

# **Annual Procurement Report**

## **April 2022 – March 2023**

**East Dunbartonshire Council**



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## **1. Introduction**

1.1. This annual report summarises the Council's regulated procurement activity for the period 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023, in line with Scottish Government's Guidance under the Procurement Reform (Scotland) Act 2014, and in support of national and organisational priorities. A regulated procurement is any procurement for public supplies or services with value of over £50,000 and for public works of over £2 million. This complies with the Procurement Reform (Scotland) Act 2014 requirements to publish an annual Procurement Strategy and Annual Procurement Report.

1.2. East Dunbartonshire Council recognises the importance and the benefits of effective procurement. The Corporate Procurement Team's aim is to continue to develop and implement an effective procurement approach by:

- Setting out clear strategic objectives supporting the Council's corporate priorities
- Procure goods, services and works in a lawful and ethical manner which encourages participation, collaboration and sustainable economic growth
- Embedding a continuous improvement approach to procurement
- A value for money procurement service that delivers and supports financial savings and best value. Maximising opportunities to collaborate, innovate and deliver efficiencies
- Increasing opportunities to Supported Businesses, Social Enterprises, local and SME suppliers to access public sector contracts
- Directing focus on sustainable procurement, including the identification and delivery of community benefits
- Deliver a quality service which supports delivery of quality outcomes to the citizens of East Dunbartonshire

This will ensure the delivery of the Council's regulated procurements in accordance with the mandatory requirements set out in the Procurement Reform (Scotland) Act 2014. The following legislative suite of documents supports this:

- Council Contract Standing Orders
- Financial Regulations
- Scheme of Delegation
- Annual Procurement Strategy

## **1.3. Council Policies & Procedures**

The Procurement Strategy and Governance approach will embed national and local policies and strategies in support of organisational performance management. The following policies will support achievement of this strategy:

- Anti-Bribery Policy
- Contract and Supplier Management (Incl in Action Plan)
- Digital Transformation
- Continuous Improvement
- Climate Action Plan
- Climate Emergency Response Policy

The Council's Governance Framework and Policies capture the required actions from this Strategy. Procedure and documentation reviews will support the achievement of legislative requirements whilst securing best value. The following documentation supports delivery of this:

- Procurement Strategy And Governance Framework
- Organisational Transformation Business & Improvement Plan
- Procurement Authority levels
- Sourcing Strategies
- Web & Hub Guidance
- Training Packs

The report has been closely aligned to the Council's organisational objectives, taking consideration of the impact through BREXIT and COVID-19.

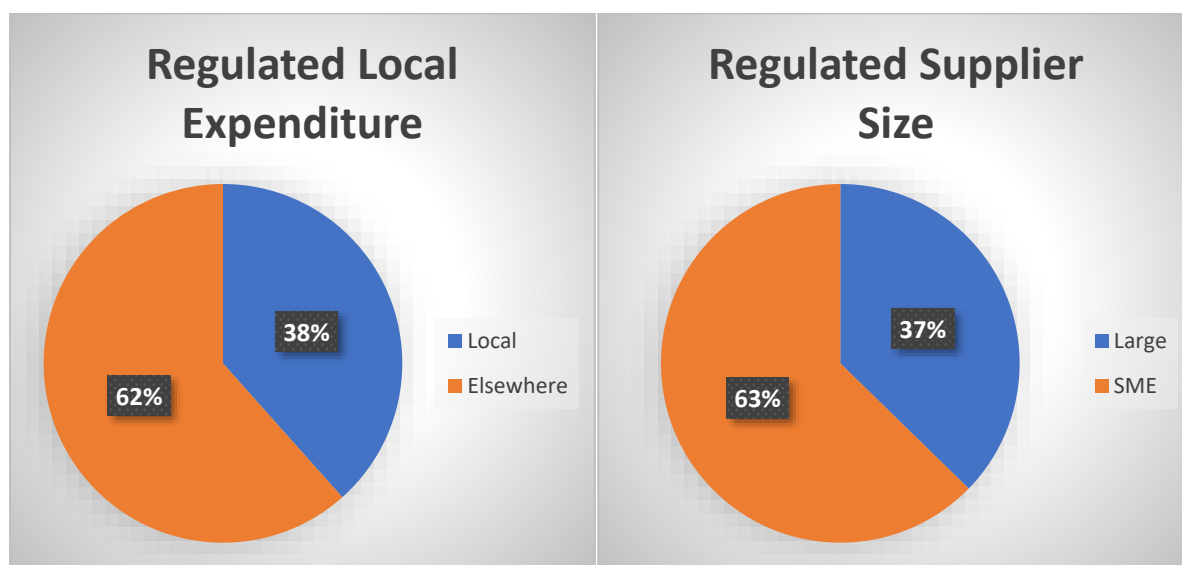
Total Spend	£224,489,934.31
Total Number of Suppliers	1,895
Invoices Processed	
Invoices paid within 30 days	
SME Suppliers	1,019
Spend % with SME Suppliers	29.92%
SME Spend	£67,178,374.09

## Section 2 – Summary of Regulated Procurements Completed

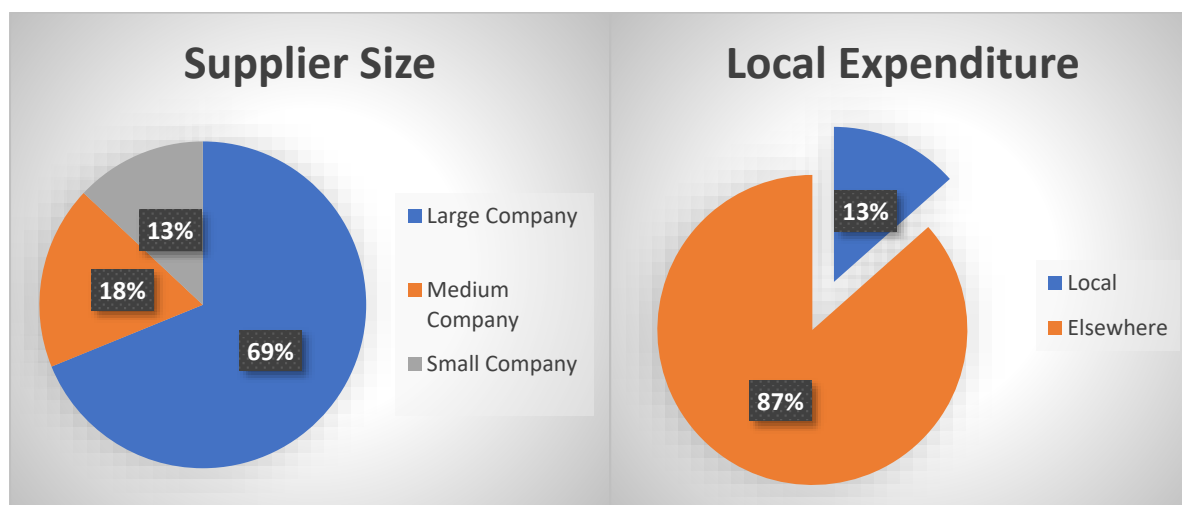
Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include “a summary of the regulated procurements that have been completed during the year covered by the report”.

Regulated procurement refers to any contract above £50,000 for goods and services, or £2,000,000 for works. A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.

### Regulated Procurement Spend Profile



### Procurement Small to Medium Enterprise (SME) Spend Profile



## **List of Regulated Procurements Completed In Period 2022-2023**

## Annual Procurement Report 2022-2023

CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
EDC/2020/3061	DRAINAGE WORKS	02/05/2022	01/05/2024	01/05/2026	1+1	2 YEARS (1+1)	C	GEORGE LESLIE, LUDDON, LANES, IPSUM, DAMM ENVIRONMENTAL	£2,700,000.00
EDC/2021/3218	CITY DEAL - BTC REGENERATION - DESIGN TEAM	24/11/2022	31/07/2023	31/07/2023	N/A	2 YEARS (+1 YEAR SUPERVISI ON)	B	ARCADIS CONSULTING (UK) LTD	£169,982.00
EDC/2021/3220	CITY DEAL - A803 CORRIDOR IMPROVEMENTS - DESIGN TEAM	01/05/2022	30/09/2022	30/09/2022	N/A	5 MONTHS	B	ATKINS LTD	£99,132.10
EDC/2021/3230	TELEMATICS	01/09/2022	31/08/2026	31/08/2026	N/A	5 YEARS	C	MASTERNAUT LIMITED	£300,000.00
EDC/2021/3284	CARRIAGEWAY AND FOOTWAY RESURFACING	27/07/2022	31/03/2023	31/03/2023	N/A	6 MONTHS	C	J H CIVIL ENGINEERING	£1,057,071.66
EDC/2021/3301	CUSTOMER RELATIONSHIP MANAGEMENT SYSTEM & CONTENT MANAGEMENT SYSTEM	12/12/2022	11/12/2025	11/12/2027	2 YEARS (1+1)	3 YEARS (+1+1)	C	SOFTCAT PLC	£220,094.32
EDC/2021/3334	M365 BACKUP IN THE CLOUD	24/10/2022	23/10/2024	23/10/2026	N/A	2 YEARS	C	PROACT IT UK LTD	£50,000.00
EDC/2021/3335	LINK ROAD MAINTENANCE - KIRKINTILLOCH AND BISHOPBRIGGS 2022- 25	01/04/2022	31/03/2025	31/03/2025	N/A	3 YEARS	C	ASHLEA LTD	£93,264.42
EDC/2021/3349	SCAFFOLDING	25/04/2022	24/04/2025	24/04/2027	2 YEARS	3 YEARS +2	C	LOT 1 - JR SCAFFOLDING SERVICES LOT 2 CLYDE SCAFFOLDING	£500,000.00

## Annual Procurement Report 2022-2023

CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
EDC/2021/3357	BALMUILDY PRIMARY SCHOOL NEW BUILD	01/07/2022	31/08/2025	31/08/2026	n/a	1 YEAR	C	HOLMES MILLER, BROWN & WALLACE, ATELIER TEN, COWAL DESIGN, HUB WEST SCOTLAND (HWS)	£11,800,000.00
EDC/2021/3373	SCHOOL ESTATE - BOILER REPLACEMENT DESIGN DEVELOPMENT (PHASE 2)	16/06/2022	31/03/2023	31/03/2023	N/A	9 MONTHS	C	RYBKA	£156,275.00
EDC/2021/3374	SCHOOL ESTATE - BOILER REPLACEMENT SUPPLY AND INSTALLATION (PHASE 2)	06/12/2022	28/02/2023	31/03/2023	N/A	2 MONTHS	C	VALLEY GROUP LTD	£455,916.00
EDC/2021/3377	ROAD MATERIALS	16/08/2022	26/07/2025	26/07/2025	N/A	5 YEARS	C	HILLHOUSE QUARRY GROUP LIMITED, TILlicoultry QUARRIES LIMITED	£9,200,000.00
EDC/2021/3382	WEBSITE DEVELOPMENT AND REPLACEMENT PLATFORM	20/03/2023	19/03/2026	19/03/2026	N/A	3 YEARS	C	SOFTCAT PLC	£185,201.76
EDC/2021/3383	INSTALLATION OF KITCHENS AND BATHROOMS	20/02/2023	19/02/2026	19/02/2028	2 YEARS	3 YEARS (+2)	C	MP GROUP UK LIMITED	£4,500,000.00
EDC/2021/3386	CLERKS OF WORKS SERVICES - FEASIBILITY SITES NEW BUILD AND TURNKEY	06/06/2022	31/12/2022	31/12/2022	N/A	6 MONTHS	C	HUB WEST SCOTLAND	£157,759.41



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EDC/2022/3395	FOOD WASTE DISPOSAL	01/04/2022	31/03/2024	31/03/2026	2 YEARS	2 YEARS (+1+1)	C	SCOTTISH WATER HORIZONS LTD	£476,000.00
EDC/2022/3396	GARDEN WASTE DISPOSAL	28/05/2022	27/05/2024	27/05/2026	2 YEARS	2 YEARS (+1+1)	C	FORTH RESOURCE MANAGEMENT LTD	£1,260,000.00
EDC/2022/3409	SCRAP METAL COLLECTION SERVICES	20/05/2022	12/06/2023	12/06/2023	N/A	1 YEAR	C	DOHERTY AND LAFFERTY LIMITED	-£90,000.00
EDC/2022/3414	WASTE MOBILE ROLLER PACKER	07/04/2022	07/10/2022	07/10/2022	N/A	ONE OFF	C	BERGMANN DIRECT LIMITED	£92,993.50
EDC/2022/3415	BIELD HOUSING ASSOCIATION - OAKBURN PARK DAYCARE	01/04/2022	31/03/2024	31/03/2024	N/A	2 YEARS	C	BIELD HOUSING & DAYCARE - OAKBURN PARK DAYCARE	£663,676.00
EDC/2022/3416	PACIFIC CARE - BIRDSTON DAYCARE	01/04/2022	31/03/2024	31/03/2024	N/A	2 YEARS	C	PACIFIC CARE - BIRDSTON DAYCARE	£1,180,000.00
EDC/2022/3427	EDLC GYM EQUIPMENT	23/09/2022	27/09/2027	27/09/2027	N/A	5 YEARS	C	LIFE FITNESS (UK) LTD	£697,837.00
EDC/2022/3429	B&B ACCOMMODATION FOR HOMELESS HOUSEHOLDS AND DECANT TENANTS	28/09/2022	27/09/2025	28/09/2027	1+1 YEARS	5 YEARS	A	TRAVELPERK UK IRL LTD T/A CLICK TRAVEL LTD	£350,000.00
EDC/2022/3463	BEARSDEN & MILNGAVIE PS - DESIGN & BUILD	22/12/2022	31/12/2023	31/12/2023	N/A	ONE OFF	C	MCLAUGHLIN & HARVEY CONSTRUCTION LIMITED	£1,835,233.62
EDC/2022/3469	BROOKWOOD VILLA REFURBISHMENT	01/05/2022	01/05/2023	01/05/2023	N/A	ONE OFF	C	HUB WEST SCOTLAND	£1,949,089.00
EDC/2022/3473	PARENTING CAPACITY ASSESSMENT SERVICE	31/05/2022	30/05/2024	30/05/2024	N/A	2 YEARS	C	BARNARDO'S	£360,478.00

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EDC/2022/3476	TAXI TRANSPORT 2022	01/08/2022	31/07/2023	31/07/2023	N/A	1 YEAR	C	ALINE TAXI, BROOMHILL TRANSPORT SERVICES LIMITED, CRAIG HUNTER TRANSPORT SERVICES, CROSS CABS LTD, EAST DUNBARTONSHIRE TOA RADIO SYSTEMS, EAST DUNBARTONSHIRE TODA, EVAN CARRZ (SCOTLAND) LIMITED, LENZIE CARS LIMITED, LISA SUTHERLAND T/A XL SERVICES, RLC TRAVEL SERVICES LIMITED, STUART MCNAUGHT, TORRANCE CARS	£2,645,218.40
EDC/2022/3498	ORACLE - FUSION	27/05/2022	30/05/2029	30/05/2029	N/A	7 YEARS	C	INSIGHT DIRECT (UK) LTD	£2,054,654.68
EDC/2022/3503	EAST DUNBARTONSHIRE COUNCIL BRING SITE SERVICING	01/07/2022	30/06/2022	30/06/2023	1 YEAR	1 YEAR (+1)	C	BIFFA WASTE SERVICES LTD	£170,888.00
EDC/2022/3504	EQUIPU	25/05/2022	31/05/2027	31/05/2027	N/A	5 YEARS	C1	GLASGOW CITY COUNCIL	£135,765.00
EDC/2022/3507	COMMUNITY PAYBACK	25/05/2022	31/05/2027	31/05/2027	N/A	5 YEARS	C	SACRO	£100,450.71
EDC/2022/3520	GLASGOW ASSOCIATION FOR MENTAL HEALTH (GAMH)	01/06/2022	31/05/2023	31/05/2023	1 YEAR	1 YEAR	C	GLASGOW ASSOCIATION FOR MENTAL HEALTH (GAMH)	£49,999.00

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EDC/2022/3521	SDS - OPTION 2 - HOMECARE, DAYCARE, SUPPORTED LIVING	12/05/2022	VARIOUS	VARIOUS	VARIOUS		C	AILSA CARE SERVICES, ALLTOGETHER CARE SERVICES, CHATTERSENSE, COMPCARE, HANDS-ON HOMECARE, SENSE SCOTLAND, SILVER BIRCH, THE GOOD CARE GROUP, UNITY ENTERPRISE	£29,018,444.00
EDC/2022/3522	FAMILY GROUP DECISION MAKING	01/06/2022	31/05/2023	31/05/2023	N/A	1 YEAR	C	BARNARDO'S	£100,000.00
EDC/2022/3523	CONSILIUM GOLD SUPPORT	04/05/2022	03/05/2023	03/05/2023	N/A	1 YEAR	A	TRUSTMARQUE SOLUTIONS	£86,550.00
EDC/2022/3527	ORACLE IMPLEMENTATION PARTNER	21/09/2022	20/09/2024	20/09/2026	2 YEARS	2 YEARS (+2)	C	EVOLUTIONARY SYSTEMS COMPANY LIMITED T/A MASTEK	£1,970,764.00
EDC/2022/3529	PPE INC WORKWEAR AND PANDEMIC RECOVERY ITEMS (SXL 0621)	01/06/2022	31/05/2025	31/05/2026	1 YEAR	3 YEARS (+1)	B	ARCO LIMITED, ASPIRE INDUSTRIAL SERVICES LTD, LION SAFETY LIMITED, UNICO LIMITED	£30,883.00
EDC/2022/3530	FROZEN FOODS (SXL 1120)	01/04/2022	31/03/2026	31/03/2026	N/A	4 YEARS	C	BRAKE BROTHERS	£704,178.00
EDC/2022/3532	MOBYSOFT RENTSENSE	04/09/2022	03/09/2025	03/09/2025	N/A	3 YEARS	C	MOBYSOFT LTD	£120,510.00
EDC/2022/3546 SP-21-012	TECHNOLOGY PERIPHERALS AND INFRASTRUCTURE	16/05/2022	15/05/2024	15/05/2026	2 YEARS	2 YEARS (+1+1)	A	COMPUTACENTRE (UK) LTD	£1,000,000.00
EDC/2022/3550/ A	FLEET REPLACEMENT PROGRAMME - 3.5T TIPPERS	12/12/2022	30/08/2023	30/08/2023	N/A	8 MONTHS	B	AM PHILLIP TRUCKTECH LTD	£298,796.89
EDC/2022/3550/ C	FLEET REPLACEMENT PROGRAMME -	12/12/2022	30/08/2023	30/08/2023	N/A	8 MONTHS	B	AEBI SCHMIDT UK LTD	£166,478.00

	COMPACT SWEEPERS								
CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
EDC/2022/3551	SPT - AUGUST 2022	16/08/2022	15/08/2025	15/08/2025	N/A	3 YEARS	C	ALLANDER COACHES, DEREK WRIGHT, LINDON TRAVEL, MARIO AVELINO TORTOLANO, THOMAS BUCHANAN, ACE MINIBUSES, MCCOLL'S TRAVEL, RLC TRAVEL SERVICES	£896,244.33
EDC/2022/3557	NATIONAL STRATEGY FOR 20MPH AND PAVEMENT MARKINGS	27/02/2023	31/03/2023	31/03/2023	N/A	ONE OFF	C	JACOBS UK LIMITED	£61,929.21
EDC/2022/3563	LENNOXTOWN MAIN STREET IMPROVEMENT PROJECT FEASIBILITY REFRESH	11/01/2023	31/03/2023	31/02/23	N/A	3 MONTHS	B	ATKINS LIMITED	£51,270.00
EDC/2022/3567	16 x FULLY ELECTRIC CARS	20/03/2023	31/05/2023	31/05/2023	N/A	ONE OFF ORDER	A	NISSAN MOTOR (GB) LTD	£314,878.72
EDC/2022/3569	ACTION FOR CHILDREN - FUNCTIONAL FAMILY THERAPY SERVICE (FFT)	01/07/2022	31/07/2024	31/07/2024	N/A	2 YEARS	C	ACTION FOR CHILDREN	£162,240.00
EDC/2022/3575	STRARLEY HALL RESIDENTIAL CARE AND EDUCATION PLACEMENT FOR CG	22/07/2022	N/A	N/A	N/A	N/A	B	STRARLEY HALL SCHOOL LIMITED	£118,456.00

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<b>EDC/2022/3586</b>	M365 OUTLOOK IMPLEMENTATION PARTNER SUPPORT	17/10/2022	16/04/2023	16/04/2023	6 MONTHS	6 MONTHS + 6 MONTHS	C	SWORD IT SOLUTIONS	£309,200.00
<b>EDC/2022/3589</b>	SACRO - EAST DUNBARTONSHIRE INTENSIVE THROUGH CARE	29/03/2023	30/05/2023	30/05/2023	N/A	12 WEEKS	C	SACRO	£180,950.05
<b>EDC/2022/3599</b>	WESTERTON PRIMARY SCHOOL PROFESSIONAL SERVICES	24/03/2023	24/03/2026	24/03/2026	N/A	3 YEARS	C	MORGAN SINDALL CONSTRUCTION & INFRASTRUCTURE LTD	£370,000.00
<b>EDC/2022/3603</b>	LIBRARY BOOKS AND TEXTBOOKS (SXL 0921)	01/08/2022	31/07/2025	31/07/2026	1 YEAR	3 YEARS (+1)	B	ASKEWS AND HOLTS LIBRARY SERVICES LIMITED, BLACKWELL BOOKSHOP, BRIGHT RED PUBLISHING LTD, BROWNS BOOKS FOR STUDENTS, GLOWWORM BOOKS AND GIFTS LIMITED, KELVIN BOOKS LTD, OXFORD UNIVERSITY PRESS, PETERS LIMITED, SCOTIA AND CHAMELEON BOOKS LTD, STAR BOOKS, ULVERSCROFT LARGE PRINT BOOKS LIMITED, WATERSTONES BOOKSELLERS LTD	£70,602.00
<b>EDC/2022/3604</b>	GIFT CARD SCHEME CONTINUATION	01/03/2023	28/02/2026	28/02/2026	N/A	3 YEARS	C	MICONEX LTD T/A TOWN & CITY GIFT CARDS	£120,000.00

CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
<b>EDC/2022/3621</b>	CHILDREN'S RESIDENTIAL CARE AND EDUCATION INCLUDING SHORT BREAKS, SERVICES (SXL 1121)	01/10/2022	30/09/2028	30/09/2028	N/A	6 YEARS	B	ABBEYFIELD LODGE LTD, ABERLOUR CHILD CARE TRUST, ASPIRE SCOTLAND LTD, CARE VISIONS GROUP LTD (STIRLING), CROSSREACH - BALLIKINRAIN, EAST PARK, KIBBLE EDUCATION AND CARE CENTRE, PARTNERS IN CARE LIMITED - T/A PEBBLES CARE, SPARK OF GENIUS (TRAINING) LIMITED, STARLEY HALL SCHOOL LTD, STEPDOWN, THE MUNGO FOUNDATION	£782,951.00
<b>EDC/2022/3622</b>	SALT FOR WINTER MAINTENANCE (SXL 1521)	01/11/2022	31/10/2026	31/10/2026	N/A	4 YEARS	B	PEACOCK, IRISH SALT	£600,000.00
<b>EDC/2022/3635</b>	HCL - LOTUS NOTES RENEWAL	01/11/2022	31/10/2023	31/10/2023	N/A	1 YEAR	C	SOFTCAT PLC	£107,218.32
<b>EDC/2022/3644</b>	WATER COOLERS (SXL 2021)	07/09/2022	06/07/2025	06/07/2026	1 YEAR	3 YEARS (+1)	C	EDEN SPRINGS UK LIMITED	£50,000.00
<b>EDC/2022/3654</b>	CITY DEAL - WESTERHILL DEVELOPMENT ROAD - LEAD CONSULTANT (WDR) (BRR5) CONTRACT 2	22/11/2022	30/09/2025	30/09/2025	N/A	ONE OFF	B	ARCADIS CONSULTING (UK) LTD	£2,612,258.58

## Annual Procurement Report 2022-2023

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EDC/2022/3656	CITY DEAL - WDR & A803 - TRANSPORT MODELLING	31/03/2023	17/08/2024	17/08/2024	N/A	ONE OFF	B	SYSTRA LTD	£54,000.00
EDC/2022/3662	SCHOOL ESTATES PHASE 2 BOILER REPLACEMENT (SUPPLY AND INSTALL) - BATCH 2	20/03/2023	31/10/2023	31/10/2023	N/A	6 MONTHS	C	VALLEY GROUP LTD	£1,057,180.00
EDC/2023/3677	WIDE AREA NETWORK	26/03/2023	27/03/2026	27/03/2026	N/A	3 YEARS	C	VIRGIN MEDIA LTD	£650,000.00
EDC/2023/3680	LENNOXTOWN HIGH PARK 3G PITCH & CHANGING PAVILLION	16/01/2023	04/05/2023	04/05/2023	N/A	ONE OFF	C	MORGAN SINDALL CONSTRUCTION & INFRASTRUCTURE LTD	£140,416.00
EDC/2023/3683	SOCIAL CARE AGENCY WORKERS (SXL 1721)	16/01/2023	31/10/2024	31/10/2026	2 YEARS	2 YEARS (+2)	B	FLORENCE STAFFING LIMITED, JOBS & CO LTD, NEWCROSS HEALTHCARE SOLUTIONS, REED SPECIALIST RECRUITMENT LIMITED	£270,000.00
EDC/2023/3687	YOUNG PERSON SUBSTANCE MISUSE SERVICE EXTENSION	31/01/2023	01/12/2023	01/12/2023	N/A	1 YEAR	C	WE ARE WITH YOU	£60,000.00
EDC/2023/3692	M365 LICENSING	01/03/2023	31/03/2026	31/03/2026	N/A	3 YEARS	C	PHOENIX SOFTWARE LTD	£1,500,000.00
EDC/2023/3693	LENZIE ACADEMY PROFESSIONAL SERVICES	27/01/2023	06/04/2023	06/04/2023	N/A	3 MONTHS	C	FAITHFUL & GOULD	£72,991.00
EDC/2023/3695	MAP SOFTWARE (ESRI)	10/02/2023	09/02/2026	09/02/2026	N/A	3 YEARS	C	ESRI UK	£86,321.74
EDC/2023/3711	38 x SMALL 5 DOOR DIESEL CARS	17/03/2023	31/05/2023	31/05/2023	N/A	ONE OFF	A	CITROEN UK LTD	£582,940.52

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CONTRACT/ TENDER REFERENCE	CONTRACT/TENDER TITLE	CONTRACT START DATE	ASSUMED CONTRACT EXPIRATION DATE	CONTRACT EXPIRATION DATE INC EXTENSIONS	MAXIMUM EXTENSION TO CONTRACT (YEARS)	CONTRACT PERIOD	CATEGORY A/B/C	SUPPLIER	ESTIMATED VALUE
<b>EDC/2023/3713</b>	PLAN ALPHA CRM RENEWAL	23/02/2023	23/02/2024	23/02/2024	N/A	1 YEAR	C	PLAN ALPHA SYSTEMS LIMITED	£62,500.00
<b>EDC/2023/3714</b>	CC4 REMOVAL IN REMAINING SCHOOLS	26/03/2023	28/03/2025	28/03/2025	N/A	2 YEARS	C	TRUSTMARQUE SOLUTIONS LTD	£86,400.00
<b>EDC/2023/3719</b>	JANITORIAL PRODUCTS (SXL 1222)	01/03/2023	28/02/2027	28/02/2027	N/A	4 YEARS	B	INSTOCK, UNICO LIMITED	£750,000.00
<b>EDC/2023/3722</b>	BEARSDEN PRIMARY SCHOOL - NEC PROFESSIONAL SERVICES CONTRACT	08/03/2023	31/01/2027	31/01/2027	N/A	4 YEARS	C	FAITHFUL + GOULD	£345,391.00
<b>EDC/2023/3735</b>	LENNOXTOWN HIGH PARK 3G PITCH & CHANGING PAVILLION PROFESSIONAL CONSULTANT SERVICES	16/03/2023	31/01/2024	31/01/2024	N/A	1 YEAR	C	FAITHFUL + GOULD	£55,310.00
<b>EDC/2023/3743</b>	AHIP2 SITES (previously EDC20213257)	29/03/2023	31/08/2026	31/08/2026	N/A	3 YEARS	C	HUB WEST SCOTLAND	£234,622.61
<b>EDC/2023/3745</b>	MILNGAVIE PRIMARY SCHOOL - NEC PROFESSIONAL SERVICES CONTRACT	29/03/2023	31/01/2027	31/01/2027	N/A	4 YEARS	C	FAITHFUL + GOULD	£233,014.00
<b>EDC/2023/3746</b>	TWECHAR OUTDOOR PURSUIT CENTRE AND AFFORDABLE HOUSING DELIVERY AGREEMENT	29/03/2023	30/05/2024	30/05/2024	N/A	1 YEAR	C	MORGAN SINDALL	£349,652.24
<b>EDC/2023/3747</b>	TWECHAR OUTDOOR PURSUIT CENTRE AND AFFORDABLE	29/03/2023	30/04/2026	30/04/2026	N/A	1 YEAR	C	FAITHFUL + GOULD	£271,059.00



	HOUSING PROFESSIONAL SERVICES								
<b>EDC/2023/3770</b>	CITY DEAL - GLASGOW CITY COUNCIL	18/07/2022	30/11/2024	30/11/2024	N/A	2 YEARS	B	GLASGOW CITY COUNCIL	£100,000.00

## Section 3 – Review of Regulated Procurement Compliance

The Council's internal Contract register contains details of contracts awarded above £16,500.

The Council's Procurement Strategy 2022-23 provided a clear framework to ensure its Procurement Activities supported all services to meet the Council's priorities. Progress continues within delivery of the strategy.

Number of Regulated Contracts Awarded	79
Awards from Non Council Frameworks	9
Total Estimated Value of Regulated Procurements	£92,843,579.79
% of Regulated Contracts awarded to SMEs during reporting period	49.37%
% of Regulated Contracts awarded to local suppliers	8.86%

Number of Contracts Awarded	174
Awards from Non Council Frameworks	11
Total Estimated Value of Procurements	£224,489,934.31

In addition, the Council makes awards from existing Council social care frameworks. It also utilises the National Care Home Contract to make awards above regulated procurement thresholds.

During the same period there were instances where alternative methods of procurement were used in line with Council Standing Orders (e.g. where there is only one potential supplier, where competition is absent for technical reasons, etc)

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

The Council's Procurement Strategy 2022-2023 set out how the regulated procurement would be undertaken in compliance with the Act and in support of Organisational objectives.

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework that ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council Standing Orders Relating to Contracts. Procedural requirements are set out in Scottish Government Procurement Journey (for general procurement best practice) and is covered within the Corporate Procurement Governance approach.

Throughout the reporting period, the Council's regulated procurements were monitored on an ongoing basis. This monitoring process consisted of reviewing the key supporting documents that underpin the legislative and governance framework including sourcing strategies, procedural documentation, and approval routing.

These combined processes work to ensure that regulated procurements are undertaken in compliance with the legal and procedural framework and, as a result, in compliance with the Strategy.

The reviews have also allowed the Corporate Procurement Team to identify the following potential improvement areas:

- There are further opportunities to secure economic and social sustainability outcomes from a council wide approach to contract management
- Digitalisation of transactional processes will support further development opportunities
- Continue to work with service teams on advance work plans which will allow increased opportunity to deliver best value from our regulated procurements
- Increase use of PIN's for regulated procurements to support advance planning
- Refresher training for roles with Procurement responsibility
- Updated training documentation to support lproc Self Service alignments
- Continue to develop our own Frameworks where appropriate to do so and to secure best value for East Dunbartonshire citizens and SME's
- Review of Health & Social Care Partnership Contracting & Governance processes
- Contract & Supplier Management alignments with the Business & Digital Change Team

The council is committed to ensuring that all suppliers who are awarded business are paid within 30 days. Prompt payment clauses requiring a 30 day payment term are embedded within contractual terms and conditions. During the reporting period, the council paid 92% of invoices within agreed timescales.

## Section 4 – Community Benefit Summary

Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for the annual report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report.”

Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000. However, community benefits are a key objective of the council’s Procurement Strategy for 2022 to 2023 and the Council’s own processes require that community benefits must be considered for inclusion in all requirements above £50,000. The delivery date for Community Benefits which were unachievable due to COVID-19 have been extended, work is ongoing to support delivery within contractual requirements.

Contract/tender reference	Contract/tender title	Supplier	Community benefits
EDC/2021/3220	City Deal – A803 Corridor Improvements – Design Team	Atkins Limited	Community Benefits are included. The supplier has agreed to provide 5 number Community Benefit Points from the Glasgow City Region City Deal (GCRCD) Community Benefit Menu.
EDC/2021/3284	Carriageway and Footway Resurfacing	J H Civil Engineering	The supplier has committed to providing Community Benefits in the form of - A choice of employment and recruitment - Skills and training opportunities - supply chain development including advertising SME opportunities related to this contract - Community engagement including improving economic social and environmental of the local community whether by financial means or providing improvements to existing infrastructures.
EDC/2021/3349	Scaffolding	Lot 1 – JR Scaffolding Services  Lot 2 – Clyde Scaffolding	Both Suppliers have committed to providing Community Benefits which include: - 1 apprenticeship - Poverty initiatives - Young person engagement - Educational support - Local sponsorship - Mentoring - Donation of materials and labour - Business monitoring & local supply chain.
EDC/2022/3357	Balmuildy Primary School New Build	Holmes Miller, Brown & Wallace, Atelier Ten, Cowal Design, Hub West Scotland (HWS)	The framework operates a points-based community benefits approach. The supplier must deliver a stated number of community benefit points depending on the value of work, this applies to spend over £25,000. Community benefits and outcomes will be

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			agreed with the supplier once the Framework is awarded.
EDC/2021/3374	School Estate – Boiler Replacement Supply and Installation (Phase 2)	Valley Group Ltd	The framework for Community Benefits approach was developed through the Scotland Excel (SXL) Energy Efficiency Contractors 1320 Framework.
EDC/2021/3379	Education Materials (SXL 1220)	Findel Education Ltd	Scotland Excel will work with members and suppliers to ensure that offered community benefits are measured and monitored throughout the lifetime for the framework. Delivered benefits will be based on the annual spend thresholds of supplier's cost provided for individual members. Due to East Dunbartonshire Council having an annual spend on this framework for 2022/23, this equates to 200 Community Benefit Points.
EDC/2021/3383	Installation of Kitchens and Bathrooms	MP Group UK Limited	MP Group will discuss and agree community benefits with the Council at regular Contract Management meetings – however they have provided an indicative list to be provided based on a £1m spend per annum as follows: -Work Experience Placements x2 -Supporting Curriculum activities in Primary Schools x2 -Sponsorship of Local Event, organisation or Initiative x1 -Providing support to a local Initiative designed to help those in poverty x1 -Mentoring Programme with Local SME x2
EDC/2022/3395	Food Waste Disposal	Scottish Water Horizons Ltd	Community benefits to be delivered as per the contract requirement for SXL Framework 0220 Organic Waste, Lot 1 Food Waste and will be based on level of spend.
EDC/2022/3396	Garden Waste Disposal	Forth Resource Management Ltd	Community benefits to be delivered as per the contract requirements for SXL Framework 0220 Organic Waste, Lot 2 Garden Waste and will be based on level of spend.
EDC/2022/3414	Waste Mobile Roller Packer	Bergmann Direct Ltd	Community Benefits for suppliers on SXL framework 1419 Waste Disposal Equipment, Lot 4 Roll Packers are monitored and tracked by SXL on a quarterly basis, and suppliers that have provided a commitment will be expected to deliver on these when a certain spend criteria has been reached.
EDC/2022/3427	EDLC Gym Equipment	Life Fitness (UK) Ltd	Community Benefits include: -7% rebate of the order value placed by EDLC (can be used to offset Halo)

## Annual Procurement Report 2022-2023

			<p>-Course on Diabetes highlighting the important role fitness and wellbeing can have for those with it.</p> <p>-Life Fitness would like to offer to pay for the cost of 100 concession, 3-month memberships for those who are financially struggling to afford to live and to stay healthy and exercise at their local EDLC venue. £24.70 x 3 months x 100 people = £7,410.</p>
EDC/2022/3429	B&B Accommodation for Homeless Households & Decant Tenants	Click Travel Ltd	The Crown Commercial Services Framework will allow EDC to continue to utilise local businesses.
EDC/2022/3503	East Dunbartonshire Council Bring Site Servicing	Biffa Waste Services Ltd	Biffa Waste Services Ltd (Biffa) would aim to provide a number of social, economic, and environmental benefits to East Dunbartonshire Council (EDC) through the duration of the contract. The specific initiatives and timescales of each proposed community benefit would be agreed in partnership with EDC following contract commencement. Biffa would aim to provide the following community benefits: Improving Education, Improving Employability and Economic Impact.
EDC/2022/3550/C	Fleet Replacement Programme – Compact Sweepers	AEBI Schmidt UK Ltd	<p>Community Benefits include:</p> <ul style="list-style-type: none"> <li>-Provide work experience programmes for students.</li> <li>-Can supply refuge bags to a local school/youth organisation in East Dunbartonshire area</li> <li>-Can provide 2 saplings to encourage cleaner air.</li> </ul>
EDC/2022/3557	Roadside Audit for 20MPH and Pavement Parking Exemptions	Jacobs UK Limited	Community Benefits will be delivered as per the requirements stated in SXL Framework 0820 Engineering and Technical Consultancy, Lot 2 – Transportation & Traffic.
EDC/2022/3654	City Deal – Westerhill Development Road – Lead Consultant (WDR) (BRR5) Contract 2	Arcadis Consulting (UK) Ltd	Community Benefits will be delivered following the approach under the Scape Framework.
EDC/2022/3656	City Deal – WDR & A803 – Transport Modelling	Systra Ltd	Community Benefits will be delivered following the approach under the SXL Framework.
EDC/2023/3563	Lennoxtown Main Street Improvement Project Feasibility Re-fresh	Atkins Limited	The framework operates a points-based community benefits approach. The supplier must deliver a stated number of community benefit points depending on the value of work, this applies to spend over £25,000. Community benefits and outcomes will be

## Annual Procurement Report 2022-2023

			agreed with the supplier once the Framework is awarded.
EDC/2022/3567	Electric Cars	Nissan Motor (GB) Ltd	Community Benefits will be monitored via Crown Commercial Services.
EDC/2022/3662	School Estates Phase 2 Boiler Replacement (Supply and Install) – Batch 2	Valley Group Ltd	The framework for Community Benefits approach was developed through the SXL Framework 1320 Energy Efficiency Contractors.
EDC/2023/3692	M365 Licensing	Phoenix Software Ltd	Community Benefits are to be monitored and delivered via the Crown Commercial Services framework.
EDC/2023/3711	38 x Small 5 Door Diesel Cars	Citroen UK Ltd	Community benefits will be monitored via the Crown Commercial Services framework.

## **Section 5 – Supported Business Summary**

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

The council’s Contract Standing Orders require consideration be given to inclusion of small to medium enterprises and supported businesses in relevant processes.

Expenditure to supported businesses during the financial year was:

Lady Haig’s Poppy Factory - £771.56



## Section 6 – Future Regulated Procurements Summary

Section 18(2)(f) of the Procurement Reform Scotland requires the annual report to include “a summary of the regulated procurements the authority expects to commence in the next two financial years”.

Future regulated procurements have been identified via the following means:

- Current contracts on the Council register that will expire and need to be extended or re-let over the next two years.
- New procurements identified via future work plans provided by Council service teams.
- New procurement identified via Capital Programming
- Anticipated Procurements that may be subject to revision

CONTRACT/TENDER TITLE	STATUS	ESTMATED CONTRACT VALUE
MICROASPHALT SURFACING	N/A	£571,200.00
IN-SITU CARRIAGEWAY RECYCLING	NEW	£96,739.00
TWECHAR OUTDOOR PURSUIT CENTRE	NEW	£50,000.00
SOCIAL WORK CASE MANAGEMENT SYSTEM	NEW	£1,425,776.25
CITY DEAL - STRATEGIC SERVICES - COST CONSULTANT	NEW	£34,881,000.00
CONSULTANCY SUPPORT NITHSDALE CRESCENT	NEW	£150,000.00
AFFORDABLE HOUSING INVESTMENT PROGRAMME (2021-2026) AHIP	NEW	£58,000,000.00
WESTERTON PRIMARY SCHOOL	NEW	£11,600,000.00
ROADS ASSESSMENT	NEW	£50,000.00
DIGITAL TELECARE	NEW	£450,000.00
EDUCATION ESTATE - FLAT ROOF & RWG	NEW	£8,000,000.00
COAL TAR FRAMEWORK	NEW	£2,000,000.00
EXTERNAL BUILDING FABRIC CONDITION SURVEY (9-15 LEDGATE)	NEW	£50,000.00
KELVIN TRIBS RIBA 1/2	NEW	£90,000.00
FIXED LINE AND WAN	RELET	£3,950,000.00
ESTATE MANAGEMENT	NEW	£100,000.00
LEISURE CENTRES & PPP- STATE DE-CARBONISATION	NEW	£250,000.00
LEISURE CENTRES & PPP- ESTATE DE-CARBONISATION	NEW	£250,000.00
YEAR END VALUATIONS	RELET	£125,000.00
CAMPSIE MEMORIAL HALL DESIGN AND COST PROPOSAL	NEW	£60,000.00
LGBT YOUTH 2023	RELET	£54,000.00
NETHERTON FARMHOUSE - GREENLEAF HOUSE LTD	NEW	£280,800.00
SOCIAL WORK CASE MANAGEMENT SYSTEM	NEW	£1,184,995.90
SEESAW FOR SCHOOLS RENEWAL	RELET	£80,000.00
COMMUNITY CARBON LITERACY PROGRAMME	NEW	£50,000.00
REPLACEMENT RCV'S	NEW	£1,970,000.00
ROAD FRAMEWORK	NEW	£25,000,000.00
ACTIVE TRAVEL HUB CONSULTANCY	NEW	£70,000.00

CAMPSIE MEMORIAL HALL DESIGN	NEW	£60,000.00
SLEEP SCOTLAND	NEW	£80,000.00
CLERK OF WORKS FOR HOUSING SITES	NEW	£230,000.00
LENNOXTOWN MAIN STREET IMPROVEMENT PROJECT DEVELOPED AND TECHNICAL DESIGN	NEW	£130,000.00
LENZIE PUBLIC HALL REFURBISHMENT	NEW	£3,500,000.00
MEADOW MAINTENANCE - CUT, LIFT AND DISPOSAL OPERATIONS	NEW	£75,000.00
GIFT CARD SCHEME CONTINUATION	NEW	£95,000.00
PEDESTRIAN ROTARY MOWER PLANT REPLACEMENT	NEW	£80,000.00
14 x FULLY ELECTRIC CARS	NEW	£350,000.00
CASTLEHILL PS FIRE ALARM REPLACEMENT	NEW	£80,000.00
NEC4 TRAINING	NEW	£89,894.00
2 X 26 SEAT BUSES	NEW	£200,000.00
12T RCV	NEW	£125,000.00
SCRAP WASTE SERVICES	NEW	£70,000.00
SPEECH AND LANGUAGE CONTRACT WITH NHS GREATER GLASGOW AND CLYDE	RELET	£317,296.00

## **Section 7 – Other Content for Consideration**

Local Authority budget constraints has had a substantial impact on the delivery of Organisational Services and ultimately corporate objectives.

Over the 2022-2023 Financial year, the Corporate Procurement team worked collaboratively across the Council, working in partnership with Health & Safety, Legal, Education Services, Environment, Assets, and the Health & Social Care Partnership to support contractual requirements, tender new/additional services, and embed demand management whilst enabling Business Critical spend controls through Procurement systems.

During the final Quarter of 2022-2023, the implementation of a new Financial Management System commenced, resources have been aligned to support this through the 2023/24 and 2024/25 financial years.

Recruitment and Retention remains a key risk, vacancies and availability of resource are areas for increased risk management and resource planning.

### Delivery of Improvements

As well as monitoring regulated procurements, delivery of the Corporate Procurement Strategy was managed via Team action planning and the Procurement Governance approach.

Key benefits delivered by these actions included:

- Updating process and procedures to comply with the requirements of the procurement rules and regulations
- Review of Council Contracting Orders to support the Strategy Objective
- Updated Contract Standing Orders to take cognisance of Commissioning restructure and service alignment within the Organisational Transformation Service Group
- 7,200 invoices processed electronically
- Supported Key Transformation Work streams to support Organisational efficiency and savings targets

### Complaints & Challenges

No formal complaints or challenges were received during 2022/2023

### Collaborative Working

The council participates in and accesses collaborative contracts to deliver efficiencies in revenue and processes.

Scotland Excel currently have 86 available Frameworks, of which the Council currently accesses 78.

Regulated Mini competitions & Call Offs from External Frameworks totalled £11,798,860.18 approx.

### Sustainable Procurement

The Procurement Team are working to support the Local Economic Recovery Plan, Climate Emergency Plan and Circular Economy Plan, work will continue to ensure alignment with legislation on how Procurement should support the net-zero carbon target and related requirements for emission savings, under the Organisational Strategy approach embedded within the Sustainable Procurement Duty.

Current Procurement processes facilitate that the Council must consider how we, through tendering, improve the social, environmental and economic wellbeing of Scotland. This will include the appropriate use and application of sustainability tests within relevant contracts.

## **8 – Annual Procurement Report Ownership & Contact Details**

The Council's Procurement Team are part of the Organisational Transformation Service which sits within the Education, Business & People Directorate.

The Procurement Team is responsible for the procurement of goods, works and services across all Council Teams, and also for procurement processes, procedures, strategies and policies to support Organisational objectives.

For further information on the contents within the report, please contact:

Corporate Procurement Manager  
Contact E-Mail  
Contact Telephone Number

Kirsty Chisholm  
[Kirsty.chisholm@eastdunbarton.gov.uk](mailto:Kirsty.chisholm@eastdunbarton.gov.uk)  
0141 574 5621

## Appendix 1 – Key Objectives Review

Section 18(2)(b) states that the annual report must include “a review of whether those procurements complied with the authority’s procurement strategy.”

Below are the key objectives identified in the EDC procurement strategy 2022-2023

Key Objective 1	Compliance from April 2022 to March 2023
<b>Governance &amp; Compliance</b>	
Ensure compliance with relevant policies, procedures and legislative requirements	<p><b>Compliant –</b></p> <p>Public Contracts Scotland portal is used for procurement activity over £16,500. The current list of regulated contracts are updated online quarterly.</p> <p>The annual procurement strategy is also publicly advertised on our website and PCS.</p> <p>The Procurement Strategy and Governance Framework embeds the legislative Procurement requirements within EDC.</p>
Contribute to the Council’s vision and to provide efficiencies	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council’s Procurement Strategy and Governance Framework is aligned to the Organisational Transformation Programme, working within the Organisational Transformation team implementing an efficient and effective procurement approach to supporting Organisational objectives and delivery of Transformation savings.</p> <p>The Procurement team also have representation on all relevant project Boards within the Capital Programmes and the City Deal Project to support Corporate and Scottish government objectives.</p>
Extend collaboration with other public bodies and suppliers	<p><b>Compliant –</b></p> <p>East Dunbartonshire Council is currently participating in 78 of the 86 Scotland Excel frameworks.</p> <p>In addition, EDC has participated in Scottish Government, CSS contracts, SPA, SCAPE &amp; HUB West Frameworks during the period of April 2022 to March 2023</p>

Key Objective 1	Compliance from April 2022 to March 2023
<p>Ensure key procurement staff are regularly updated with new legislation and changes to legislation</p>	<p><b>Compliant –</b></p> <p>Procurement Governance Framework provides Training and support to all employees involved in the procurement process, the PDR process supports training updates and staff development within the Workforce Strategy approach.</p>
<p>Embed a clear, informed , systematic, holistic and well-researched decision framework</p>	<p><b>Compliant –</b></p> <p>This is set out clearly in Procurement Strategy and Governance documentation and other documents published online. Relevant authorisations and approvals are built in to processes and systems to ensure transparency and stakeholder engagement are maintained throughout the process.</p> <p>Option Appraisals and Business Case authorisations are captured within our Project Governance approach, with Procurement representation embedded at Board membership level.</p>

Key Objective 2	Compliance from April 2022 to March 2023
Added Value & Best Value	
Support achievement of Organisational savings	<p><b>Compliant –</b></p> <p>The Corporate Procurement Team sit within the Organisational Transformation Service, supporting achievement of Transformational change and Business objectives of Services and the Council as a whole.</p> <p>The Procurement Governance approach ensures transparency and best value in support of Organisational savings.</p> <p>Procurement representation at Project Board level supports facilitation of information and decision making in relation to savings achievement.</p> <p>The implementation of Oracle Fusion will support ongoing activities.</p>
Provide a framework to achieve continuous improvement in procurement activity	<p><b>Compliant –</b></p> <p>The implementation of the Procurement Strategy &amp; Governance Framework works toward ensuring compliance and continuous improvement within Procurement process and procedures, lessons learned, escalations, and training opportunities ensure all employees involved in the Procurement process have the relevant knowledge and skills to ensure improvement features within the day-to-day activities.</p> <ul style="list-style-type: none"> <li>• Sourcing Strategies</li> <li>• Risk Management</li> <li>• Implementation Plans</li> <li>• Contract Management</li> <li>• Periodic Reporting</li> <li>• Sharing of Lessons Learned</li> <li>• Procurement Guidance Notes</li> <li>• Standardised Operating Procedure documentation</li> </ul>



Key Objective 2	Compliance from April 2022 to March 2023
<p>Ensure all supplies, services and works are procured in the most effective and efficient way to maximise and deliver best value to the council</p>	<p><b>Compliant –</b></p> <p>The Procurement Governance approach has supported the roll out and delivery of Procurement training and systems to support efficiency and effectiveness of the procurement process.</p> <p>Maximising the use of existing Cat A &amp; B contracts, incorporating market research in relevant regulated procurements, consideration of Lots for exercises above £50k and stakeholder engagement support the required processes to deliver best value to the council.</p>
<p>Regularly review spend data to ensure compliant contracts are in place for external spend, considering whole life costing where relevant and appropriate to balance cost, quality and sustainability</p>	<p><b>Compliant –</b></p> <p>iProc system controls ensure all spend is covered by the relevant Procurement Process and as such is facilitating contract compliance.</p> <p>The Contract Register and Wave plan are managed to ensure all contracts are managed within the relevant start/completion dates, engagement with Service Managers on upcoming projects and access to the Council's capital programme support forward planning and contract alignment.</p> <p>All regulated Procurements are carried out by the Corporate Procurement Team, ensuring that procurement professionals are overseeing the requirement to ensure that the appropriate balance of cost, quality and sustainability are embedded within all relevant contracts.</p> <p>The implementation of Oracle Fusion will support ongoing activities</p>
<p>Improve Contract &amp; Supplier Management approaches to ensure delivery of all benefits</p>	<p><b>Area for Development –</b></p> <p>A collaborative approach is taken between the Corporate Procurement Team, the Business &amp; Digital Development Team and the wider council departments for the management of contracts and suppliers/contractors.</p>

Key Objective 2	Compliance from April 2022 to March 2023
	<p>Contract &amp; supplier management is the responsibility of directorates leading the contract, monitoring is the responsibility of procurement with escalation points built in to support Contract Managers. This assists identification and management opportunities.</p> <p>The Corporate Procurement Team manage the Council's contract register and council wide contracts.</p> <p>A Contract &amp; Supplier Management Lead role was created within the Business &amp; Digital Development team. This supports an Organisational approach to Contract &amp; Supplier Management and embeds the relevant processes to ensure best value and achievement of efficiencies within the Council's contracts and in alignment to the Procurement Governance Framework. It is intended that this role will transition to the Corporate Procurement Team during 2023-2024.</p> <p>A revised Contract &amp; Supplier Management approach has been created and is currently in pilot stage with key services.</p> <p>Ongoing development of the Procurement Strategy and Governance Framework will deliver specific Contract and Supply Management training to those involved in the process moving forward.</p> <p>Relevant Stakeholders have already received training on PCS-T for evaluation and been involved in the development of KPI's to support the formalised approach to Contract and Supplier Management.</p> <p>The implementation of Oracle Fusion will support key aspects of Contract Management.</p>

Key Objective 3	Compliance from April 2022 to March 2023
<b>Support a Sustainable Economic Environment</b>	
<p>Embed sustainable and socially responsible purchasing to reflect the Scottish Model of Procurement</p>	<p><b>Compliant –</b></p> <p>Sustainability considerations are relevant throughout the whole procurement cycle, and take into account the whole life cost of products from design and manufacture through to disposal. Procurement Governance training covers the areas for consideration within the Procurement process and the relevant procedural documentation aligns.</p> <p>Sustainability Guidance documentation has been created to sit alongside the process documentation for consideration of Scotland's national Outcomes in tender opportunities.</p> <p>Procurement process and documentation supports this embedded approach, all regulated procurements are carried out by the Procurement Team to ensure compliance across all aspects of procurement Legislation.</p>
<p>Ensure as far as reasonably practical that payments to Suppliers and Contractors are made no later than 30 days after a valid invoice is presented</p>	<p><b>Compliant –</b></p> <p>The Accounts Payable team sits within the Corporate Procurement Structure to support payment improvement and align the purchase to pay process within one Service. Work is ongoing to further increase volume through e-invoicing, invoice scanning, data imports to deliver wider benefits and improvements.</p> <p>The implementation of Oracle Fusion will support ongoing activities</p>
<p>Continue to support and improve access to procurement opportunities for SME's, including local businesses, third sector bodies and Supported</p>	<p><b>Compliant –</b></p> <p>The Procurement Governance approach supports the inclusion of SME/Local/Supported businesses within the standard processes where legislatively permissible.</p>

Key Objective 3	Compliance from April 2022 to March 2023
	<p>A cross Organisation community benefit forum is also looking to improve LGBF KPI on Local SME spend through joint working and developing opportunities to support our local businesses.</p> <p>Opportunities have also been identified via the City Deal Project approach, work is currently ongoing to support Cenefits.</p> <p>Work is also in process to align existing practices within a Community Wish list approach, this will follow the work in progress at City Region level to streamline opportunities and support SME involvement and upskilling.</p> <p>The implementation of Oracle Fusion will support ongoing activities, with the inclusion of a Supplier portal to provide access to key information and ensure payment detail is readily available without contact with an EDC Officer.</p>
Support a cross organisational approach to community benefits	<p><b>Compliant –</b></p> <p>The Council is working on improving the approach to implementing Community Benefits by working strategically to realise opportunities for community benefits and target these opportunities. Ongoing work will ensure we keep improving on our current approach:</p> <ul style="list-style-type: none"> <li>• A Community Benefit Forum to share and make aware of upcoming tenders, providing opportunities for Community Benefits in their respective service areas. Membership of this Forum will be reviewed to ensure the most relevant people are involved.</li> <li>• The Forum will set up a system for sharing information to ensure there is always a list of Community Benefit Opportunities for Suppliers to be offered. For example, actions from relevant strategies will be detailed, Project Managers working with</li> </ul>

Key Objective 3	Compliance from April 2022 to March 2023
	<p>developers can report on Community Benefits Activity, and Procurement Advisers can provide information on upcoming tenders.</p> <ul style="list-style-type: none"> <li>• A Community Benefits scoring methodology has been embedded in the procurement approach</li> <li>• Drop-in sessions for local SME's will be established to provide direct and focussed opportunities to engage in the tender process</li> <li>• The use of Cenefits for City Deal projects is being considered for wider use across various council services.</li> </ul>
<p>Maximise the use of Community Benefits clauses in all appropriate contracts</p>	<p><b>Compliant –</b></p> <p>Community Benefits are required to be included in any public contract over the value of £2 million, in East Dunbartonshire, they are included in contracts over £50,000</p> <p>The relevant list of Community Benefits can be found in Section 5.</p> <p>The Corporate Procurement team issue all regulated contracts, ensuring inclusion of Community Benefit opportunities in all contracts where appropriate and securing additional value.</p>
<p>Simplify and facilitate procurement processes and procedures to support accessibility for all</p>	<p><b>Compliant –</b></p> <p>The Procurement Strategy and Governance framework directs the relevant legislative considerations for Procurement processes within the Council, this sits below the Council's contract Standing Orders and Administrative Scheme.</p> <p>Procurement Guidance Notes and standardised Operating Procedure documentation have been simplified to support accessibility for all.</p> <p>The implementation of Oracle Fusion will support ongoing activities</p>
<p>Embed sustainability and promotion of ethical working practices as best practice</p>	<p><b>Compliant –</b></p>

Key Objective 3	Compliance from April 2022 to March 2023
<p>within procurement processes and procedures</p>	<p>The Procurement Strategy and Governance Framework promotes the inclusion of ethical working practices within the roles and responsibilities of those who have responsibility for Procurement activity.</p> <p>Standardised documentation includes the requirement to embed the relevant processes at the relevant points in all processes/procedures. These support Scotland's National Outcomes and Indicators</p> <p>All regulated Procurement activity is carried out by the Corporate Procurement Team.</p>

## Appendix 2 – Scotland Excel Framework Spend

Contract	Start date	End date	2022/23	New Total
Asbestos related Works and Services (2418)	01/07/2019	30/09/2023	£228,604.47	£991,863.00
Audio Visual (0618)	01/04/2019	31/03/2023	£87,549.34	£359,933.00
Care & Support (1318)	01/04/2020	31/03/2024	£17,139,364.00	£29,423,381.00
Care Homes for Adults LD Inc Autism (1918)	11/10/2019	15/08/2023	£55,934.32	£91,038.00
Catering Sundries (1919)	01/08/2020	31/07/2024	£27,175.92	£54,988.00
Children's Residential (1121)	01/10/2022	30/09/2028	£782,950.74	£782,950.74
Children's Residential (0517)	01/05/2018	30/08/2022	£1,839,360.00	£14,675,919.00
Cleaning Equipment (1818)	01/05/2019	30/10/2023	£12,349.07	£108,906.00
Commercial Catering Equipment (1118)	01/11/2018	31/10/2021	£1,054.00	£14,089.00
Demolition and Deconstruction (1119)	01/08/2020	31/07/2022	£108,475.00	£138,967.00
Domestic Furniture and Furnishings (2019)	01/03/2021	31/01/2025	£510,077.07	£977,967.00
Education And Office Furniture (0620)	01/09/2021	31/08/2025	£33,754.82	£34,378.00
Education Materials (1220)	25/08/2021	31/07/2025	£325,656.51	£329,799.00
Electrical Materials (0919)	01/04/2020	31/03/2024	£0.00	£2,022.00
Energy Efficiency Contractors (1320)	16/02/2022	31/01/2025	£1,521,878.00	£1,521,878.00
Engineering and Technical Consultancy (0820)	18/03/2021	17/03/2025	£250,799.33	£250,799.33
First Aid Materials (1022)	09/01/2023	08/01/2027	£2,319.45	£2,319.45
First Aid Materials (1018)	01/10/2018	30/09/2022	£2,736.42	£63,997.00
Fostering and Continuing Care Services (1020)	01/07/2021	30/06/2024	£744,811.72	£1,277,563.00
Fresh Bread, Rolls & Bakery Products (0419)	01/10/2019	30/09/2023	£24,838.15	£25,131.00
Fresh Fruit & Vegetables (1019)	01/04/2020	31/03/2024	£152,544.16	£285,695.00
Fresh Meat, Cooked Meats & Fresh Fish (0118)	01/10/2018	30/09/2022	£174,348.54	£596,057.00
Frozen Foods (1120)	18/04/2022	31/03/2026	£704,177.98	£704,177.98
Groceries & Provisions (1219)	01/05/2020	30/04/2024	£818,128.66	£1,806,708.00
Grounds Maintenance Equipment (0918)	01/03/2019	30/11/2023	£15,620.00	£105,220.00
Heavy Vehicles (0321)	02/03/2022	31/12/2025	£165,918.00	£165,918.00
Janitorial Products (1218)	01/03/2019	28/02/2023	£467,778.71	£2,353,847.00
Library Books & Textbooks (0617)	01/02/2018	31/01/2022	£22,765.43	£985,168.00
Library Books And Textbooks (0921)	01/08/2022	31/07/2026	£70,601.55	£70,601.55
Milk (0521)	01/03/2022	28/02/2026	£118,846.41	£118,846.41
Musical Instruments (1321)	25/03/2022	30/11/2025	£45,274.44	£45,274.44
Organic Waste (0220)	14/07/2021	30/06/2025	£75,929.04	£129,929.00
Outdoor Play and Sports Facilities (0420)	28/11/2022	31/08/2024	£5,345.00	£5,345.00
Outdoor Play Equipment and Artificial Surfaces (0215)	01/05/2017	12/03/2021	£0.00	£2,048,617.00
Personal Protective Equipment (0416)	01/05/2017	28/02/2021	£0.00	£1,768,574.00
Plumbing And Heating Materials (2318)	09/12/2019	30/11/2023	£929.65	£1,836.00
Power Tools (0218)	17/06/2018	12/06/2022	£0.00	£628.00

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PPE Inc Workwear and Pandemic Recovery Items (0621)	01/06/2022	31/05/2026	£30,882.50	£30,882.50
Recyclable & Residual Waste (2717)	11/02/2019	10/02/2026	£101,660.96	£190,885.00
<b>Contract</b>	<b>Start date</b>	<b>End date</b>	<b>2022/23</b>	<b>New Total</b>
Recyclable & Residual Waste (2717b)	11/02/2019	10/02/2026	-£5,203.07	-£8,312.00
Recycle And Refuse Containers (0721)	17/01/2022	08/12/2025	£209,081.97	£253,640.00
Road Maintenance Materials (3017)	17/09/2018	31/08/2022	£15,168.21	£48,203.00
Road Signage Materials (1418)	01/12/2018	30/11/2023	£0.00	£13,104.00
Salt for Winter Road Maintenance (1521)	01/11/2022	31/10/2026	£53,853.65	£53,853.65
Salt for Winter Maintenance (2917)	01/07/2018	30/06/2022	£202,786.51	£982,057.00
Secure Care Services (0219)	01/04/2020	31/03/2024	£189,703.00	£640,543.00
Security Services and Cash Collection (0719)	01/12/2019	15/08/2023	£0.00	£775.00
Sheriff Officers (0619)	01/12/2019	30/11/2023	£10,744.85	£10,744.85
Social Care Agency Workers (2017)	01/08/2018	31/07/2022	£0.00	£733.00
Street Lighting Materials (2617)	01/10/2018	31/07/2021	£4,626.14	£110,897.00
Technology Enabled Care (3117)	01/01/2019	30/06/2023	£119,747.19	£387,410.00
Trade Materials (0717)	17/02/2018	16/02/2022	£5,245.58	£7,454.00
Tyres (0221)	21/02/2022	31/12/2025	£135,603.23	£135,603.23
Vehicle And Plant Hire (0121)	01/05/2022	20/02/2026	£622,381.97	£622,381.97
Vehicle Parts (0720)	26/05/2021	31/03/2024	£124,994.49	£243,029.00
Vehicle Purchase RM6060 (0201)	02/12/2018	01/12/2022	£0.00	£524,850.00
Washroom Solutions and Sanitary Products (3217)	01/10/2018	30/09/2022	£136,063.11	£614,007.00
Washroom Solutions and Sanitary Products (0122)	01/10/2022	30/09/2026	£129,395.50	£129,395.50
Waste Disposal Equipment (1419)	01/04/2020	31/03/2024	£104,563.50	£121,539.00
Water Coolers (2021)	01/08/2022	06/07/2026	£6,571.56	£10,690.00
<b>Total</b>			<b>£28,735,766.75</b>	<b>£67,444,696.60</b>



## Appendix 3 – Scottish Government Framework Spend

Contract	Supplier	2022-23	Total
IT Consumables (2016)	Banner Group Ltd	£606.74	£9,704.14
Natural Gas	Total Gas & Power Ltd	£2,329,308.58	£8,457,098.10
Fixed Telephony (2014)	Vodafone	£537.15	£549,450.44
Temporary and Interim Staff - Catering/Manual West	ASA INTERNATIONAL	£0.00	£2,827.13
Temporary and Interim Staff - Interim Professionals	Parity Professionals Limited	£0.00	£180,547.57
General stationery and office paper (2016)	Lyreco UK Ltd	£166,136.82	£1,269,626.27
Office Equipment - Multi-functional Devices & Services	Xerox (UK) Ltd	£392,570.09	£2,145,621.33
Postal Services - Ad-hoc and hybrid mail (2016)	Royal Mail Group	£152,717.49	£355,702.00
Postal Services - Scheduled/Regular Bulk Mail (2016)	Royal Mail Group	£0.00	£426,285.47
Server Maintenance Framework	Maindec Computer Solutions Limited	£0.00	£15,762.12
Web Based & Proprietary Client Devices	XMA Limited	£0.00	£435,383.07
Mobile Client Devices	Hewlett Packard UK Ltd	£168,253.49	£1,830,817.20
National Framework for Tablet Client Devices	XMA Limited	£0.00	£395,194.66
National Framework for Tablet Client Devices	Xerox (UK) Ltd	£0.00	£144,460.00
IT Peripherals (2018)	Computacenter	£80,102.29	£690,781.14
Software - Value Added Reseller (VAR)	Softcat	£730,541.92	£1,038,714.56
Electricity 2019	EDF Energy Ltd	£3,589,134.62	£11,610,855.16
Print And Associated Services 2019 - litho/ digital print services	21 Colour Limited	£0.00	£1,291.00
Print And Associated Services 2019 - litho/ digital print services	Barr Printers Limited	£0.00	£6,064.00
Print And Associated Services 2019 - litho/ digital print services	J Thomson Colour Printers Ltd	£3,142.00	£9,610.00
Provision Of Admin, Catering & Manual Staff Services – South Region	ASA INTERNATIONAL	£17,265.87	£159,252.99
Provision Of Admin, Catering & Manual Staff Services – South Region	Blue Arrow Ltd	£27,029.42	£76,870.42
Provision Of Admin, Catering & Manual Staff Services – South Region	Pertemps Recruitment	£16,121.66	£256,253.14
Provision Of Interim Professional Staff Services – National	ASA INTERNATIONAL	£0.00	£160,305.76

<b>Contract</b>	<b>Supplier</b>	<b>2022-23</b>	<b>Total</b>
Provision Of Interim Professional Staff Services – National	HARVEY NASH PLC	£0.00	<b>£16,046.00</b>
Provision Of Interim Professional Staff Services – National	Pertemps Recruitment	£34,809.28	<b>£114,555.99</b>
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£74,201.37	<b>£498,650.37</b>
Liquid Fuel - Scotland Central (2019)	Scottish Fuels	£966,343.44	<b>£2,961,199.27</b>
Web Based & Proprietary Client Devices 2019	XMA Limited	£160,920.22	<b>£324,200.27</b>
Water and Waste Water Services (2020)	Business Stream	£784,406.03	<b>£2,301,744.08</b>
Mobile Voice & Data Services (2020)	Vodafone	£240,114.20	<b>£306,882.20</b>
Postal Services - One Stop Shop (2020)	Royal Mail Group	£80,683.96	<b>£224,550.96</b>
Workstation Client Device Framework	XMA Limited	£0.00	<b>£53.00</b>
Technology Peripherals and Infrastructre	Computacenter	£79,594.80	<b>£79,594.80</b>
Media Services Framework 2021 (3rd generation) - Lot 1	Precise Media Monitoring Ltd	£0.00	<b>£0.00</b>
Media Services Framework 2021 (3rd generation) - Lot 2	Precise Media Monitoring Ltd	£0.00	<b>£0.00</b>
<b>Total</b>		<b>£10,094,541.44</b>	<b>£37,055,954.60</b>

## Appendix 4 – Annual Procurement Report Template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	East Dunbartonshire Council
b) Period of the annual procurement report	2022-23
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? ( <i>Yes / No</i> )	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	79
b) Total value of regulated contracts awarded within the report period	£92,843,579.79
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	126
i) how many of these unique suppliers are SMEs	79
ii) how many of these unique suppliers are Third sector bodies	15
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	79
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</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.	4
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community	2

Benefit Requirements.

c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements

19

**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 (Each contracting authority sets its own priority groups)

0

e) Number of Apprenticeships Filled by Priority Groups

0

f) Number of Work Placements for Priority Groups

0

g) Number of Qualifications Achieved Through Training by Priority Groups

0

h) Total Value of contracts sub-contracted to SMEs

0

i) Total Value of contracts sub-contracted to Social Enterprises

0

j) Total Value of contracts sub-contracted to Supported Businesses

0

k) Other community benefit(s) fulfilled

See Table

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.

79

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.

39

c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.

39

## 6. Payment performance

a) Number of valid invoices received during the reporting period.	88,861»
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	92%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	79
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

## 7. Supported Businesses Summary

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:	£771.56
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£771.56

## 8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£224,489,934.31
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£67,178,374.09
c) Total procurement spend with third sector bodies during the period covered by the report.	£33,165,535.34
d) Percentage of total procurement spend through collaborative contracts.	3.65%
e) Total delivered cash savings for the period covered by the annual procurement report	£1,253,403.59
f) Total non-cash savings value for the period covered by the annual procurement report	£20,914.00

## **9. Future regulated procurements**

- a) Total number of regulated procurements expected to commence in the next two financial years
- b) Total estimated value of regulated procurements expected to commence in the next two financial years

43

£156,321,701.15