

Annual Procurement Report template

[NOTE 1: reference to contract is also to be construed as meaning a Framework Agreement]

[NOTE 2: where unknown is entered this is due to limitations within available systems to report on these measures, work is ongoing in relation to improving systems for future to allow data capture to facilitate increased reporting capability]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Aberdeen City Council
b) Period of the annual procurement report	1 April 2019 – 31 March 2020
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	24
b) Total value of regulated contracts awarded within the report period	£375,438,262.64
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	29
i) how many of these unique suppliers are SMEs	18
ii) how many of these unique suppliers how many are Third sector bodies	Unknown
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	24
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	2
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	2
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	16

Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period: (Note 4)

d) Number of Jobs Filled by Priority Groups *(Each contracting authority sets its own priority groups) (Note 5)*

15 imposed over the life of the contract (not a single year) (10 local school leavers + 5 graduates) but not fulfilled as per full definition e.g not awarded, recently awarded or interrupted by Covid

e) Number of Apprenticeships Filled by Priority Groups

50 imposed over the life of the contract (not a single year) but not fulfilled as per full definition e.g not awarded, recently awarded or interrupted by Covid

f) Number of Work Placements for Priority Groups

95 imposed + 20 shared placements
50 imposed over the life of the contract (not a single year) but not fulfilled as per full definition e.g not awarded, recently awarded or

	interrupted by Covid
g) Number of Qualifications Achieved Through Training by Priority Groups	12 "Qualifying the Workforce" benefits imposed over the life of the contract (not a single year) but not fulfilled as per full definition e.g not awarded, recently awarded or interrupted by Covid
h) Total Value of contracts sub-contracted to SMEs	Unknown
i) Total Value of contracts sub-contracted to Social Enterprises	Unknown
j) Total Value of contracts sub-contracted to Supported Businesses	Zero but see Supported Business Section of the Procurement Annual Report (p23-24)
k) Other community benefit(s) fulfilled	See Procurement Annual Report for tables across different categories benefits imposed over the life of the contract (not a single year) but not fulfilled as per full definition e.g not awarded, recently awarded or interrupted by Covid

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	26 (86.6%)
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	Unknown
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Unknown
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Unknown

6. Payment performance

a) Number of valid invoices received during the reporting period.	157,022
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	76.09%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	Unknown
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	None

7. Supported Businesses Summary

a) Total number of regulated contracts awarded to supported businesses during the period	None
b) Total spend with supported businesses during the period covered by the report, including:	Zero
i) spend within the reporting year on regulated contracts	Zero
ii) spend within the reporting year on non-regulated contracts	Zero

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£506,444,110.31
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£197,353,353.84

c) Total procurement spend with Third sector bodies during the period covered by the report.	Unknown
d) Percentage of total procurement spend through collaborative contracts.	Unknown
e) Total targeted cash savings for the period covered by the annual procurement report	N/A
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report	£1,815,000
i) delivered cash savings for Cat A contracts	N/A
ii) delivered cash savings for Cat B contracts	N/A
iii) delivered cash savings for Cat C contracts	N/A
g) Total non-cash savings value for the period covered by the annual procurement report	N/A
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	65
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£95,150,257