

# 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 2018 and 31 March 2019.

The Council's Procurement Strategy covering this period was published in April 2018 and set out the procurement objectives of the Council for the financial year 2018/19.

The Procurement Strategy 2018 was closely aligned to the Council Plan 2018-2022 'Our People, Our Place,' and in particular the objective to **'promote Council procurement to support the local economy, maximising the potential of community benefits.'**

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 2018 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 change. The impact of new procurement regulations introduced in 2016, 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 2018 and 31 March 2019 was challenging but with these challenges new opportunities arose and the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- 57 regulated procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of 66 procurements awarded, 26 of which were regulated procurements and;
- 140 regulated 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 2018 and 31 March 2019.

**Table 1. Summary of Regulated Procurements**

Number of regulated procurements awarded	57
Total estimated value of awarded regulated procurements	£88,173,718.16
Total estimated potential savings identified from awarded procurements	£1,268,848.64
Number of light touch contracts let during the period	9
Average number of bids received	3
% of contracts awarded to SMEs during the reporting period	63%
Average processing time for a procurement exercise	73 Days

Further details of the Regulated Procurements awarded by the Council between 1 April 2018 and 31 March 2019 can be found at Annex 1 of this Annual Procurement Report on page 22.

## 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 Procurement Team.

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 taken into account</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 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 2018 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 2018 and 31 March 2019:

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

Total Number of Contracts Awarded	345 (including 211 Quick Quotes)
Total Number of Regulated Procurements	57
Total Number of Contracts Awarded with Community Benefit Requirements	66
% of Community Benefits Awarded from the Total Number Contracts Awarded	19%
Regulated Procurements Awarded with Community Benefit Requirements	26
% of Community Benefits Awarded from the Total Number of Regulated Procurements	46%

Procurement's Community Benefits in Contracts process was approved by the Council in March 2018. A new Community Benefit Register has also been established within the procurement process to record information on how community benefits are contributing to local and national outcomes. This information is shared with Elected Members and internal stakeholders on a quarterly basis.

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.

Our colleagues in Community Engagement are involved in the process by compiling and managing a list of requests from community groups and charities seeking support. This list is displayed on the Council's website.

Procurement and colleagues in Community Engagement then work together to match requests that local groups and charities have submitted, against the pledges and proposals that our suppliers have made, through the contracts that have been concluded with them.

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

<https://www.south-ayrshire.gov.uk/procurement/community-benefits.aspx>

## 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 2018 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.

The Council has considered the following supported businesses in 2018/19:

- 1) **CCL (North) Ltd** – Successful in winning a 3yr contract for Secure ICT Collection and Disposal Services. Although this is a cost-neutral contract there is a value to the Service Provider in the equipment being disposed of.
- 2) **Haven Products Limited**– Discussions held on the potential provision of Document Scanning requirements to support the Building Standards Service.
- 3) **Scotland's Bravest Manufacturing Company** – Successful in winning a contract to replace road signs at South Ayrshire Council boundaries and invited to quote for a requirement to supply and install street signs in the South Ayrshire Area for the Building Standards Service.

The total spend with supported businesses between 1 April 2018 and 31 March 2019 is £19,388.61\*

**Table 3. Summary of spend with supported businesses**

<b>CCL (North) Ltd*</b>	*Cost neutral contract	<b>£100.00</b>
<b>Hansel Alliance (Laundry)</b>		<b>£511.31</b>
<b>Lady Haig Poppy Factory</b>		<b>£1,358.31</b>
<b>Scotland's Bravest Manufacturing Company</b>		<b>£17,418.99</b>
	<b>total</b>	<b>£19,388.61</b>



## **Section 7 Future Regulated Procurements**

The Council's Contracts Register is publically 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 28.

## 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 2018 Key Objectives, in particular Key Objective 2: "**Maximising Efficiencies Through Procurement**":

- [South Ayrshire Council Contract & Supplier Management Process](#)

Between 1 April 2018 and 31 March 2019, Procurement reviewed 198 of the Council's contracted suppliers (see Table 4 below) and held meetings with 28 (shown in grey).

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

- [South Ayrshire Council Contract Key Performance Indicators \(KPIs\)](#)

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 CSM Review Meeting to discuss Contract performance.

Between 1 April 2018 and 31 March 2019 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

**Table 4. Contract and Supplier Management Schedule 2018/19.**

<b>Contract Reference</b>	<b>Supplier(s)</b>	<b>Contract Description</b>
CE-17-16	1 Alba Cabs Ltd	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-17-16	8'ees Cabs	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-33-14	Abercromby Vending Ltd	Provision of a Managed Vending Service
CE-40-16	Accora Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-19-17	Action on Hearing Loss	Community Based Hearing Support
CE-24-16	Adamswell Business Consultants Limited	Provision of a Business Support Services Framework
CE-76-17	Advertisingworks Scotland Ltd	Provision of Media Advertising Services
CE-40-16	Aidapt Bathrooms Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-59-16	Ailsa Building Contractors Ltd	Housing Refurbishment Framework
CE-17-16	Air Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
1714	AKW Medi-Care Ltd	Plumbing and Heating Materials
CE-24-16	Albion Environmental Ltd	Provision of a Business Support Services Framework
CE-17-16	Allan Hollett (Taxis)	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-01-15	Alphabet Yard	Framework for the Provision of early learning childcare places
CE-17-16	Andy's Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
SP-14-008	Anglian Water Business (National) Ltd	Supply of Mains Water and Waste Water Services
CE-64-16-MC	Aon Underwriting Managers	Insurance Services
0416	Arco Ltd	Personal Protective Equipment
CE-31-18	Arnold Clark	CE-31-18 Provision of a Fleet Maintenance Service
CE-36-15	ARPL Architects Ltd	Architectural Services Framework Agreement
G18904	Ashleigh (Scotland) Ltd	Belleisle Arrival Hub
CE-36-15	Austin-Smith:Lord Llp	Architectural Services Framework Agreement
CE-17-16	Ayr Citadel Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement

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CE-13-17	Ayr Housing Aid Centre	Homelessness Prevention and Tenancy Sustainment Service
CE-17-16	Ayr Premier Taxis Ltd	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-20-17	Ayrshire Chamber of Commerce & Industry	Provision of a Work Experience and Employer Engagement Service to South Ayrshire Council
CE-01-17	Ballantrae Rural Initiative Care in the Community	Day Care Services for Older People - Framework Agreement
CE-24-16	Bananaleaf Marketing & Consultancy	Provision of a Business Support Services Framework
CE-03-16	Barnardos	Attainment Challenge Family Support Worker
CE-77-16	Barr Environmental Ltd	Provision and Operation of a Community Recycling Centre
CE-20-14	Blackwood Care	Housing Support Service – Private Sheltered Housing
CE-01-18-B	Blue Triangle (Glasgow) Housing Association Limited	Award of CE-01-18-B - Provision of Temporary Accommodation and Support Services
CE-22-14	Bowcom	Supply & Delivery of Grounds Maintenance Supplies
0515	Brake Bros Foodservice Limited	Supply & Distribution of Groceries & Provisions
204	Brenntag Uk Ltd	Swimming Pool Chemicals & Associated Products
CE-44-13	BT plc	Provision of CCTV Services
CE-36-15	Building Design Partnership Limited	Architectural Services Framework Agreement
CE-01-15	BusyBees	Framework for the Provision of early learning childcare places
CE-09-16	Charisma Blinds	Supply, Installation & Repair of Window Blinds Framework
CE-31-15	Circles Network	Provision of an Independent Advocacy Service for Adults
CE-30-14	City Gate Construction (Scotland) Ltd	Framework Agreement For the Provision of Blacksmith Services
CE-42-15	Civica UK Ltd	Civica Kirona DRS Work Scheduling System
CE-24-16	CJM Project Financial Management Ltd	Provision of a Business Support Services Framework
CE-22-17	Clancy Consulting Ltd	Civil & Structural Consultancy Services Framework Agreement
CE-24-16	Community Enterprise in Strathclyde	Provision of a Business Support Services Framework
CE-24-16	Connect Three Solutions	Provision of a Business Support Services Framework
ICT018	Covalent Software Ltd (Pentana)	Performance & Governance Information Repository and Reporting Tool.
CE-01-15	Coylton Community Nursery	Framework for the Provision of early learning childcare places
CE-30-15	Craigmarloch Nurseries Ltd	Supply of Annual Ground Bedding, Hanging Baskets & Floral Tubs (Spring & Summer)
CE-29-16	CRB Solutions	Provision of a Cashless Catering System & Maintenance to South Ayrshire Council

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CE-24-16	Creative Business Solutions	Provision of a Business Support Services Framework
CE-01-17	Creggan Bahn	Day Care Services for Older People - Framework Agreement
CE-07-16	Critiqom Ltd	Provision of Print and Related Services
CE-25-18-B	Crossroads (South Ayrshire) Care Attendant Scheme	Award of CE-25-18-B - Carer Respite Sitter Service
CE-10-14	Crown Relocations	Provision of a Removal Service (Property & Asset Management)
CE-17-16	Cumnock Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
1714	D F Wishart & Co Ltd	Plumbing and Heating Materials
CE-39-16	DEVILBISS HEALTHCARE LTD	Service, Maintenance and Repair of Community Equipment
CE-63-16	Diamond Air Conditioning Ltd	Measured Term Contract - Service and Maintenance of Air Handling Units and Air Conditionin
CE-40-16	Direct Healthcare Services Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-13-14	DMG Floorcare Ltd	Service & Maintenance of Floor Cleaning Equipment
CE-01-15	Doonvale Private Nursery School	Framework for the Provision of early learning childcare places
CE-40-16	Drive DeVilbiss Healthcare Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-17-16	E & S Travel	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-67-16-MC	EE	Provision and Service of Mobile Phones
CE-20-16	Energen Biogas	Treatment of Organic Waste (Food Waste) (Call off from SXL Framework Organic Waste)
CE-06-14	F & M Properties Limited	Provision of Framework Agreement for Emergency and Temporary Accommodation Service
CE-21-17	Fergusons Bakers Ltd	Supply and Delivery of Fresh Bakery Products (Framework Agreement)
CE-22-14	Fleet (Line Markers) Ltd	Supply & Delivery of Grounds Maintenance Supplies
CE-75-16	FLN Consulting Engineers	M&E Engineering Consultancy Services - Framework Agreement
CE-04-17	Fortress Security Alarms Ltd	MTC Servicing, Maintenance & Monitoring of Fire Alarms (4153)
CE-70-17	Fortress Security Ltd	MTC Servicing, Maintenance & Monitoring of Intruder Alarms
CE-40-16	Frontier Therapeutics Limited	Supply & Delivery of Community Equipment - Framework Agreement
CE-35-16	G4S Cash Solutions	Provision of Cash-In-Transit Banking Services
CE-24-16	GAP Communications	Provision of a Business Support Services Framework
CE-15-16	George Carruthers & Sons Ltd	Provision of Fresh Fruit and Vegetables to South Ayrshire Council

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CE-11-18	Glenfair Housing Support	Supported Living and Personal Care in the Community; Adult Mental Health Services
0915	GMC CORSEHILL LTD	Supply & Delivery of Catering Sundries
CE-41-15	Golfguard Ltd	Golf Insurance
CE-26-14	Gower Consultants Ltd	The Provision of Bereavement Services Software
CE-17-16	Graham'S Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-01-15	Granny Smith's Nursery	Framework for the Provision of early learning childcare places
CE-36-15	Grant Murray Architects	Architectural Services Framework Agreement
CE-17-16	Gribbens Central Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-46-15	GSG Domestic Energy Ltd	Certification of Energy Performance, Domestic Properties
CE-02-16	Hamilton Brothers (Engineering) Ltd	The Service, Maintenance and Repair of Golf and Fine Turf Equipment
CE-17-16	Hannah's Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-45-14	Hanover (Scotland) Housing Association Ltd	Housing Support - Private Sheltered Housing
CE-75-16	Harley Haddow	M&E Engineering Consultancy Services - Framework Agreement
CE-45-16	Hay & Anderson (Kilwinning) Ltd	Supply & Installation of Timber Fencing
CE-32-17	HBE Risk Management	CE-32-17 - MTC Legionella & Water Monitoring Services (4158)
CE-40-16	Hill-Rom Limited	Supply & Delivery of Community Equipment - Framework Agreement
0115	I Care - Care at Home	Community Meals
CE-17-16	Icr Transport Solutions	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-56-18-DA	Idox Software Ltd	Idox Systems Hosted and Managed Service, including 5 Years Software Licensing, Support and Maintenance
CE-24-16	Intend Business Development Ltd	Provision of a Business Support Services Framework
CE-40-16	Invacare Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-17-16	J Kelly Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-62-16	Jackson Lift Service Ltd	Measured Term Contract - Service & Maintenance of Lifts (G17928)
CE-58-16	James Frew Ltd	Housing Refurbishment Framework
CE-17-16	Jamie'S Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-40-16	Jenx Ltd, trading as Jiraffe	Supply & Delivery of Community Equipment - Framework Agreement
1314	Jewson Builders Merchants	Building & Timber Materials

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1714	Jewson Ltd	Plumbing and Heating Materials
CE-24-16	JILLCONNELL.COM	Provision of a Business Support Services Framework
CE-24-16	JMA Business Consultants	Provision of a Business Support Services Framework
43337	Joinery & Timber Creations (65) Ltd	Supply of Kitchen Cabinets & Worktops
CE-59-16	Keepmoat Regeneration (Appollo) Ltd (ENGIE)	Housing Refurbishment Framework
0716	Kibble Education And Care Centre	0716 SAC Call Off 18/19 - Secure Care Services
CE-01-15	Kirktonholme@The Owl and The Pussycat Nursery	Framework for the Provision of early learning childcare places
CE-06-16-MC	Konica Minolta Business Solutions (UK) Ltd	Provision of a Managed Print Service of Multi-Function Devices (MFD's)
CE-17-16	Kyle MiniBuses	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-58-16	L & D Plumbing & Tiling Services Ltd	Housing Refurbishment Framework
CE-69-17	L&D Plumbing & Tiling Services Ltd	MTC Disabled Bathroom Adaptations to Private Dwellings, various locations, South Ayrshire
CE-36-15	Lawrence McPherson Associates	Architectural Services Framework Agreement
3032	Lawrie (Furnishings) Ltd	3032: MTC Floor Coverings 2015/17
CE-37-13	Leena Homes Ltd	Bulk Leasing of Residential Properties to South Ayrshire Council
CE-44-16	Liberata UK Ltd	Remote Benefit Processing Services
CE-11-18	Lifeways Community Care Limited	Supported Living and Personal Care in the Community; Adult Mental Health Services
CE-40-16	Lisclare Limited	Supply & Delivery of Community Equipment - Framework Agreement
CE-27-12	Lloyds Bank Commercial Banking	Provision of Banking Services and Merchant Services to South Ayrshire Council
CE-10-14	Lomond Removals	Provision of a Removal Service (Property & Asset Management)
1314	M G M TIMBER	Building & Timber Materials
CE-24-16	Mabbett & Associates Ltd	Provision of a Business Support Services Framework
CE-22-14	MacPherson Lawn Turf	Supply & Delivery of Grounds Maintenance Supplies
CE-16-16-MC	Maindec Computer Solutions T/A CSA Waverley Ltd	Provision of Oracle Hardware and Professional Services
CE-40-16	Mangar International Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-05-17	Matthew Clark Wholesale	Provision of Alcoholic and Non-Alcoholic Beverages
CE-24-16	Maureen Johnstone Associates	Provision of a Business Support Services Framework

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CE-64-16-MC	Maven Public Sector	Insurance Services
CE-17-16	McCartney Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-26-15	McConechy's Tyre Service Ltd	Provision of a Tyre Service to South Ayrshire Council
0318	MGM Timber	Supply and Delivery of Building and Timber Materials 0318
CE-58-16	Mitie Group plc	Housing Refurbishment Framework
CE-10-18-MC	MLL Telecom Limited	Data Network Platform (WAN)
CE-07-14	Moving On Ayrshire	Provision of a Rape Crisis and Counselling Support Service
1917	Muller Milk & Ingredients	Supply & Distribution of Milk
CE-40-16	Nottingham Rehab Limited trading as NRS Healthcare	Supply & Delivery of Community Equipment - Framework Agreement
CE-04-16-RFQ	OLM Systems Ltd	Implementation of a replacement social care system
CE-32-14	Paper Shredding Services	Provision of a Confidential Waste Disposal Service
CE-11-18	Partners for Inclusion	Supported Living and Personal Care in the Community; Adult Mental Health Services
CE-22-17	Patrick Parsons	Civil & Structural Consultancy Services Framework Agreement
CE-70-16-MC	PDG Consulting Ltd	Oracle Support Partner
29-17	Peacock Salt	Salt for Winter Maintenance
CE-24-16	Performance Through People International	Provision of a Business Support Services Framework
CE-36-15	Peter Drummond, Architect	Architectural Services Framework Agreement
CE-40-18-DA	PH Jones	Annual Inspection and Reactive Maintenance for Domestic Gas and Smoke Alarm Installations
CE-10-14	Pickfords Ltd (Moving Services Group Ltd)	Provision of a Removal Service (Property & Asset Management)
CE-01-15	Pine Trees Nursery (Prestwick)	Framework for the Provision of early learning childcare places
CE-59-16	Procast Building Contractors Ltd	Housing Refurbishment Framework
CE-64-16-MC	Protector Insurance	Insurance Services
CE-21-16	R & D Spray Services Ltd	Provision of a Weed Control Service to South Ayrshire Council
CE-46-17	Radbury Double Glazing Ltd	Supply & Installation of PVC Windows, Doors & Associated Parts
CE-40-11	Re-Gen Waste Ltd	Co-Mingled Dry Recyclates
CE-10-14	Regency (Ayrshire) Ltd	Provision of a Removal Service (Property & Asset Management)
CE-22-14	Richard Aitken (Seedsman) Ltd	Supply & Delivery of Grounds Maintenance Supplies



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CE-10-14	Richard Healey Removals Ltd	Provision of a Removal Service (Property & Asset Management)
CE-17-17	Richardson & Starling (Northern) Limited	MTC Remedial Work to Damp Houses
CE-22-14	Rigby Taylor	Supply & Delivery of Grounds Maintenance Supplies
CE-64-16-MC	Risk Management Partners	Insurance Services
CE-01-15	Riverbank Nursery	Framework for the Provision of early learning childcare places
CE-40-16	RNIB Enterprises Ltd	Supply & Delivery of Community Equipment - Framework Agreement
0716	Rossie Young People's Trust	Secure Care Services
1314	ROWAN TIMBER SUPP SCOTLAND LTD	Building & Timber Materials
CE-24-16	Sales and Marketing Solutions (Scotland) Ltd	Provision of a Business Support Services Framework
CE-17-16	Sam Prow's Taxis	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-40-16	Sarabec Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-24-16	SCMG Limited	Provision of a Business Support Services Framework
CE-12-17	Seascope	Provision of a Homelessness and Tenancy Support Service
CE-40-16	Smirthwaite Limited	Supply & Delivery of Community Equipment - Framework Agreement
CE-40-16	SmitCare Limited	Supply & Delivery of Community Equipment - Framework Agreement
CE-36-15	Smith Findlay Architects	Architectural Services Framework Agreement
CE-01-17	South Ayrshire Dementia Support Association	Day Care Services for Older People - Framework Agreement
CE-24-16	STEP	Provision of a Business Support Services Framework
CE-36-16	Stirling Park & Co	Provision of a Debt Recovery and Diligence Service
CE-17-16	Streamline Taxis Ayrshire Ltd	Provision of a Taxi Service to South Ayrshire Council Framework Agreement
CE-22-14	Terra Firma (Scotland) Ltd	Supply & Delivery of Grounds Maintenance Supplies
CE-36-15	TGP Landscape Architects Ltd	Architectural Services Framework Agreement
CE-24-14	The Capita Group plc	Provision of a Treasury Management and Asset Finance Leasing Consultancy Service
0815	The Furnishing Service Limited	Domestic Furniture and Furnishings including White Goods
CE-75-16	The Hawthorne Boyle Partnership Ltd	M&E Engineering Consultancy Services - Framework Agreement
CE-38-14	The Richmond Fellowship Scotland	Framework for a Criminal Justice Support Service for High Risk Offenders
CE-40-16	Thistle Help Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-05-15	Thomas C Stewart LLP	Project Management Consultant - Framework Agreement

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CE-10-14	Thomson Removals & Storage Ltd	Provision of a Removal Service (Property & Asset Management)
CE-64-16-MC	Travelers Insurance Company Ltd	Insurance Services
CE-46-14	Trust Housing Association Ltd	Housing Support - Private Sheltered Housing
0614	Tunstall Healthcare (Uk) Limited	Telecare and Telehealth Technologies
CE-75-16	TUV SUD Wallace Whittle	M&E Engineering Consultancy Services - Framework Agreement
0614	TYNETEC	Telecare and Telehealth Technologies
CE-16-13	UK Telematics	Provision of a Vehicle Tracking System
CE-40-16	W Munro (Rehab) Ltd	Supply & Delivery of Community Equipment - Framework Agreement
CE-36-15	Wardell Armstrong LLP	Architectural Services Framework Agreement
CE-24-16	We Are Xpert	Provision of a Business Support Services Framework
CE-01-15	Wellington School (Ayr) Ltd	Framework for the Provision of early learning childcare places
1714	William Wilson Ltd	Plumbing and Heating Materials
1714	Wolseley UK Ltd	Plumbing and Heating Materials
CE-36-15	Wylie Shanks Architects	Architectural Services Framework Agreement

## Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured both through internal Key Performance Indicators alongside Directorate Plans and through participation in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) assessment.

The PCIP is a national assessment of the Council's procurement practices, focusing on the policies and procedures driving procurement performance and more importantly the results they deliver.

The Council's last PCIP assessment took place on 30 October 2018. A score of 86% was achieved which is an increase of 16 points from the 70% score achieved for the Council's 2016 assessment. The Council's score is also within the highest banding possible for the assessment.

Recommendations from the Council's 2018 PCIP were that, although performing strongly in the areas of Procurement Structure and Influence, Best Practice in Contract and Supplier Management and Leadership and Development of ICT Strategy and Delivery, the Council has room to improve in its performance in the establishment of implementation and exit strategies for all new contracts, as well as further development of Demand Management and spend analysis through a category management approach.

Progress against the actions and performance measures contained within the Council's Directorate 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. Procurement's scores are shown for 2018/19 with a comparison to the score achieved for 2017/18 (see Table 5 below).

**Table 5. Council's Procurement Performance Indicators**

Reference	Description of Measure	Score 2018/19
SO6.02.01	Council's Score against the PCIP	86% (up from 70%)
SO6.02.02	% of Council contracts awarded during the year, actively influenced by procurement professional	81% (up from 79%)
SO6.02.03	% of Council contracts awarded to organisations located within South Ayrshire	28% (up from 20%)
SO6.02.04	% of Council procurement spent with local suppliers	26.6% (up from 25.2%)
SO6.02.06	No of Contracts awarded which contain a Community Benefit	66 (up from 20)

## 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 Gavin Cockburn, Acting Service Lead - Procurement; [gavin.cockburn@south-ayrshire.gov.uk](mailto:gavin.cockburn@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 Contract & Supplier Management Process](#)
- [South Ayrshire Council Community Benefits Process](#)
- [South Ayrshire Council Contract Key Performance Indicators \(KPIs\)](#)

## Annex 1. Completed Regulated Procurements in 2018/19

Information on each individual regulated procurement (57) completed during the reporting period.

Contract Reference	Notice Title	Supplier(s) Appointed	Estimated Contract Value	Award Date	Contract End Date	Contract End Date Inc Any Extension
CE-71-17	Quantity Surveying Services Framework Agreement	Armour Construction Consultants, Robinson Low Francis LLP, Storrier & Donaldson Ltd and Thomas C Stewart LLP	£180,000.00	18/04/2018	17/04/2020	17/04/2022
CE-21-18	Supply of Oracle Database and Oracle EBS licences	Insight Direct (UK) Limited	£289,000.00	23/04/2018	01/05/2019	01/05/2019
CE-55-18-DA	Long Term Compact Sweeper Hire	Dawson rentals Sweepers	£71,117.42	01/05/2018	01/05/2019	01/05/2019
CE-23-18-MC	Enterprise Disk Storage for Backups	Proact IT UK	£60,000.00	04/05/2018	04/05/2021	04/05/2021
CE-40-16	Supply & Delivery of Community Equipment	Accora, Aidapt Bathrooms Ltd, Care and Independence, Careflex Ltd, COMPUTERCARE 2000 LTD, Direct Healthcare Services Ltd, DRIVE DEVILBISS HEALTHCARE LIMITED, Frontier Therapeutics Ltd, Hill-Rom Ltd, Invacare (UK) Ltd, Jenx Ltd, Lisclare Ltd, Mangar International Ltd, Nottingham Rehab Ltd, RNIB, Sarabec Ltd, SMIRTHWAITE LTD, Smitcare Ltd, Sumed International (Uk) Ltd, THISTLE HELP LTD and W Munro (Rehab) Ltd	£3,440,000.00	01/06/2018	17/06/2020	17/06/2022
CE-42-17	Supply and Delivery of 26No. Vehicles (Vans & Cars)	Nissan Motor GB Ltd	£320,500.00	07/06/2018	One Off Purchase	One Off Purchase
CE-10-18	Data Network Platform (WAN)	MLL Telecom Limited	£2,660,622.00.	11/06/2018	11/06/2021	11/06/2023

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CE-57-18-DA	Provision of Organic Waste Composting (Garden Waste)	Barr Environmental Ltd	£512,000.00	13/06/2018	01/07/2020	01/07/2020
CE-78-17	Managing Agent for Energy Efficiency Programmes	Energy Agency	£504,259.65	14/06/2018	31/03/2020	31/03/2020
CE-46-18-DA	Microsoft Licensing	Insight Direct UK Ltd	£1,662,654.80	15/06/2018	01/07/2021	01/07/2021
CE-58-18-DA	Payment Processing Services	The Capita Group plc	£80,000.00	25/06/2018	31/07/2020	31/07/2022
CE-76-17	Provision of Media Advertising Services	Advertisingworks Scotland Ltd	£500,000.00	26/06/2018	15/07/2020	15/07/2022
CE-59-18-DA	Schools PC Refresh	Hewlett-Packard Ltd	£165,227.04	27/06/2018	One Off Purchase	One Off Purchase
CE-54-18-DA	New Build House Construction (Site of Former Whitlets Primary School) H18118	Cruden Building & Renewals Ltd	£4,154,031.00	29/06/2018	06/08/2019	06/08/2019
CE-40-18-DA	Annual Inspection and Reactive Maintenance for Domestic Gas and Smoke Alarm Installations	P H Jones Ltd	£873,712.00	06/07/2018	01/08/2019	01/08/2019
CE-77-17	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	Affinity Trust, Blackwood Homes and Care, CIC, Cosgrove care, Hansel Alliance, Key Housing Association Ltd, Lifeways Community Care Ltd, Partners For Inclusion, Quarriers, Real Life Options, The Richmond Fellowship Scotland, Turning Point Scotland and Voyage 1 Limited t/a Voyage Care	£53,922,452.00	19/07/2018	16/09/2022	16/09/2022
H18136	Upgrade works to Riverside Flats, Riverside Place, Ayr	W H Kirkwood Ltd	£2,500,000.00	16/08/2018	01/06/2019	01/06/2019
CE-11-18	Supported Living and Personal Care in the Community for Adults with Mental Health	Glenfairn Ltd, Lifeways Community Care Ltd, Partners For Inclusion and The Richmond Fellowship Scotland	£6,970,000.00	16/08/2018	15/10/2022	15/10/2022

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G18214	New Build Cherry Tree Early Years Centre, Ayr	Portakabin (Scotland) Limited	£2,356,551.00	22/08/2018	01/04/2019	01/04/2019
CE-49-18	Cleaning Services Framework Agreement	Confida FM Ltd, Porter & Cairns Cleaning Services and Portland Janitorial Products Ltd	£931,000.00	23/08/2018	02/09/2020	02/09/2022
CE-52-18	Office & Equipment Moves - Asset Management	Regency (Ayrshire) Ltd	£140,000.00	24/08/2018	31/08/2020	31/08/2022
CE-51-18	Removals & Storage Services - Housing Services	Regency (Ayrshire) Ltd	£272,000.00	24/08/2018	09/09/2020	09/09/2022
CE-56-18-DA	Idox software annual support and maintenance renewal	IDOX Group	£500,000.00	04/09/2018	01/04/2023	01/04/2023
CE-64-17	Supply and Delivery of 7No. Vehicles (WC Minibusses)	Mellor Coachcraft Limited and Nu-Track Ltd	£560,000.00	06/09/2018	One Off Purchase	One Off Purchase
CE-75-18-MC	Data Storage Consolidation	Proact UK Ltd	£120,000.00	14/09/2018	One Off Purchase	One Off Purchase
CE-90-18-DA	Upgrade of Northgate Revs and Bens System - Info@Work	Softcat Limited	£65,000.00	27/09/2018	One Off Purchase	One Off Purchase
CE-48-18	MTC Servicing & Maintenance of Automatic & Power Assisted Doors	GEZE UK Ltd	£276,000.00	27/09/2018	04/04/2020	04/04/2022
CE-86-18-DA	Provision of F5 Licenses and Engineering Support	Softcat Limited	£63,500.00	28/09/2018	28/09/2021	28/09/2021
CE-24-18	CMS Platform (Intranet and Internet)	GOSS Interactive Ltd	£201,808.00	30/10/2018	02/11/2020	02/11/2020
CE-70-18 (G19913)	Replacement Fire Alarm System at County Buildings	Fortress Security Alarms Ltd	£120,000.00	16/11/2018	03/03/2019	03/03/2019
CE-85-18-B	Provision of Day	NHSAA	£142,000.00	16/11/2018	31/03/2019	31/03/2019



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	Centre Meals					
CE-73-18-B	Delivery of the Third Sector Interface in South Ayshire	Voluntary Action South Ayrshire	£254,000.00	16/11/2018	31/03/2020	31/03/2020
CE-107-18-DA	Forcepoint Web Security	Softcat Limited	£154,866.24	23/11/2018	23/11/2021	23/11/2021
CE-89-18-MC	Upgrade of Core Network Cisco Routers inc Maintenance and Engineering Support	Virgin Media Business Ltd	£171,000.00	30/11/2018	29/11/2023	29/11/2023
CE-31-18	Provision of a Fleet Maintenance Service	Arnold Clark and Motus Commercials	£1,950,000.00	30/11/2018	30/11/2022	30/11/2024
NAC-1105	Pan Ayrshire Election Services including Postal Vote Management System (PVMS)	Democracy Counts	£120,000.00	07/12/2018	10/12/2020	10/12/2020
CE-117-18-DA	Schools PC Refresh	Hewlett-Packard Ltd	£242,752.16	13/12/2018	One Off Purchase	One Off Purchase
CE-15-18	ICT Structured Cabling	Thomson Alarm & Communication Systems Ltd	£200,000.00	14/12/2018	14/12/2021	14/12/2021
NAC STA 4007	Provision of a Functional Family Therapy Service	Action for Children	£150,000.00	04/01/2019	07/01/2022	07/01/2022
CE-121-18-DA	Treasury & Leasing Consultancy Services	Link Asset Services	£61,300.00	10/01/2019	31/01/2022	31/01/2023
SXL 0716	Secure Care - Call-off	St Marys Kenmure	£297,562.98	15/01/2019	Placement	Placement
CE-80-18-MC	HRA Play Area Enhancements	Ken Edgar (Play Area Specialist) Ltd	£75,000.00	16/01/2019	16/07/2019	16/07/2019
SXL 0517	Residential Care and Education including Short Breaks - Call-off	Kibble Education and Care Centre	£270,815.16	16/01/2019	Placement	Placement
SXL 0716	Secure Care - Call-off	Kibble Education and Care Centre	£302,203.44	22/01/2019	Placement	Placement

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CE-67-18	Supply of Annual Ground Bedding Contract, Hanging Baskets & Floral Tubs	Craigmarloch Nurseries Ltd	£149,000.00	23/01/2019	22/01/2020	22/01/2022
CE-93-18	MTC Service & Maintenance of Lifts	Jackson Lift Service Ltd	£275,000.00	30/01/2019	30/01/2021	30/01/2023
CE-83-18	Burns an' a' that Festival 2019	Apex Traffic Management Ltd, Owen Kerr Signs, Paragon Power Services Ltd and Zisys AVMN Ltd	£71,500.00	08/02/2019	08/06/2019	08/06/2019
SXL 0517	Residential Care and Education including Short Breaks - Call-off	Hillside School	£134,886.18	12/02/2019	Placement	Placement
CE-112-18-MC	Supply of Network Switches	Virgin Media Business Ltd	£90,000.00	13/02/2019	13/02/2024	13/02/2024
SXL 0517	Residential Care and Education including Short Breaks - Call-off	St. Philip's School	£222,429.24	14/02/2019	Placement	Placement
SXL 0517	Residential Care and Education including Short Breaks - Call-off	Up-2-Us limited	£206,005.14	20/02/2019	Placement	Placement
SXL 1015	Fostering and Continuing Care - Call-off	SWIIS Foster Care Scotland	£58,415.05	19/03/2019	Placement	Placement
SXL 0517	Residential Care and Education including Short Breaks - Call-off	Kibble Education and Care Centre	£270,815.16	19/03/2019	Placement	Placement
SXL 0517	Residential Care and Education including Short Breaks - Call-off	Care Visions Group Limited	£243,754.50	25/03/2019	Placement	Placement
CE-103-18-B	Individual Residential Care Placement	Heathfield Care & Residential Homes Ltd	£83,200.00	31/03/2019	Placement	Placement
CE-03-19-B	Individual Residential Care Placement	Heathfield Care & Residential Homes Ltd	£83,200.00	31/03/2019	Placement	Placement

CE-04-19-B	Individual Residential Care Placement	Heathfield Care & Residential Homes Ltd	£83,200.00	31/03/2019	Placement	Placement
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## Annex 2. Regulated Procurements Expected to Commence in 2019/20 and 2020/21

Information on the 140Nr anticipated regulated procurements for 2019-2021, excluding reactive supplies, services or works.

Contract Type	Contract Reference	Contract Description	Contract Year	Estimated Contract Value (£)
Fleet Services	CE-06-19	6Nr. New 26 Ton Narrow Track RCVs	2019/20	£1,050,000.00
Social Services	M015	Advice & Info for people with Dementia Services	2019/20	£55,762.00
Social Services	CE-32-19-B	Advocacy Service for Children & Young People	2019/20	£79,598.00
Social Services	CE-33-19-B	Advocacy Service for Looked After and Accommodated Children	2019/20	£105,560.00
Social Services	CE-97-18-B	Alcohol and Drug Recovery Support Service	2019/20	£407,294.00

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Social Services	M032	Alcohol Counselling Service/Support for Older People with Alcohol Problems	2019/20	£851,350.00
Leisure Services	CE-05-17	Alcoholic and Non-Alcoholic Beverages (Framework Agreement)	2019/20	£64,000.00
Housing Services	CE-35-19	Annual Inspection and Maintenance for Domestic Gas and Smoke Alarm Installations	2019/20	£900,000.00
ICT Services	ICT159	Annual Maintenance for Uniform Software	2019/20	£58,472.46
Consultancy Services	CE-36-15	Architectural Services Framework Agreement	2019/20	£1,000,000.00
Educational Services	CE-03-16	Attainment Challenge Family Support Worker	2019/20	£105,000.00
Corporate Services	CE-27-12	Banking Services and Merchant Services	2019/20	£393,918.00
Social Services	M209	Befriending Service (Children and Families)	2019/20	£145,000.00
Social Services	CE-31-19-B	Befriending Service (Children and Families)	2019/20	£58,000.00
FM Services	CE-40-19	Blacksmiths & Metalworks Framework Agreement	2019/20	£1,120,000.00
Social Services	CE-80-17-B	Care & Support at Home Services	2019/20	£133,000.00
Social Services	CE-55-17-B	Care and Support at Home Service 2	2019/20	£235,000.00
Social Services	CE-55-17-B	Care and Support at Home Services 1	2019/20	£235,000.00
Social Services	CE-55-17-B	Care and Support at Home Services 3	2019/20	£235,000.00
Social Services	CE-21-11	Carers Centre Services	2019/20	£667,155.00
Corporate Services	CE-35-16	Cash-In-Transit Banking Services	2019/20	£282,888.00
Corporate Services	CE-07-18	CCTV Partnership	2019/20	£150,000.00
FM Services	CE-32-17	CE-32-17 - MTC Legionella & Water Monitoring Services	2019/20	£621,996.00
Social Services	CE-30-19-B	Child Centred Family Support Service	2019/20	£580,000.00
Social Services	CE-29-19-B	Child Centred Family Support Service (B)	2019/20	£434,520.00
Consultancy Services	CE-22-17	Civil & Structural Engineering Consultancy Services Framework Agreement	2019/20	£640,790.00
Social Services	CE-19-17	Community Based Hearing Support	2019/20	£123,750.00
Leisure Services	CE-53-18	Corporate Booking System (Leisure)	2019/20	£500,000.00
ICT Services	CE-53-19-MC	Converged Infrastructure	2019/20	£790,088.00
Social Services	CE-85-18-B	Day Care Centre Meals	2019/20	£142,000.00
Social Services	CE-01-17	Day Care Services to South Ayrshire Council	2019/20	£1,200,000.00
Social Services	M024	Day Services for Mental Health	2019/20	£214,093.00
Corporate Services	CE-36-16	Debt Recovery and Diligence Service	2019/20	£678,375.00
Social Services	CE-73-18-B	Delivery of the Third Sector Interface in South Ayrshire	2019/20	£254,000.00
Housing Services	CE-69-17	Disabled Bathroom Adaptations to Private Dwellings	2019/20	£651,981.38
Educational Services	CE-76-18	Early learning and Childcare	2019/20	£1,100,000.00
Social Services	M214	Emergency Accommodation/Support (Refuge) Services	2019/20	£109,311.00

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Social Services	M072	Family Placement Service for Adults	2019/20	£600,000.00
ICT Services	ICT172	Fibre Network Connection Fees for the fibre backbone	2019/20	£63,854.28
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£50,449.10
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£54,173.46
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£54,708.00
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£60,438.08
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£60,499.08
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£60,786.38
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£61,469.93
Social Services	SXL 1015	Fostering and Continuing Care - Call-off	2019/20	£61,469.93
Social Services	CE-38-14	Framework for a Criminal Justice Support Service for High Risk Offenders	2019/20	£948,484.00
Social Services	CE-39-13	Framework for Care and Support at Home Services to South Ayrshire Council	2019/20	£24,039,797.00
FM Services	CE-15-16	Fresh Fruit and Vegetables to South Ayrshire Council	2019/20	£397,168.00
Housing Services	CE-12-17	Homelessness and Tenancy Support Service	2019/20	£1,742,999.00
Housing Services	CE-13-17	Homelessness Prevention and Tenancy Sustainment Service	2019/20	£1,168,000.00
Housing Services	CE-46-14	Housing Support - Private Sheltered Housing	2019/20	£96,740.00
Social Services	M241	Housing Support - Warden Services	2019/20	£581,598.00
Social Services	M185	Housing Support for Care Leavers (16-21 Years) Services	2019/20	£467,920.00
Housing Services	CE-20-14	Housing Support Service Private Sheltered Housing	2019/20	£275,081.00
Social Services	M155	Housing Support/Supported Living Services	2019/20	£188,850.00
Social Services	CE-31-15	Independent Advocacy Service for Adults	2019/20	£858,893.00
Social Services	CE-49-19-B	Individual Residential Care and Education Placement	2019/20	£222,429.24
Social Services	CE-103-18-B	Individual Residential Care Placement	2019/20	£83,200.00
Social Services	CE-04-19-B	Individual Residential Care Placement	2019/20	£83,200.00
Social Services	CE-03-19-B	Individual Residential Care Placement	2019/20	£83,200.00
Fleet Services	CE-55-18-DA	Long Term Compact Sweeper Hire	2019/20	£71,117.00
Consultancy Services	CE-75-16	M&E Engineering Consultancy Services - Framework Agreement	2019/20	£640,000.00
Leisure Services	CE-33-14	Managed Vending Service	2019/20	£133,119.00
Housing Services	CE-78-17	Managing Agent for Energy Efficiency Programmes	2019/20	£300,702.00
Housing Services	CE-40-15	Measured Term Contract - New Door Entry Systems	2019/20	£292,033.00
FM Services	CE-63-16	Measured Term Contract - Service and Maintenance of Air Conditioning	2019/20	£94,000.00
FM Services	2666A	Measured Term Contract for Glazing Repairs	2019/20	£350,000.00
Housing Services	CE-25-16	Measured Term Contract for the Replacement of Domestic Central Heating	2019/20	£912,738.00

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		Installations		
ICT Services	CE-52-19-MC	Microsoft 365 – Implementation Support	2019/20	£300,000.00
ICT Services	CE-46-18	Microsoft Education Enterprise Agreement	2019/20	£105,117.98
ICT Services	CE-55-19	Microsoft Education Licence Renewal	2019/20	£404,034.60
FM Services	QQ-59-15	MINI COMP - Asbestos Surveys for Domestic Properties	2019/20	£159,570.00
Housing Services	CE-36-18	Minor Works Framework Agreement	2019/20	£4,000,000.00
FM Services	CE-04-17	MTC Servicing, Maintenance & Monitoring of Fire Alarms	2019/20	£147,161.00
Corporate Services	CE-109-18	Occupational Health and Welfare Service	2019/20	£694,800.00
ICT Services	ICT190	Oracle - ULA Scottish Government	2019/20	£66,293.95
ICT Services	CE-16-16-MC	Oracle Hardware and Professional Services	2019/20	£106,500.00
Social Services	M213	Outreach Accommodation and Support Services	2019/20	£62,785.00
Consultancy Services	CE-05-15	Project Management Consultant - Framework Agreement	2019/20	£1,160,000.00
Social Services	CE-07-14	Rape Crisis and Counselling Support Service	2019/20	£349,625.00
Corporate Services	CE-44-16	Remote Benefit Processing Services	2019/20	£369,000.00
Social Services	SXL 0517	Residential Care and Education including Short Breaks - Call-off	2019/20	£192,709.44
Social Services	SXL 0517	Residential Care and Education including Short Breaks - Call-off	2019/20	£195,515.66
Social Services	SXL 0517	Residential Care and Education including Short Breaks - Call-off	2019/20	£241,408.20
Social Services	SXL 0517	Residential Care and Education including Short Breaks - Call-off	2019/20	£187,234.74
Social Services	CE-11-15-B	Residential Respite Service for Children	2019/20	£1,207,392.00
Social Services	CP0006	Restorative Justice Services	2019/20	£80,000.00
Social Services	CE-39-16	Service, Maintenance and Repair of Community Equipment	2019/20	£900,000.00
ICT Services	ICT170	Software Update License and Support for Oracle E-Business Suite	2019/20	£148,115.93
Housing Services	CE-59-19-DA	South Villages Window Replacement	2019/20	£300,000.00
Neighbourhood Services	CE-22-14	Supply & Delivery of Grounds Maintenance Supplies	2019/20	£519,267.00
Fleet Services	CE-44-19	Supply and Delivery of 6No. New Food Waste Vehicles	2019/20	£500,000.00
FM Services	CE-21-17	Supply and Delivery of Fresh Bakery Products (Framework Agreement)	2019/20	£1,359,451.00
Fleet Services	CE-38-19-DA	Supply of 5No. Small Cars and 6No. Small Vans for SAHSCP	2019/20	£126,500.00
Housing Services	CE-10-19	Supply of Kitchen Cabinets & Worktops	2019/20	£300,000.00
Leisure Services	CE-73-19 -	Supply of Library Support System	2019/20	£50,000.00
ICT Services	CE-21-18	Supply of Oracle Database and Oracle EBS licences	2019/20	£251,747.45
FM Services	CE-09-16	Supply, Installation & Repair of Window Blinds Framework	2019/20	£65,056.00
Social Services	M212	Support & Info for Women Services	2019/20	£164,223.00
ICT Services	CE-70-16 MC	Support Services Related to Oracle E-Business Suite	2019/20	£495,100.00

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Leisure Services	CE-61-19	Swimming Pool Media Replacement (Troon & Citadel)	2019/20	£75,000.00
Educational Services	CE-17-16	Taxi Service to South Ayrshire Council Framework Agreement	2019/20	£5,720,776.00
ICT Services	CE-22-18	Telephone Fixed Lines & Minutes	2019/20	£573,601.88
Housing Services	CE-01-18-B	Temporary Accommodation and Support Services	2019/20	£473,546.00
Leisure Services	CE-104-18	Golf Insurance	2019/20	£150,000.00
Leisure Services	CE-02-16	The Service, Maintenance and Repair of Golf and Fine Turf Equipment	2019/20	£262,850.00
Neighbourhood Services	CE-20-16	Treatment of Organic Waste (Food Waste)	2019/20	£207,220.00
Fleet Services	CE-26-15	Tyre Replacement Service to South Ayrshire Council	2019/20	£337,930.00
Fleet Services	CE-16-13	Vehicle Tracking System	2019/20	£205,901.00
Neighbourhood Services	CE-21-16	Weed Control Service to South Ayrshire Council	2019/20	£137,957.00
ICT Services	ICT183	3 Year Corporate Microsoft Agreement from 01/07/18 to 30/06/21	2020/21	£1,498,117.28
Fleet Services	CE-30-18-MC	7No. Electric Vehicles Lease	2020/21	£54,655.00
FM Services	CE-29-16	Cashless Catering System & Maintenance	2020/21	£206,984.00
Housing Services	CE-42-15	Civica Kirona DRS Work Scheduling System	2020/21	£248,345.00
Housing Services	CE-49-18	Cleaning Services Framework Agreement	2020/21	£931,000.00
ICT Services	ICT207	Corporate Internet	2020/21	£118,908.00
ICT Services	CE-10-18-MC	Data Network Platform (WAN)	2020/21	£2,660,622.00
ICT Services	CE-75-18-MC	Data Storage Consolidation	2020/21	£120,000.00
ICT Services	CE-23-18-MC	Enterprise Disk Storage for Backups	2020/21	£60,000.00
ICT Services	CE-86-18-DA	F5 Licenses and Engineering Support	2020/21	£63,500.00
ICT Services	ICT208	Flexpod Maintenance	2020/21	£200,000.00
Capital Works	CE-58-16	Housing Refurbishment Framework	2020/21	£16,000,000.00
Capital Works	CE-59-16	Housing Refurbishment Framework	2020/21	£4,000,000.00
ICT Services	CE-04-16-RFQ	Implementation of a replacement social care system	2020/21	£519,123.00
FM Services	CE-93-18	Measured Term Contract (MTC) Lift Servicing & Maintenance	2020/21	£199,307.00
Corporate Services	CE-76-17	Media Advertising Services	2020/21	£500,000.00
FM Services	CE-48-18	MTC Servicing and Maintenance of Automatic & Power Assisted Doors	2020/21	£50,820.00
FM Services	CE-52-18	Office Furniture & Equipment Moves Framework Agreement	2020/21	£140,000.00
Neighbourhood Services	CE-57-18-DA	Organic Waste Composting (Garden Waste)	2020/21	£512,000.00
Corporate Services	CE-58-18-DA	Payment Processing Services	2020/21	£80,000.00

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Corporate Services	ICT018	Performance & Governance Information Repository and Reporting Tool.	2020/21	£73,180.00
Neighbourhood Services	CE-77-16	Provision and Operation of a Community Recycling Centre	2020/21	£4,429,669.00
Corporate Services	CE-67-16-MC	Provision and Service of Mobile Phones	2020/21	£374,808.00
FM Services	CE-51-18	Removals & Storage Services Framework Agreement	2020/21	£272,000.00
ICT Services	CE-46-18-MC	Renewal of Existing Agreement with Microsoft	2020/21	£1,498,177.00
ICT Services	CE-52-17 - DA	Sophos Endpoint Advanced Protection	2020/21	£65,857.00
Housing Services	CE-45-16	Supply & Installation of Timber Fencing	2020/21	£391,184.00
Corporate Services	CE-20-17	Work Experience and Employer Engagement Service	2020/21	£227,353.00

## 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	01 April 2018 to 31 March 2019
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes



**2. Summary of Regulated Procurements Completed**

a) Total number of regulated contracts awarded within the report period	57
b) Total value of regulated contracts awarded within the report period	£88,173,718.16
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	86
i) how many of these unique suppliers are SMEs	63% of all contracts awarded are to SMEs
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured

**3. Review of Regulated Procurements Compliance**

a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	57
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

**4. Community Benefit Requirements Summary**

**Use of Community Benefit Requirements in Procurement:**

a) Total number of regulated contracts awarded with a value of £4 million or greater.	3
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	3
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	23

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	6 FTE locally as a Community Benefit from a SAC Contracted Supplier
e) Number of Apprenticeships Filled by Priority Groups	54 Modern Apprentices Hired as a Community Benefit from a SAC Contracted Supplier
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	198
<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.	37
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.	Not Measured
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not Measured
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.	101,063
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	96.02%

c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	57
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:	£19,388.61
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£19,388.61
<b><u>8. Spend and Savings Summary</u></b>	
a) Total procurement spend for the period covered by the annual procurement report.	£166,416,422.87
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£82,820,136.95 Measured
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	£250,000.00
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	£137,717.45 Identified
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	140
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£110,381,017.43