

3.10 Memo Summary

Appendix 3

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	People and Organisation	AES Digital Solutions provision of Match Jobs Software	01/11/2020	01/11/2021	58,698	<p>This contract is to provide a digital tool to match employees to roles for internal movement/recruitment. Contract commenced November 2019 and set up work took place to March 2020, when training and then system testing was due to start. From March 2020 the impact of the covid-19 pandemic has had significant impact on the implementation of the scheme. Training and system testing had to be paused to enable the team to focus on the development and implementation of the temporary movement of staff protocol and scheme to enable employees to move from substantive posts to support temporary duties/ role critical to support the pandemic. Unfortunately the digital tool was not progressed sufficiently to be able to be used for the urgent requirements of the pandemic response. This was done using a manual process but has now been successfully moved to this digital tool. Training has been completed and testing of all aspects of the system is now underway, but there is an urgent requirement to extend this contract for a further 12 months to implement the system fully for all aspects of internal movement of staff and internal recruitment.</p> <p>The supplier has agreed a further 12 month extension of costs on the basis of our discounted Year 1 costs with no cost increase. If a contract extension is not agreed we would lose the work undertaken over the past 12 months in setting up this system. We would then need to source another solution/system to undertake this significant project. Furthermore, the implementation of the digital tool as part of the recruit scheme (the new approach to internal recruitment/ internal movement of staff scheme) is subject to a recommendation from an Internal Audit report on Workforce Planning, approved at Audit, Risk and Scrutiny Committee today 4 November 2020 Report no. AC2018.</p>
Operations	Operations and Protective Services	Manufacture & supply of specialist chip spreading machine	02/12/2020	On delivery	130,000 plus 1,500 delivery	<p>This a specialist chip spreading machine that is required by the Roads service as soon as possible to enable them to carry road repairs as part of their statutory duties. If these duties are not carried out, the council is fined, hence the timescales.</p> <p>If equipment is not purchased additional hire of equipment would have to be brought in which would impact on the revenue budget. The current market hire rate for the Extendachip is £1200 per week based on a 48-week one yearly hire = £57,600 per year, or £288,000 over the life of the machine (5 years).</p>
Customer	Early Intervention and Community Empowerment	Replacement of Bus Lane Enforcement Equipment	01/04/2021	31/03/2023	Total Capital Expenditure 181,150/Total Annual Revenue Cost 60,000	<p>Presented in SCC 3.10 memo list for the revenue implications of the total expenditure. The current bus lane enforcement equipment has recently seen increases in the amount of downtime. A maintenance agreement is in place with the incumbent provider who have explained that the increased amount of downtime has been due to the obsolescence of the current equipment deployed. Increased downtime will continue to affect the efficiency of the bus lane network across Aberdeen City and have a negative impact on the revenue income.</p> <p>NESTRANS were projected to underspend on their project budget this year and invited services to bid for funding to support transport related projects. A bid was submitted using indicative costs from the market to replace the existing system which has since been successful. The awarded budget must be spent by the end of this financial year. This does not allow enough time for approval to be obtained through the usual boards and committee process. If the funding is not used by the end of the financial year the council will be need to cover the cost of replacing the systems.</p>
Commissioning	Governance	First Aid training and Health and Safety E-learning	01/10/2020	01/10/2021	25,000 + VAT	<p>Due to current coronavirus pandemic it has not been possible to procure a replacement for this essential training as many companies were not at work due to furloughing of staff. ACC H&S officers have also been occupied full time in COVID – related work. Without a contract in place the Council would be at risk of being non-compliant with ACC’s statutory duty to provide H & S and first aid training which includes the training element for Pupil Support Assistants in schools.</p> <p>Approval of spend has been discussed with Chief Officers of Governance and People and Organisation who are in agreement to continue with the current provider whilst a business plan and options appraisal are carried out with a view to carrying out a wider procurement in 2021.</p>
Operations	Integrated Children’s and Family Services	Supply of Chromebook Devices from XMA (National Framework)	09/10/2020		1,000,027	<p>Given the on-going COVID-19 pandemic and the requirement to support a range of learning situations, including a blended model of delivery for all stages of school education, the service requires an additional supply of ChromeOS devices to support access to the education offer. This requirement is still relevant and becoming more of a necessary for upper stages primary learners.</p> <p>As a result of the impact of the pandemic, there are international challenges regarding the supply of devices. In order to secure a batch of devices for late November delivery, from a stock order already in place by the supplier, we require to place this order urgently.</p> <p>A delay to placing this order, will shift delivery into the new year and most likely mid-to-late February or March. Given the uncertain future and the potential risk of school closures and/or partial moves to blended learning models, it would be prudent to access this stock of devices as soon as possible.</p> <p>This purchase would ensure that our young people can access home learning, and are engaging with the correct tools on a level playing field across schools, as part of any blended and home learning education offer.</p> <p>The supplier will also enterprise configure and asset tag devices so that they are delivered “ready to go” without causing additional demand on IT services.</p>

Operations	Integrated Children's and Family Services	Wifi, Switching and Fibre Optic Infrastructure and Wireless Access Configuration Upgrade - St Machar Academy	One off payment for equipment		123,321	<p>The current wap structure was originally fitted at St Machar Academy in 2013/2014 to support an IT compliment of 30 Chromebooks and 40 iPads. We will shortly have a digital compliment of approx. 754 Chromebooks, 87 staff laptops and 50 iPads which far outstrips the capacity and capability of the system. The system cannot cope. Infrastructure currently have plans to renew all school wap structure, however, this project could take 3-4 years to complete and as these are often planned alphabetically St Machar Academy falls to the end of the queue. However, we have a larger than normal underspend due mainly to factors relating to covid so wish to jump on the project early by offering to pay our own way with our underspend, thus ensuring that our pupils have high quality seamless access to resources during learning and teaching at the earliest opportunity, approx. 3-4 months.</p>
Operations	Operations and Protective Services	School Meals School Vouchers	05/01/2021	16/08/2021	600,000	<p>Due to the current COVID-19 situation there is a requirement for the purchase of vouchers in relation to provision of Free School Meals to ensure continuity of Service albeit different to the norm.</p> <p>This request seeks approval as the current Contract with Sodexo has now ended prematurely, as the supplier is unable to continue the provision.</p> <p>This request seeks approval for continued provision though a Call-off Contract from the Wales National Procurement Services (NPS) Framework with EdenRed supplier, to provide provision moving forwards.</p>