

# **COMMODITY STRATEGY**

For the Provision of

Equipment Inspection, Repair & Maintenance in Schools,  
Leisure Centres and Community Centres

PE & Fitness Equipment – 1152/ACE/302

Outdoor Play Equipment – 1153/ACE/302

Educational Equipment Inspections – 1154/ACE/302

## **Commodity Strategy Template**

### **1. Introduction**

UIG Lead shall provide the following high level information for the procurement including a brief description of the requirements of the project to be undertaken.

Contract Title / Ref	Lead Procurement Officer	Total Value of Contract(s)	Budget approved by customer (Y/N)
Equipment Inspection, Maintenance & Repair	Melanie Mackenzie	£980,000	Y

#### **Brief Description of Procurement (considering purpose, criticality, sensitivities etc.)**

Aberdeenshire Council and Aberdeen City Council have a requirement to procure Equipment Inspection, Maintenance and Repair Services for a variety of equipment within Schools, Community Centres and Recreation Facilities. Due to the nature of the equipment included this would be split into 3 parts for the purposes of the procurement processes to be undertaken.

The equipment included within the scope of this sourcing strategy is:

Educational Equipment Inspections including:

- Art Equipment including Kilns & Photography Equipment
- Home Economics Equipment such as Sewing Machines & Cookers (including those used in Community Centres)
- Science Equipment including Microscopes & Centrifuges
- CDT Equipment including Lathes & Band saws

Outdoor Play Equipment Inspections including:

- Outdoor Play Equipment including Timber Play Equipment & Multi Use Games Areas

PE/Fitness Equipment Inspections including:

- PE Equipment including PE/Fitness Equipment in Schools, Community Centres & Fitness Equipment within Recreation Facilities

This document describes the proposed strategy for procuring Equipment Inspection, Maintenance & Repair Services for Aberdeenshire Council and Aberdeen City Council.

## Objectives

Implementation of this strategy is intended to address the following key objectives:

- To ensure an appropriate contract(s) relating to the provision of Equipment Inspection, Maintenance & Repair Services is in place to ensure compliance with both internal financial regulations and procurement legislation.
- To ensure an appropriate contract(s) relating to the provision of Equipment Inspection, Maintenance & Repair is in place to ensure compliance with Health & Safety legislation.
- To ensure Equipment Inspection, Maintenance & Repair is carried out on a regular basis so the equipment is safe to use and certified as such if required.
- To ensure that Equipment Inspection, Maintenance & Repair services are carried out by appropriately qualified persons.
- In the current financial climate ensure that consideration is given to the fact that regular Inspection, Maintenance & Repair of Equipment could potentially lengthen the lifespan of the equipment.
- To consolidate requirements and leverage spend where possible to realise improvements in the value for money obtained in this provision.
- Support collaborative working between Aberdeen City and Aberdeenshire Council.
- Encourage resource sharing between Aberdeen City and Aberdeenshire Councils Education & Children's Services.
- Facilitate and foster relationships and forge new networks and collaborations.

In striving to achieve these objectives, the strategy will also seek to consider impacts upon:

- The need to ensure appropriate arrangements are in place for the provision of Equipment Inspection, Maintenance & Repair Services.
- The need to address certain specific needs of Aberdeenshire Council and Aberdeen City Council.

Each of the options considered will be tested against the impact on these objectives and considerations.

## 2. Stakeholders, the User Intelligence Group (UIG) and Evaluation Panel

Key stakeholders identified	List of UIG members (if applicable)	Evaluation Panel (who will evaluate bids from tenderers)
Commercial & Procurement Services	Melanie Mackenzie	Melanie Mackenzie (Commercial Evaluation)
Education & Children's Services - Aberdeenshire	Ian Stephen Gillian Innes Alan Donald	Ian Stephen Gillian Innes Alan Donald
Education & Children's Services – Aberdeen City	Ed McGann	Ed McGann

### 3. Current Contract Status & Spend Analysis

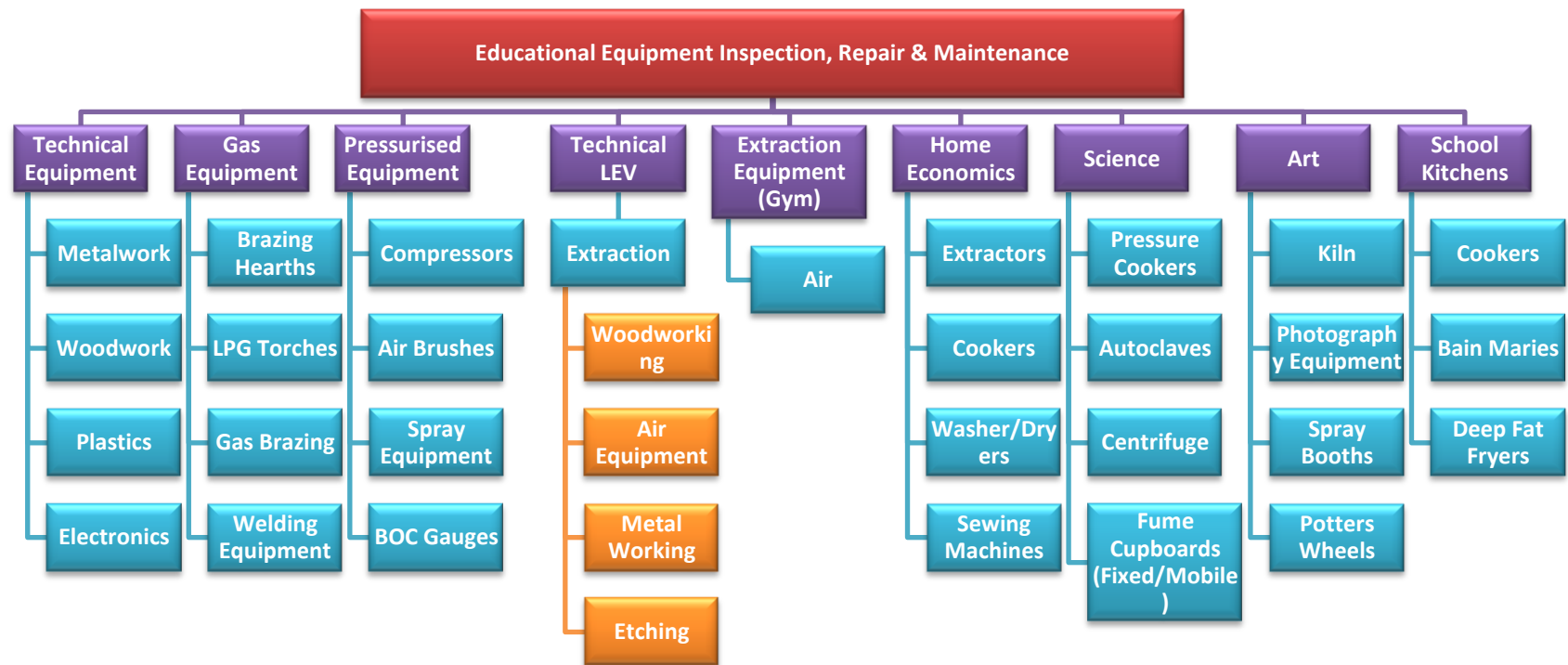
<b>Aberdeenshire Council</b>		
<b>Description (scope, type of contract, contract owner, supplier etc.)</b>	<b>Duration/Expiry</b>	<b>Value/Spend Per Annum (approx.)</b>
Art, Home Economics, Science & CDT Equipment Inspections – No contract	N/A	£90,000
PE Equipment Inspections	31/07/16	£20,000
Outdoor Play Equipment	N/A	£20,000
<b>Anticipated annual total</b>		<b>£130,000</b>

<b>Aberdeen City Council</b>		
<b>Description (scope, type of contract, contract owner, supplier etc.)</b>	<b>Duration/Expiry</b>	<b>Value/Spend Per Annum</b>
Art, Home Economics, Science & CDT Equipment Inspections – No contract	N/A	£80,000
PE Equipment Inspections	N/A	£15,000
Outdoor Play Equipment	N/A	£10,000
<b>Anticipated annual total</b>		<b>£105,000</b>

<b>Proposed Contract Values</b>			
<b>Description</b>	<b>Anticipated Annual Spend</b>	<b>Proposed Duration</b>	<b>Total Contract Value</b>
Educational Equipment Inspections	£170,000	3+1+1	£850,000
PE Equipment Inspections	£35,000	1+1	£70,000
Outdoor Play Equipment	£30,000	1+1	£60,000

#### 4. Commodity Profile

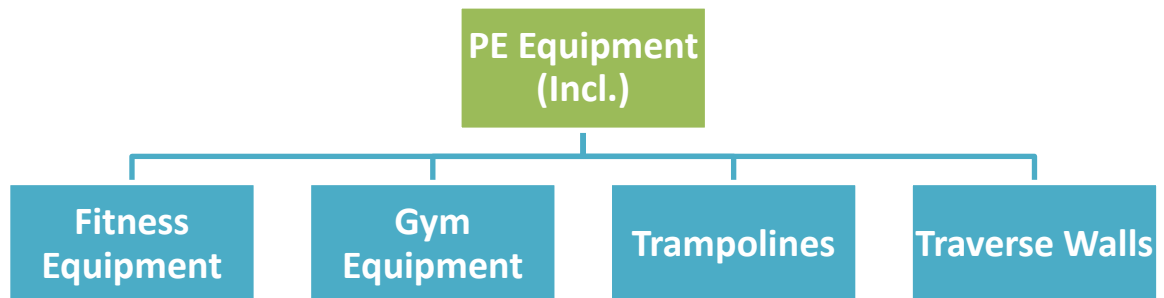
##### Educational Equipment Inspections



## Outdoor Play Equipment



## PE & Fitness Equipment



## **5. Supply Market**

### **Supply Market Analysis**

Details of research undertaken (sources/type of information analysed)

- UIG member's expertise and knowledge of the market
- Internet Research

### **Results/Outcomes of research**

#### Educational Equipment Inspections

The range of educational equipment which requires inspection is varied, research has identified that there are no available frameworks which cover inspection of the identified range of equipment.

Based on the assessment of the range of equipment it is unlikely that there will be any one supplier who can provide the service required. Therefore the intention is to split the contract into lots.

This will also provide SME's with an opportunity to bid for this contract.

#### Outdoor Play Equipment

ESPO have an available framework for Outdoor Play Equipment which includes Inspection & Maintenance. Use of the framework offers customers a quick, simple and competitive route to purchase a wide range of outdoor playground equipment for schools and public play areas, including Inspection & Maintenance Services.

All of the suppliers on the framework have been selected based on their experience and ability to provide customers with a comprehensive range of products that combine quality and value for money.

There is only one supplier who has been appointed to the framework for the provision of Inspection & Maintenance of Outdoor Play Equipment.

#### PE & Fitness Equipment Inspections

ESPO have an available framework for PE & Fitness Equipment Inspections. Use of the framework offers customers a quick, simple and competitive route to procuring the maintenance of all Gymnasium Equipment to the standards required in British Standards Specification BS1892 part II 1986/1991, in accordance with section 4 of the Health & Safety at Work Act 1974.

All of the suppliers on the framework have been selected based on their experience and ability to provide customers with a comprehensive range of products that combine quality and value for money.

There is only one supplier who has been appointed to the framework for the provision of PE & Fitness Equipment Maintenance in Scotland.



## 6. Risk Management – Identification and Assessment

Risk and Issues Register						
Risks/Issues identified						
ID	Owner	Description	Assessment Result (Probability/Impact)	Date of Assessment	Mitigating Actions	Next Review
1	Aberdeenshire & Aberdeen City Council	Pricing	L	05/07/16	Agreement on contract scope and definition.	
2	Aberdeenshire & Aberdeen City Council	Contract Spend Slippage	L	05/07/16	Ongoing review of spend and requirements.	
3	Aberdeenshire & Aberdeen City Council	Increase Supplier Management	L	05/07/16	Contract Management procedures to be built into specification and plan agreed.	
4	Aberdeenshire & Aberdeen City Council	Business Continuity	H	05/07/16	Business continuity measures to be built into specification and assessed as part of tender evaluation.	
5	Aberdeenshire & Aberdeen City Council	Timescales Not Met	M	05/07/16	Monitor timescales for procurement to ensure slippage is identified and addressed at an early stage.	
6	Aberdeenshire & Aberdeen City Council	Compliance with Legislation	H	05/07/16	Compliance with legislation to be built into specification.	

## 7. Option Summary with Benefits

### Educational Equipment Inspections

Option	Benefits	Risks	Potential Impacts	Recommendation
Develop Bespoke Contract	<ul style="list-style-type: none"> <li>Firm commitment to supplier</li> <li>Supplier commitment – incentive to support with better terms.</li> <li>Specification is shaped by the council's requirement</li> </ul>	<ul style="list-style-type: none"> <li>Timescales to implement</li> <li>Less Flexible</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	Developing a bespoke contract has been identified as the preferred option for this requirement; other options have been considered and discounted for various reasons with regards this provision.
Existing Framework	<ul style="list-style-type: none"> <li>Reduction in timescales to implement</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	There are no appropriate framework agreements in place which could be utilised in relation to this requirement.
Continue Current Arrangements	<ul style="list-style-type: none"> <li>Reduction in timescales to implement</li> <li>Additional discounts for annual subscription</li> </ul>	<ul style="list-style-type: none"> <li>Continuing the current arrangement would breach internal and EU procurement regulations</li> </ul>	<ul style="list-style-type: none"> <li>Risk of challenge</li> </ul>	Continuing the current arrangements would breach internal financial regulations within both Councils and EU procurement regulations
Obtain Quotes	<ul style="list-style-type: none"> <li>Less regulated.</li> <li>Contracts in place quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Care required to be taken to ensure compliance with Standing Orders and relevant procurement legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Potential access by SME's</li> </ul>	Due to the anticipated value of the requirement, proceeding by way of obtaining quotes would breach internal financial regulations within both council's and EU procurement regulations.

## Outdoor Play Equipment

Option	Benefits	Risks	Potential Impacts	Recommendation
Develop Bespoke Contract	<ul style="list-style-type: none"> <li>• Firm commitment to supplier</li> <li>• Supplier commitment – incentive to support with better terms.</li> <li>• Specification is shaped by the council's requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Timescales to implement</li> <li>• Less Flexible</li> </ul>	<ul style="list-style-type: none"> <li>• Could limit choice</li> <li>• Potential negative impact on SME's</li> </ul>	Use of an available framework has been identified as the most appropriate option for this requirement.
Existing Framework	<ul style="list-style-type: none"> <li>• Reduction in timescales to implement</li> </ul>	<ul style="list-style-type: none"> <li>• Could limit choice</li> <li>• Potential negative impact on SME's</li> </ul>	<ul style="list-style-type: none"> <li>• Could limit choice</li> <li>• Potential negative impact on SME's</li> </ul>	Use of the ESPO Outdoor Play Equipment Framework Agreement has been identified as the most appropriate option.
Continue Current Arrangements	<ul style="list-style-type: none"> <li>• Reduction in timescales to implement</li> <li>• Additional discounts for annual subscription</li> </ul>	<ul style="list-style-type: none"> <li>• Continuing the current arrangement would breach internal and EU procurement regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Risk of challenge</li> </ul>	Continuing the current arrangements would breach internal financial regulations within both Councils and EU procurement regulations
Obtain Quotes	<ul style="list-style-type: none"> <li>• Less regulated.</li> <li>• Contracts in place quickly.</li> </ul>	<ul style="list-style-type: none"> <li>• Care required to be taken to ensure compliance with Standing Orders and relevant procurement legislation.</li> </ul>	<ul style="list-style-type: none"> <li>• Potential access by SME's</li> </ul>	Due to the anticipated value of the requirement, proceeding by way of obtaining quotes would breach internal financial regulations within both council's and EU procurement regulations.

## PE & Fitness Equipment

Option	Benefits	Risks	Potential Impacts	Recommendation
Develop Bespoke Contract	<ul style="list-style-type: none"> <li>Firm commitment to supplier</li> <li>Supplier commitment – incentive to support with better terms.</li> <li>Specification is shaped by the council's requirement</li> </ul>	<ul style="list-style-type: none"> <li>Timescales to implement</li> <li>Less Flexible</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	Use of an available framework has been identified as the most appropriate option for this requirement.
Existing Framework	<ul style="list-style-type: none"> <li>Reduction in timescales to implement</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	<ul style="list-style-type: none"> <li>Could limit choice</li> <li>Potential negative impact on SME's</li> </ul>	Use of the ESPO Fitness Equipment Maintenance Framework Agreement has been identified as the most appropriate option.
Continue Current Arrangements	<ul style="list-style-type: none"> <li>Reduction in timescales to implement</li> <li>Additional discounts for annual subscription</li> </ul>	<ul style="list-style-type: none"> <li>Continuing the current arrangement would breach internal and EU procurement regulations</li> </ul>	<ul style="list-style-type: none"> <li>Risk of challenge</li> </ul>	Continuing the current arrangements would breach internal financial regulations within both Councils and EU procurement regulations
Obtain Quotes	<ul style="list-style-type: none"> <li>Less regulated.</li> <li>Contracts in place quickly.</li> </ul>	<ul style="list-style-type: none"> <li>Care required to be taken to ensure compliance with Standing Orders and relevant procurement legislation.</li> </ul>	<ul style="list-style-type: none"> <li>Potential access by SME's</li> </ul>	Due to the anticipated value of the requirement, proceeding by way of obtaining quotes would breach internal financial regulations within both council's and EU procurement regulations.

## **Preferred Procurement Options**

Preferred procurement options for Equipment Inspections for Aberdeenshire and Aberdeen City Councils are as below:

### **Educational Equipment Inspection**

- Contract to be put in place for this provision comprised of approx. 10 lots to be advertised within Public Contracts Scotland.
- Suppliers will be able to bid for one, more than one or all lots.
- Contract to be let for an initial duration of three years with the option to extend by a further two x one year periods.

#### **Key Advantages**

- Legally compliant procurement process to be conducted to ensure adherence to both internal financial regulations within the participating local authorities and Scottish/EU Procurement Regulations
- Business Continuity
- Continuity of Supply
- Realisation of improvements in value for money obtained in this provision.
- Support partnership between Aberdeenshire Council & Aberdeen City Council Education & Children's Services.

### **Outdoor Play Equipment**

- Call Off Contract to be put in place for this provision under the ESPO Outdoor Play Equipment Framework.
- Direct Award to the only supplier awarded onto the Inspection & Maintenance Lot
- Call off to be for a period of one year with the option to extend by a further one year period.

#### **Key Advantages**

- Legally compliant procurement process to be conducted to ensure adherence to both internal financial regulations within the participating local authorities and Scottish/EU Procurement Regulations
- Business Continuity
- Continuity of Supply
- Realisation of improvements in value for money obtained in this provision.
- Support partnership between Aberdeenshire Council & Aberdeen City Council Education & Children's Services.

### PE & Fitness Equipment Inspection

- Call off Contract to be put in place under the ESPO PE & Fitness Equipment Maintenance Framework.
- Direct Award to the only supplier awarded onto the Inspection & Maintenance Lot
- Call off to be for a period of one year with the option to extend by a further one year period

#### Key Advantages

- Legally compliant procurement process to be conducted to ensure adherence to both internal financial regulations within the participating local authorities and Scottish/EU Procurement Regulations
- Business Continuity
- Continuity of Supply
- Realisation of improvements in value for money obtained in this provision.
- Support partnership between Aberdeenshire Council & Aberdeen City Council Education & Children's Services.

## 8. Opportunity Assessment

	Area	Examples of Leading Practice	Potential/Proposed Approach to Implementation
Purchase Demand Management	<b>Reduce Consumption</b>	<ul style="list-style-type: none"> <li>• Eliminate Need</li> <li>• Find alternative ways of meeting needs</li> <li>• Policy changes</li> <li>• Benchmarking usage and consumption across comparable organisations.</li> </ul>	<ul style="list-style-type: none"> <li>• Not an appropriate consideration.</li> <li>• No ability to do this.</li> <li>• Risk considerations</li> <li>• Benchmarking not appropriate in this instance.</li> </ul>
	<b>Consolidate Spend</b>	<ul style="list-style-type: none"> <li>• Common specification</li> <li>• Collaboration with other public sector bodies</li> </ul>	<ul style="list-style-type: none"> <li>• Bespoke requirement</li> <li>• Collaborative contract between two councils</li> </ul>
	<b>Improve Specification</b>	<ul style="list-style-type: none"> <li>• Detailed specifications</li> <li>• Lower cost specification (own brand?)</li> <li>• Optimal service level</li> <li>• Quantify spend volumes</li> <li>• Value for money – cost v's benefits</li> </ul>	<ul style="list-style-type: none"> <li>• Specifications will be developed in order to ensure a balance of quality and price, whilst taking account of the specialist nature of the required services.</li> <li>• Ensure continuity of supply</li> </ul>
Supply Base Management	<b>Restructure Relationships</b>	<ul style="list-style-type: none"> <li>• Develop strong relationships with key suppliers</li> <li>• Introduce supplier development programmes</li> <li>• Review/establish service level agreements</li> <li>• Introduce routine supplier monitoring and reporting.</li> <li>• Establish incentivised contracts</li> </ul>	<ul style="list-style-type: none"> <li>• Relationships exist with suppliers but opportunity to build and develop with a structured approach</li> <li>• Any appropriate Service Level Agreement will require being robust.</li> <li>• Supplier monitoring and contract management shall be undertaken.</li> </ul>

	<b>Increase Competition</b>	<ul style="list-style-type: none"> <li>• Price/performance benchmarking</li> <li>• e-auction</li> <li>• Cost driver analysis</li> <li>• Price harmonisation</li> </ul>	<ul style="list-style-type: none"> <li>• No potential within proposed contract.</li> <li>• Consolidate spend</li> </ul>
	<b>Re-structure Supply Base</b>	<ul style="list-style-type: none"> <li>• Tender requirements for all spend</li> <li>• Supplier consolidation</li> </ul>	<ul style="list-style-type: none"> <li>• No potential within proposed contract.</li> <li>• Tender requirement however it is quite a restrictive market</li> </ul>
<b>Total Cost Management</b>	<b>Optimise Total Supply Chain Costs</b>	<ul style="list-style-type: none"> <li>• Design/development</li> <li>• Integrate logistics</li> <li>• Frameworks to reduce lengthy tender processes</li> </ul>	<ul style="list-style-type: none"> <li>• No potential within proposed contract.</li> </ul>
	<b>Reduce Total Ownership Costs</b>	<ul style="list-style-type: none"> <li>• Re-engineer processes</li> <li>• Outsourcing</li> <li>• Reduce inspection/checking</li> <li>• Reduce/consolidate deliveries</li> <li>• Reduce maverick spend</li> </ul>	<ul style="list-style-type: none"> <li>• No potential within proposed contract.</li> </ul>
	<b>Reduce Transactions</b>	<ul style="list-style-type: none"> <li>• Rationalise Suppliers</li> <li>• Rationalise requirements</li> <li>• Low value ordering systems (e.g.: GPC)</li> <li>• Electronic systems</li> <li>• Consolidate invoices</li> </ul>	<ul style="list-style-type: none"> <li>• No potential within proposed contract.</li> <li>• Consolidated invoices with fewer suppliers</li> </ul>



## 9. Sustainable Procurement – Sustainability Test

UIG Members shall discuss and agree the social, economic and environmental elements of the proposed procurement that should be addressed through the Specification / Evaluation Criteria / Key Performance Indicators.

UIG Lead shall co-ordinate this requirement

<b>Is there any legislation that could affect the specification of this procurement? E.g. Health and Safety legislation</b>
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Health & Safety at Work Act 1974 P.U.W.E.R
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<b>Is there a more effective method of invoicing and payments? E.g. Are purchasing cards or lodged purchasing card appropriate methods of payment for this procurement?</b>
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Yes / No
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<b>Are Community Benefits achievable as a result of this procurement?</b>
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No scope within contracts.
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i) work place experience / apprenticeships, (ii) educational school / student visits, (iii) delivering training and development, (iv) development of the supply chain, (v) support to community groups, (vi) sponsorship / charity work.
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<b>Are there any diversity issues that need to be considered? E.g. accessibility needs. Religious needs, differing diets etc...</b>
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Yes/ No
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<b>Is this procurement suitable as a reserved contract?</b>
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No
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## 10. Contract Implementation/Management

### Contract Implementation

This section outlines the process and activities associated with implementing a new contract which ensures:

- supplier(s) have all the information they require to plan the migration of users to the contract
- users have all the information they require to use the contract e.g. suppliers contact details, information on the goods/services available from the contract
- continuity of supply

Contract implementation consists of two distinct phases:

- Migration - facilitating the movement of organisations to a new contract post 'go-live'
- Mobilisation - the process of moving from contract award to 'go-live' i.e. the point when a user can actually buy from the contract

#### Contract Implementation Timescales:

Day/Week 1

- Contract Award
- Communication to Organisations/Users

Day/Week 1-3

- Post Award Suppliers Meeting

Day/Week 1-7

- Content Management

Day/Week 4-9

- Information Pack

Day/Week 6-13

- Supplier/Buyer Events

## Contract Management

### Educational Equipment Inspections:

Contract Management procedures shall be put in place as per below for the management of the Contract(s).

### Contract Manager

The Contractor(s) shall be required to appoint a Contract Manager(s) to ensure all the requirements of the Contract are met and the required service provision is delivered to the satisfaction of the participating local authorities.

The Contract Manager(s) shall have experience of:

- the management of a similar sized contract
- the implementation and delivery of a similar sized contract

### Management Information Reports

The Supplier shall provide reports to the relevant Customer concerning the provision of the Goods throughout the year ("Quarterly Progress Reports") which should include, as a minimum, the following:

- a summary of the Services provided by the Supplier which should include an evaluation and review of the Contract(s).
- a summary of "lessons learned" from the preceding year and proposals for development objectives to be agreed with the relevant Customer for the forthcoming year;
- a summary of all breaches of Contract ("Service Failure");
- for any Service Failures, actions taken to resolve the underlying cause and prevent recurrence;
- financial information, e.g. during the period as specified by the Customer, the total value of the Services Requirements, details of the payments received from the Customer, savings achieved by the Customer etc.;
- process/ operations information, e.g. details of response times, invoicing etc.; and
- quality information, e.g. Complaints made, Complaints resolved, etc.

### Review Meetings

The Parties shall attend meetings to discuss the Management Information Reports and to monitor and assess the Supplier's provision of the services pursuant to this Contract ("Review Meetings").

The Review Meetings will be the forum for the review by the Supplier and the Customer of the Reports and the Supplier shall answer such questions regarding its performance as the Customer may reasonably require and shall take place on a quarterly basis unless otherwise agreed by the parties. In addition, to quarterly meetings, an annual meeting shall be agreed

between the parties to discuss the Annual Progress Report.

The Supplier's attendance at the Review Meetings referred to is essential and will be at no cost to the Customers. The Review Meetings shall be minuted and the Parties agree to share responsibility for taking minutes at each Review Meeting.

The Customers shall be entitled to raise any additional questions and/or request any further information regarding any Service Failures.

The Customers reserve the right to request additional meetings where necessary to address any matters arising in between the Review Meetings. Such requests shall not be made unreasonably and again will be at no cost to the Customers.

### **Reporting of Service Failures**

The Supplier shall report all breaches of this Contract(s) ("Service Failures") to the Authority in accordance with the process referred to.

### **General**

The Supplier will be proactive when managing this Contract(s) including in:

- dealing with and resolving complaints; and
- failing performance or service standards.

The Supplier shall also be proactive in broaching with the Customers' Contract Representatives any opportunities and/or issues (potential or actual) that affect or may affect the above.

### **Service Failure Reporting**

The Supplier shall provide the Customers with reports concerning Service Failures according to timescales which shall be agreed between the Customer and Supplier,

In the event that the information provided ceases to be complete and/or accurate, the Supplier shall promptly notify the Authority in writing of any modification or addition to or any inaccuracy or omission in the information provided.

### **Escalation Process**

In the event that issues raised with the Contractor(s) representative are not resolved to the satisfaction of any Participating Local Authority, the Contractor shall have in place an escalation structure detailing points of contact, telephone numbers and e-mail addresses to deal with such events.

### **Outdoor Play Equipment:**

Contract Management procedures shall be put in place as per the Framework Terms.

### **PE & Fitness Equipment Inspections**

Contract Management procedures shall be put in place as per the Framework Terms.

**11. Anticipated Outcomes/Benefits (including cash / non-cash)**

Anticipated Outcomes/Benefits (if applicable)
<p>Appropriate contract shall be in place for the provision of Equipment Inspections for Aberdeen City and Aberdeenshire Council as detailed in this document.</p> <p>Whilst this may not result in cash savings at this time, benefits will result from having compliant contracts in place for the provision.</p>

## 12. Management Approval/Sign Off

UIG Lead shall ensure that approval is obtained from the appropriate person within the organisation and note the details of the approval below.

Commercial & Procurement Services		
Name / Signature	Position	Date
Client Aberdeen City Council		
Position	Position	Date
Client Aberdeenshire Council		
Position	Date	

Comments

## 13. Strategy Timeline & Version Control

<b>Version No.</b>	<b>Updated By</b>	<b>Date Updated</b>	<b>Details of Change</b>
1.1	Melanie Mackenzie	13/06/16	Initial document
1.2	Melanie Mackenzie	05/07/16	Addition of further information
1.3	Melanie Mackenzie	10/08/16	Final Document