating economic operators equally and without discrimination;
- Acting in a transparent and proportionate manner;
- Compliance with the sustainable procurement duty;
- Policy on payment of the Real Living Wage;
- Engaging with those affected by our procurement.

Statutory Consultations, National Research and Calls for Evidence

In the reporting period, C&PSS made extensive, positive contributions to the following:

- Scottish Government commissioned research re “Analysis of the Impact of the Sustainable Procurement Duty” **(Jan 2020)**
- Circular Economy Bill **(Dec 2019)**
- Role of Public Bodies in Tackling Climate Change **(Dec 2019)**
- National TOMS Framework (Themes Outcomes and Measures) Social Value Portal **(Oct/Nov 2019)**

Achievements:

C&PSS invited to participate in judging panel for Scotland Excel “Supplier Excellence Awards” **(Nov/Dec2019)**

C&PSS invited to speak at the Scotland Excel Annual Conference re approach to community benefits. Approach and Community Benefits Project Plan considered to represent examples of innovative best practice. **(Feb 2020)**

Scotland Excel Community Benefit Outcomes Summary (1st Apr 2019 to 30th Sept 2019) – localised community benefit delivery under SXL national frameworks	Outcomes Delivered
1. Jobs Created	7
2. Work Placements	1
3. Community/3rd sector support/sponsorship with monetary value of £34,265	10
Total	18

Contracts Advertised Earlier Than Reporting Period Delivering Community Benefit Outcomes in the Reporting Period	Outcomes
1. Jobs Created by The Project (Apprenticeships)	5*
2. Work Experience Placements -focus on care experienced young people (5 days – 8 weeks) & disabled person opportunities – includes x1 Apprenticeship placement for local pupil studying SVQ Level 2 (Sept 2019 – Apr 2020) + X4 “My Family Firm” – work placements for under privileged children	16
3. Qualifying the Workforce (102 new training plans + Apprentice plumbers supported to attain 600 hours of gas experience to complete apprenticeship)	2
4. Communities, Community Groups, and Community Projects i) hours professional or practical support/general volunteering + ii) donation of new/surplus equipment or materials and/or financial offers: In partnership with Westhill Community Group, supplier installed solar powered “up lights” & infrastructure to illuminate a sculpture erected to celebrate Westhill’s 50 th Anniversary. Supplier provided labour, access equipment and transport to assist Westhill Community Group to erect pole mounted decorations and Christmas tree lighting within the town centre. 50+ community gifts contributed to the Mission Christmas Appeal for children aged 0 – 18.	1
7. SME/3rd Sector Support (Meet the Buyer events) – supplier engagement events held every quarter in reporting period	4
8. Fair Work Practices Including” Real” Living Wage	1
9. Environmental Wellbeing (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging and co-operation with the Council in terms of Climate Change Duties) Specific examples include: “WEEE” transfer charge on new light fittings Tracking devices installed on all vehicles to ensure effective route planning utilisation of 3 semi electric vehicles and ISO 50001 in Energy Management	9
11. Prompt Payment in The Supply Chain – all properly supported payments to subcontractors made within 30-day terms.	1
12. Vacancy Sharing (11 new vacancies promoted through Council employability partners)	1
Total	40*

* Please note that in addition to the 5 new apprenticeships commencing in the reporting period, suppliers can elect to fulfil their entire contractual commitments in relation to apprenticeships (or other community benefit requirements) ahead of schedule to coincide with business/labour requirements in terms of contract performance. 22 apprenticeships were facilitated in financial year 2018/2019 and reported in the 2019/2020 Procurement Annual Report. These apprenticeships are continuing and progressing ahead of schedule to full completion.

Approach to Community Benefits

In the reporting period, procurement activity has been guided by the commitments and aspirations expressed in our Joint Procurement Strategy. Our “Mission Statement” commits to delivery of:

“ethical and sustainable value for money solutions that support the operational needs and wider strategic aims of the councils and the communities they serve to further local and national priorities to the fullest extent possible.”

The partner councils routinely seek within any procurement activity, regardless of value to:

“leverage opportunities (including social, economic and environmental value) aligned to the needs and priorities of our communities”

Our themed approach to community benefits continues to evolve and improve in close alignment with the following local and national priorities:

- 1) [Aberdeenshire Council Local Outcome Improvement Plan 2017-2027](#)
- 2) [National Performance Framework](#).

Proportionality and Relevancy

In addressing the challenge of ensuring requirements are “proportionate and relevant”, not only the value and nature of the contract is accounted for, but the length of the contract and the physical presence (or remoteness) of the supplier in delivering requirements. A key consideration is pitching requirements appropriately to ensure the inclusive participation of SMEs/local SMEs/3rd Sector/local 3rd sector organisations. Bidders are routinely encouraged to volunteer “more of the same”, different or enhanced community benefits in their bid and during contract performance.

Real Living Wage

Real Living Wage is promoted as an element of “Fair Work Practices” in every regulated contract where it is proportionate and relevant to do so. **Note**, payment of Real Living Wage/Living Wage Employer Accreditation is not permissible as a mandatory condition of participation in public procurement or in isolation, as would be unfairly disadvantage those who are not accredited but as an organisation we encourage this through our procurement activity and questions asked of bidders at tender stage.

Community Benefit Themes

Sustainable procurement/community benefit themes have been condensed into the following table to guide procurers and bidders. The themes link to national and local priorities consistent with the [Scottish Model of Procurement](#) and [National Performance](#)

Framework. The table is used to generate proportionate and relevant outcome focussed themes. The table appears in sourcing strategies and tender documentation.

Improve (Wellbeing)	Promote	Facilitate (Involve)
Social	Innovation	SMEs
Economic	Equalities/reduce Inequality	3 rd Sector organisations
Environmental	Ethical trading and social justice	Supported Businesses
Health	Fair Work Practices/The Living Wage	Prompt Payment throughout the supply chain
Food poverty/fuel poverty/energy efficiency	Resource efficiency and the circular economy	Community engagement and community empowerment; community projects
Air quality/reduction of harmful emissions/reduction of waste and packaging	Education; employability and skills training	Collaboration and collaborative working

To supplement the table of themes above, a diverse range of specific community benefit requirements has been developed for use in goods/services/works contracts and in health and social care contracts.

1	Fair Work Practices/Real Living Wage (RLW)
2	Equalities
3	3 rd Sector Support
4	Environmental Measures
5	Innovation/Case Studies
6	Apprenticeships
7	Placements
8	Qualifying the Workforce
9	School Visits
10	Curriculum Support
11	Employability Engagement Activities
12	Supplier Development/Subcontracting Opportunities
13	Prompt Payment throughout The Supply Chain
14	Local Economic Development Measures
15	Promotion of Adoption and Fostering

Bidders are offered maximum creative freedom and flexibility in meeting requirements. This helps to ensure the inclusive participation of SMEs and the 3rd sector (based locally or elsewhere) without compromising the scale and range of community benefit outcomes secured and delivered in our contracts. The ambition of approach creates demands on the sophistication and consistency of reporting. The Council chooses to meet this challenge in preference to more conservative approaches that might present fewer reporting challenges.

Developments in the Reporting Period and Future Plans

Close working with community planning partners, third sector interfaces, Senscot, social enterprises and other partners has increased awareness of community benefits and highlighted the potential for meaningful locality-based community benefit outcomes **i)** in Council contracts and **ii)** in procurement activity involving local partners. It is hoped that collaborative approaches will lead to an increase in co-designed community benefits welcomed and valued by our communities.

Improvement initiatives aligned to early intervention and prevention, community empowerment, the National Performance framework, and the LOIP will continue to be developed. Such initiatives will explore increased scope for co-design of community benefits including compatibility with participatory budgeting principles and increased involvement of local social enterprises at a strategic level under alternative commissioning models. Increased, proactive use of forward-looking workplans.

Analysis of Council Contracts – CB Requirements Imposed and Fulfilled

i) Contracts £4M+ in Value (Advertised - Awarded)

Total **awarded** regulated contracts with a value £4M+ – 1

Total **awarded** regulated contracts with a value £4M+ imposing CB requirements – 1

CB outcomes imposed in **awarded** contracts £4M+ - 52+

Community Benefit Outcomes Summary (£4M+ Awarded)	Outcomes Achieved
1. Jobs Created by The Project (Apprenticeships)	5+
2. Work Experience Placements with focus on care experienced young people (5 days – 8 weeks) & disabled person opportunities	20
3. Qualifying the Workforce	5+
4. School Engagement Activities – focus on gender representation/pay gap and opportunities for disabled persons	5+
5. Further and Higher Education Engagement focus on gender representation/pay gap and opportunities for disabled persons	5+
6. Communities, Community Groups, and Community Projects i) 100+ hours professional or practical support/general volunteering (+ 200 Hours general volunteering) + ii) donation of new/surplus equipment or materials and/or financial offers	2 (300 hours) + donations
7. SME/3rd Sector Support (Meet the Buyer events)	4
8. Further SME/3rd Sector Support (Duty to Report) - local economic development measures	1
9. Fair Work Practices Including” Real” Living Wage	1
10. Environmental Wellbeing (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging and co-operation with the Council in terms of Climate Change Duties)	1
11. Prompt Payment in The Supply Chain	1
12. Case Studies (Innovation)	2
Total	52+

Contract relates to City Region Deal Dark Fibre Framework. Recently awarded and commencement/completion adversely impacted by Covid 19. Community benefits delivered/fulfilled/in process are in some cases based on certain assumptions e.g. that the supplier has provided a sufficiently comprehensive response that specific forms of social/economic and environmental value are embedded at an organisational level and will be applied to performance of Council contracts. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term rather than per annum.

ii) Contracts £4M+ in Value (Advertised - Not Awarded)

Total regulated contracts (**not awarded**) with a value £4M+ – 1

Total regulated contracts (**not awarded**) with a value £4M+ imposing CB requirements – 1

CB outcomes imposed in contracts (**not awarded**) £4M+ - 4+

Community Benefit Outcomes Summary £4M+ (Not Awarded)	Outcomes
1. School Engagement Activities (focus on product demonstration days and can include focus on gender/gender pay gaps & disabled person opportunities)	1
2. Fair Work Practices Including” Real” Living Wage (including gender pay gap reporting)	1
3. Environmental Wellbeing (particular focus on carbon/ emissions reduction, recycling/upcycling initiatives, minimisation waste/packaging and can embrace emissions class of vehicles, effective route planning, and co-operation with the Council in terms of Climate Change Duties)	1
4. Health/Wellbeing Initiatives	1
Total	4

iii) ²Regulated Contracts Under £4M (Advertised – Awarded)

Total regulated contracts (**awarded**) – 8

Total regulated contracts (**awarded**) imposing CB requirements – 7

CB outcomes imposed in regulated contracts (**awarded**) – 38

Community Benefit Outcomes Summary Regulated - Under £4M (Awarded)	Outcomes
1. Communities, Community Groups, and Community Projects i) hours professional or practical support/general volunteering (150 hours per year, 450 hours over 4 years) + ii) donation of new/surplus equipment or materials and/or financial offers	1
2. SME/3 rd Sector Local Economic Development Support (Duty to Report)	1
3. Fair Work Practices Including” Real” Living Wage (including gender pay gap reporting)	33
4. Environmental Wellbeing (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging and co-operation with the Council in terms of Climate Change Duties)	2
5. Innovation/Case Studies	1
Total	38

Community benefits delivered/fulfilled/in process are in some cases based on certain assumptions e.g. that the supplier has provided a sufficiently comprehensive response that specific forms of social/economic and environmental value are embedded at an organisational level and will be applied to performance of Council contracts. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term rather than per annum. The above table includes a Health and Social Care framework where 27 unique suppliers appointed under various Lots. Each supplier completed a comprehensive response to Fair Work Practices and position on Real Living Wage.

² *Regulated contracts are those with a total value of over £50,000 (goods and services) or with a total value of over £2M in the case of works.

iv) ³Regulated Contracts Under £4M (Advertised – Not Awarded)

Total regulated contracts (**not awarded**) –7

Total regulated contracts (**not awarded**) imposing CB requirements - 6

CB outcomes imposed in regulated contracts (**not awarded**) – 18

Community Benefit Outcomes Summary Regulated - Under £4M (Not Awarded)	Outcomes
1. Qualifying the Workforce (employability & skills)	1
2. Fair Work Practices Including” Real” Living Wage (including gender pay gap reporting)	6
3. Prompt Payment in The Supply Chain (Duty to Report)	3
4. Environmental Wellbeing (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging and co-operation with the Council in terms of Climate Change Duties)	4
5. Innovation	4
Total	18

V) Unregulated Works Contracts Summary

Total unregulated works contracts forming analysis – **45**

Total unregulated works contracts imposing CB requirements – **24**

CB outcomes imposed in unregulated works contracts – **83 (53 delivered)**

³ *Regulated contracts are those with a total value of over £50,000 (goods and services) or with a total value of over £2M in the case of works.

Section 4 – Supported Businesses Summary

Statutory Requirement

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

Related Duties

- Engaging with those affected by our procurements;
- Ensuring regulated procurements contribute to the carrying out of our functions/achieving our purposes;
- Acting in a transparent and proportionate manner;
- Policy on the use of community benefit requirements;
- Compliance with the sustainable procurement duty.

Steps Taken to Facilitate Supported Businesses

C&PSS has initiated and contributed to several national conversations involving Senscot and Social Firms Scotland regarding supported businesses. Solutions-focused areas for exploration have been put forward by C&PSS in the hope that central government guidance/clarification will follow e.g.:

- The ability of a supported business to compliantly subcontract services/works **not** performed by disabled/disadvantaged persons;
- Treatment of volunteers (as potential employees) for the purposes of applying the 30% “disabled or disadvantaged” workforce threshold.

It is hoped that guidance/clarification in these areas will allow organisations interested in being recognised as supported businesses to progress recognition more quickly and easily. An increase in local organisations acquiring supported business status potentially opens alternative commissioning models for the council and opportunities for local social enterprises and social enterprises looking to locate to the area. In supplier development materials and information cascaded by the Council, it has been emphasised that supported business status offers “dual” contracting status i.e. it does not restrict an organisation from responding to general contract opportunities as well as reserved contracts.

In the reporting period, there has been a growing recognition that supported businesses can secure opportunities in the direct (Tier 1) supply chain and Tier 2 (subcontract) supply chain. Furthermore, it has been recognised that supported businesses/reserved contracts present one of the most significant ways the council can play an active role in positively influencing national aspirations to reduce the disability employment gap.

In the reporting period, it has become increasingly evident that there is scope to introduce proactive, practical measures to ensure that tender documents are capable of reflecting (where proportionate and relevant) meaningful expectations in terms of

the engagement of supported businesses in the bidder's supply chain. This is entirely consistent with the approach to community benefits detailed in section 3. The table of themes detailed in Section 3, includes "Facilitate (Involve)" supported businesses as a standalone community benefit theme.

Although there has been modest spend with supported businesses in the reporting period, it has not ultimately proved possible to formally reserve any contracts at regulated threshold.

Effective Partnership Working

In the reporting period, C&PSS has strengthened closer partnerships with local third sector interface organisations, Sencot/P4P, local social enterprises and Equalities Teams to raise awareness of and build capacity within the 3rd sector in terms of the supported business regime.

Future Objectives:

Continue to work with Sencot/P4P, Social Firms Scotland and Social Enterprise Connect Scotland to positively influence policy at a national level i) to make recognition as a supported business (especially at a local level) easier and quicker for organisations and ii) explore the extent of compliant subcontracting by supported businesses;

Section 5 – Future Regulated Procurements Summary

Section 18(2) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

The Council’s Financial Regulations require Services (Heads of Service/Budget Holders/Managers) to produce and maintain an annual work plan. The plan contains details of all goods and services (with a value exceeding £50k) and works (with a value exceeding £250k). One of the purposes of the Work Plan is to assist in the production of a procurement pipeline for tendering opportunities for publication to suppliers.

Current contracts on the Council’s Contracts Register that are due to expire and need to be renewed over the next two years are also identified and added to the forward plan.

The C&PSS have developed an Aberdeenshire Council 24-month forward plan (see Appendix 3, the 24-month plan includes details of contract type: renewal, new, etc.).

The annual procurement report owner:

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Appendix 1 – Regulated Procurements - 1 April 2019 to 31 March 2020

PCS Document ID/ Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
625480	18205 Huntly The Gordon Schools New Nursery	Works	C	£ 2,095,000.00	Burns Construction (Aberdeen) Ltd	12/06/2019	12/08/2019	12/02/2022
621132	18023 - Fraserburgh Sheltered Housing Sprinkler Installation	Works	C	£ 2,205,057.00	KW Contractors Ltd	26/04/2019	09/09/2019	09/03/2021
618919	new build affordable housing at blackiemuir avenue Laurencekirk phase 3	Works	C	£ 3,250,000.00	Muir Homes Ltd	21/10/2019	28/10/2019	28/02/2021
609679	Award of 18322 - Early Years 1140 Hours	Works	C	£ 19,233,195.00	Galliford Try Building Ltd t/a Morrison Construction North East	07/10/2019	21/10/2019	16/10/2020
609395	Information and Advice Services	Services	C	£ 2,012,683.00	Kincardine and Mearns CAB	19/12/2019	19/12/2019	19/12/2022
607252	Provision of Professional Services to deliver a managed Shared Cost AVC pension arrangement	Services	C1	£ 324,000.00	AVC Wise Ltd	12/09/2019	13/09/2019	13/09/2024
603804	Aberdeenshire Transportation - Dynamic Purchasing System	Services	C	£ 8,000,000.00	A&I Coaches Ltd, Aboyne Taxis	24/09/2019	28/10/2019	28/10/2024
601501	Provision of Passenger Transport Management System (Retender)	Services	C	£ 206,000.00	Data Images Software Solutions Ltd	17/10/2019	17/10/2019	17/10/2024
601257	Provision of Non-Motorised User (NMU) Interview Surveys	Services	C	£ 72,000.00	Tracsis Traffic Data Limited	16/10/2019	16/10/2019	16/10/2022

PCS Document ID/ Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
599137	Provision of Gigabit Connectivity Framework	Services	C1	£ 5,500,000.00	commsworld ltd, Axione UK, MLL Telecom Ltd, Pinacl Solutions Ltd, SSE Telecoms	26/09/2019	01/10/2019	01/10/2023
599046	Learning Pathways Plus	Services	C	£ 525,000.00	the seed box ltd, Sacro, Grampian Autistic Society, Aberlour, Aberdeen Foyer, Aberdeen FC Community Trust, Station House Media Unit, The Brave Outdoors Ltd, Sensationall.org.uk, Relax Kids, Hand Pict by Penny - Creative Space, Yoga 4 Every Body and Relax Kids Banff and Aberdeenshire, Sport Aberdeen, Modo - Circus with Purpose, Sounds light sensory, Sticks and Stones Therapeutic Forest School C.I.,C., Ishbel Mollison, Play Therapy Services, ELM Music Therapy, Grampian Music Therapy, Aberlour Child Care Trust, Jill Birch - Wild Connect, Outdoor Woodland Learning School CIC, Marvellous Adventure Club Ltd, T.O.A.D.S. Tine's Outdoor Adventure Day Service, Lindsey Duncan, W.C & A.D Allan, Woodlands4Kids/Gardening4Kids, Sport Aberdeen, Mission Fitness Scotland Ltd	06/09/2019	28/10/2019	28/10/2021
595125	Housing Support Service	Services	C	£ 707,070.00	Highland Homeless Trust, Ypeople, New Start Highland, Carr Gomm, The Salvation Army	19/08/2019	01/10/2019	01/04/2021

PCS Document ID/ Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
622337	ITT Repair and Consolidation of Tullich Kirk	Services	C	£ 92,728.00	Urquhart Stonemasonry	14/08/2019	17/08/2018	17/08/2020
621144	17606 - MacRae House Types External Wall Insulation Works	Works	C	£ 3,250,000.00	Insulated Render Systems (Scotland) Limited	26/04/2019	20/05/2019	20/01/2020
613563	Cycle Parking for Aberdeenshire Council Schools and one public location	Services	C	£ 56,286.00	LockIt Safe Ltd	26/09/2019	07/10/2019	07/12/2019
609672	Architectural Design Services at The Vinery Building, Banff	Services	C	£ 62,475.00	GD LODGE ARCHITECTS LLP	09/09/2019	09/09/2019	09/05/2020
597877	Retexturing of Roads in Aberdeenshire, Angus and Moray 2019/20	Services	C1	£ 154,899.40	JMS Lincoln Ltd	13/09/2019	13/09/2019	13/10/2019
586176	Housing Support Service	Services	C	£ 2,216,451.00	Ypeople, New Start Highland, The Salvation Army, Carr Gomm, Highland Homeless Trust	03/06/2019	01/10/2019	01/10/2019
580091	Treatment of Dry Mixed Recycling (Co-mingled)	Services	C	£ 2,403,430.00	Enva Scotland Limited	08/04/2019	08/04/2019	08/04/2020

Regulated Procurements (call-offs from established frameworks) – 1 April 2019 to 31 March 2020

PCS Document ID/ Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
626860	Third Party Payments	Services	CO	£ 208,000.00	allpay Limited	13/11/2019	18/10/2020	18/10/2022
625593	Tenants Home contents insurance	Services	CO	£ 230,500.00	Marsh Ltd	20/01/2020	01/04/2020	01/04/2022
621757	Award of Call-off Contract for the Supply of Liquid Fuels	Supplies	CO	£ 6,000,000.00	Certas Energy UK Limited t/a Scottish Fuels	14/10/2019	14/10/2019	14/03/2022
621199	Award of Gigabit Connectivity Framework - Mini Competition	Services	CO	£ 10,500,000.00	SSE Enterprise Telecoms	20/12/2019	31/03/2020	30/03/2045
608405	Award of A939 Gairnshiel Bridge Provision of Structural Design Services	Services	CO	£ 88,962.50	Arcadis Consulting (UK) Ltd	17/12/2019	20/01/2020	21/01/2020

Appendix 2 – Future Regulated Procurements 2020-2022

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
iTrent - Payroll & HR System	Renewal	2nd half of 2020	£1,035,000	Contract has an extension available until 27/09/21
NL6 Macduff/Turriff-Aberchirder-Huntly	Renewal	2nd half of 2020	£664,251	Contract has an extension available until 15/08/22
NL7 Banff-Gardenstown/Fraserburgh	Renewal	2nd half of 2020	£158,764	Contract has an extension available until 15/08/22
NL8 Banff - Fraserburgh	Renewal	2nd half of 2020	£95,368	Contract has an extension available until 15/08/22
NL9 Fraserburgh - Banff	Renewal	2nd half of 2020	£318,266	Contract has an extension available until 15/08/22
NL11 Rosehearty - Fraserburgh	Renewal	2nd half of 2020	£54,007	Contract has an extension available until 15/08/22
NL12 St Combs - Fraserburgh	Renewal	2nd half of 2020	£109,889	Contract has an extension available until 15/08/22
NL13 Fraserburgh - New Pitsligo	Renewal	2nd half of 2020	£204,053	Contract has an extension available until 15/08/22
NL14 Turriff-Mintlaw/Fraserburgh	Renewal	2nd half of 2020	£54,444	Contract has an extension available until 15/08/22
NL29 Boddam/Invernettie-Peterhead	Renewal	2nd half of 2020	£130,055	Contract has an extension available until 15/08/22
NL31 Ellon Town Service	Renewal	2nd half of 2020	£607,683	Contract has an extension available until 15/08/22

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
NL33 Ellon - Newburgh	Renewal	2nd half of 2020	£71,760	Contract has an extension available until 15/08/22
NL34 Fraserburgh-New Pitsligo-Ellon	Renewal	2nd half of 2020	£283,078	Contract has an extension available until 15/08/22
NL40 Aberchirder/Turriff/Rothienorman-Inverurie	Renewal	2nd half of 2020	£320,364	Contract has an extension available until 15/08/22
NL47 Ellon - Inverurie	Renewal	2nd half of 2020	£502,726	Contract has an extension available until 15/08/22
NL49 Inverurie Town Service	Renewal	2nd half of 2020	£461,542	Contract has an extension available until 15/08/22
NL51 Alford - Huntly	Renewal	2nd half of 2020	£446,447	Contract has an extension available until 15/08/22
NL52 Lumsden - Inch	Renewal	2nd half of 2020	£208,000	Contract has an extension available until 15/08/22
NL53 Inch - Inverurie	Renewal	2nd half of 2020	£301,673	Contract has an extension available until 15/08/22
NL55 Aberdeen - Traves/Methlick	Renewal	2nd half of 2020	£575,715	Contract has an extension available until 15/08/22
NL56 Aberdeen - Pitmedden/Methlick	Renewal	2nd half of 2020	£168,090	Contract has an extension available until 15/08/22
NL57 Tarves - Ellon	Renewal	2nd half of 2020	£184,886	Contract has an extension available until 15/08/22
NL59 Aberdeen - Tarves/Methlick	Renewal	2nd half of 2020	£233,129	Contract has an extension available until 15/08/22
NS496B-L Maud - Turriff	Renewal	2nd half of 2020	£210,783	Contract has an extension available until 15/08/22

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
NS496E-L Turriff Town Service and Circular	Renewal	2nd half of 2020	£584,420	Contract has an extension available until 15/08/22
NS496P-L Turriff Circular	Renewal	2nd half of 2020	£133,076	Contract has an extension available until 15/08/22
NS644A-L Alford - Huntly	Renewal	2nd half of 2020	£186,390	Contract has an extension available until 15/08/22
NS644K-L Huntly - Inverurie	Renewal	2nd half of 2020	£235,175	Contract has an extension available until 15/08/22
SL2 Alford-Kemany/Kintore/Aberdeen	Renewal	2nd half of 2020	£74,620	Contract has an extension available until 15/08/21
SL3 Aberdeen - Kemany	Renewal	2nd half of 2020	£392,793	Contract has an extension available until 15/08/21
SL4 Alford/Kemany - Inverurie	Renewal	2nd half of 2020	£516,192	Contract has an extension available until 15/08/21
SL13 Strachan/Banchory - Aberdeen	Renewal	2nd half of 2020	£174,204	Contract has an extension available until 15/08/21
SL14 Stonehaven Town Service	Renewal	2nd half of 2020	£151,840	Contract has an extension available until 15/08/21
SL18 Stonehaven - Montrose	Renewal	2nd half of 2020	£356,148	Contract has an extension available until 15/08/21
SL19 Stonehaven-Rickarton-Banchory	Renewal	2nd half of 2020	£93,380	Contract has an extension available until 15/08/21
SL27 Aberdeen - Braemar	Renewal	2nd half of 2020	£755,362	Contract has an extension available until 15/08/21
SL29 Aberdeen-Westhill-Alford	Renewal	2nd half of 2020	£132,891	Contract has an extension available until 15/08/21

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
SL30 Aberdeen-Westhill-Alford	Renewal	2nd half of 2020	£429,503	Contract has an extension available until 15/08/21
SL31 Elrick/Westhill - Aberdeen (ARI)	Renewal	2nd half of 2020	£453,773	Contract has an extension available until 15/08/21
Roads Winter Bureau Services	Renewal	2nd half of 2020	£240,000	
Care at Home	Renewal	2nd half of 2020	£38,839,780	
CIC Supported Living Service	Renewal	2nd half of 2020	£13,961,355	
Sense Scotland Supported Living Service	Renewal	2nd half of 2020	£5,827,858	
Richmond Fellowship Supported Living Service	Renewal	2nd half of 2020	£596,852	
Venture Supported Living Service	Renewal	2nd half of 2020	£1,312,474	
VSA Supported Living Service	Renewal	2nd half of 2020	£459,134	
Milltown Supported Living Services	Renewal	2nd half of 2020	£865,515	
Penumbra framework for specific supported living services (mental health)	Renewal	2nd half of 2020	£2,184,950	
Transported School Meal Deliveries for Aberdeenshire Council	Renewal	2nd half of 2020	£526,452	Contract has an extension available until 29/10/21
Treatment of Co-Mingled Recycling	Renewal	2nd half of 2020	£2,400,000	Contract has an extension available until 30/04/21
Winter Maintenance	Renewal	2nd half of 2020	£104,000	Contract has an extension available until 11/11/22
Alex Bain	Renewal	2nd half of 2020	£90,000	Contract has an extension available until 22/12/22
CES360 Joint Equipment Store Management System	Renewal	2nd half of 2020	£53,000	
iPayImpact	Renewal	2nd half of 2020	£205,275	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Hosting Services for Data Centre Provision - Scottish Procurement Framework SP-14-004	Renewal	2nd half of 2020	£3,000,000	
Insight Commvault Backup Solution (Oriium)	Renewal	2nd half of 2020	£649,320	
Scotland Excel Framework - Vehicle Parts 0116 (Lot 4 Sweeper Brushes)	Renewal	2nd half of 2020	£75,000	
Removal & Disposal of Landfill Leachate	Renewal	2nd half of 2020	£147,906	Contract has an extension available until 31/12/21
Removal & Disposal of Interceptor Waste	Renewal	2nd half of 2020	£190,995	Contract has an extension available until 31/12/21
iDox Uniform - License Management System	Renewal	2nd half of 2020	£84,336	Contract has an extension available until 14/01/23
Gladstone MRM Plus 2	Renewal	2nd half of 2020	£92,000	
Electronic Ticket Machine (ETM) Back Office	Renewal	2nd half of 2020	£150,000	
Fire Engineer Consultancy Service	Renewal	2nd half of 2020	£175,000	
Supply of biomass pellets and chips	Renewal	2nd half of 2020	£1,571,663	Contract has an extension available until 19/02/22
Teacher Recruitment Agency Framework	Renewal	2nd half of 2020	£50,000	
Scottish Government Oracle ULA	Renewal	2nd half of 2020	£450,000	
CRB Impact Cashless Catering in schools and cafés	Renewal	2nd half of 2020	£285,073	Contract has an extension available until 31/03/22
Provision of Commission Services within Learning Pathways Plus	Renewal	2nd half of 2020	£2,100,000	
DX Mail	Renewal	2nd half of 2020	£54,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
OOA Camphill Newton Dee Supported Living Service	Renewal	2nd half of 2020	£801,804	
OOA Camphill Botton Village	Renewal	2nd half of 2020	£107,513	
OOA Out of Area Supported Living Service	Renewal	2nd half of 2020	£383,089	
Residential and Education Service	Renewal	2nd half of 2020	£1,000,000	
Ellon Respite	Renewal	2nd half of 2020	£1,017,206	
Playscheme and Clubs	Renewal	2nd half of 2020	£382,614	
Aberlour Sycamore Fostering	Renewal	2nd half of 2020	£949,988	
Volunteer Driver Service	Renewal	2nd half of 2020	£260,000	
OOA LArche	Renewal	2nd half of 2020	£285,907	
OOA NAS Kingsley House	Renewal	2nd half of 2020	£868,479	
OOA Somerset Court	Renewal	2nd half of 2020	£1,847,477	
OOA Camphill Blair Drummond	Renewal	2nd half of 2020	£542,619	
Colleopard Court	Renewal	2nd half of 2020	£2,175,657	
OOA Autism Together - Raby Hall	Renewal	2nd half of 2020	£440,354	
Cornerstone Care Homes	Renewal	2nd half of 2020	£5,435,662	
Park Lodge	Renewal	2nd half of 2020	£575,640	
OOA Thornfield Grange	Renewal	2nd half of 2020	£547,560	
OOA Seabank House	Renewal	2nd half of 2020	£1,277,626	
Advocacy Service	Renewal	2nd half of 2020	£1,312,407	
Sheltered Housing	Renewal	2nd half of 2020	£1,005,437	
Sheltered Housing	Renewal	2nd half of 2020	£580,739	
Sheltered Housing	Renewal	2nd half of 2020	£413,331	
Pitstop	Renewal	2nd half of 2020	£1,483,000	
Aberdeenshire Citizens Panel - Lot 1 Citizen Panel, Lot 4 Adhoc Research	Renewal	2nd half of 2020	£80,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Aberdeenshire Citizens Panel - Lot 2 General Satisfaction Research, - Lot 3 Housing/Tenant Research	Renewal	2nd half of 2020	£160,000	
Volunteer Drivers Services for Children & Young People	Renewal	2nd half of 2020	£259,685	
Advocacy Service	Renewal	2nd half of 2020	£1,216,215	
ELC Infrastructure Delivery Programme - 1140 Years Programme of Works	Renewal	2nd half of 2020	£19,233,195	
eBusiness Suite	Renewal	1st half of 2021	£593,000	
Treatment of Plasterboard for Recycling	Renewal	1st half of 2021	£180,000	Contract has an extension available until 21/04/22
Consultancy Treasury Management Services	Renewal	1st half of 2021	£50,500	
Apply4Homes - 2018-2020	Renewal	1st half of 2021	£67,150	Contract has an extension available until 30/04/22
CLONE - External Legal Services	Renewal	1st half of 2021	£400,000	Contract has an extension available until 06/05/23
Vmware Support & Maintenance	Renewal	1st half of 2021	£55,070	
The Provision of an Employee Benefits Scheme	Renewal	1st half of 2021	£88,000	
Scotland Excel Energy Efficiency Contractors 09-13 - Call Off (Insulation)	Renewal	1st half of 2021	£2,232,000	Contract has an extension available until 31/05/22
1E NOMAD Peer to Peer Patch Management Software	Renewal	1st half of 2021	£97,900	Contract has an extension available until 13/06/22
web CAPTURE and e CAPTURE back office integration	Renewal	1st half of 2021	£537,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Revenues and Benefits (Apr 2018 to Jun 2021)	Renewal	1st half of 2021	£247,570	
MultiVue - Master Data Management Solution (MDM)	Renewal	1st half of 2021	£248,718	
Smart Solar and Battery Storage LCITP	Renewal	1st half of 2021	£4,322,977	
Accellerated Reader	Renewal	1st half of 2021	£200,000	
GL Assessment	Renewal	1st half of 2021	£55,000	
Treatment and Recycling/Composting of Soil and Turf Lot 1 and Lot 3	Renewal	1st half of 2021	£120,600	Contract has an extension available until 01/07/23
Treatment and Recycling of Rubble Waste (Lot 1 & Lot 3)	Renewal	1st half of 2021	£148,200	Contract has an extension available until 01/07/23
Treatment and Recycling/Composting of Soil and Turf - Lot 4	Renewal	1st half of 2021	£82,080	Contract has an extension available until 01/07/23
Treatment of Soil and Turf for Recycling	Renewal	1st half of 2021	£215,640	
Aberdeenshire DPS (Lot 1) North Mainstream School Transport for October 2020	Renewal	1st half of 2021	£0	
Purchase & Maintenance of Microphones and Wireless works	Renewal	1st half of 2021	£75,966	Contract has an extension available until 19/08/23
Non-Domestic (Business) Rates Revaluation 2017	Renewal	1st half of 2021	£100,000	Contract has an extension available until 23/08/22
Treatment & Recovery/Recycling of Wood waste - Lot 1	Renewal	1st half of 2021	£280,000	
Treatment & Recovery/Recycling of Wood Waste - Lot 2	Renewal	1st half of 2021	£87,000	
Cash in Transit	Renewal	1st half of 2021	£335,000	Contract has an extension available until 29/09/24

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
SS802G-R19 - Aboyne Academy	Renewal	1st half of 2021	£196,308	
NS644D20 - The Gordon Schools	Renewal	1st half of 2021	£193,800	Contract has an extension available until 06/07/22
NS644L20 - The Gordon Schools	Renewal	1st half of 2021	£173,043	Contract has an extension available until 06/07/22
NP458A20 - Kininmonth Primary School	Renewal	1st half of 2021	£265,050	Contract has an extension available until 06/07/22
NS705J20 - Meldrum Academy	Renewal	1st half of 2021	£280,250	Contract has an extension available until 06/07/22
SP824B19 - Drumoak Primary School	Renewal	1st half of 2021	£98,800	
Civica EDM and Workflow	Renewal	1st half of 2021	£109,000	
NS496E20 - Turriff Academy	Renewal	1st half of 2021	£359,309	Contract has an extension available until 06/07/22
NS496F20 - Turriff Academy	Renewal	1st half of 2021	£369,949	Contract has an extension available until 06/07/22
NS496L20 - Turriff Academy	Renewal	1st half of 2021	£133,076	Contract has an extension available until 06/07/22
NP409B20 - Banff Primary	Renewal	1st half of 2021	£52,231	Contract has an extension available until 04/07/22
NP448C20 - Fyvie Primary	Renewal	1st half of 2021	£201,400	Contract has an extension available until 04/07/22
NP448D20 - Fyvie Primary	Renewal	1st half of 2021	£210,900	Contract has an extension available until 04/07/22
NL1 Aberdeen - Banff	Renewal	1st half of 2021	£194,296	Contract has an extension available until 15/08/22
Treatment and Recycling of Glass Bottles & Jars (Colour Separated)	Renewal	1st half of 2021	£338,000	Contract has an extension available until 30/09/22

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Care at Home	Renewal	1st half of 2021	£2,592,918	
Care at Home	Renewal	1st half of 2021	£445,243	
Care at Home	Renewal	1st half of 2021	£794,449	
Care at Home	Renewal	1st half of 2021	£6,016,983	
Care at Home	Renewal	1st half of 2021	£8,307,997	
Care at Home	Renewal	1st half of 2021	£391,792	
Care at Home	Renewal	1st half of 2021	£3,755,109	
Care at Home	Renewal	1st half of 2021	£53,801	
Care at Home	Renewal	1st half of 2021	£5,127,005	
Care at Home	Renewal	1st half of 2021	£664,126	
Care at Home	Renewal	1st half of 2021	£958,893	
Care at Home	Renewal	1st half of 2021	£2,626,226	
Care at Home	Renewal	1st half of 2021	£658,854	
Care at Home	Renewal	1st half of 2021	£6,104,429	
Care at Home	Renewal	1st half of 2021	£5,974,738	
Care at Home	Renewal	1st half of 2021	£4,909,645	
Care at Home	Renewal	1st half of 2021	£229,852	
Care at Home	Renewal	1st half of 2021	£112,341	
Care at Home	Renewal	1st half of 2021	£407,957	
Care at Home	Renewal	1st half of 2021	£1,404,218	
My Care Supported Living Service	Renewal	1st half of 2021	£708,937	
Inspire Supported Living Service	Renewal	1st half of 2021	£18,269,251	
Mears Care Supported Living Service	Renewal	1st half of 2021	£19,005,493	
Real Life Options Supported Living Service	Renewal	1st half of 2021	£18,021,681	
Homeless Housing Support	Renewal	1st half of 2021	£841,082	Contract has an extension available until 31/03/23

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Outreach Housing Support Service - for clients who are homeless or at the risk of being homeless	Renewal	2nd half of 2021	£1,200,000	
Payment Processing Services	Renewal	2nd half of 2021	£180,000	
Collection and Recycling of Scrap Metal and Lead Acid Batteries	Renewal	2nd half of 2021	£1,300,000	Contract has an extension available until 31/10/22
ITT: itt_31402 - Aberdeenshire DPS - Lot 5 - Adult Social Care Transport Services	Renewal	2nd half of 2021	£1,132,752	Contract has an extension available until 31/10/22
Collection & Recycling of Scrap Metal & Lead Acid Batteries from Aberdeenshire Council Facilities	Renewal	2nd half of 2021	£1,303,984	
Scotland Excel Framework - Treatment of Organic Waste 0816 - Lot 1 (Food Waste)	Renewal	2nd half of 2021	£2,074,000	
Scotland Excel Framework - Treatment of Organic Waste 0816 - Lot 2 (Garden Waste)	Renewal	2nd half of 2021	£1,426,000	
2018 Social Care - Early Years Services: Support for Families	Renewal	2nd half of 2021	£660,000	
HV Maintenance	Renewal	2nd half of 2021	£50,000	Contract has an extension available until 31/12/22
Consultancy Services - City Region Deal	Renewal	2nd half of 2021	£250,000	
Tour of Britain - Cycle Race	Renewal	2nd half of 2021	£270,000	
Iken - Legal Case Management	Renewal	2nd half of 2021	£127,500	
Stair Lifts and Associated Services	Renewal	2nd half of 2021	£2,364,180	Contract has an extension available until 31/03/24
Business Gateway	Renewal	2nd half of 2021	£7,000,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
CADCorp Geographical Information Systems (GIS)	Renewal	2nd half of 2021	£233,000	Contract has an extension available until 31/03/24
Hard FM	Renewal	2nd half of 2021	£55,000,000	Contract has an extension available until 31/03/24
Managed Print Service and Bulk Print & Mailing Service	Renewal	2nd half of 2021	£15,000,000	
Pan Grampian Radio Network	Renewal	2nd half of 2021	£3,850,000	
Microsoft Agreement 2019-2022	Renewal	2nd half of 2021	£3,204,000	
CareFirst	Renewal	2nd half of 2021	£539,258	
Pay and Display Machine Upgrade	Renewal	2nd half of 2021	£72,275	Contract has an extension available until 31/03/24
Non-Motorised User (NMU) Interview Surveys	Renewal	2nd half of 2021	£60,000	
Wrap Around Care	Renewal	2nd half of 2021	£3,417,115	Contract has an extension available until 31/03/24
OOA Tigh-AChomainn Camphill	Renewal	2nd half of 2021	£260,354	
Holistic Services	Renewal	2nd half of 2021	£500,020	
Care at Home	Renewal	2nd half of 2021	£390,000	
Care at Home	Renewal	2nd half of 2021	£180,000	Contract has an extension available until 31/03/24
Care at Home	Renewal	2nd half of 2021	£180,000	Contract has an extension available until 31/03/24
Housing Support Service for adults who are homeless or at the risk of homelessness	Renewal	April/May 2021	£1,548,357	
Housing Support Service for people fleeing domestic violence	Renewal	September/October 2021	£385,446	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Care & support at home - adults	Renewal	May/June 2021	£51,400,000	
Housing Support Service Young People who are homeless or at the risk of homelessness	New	April/May 2021	£1,201,545	
Supported Living Services	Renewal	May/June 2021	£104,700,000	
Mental Health Support Service	Renewal	Dec 2020/Jan 2021	£2,568,560	