



# **Aberdeen City Council Annual Procurement Report**

**1 April 2018 to 31 March 2019**

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## Introduction

This is Aberdeen City Council's Annual Procurement Report; the report covers the Council's procurement activity from 1 April 2018 to 31 March 2019. The report includes anticipated future procurement activity over the next two financial years - 2019 to 2021.

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

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

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

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

## Section 1 – Summary of Regulated Procurements

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

Regulated procurements are any procurement for goods and services with a value above £50,000 and works contracts with a value of above £2 million. A summary of the regulated procurements put in place between 1 April 2018 and 31 March 2019 is provided in the table below.

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

The following tables show a summary of all regulated procurements awarded by the Council between 1 April 2018 and 31 March 2019. This includes the award of mini-competitions or call-offs from established frameworks. The Council may use a number of national framework providers including Scotland Excel and Scottish Government.

### Regulated Procurements from 1 April 2018 until 31 March 2019

Regulated Procurements	
Number of regulated procurements awarded	17
Total estimated value of procurement contracts awarded	£21,173,927
Number of regulated works contracts awarded	1
Number of regulated service contracts awarded	14
Number of regulated supply/goods contracts awarded	2

Regulated Procurements (call-offs from established frameworks)	
Number of call-offs	3
Total estimated value of procurement contracts awarded	£693,183
Number of regulated works contracts awarded	0
Number of regulated service contracts awarded	2
Number of regulated supply/goods contracts awarded	1

Management information from SXL at the end of Q4 18/19 (Jan - Mar) shows that Aberdeen City Council participated in 63 out of 68 (93%) of the available framework agreements. Local suppliers being available for use across 27 frameworks totalled 39.

A detailed list of the regulated procurements can be found in Appendix 1 – Details of Regulated Procurements.

### **Low value/Non-regulated Procurements**

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

#### **Low value/Non-regulated Procurements from 1 April 2018 until 31 March 2019**

<b>Low value/Non-regulated Procurements</b>	
Number of low value/non- regulated procurements awarded	92
Total estimated value of procurement contracts awarded	£21,156,813
Number of low value/non- regulated works contracts awarded	71
Number of low value/non- regulated service contracts awarded	19
Number of low value/non- regulated supply/goods contracts awarded	2

<b>Low value/Non-regulated Procurements (call-offs from established frameworks)</b>	
Number of call-offs	8
Total estimated value of procurement contracts awarded	£301,514
Number of low value/non- regulated works contracts awarded	4
Number of low value/non- regulated service contracts awarded	2
Number of low value/non- regulated supply/goods contracts awarded	2

## **Section 2 – Review of Regulated Procurement Compliance**

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

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

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

### **Support the delivery of financial and non-financial efficiencies**

The C&PSS were involved in working with services and suppliers to deliver cashable and non-cashable savings for the Council, through delivery of new contracts; reduction of supply base; consolidation of spend; product rationalisation.

The C&PSS developed an ideas bank of 91 projects, to target savings throughout the Council which support the delivery of the Council's saving target.

#### **Financial efficiencies**

Financial efficiencies of £6.8m (Revenue) were achieved during the period 1<sup>st</sup> April 2018 to 31<sup>st</sup> March 2019.

#### **Non-financial efficiencies**

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

### **Deliver Value and Innovation and increased collaboration and standardisation**

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

- Identification of collaborative procurement opportunities to generate best value;
- Identification of consolidation and aggregation of spend opportunities to generate best value;
- Identification of product rationalisation and alternatives to generate best value;
- Sharing of best practice and processes to identify standardisation, consistency, efficiency and effectiveness;

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

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

## **Support the local economy**

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

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

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

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

The table below shows a comparison of core trade spend with local businesses and SME's in financial year 2018-19 and 2017-18:

## Spend Based on Core Trade where Local Authority is known

	Total Spend in Financial Year 18/19	% of total spend in Financial Year 18/19	Total Number of Suppliers	% of total suppliers	Total Spend in Financial Year 17/18	% of total spend in Financial Year 17/18	Total Number of Suppliers	% of total suppliers
<b>Core Trade Spend All Areas, where Local Authority Area is known – All Areas</b>	£448,667,422.91	100%	1260	100%	£440,248,016.61	100%	2031	100%
<b>Spend within Aberdeen City – Core Trade Suppliers that are local</b>	£96,616,244.22	21.53%	278	22.06%	£94,774,236.57	21.53%	408	20.09%
<b>Spend within Aberdeen City – Core Trade Suppliers that are local SMEs</b>	£78,368,988.69	17.47%	209	16.59%	£70,752,394.70	16.07%	318	15.56%

The table above shows;

- Slight increase in spend with local businesses and an overall increase in spend with local SME's;
- A reduction in the number of overall supplier may be as a result of the introduction of No Purchase Order, No Pay at the start of the financial year 2018/19; directing spend to contracted suppliers and use of frameworks;
- In the total spend of £448,667,422.91 a significant amount (£136,629,246.61) related to the TECA project costs and when factoring these out of the data the impact would change the % Core trade local (from 21.53% to 30.9%) and Core trade SMEs (from 17.47% to 25.1%) accordingly.



SME definition as per Spikes is:

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

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

## **Supplier Development Programme**

Supplier events and bulletins are also used to raise awareness of tender opportunities and how to do business with the Council. Some examples of these provided during the reporting period are listed below.

The C&PSS held 10 supplier events 2018-19, including supplier 1-2-1 surgeries; what does a good tender look like; framework agreements and dynamic purchasing systems.

The C&PSS also attend the annual Supplier Development Programme (SDP), Meet the Buyer North event.

The intention going forward is to have increased focus on future, actual contract opportunities (pipelines) across the main commodity categories...particularly where the local business community can help to shape/scope requirements to ensure competitiveness, a diverse marketplace and inclusive participation.

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

## **Review of regulated procurement compliance**

All regulated procurement in the Council is undertaken in accordance with a legal and procedural framework which ensures that each procurement is compliant with the Strategy. Legal requirements are set out in the Council's Financial Regulations. Procedural requirements are set out in the Scottish Government Procurement Journey (for general procurement best practice) and through our Procurement Manual (used in conjunction with the Scheme of Governance).

During the reporting period the Council identified areas for improvement in compliance with regulated procurement legislation, and in summary were around identification of aggregated expenditure across council to ensure compliant with thresholds for regulated procurements, review and recording of existing contracts to ensure our contract register is up-to-date and the raising of purchase orders. All have been addressed.

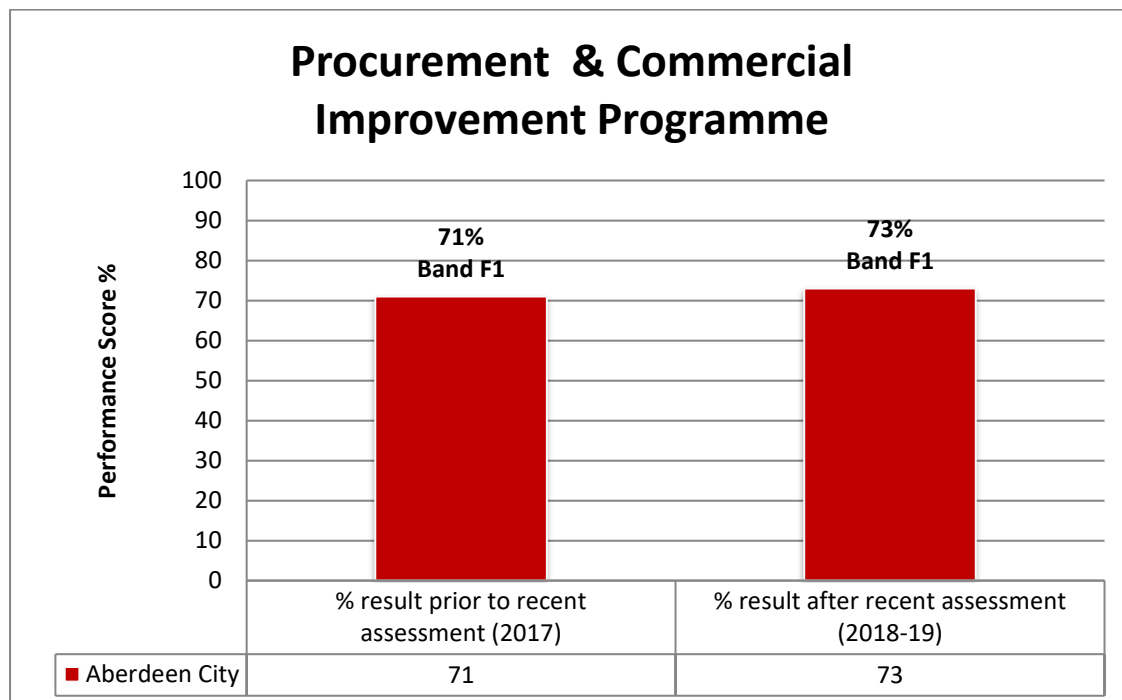
## **Continuous Improvement**

In December 2018 the Council underwent its 2<sup>nd</sup> Procurement & Commercial Improvement Programme (PCIP) assessment. Due to the Council obtaining a high score in the 1<sup>st</sup> round of PCIP, the Council were not required to undertake a full PCIP this time round.

The Council participated in a focused PCIP, in a focused PCIP the Council can select questions that they would like to be assessed, based on areas where improvements have been made since the last assessment. Four questions were chosen for assessment; the outcome of which increased the Councils percentage score from 71% to 73%. The Council continues to be in band F1, which is the top performing band.

### PCIP Results

PCIP Assessment Date	Score	Banding
March 2017	71%	F1
December 2018	73%	F1



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

- The Council's procurement manual was replaced with a procurement manual suitable for the Commercial & Procurement Shared Services, published in September 2018. The procurement manual is for use by officers; it includes guidance on different procurement routes/levels, how to guides and a suite of template documents;

A look ahead to objectives for delivery in financial year 2019-20:

- The procurement manual is a living document; a comprehensive review and revision will be undertaken;
- New e-learning training modules will be launched;
- New delegated procurers register and process will be implemented to coincide with the launch of the new e-learning modules;
- Review of the procurement strategy

## Section 3 – Community Benefit Summary

### Statutory Requirement

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

### Interpretation

“**Imposed**” has been interpreted to mean community benefit requirements **included** within regulated procurements published in the reporting period. Reporting is divided into: **i) contracts advertised** at or above regulated value containing community benefit requirements and **ii) contracts awarded** at or above regulated value containing community benefit requirements. This approach is intended capture community benefit inclusion at all stages of incorporation, implementation and fulfilment.

The point at which community benefit requirements are truly “fulfilled” can be a matter of interpretation. Some types of community benefits (especially employability and skills) can take a period of years to complete. “Fulfilled” has been interpreted to include community benefits “**underway**” and “**in process.**” Maximum flexibility is offered to suppliers as to when certain community benefit requirements commence and are ultimately “fulfilled”. For example, a contract imposing a certain number of apprenticeships in a four-year contract would not in all cases be prescriptive about how many apprentices are delivered/underway in each year of the contract. Community benefit requirements and quantities are most commonly designed in terms of the total number of outcomes to be delivered over the entire contract term. Suppliers are held to their total community benefit commitments (imposed and volunteered) over the life of the contract.

### Related Duties

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

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Accounting for all community benefit activity in the reporting period (including contracts yet to be awarded), **37** contract notices (OJEU and site notices) were advertised in the reporting period of which **31** imposed community benefit requirements representing a community benefit inclusion rate of **83.8%**. These **37** contracts imposed **284** community benefit outcomes of which **68** are fulfilled/underway/in process.

**29** of **37** contracts (**78.4%**) contained provisions relating to Fair Work Practices/Real Living Wage (**100%** inclusion in call-offs from Scotland Excel national frameworks)

**117** community benefit outcomes imposed in contracts advertised earlier than the reporting period were fulfilled in the reporting period.

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### **Achievements: “Go” Award – Tillydrone Hub**

In October 2018, the Council secured “Highly Commended” status in the Scottish “Go Awards” (social and community benefit in procurement in procurement category). The project is illustrative of the innovative approach to maximise social, economic and environmental impact through procurement activity. In addition to the physical build, the project aimed to deliver the community’s consensus vision (through co-design) to improve community wellbeing and positively address socio-economic inequality in a priority regeneration area.

Specific community benefit outcomes, quantities and targets were contained in a Community Benefits Project Plan on themes including:

- Education; employability and skills training
- Communities, community groups and community projects
- SME support
- Case study (Innovation/Social Value)
- Environmental Measures
- Fair Work Practices/Real Living Wage

The contractor’s finalised commitments contained significant additional benefits including:

- 6 full-time apprenticeships
- 5 additional placements (1 lasting three months)
- 1 graduate placement/sponsorship of 1 further graduate
- Additional talks/workshops and careers event
- Additional 10 hours (50 hours total) professional advice/support and volunteering to the local 3<sup>rd</sup> sector/community organisations
- Donation of surplus materials for local 3<sup>rd</sup> sector
- Facilitating art challenge with local school or nursery
- Additional Meet the Buyer days + creative ways to inclusive participation of local SMEs
- Additional case studies relating to social value/innovation
- Added value re environmental measures and Fair Work Practices/Real Living Wage

### **Community Benefits – Regulated Contracts**

- **15** contracts of regulated value published in 2018/2019 of which **8** awarded and **4** >£4M.
- **13 of 15** contracts imposed community benefit requirements (**86.6% inclusion rate**)
- **12 of 15** contracts (**80%**) included provisions relating to Fair Work Practices/Real Living Wage.
- **199** community benefit outcomes imposed in regulated contracts
- **11** community benefit outcomes in regulated contracts considered to be delivered/underway/in process

### Community Benefits - Unregulated Works Contracts

- **22** works contracts of unregulated value published in 2018/2019 of which **19** awarded.
- **18 of 22** works contracts of unregulated value, imposed community benefit requirements (**81.8%** inclusion rate)
- **17 of 22** works contracts of unregulated value (**77.2%**) included provisions relating to Fair Work Practices/Real Living Wage.
- **85** community benefit outcomes imposed in unregulated works contracts.
- **57** community benefit outcomes from these unregulated works contracts considered to be delivered/underway/in process

### Community Benefits - Contracts Advertised Earlier Than Reporting Period

Community Benefit Outcomes	No. CB Outcomes
<b>Apprenticeships</b> (Joiner and Bricklayer)	2
<b>Placements</b> – (School, Further /Higher Education and unemployed)	50
Placements directly leading to employment	1
<b>Employability Activities</b> (School, Further /Higher Education and unemployed) e.g mock interviews, CV workshops etc ( <b>495 participants</b> )	26
<b>School &amp; Further /Higher Education Engagement Activities</b> (where applicable focus on STEM subjects)	8
<b>3<sup>rd</sup> Sector Support</b> - professional advice/support/ volunteering/donations to the local 3 <sup>rd</sup> sector/community organisations /initiatives ( <b>8 beneficiary organisations</b> )	32 Hours + £5743 donated
<b>SME/3<sup>rd</sup> Sector Support</b> (Meet the Buyer event showcasing local subcontracting opportunities, subcontracting clauses etc.) ( <b>39 attendees</b> )	1
<b>SME mentoring/upskilling events</b> in procurement related activity ( <b>75 attendees</b> )	3
<b>Fair Work Practices/Real Living Wage</b> outcomes	2
<b>Developing the workforce</b> (in-house training and progression through industry recognised qualifications)	2
<b>Other Community Benefit Outcomes</b> (including awareness raising events re homelessness and mental health and SHMU community radio events)	21
<b>Total</b>	<b>117</b>

### Summary of Scotland Excel Community Benefit Outcomes

All Scotland Excel national frameworks incorporate award criteria relating to Fair Work Practices/Real Living Wage. Across 19 national frameworks utilised by Aberdeen City Council, the following outcomes have been reported by Scotland Excel in terms of localised community benefits delivered in the reporting period:

- **3.5** full time jobs created
- **3** part-time jobs created
- **2** work placements (adults)
- Various forms of community/3<sup>rd</sup> sector support including:
  - Approximately **8** outcomes relating to donations
  - Approximately **3** outcomes relating to fundraising activity.
- School visits

### **Approach to Community Benefits**

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

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

Beyond mandatory (£4M) and regulated thresholds (£50K for goods and services/£2M for works) the partner councils routinely seek:

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

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

- 1) [Aberdeen City Council Local Outcome Improvement Plan 2016-2026 \(LOIP\)](#)
- 2) [National Performance Framework](#).

### **Proportionality and Relevancy**

Approaches mitigate the traditionally limiting effects of **“proportionality”** and **“relevancy”**, promote local and national sources of 3<sup>rd</sup> sector/agency support and capture additional voluntary commitments from suppliers. A key consideration is pitching requirements appropriately to ensure the inclusive participation of SMEs/local SMEs/3<sup>rd</sup> Sector/local 3<sup>rd</sup> sector organisations. Bidders are routinely encouraged to volunteer “more of the same”, different or enhanced community benefits in the bid and during contract performance. In addressing the challenge of ensuring requirements are “proportionate and relevant”, not only the value and nature of the contract is accounted for, but the length of the contract and the physical presence (or remoteness) of the supplier in delivering requirements.

### **Real Living Wage**

Real Living Wage is promoted as an element of “Fair Work Practices” in every regulated contract where it is proportionate and relevant to do so. **Note**, payment of Real Living Wage/Living Wage Employer Accreditation is not permissible as a mandatory condition of participation in public procurement or in isolation, a factor in award criteria.

## **Community Benefit Themes**

Sustainable procurement/community benefit themes have been condensed into the following table to guide procurers and bidders. The themes link to national and local priorities consistent with the [Scottish Model of Procurement](#) and [National Performance Framework](#). The table is used to generate proportionate and relevant outcome focussed themes for Bidders to address. The table appears in sourcing strategies and tender documentation.

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

**To supplement the table of themes, a diverse range of specific community benefit requirements has been developed for use in goods/services/works contracts and in health and social care contracts. The list is not ranked in terms of organisational preference or priority**

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

Despite presenting challenges to evidence capture, bidders are offered maximum creative freedom and flexibility in meeting requirements. This helps to ensure the inclusive participation of SMEs and the 3<sup>rd</sup> sector (based locally or elsewhere) without compromising the scale and range of community benefit outcomes secured and delivered in our contracts.

The ambition of approach creates demands on the sophistication, reliability and consistency of reporting. In conjunction with guidance that may follow, measures will be developed to



attempt to address this challenge as opposed to adopting a more conservative approach that might present fewer reporting challenges.

### **Developments In the Reporting Period and Future Plans**

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

Improvement initiatives underway in 2019/2020 are aligned to the National Performance framework, and our LOIP and initiatives will explore increased scope for co-design of community benefits including compatibility with participatory budgeting principles and increased involvement of local social enterprises at a strategic level.

Increased, proactive use of forward-looking workplans and pipelines will identify the potential for added social, economic or environmental value at a much earlier stage. A strategic, integrated approach of this nature will not only allow for earlier market engagement but also highlight additional gains in terms of collaboration or aggregation opportunities.

A new community benefit is in development that requires appointed suppliers to promote the benefits of adoption and fostering to their workforce and report positive outcomes where any employees are known to have taken any steps towards adoption or facilitating foster placements at a local level. This community benefit is designed to promote early intervention, address increasing demand and promote positive destinations for every child.

Community Planning Aberdeen is seeking to strengthen its relationship with the business community across the City in recognition of the vital role private organisations can play in improving outcomes for the people, places and economy of Aberdeen. There are many socially responsible businesses in Aberdeen which are committed to contributing to the welfare of local people, families and communities; and are doing so in a variety of ways. However, there is an opportunity to channel the efforts of individual companies across the city to address the needs of local people by contributing to the Aberdeen City Local Outcome Improvement Plan and maximise the impact we can have in improving the lives of citizens in Aberdeen. Aberdeen Guarantees is an example of how Community Planning Aberdeen is already working in Partnership with local businesses to improve outcomes for children and young people by providing learning, training and work opportunities for 14-25 year olds. The programme promotes opportunities which are available in the city and engages local businesses in youth employment activities to enhance young people's experiences and develop their employability skills. However, there are many other areas where the Partnership could collaborate with the business community to achieve improved economic, social and environmental outcomes for the people and places of Aberdeen. An action plan is being developed to empower Aberdeen businesses to get involved in the work of the Partnership and a new website will be launched to promote the opportunities available. Opportunities include helping to grow the local economy by supporting new businesses in Aberdeen by becoming a community business champion; helping vulnerable people in Aberdeen through community involvement programmes, and volunteering or donating to community pantries; helping the environment by becoming a food growing workplace; and many more. We want to work with businesses to hear what other ideas they have for how we can achieve the scale of ambition we have set out in our Local Outcome Improvement Plan and welcome the involvement and investment of our Business Partners at every level of the Partnership. Discussions are currently taking place with a number of businesses who are enthusiastic about

giving back to the city and keen to collaborate with Community Planning Aberdeen. An event is being planned for early 2020 to engage with the wider business community.

### **Community Benefit Requirements Imposed and Fulfilled**

#### **1. Contracts > £4M in Value (Advertised - Awarded)**

- Total No **awarded** regulated contracts with a value > £4M – 1
- Total No **awarded** regulated contracts with a value > £4M imposing CB requirements – 1
- CB outcomes imposed in **awarded** contracts > £4M - 5

**Fig1 Summary Analysis of Awarded Contracts > £4M**

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
Subcontracting Clause	1	Y
Free access to legal styles bank	1	Y
Free access to legal training/seminars	1	Y
Accepting seconded staff for upskilling	1	Y
Commitments to modern apprentices and school placements	1	Y
<b>Total</b>	<b>5</b>	<b>5</b>

Community benefits delivered/fulfilled/in process are in some cases based on certain assumptions e.g. that the supplier has provided a sufficiently comprehensive response that specific forms of social/economic and environmental value are embedded at an organisational level and will be applied to performance of Council contracts. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term rather than per annum. Suppliers will be held to their total community benefit commitments (imposed and volunteered) over the life of the contract

#### **2. Contracts > £4M in Value (Advertised - Not Awarded)**

- Total No of regulated contracts **not awarded** with a value > £4M – 3
- Total No regulated contracts **not awarded** > £4M imposing CB requirements – 3
- CB outcomes imposed in contracts > £4M in value - <sup>1</sup>152+

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<sup>1</sup> 124 of 152 CB outcomes relate to a locally developed framework for site identification and works for new supply of affordable housing. Framework imposes ambitious community benefit requirements and quantities across four bands of spend ranging from up to £5M to over £20M in value. Anticipated that suppliers can be appointed on acceptable terms following a competitive dialogue process

Fig2 Summary Analysis Contracts > £4M Advertised but not awarded

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
Fair Work Practices/Real Living Wage	3	N
Apprenticeships - opportunities for “care experienced” promoted	24+	N
Placements (5 days to 8 weeks) – includes promotion of opportunities for “care experienced” and disabled persons as well and young and long term unemployed.	30+	N
School Engagement Activities (where applicable focus on STEM subjects)	16+	N
Further/Higher Education Activities (including student placements and where applicable, focus on STEM subjects)	16+	N
Further/Higher Education Site Visits	3+	N
Employability Activities (e.g mock interviews, CV workshops etc)	13+	N
3 <sup>rd</sup> Sector Support - professional advice/support/ volunteering/donations to the local 3 <sup>rd</sup> sector/community organisations /initiatives (200 hours)	4 (200 hours+)	N
Support the formation of a resident’s association if called upon to do so	4	N
SME/3 <sup>rd</sup> Sector Support (e.g. Meet the Buyer events publicising local subcontracting opportunities, subcontracting clauses.)	15+	N
Further duties relating to local SME/3 <sup>rd</sup> Sector Support (e.g. duty to report annually on work packages awarded to local SMEs/local 3 <sup>rd</sup> sector)	4	N
Case Studies (addressing innovation or any aspect of social value)	9	N
Vacancy Sharing (ensuring local applicants have an equal chance of competing for jobs)	5	N
Environmental Measures (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging and co-operation with the Council in terms of Climate Change Duties)	5	N
Collaborative Working - Commitment to work collaboratively as required with other contractors on site and wider partners.	1	N
<b>Total</b>	<b>152+</b>	<b>0</b>

None of the above community benefits are “fulfilled” on the basis that the contracts have yet to be awarded and commence. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term. Suppliers held to their total community benefit commitments (imposed and volunteered) over the life of the contract

### 3. Contracts Over <sup>2</sup>Regulated Value <£4M (Advertised – Awarded)

- Total No **awarded** regulated contracts with a value <£4M – 7

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

- Total No **awarded** regulated contracts with a value < £4M imposing CB requirements – 6
- CB outcomes imposed in **awarded** regulated contracts with a value < £4M - 6

**Fig3 Summary Analysis of Awarded Regulated Contracts < £4M**

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
Fair Work Practices/Real Living Wage	6	Y
<b>Total</b>	<b>6</b>	<b>6</b>

**4. Contracts Over <sup>3</sup>Regulated Value <£4M (Advertised – Not Awarded)**

- Total No regulated contracts **not awarded** with a value <£4M – 4
- Total No regulated contracts **not awarded** with a value < £4M imposing CB requirements – 3
- CB outcomes imposed in regulated contracts **not awarded** with a value < £4M - **34+**

**Fig4 Summary Analysis Regulated Contracts < £4M Advertised but not awarded**

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
Fair Work Practices/Real Living Wage	3	N
<b>Placements</b> (5 days to 8 weeks) – includes promotion of opportunities for “care experienced” and disabled persons as well and young and long term unemployed.	2+	N
<b>School Engagement Activities</b> (where applicable focus on STEM subjects)	10+	N
<b>Further/Higher Education Activities</b> (including student placements and where applicable, focus on STEM subjects)	5+	N
<b>Further/Higher Education Site Visits</b>	5+	N
<b>3<sup>rd</sup> Sector Support</b> - professional advice/support/volunteering/donations to the local 3 <sup>rd</sup> sector/community organisations /initiatives	1	N
<b>SME/3<sup>rd</sup> Sector Support</b> (e.g. Meet the Buyer events publicising local subcontracting opportunities, subcontracting clauses,)	4+	N
<b>Case Studies</b> (addressing innovation or any aspect of social value)	1	N
<b>Vacancy Sharing</b> (ensuring local applicants have an equal chance of competing for jobs)	1	N
<b>Collaborative Working</b> - Commitment to work collaboratively as required with other contractors on site and wider partners.	1	N

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<b>Volunteered benefits</b> (to be confirmed) suggested outcomes include sponsorship of community clubs and events, donations, food bank contributions.	1	N
<b>Total</b>	<b>34+</b>	<b>0</b>

None of the above community benefits are “fulfilled” on the basis that the contracts have yet to be awarded and commence. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term. Suppliers held to their total community benefit commitments (imposed and volunteered) over the life of the contract

#### 5. Works Contracts Under 4Regulated Value (Advertised –Awarded)

- Total No **awarded** works contracts under unregulated threshold– **19**
- Total No **awarded** works contracts under unregulated threshold imposing CB requirements – **15**
- CB outcomes imposed in **awarded** works contracts under unregulated threshold - **77**

Fig5 Summary Analysis of Works Contracts Awarded under Regulated Value

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
<b>Fair Work Practices/Real Living Wage</b>	14	Y
<b>Apprenticeships</b> – “reasonable steps” to employ and retain apprentices in contract prelims	2	Y
<b>Placements</b> (5 days up to 8 weeks) includes one placement with min duration of 26 weeks)	14	Y In process
<b>Further/Higher Education Graduate Placement</b> (civil engineering discipline - opportunity for experience in Edinburgh office)	1	Y In process
<b>School Engagement Activities</b> (focus on health and safety in construction)	2	Y In process
<b>Further/Higher Education Site Visits</b>	1	Y In process
<b>Employability Activities</b> (e.g careers day, mock interviews, CV workshops etc)	1	Y In process
<b>3<sup>rd</sup> Sector Support</b> - professional advice/support/volunteering/donations/sponsorship to the local 3 <sup>rd</sup> sector/community organisations /initiatives	6	Y
<b>SME/3<sup>rd</sup> Sector Support</b> (publicising local subcontracting opportunities, subcontracting clauses, mentoring smaller suppliers in procurement capability)	8	Y
<b>Developing the workforce</b> (in-house training and progression through industry recognised qualifications) common commitment to upskill at least 60% of workforce	10	Y
<b>Innovation</b> (theme of recycling in context of organisational process improvement)	1	Y In process
<b>Vacancy Sharing</b> (ensuring local applicants have an equal chance of competing for jobs)	5	Y

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

Express commitments to <b>sourcing and retaining employment locally</b>	3	Y
<b>Environmental Measures</b> (e.g. emissions class of vehicles, effective route planning, minimisation waste/packaging, innovative approaches to recycling/upcycling, circular economy, insulation, lighting, plastics, reuse of aggregates/timber etc and co-operation with the Council in terms of Climate Change Duties)	3	Y
<b>Prompt payment in the supply chain</b> (ensuring payment terms do not exceed 30 days re properly supported invoices and payment certificates)	6	Y
<b>Total</b>	<b>77</b>	<b>57 Delivered with 20 In process</b>

Community benefits delivered/fulfilled/in process can be based on certain assumptions e.g. that the contract provisions include commitment to delivery of the Community Benefits, that the supplier has provided sufficiently comprehensive assurances that specific forms of social/economic and environmental value are embedded at an organisational level and are being applied to performance of Council contracts. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term rather than a certain quantity per annum. Suppliers will be held to their total community benefit commitments (imposed and volunteered) over the life of the contract. It should be noted that some work contracts (although of significant value) can be of extremely short duration e.g. days/weeks/months. With such a short contract durations, challenging to incorporate meaningful community benefits when the opportunity for deep community engagement/fulfilment of employability and skills measures is so limited.

## 6. Works Contracts Under <sup>5</sup>Regulated Value (Advertised – Not Awarded)

- Total No works contracts **not awarded** under unregulated threshold– **3**
- Total No works contracts **not awarded** under unregulated threshold imposing CB requirements – **3**
- CB outcomes imposed in works contracts **not awarded** under unregulated threshold – **8**

**Fig6 Summary Analysis of Works Contracts under Regulated Value (Not Awarded)**

Community Benefit Outcomes	No. CB Outcomes	Delivered/In Process (Y/N)
Fair Work Practices/Real Living Wage	3	N

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

<b>Apprenticeships</b> – “reasonable steps” to employ and retain apprentices in contract prelims	1	N
<b>Placements</b> (5 days up to 8 weeks)	1	N
<b>Further/Higher Education Graduate Placements</b> – “reasonable steps” in contract prelims	1	N
<b>Prompt payment in the supply chain</b> (ensuring payment terms do not exceed 30 days re properly supported invoices and payment certificates)	1	N
Express commitments to <b>sourcing and retaining employment locally</b>	1	N
<b>Total</b>	<b>8</b>	<b>0</b>

None of the above community benefits are “fulfilled” on the basis that the contracts have yet to be awarded and commence. Community benefit requirements and quantities designed in terms of the total number of outcomes to be delivered over the entire contract term. Suppliers held to their total community benefit commitments (imposed and volunteered) over the life of the contract. It should be noted that some work contracts (although of significant value) can be of extremely short duration e.g. days/weeks/months. With such a short contract durations, challenging to incorporate meaningful community benefits when the opportunity for deep community engagement/fulfilment of employability and skills measures is so limited.

## Section 4 – Supported Businesses Summary

### Statutory Requirement

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

### Related Duties

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

### Steps Taken to Facilitate Supported Businesses

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

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

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

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

In the reporting period, it has become increasingly evident that there is scope to introduce proactive, practical measures to ensure that tender documents are capable of reflecting (where proportionate and relevant) meaningful expectations in terms of the engagement of supported businesses in the bidder’s supply chain. This is entirely consistent with the approach to community benefits detailed in section 3. The table of themes detailed in Section 3, includes “Facilitate (Involve)” supported businesses as a standalone community benefit theme.



The potential for lotting contracts in ways that can promote the inclusive participation of SMEs and 3<sup>rd</sup> sector organisations (including supported businesses) is strongly promoted at sourcing strategy/market analysis stages.

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

### **Effective Partnership Working**

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

In the reporting period, C&PSS has liaised extensively with Equalities Teams, communicating the direct and obvious links between supported businesses; equalities mainstreaming, the public sector equality duty and linkages with the disability employment gap. Over time, it is hoped that explicit equalities outcomes can be developed that offer advice and facilitation to 3<sup>rd</sup> sector organisations seeking to attain supported business status (should they wish to pursue this) in addition to promoting opportunities to raise capability and awareness in the following areas:

- Competitiveness in Tier 1 contracts
- Competitiveness in reserved contracts
- Subcontracting opportunities
- A meaningful role in supporting the delivery of community benefits
- Potential beneficiaries of sponsorship, surplus materials/equipment, professional expertise and general volunteering (via community benefits)

Approaches to community benefits rely on identifying potential sources of financial and practical support to assist suppliers in the delivery of social value. If this converges with the social purposes of a 3<sup>rd</sup> sector organisation (including supported businesses) or the interests of a community group, it is hoped that this will assist the 3<sup>rd</sup> sector to demonstrate and potentially strengthen their social purpose which could assist with reporting and potential funding streams.

### **Future Objectives:**

- Continue to work with Sencot/P4P and Social Firms Scotland to positively influence policy at a national level i) to make recognition as a supported business (especially at a local level) easier and quicker for organisations and ii) explore the extent of compliant subcontracting by supported businesses;
- Explore increased scope to lot contracts in increasingly creative ways that can promote the inclusive participation of supported businesses at sourcing strategy/market analysis stages (including social care contracts)

- Improve measures to ensure that tender documents are capable of reflecting (where proportionate and relevant) meaningful expectations in terms of the engagement of supported businesses in the supply chain.
- Build on meaningful partnerships with Senscot/P4P and Equalities Teams
- In financial year 2019/2020, the Council will continue to deepen partnership working with Social Bite (a supported business) in the context of supplying one or more corporate offices. Planned initiatives could potentially engage other local 3<sup>rd</sup> sector partners with an aligned social purpose.

In partnership, the Council is looking to address mutual local and national priorities with Social Bite demonstrating considerable social return on investment. In addition to significant environmental, ethical and circular economy benefits, planned initiatives are considered to represent an extremely powerful means of mitigating various forms of poverty and disadvantage at a local level.

One third of Social Bite's workforce come from a homeless and/or disadvantaged background with lived-in experience and serious obstacles to employment. Local residents furthest from the workplace (disabled/disadvantaged) will benefit from rewarding employment and upskilling opportunities. Beneficiaries of these opportunities can move from a position of being in receipt of state benefits/being outside the benefits system altogether, to a gold standard of "fair work practices" and employment rights...Real Living Wage, security of employment (no zero hours contracts), equality of opportunity and a favourable gender pay gap.

These initiatives are considered to represent an extremely meaningful means of addressing Scotland's priorities in terms of the disability employment gap, contributing positively to the Public Sector Equality Duty, Local Outcome Improvement Plan (LOIP) and National Performance Framework. Section 5 – Future Regulated Procurements Summary

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

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

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

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

**The annual procurement report owner:**

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## Appendix 1 – Regulated Procurements - 1 April 2018 to 31 March 2019

Supplier Name	Category Type	Contract Reference	Description	Date of Award	Start Date	Assumed Expiry Date	Max. Extension (Month)	Estimated Contract Value
Aberdeen Cyrenians	C	N/A	Accommodation Based Housing Support for Homeless Households	31/07/2018	01/11/2019	01/11/2022	24	£ 900,000.00
Peter Brett Associates LLP	C	N/A	Award of External Transport Links to Aberdeen South Harbour - STAG Part 2 Appraisal	26/03/2019	26/03/2019	31/10/2020	0	£ 76,851.45
Scotmech Engineering Limited	C1	000-GYEW9551	Inspection & Repair of Educational Equipment	04/12/2018	01/11/2018	01/11/2020	24	£ 172,300.00
EE Limited	CO	N/A	Award of Mobile Telephony Services	04/12/2018	04/12/2018	04/12/2021	12	£ 314,226.00
Thöni Industriebetriebe GmbH	C	N/A	Aberdeen Exhibition and Conference Centre Anaerobic Digestion Plant	02/11/2018	02/11/2018	02/02/2020	0	£ 12,700,000.00
Mark Shaw Funeral Services Ltd	C	N/A	Award of National Assistance Funeral Services	17/10/2018	26/10/2018	25/10/2021	0	£ 90,450.00
Scott & Co (Scotland) LLP	C	000-HUJA5537	Debt Collection Services	17/07/2018	17/07/2018	17/07/2022	12	£ 1,750,000.00
Zipporah Ltd	CO	N/A	Bookings Software	11/10/2018	01/10/2018	01/10/2020	24	£ 92,950.00
Castlehill Housing Association	C	000-ACAB4544	Care & Repair Service Aberdeen	14/06/2018	01/04/2018	01/04/2021	24	£ 1,250,000.00
Various	C	000-KCVW9375	Provision of Beers, Wines, Spirits and Mixers	14/06/2018	08/01/2018	08/01/2021	12	£ 460,000.00
Sacro	C	N/A	Learning Disability Intensive Support Service	12/07/2018	01/10/2018	01/10/2021	24	£ 1,470,000.00

Supplier Name	Category Type	Contract Reference	Description	Date of Award	Start Date	Assumed Expiry Date	Max. Extension (Month)	Estimated Contract Value
Lorndale Aberdeen Ltd (Great Western Assessment & Training Centre)	C	N/A	Award of Early Years Training for redeployed staff	11/06/2018	01/08/2018	30/11/2019	0	£ 96,000.00
Instant Neighbour	C	000-VQBQ1898	Collection, Storage and Redelivery of household belongings	21/05/2018	01/01/2018	01/01/2021	24	£ 360,000.00
WSP	C	000-PBRB3858	Torry Heat Network Project - Technical Adviser	30/04/2018	23/04/2018	23/04/2022	0	£ 464,558.50
Leiths (Scotland) Ltd	C	000-UWKU3132	Installation of signalised junction at Ashgrove Road West and signalised crossing on Holburn Street	21/09/2018	22/10/2018	22/12/2018	0	£ 166,591.38
Pinacl Solutions UK Limited	C	Portal ref: 561371	Intelligent Street Lighting - Supply, Installation and Management of CMS and Wireless Network (ERDF)	12/10/2018	15/10/2018	15/04/2019	6	£ 750,000.00
Microsoft	C	Portal ref: 544322	Microsoft Enterprise Advanced Support Services	24/05/2018	30/05/2018	30/05/2019	0	£ 60,000.00

### Regulated Procurements (call-offs from established frameworks) – 1 April 2018 to 31 March 2019

Supplier Name	Category Type	Contract Type	Contract Number	Contract Name	Start Date	End Date	Total Contract Value
Grahams the Family Dairy	CO	Supplies	N/A	Award of Provision of Milk (SXL Call Off)	01/06/2018	31/05/2022	£ 222,658.00

Supplier Name	Category Type	Contract Type	Contract Number	Contract Name	Start Date	End Date	Total Contract Value
Sweco UK Limited	CO	Services	RC-CPU-18-265	White Cart Footbridge - Inspection, Testing, Assessment and Design	19/11/2018	19/03/2019	£ 80,000.00
Peter Brett Associates	CO	Services	PS/18/90	Bridge Stock Principal Inspections 2018/2019	25/07/2018	25/07/2019	£ 390,525.00



## Appendix 2 – Future Regulated Procurements 2019-2021

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Estate Management Service	Renewal	2nd half of 2019	£ 100,000.00	
Framework Agreement for Large Print and Audio Books	Renewal	2nd half of 2019	£ 600,000.00	
Girdleness Sports Pitch	Renewal	2nd half of 2019	£ 299,994.50	
Hydrogen Supply Hub	Renewal	2nd half of 2019	£ 100,000.00	
Woodside Shcool Rood Repairs and Maintenance Works	Renewal	2nd half of 2019	£ 451,137.02	
Link Worker Resources	Renewal	2nd half of 2019	£ 2,800,000.00	Contract has an extension available until 01-2022
CONZ007 Ideagen - Pentana Performance Renewal	Renewal	1st half of 2020	£ 135,000.36	
Comissioning Feedstock AD G2G Plant	Renewal	1st half of 2020	£ 841,500.00	
TECA Main Insurance	Renewal	1st half of 2020	£ 311,000.00	
Rewiring of Council Dwellings 2019 - 20	Renewal	1st half of 2020	£ 718,213.55	Contract has an extension available until 07-2022
Key Project	Renewal	2nd half of 2019	£ 152,237.00	



Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Housing Support Outreach	Renewal	2nd half of 2019	£ 206,037.00	
Housing Support Outreach	Renewal	2nd half of 2019	£ 980,811.00	
Housing Support Outreach	Renewal	2nd half of 2019	£ 523,153.00	
Bloomfield Road	Renewal	2nd half of 2019	£ 514,382.00	
Housing Support Outreach	Renewal	2nd half of 2019	£ 1,309,089.00	
Assertive Outreach	Renewal	2nd half of 2019	£ 129,290.00	
Energy Efficiency Information, Support & Advice Service	Renewal	2nd half of 2019	£ 192,000.00	
Quantity Surveying Services Term Consultancy 2016-19	Renewal	2nd half of 2019	£ 440,000.00	Contract has an extension available until 12-2020
External Transportation Links to Aberdeen South Harbour – STAG Part 2 Appraisal	Renewal	2nd half of 2020	£ 173,890.00	
External Transportation Links to Aberdeen South Harbour Study - STAG Part 2 Appraisal Scotland Excel Framework 0616	Renewal	2nd half of 2020	£ 173,890.00	Contract has an extension available until 10-2020
External Transport Links to Aberdeen South Harbour STAG Part 2 Appraisal	Renewal	2nd half of 2020	£ 173,890.00	Contract has an extension available until 10-2020
Supply of kitchen units and worktops	Renewal	2nd half of 2019	£ 125,000.00	

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Memorial Stone Stabilisation	Renewal	1st half of 2020	£ 150,000.00	
Lorndale - Early Learning and Childcare Professional Learning	Renewal	1st half of 2020	£ 50,000.00	
Employee Assistance Service	Renewal	2nd half of 2019	£ 130,000.00	Contract has an extension available until 12-2021
Event Stewarding	Renewal	1st half of 2020	£ 800,000.00	Contract has an extension available until 03-2022
Road & Pavement Weed Spraying	Renewal	1st half of 2020	£ 300,000.00	
Deep Clean Power Washing - City Centre Master Plan	Renewal	1st half of 2020	£ 206,000.00	
Provision of Fresh Fruit & Vegetables	Renewal	1st half of 2020	£ 3,000,000.00	
Beers, Wines & Spirits	Renewal	2nd half of 2020	£ 375,000.00	Contract has an extension available until 01-2023
Traffic Signal Maintenance	Renewal	2nd half of 2019	£ 303,099.47	
Hydrogen Car Hire - (4 Vehicles)	Renewal	1st half of 2020	£ 120,000.00	
Supported Bus Service for Aberdeen City Council	Renewal	1st half of 2020	£ 645,000.00	Contract has an extension available until 03-2021
Provision of Pay as You Go Membership Car Club in Aberdeen	Renewal	1st half of 2020	£ 500,000.00	

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Framework Agreement for the provision of contracted school, college and/or social work transport services for children and adults	Renewal	2nd half of 2020	£ 8,185,457.00	Contract has an extension available until 03-2022
North Regeneration Public WiFi	Renewal	2nd half of 2020	£ 150,000.00	
Quest Change Auditor for Active Directory Suite	Renewal	2nd half of 2019	£ 59,020.16	
Oracle Refresh Sever and Support	Renewal	2nd half of 2019	£ 234,156.00	Contract has an extension available until 10-2021
Corporate Server Maintenance	Renewal	2nd half of 2019	£ 107,503.88	
PayBase BACS	Renewal	2nd half of 2019	£ 71,314.33	
Call Logging Software	Renewal	2nd half of 2019	£ 151,828.16	
CONT499 Digital Partner Agreement	Renewal	2nd half of 2019	£ 4,511,074.00	
Qmatic - Care Contract	Renewal	2nd half of 2019	£ 53,065.00	
Uninterruptible Power Supply (UPS)	Renewal	2nd half of 2019	£ 65,250.87	
CFACS - Efinancials	Renewal	2nd half of 2019	£ 140,000.00	
Microsoft SCE SQL Agreement	Renewal	2nd half of 2019	£ 288,195.90	

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Active Edition	Renewal	2nd half of 2019	£ 71,307.25	
eLearning Subscription	Renewal	2nd half of 2019	£ 305,096.15	Contract has an extension available until 02-2020
CONT429 Voice Recording System	Renewal	2nd half of 2019	£ 56,019.20	
VMWare Licences Software Renewal	Renewal	1st half of 2020	£ 178,305.15	
Trend Micro - Smart Protection	Renewal	1st half of 2020	£ 99,450.00	Contract has an extension available until 03-2020
CareFirst Software Renewal	Renewal	1st half of 2020	£ 178,840.61	
Statseeker - Network Monitoring Software	Renewal	1st half of 2020	£ 57,595.00	
ORBis NDR	Renewal	1st half of 2020	£ 148,641.89	
GIS Maintenance	Renewal	1st half of 2020	£ 284,999.75	
Event Production Services	Renewal	1st half of 2020	£ 550,000.00	Contract has an extension available until 03-2022
Microsoft Enterprise Desktop Agreement	Renewal	1st half of 2020	£ 1,954,226.80	Contract has an extension available until 03-2022
CORPORATE GAZETTEER AND (GIS) GEOGRAPHICAL INFORMATION SYSTEM	Renewal	1st half of 2020	£ 59,711.35	

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
CONP033 CAMS Confirm System	Renewal	1st half of 2020	£ 455,972.83	
Autodesk/Autocad Architecture Licence and LT Licence	Renewal	1st half of 2020	£ 193,889.00	
Technical Indexes - Web Portal	Renewal	1st half of 2020	£ 669,495.66	
CONJ010 ACC Project & Job Costing System for Aberdeen City Council Roads Services	Renewal	1st half of 2020	£ 68,068.43	Contract has an extension available until 05-2021
Email and Digital Subscription Management - Communications Cloud	Renewal	1st half of 2020	£ 80,809.86	
CONT398 Microsoft Education Enterprise Subscription Agreement	Renewal	1st half of 2020	£ 388,753.60	
CONT488 Read & Write	Renewal	1st half of 2020	£ 73,622.00	Contract has an extension available until 06-2020
CONP035 Network Subscription for the National Building Specification	Renewal	1st half of 2020	£ 88,240.00	
CONP035 NBS Subscription Renewal	Renewal	1st half of 2020	£ 119,750.00	
CONT500 Supply of a Bookings System Soluton	Renewal	1st half of 2020	£ 92,950.00	
Election Services	Renewal	2nd half of 2020	£ 751,171.00	Contract has an extension available until 10-2023
Master Data Managment Solution	Renewal	2nd half of 2020	£ 419,933.40	Contract has an extension available until 12-2022

Description	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Oracle Unlimited Licence	Renewal	1st half of 2020	£ 751,232.00	Contract has an extension available until 04-2020
CONT475 - Forcepoint	Renewal	1st half of 2020	£ 90,899.56	
Internet Connectivity - 200 Mb Bandwidth	Renewal	1st half of 2020	£ 100,000.00	
CONT495 Unified Support / DSE contract	Renewal	2nd half of 2020	£ 373,536.74	
Temporary Homeless Accommodation	Renewal	1st half of 2020	£ 1,650,000.00	Contract has an extension available until 05-2021
The Provision of an Employee Benefits Scheme	Renewal	1st half of 2020	£ 72,000.00	
Advice and Information Service	Renewal	2nd half of 2019	£ 605,460.00	
Housing Advice	Renewal	1st half of 2020	£ 419,727.00	
Tenants Contents Insurance	Renewal	1st half of 2020	£ 250,000.00	Contract has an extension available until 04-2021