

# annual procurement report

2020 - 2021

Sustainable procurement - making a real difference



# CONTENTS

|   |    |
|---|----|
| Introduction  | 3  |
| Strategic Themes  | 4  |
| Commercial & Commissioned Services Team COVID Response                          | 5  |
| Business Grants   | 5  |
| Support Payments  | 5  |
| Social Care Provider Financial Support  | 5  |
| PPE   | 6  |
| Payment Performance   | 7  |
| Section 1 – Summary of Regulated Procurements completed during the period       | 9  |
| Section 2 – Review of Regulated Procurement Compliance                          | 10 |
| Overall Assessment  | 10 |
| Section 3 – Community Benefit Summary   | 12 |
| Section 4 – Supported Business and the Third Sector Summary                     | 15 |
| Section 5 – Future Regulated Procurements Summary                               | 16 |
| Glossary/Procurement Terminology  | 19 |
| Appendix 1 - Sustainable Procurement Charter                                    | 20 |
| Appendix 2 – Regulated Procurement  | 21 |
| Category A Scottish Government Framework Agreements – Contract Award/Spend      | 21 |
| Category B Scotland Excel Framework Agreements – Contract Awards/Spend          | 22 |
| Category C Contract and Framework Awards  | 24 |
| Social Care & Health Contracts  | 27 |
| Appendix 3 - Contracts awarded during the period with Community Benefit Clauses | 28 |
| Annual Report Ownership   | 30 |

# INTRODUCTION

This annual procurement report has been prepared to meet the requirements of the Procurement Reform (Scotland) Act 2014, and throughout we will demonstrate how our performance and achievements during the period meet both the strategic direction set by the organisation and all relevant procurement legislation. This report covers the period 1st April 2020 to 31st March 2021.

In 2017, a new [Commercial and Commissioned Services Strategy 2018-2023](#) (CCSS) was delivered to achieve the strategic procurement ambitions of Scottish Borders Council. By embedding a sustainable approach into the strategy themes and objectives we aim to make a real difference and positively influence the outcome of our procurement activities.

In February 2018 a new Corporate Plan for 2018-2023 called 'Our Plan and Your Part in it' was approved at Council. It set the direction for the next five years to:

- Make the most of the new opportunities we now have
- Tackle the challenges we face
- Take account of what our new Administration want to achieve
- Ensure we respond to national policies and other statutory requirements

The plan is structured across four key themes:

- Our Services for you
- Independent Achieving people
- A Thriving Economy with opportunities for everyone
- Empowered vibrant communities

In June 2021, a Corporate Plan Refresh document was approved by Council. An accompanying report proposed that the Refresh Document should serve as a framework for future engagement around a new Corporate Plan for the period 2023-2028 and that an annual review of the Corporate Plan should be undertaken as an essential element of ensuring that it continues to be relevant and responsive to change.

Our current procurement strategy also covers the period 2018 -2023 and so will be revisited during 2022 with a view to renewing for 2023-2028. In the meantime, the CCSS strategy has been reviewed to ensure the ongoing direction of procurement remains in line with [Our Plan and your Part in it](#).

# STRATEGIC THEMES

The CCSS strategy focuses on a number of key themes and objectives. Despite the challenges of the pandemic, these aims continued to underpin our team activities during 2020/21.

|   | Theme  | Objective  |
|---|--|--|
| 1 | Support our local market and the economy                         | to grow the Councils local supply base to increase the proportion of Council spend within the area |
| 2 | Deliver sustainable, flexible and innovative procurement         | to capture opportunities while balancing priorities  |
| 3 | Identify effective and efficient procurement policy improvements | to maximise the benefit from the investment in technology through the new ERP system               |
| 4 | Deliver added value through savings and benefits                 | to make a positive and measurable impact through procurement opportunities                         |
| 5 | Develop commercial awareness across the organisation             | to benefit from a commercial approach to key supplier and partner relationships                    |

# COMMERCIAL & COMMISSIONED SERVICES TEAM COVID RESPONSE

This report brings to a close what has been a very difficult year for the Council and each member of the CCS team. Despite the challenges the pandemic has brought, our group has delivered a superb service to colleagues and to the community across many different areas of COVID support to businesses and individuals. The key areas of support provided are noted below.

## Business Grants

- Within days of the first lockdown in March 2020, and while working closely with Business Gateway, the team developed a process to facilitate the payment of business support grants. This process was further enhanced during the following months, with the Customer and Communities team taking over the administration of applications from Business Gateway
- A number of colleagues from our team were initially deployed to support the efficient and effective administration of business grant support applications
- The process built to create payments to businesses also delivered a series of complex reports to the Scottish Government. This work is continuing while the country exits from the pandemic

## Support Payments

- The Payments team (with critical support from colleagues in Systems Admin) made payments of business grants and other financial support in excess of £70 million
- Specific supplier funding support to sustain key services was provided to critical providers, including £1.13m to Early Years Providers and £1.23m to Transport Operators
- Other funding of £2.1m has been paid to individuals and others via hardship, children's and childcare support schemes

## Social Care Provider Financial Support

- The Social Work Contracts team developed guidance and materials to facilitate the payment of in excess of £1.5m to support the long term sustainability of our key social care providers
- The team worked hard to ensure the provision of data from Care Providers to the Council and NHS to facilitate quick decision making during a fast changing environment
- The team continues to support providers with efficient and effective communication of guidance as it changes with each phase of the pandemic with some support currently anticipated to be provided until the end of the 2021/22 financial year

## PPE

- In this last financial year the total spend for PPE has increased by 357% with a total spend in excess of £1.2m for the period
- A dedicated cross functional team was created to consider the sourcing, supply and distribution of PPE and cleaning materials across all services of the Council. Working with colleagues a profile of the anticipated PPE demands was developed applying up to date market intelligence from suppliers and product availability, to ensure that Council employees had access to suitable PPE to safely perform their roles
- The team worked closely with Scotland Excel to support this increased activity and demand by ensuring suppliers were able to respond to our needs as effectively as possible during these challenging times
- The Council also worked with the Scottish Government and NHS Shared Services Procurement teams. The provision of PPE for Healthcare settings and Care Staff was co-ordinated through a service operated by NHSS providing PPE for those working in a Health or Social Care setting

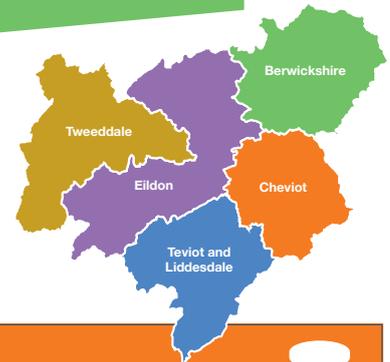
# PAYMENT PERFORMANCE

Despite the challenges and substantial increase in the volume of payments relating to the above, excellent progress has continued during 2020/21. The full year average of the two indicators is noted below:-

- 95% of invoices paid within 30 days
- 98% of invoices paid electronically

This level of performance compares very positively when reviewed against the Local Government Benchmarking Framework all Scotland average figure of 91.72% (latest available data comparison period 2019/20).

# SCOTTISH BORDERS PROFILE



## Key procurement Statistics 2020/2021

|   |  |  |
|---|--|--|
| <b>COUNCIL SPEND</b><br><b>£178,830,146</b>                       | <b>REGULATED CONTRACTS</b><br><b>103</b> | <b>VALUE OF REGULATED CONTRACTS</b><br><b>£110,273,452</b> |
| <b>MICRO/SMALL/MEDIUM SIZE ENTERPRISES</b><br><b>£106,355,721</b> | <b>ACTIVE SUPPLIERS</b><br><b>2,114</b>  | <b>PURCHASE ORDER TRANSACTIONS</b><br><b>31,845</b>        |

### Scottish Borders Council

Frameworks

**£11.4m** Spend in the last 12 months

**£94.5k** Estimated savings in the last 12 months

**5** Local suppliers on live frameworks

**£1.2m** Spend with local suppliers through our frameworks

Participating in **63** frameworks

**72** Available frameworks

Amounts to **88%** participation

The Scotland Excel Academy  
<https://academy.scotland-excel.org.uk/>  
Learning and Development opportunities available

Community Benefits

**£8.5k**  
Charity/community initiatives

Framework information at Q4 2020/21; estimated savings figure does not include social care service frameworks; community benefits for Oct 20 – Mar 21

## SECTION 1

# Summary of Regulated Procurements completed during the period

This section provides a record of the regulated procurement processes (any procurement with a value equal to or more than £50,000 for goods and services or £2M for works contracts) completed during 1st April 2020 – 31 March 2021. Regulated procurement activity is governed by the rules set out within the Procurement Reform (Scotland) Act 2014.

### Total Regulated Procurement Expenditure for period

| Number of Contracts | Category A (Scottish Procurement) | Category B (sectoral) | Category C (Local) | Total Value  |
|---------------------|-----------------------------------|-----------------------|--------------------|--------------|
| 103                 | £7,690,724                        | £9,495,426            | £93,087,302        | £110,273,452 |

Full details relating to each contract is provided in **Appendix 2**.

An example dataset is shown below.

| Reference | Supplier Name  | Subject Matter | Start Date | End Date | Contact Value |
|-----------|----------------|----------------|------------|----------|---------------|
| SP-17-004 | EDF Energy Ltd | Electricity    | 01/04/20   | 31/03/21 | £2,642,668    |

## SECTION 2

# Review of Regulated Procurement Compliance

### Overall Assessment

In common with previous years, compliance of our regulated procurement activities remains in line with the CCSS strategy aims and objectives and is achieved through the robust Council governance provided by Procurement and Contract Standing Orders and Financial Regulations.

Procurement services continue to be delivered by a centralised Commercial and Commissioned Services team, which facilitates and enables a strategic corporate approach to all requirements. The team applies our organisational values of fairness, equal treatment and openness to all that we do.

Each regulated procurement activity is reviewed to determine if and how it might contribute to the achievement of the Councils wider objectives. This review is carried out in full partnership with the contract owner through the development of a project procurement strategy. The detail contained in this document is used to develop and determine the most appropriate procurement route while considering sustainability and added value opportunities.

To meet the objectives of our strategy we actively utilise a variety of best practice tools, mechanisms and approaches. These are supported by operational process and procedures in line with corporate policy. A selection of these methods is noted below.

### The Procurement Journey/Public Contracts Scotland (PCS) /PCS-Tender

The use of this suite of national procurement tools facilitates best practice and consistency across all our activity by bringing together each of the steps involved in procurement.

### Sustainable Procurement Duty

The Council policy '*Adding Value to the Community through Procurement*' has been embedded into the procurement strategy to ensure every procurement project is considered for additional opportunities such as community benefits. Section 3 of this report summarises the positive outcomes from this policy.

In line with the policy and other strategy commitments, we have developed a Sustainable Procurement Charter. This is provided at Appendix 1. The charter lays out each of our principles, standards and the expectations for suppliers who would like to work with us.

## Fair Working Practices

Scottish Borders Council is an accredited Living Wage employer. The accreditation recognises the Council's commitment to paying all directly employed and regular third-party contracted staff the real Living Wage.

## Contract Register

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

## Procurement & Commercial Improvement Programme

The most recent assessment of the Procurement & Commercial Improvement Programme (PCIP) resulted in a total score of 78%, placing us in the top F1 Band and ahead of the Scottish local authority average. Consideration of the approach to future assessment is underway, noting the challenges of COVID-19 across the public sector in Scotland.

## Collaborative Procurement

Collaborative frameworks are utilised wherever possible, particularly through our shared service Scotland Excel as can be noted from the image below. Other collaborative opportunities include Crown Commercial Services, ESPO and other public sector based organisations. Regional collaboration is undertaken with neighbouring authorities such as City of Edinburgh, Midlothian and East Lothian Councils.

## SECTION 3

# Community Benefit Summary

### Background

The Council has a well-established 'Adding Value to Communities through Procurement Policy'. This can be found on page 12 of the CCS strategy. Community benefit clauses (CBCs) are considered for every contract with an estimated value exceeding £50,000 with a clear process in place to ensure proportionate and appropriate application, particularly for regulated procurement activity.

Our CBCs include minimum requirements which are developed with consideration of the type, value and duration of the contract. Bidders must meet or, as appropriate, go further than the minimum requirements and explain how they intend to deliver the benefits they commit to. The quality and ambition of the proposed delivery plan is evaluated with the score making up a suitably weighted element of the final outcome.

In this reporting period 39 contracts included community benefit requirements, covering a range of services including construction, mental health, social care, specialist consultants and energy efficiency activities.

### Summary of Community Benefits delivered during the reporting period

| Type of Community Benefit                                | Number delivered |
|--|------------------|
| <b>Employment &amp; Skills Activity</b>                  |                  |
| a) Jobs Created / New Employment Opportunities           | 35               |
| b) Apprentices – Starts                                  | 2                |
| c) Apprentices – Existing                                | 3                |
| d) Apprentices – Completions                             | 1                |
| <b>Training &amp; Work Experience</b>                    |                  |
| a) Work Experience Placements (16 plus years)            | 6                |
| b) Work Experience Placements - Employability programmes | 5                |
| <b>Support Activities Education</b>                      |                  |
| a) Education No. of Participants                         | 1593             |
| b) Education Support Activities - Schools                | 24               |
| c) Education Support Activities - Colleges               | 1                |
| <b>Community Engagement Events/Activity</b>              |                  |
| a) Engagement with Community Groups                      | 397              |
| b) Supporting Community Projects/Events                  | 26               |
| c) Sponsorship Activity                                  | 19               |
| d) Donation of materials                                 | 7                |

# Case Study - Hawick Flood Protection Scheme

In May 2020, the Council appointed McLaughlin & Harvey Ltd (MCL&H) as the main works contractor delivering the Hawick Flood Protection Scheme. The Scheme will take forward a series of flood protection measures in Hawick town centre which will protect over 900 business and residential properties against the effects of the 1 in 75 year flood event in the River Teviot. With a contract value of £50m, it is one of the largest works procurement projects taken forward by the team.

The works comprise around 6km of flood defence walls and embankments, new culverts, surface water pumping stations, a waste water treatment works pumping station, replacement of 3 footbridges and the provision of new landscaping and reinstatement of the riparian corridor – the extent of these works makes this project one of the largest flood protection schemes in the UK.

Part of the tender requirement was for the successful Contractor to deliver a large range of community benefits. Since commencing on site in July 2020 excellent community benefits have already been delivered including;

- 59 employment opportunities to date including apprenticeships and work experience placements
- 44% of the workforce are from the Hawick area
- Educational activities across schools, some of which were carried out virtually due to the pandemic
- Maximising spend with Borders businesses - currently >£1.2million of sub contract activity spent with numerous local businesses
- Engaging and supporting Community Groups and Community Projects or Events including local sponsorships and donation of materials to local groups, some examples of these community engagement projects that make a big difference are shared below
- Further community benefits will be delivered as the project works towards completion in 2023

## Return to Hornshole vegetation clearance project



As part of the commitment to the Return to Hornshole Project, MCL&H organised for their Traffic Management Team to organise advance courtesy notices of a lane closure on the B968 and on-site Traffic Management presence to ensure safe working for the Hawick Volunteers clearing vegetation at the historical location of Hornshole.

## Case Study - Hawick Flood Protection Scheme (cont'd)

### Educational Engagement – Wiggly Worms Nursery



'Wouldn't it be great if some of the nursery children entered the construction industry in later years and became the leaders or designers of future infrastructure projects? I very much hope that is indeed the case and welcome continued partnership with the excellent Wiggly Worms team'

*Yvonne Gilfillan, MCL&H*

# 'Magnificent effort' from flood firms in emergency

By **HILARY MACTAGGART**  
news@thehawickpaper.co.uk

Flood defence contractors McLaughlin & Harvey has been highly praised for its tireless efforts during the weekend's heavy rainfall.

"They were magnificent all weekend with hundreds of tons of sandbags deployed to all areas," said flood group chairman Stuart Marshall.

"They had an army of staff on hand to deal with any eventuality which was hugely reassuring.

McLaughlin & Harvey, with sub-contractors Campbell Contracts and RJT Excavations, had worked a full week on the HFPS construction works before preparing and siting temporary flood defences.

Project director Conor Price commented: "We are thankful for McLaughlin & Harvey's efforts at the weekend and on Tuesday evening during the flood warnings.

"The scheme is mid-construction so flood protection is not yet in place across the town.

"Where existing walls have been taken down to progress construction of

the new flood defences, these were bolstered with carefully aligned ton bags of sand to provide the same level of protection prior to construction beginning.

"The project team is in constant contact with Scottish Borders Council's emergency planning team during flood events and co-ordinate through to McLaughlin & Harvey so protection measures can be put in place in advance."

McLaughlin & Harvey project manager Robin Erskine added: "This is the first flood warning we have had to deal with since commencing works eight months ago.

"We closely monitor the weather and river levels on a daily basis.

"Although, the flood warning for Hawick was only issued late last Friday afternoon, we began implementing our flood emergency action plan that morning.

"We instructed our subcontractors to start preparing for potential flooding by protecting our works areas with temporary flood defences – in particular, the areas where existing flood



Rising river levels on the Teviot were causing concern at the weekend

walls have been demolished to construct the new flood defence structure.

"Work continued into Friday afternoon and we remained on site with our emergency response team late into the evening to monitor river levels until these had peaked early on Saturday morning.

"Our team returned to further bolster some of the temporary defences on Commercial Road, but it was clear the worst of the weather had passed and river levels would not exceed the peak of Saturday morning. A flood

alert from Thursday escalated to a flood warning.

"Teatime on Friday was particularly alarming as both the Teviot and Slitrig rose several feet in an hour-and-a-half," continued councillor Marshall. "Calls were soon coming from concerned residents in Mansfield Road and Duke Street which is understandable given ongoing flood scheme works."

A call was received at 10.30pm to close lower Mansfield Road where the Teviot had burst its banks.

Fifteen minutes later came calls from "nervous business owners" along Commercial Road, who were reassured by the contractor.

"By 11.05pm there were reports of vehicles trying to navigate closed-off areas at Lower Mansfield and Overhall to Martin's Bridge, which was complete madness and downright dangerous.

"During the evening, calls were coming in regarding the Slitrig and Crowbiers area and apparently no warnings were received by some residents – a matter for SEPA to address.

"There was a huge sigh of relief when at 11.50pm we received notice the Teviot had

peaked "bank full" and the Slitrig was expected to follow suit within the hour."

A BEAR Scotland spokesperson said: "The A7 near Fiddleton was closed at approximately 9.15pm on Saturday after it was blocked by mud washed onto the road.

"We cleared the blockage and had reopened the road by 3am on Sunday, under temporary traffic lights for safety.

"Our geotechnical engineer will revisit the site later this week to check there are no further issues before removing the traffic lights.

Newcastleton Community Council chairman Greg Cuthbert said the Newcastleton flood scheme should be "brought forward or temporary preventative measures put in place so residents can sleep easier.

"We are now over a year from the catastrophic events of last year and some have still not returned to their homes.

"We hope a way can be found to give us some respite before this time next year.

"Our resilience teams were out in force on Friday until the small hours and again as needed. We could not get through this without them."



McLaughlin & Harvey staff get to work sandbagging in Commercial Road

'The Hawick Paper' edition 26th February 2021 (E-version)

## SECTION 4

# Supported Business and the Third Sector Summary

The development of every contract strategy considers the involvement of supported business or social enterprise as a delivery option and, as appropriate, we utilise the Scottish Government Supported Business Framework or our local providers to consider innovative ways of ensuring supported business and social enterprises have the opportunity to work with us.

The Council works closely with Scottish Borders Social Enterprise Chamber (SBSEC) to encourage supported business and other third sector organisations to access Council contract opportunities. This active role allows us to keep members updated with contract and community benefit opportunities.

The Council will continue to look for opportunities for supported businesses, investigating all procurement avenues to identify appropriate providers and matching them with our contract opportunities. Community benefit clauses also provide an opportunity to direct our third party contractors/ suppliers to consider supported businesses in their supply chain.

During this reporting period the Council has engaged with the following supported businesses through both contract and grant award mechanisms:

- Borders Green Team                      £13,080
- Lady Haig Poppy Factory              £702

## SECTION 5

# Future Regulated Procurements Summary

The Procurement Reform (Scotland) Act 2014 states it is mandatory that this annual procurement report includes “a summary of the regulated procurements the authority expects to commence in the next two financial years.”

### 2021/2022

| Contract/Framework Title or Subject Matter                         | Renewal or New | Estimated SBC Total Contract Value | Expected Contract Start Date |
|--|----------------|------------------------------------|------------------------------|
| Family Group Decision-Making Service                               | New            | £100,000                           | 16/07/2021                   |
| Early Learning & Childcare Framework                               | Renewal        | £23,000,000                        | 01/08/2021                   |
| Provision of Licenses and Support Agreement for eLearning System   | Renewal        | £161,000                           | 01/08/2021                   |
| Hawick Community Support Service                                   | New            | £1,350,000                         | 06/08/2021                   |
| Housing First  | New            | £230,000                           | 30/08/2021                   |
| Education & Office Furniture                                       | Renewal        | £500,000                           | 01/09/2021                   |
| Educational Materials  | Renewal        | £920,000                           | 01/09/2021                   |
| Mobile Client Devices  | Renewal        | £592,000                           | 01/09/2021                   |
| Border Skate Parks   | New            | £400,000                           | 01/09/2021                   |
| Winter Maintenance Assistance Framework (Footways & Miscellaneous) | New            | £300,000                           | 30/09/2021                   |
| Online Payments, Cashless Catering & Kitchen Management Systems    | New            | £260,000                           | 01/10/2021                   |
| General Stationery and Office Paper                                | Renewal        | £600,000                           | 01/10/2021                   |
| Provision of Occupational Health Service                           | Renewal        | £400,000                           | 01/10/2021                   |
| Supply of IT Consumables   | Renewal        | £564,000                           | 01/10/2021                   |
| Vehicle Charging Infrastructure (LCITP Project)                    | New            | £1,300,000                         | 01/10/2021                   |
| Mobile Voice and Data Services                                     | Renewal        | £125,000                           | 01/10/2021                   |
| Wood Recycling   | Renewal        | £140,000                           | 01/10/2021                   |

## 2021/2022 (cont'd)

| Contract/Framework Title or Subject Matter                     | Renewal or New | Estimated SBC Total Contract Value | Expected Contract Start Date |
|--|----------------|------------------------------------|------------------------------|
| Glass Recycling  | Renewal        | £300,000                           | 01/10/2021                   |
| Energy Efficiency Contractors                                  | Renewal        | £1,140,000                         | 01/11/2021                   |
| NFM Study - Hawick   | New            | £160,000                           | 30/11/2021                   |
| NFM Study - Galashiels   | New            | £120,000                           | 30/11/2021                   |
| Personal and Protective Equipment                              | Renewal        | £550,000                           | 01/12/2021                   |
| Electronic Payment Services - Multiple Network Managed Service | Renewal        | £84,000                            | 01/02/2022                   |
| Library Books, Educational Textbooks & Multimedia Supplies     | Renewal        | £344,000                           | 01/02/2022                   |
| Milk   | Renewal        | £250,000                           | 01/03/2022                   |

## 2022/2023

| Contract/Framework Title or Subject Matter                       | Renewal or New | Estimated SBC Total Contract Value | Expected Contract Start Date |
|--|----------------|------------------------------------|------------------------------|
| Pay and Display Parking Machines - Management Solution           | Renewal        | £70,000                            | 01/04/2022                   |
| Provision of TF Property and Asset Management Software Solution  | Renewal        | £90,000                            | 01/04/2022                   |
| Security Services and Cash Collection                            | New            | £50,000                            | 01/04/2022                   |
| PAT Testing  | New            | £125,000                           | 01/04/2022                   |
| Lift Maintenance Service   | New            | £380,000                           | 01/04/2022                   |
| Frozen Foods   | Renewal        | £1,080,000                         | 01/04/2022                   |
| Water System Risk Assessment & Water Hygiene Monitoring Services | Renewal        | £240,000                           | 01/04/2022                   |
| One Scotland Mapping Solution                                    | Renewal        | £540,000                           | 11/04/2022                   |
| Energy Efficiency Consultancy and Programme Management           | Renewal        | £130,000                           | 01/06/2022                   |
| Border Play parks  | New            | £200,000                           | 01/06/2022                   |
| Eyemouth PS  | New            | £14,902,000                        | 01/09/2022                   |
| Fresh Meats, Cooked Meats and Fresh Fish                         | Renewal        | £620,000                           | 01/10/2022                   |
| Washroom Solutions and Sanitary Products                         | Renewal        | £60,000                            | 01/10/2022                   |

## 2022/2023 (cont'd)

| Contract/Framework Title or Subject Matter               | Renewal or New | Estimated SBC Total Contract Value | Expected Contract Start Date |
|--|----------------|------------------------------------|------------------------------|
| Treasury Management Advisory Service                     | Renewal        | £98,000                            | 22/10/2022                   |
| Provision of Microsoft SQL License Agreement             | Renewal        | £161,029                           | 01/04/2022                   |
| Earlston Primary School                                  | New            | £13,435,000                        | 01/06/2022                   |
| 2 Residential Care Homes                                 | New            | £22,679,000                        | 01/09/2022                   |
| Galashiels Academy                                       | New            | £55,049,000                        | 01/10/2022                   |
| Peebles High School                                      | New            | £46,000,000                        | 01/10/2022                   |
| Janitorial Products                                      | Renewal        | £1,200,000                         | 01/03/2023                   |
| Care & Support Framework                                 | New            | £48,000,000                        | 01/04/2023                   |
| Supply of Electricity                                    | Renewal        | £16,200,000                        | 01/04/2023                   |
| Fresh Fruit & Vegetables, Bakery Products, Eggs and Milk | Renewal        | £1,000,000                         | 01/04/2023                   |
| Beach Life Guarding Services - Coldingham Bay            | Renewal        | £85,000                            | 22/09/2022                   |

# GLOSSARY/PROCUREMENT TERMINOLOGY

|  |   |
|--|---|
| <b>Collaboration</b>                                   | Working with other partners to undertake joint or shared procurement activities with the intention of obtaining better value through the economies of scale and reduced procurement costs   |
| <b>Commissioning</b>                                   | This is the process used to assess the needs of people in the area, then to design and specify the appropriate services to deliver those needs in a cost effective and value for money way  |
| <b>Community Benefits</b>                              | These are contract requirements that deliver wider benefits in addition to the core purpose of the contract. These will create added value and will be social, economic or environmental benefits   |
| <b>Contract Management</b>                             | This is the management of contracts with suppliers or partner. It includes the tasks and activities to ensure the contract is delivered as per the terms. Activity can include the mobilisation of the contract, delivery throughout the term of the contract to expiry and decommissioning. It will also include supplier relationship and performance management  |
| <b>Demand Management</b>                               | This is a way to reduce costs by managing requirements through many different methods such as forecasting, reducing options, increasing flexibility or considering distribution methods and frequency   |
| <b>Flexible Framework Self-Assessment Tool (FFSAT)</b> | A tool used to assess and measure our level of performance of sustainable procurement and to build an action plan to build on that performance  |
| <b>Goods</b>   | Items that we buy include things such as catering provisions, office stationery and supplies, or the materials needed to build roads  |
| <b>KPI</b>   | Key Performance Indicators are measures put in place as part of the contract arrangements. These will be used to help manage delivery of the contract to a pre-agreed set of quality and quantity indicators  |
| <b>P2P</b>   | Procurement to Payment - electronic IT systems and processes used to manage the raising of purchase orders through to the payment of supplier invoices  |
| <b>PCIP</b>  | The Scottish Government led Procurement and Commercial Improvement Programme and its associated assessment programme  |
| <b>Procurement</b>                                     | This is process of acquiring goods, services and works  |
| <b>Purchasing</b>                                      | The transactional stages of placing orders for goods, services or works, using P2P systems to receipt goods, services or works received and then to pay for them  |
| <b>Regulations</b>                                     | Public Contracts (Scotland) Regulations 2015 Procurement (Scotland) Regulations 2016 The Procurement Reform (Scotland) Act 2014   |
| <b>Services</b>  | Services we buy might include care services, professional services to design works projects or repair and maintenance services  |
| <b>Small and Medium Enterprises (SME's)</b>            | Firms that employ less than 9 employees are classified as micro businesses, firms that employ less than 50 are classed as small and those employing less than 250 medium  |
| <b>Sustainable Procurement</b>                         | A process where organisations meet their needs for goods, services and works in a way that achieves value for money on a whole life costs basis and generates benefits, not only for the organisation but for society, the economy and the environment  |
| <b>Third Sector</b>                                    | The group name for a range of organisations such as community groups, charities, voluntary organisations, social enterprises or community interest companies. They may be everything in-between small and local or large multinational companies or charities   |
| <b>Value for Money</b>                                 | Value for money is the optimum combination of whole life costs, quality and sustainability to meet our requirements   |
| <b>Whole Life Costing</b>                              | Whole life costing takes into account the total cost of a product or service over its lifetime, from concept to disposal and including purchase, hire or lease, maintenance, operation, utilities, training and end of life disposal. It is important to take all of these costs into consideration when making decisions as in some cases the purchase cost is only a small proportion of the cost of operating it |
| <b>Works</b>   | Construction works that we buy, including the construction and/or refurbishment of new and existing buildings, roads, bridges, parks or other open spaces   |

# Appendix 1 – Sustainable Procurement Charter

## Sustainable Procurement Charter

Scottish Borders Council aims to be a responsible purchaser of goods, services and works. We set standards to make sure we undertake our activities in an ethical, responsible and sustainable way. This charter lays out a number of important principles and policy requirements of the Council to which we expect our suppliers to comply.



### Achieving our Sustainable Procurement duty

|   |   |  |   |
|---|---|--|---|
| <p><b>Equalities</b></p> <p>We view the Scottish Borders as a place where everyone matters, where everyone should have equal opportunities and where everyone should be treated with dignity and respect. As a responsible employer the Council is committed to promoting equal opportunities to all of the Scottish Borders community, employees and suppliers alike. Consideration of equal opportunities is fully integrated into our procurement practices and is fully committed to the values and ethos of the Equality Act 2010.</p>   | <p><b>Disability Confident Scheme</b></p> <p>The Council is an accredited Disability Confident employer. We are committed to the aims of Disability Confident and would encourage our partners, suppliers and providers to demonstrate their commitment to the scheme and also become accredited Disability Confident employers. As appropriate, contracts or framework agreements may include clear performance indicators relating to the positive benefits of such a scheme.</p>   | <p><b>Facilitating SME's, third sector and supported businesses in the procurement process</b></p> <p>Our procurement strategy aims to achieve a mixed economy of suppliers to support and develop our local rural market, particularly micro, small and medium sized enterprises, Third Sector organisations and supported businesses. This approach includes simplified and standardised public sector procurement practices, consideration of lotting and a range of hands-on assistance to the local supply chain to help reduce any barriers to involvement in procurement opportunities.</p> | <p><b>Promoting Innovation</b></p> <p>Influencing the market towards innovative solutions can focus public spending on sustainable goods, services and works and create an important catalyst for local job creation, sustainable innovation and market development. Our procurement strategy notes the importance of innovation through procurement and we encourage all our suppliers to consider an innovative approach to the way goods and services are delivered.</p>   |
| <p><b>Fair Work Practices</b></p> <p>As an accredited real Living Wage employer, the Council is committed to encouraging the wider adoption of the real Living Wage by suppliers. The Council has adopted the Scottish Government <i>Best Practice Guidance on Addressing Fair Work Practices, including the Real Living Wage, in Procurement</i> for relevant contracts. The real Living Wage is an hourly rate set by the Living Wage Foundation and is revised in November every year. The current rate is £9.50 (November 2020)</p>   | <p><b>Consultation with Stakeholders</b></p> <p>Service User and, where appropriate, wider community consultation is an integral part of commissioning considerations. The strategic importance and complexity of required outcomes will mainly govern the level of consultation undertaken and the choice of the procurement route followed. The final decision on these matters will always be considered in light of what is likely to provide best value for the local community.</p>   | <p><b>Health &amp; Safety Compliance</b></p> <p>The Council is committed to achieving a culture that ensures it complies with all current Health and Safety legislation and in so doing endeavours to provide safe places and safe systems of work. This principal extends to those employed to do contracted works for and on behalf of the Council. The Council will only employ contractors who are SSIP accredited.</p>  |   |
| <p><b>Fairly &amp; ethically traded goods</b></p> <p>The Council supports the Fair Trade initiative because it reflects our commitment to sustainable development and offers the prospect that marginalised producers across the world will receive fairer deals for their produce. The Council will promote the use of fair trade products across all its services and raise awareness of fair trade amongst its staff and customers. The Council will (to the extent permitted by EU procurement legislation) embed Fair Trade into contracts with suppliers where it has a direct bearing on the required goods, services and works.</p>   | <p><b>Provision of Food</b></p> <p>The procurement of food considers the wider community focus of improving the health and wellbeing of young people and communities in the Borders. Promoting a sustainable food supply chain by (where possible) the use of Scottish produce through collaborative contracts supports the delivery of healthy choices to support healthy eating. Food security and ethics are of equal importance and the Council follows Scottish Government guidance to ensure consideration of the highest levels of animal welfare.</p> | <p><b>Prompt payment within 30 days</b></p> <p>The effect of late payment on SME's can be significant, impacting cash flow and the ability to trade. As direct support the Council has a prompt payment policy and related performance indicator which aims to make payment of invoices within 30 days of receipt of a valid invoice. To make sure this policy flows through all stages of the supply chain, our terms and conditions of contract obliges our contracted suppliers to make payment of valid invoices within a similar 30 day period.</p>   | <p><b>Information/Data Management/Protection</b></p> <p>The Council regards information as a valuable corporate asset which must be obtained, processed and protected diligently, lawfully and ethically. The approach to information governance focuses on safeguarding customers, providing business transparency and ensuring legislative compliance. Relationships with 3rd parties who handle data on behalf of the Council, or with whom we share data are carefully managed. Contracts include information governance compliance conditions with these arrangements being documented and monitored. We will expect all suppliers to take the same robust approach to information management as we do, even after their contract has expired.</p> |
| <p><b>Environmental Impact and Climate Change</b></p> <p>The Council is committed to reducing its environmental impact, including carbon emissions, wherever possible. The Climate Change (Scotland) Act 2009 places duties on public bodies to deliver their services in a way which supports this, including both internal activities, such as energy saving within buildings, and its work with partners. The way that the Council procures goods and services can have a huge environmental impact, and by purchasing items which can demonstrate a reduced negative effect on wildlife, natural resources and carbon emissions, we can reduce our carbon footprint and support suppliers to do the same.</p> | <p><b>Improving the economic, social and environmental wellbeing of the area</b></p> <p>Adding Value to Communities through Community Benefits or 'social' requirements in public sector procurement is intended to ensure that wider local economic and social issues are considered when delivering construction works, service or supplies contracts. This is achieved through the inclusion of specific clauses within contracts known as community benefit clauses (CBCs).</p>   | <p><b>Conflict of Interest</b></p> <p>Council Officers and Members conducting business on behalf of the organisation have a responsibility to do so in a manner that is objective and ethical. As such we require any individual whether employee or supplier to declare such an interest before any procurement activity commences as the best way to handle conflicts of interest is to avoid them entirely.</p>   | <p><b>Modern Slavery Act 2015</b></p> <p>The Council adopts a zero tolerance approach to modern slavery and human trafficking. We expect all those who work for and with us to adhere to this approach. As appropriate we will address areas of concern in the tendering process through requiring minimum standards and contract management.</p>   |

## Appendix 2 – Regulated Procurement

### Category A Scottish Government Framework Agreements - Contract Awards/Spend

| Scot. Gov. Ref.    | Supplier Name          | Subject Matter                                | Start Date | End Date   | Contract Value    |
|--------------------|------------------------|---|------------|------------|-------------------|
| SP-19-016          | Hewlett Packard UK Ltd | Desktop Client Devices Framework              | 01/04/2020 | 31/03/2021 | £275,447          |
| SP-17-004          | EDF Energy Ltd         | Electricity                                   | 01/04/2020 | 31/03/2021 | £2,642,668        |
| SP-14-009          | Lyreco UK Ltd          | General Stationery and Office Paper           | 01/04/2020 | 31/03/2021 | £66,689           |
| SP-19-009-103      | Scottish Fuels         | Liquid Fuel - Scotland Central                | 01/04/2020 | 31/03/2021 | £67,861           |
| SP-19-009-104      | Highland Fuels         | Liquid Fuel - Scotland South                  | 01/04/2020 | 31/03/2021 | £926,746          |
| SP-19-009-104      | Scottish Fuels         | Liquid Fuel - Scotland South                  | 01/04/2020 | 31/03/2021 | £433,797          |
| SP-15-011-1        | Hewlett Packard UK Ltd | Mobile Client Devices                         | 01/04/2020 | 31/03/2021 | £891,615          |
| SP-17-031          | Total Gas & Power Ltd  | Natural Gas                                   | 01/04/2020 | 31/03/2021 | £634,927          |
| SP-15-014-1        | Royal Mail Group       | Postal Services - Ad-hoc and Hybrid Mail      | 01/04/2020 | 31/03/2021 | £76,978           |
| SP-15-014-2        | Royal Mail Group       | Postal Services - Scheduled/Regular Bulk Mail | 01/04/2020 | 31/03/2021 | £127,771          |
| SP-018-040         | Business Stream        | Water and Waste Water Services                | 01/04/2020 | 31/03/2021 | £653,509          |
| SP-19-013          | XMA Limited            | Web Based & Proprietary Client Devices        | 01/04/2020 | 31/03/2021 | £842,655          |
| SP-15-011-5        | XMA Limited            | Workstation Client Device Framework           | 01/04/2020 | 31/03/2021 | £50,062           |
| <b>Total Value</b> |                        |   |            |            | <b>£7,690,724</b> |

## Category B Scotland Excel Framework Agreements - Contract Awards/Spend

| SXL Schedule Number | Supplier Name   | Subject Matter                                     | Start Date | End Date | Contract Value |
|---------------------|---|--|------------|----------|----------------|
| 0516                | Nynas UK AB   | Bitumen Products                                   | 01/04/20   | 31/03/21 | £143,096       |
| 0516                | Jobling Purser  | Bitumen Products                                   | 01/04/20   | 31/03/21 | £91,930        |
| 0516                | Colas Ltd   | Bitumen Products                                   | 01/04/20   | 31/03/21 | £121,206       |
| 0517                | Kibble Education & Care Centre                        | Children's Residential                             | 01/04/20   | 31/03/21 | £1,476,960     |
| 0517                | Hillside School (Aberdour) Limited                    | Children's Residential                             | 01/04/20   | 31/03/21 | £513,527       |
| 0517                | Care Visions Group Limited                            | Children's Residential                             | 01/04/20   | 31/03/21 | £388,339       |
| 0517                | Spark Of Genius (Training) Limited                    | Children's Residential                             | 01/04/20   | 31/03/21 | £567,761       |
| 0517                | Harmeny Education Trust Ltd                           | Children's Residential                             | 01/04/20   | 31/03/21 | £499,213       |
| 0517                | Common Thread Limited                                 | Children's Residential                             | 01/04/20   | 31/03/21 | £213,217       |
| 0517                | Seamab  | Children's Residential                             | 01/04/20   | 31/03/21 | £396,332       |
| 0517                | Stepdown  | Children's Residential                             | 01/04/20   | 31/03/21 | £57,750        |
| 0517                | Inspire Scotland Ltd                                  | Children's Residential                             | 01/04/20   | 31/03/21 | £118,472       |
| 1119                | JCJ (Demolition & Construction) Ltd                   | Demolition   | 01/04/20   | 31/03/21 | £333,785       |
| 0815                | The Furnishing Service Limited                        | Domestic Furniture and Furnishings                 | 01/04/20   | 31/03/21 | £548,329       |
| 0916                | Yorkshire Purchasing Organisation                     | Education Materials                                | 01/04/20   | 31/03/21 | £81,086        |
| 0913                | BCA Insulation Ltd                                    | Energy Efficiency Contractors                      | 01/04/20   | 31/03/21 | £204,426       |
| 0913                | Everwarm Ltd  | Energy Efficiency Contractors                      | 01/04/20   | 31/03/21 | £79,380        |
| 0616                | Turner And Townsend Project Management Ltd            | Engineering Consultancy                            | 01/04/20   | 31/03/21 | £107,224       |
| 0616                | Sweco Uk Ltd  | Engineering Consultancy                            | 01/04/20   | 31/03/21 | £65,693        |
| 1016                | Brake Bros Ltd  | Frozen Foods                                       | 01/04/20   | 31/03/21 | £270,392       |
| 0515                | Brake Bros Ltd  | Groceries & Provisions                             | 01/04/20   | 31/03/21 | £370,362       |
| 0317                | Dennis Eagle Limited                                  | Heavy Vehicles                                     | 01/04/20   | 31/03/21 | £159,905       |
| 0317                | A M Phillip Trucktech Limited                         | Heavy Vehicles                                     | 01/04/20   | 31/03/21 | £144,060       |
| 0317                | Western Automobile Company Ltd t/a Western Commercial | Heavy Vehicles                                     | 01/04/20   | 31/03/21 | £125,039       |
| 0818                | Scot JCB LTD  | Light and Heavy Plant                              | 01/04/20   | 31/03/21 | £92,250        |
| 1414                | Unico Limited   | Janitorial Products                                | 01/04/20   | 31/03/21 | £645,591       |
| 1414                | Alliance Disposables Ltd                              | Janitorial Products                                | 01/04/20   | 31/03/21 | £59,777        |
| 0214                | Brake Bros Ltd  | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01/04/20   | 31/03/21 | £66,589        |

| SXL Schedule Number | Supplier Name                                 | Subject Matter                                     | Start Date | End Date | Contract Value    |
|---------------------|---|--|------------|----------|-------------------|
| 0214                | Campbell Brothers Limited                     | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01/04/20   | 31/03/21 | £87,618           |
| 0816                | Forth Resource Management Ltd                 | Organic Waste                                      | 01/04/20   | 31/03/21 | £61,426           |
| 2013                | ICL UK (Sales) Limited                        | Salt   | 01/04/20   | 31/03/21 | £461,102          |
| 0716                | St Mary's Kenmure                             | Secure Care  | 01/04/20   | 31/03/21 | £97,568           |
| 0619                | George Walker & Co T/a Walker Love            | Sheriff Officers                                   | 01/04/20   | 31/03/21 | £230,963          |
| 2017                | The Social Care Community Partnership Limited | Social Care Agency Workers                         | 01/04/20   | 31/03/21 | £172,396          |
| 0417                | McConechy's tyre service Ltd                  | Tyres for Vehicles & Plant                         | 01/04/20   | 31/03/21 | £73,833           |
| 0217                | Cooks Van Hire Limited                        | Vehicle & Plant Hire                               | 01/04/20   | 31/03/21 | £198,310          |
| 0116                | A M Phillip Trucktech Ltd                     | Vehicle Parts                                      | 01/04/20   | 31/03/21 | £83,936           |
| 0116                | Dingbro Ltd.                                  | Vehicle Parts                                      | 01/04/20   | 31/03/21 | £86,583           |
| <b>Total Value</b>  |   |  |            |          | <b>£9,495,426</b> |

## Category C Contract and Framework Awards

| SBC Ref. Number   | Supplier Name                  | Subject Matter  | Award Date | Start Date | End Date | Ext.    | Estimated Contract Value |
|-------------------|--------------------------------|---|------------|------------|----------|---------|--------------------------|
| SBC/CP S/1725     | Civica UK Limited              | License and Support for Workflow 360 Enterprise Content Management (ECM) System | 01/04/20   | 01/04/20   | 31/03/23 | 0       | £126,000                 |
| SBC/CP S/1984     | Ledingham Chalmers LLP         | Provision of Legal Services   | 01/04/20   | 01/04/20   | 31/03/23 | 12 Mths | £80,000                  |
| SBC/CP            | Walker Love                    | Sheriff Officer and Debt Collection Services                                    | 01/04/20   | 01/04/20   | 31/03/23 | 0       | £300,000                 |
| SBC/CP S/1809     | J E Douglas & Sons Ltd         | 10 tonne Chassis with Hooklift Vehicle  | 03/04/20   | 03/04/20   | 01/11/21 | 0       | £59,597.00               |
| SP-14-012         | The Technology Forge           | Provision of TF Property and Asset Management Software Solution                 | 06/05/20   | 01/04/20   | 31/03/22 | 0       | £109,317                 |
| SBC/CP S/2003     | Computacentre                  | Supply and Installation of HP LAN/Wifi Equipment for Inspire Learning           | 07/05/20   | 07/05/20   | 31/03/23 | 0       | £1,016,253               |
| SBC/CP S/1547i    | Everything Everywhere LTD      | Mobile Voice and Data Technology Services                                       | 07/05/20   | 16/04/20   | 15/04/22 | 0       | £200,000                 |
| SBC/CP S/1820     | Sodexo                         | Purchase of Food Vouchers   | 07/05/20   | 07/05/20   | 30/11/20 | 0       | £120,000                 |
| SBC/CP S/1595     | McLaughlin and Harvey Limited  | Hawick Flood Protection Scheme Main Works Contract                              | 08/05/20   | 18/05/20   | 30/09/23 | 0       | £52,204,975              |
| SBC/CP S/1837     | A M Phillip Trucktech Limited  | Two standard cab 6.5t Hooklift with Pods  | 21/05/20   | 21/05/20   | 24/11/20 | 0       | £95,027.50               |
| SBC/CP S/1847     | J E Douglas & Sons LTD         | 18t 4x2 Flat Bed Chassis with White Lining Equipment                            | 04/06/20   | 04/06/20   | 30/12/20 | 0       | £136,650.00              |
| SBC/CP S/1848     | Turner & Townsend              | Hawick High School - Feasibility Study  | 11/06/20   | 15/06/20   | 06/04/21 | 0       | £70,334                  |
| SBC/CP S/1280 (b) | Proactis Group Limited         | Provision of PO Flip and Contract Management Modules                            | 12/06/20   | 31/07/20   | 30/07/23 | 0       | £96,000                  |
| SBC/CP S/2016     | Vital Energy Solutions Limited | Non-Domestic Energy Efficiency - Phase 2 Project                                | 12/06/20   | 15/06/20   | 08/10/21 | 0       | £1,724,910               |
| SBC/CP S/1935     | Sodexo                         | Purchase of Food Vouchers   | 17/06/20   | 01/07/20   | 15/01/21 | 0       | £98,960                  |
| SBC/CP            | HP Inc UK                      | Mobile Client Devices -   | 25/06/20   | 26/06/20   | 31/03/21 | 0       | £664,980                 |

| SBC Ref. Number | Supplier Name                    | Subject Matter  | Award Date | Start Date | End Date | Ext.    | Estimated Contract Value |
|-----------------|----------------------------------|---|------------|------------|----------|---------|--------------------------|
| SBC/CP S/1831   | Turner & Townsend                | Cost Management Support - HFPS  | 03/07/20   | 13/07/20   | 31/12/25 | 0       | £200,311                 |
| SBC/CP S/1955   | Scottish Historic Building Trust | Consultancy Services  | 07/07/20   | 07/07/20   | 31/03/22 | 0       | £89,750                  |
| SBC/CP S/1979   | TMP (UK) Limited                 | Provision of Recruitment Advertising and Public Information Notices                             | 11/07/20   | 11/07/20   | 10/07/24 | 0       | £255,000                 |
| SBC/CP S/1924   | Triangle Limited                 | Purchase of specialised heavy duty, pre-cast/pre-fabricated steel cattle grid units             | 20/07/20   | 20/07/20   | 20/08/20 | 0       | £109,227                 |
| SBC/CP S/1965   | Showbie                          | Primary Digital Homeworking Solution  | 01/08/20   | 01/08/20   | 31/07/22 | 0       | £76,500                  |
| SBC/CP S/1982   | White Testing UK Limited         | Portable Appliance Testing Service  | 03/08/20   | 01/04/20   | 31/03/21 | 0       | £58,751                  |
| SBC/CP S/1841   | Ideagen PLC                      | License and Support Agreement for Pentana Risk Management Software Solution                     | 29/08/20   | 01/04/20   | 31/03/22 | 0       | £89,000                  |
| SBC/CP S/1925   | TRACSYS                          | Provision of Traffic Surveys  | 18/09/20   | 18/09/20   | 30/09/21 | 0       | £70,000                  |
| SBC/CP S/1957   | XMA Limited                      | Purchase of iPad Tablets and iPad Accessories   | 06/10/20   | 06/10/20   | 31/03/21 | 0       | £899,291                 |
| SBC/CP S/1950   | Coeval                           | Electronic Signage  | 08/10/20   | 08/10/20   | 31/03/21 | 0       | £73,890                  |
| SBC/CP S/1822   | CGI (GB)                         | ICT Digital Services and Transformation   | 09/10/20   | 01/10/20   | 30/09/25 | 0       | £30,000,000              |
| SBC/CP S/1926   | Various                          | Winter Maintenance Assistance Services  | 20/10/20   | 20/10/20   | 19/10/22 | 24 Mths | £1,400,000               |
| SBC/CP S/1840   | Iron Mountain                    | Document Storage and Related Services   | 26/10/20   | 01/06/20   | 31/05/22 | 0       | £50,000                  |
| SBC/CP S/1820   | Changeworks                      | Energy Efficiency Consultancy and Programme Management  | 02/11/20   | 01/04/20   | 31/05/21 | 0       | £179,662                 |
| SBC/CP S/1993   | Turner & Townsend                | Project Design & Cost Management Services for Residential Care Homes (Hawick & Central Borders) | 02/11/20   | 02/11/20   | 01/09/25 | 0       | £225,375                 |

| SBC Ref. Number  | Supplier Name                                   | Subject Matter  | Award Date | Start Date | End Date | Ext.    | Estimated Contract Value |
|------------------|---|---|------------|------------|----------|---------|--------------------------|
| SBC/CP S/1964    | Lex Autolease                                   | Lease of Electric Vehicles  | 04/11/20   | 04/11/20   | 03/11/24 | 0       | £75,676,80               |
| SBC/CP S/1706i   | Pitney Bowes                                    | License and Support Agreement for Confirm on Demand Software Solution | 05/11/20   | 05/11/20   | 04/11/22 | 0       | £108,000                 |
| SBC/CP S/1706j   | TET Limited                                     | Proactis Invoice Capture Scanning License                             | 15/11/20   | 01/04/21   | 26/04/24 | 0       | £60,000                  |
| SBC/CP S/1706k   | 02/Telefonic a UK Limited                       | 02 Coverage Checker Website & Topographical View Solution             | 23/11/20   | 30/11/20   | 29/11/22 | 0       | £53,326                  |
| SBC/CP S/1969    | HP Inc UK Limited                               | Supply of Mobile Client Devices                                       | 08/12/20   | 08/12/20   | 31/12/20 | 0       | £87,370                  |
| SBC/CP S/1794    | Bottomline Technologies Becway Services Limited | BACS Payment Bacway Support and Maintenance Renewal                   | 15/12/20   | 15/12/20   | 14/12/22 | 24 mths | £52,227                  |
| SBC/CO VID-19-05 | Andrew Jewell Education Limited                 | Inspire Learning Programme Management Consultancy                     | 21/12/20   | 01/10/20   | 30/09/23 | 24 mths | £472,500                 |
| SBC/CP S/1986    | Mallatite Limited                               | Electronic Signage  | 05/01/21   | 05/01/21   | 26/03/21 | 0       | £80,659                  |
| SBC/CP S/1981    | Turner & Townsend                               | Project Manager & Data Analysts                                       | 05/01/21   | 05/01/21   | 01/06/21 | 0       | £100,000                 |
| SBC/CP S/1851    | XMA Limited                                     | Purchase of iPad Tablets and iPad Accessories                         | 22/01/21   | 22/01/21   | 31/03/21 | 0       | £77,940                  |
|                  | Fluvial Innovations Limited                     | Temporary Flood Barrier for Hawick FPS Construction Phase             | 04/11/20   | 04/11/20   | 03/11/24 | 0       | £269,750                 |
| SBC/ COVID-19-06 | Bur Happold                                     | Smart Grid Consultancy  | 05/02/21   | 24/02/21   | 30/04/22 | 0       | £54,000                  |
| SBC/ COVID-19-07 | SCVO  | Community jobs Scotland - SCVO  | 10/02/21   | 10/02/21   | 31/03/22 | 0       | £187,970                 |
| SBC/CP S/2006    | Nuphalt Contracting Limited                     | Hire of Jetpacher Vehicles  | 15/03/21   | 15/03/21   | 30/06/21 | 0       | £70,000                  |
| SBC/ COVID-19-01 | Civica UK Limited                               | Supply of APP information Management and Tranman Fleet                | 17/03/21   | 01/04/21   | 31/03/22 | 12 mths | £89,594                  |

| SBC Ref. Number    | Supplier Name                 | Subject Matter  | Award Date | Start Date | End Date | Ext.    | Estimated Contract Value |
|--------------------|-------------------------------|---|------------|------------|----------|---------|--------------------------|
| SBC/CP S/1928      | Paragon Products (UK) Limited | Purchase of Personal Equipment                                      | 20/04/20   | 21/04/20   | 31/04/20 | 0       | £210,000                 |
| SBC/CP S/176m      | Team Hygiene UK Limited       | Purchase of Personal Protective Equipment                           | 20/04/20   | 21/04/20   | 31/04/20 | 0       | £234,000                 |
| SBC/CP S/1930      | Dymanic Community Fusion      | Provision of Support and Advice to those with Acquired Brain Injury | 30/07/20   | 03/08/20   | 31/03/22 | 0       | £136,171                 |
| SBC/CP S/1839      | Great North Laundry           | Laundry Service   | 01/06/20   | 01/06/20   | 30/05/22 | 12 mths | £75,000                  |
| SBC/CP S/1659      | Apetito                       | Community Meals Service   | 16/06/20   | 01/09/19   | 31/08/22 | 0       | £456,000                 |
| SBC/CP S/2007      | Works+                        | Employability Support Seervice                                      | 23/03/20   | 01/08/21   | 31/07/21 | 0       | £73,286                  |
| <b>Total Value</b> |                               |   |            |            |          |         | <b>£93,087,302</b>       |

## Social Care & Health Contracts

The Council uses a number of specialist providers across Adult and Children's Social Care & Health Services. These include Residential, Fostering, Educational and other specialist needs. The contracts for these services are put in place with multiple providers (both locally and out of the area) through existing framework agreements or via spot contracts. The use of the EU light touch regime ensures compliance with legislation.

After consideration it is believed that the individual nature of these arrangements creates a significant risk of a data breach occurring if they are publicised in more detail. These contracts are excluded from the above list.

## Appendix 3 – Regulated contracts awarded during the period with Community Benefit Clauses

| Contract Reference No. | Supplier Name                              | Subject Matter                                     | Start Date | End Date | Contract Value |
|------------------------|--|--|------------|----------|----------------|
| SP-19-016              | Hewlett Packard UK Ltd                     | Desktop Client Devices Framework                   | 01/04/20   | 31/03/21 | £275,447       |
| SP-17-004              | EDF Energy Ltd                             | Electricity  | 01/04/20   | 31/03/21 | £2,642,668     |
| SP-14-009              | Lyreco UK Ltd                              | General Stationery and Office Paper                | 01/04/20   | 31/03/21 | £66,689        |
| SP-19-009-103          | Scottish Fuels                             | Liquid Fuel - Scotland Central                     | 01/04/20   | 31/03/21 | £67,861        |
| SP-19-009-104          | Highland Fuels                             | Liquid Fuel - Scotland South                       | 01/04/20   | 31/03/21 | £926,746       |
| SP-19-009-104          | Scottish Fuels                             | Liquid Fuel - Scotland South                       | 01/04/20   | 31/03/21 | £433,797       |
| SP-15-011-1            | Hewlett Packard UK Ltd                     | Mobile Client Devices                              | 01/04/20   | 31/03/21 | £891,615       |
| SP-17-031              | Total Gas & Power Ltd                      | Natural Gas  | 01/04/20   | 31/03/21 | £634,927       |
| SP-15-014-1            | Royal Mail Group                           | Postal Services - Ad-hoc and Hybrid Mail           | 01/04/20   | 31/03/21 | £76,978        |
| SP-15-014-2            | Royal Mail Group                           | Postal Services - Scheduled/Regular Bulk Mail      | 01/04/20   | 31/03/21 | £127,771       |
| SP-018-040             | Business Stream                            | Water and Waste Water Services                     | 01/04/20   | 31/03/21 | £653,509       |
| SP-19-013              | XMA Limited                                | Web Based & Proprietary Client Devices             | 01/04/20   | 31/03/21 | £842,655       |
| SP-15-011-5            | XMA Limited                                | Workstation Client Device Framework                | 01/04/20   | 31/03/21 | £50,062        |
| 0516                   | Nynas UK AB                                | Bitumen Products                                   | 01/04/20   | 31/03/21 | £143,096       |
| 0516                   | Jobling Purser                             | Bitumen Products                                   | 01/04/20   | 31/03/21 | £91,930        |
| 0516                   | Colas Ltd                                  | Bitumen Products                                   | 01/04/20   | 31/03/21 | £121,206       |
| 1119                   | JCJ Demolition & Construction) Ltd         | Demolition   | 01/04/20   | 31/03/21 | £333,785       |
| 0913                   | BCA Insulation Ltd                         | Energy Efficiency Contractors                      | 01/04/20   | 31/03/21 | £204,426       |
| 0913                   | Everwarm Ltd                               | Energy Efficiency Contractors                      | 01/04/20   | 31/03/21 | £79,380        |
| 0616                   | Turner and Townsend Project Management Ltd | Engineering Consultancy                            | 01/04/20   | 31/03/21 | £107,224       |
| 0616                   | Sweco UK Ltd                               | Engineering Consultancy                            | 01/04/20   | 31/03/21 | £65,693        |
| 1016                   | Brake Bros Ltd                             | Frozen Foods                                       | 01/04/20   | 31/03/21 | £270,392       |
| 0515                   | Brake Bros Ltd                             | Groceries & Provisions                             | 01/04/20   | 31/03/21 | £370,362       |
| 0214                   | Brake Bros Ltd                             | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01/04/20   | 31/03/21 | £66,589        |
| 0214                   | Campell Brothers Limited                   | Meats - Fresh, Prepared & Cooked (inc. Fresh Fish) | 01/04/20   | 31/03/21 | £87,618        |

| Contract Reference No. | Supplier Name                 | Subject Matter  | Start Date | End Date | Contract Value      |
|------------------------|-------------------------------|---|------------|----------|---------------------|
| 0816                   | Forth Resource Management Ltd | Organic Waste   | 01/04/20   | 31/03/21 | £61,426             |
| 2013                   | ICL UK (Sales) Ltd            | Salt  | 01/04/20   | 31/03/21 | £461,102            |
| 0716                   | St Mary's Kenmure             | Secure Care   | 01/04/20   | 31/03/21 | £97,568             |
| 0417                   | McConechy's tyre service Ltd  | Tyres for Vehicles & Plant  | 01/04/20   | 31/03/21 | £73,833             |
| 0217                   | Cooks Van Hire Ltd            | Vehicle & Plant Hire  | 01/04/20   | 31/03/21 | £198,310            |
| 0116                   | A M Phillip Trucktech Ltd     | Vehicle Parts   | 01/04/20   | 31/03/21 | £83,936             |
| 0116                   | Dingbro Ltd.                  | Vehicle Parts   | 01/04/20   | 31/03/21 | £86,583             |
| SBC/CPS/1984           | Ledingham Chalmers LLP        | Provision of Legal Services   | 01/04/20   | 31/03/21 | £80,000             |
| SBC/CPS/1595           | McLaughlin and Harvey Limited | Hawick Flood Protection Scheme Main Main Works Contract   | 18/05/20   | 30/09/21 | £52,204,975         |
| SBC/CPS/1811           | Walker Love                   | Sheriff Officer and Debt Collection   | 01/04/20   | 01/04/21 | £300,000            |
| SBC/CPS/203            | Computacentre                 | Supply and Installation of HP LAN/Wifi Equipment for Inspire Learning Project                   | 01/04/20   | 31/03/21 | £1,016,253          |
| SBC/CPS/1547i          | Everything Everywhere Ltd     | Mobile Voice and Data Technology Services   | 07/05/20   | 16/04/20 | £200,000            |
| SBC/CPS/2016           | Vital Energy Limited          | Non-Domestic Energy Efficiency - Phase 2 Project  | 12/06/20   | 15/06/20 | £1,724,910          |
| SBC/CPS/1978           | HP Inc UK Limited             | Mobile Client Devices - Curricular Refresh Programme  | 25/06/20   | 26/06/20 | £664,980            |
| SBC/CPS/1979           | TMP (UK) Limited              | Provision of Recruitment Advertising and Public Information Notices                             | 11/07/202  | 11/07/20 | £255,000            |
| SBC/CPS/1957           | XMA Limited                   | Purchase of iPad Tablets and iPad Accessories   | 06/10/20   | 06/10/20 | £899,291            |
| SBC/CPS/1706k          | 02/Telefonica UK Limited      | 02 Coverage Checker Website & Topographical View Solution                                       | 23/11/20   | 30/11/20 | £53,326             |
| SBC/CPS/1969           | HP Inc UK Limited             | Supply of Mobile Client Devices   | 08/12/20   | 08/08/20 | £87,370             |
| SBC/CPS/1851           | XMA Limited                   | Purchase of iPad Tablets and iPad Accessories   | 22/01/21   | 22/01/21 | £77,940             |
| SBC/CPS/1831           | Turner & Townsend             | Cost Management Support - HFPS  | 13/07/20   | 31/12/25 | £200,311            |
| SBC/CPS/1822           | CGI (GB)                      | ICT Digital Services and Transformation   | 01/10/20   | 30/09/25 | £30,000,000         |
| SBC/CPS/1826           | Various                       | Winter Maintenance Assistance Services  | 20/10/20   | 19/10/22 | £1,400,000          |
| SBC/CPS/1993           | Turner & Townsend             | Project Design & Cost Management Services for Residential Care Homes (Hawick & Central Borders) | 02/11/20   | 01/09/25 | £225,375            |
| <b>Total Value</b>     |                               |   |            |          | <b>£100,540,913</b> |

## Annual Report Ownership

|                  | Further Information  |
|------------------|--|
| Approval Process | Scottish Borders Council – Executive Committee<br>September 2021   |
| Led By           | Mr David Robertson<br>Executive Director Finance and Regulatory Services<br><a href="mailto:david.robertson@scotborders.gov.uk">david.robertson@scotborders.gov.uk</a> |
| Delivered By     | Ms Kathryn Dickson<br>Commercial & Commissioned Services Manager<br><a href="mailto:kathryn.dickson@scotborders.gov.uk">kathryn.dickson@scotborders.gov.uk</a>         |

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### PROCUREMENT SERVICES

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