

Appendix 3 - 3.10 Memo Summary

Function	Cluster	Description of Contract	Estimated Start date of Contract or Extension	Estimated End date of Contract	Total Estimated Contract Value £	SUMMARY OF EXPLANATION OF WHY THE CONTRACT WAS URGENTLY REQUIRED TO MEET THE EXIGENCIES OF THE SERVICE AND THEREFORE JUSTIFYING THE SUSPENSION OF PROCUREMENT REGULATIONS, IN WHOLE OR IN PART:
Resources	Finance	CONT164 Open Text - Content Suite Platform	01/04/2020	31/03/2021	69249.69	If the decision had been delayed, ACC would have incurred a late renewal fee of 3% i.e. £2,077.49 which would have increased on a monthly basis until confirmation of renewal provided to the supplier. The existing core corporate application is used across the organisation to direct and manage invoices, payments and credit notes for customers and suppliers of the Council. Should this application be suspended or withdrawn due to non-payment of renewal of the contract there would be significant delays in paying suppliers which would unquestionably result in suppliers withdrawing vital services to some of our most vulnerable citizens.
Operations	Operations and Protective Services	TotalMobile - Consilium Housing Repairs Renewal (CONH011)	01/04/2020	31/03/2021	111,136.50	If the service was suspended or withdrawn, the Council would no longer be able to ensure its housing and public buildings are wind, watertight and in all other respects reasonably fit for human habitation thereby failing to meet our obligations under the Housing (Scotland) Act 2001. It would also no longer meet its legal obligations to be able to provide the Scottish Housing Regulator and Scottish Government statistical performance management information under the Scottish Social Housing Charter.
Resources	People and Organisation	Employee Benefits	26/03/2020	30/11/2020	£613,895.80 (from 30/03/20 to 03/07/20) – Free school meal vouchers £1,800 (from 30/03/20 to 30/11/20) – Employee Benefits	In the case of COVID-19 there is an urgent need to provide free school meals to children within Aberdeen City which must be available as a matter of urgency. For this reason, the time limits for open procedure, restricted procedure or competitive procedure with negotiation cannot be complied with. The circumstances of the extreme urgency for this service are not attributable to ACC but due to the ongoing pandemic. A tender process was planned to take place to renew the employee benefits contract, however, in light of current circumstances an extension to 30th November 2020 is required.
Operations	Operations and Protective Services	Road and Pavement Weed Spraying	01/05/2020	30/04/2021	£104,879	A tender process was underway, and a business case scheduled to be presented to the Strategic Commissioning Committee to get a renewal contract, however due to the current COVID-19 situation it has not been possible to progress at this time.
Place	City Growth	Provision of Emergency Oil Spill Response and Related Services including Membership of the National Oil Pollution Control Club	01/04/2020	30/11/2020	£1,667 shared across 3 local authorities. The yearly fee is £2,500 amounting to a value of £61,250. A further contract extension will increase this cost, and additional expenses have been incurred to Buckie and Macduff Harbours who have used the oil spill services provided. A yearly fee is paid for a retainer but additional expenses incurred in response to incidents but not clear what these have been at this point.	The current contract expired on 31 December 2019 and an agreement has been in place with Briggs to provide cover in the interim until 31st March 2020. This contract is part of a statutory requirement to have an emergency plan in place as it supports our emergency response plans in the event of an oil spill across the region. The Council could be open to financial and reputational risk if there is an oil spill and there is no formal contract in place. The short-term nature of the contract for 6 months will allow time for a competitive tendering procedure to take place for a longer term contract, to commence 1st December 2020.
Operations	Integrated Children's and Family Services	ACC Chromebook Purchase	04/06/2020	Ongoing	£922,749.74	Given the on-going COVID-19 pandemic and the requirement to support a blended model of delivery for all stages of school education, the service requires a supply of ChromeOS devices to support access to the education offer. In order to meet demand for technology support for the curriculum offer and given the pressure on production and shipping of devices from manufacturers, we need to place this order as quickly as possible to ensure delivery within the required timescale. This purchase would ensure that all our young people have the same requirements for home learning, and that they are all engaging with the correct tools on a level playing field.
Operations	Integrated Children's and Family Services	SEEMIS Group LLP Annual Membership Fees and Charges 2020/21	01/04/2020	31/03/2021	£153,402.00	Following approval by the Demand Management Control Board on 01 May 2020, Education were asked to present a 3.10 for approval of Aberdeen City Councils Membership fees and charges as part of the SEEMIS Group LLP. There are no other current viable solutions for the management of school-based data. In terms of procurement, the Public Contracts (s) Regs 2015 do not apply as SEEMIS carries out more than 80% of its activities in the performance of tasks given to it by Local Authorities.

Operations	Operations and Protective Services	Drainage Clearing	11/02/2020	11/02/2021	£276,000	The services are vital to the Health, Safety and Wellbeing of Tenants and Building Users. Due to the current Covid 19 situation and furlough scheme being in operation, Tenderers who would normally be interested in submitting a tender may be unable to submit a response at the current time. Also, tender pricing may be artificially inflated in order to cover any perceived risk due to uncertainties in the labour market and supply chains. It is therefore proposed that an extension be issued to the current service provider for a 12 months term.
Operations	Operations and Protective Services	Fire Alarm Testing, Maintenance and Repairs	10/01/2020	30/09/2021	£100,100 for 12 months extension, £29.3m allowance for repairs and maintenance	The services are vital to the Health, Safety and Wellbeing of Tenants and Building Users. It was originally proposed that a procurement process be implemented with a contract start date of 1st July 2020 on a 3+1 year basis. Due to the current covid-19 situation and furlough scheme being in operation tenderers who would normally be interested in submitting a tender may be unable to at the current time. Also, tender pricing may be artificially inflated in order to cover any perceived risk due to uncertainties in the labour market and supply chains. It is therefore proposed that an extension be issued to the current service provider for a 12 months term. This will allow the extension completion date to coincide with the commencement of a new combined contract with the Dry Riser Testing, Maintenance and Repairs in October 2021.
Operations	Operations and Protective Services	Annual Testing and repair works to dry riser systems in housing properties	10/01/2020	30/09/2021	£40,000	The services are vital to the Health, Safety and Wellbeing of Tenants and Building Users. It was originally proposed that a procurement process be implemented with a contract start date of 1st July 2020 on a 3+1 year basis. Due to the current covid-19 situation and furlough scheme being in operation tenderers who would normally be interested in submitting a tender may be unable to at the current time. Also, tender pricing may be artificially inflated in order to cover any perceived risk due to uncertainties in the labour market and supply chains. It is therefore proposed that an extension be issued to the current service provider for a 16 months term. This will allow the extension completion date to coincide with the commencement of a new combined contract with Fire Alarm Testing, Maintenance and Repairs in October 2021.
Operations	Operations and Protective Services	CCTV Maintenance and Repairs	09/01/2020	31/08/2021	£57,000	The services are vital to the Health, Safety and Wellbeing of Tenants and Building Users. Due to the current covid-19 situation and furlough scheme being in operation tenderers who would normally be interested in submitting a tender may be unable to at the current time. Also, tender pricing may be artificially inflated in order to cover any perceived risk due to uncertainties in the labour market and supply chains. It is therefore proposed that an extension be issued to the current service provider for a 12 months term.
Operations	Operations and Protective Services	Parklets - Spaces for People Project	03/07/2020	03/09/2020	£350,000	As part of the 'Creating spaces for people' project, ACC staff are working in a cross-service approach to ensure the safety and free movement of pedestrians on highway areas, separating traffic under covid legislation. This will allow local business reopen quickly, if we as a council can act to implement these measures without delay. We have been timebound by the Scottish Government reinstatement phases, social distancing guidance, and our aspirations to support the city centre and adjacent shopping areas as best we can in as short a timescale as possible