

# Annual Procurement Report



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## Section 2 – Introduction

This Annual Procurement Report summaries the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2023 and 31 March 2024.

The Council's Procurement Strategy covering this period sets out the procurement objectives of the Council for the financial years 2023-2024.

The Procurement Strategy is closely aligned to the [Council Plan 2023-2028](#) which outlines the Council's priorities and objectives over the next five years.

The Procurement Strategy enables the Council to understand how procurement contributes towards the Council's vision and provides focus and direction for procurement activities, ensuring a long-term perspective is in place within a framework of policies, procedures, standards, collaboration and improvement planning.

In order to support delivery of the Council Plan, the Procurement Strategy covering the period included 4 Key Objectives:

1. Procurement Capability Development;
2. Maximising Efficiencies Through Procurement;
3. Development of Collaborative Opportunities; and
4. Fulfilment of Sustainable Procurement Duties.

The delivery of these Key Objectives helps support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources.

The procurement landscape in Scotland also continues to evolve. The current procurement regulations introduced in 2015, coupled with financial and economic pressures, requires the support of a strategic Procurement function to assist Services to achieve Best Value; make new efficiencies within existing contracts; manage suppliers; while also ensuring compliance to the legislation that governs public procurement.

Overall, the period between 1 April 2023 and 31 March 2024 the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- **222** procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of **56** procurements awarded; and;
- **104** procurements are expected to be awarded in the next 2 financial years, not including ad-hoc or reactive requirements.

## Section 3 – Summary of Regulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded, and an award notice is published on Public Contracts Scotland web portal.

Table 1 below shows a summary of all Regulated Procurements awarded by the Council between 1 April 2023 and 31 March 2024.

**Table 1. Summary of Regulated Procurements**

Number of regulated procurements awarded	<b>70</b>
Total estimated value of awarded regulated procurements	<b>£42,552,425.32</b>
Number of light touch contracts let during the period	<b>11</b>
Average number of bids received	<b>1</b>
% of contracts awarded to SMEs during the reporting period	<b>61%</b>
Average processing time for a procurement exercise	<b>87 Days</b>

Further details of the Regulated Procurements awarded by the Council between 1 April 2023 and 31 March 2024 can be found at Annex 1 of this Annual Procurement Report on page 18.

## Section 4 – Review of Regulated Procurement Compliance

The Council is committed to ensuring all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. All awarded contracts are published on the monthly updated Contract Register and in addition, lessons learned, or good practice are recorded in each Tender Outcome Report and shared with the wider Procurement Team and relevant service.

This includes compliance with Sustainable Procurement Duties;

<b>Community Benefit Requirements</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• All contracts above the Regulated Procurement Threshold contained a community benefit requirement</li> <li>• Community benefits delivered are recorded and published</li> <li>• No challenges or complaints were received regarding publication of Community Benefit clauses</li> </ul>
<b>Consulting and Engaging with Stakeholders</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Market research carried out prior to tendering to ensure appropriate consultation with both internal and external stakeholders</li> <li>• Contract strategies developed and approved prior to the publication of contracts</li> <li>• No challenges or complaints were received regarding communications from Procurement</li> </ul>
<b>Payment of a Living Wage</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents</li> <li>• No challenges or complaints were received regarding publication of Fair Work Practice clauses</li> <li>• The Council is currently engaged in the process of becoming a Living Wage Employer with Procurement's assistance</li> </ul>
<b>Procurement of Fairly and Ethically Traded Goods and Services</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities</li> <li>• No challenges or complaints were received regarding fair and ethical trading</li> </ul>
<b>Community Health and Wellbeing and Animal Welfare in the Procurement of Food</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where relevant the nutritional requirements for food, and the welfare of animals were considered</li> <li>• No challenges or complaints were received regarding community health and wellbeing or animal welfare in the procurement of Food</li> </ul>

## Section 5 – Community Benefits/Sustainable Procurement Summary

The Council is committed to maximising Community Benefits from its procurement activities. The use of Community Benefits clauses contributes to South Ayrshire Council’s Procurement Strategy Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective it is the Council’s ambition to **“embed established methods of evaluation and recording of Community Benefits in the execution of individual contracts.”** In delivering this ambition, the Council will meet the following objectives:

- ✓ To further promote and consider the inclusion of Community Benefits clauses in all relevant procurement activity;
- ✓ Use of a standardised Community Benefit clause and quality (technical) question within tenders;
- ✓ Use of a standardised process to monitor Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Use of a standardised process to report and promote Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Maximise outcomes through the use of Voluntary Community Benefits;
- ✓ Maximise outcomes by developing Supplier knowledge and understanding of Community Benefits.

The table below reports the summary of all Community Benefits included in contracts awarded between 1 April 2023 and 31 March 2024:

**Table 2. Summary of all Community Benefits**

Total Number of Contracts Awarded	<b>222</b>
Total Number of Regulated Procurements	<b>70</b>
Total Number of Contracts Awarded with Community Benefit Requirements	<b>56</b>
% of Community Benefits Awarded from the Total Number Contracts Awarded	<b>25%</b>

Procurement’s Community Benefits in Contracts process was approved by the Council in March 2018. A Community Benefit Register is used within the procurement process to record information on how community benefits are contributing to local and national outcomes.

Procurement's Community Benefit Register provides information on the numbers of achieved community benefits in the following categories:

- ❖ Improving Education skills
- ❖ Delivering Training & Development
- ❖ Enhancing and Improving Local Community Projects
- ❖ Improving Local Employability
- ❖ Work Experience/ Apprenticeships
- ❖ Sponsorship and Charity Work

In looking to maximise the potential and returns from community benefits the Procurement Service started working with colleagues in Community Engagement in 2018 and, where applicable, embed local requests for Community Benefits in the tenders that are published and contracts that are concluded for the Council's requirements.

The Council's Community Benefits process can be used by community groups and charities to request help and assistance from the Council's suppliers.

Work on the Community Benefits process has continued with assistance from the Community Wealth Building Officers. The Council have developed an online portal to allow community groups to lodge their requests online. This allows any tenderers to see any applicable requests and they can pledge to complete these requests as part of their tender return through the portal.

Some examples of Community Benefits delivered during 2023/24 are:

- Delivery of a programme to support young people with autism which focuses on developing personal skills and confidence towards achieving employment.
- Organisation and attendance of recruitment fayres within South Ayrshire
- Local employment of a school leaver from a local secondary school
- Offer of free work experience to Ayrshire based pupils
- Donations to local school for end of year school show
- Various volunteer services

**Table 3. Breakdown of Community Benefits up to 2023/24**

<b>SAC Community Benefits</b>	
Total Number of Contracts Awarded within 2023/24 which have a Community Benefit Clause	56
Total Number of Active SAC contracts which have a Community Benefit clause and were monitored in 2023/24	213
Total Number of Active SAC Contract Community Benefit Individual Pledges	1,083
Number of Active SAC Contract Community Benefit Individual Pledges delivered up to the end of 2023/24	384
<b>Individual Pledges Delivered Breakdown:</b>	
Delivering Training and Development	49
Enhancing and Improving Local Community Projects	53
Improving Education and Skills	55
Improving Local Employability - New Jobs	67
Work Experience Placements/Programmes	55
Supported Business Third Sector and Voluntary	25
Other (Sponsorship/Charity Work Etc).	80
<b>Total</b>	<b>384</b>
<b>Community Group Seeking Support Portal (Implemented Process as of 01/08/2023):</b>	
Number of Community Group Seeking Support Requests Submitted in 2023/24	56

Number of Community Group Seeking Support Requests Taken in 2023/24	14
Number of Community Group Seeking Support Requests Fulfilled in 2023/24	1

South Ayrshire Council spend through direct awards and mini competitions via Scotland Excel contracts are reported separately by Scotland Excel themselves. These community benefits are not included in this report.

The contracts awarded without community benefits include various direct awards, and self-directed support packages of care, which would not be suitable for community benefits.

Procurement also completed their return for the Public Sector Report on Compliance with Climate Change Duties 2024. South Ayrshire Council is committed to achieving improved standards of sustainable procurement throughout the Council, in accordance with the duties set out within the Procurement Reform (Scotland Act) 2014.

Minimising the impact on the environment is a consideration for all tender exercises for procuring goods, services and works. In line with the Scottish Government's purpose of increasing sustainable economic growth, EU and UK 'green' procurement legislation, the Council initiates savings in materials, energy and waste, where possible and promotes a sustainable approach to the way we conduct our business.

This approach is in line with the Council's Procurement Strategy (which was updated in 2024) Key Objective 4; Development of Collaborative Opportunities and Fulfilment of Sustainable Procurement Duties and ensures that the Council complies with its Sustainable Procurement Duties, which is a mandatory requirement under the Reform Act. South Ayrshire Council continue to follow the Scottish Government's Sustainable Procurement Action Plan, in conjunction with statutory guidance, while updating our progress against sustainability targets using the Flexible Framework self-assessment tool (FFSAT).

## Section 6 – Supported Business

The Council is committed to supporting and improving access to procurement opportunities for local SMEs, Third Sector Bodies and Supported Businesses and this contributes to the Council's Procurement Strategy 2024 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective, the Council's ambition **“to continue to support and improve access to procurement opportunities for SMEs, including local businesses, Third Sector Bodies and Supported Businesses”** has been met by ensuring early consideration, either at contract strategy stage or through our knowledge of forthcoming collaborative opportunities (local or national), on how SMEs, local businesses, Third Sector Bodies and Supported Businesses can be made aware of public procurement activity, while promoting established business support initiatives such as the Supplier Development Programme.

In particular Supported Businesses make an important contribution to the Scottish economy. Not only through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace. A Supported Business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30% of the employees of those businesses should be disabled or disadvantaged.

This is an important element of the sustainable procurement duty and the steps taken by the Council to facilitate the involvement of Supported Businesses in our procurement will therefore be helpful to the organisation in demonstrating compliance with that duty.

**Table 4. Summary of spend with supported businesses**

<b>Supplier</b>	<b>Spend</b>
Scotland's Bravest Manufacturing Company	£165.00
The Lady Haig's Poppy Factory	£1,346.00
Capture All Limited	£360.00
Hansel Alliance	£911.40
<b>Total</b>	<b>£2782.40</b>

## Section 7 - Future Regulated Procurements

The Council's Contracts Register is publicly available on the Council's website and states the start and end date of all contracts. This end date of each individual Council contract has been used to develop a work plan for the next two financial years. A summary of this work plan can be found at Annex 2 of this Annual Procurement Report on page 21.

South Ayrshire Council Procurement webpage: [Tenders and contracts - South Ayrshire Council](#)

## Section 8 – Contract and Supplier Management

Managing contracts effectively is required to achieve contractual deliverables and best value. Improved Supplier relationships, realising contract efficiencies and minimising total cost of ownership relies on robust Contract and Supplier Management (CSM) throughout the lifetime of the contract.

Procurement's CSM process was approved by the Council in March 2018 and a cross-Service consistent approach to CSM contributes to the Council's Procurement Strategy 2024 Key Objectives, in particular Key Objective 2: **“Maximising Efficiencies Through Procurement”**

Between 1 April 2023 and 31 March 2024, Procurement reviewed **302** of the Council's contracted suppliers and held 8 meetings with 8 suppliers (see Table 5 below).

Service Users evaluate suppliers using Key Performance Indicators (KPIs) relating to cost, service, quality and sustainability

When completing their online supplier surveys, Evaluators will apply the following scoring mechanism:

- ***Exceeding Expectations (100)***
- ***Meeting Expectations (75)***
- ***Minor Concerns (50)***
- ***Major Concerns (25)***
- ***Not Performing (0)***

Where the Supplier fails to achieve a minimum overall score of 75, the Supplier will be required to attend a formal CSM Review Meeting to discuss Contract performance.

Between 1 April 2023 and 31 March 2024 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

**Table 5. Contract and Supplier Management (CSM) Review Meetings Carried out in 2023/24.**

Contract Ref	Supplier Name	Contract Description	Date of meeting	Meeting Type
CE-125-19	1 Alba Cabs Ltd	Provision of a Taxi Service Framework	16/06/23 at 11:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-31-18	Arnold Clark	Provision of a Fleet Maintenance Service	09/08/23 at 10:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-207-21	Richardson & Starling (Northern) Limited	Measured Term Contract (MTC) Remedial Works to Damp Houses	18/08/23 at 11:30am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-170-20-MC	Parentpay Limited	Cashless Catering & Online School Payments (OSP): Lot 1 Online School Payments	13/11/23 at 15:00pm	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-193-21	Craigmarloch Nurseries Ltd	Supply and Delivery of Summer and Spring Bedding Plants, Planters, Baskets, and Barrels	17/11/23 at 14:30pm	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-19-20-DA	Civica UK Ltd	Provision of a Fleet Management System	29/11/23 at 11:00am	Balanced Scorecard Meeting, following underperforming scorecard result.
CE-145-20-DA	Life Fitness (UK) Ltd	CE-145-20-DA - Supply, Delivery, Maintenance and Rental of Fitness and Gym Equipment to South Ayrshire Council	14/03/24 at 16:00pm	Balanced Scorecard Meeting, following underperforming scorecard result.

CE-56-23-DA	Selecta UK Limited	Provision of Coffee Vending at the Citadel Leisure Centre	06/03/24 at 15:30pm	Balanced Scorecard Meeting, following underperforming scorecard result.
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## Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured through internal Key Performance Indicators alongside Council and Service Plans.

Progress against the actions and performance measures contained within the Council's Directorate/Service Plans is managed and reviewed using the Council's 'Pentana' Performance Management System. This helps to ensure that what the Council has set out to do is delivered in line within the standards and timescales anticipated. Also spend data is collated and analysed from the Scottish Procurement Information Hub. Some of these indicators are shown below for 2023/24.

**Table 6. Council's Procurement Performance Indicators**

Description of Measure	Score 2023/24
% of Council contracts awarded during the year, actively influenced by procurement professional	73% (down from 83%)
% of Council contracts awarded to organisations located within South Ayrshire	18% (up from 17%)
% of Council procurement spent with local suppliers	27.6% (up from 27.2%)
Total amount spent with third party suppliers	£226,945,145
Total amount spent with South Ayrshire based suppliers	£62,607,936

In 2023/24 the Council continued the work from previous years to encourage more local suppliers to familiarise themselves with the public sector tendering process by facilitating tender training via our partners at the Supplier Development programme. The Council also carried out our own sessions to engage with suppliers. This included a session for local food providers for a multi-supplier Framework Agreement of Local Suppliers with bespoke and high-quality produce to provide a range of food and drink supplies to the Council's leisure locations. The session was held in person and explained the tender process and what is expected of any potential bidders and suppliers. Ten local suppliers were subsequently awarded a place on this framework in 2024 contributing to the percentage of contracts awarded to organisations within South Ayrshire shown above.

## **Section 10 – Annual Procurement Report Ownership & Contact Details**

For further information on procurement, please refer to the Council's website – <https://www.south-ayrshire.gov.uk/procurement/> or contact David Alexander, Service Lead - Procurement; david.alexander3@south-ayrshire.gov.uk

## Section 11 – Source of Other Information

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [EU Procurement Thresholds](#)
- [Procurement Journey](#)
- [Procurement and Commercial Improvement Programme \(PCIP\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)
- [Knowledge Hub – Scottish Procurement Information Network](#)
- [Organisation for Economic Co-Operation and Development](#)
- [South Ayrshire Council Procurement Strategy](#)

## Annex 1. Completed Regulated Procurements in 2023/24

Information on each individual regulated procurement (70) completed during the reporting period.

Contract Reference	Contract Description	Contract Start Date	Contract End date inc extensions	Confirmed Tendered Amount
CE-02-23-DA	Telecare Software Alarm Receiving Centre (ARC)	15/03/2024	14/03/2028	£ 157,196.96
CE-02-24-B	EVOLVE for Parents Third Sector Paid Work Experience Programme	26/02/2024	24/08/2024	£ 156,000.00
CE-07-24-DA2	webCAPTURE Revenues Forms	30/03/2024	29/03/2028	£ 131,625.00
CE-08-24-DA2	eCAPTURE (Forms and UCDS)	30/03/2024	29/03/2028	£ 123,018.75
ICT-02-24	Geographic Information System (GIS) Technology	13/02/2024	12/02/2027	£ 89,368.00
ICT-03-24	Provision of Commvault Support and Migration Cloud	01/04/2024	31/03/2027	£ 255,739.76
ICT-04-24	NEC Software Solutions Support and Maintenance Renewal	01/04/2024	31/03/2025	£ 67,186.33
CE-21-24-DA	Supply and Delivery of X20 240L Solar Compacting Smart Bins	15/03/2024	14/03/2029	£ 108,000.00
CE-99-23-B5	Provision of a Carer Respite Service	01/10/2023	31/03/2025	£ 554,025.00
CE-111-23-B2	Provision of an Online Comprehension Programme	15/08/2023	14/08/2027	£ 60,726.00
CE-112-23-B2	Provision of an Online Decoding Programme & Vocab Module	15/08/2023	14/08/2027	£ 106,782.00
CE-192-23-DA	Supply of Skip Units for the Operation of HWRC	29/02/2024	One-Off Purchase	£ 95,385.00
CE-218-23-DA	Supply and Delivery of Solar Compacting Smart Bins	19/02/2024	18/02/2029	£ 216,000.00
CE-203-23-DA	Debtors Cloud Migration & Legal Debt Recovery Hosting & Support	29/02/2024	28/02/2029	£ 245,269.00
CE-176-23	Funded Early Learning & Childcare Flexible Framework Agreement	18/08/2024	17/08/2029	£ 12,800,000.00
ICT-01-24	Support & Maintenance Renewal	01/04/2024	31/03/2025	£ 87,397.69
CE-224-23-DA2	Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	01/06/2024	31/05/2026	£ 166,165.11
CE-86-23	Ayrshire Scaffolding	08/12/2023	07/12/2027	£ 1,485,550.00
CE-189-23-DA	Supply & Installation of Timber Fencing	01/12/2023	30/11/2027	£ 107,439.30
CE-49-22	Quantity Surveying Service Framework Agreement	05/12/2023	04/12/2027	£ 200,000.00
CE-223-23-DA	Servitor Annual Maintenance & Support	28/02/2023	27/02/2026	£ 70,864.57
CE-37-23-DA	Provision of a Library Management System	01/09/2023	31/08/2028	£ 309,742.87

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CE-172-23-DA	Fixed Electrical Testing	01/11/2023	31/10/2026	£	100,000.00
CE-187-23-DA	Handheld Fire Fighting Equipment, Servicing & Maintenance	01/11/2023	31/10/2027	£	160,000.00
H24111	Supply and Installation of Electrical Isolator Switches	01/12/2024	30/11/2026	£	200,000.00
CE-157-23-B	Provision of Speech and Language Therapy Services (Equity)	01/04/2023	31/03/2027	£	186,690.00
CE-22-22-B2	Independent Advocacy Service for Adults	01/04/2023	31/03/2026	£	368,064.72
CE-24-23-B	Provision of a Family Support Service - Girvan (Stepping Stones)	01/04/2023	31/03/2024	£	61,381.08
CE-96-23-B3	Provision of a Sustain Project	01/07/2023	31/12/2023	£	81,789.00
G24943	AYR TOWN HALL REPLACEMENT FIRE DETECTION SYSTEM	16/10/2023	15/01/2024	£	130,702.00
CE-97-23-B3	Provision of a Child Centred Family Support Service	01/04/2023	31/03/2025	£	542,429.52
CE-153-23-DA	Supply and Delivery of Recycling Bins	17/10/2023	One-Off Purchase	£	127,479.08
CE-43-23-DA	Supply and Delivery of one (1) Wheelchair Accessible Bus	21/10/2023	One-Off Purchase	£	129,051.00
CE-169-23-DA	Supply and Delivery of X2 Hook Loaders	21/10/2023	One-Off Purchase	£	407,330.00
CE-170-23-DA	Supply and Delivery of X1 Skip Loader	21/10/2023	One-Off Purchase	£	120,160.00
CE-03-23	Framework Agreement for Adult Carer and Young Carer Services	01/10/2023	30/09/2028	£	1,400,000.00
CE-61-22-B4	Provision of Day Centre Meals	01/07/2023	30/06/2026	£	251,160.00
CE-115-23-DA	LHEES Consultant support	01/08/2023	28/02/2024	£	63,070.00
CE-110-22	Gas Boiler Servicing for Non-Domestic Properties	02/08/2023	01/08/2028	£	300,000.00
CE-146-23-DA3	MS Azure Sentinel Operations Security Centre (SOC)	01/08/2023	31/07/2025	£	80,000.00
CE-155-23-DA	Supply and Delivery of Grounds Maintenance Equipment	14/08/2023	One-Off Purchase	£	325,808.46
CE-177-22-MC	Multifunctional Devices (MFDs)	04/07/2023	03/07/2028	£	997,920.00
CE-07-23-MC	Data Network Platform (WAN) Replacement	21/07/2023	20/04/2024	£	3,911,270.00
CE-82-23-DA	Ayr Town Centre - Strategic Delivery Masterplan	28/06/2023	27/03/2024	£	89,698.00
CE-81-23-DA	Annual Inspection and Reactive Maintenance for Domestic Gas Appliances and Annual Inspection of Fire, Smoke, Heat and Carbon Monoxide Detection Equipment	01/08/2023	31/07/2027	£	4,869,940.00
CE-53-23	Hire of a Forestry Team	04/07/2023	03/07/2024	£	150,948.00
CE-100-23-B3	Provision of Speech and Language Therapy Services	01/04/2023	31/03/2027	£	471,714.00
CE-35-23	Supply & Install PVC windows, doors & associated parts	26/06/2023	25/06/2027	£	318,967.84
CE-102-23-DA	Supply of Hybrid Solar System Compaction Units	28/06/2023	One-Off Purchase	£	118,703.00

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CE-60-23-DA	ASTAC Outline Business Case	05/06/2023	04/03/2024	£	66,887.00
CE-09-23-B3	Provision of Child Centred Family Support Services - Girvan	01/04/2023	31/03/2024	£	122,000.00
CE-18-23-B	Provision of an Individual Residential Care Placement (JD)	07/10/2022	06/10/2023	£	227,257.16
CE-19-23-B	Provision of an Individual Residential Care Placement (AH)	13/12/2022	12/12/2023	£	227,257.16
G23217	Doonfoot Primary School - 2 Classroom Extension	01/07/2023	31/12/2023	£	507,731.60
CE-65-23-DA	Ayr Show Security Services	15/05/2023	14/10/2023	£	70,000.00
ICT437	Annual Renewal for support and maintenance as per quote ref 404107	01/04/2023	31/03/2024	£	76,337.78
ICT439	Support & Maintenance Estates Rents Repairs Allocations Customer Services Addis & Addacs (Housing) GUI Property Purchase	01/04/2023	31/03/2024	£	58,684.06
CE-50-23-DA	Supply of Kitchen Cabinets, Worktops & Associated Products	01/04/2023	31/03/2027	£	500,000.00
CE-62-23-DA	Technology Enabled Care Services - Housing	01/01/2022	31/12/2024	£	112,892.42
CE-37-22-MC	Supply, Delivery & Maintenance of Golf Machinery	04/04/2023	03/04/2028	£	1,639,578.13
CE-144-22-B	Advice and Information for people with Acquired Brain Injury	01/04/2022	31/03/2025	£	175,654.53
CE-125-22-MC	24/7 Care Service at Learning Disability Flats at Carrick Street, Ayr	01/06/2023	31/05/2028	£	2,996,760.00
CE-164-22	Lift Servicing & Maintenance	01/05/2023	30/04/2028	£	315,842.79
CE-185-22-DA	Uniform Hosting and Managed Service	01/04/2023	31/03/2028	£	676,406.00
CE-08-23-DA2	Treasury Management Consultancy Services	01/02/2023	31/01/2026	£	57,000.00
CE-176-22	Provision of Office Furniture & Equipment Moves Framework Agreement	24/04/2023	23/04/2027	£	240,884.70
CE-25-23-DA	Supply of Swimming Pool Chemicals	01/04/2023	31/03/2027	£	68,000.00
H23128	MTC New Door Entry System 2023 - 2026	06/04/2023	05/04/2027	£	492,994.95
CE-36-23-DA	3G Pitch Maintenance	01/05/2023	30/04/2026	£	90,025.00
CE-85-21-B3	Community Based Support Service for Individuals on the Autism Spectrum	01/04/2021	31/03/2024	£	272,475.00

## Annex 2. Regulated Procurements Expected to Commence in 2024/25 and 2025/26

Information on contracts (104) that are anticipated to be awarded between 2024 - 2026.

Contract Description	Estimated Financial Year which contract will be awarded	Estimated contract value (£)
Provision of a Fully Managed Vending Service	2024/25	£55,194.36
Treasury Management Consultancy Services	2024/25	£57,000.00
ICT Network Access Control Solution	2024/25	£58,139.00
Provision of Traffic Management Services to deliver the International Ayr Show - Festival of Flight	2024/25	£59,460.00
Provision of an Online Comprehension Programme	2024/25	£60,726.00
Measured Term Contract: Tarmac	2024/25	£61,144.00
Provision of a Video Learning Resource Platform	2024/25	£62,943.16
Provision of Insurance Services - Lot 10 - Fidelity Guarantee	2024/25	£63,500.00
NEC Software Solutions Support & Maintenance Renewal - Housing Services	2024/25	£67,189.33
Supply of Swimming Pool Chemicals	2024/25	£68,000.00
Servitor Annual Maintenance & Support	2024/25	£70,864.57
Inter-Data Centre Connectivity	2024/25	£71,250.00
Provision of a Family Wellbeing Service - Carrick	2024/25	£72,381.00
MS Azure Sentinel Operations Security Centre (SOC)	2024/25	£80,000.00
Payment Processing Services	2024/25	£80,000.00
Webcasting and Hybrid meeting solution	2024/25	£80,462.23

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Warden Support Service – Mill St, Ayr	2024/25	£82,095.17
Support & Maintenance Renewal - Revenue & Benefits	2024/25	£87,397.69
Measured Term Contract: Roofing	2024/25	£91,716.00
Debt Recovery and Diligence Service	2024/25	£100,000.00
Fixed Electrical Testing	2025/26	£100,000.00
Delivering a Nectar Network for South Ayrshire's Nature Network	2024/25	£100,000.00
Provision and Service of Mobile Phones	2024/25	£100,009.80
Provision of an Online Decoding Programme & Vocab Module	2024/25	£106,782.00
Supply & Installation of Timber Fencing	2024/25	£107,439.30
Technology Enabled Care Services - Housing	2024/25	£112,892.42
Provision of an Education Management Information System (MIS)	2024/25	£114,379.00
Advocacy Services Wallacetown	2024/25	£116,000.00
Provision of Laboratory Services	2024/25	£117,896.00
Provision of a Befriending Service for Children and Families	2024/25	£120,182.40
Supply, Delivery, Maintenance and Rental of Fitness and Gym Equipment to South Ayrshire Council	2024/25	£131,968.00
Provision of a Fleet Management System	2024/25	£142,800.00
Provision of a Street Spraying Weed Control Service	2024/25	£149,363.00
Measured Term Contract for Servicing and Maintenance of Air Handling and Air Conditioning Units (MTC AHU & ACU)	2024/25	£150,000.00
Hand Held Fire Fighting Equipment, Servicing & Maintenance	2024/25	£160,000.00
MTC Flooring 2023-25	2024/25	£160,050.18
Provision of a Records and Information Management Service	2024/25	£163,870.69
Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	2024/25	£166,165.11
Provision of a Pan-Ayrshire Advice and Information Service for People with Acquired Brain Injury	2024/25	£175,654.53
Provision of Egress Prevent and Defend	2024/25	£180,000.00
Measured Term Contract (MTC) Replacement Suspended Ceilings	2024/25	£180,000.00
Provision of Speech and Language Therapy Services (Equity)	2024/25	£186,690.00
Provision of an Individual Fostering and Continuing Care Placement (KC)	2024/25	£198,054.48
Remedial Damp Works Additional	2024/25	£200,000.00
Quantity Surveying Consultancy Services - Framework Agreement	2024/25	£200,000.00

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Installation of Electrical Isolator Switches in Domestic Properties	2024/25	£200,000.00
Measured Term Contract (MTC) Gas Boiler Servicing & Maintenance of Non-Housing Properties	2024/25	£201,816.83
SysAid (Cloud) Enterprise Education Edition Package	2024/25	£207,022.00
Measured Term Contract: Builder work	2024/25	£207,956.00
Provision of a Functional Family Therapy Service	2024/25	£239,284.08
Provision of Office Furniture & Equipment Moves Framework Agreement	2024/25	£240,884.70
Provision of a Work Experience and Employer Engagement Service to South Ayrshire Council	2024/25	£250,000.00
Service Level Agreement for the Provision of Day Centre Meals	2024/25	£251,160.00
Provision of an Individual Residential Care Placement (PS)	2024/25	£256,221.00
Provision of an Individual Residential Care Placement (MBi)	2024/25	£256,221.00
Measured Term Contract (MTC) for Electrical Services & Planned & Reactive Maintenance to CCTV Systems	2024/25	£300,000.00
Servicing and Maintenance of Stairlifts and Ceiling Track Hoists	2024/25	£300,000.00
Provision of a Library Management Software	2024/25	£309,742.87
Measured Term Contract (MTC) Lift Servicing & Maintenance	2024/25	£315,842.79
Supply & Installation of PVC Windows, Doors & Associated Parts	2024/25	£318,967.84
Provision of Vehicle Telematics System	2024/25	£339,114.00
Supply and Delivery of Summer and Spring Bedding Plants, Planters, Baskets and Barrels	2024/25	£339,281.00
Public Space CCTV Upgrade and Measured Term Contract	2024/25	£344,720.00
Supply and Delivery of 4x 17 Seat Low Floor Accessible Buses	2024/25	£351,960.00
Provision of Removals and Storage Services (Housing)	2024/25	£353,900.00
Measured Term Contract (MTC) for Servicing, Maintenance & Monitoring of Intruder Alarm Systems	2024/25	£360,000.00
Provision of an Independent Advocacy Service for Adults	2024/25	£368,064.72
Digital Services Platform (GOSS) Contract Renewal	2024/25	£368,549.00
Provision of a Housing Support Service, Hamilton Court & Orchard House, Ayr	2024/25	£373,483.00
MTC Servicing & Maintenance of Automatic Doors	2024/25	£400,000.00
Provision of Media Advertising Services to South Ayrshire	2024/25	£400,000.00
Provision of an Individual Residential Care Placement for LF	2024/25	£415,740.00
Provision of Banking Services and Merchant Services to South Ayrshire Council	2024/25	£415,742.00
Provision of a Community Activity and Support Service	2024/25	£445,442.00

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Provision of Speech and Language Therapy Services	2024/25	£471,714.00
Measured Term Contract Door Entry Systems 2023-2026	2024/25	£492,994.95
Provision of a Leisure Management System	2024/25	£496,630.00
Supply of Kitchen Cabinets, Worktops & Associated Products	2024/25	£500,000.00
Provision of a Community Based Support Service for Individuals with Poor and Enduring Mental Ill-Health	2024/25	£527,042.88
Provision of a Child Centred Family Support Service	2024/25	£542,429.52
Provision of a Carer Respite Service	2024/25	£554,025.00
Provision of a Managing Agent to Deliver Scottish Government Energy Efficient Programmes	2024/25	£603,324.00
Civil and Structural Consultancy Services -Framework Agreement	2024/25	£640,000.00
Provision of an Oracle Fusion Support Partner	2024/25	£738,499.00
Pan-Ayrshire Service, Maintenance and Repair of Community Equipment	2024/25	£916,000.00
Measured Term Contract (MTC) Remedial Damp Works	2024/25	£950,000.00
Provision of Cleaning Services Framework Agreement	2024/25	£1,140,000.00
Delivery of a Homelessness Prevention, Advice & Advocacy Service	2024/25	£1,296,680.00
Provision of an Adult and Young Carers Service	2025/26	£1,400,000.00
Supply, Delivery & Installation of Scaffolding to East, North & South Ayrshire Councils	2024/25	£1,485,550.00
Independent Living Community Flexible Care and Support Service, Fort Street, Ayr	2024/25	£1,577,292.00
Provision of Print and Related Services	2024/25	£1,725,000.00
Delivery of a Housing Support Service to people aged over 26 years old	2024/25	£1,917,200.00
Upgrade of existing Oracle eBS licenses to Oracle Fusion ERP	2024/25	£2,959,539.00
Provision of a Learning Disability Care and Support and Housing Support Service at Carrick Street, Ayr	2024/25	£2,996,760.00
Provision of Mainstream School Transport	2024/25	£3,056,354.00
Provision of a Residential Short Breaks and Out of School including School Holiday Activity Service for Children with Disabilities	2024/25	£3,363,760.00
Project Management Consultancy Services Framework Agreement	2024/25	£4,000,000.00
Minor Works Framework Agreement	2024/25	£4,000,000.00
Pan-Ayrshire Framework Agreement for the Supply and Delivery of Community Equipment	2024/25	£4,160,000.00
Annual Inspection and Reactive Maintenance for Domestic Gas Appliances and Annual Inspection of Fire, Smoke, Heat and Carbon Monoxide Detection Equipment	2024/25	£4,869,940.00
Internal Housing Refurbishment Works Framework Agreement	2024/25	£8,000,000.00

Provision of a Taxi Service Framework Agreement	2024/25	£8,331,480.00
Flexible Framework Agreement for the Provision of Care at Home Services	2024/25	£37,004,000.00

## Annex A. Annual Procurement Report - Scottish Government Template

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	South Ayrshire Council
b) Period of the annual procurement report	1 April 2023 and 31 March 2024
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	70
b) Total value of regulated contracts awarded within the report period	£42,552,425.32
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	80
i) how many of these unique suppliers are SMEs	Not Measured
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	70
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	

<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	56
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups <i>(Each contracting authority sets its own priority groups)</i>	Not Measured
e) Number of Apprenticeships Filled by Priority Groups	Not Measured
f) Number of Work Placements for Priority Groups	Not Measured
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Measured
h) Total Value of contracts sub-contracted to SMEs	Not Measured
i) Total Value of contracts sub-contracted to Social Enterprises	Not Measured
j) Total Value of contracts sub-contracted to Supported Businesses	Not Measured
k) Other community benefit(s) fulfilled	46
<b><u>5. Fair Work and the real Living Wage</u></b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	65
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	56
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated	53

contract awarded during the period.	
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Measured
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	109,220
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	67.4
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	70
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£2782.40
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£2782.40
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£226,945,145
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	50.79%
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Measured
d) Percentage of total procurement spend through collaborative contracts.	Not Measured
e) Total targeted cash savings for the period covered by the annual procurement report	£20,000
i) targeted cash savings for Cat A contracts	Not Measured

ii) targeted cash savings for Cat B contracts	Not Measured
iii) targeted cash savings for Cat C contracts	Not Measured
f) Total delivered cash savings for the period covered by the annual procurement report	Not Measured
i) delivered cash savings for Cat A contracts	Not Measured
ii) delivered cash savings for Cat B contracts	Not Measured
iii) delivered cash savings for Cat C contracts	Not Measured
g) Total non-cash savings value for the period covered by the annual procurement report	Not Measured
<b><u>9. Future regulated procurements</u></b>	
a) Total number of regulated procurements expected to commence in the next two financial years	104
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£114,916,988.60