

Aberdeen City Council Annual Procurement Report



1st April 2020 – 31st March 2021

Contents

Introduction.....	3
COVID Impact.....	7
Section 1 – Summary of Regulated Procurements.....	9
Section 2 – Review of Regulated Procurement Compliance.....	12
Section 3 – Community Benefit Summary	19
Section 4 – Supported Businesses Summary	25
Section 5 – Future Regulated Procurements Summary.....	26
Appendix 1 – Regulated Procurements - 1 April 2020 to 31 March 2021	26
Appendix 2 – Future Regulated Procurements 2021-2023	30

Introduction

The Aberdeen City Council Annual Procurement Report 2020-2021 covers the Council's procurement activity from 1 April 2020 to 31 March 2021. The report includes anticipated future procurement activity over the next two financial years – 1st April 2021 to 31st March 2023.

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 Service (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 focus on key themes of **Efficiency**, **Governance** and **Improvement** which 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

The Commercial & Procurement Shared Service offers a range of strategic services with dedicated teams providing these services to the partners to the Shared Service agreement, the teams include:

- Category & Commercial Management Team covering Strategic Category Management supported by Category Managers and Senior Procurement Specialists, a dedicated data team offering cross functional high-quality data analysis, commercial team covering revenue opportunities and Community Benefits and Sustainable Procurement guidance & support.
- Commissioning, Procurement and Contracts (Social Care) Team
- Commercial Legal Team
- Shared Insurance Service

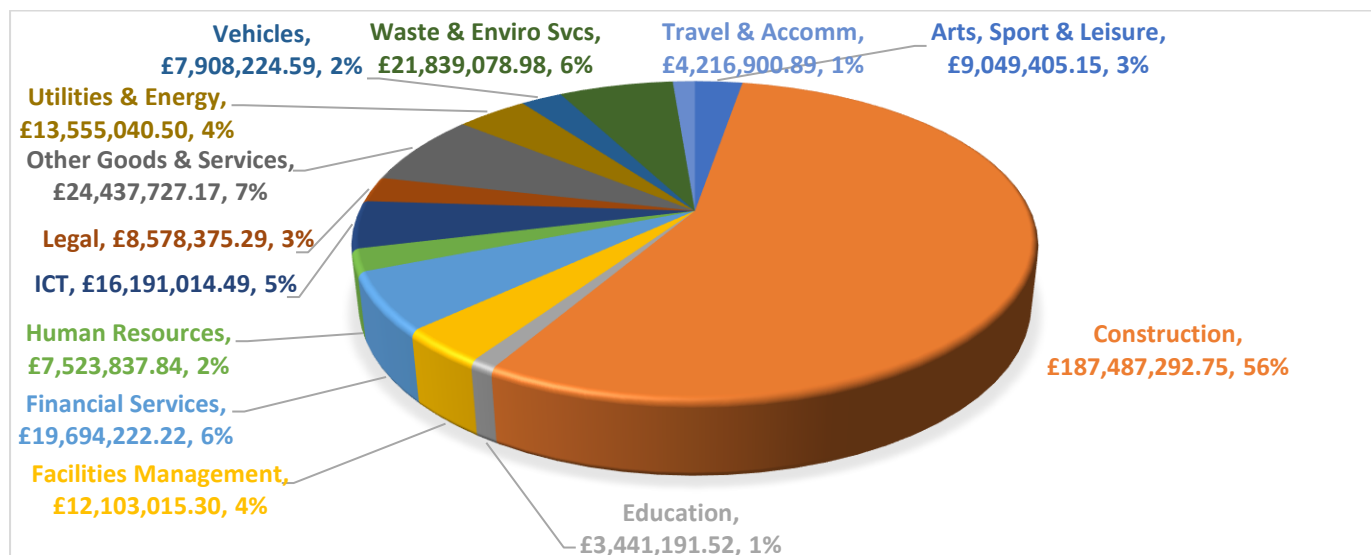
Category & Commercial Management Team

The primary role of the Category & Commercial Management Team is to enable the partner councils to achieve their strategic objectives through the delivery of goods, works and services procured externally and to deliver improved value/increased revenue opportunity.

The strategic services provided by the team are:

- Data management, performance, analytics and insight.
- Procurement strategy, legislation, policy and advice.
- Category Management (for all strategic categories of spend).
- Commercial Management – covering revenue opportunities

The below graphic shows the annual expenditure by Category area excluding Social Care.

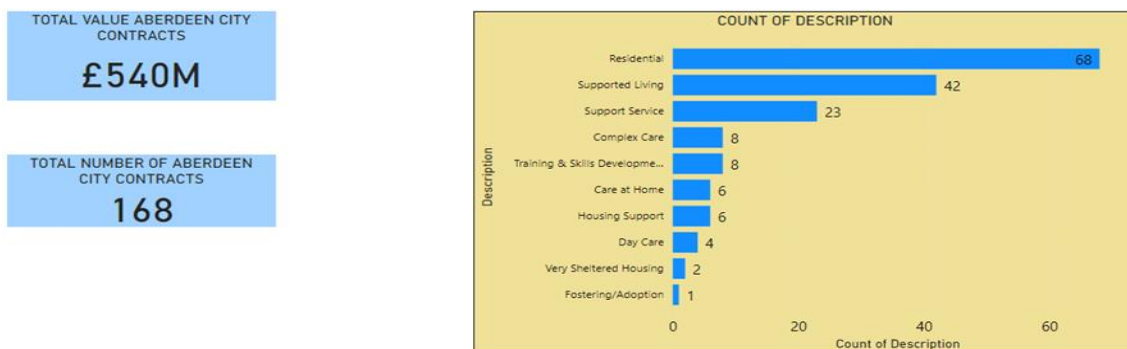


Commissioning, Procurement and Contracts (Social Care) Team

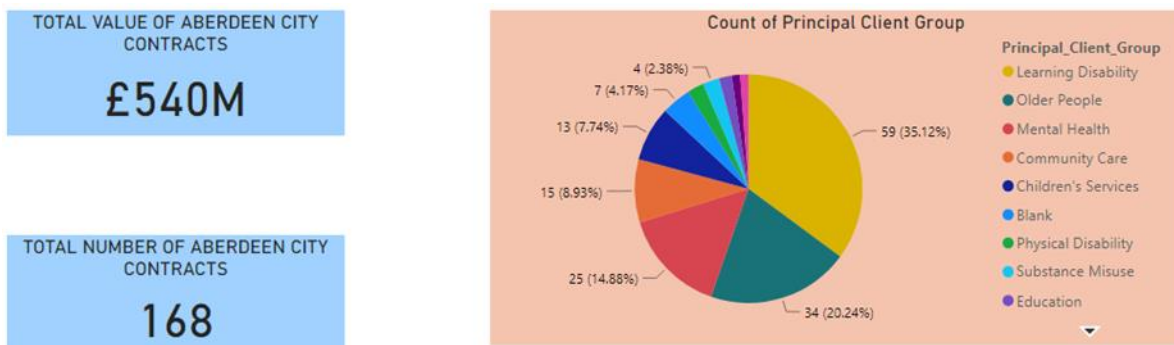
Social Care procurement of services is driven by strategic commissioning intentions for services listed under Schedule 3 – Social and Other Specific Services, of the Public Contracts (Scotland) Regulations 2015. Together with Aberdeen City & Aberdeenshire' Health and Social Care Partnerships the shared service social care team has established Commissioning and Procurement boards to create a clearer link between the programmes of work, the associated budgets, and the procurement work plan, in line with the Commissioning Cycle. Collaboration is central to the work of the social care team.

Similarly, the shared service social care team supports and manages the commissioning and strategic procurement of social care services for Aberdeen City and Aberdeenshire Council's Children's Services, Housing Services, and some Education provision.

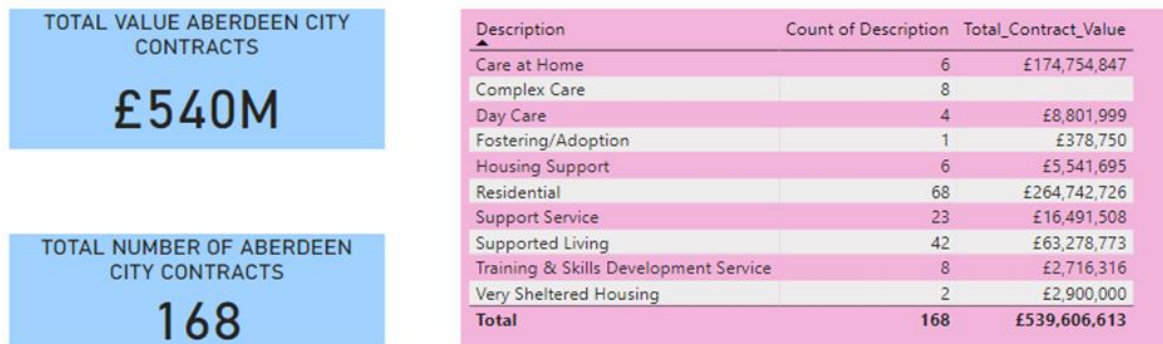
The social care team's aim is to deliver innovative, cost effective and high-quality strategic procurement services that maximise best value from all commercial relationships, exploiting new opportunities, while ensuring a robust and effective governance framework in support of the wider strategic, financial, and operational needs of the individual Councils and their partners. The Social Care team manages 168 Aberdeen City contracts spread across ten different functions. The dashboard below shows the split:



The below graphic details the client groups for the 168 contracts – the majority are LD and Older People which then reflected in the spend (see below):



In this dashboard, you can see the split of the annual spend of £540m:



Strategic Procurement Board

The Shared Service is overseen by the Strategic Procurement Board, the board is comprised of Senior Leaders from across the 3 Councils and has responsibility for:

- Oversight of the delivery of the services set out in the Service Level Agreement (SLA) between the partners to the joint arrangement.
- Reviewing the performance of the service using Key Indicators (such as the following) and providing scrutiny and challenge, where appropriate:
 - Local Supplier Spend.
 - Collaborative Spend.
 - Community Benefits.
 - % of spend on and off contract.
 - Savings flowing from the joint arrangements.
- Oversight of a programme of digitisation of as many procurement processes as possible across the shared arrangement.
- Providing oversight of the roll out of a procurement capability programme across the shared arrangement.

COVID Impact

Following the lockdown announcement on 23rd March 2020 the Commercial and Procurement Service undertook a Supply Chain Mapping exercise in conjunction with each Council Service, to identify the Strategic and Critical Suppliers for each of the 3 Councils.

The main commodity areas identified for focus following the Supplier Mapping & Supplier Sustainability exercise were:



TRANSPORT



CONSTRUCTION



SOCIAL CARE



PPE

Transport

A crisis management work stream was not considered to be required for Transport as each of the Councils elected to follow the COSLA guidance for local authorities in relation to continued payment to School Transport providers during lockdown.

However, despite the continued financial support suppliers within this market will require close monitoring over the coming months due to the impact of decrease of income from other areas of the Transport Market i.e. Tourism/Public Transport.

Construction

The Scottish Government advised on 23 March 2020 that as result of the risks associated with Coronavirus, all non-essential construction work was to stop and that came into effect immediately. The Capital programme and contracts underway were reviewed, and dialogue entered into with contractors to determine their approach to suspend construction works.

Most contractors made the decision to immediately suspend works, ensuring projects were left safe and secure. An officer group with representatives from Commercial & Procurement, Capital and Corporate Landlord were responsible for measures being undertaken by the Council including review and implementation of Scottish Government Guidance, managing review of contracts and any variation requests and ensuring the payment of contractors on time.

Officers had continual dialogue with contractors, in terms of their business continuity arrangements, and considering any support requested from the Council i.e. revised payment terms/release of retention payments etc. The aim of the group in relation to Construction was to mitigate any financial risk to the Council in respect of the suspension of works with claims assessed on merit on a project by project basis, whilst also looking at ensuring financial sustainability of contractors.

Social Care

The social care team responded to the need of managing “Supplier Sustainability” for the shared service. Following guidance laid down in “Coronavirus (COVID-19): supplier relief SPPN 5/2020” the team carried out the following:

- Liaised with finance colleagues to develop a project group (PG) comprising of Aberdeen City and Aberdeenshire Council social care and finance Chief Finance Officers, accountants and the social care contracts team
- Following Scottish Government guidance, the PG developed an application process, criteria, and guidance for contracted service providers to apply for financial support – mainly staff cover/PPE/other equipment
- The PG has met on a fortnightly basis since April 2020 – the author cannot commend the PG highly enough for the time, effort and professionalism they have demonstrated in what has been a highly stressful time for all. Taking on the work involved in evaluating bids covering 350 contracts has been arduous and time consuming considering the “day job” didn’t change. No additional resource was requested to carry out this work.

1,000 applications over the 10 application periods (month/bi-monthly) totalling almost £4,000,000 in claims have been received and worked through. In some instances, a forensic approach has been required to ascertain application details. The infographic below shows the financial sustainability risk across Aberdeen City Council’s Social Care contracts.

Whilst most of the claims have come from the care home/older people sector, support has also been provided to Training & Skills Services and Support Services – both requiring different processes and guidance.

PPE & Sanitisation Products

Understanding the supply chain vulnerabilities that emerged during lockdown played an important role in helping prepare for the future, including what we might do differently should a second wave of Covid-19 occur.

The Commercial & Procurement Shared Service had a critical role in supporting a PPE Covid Response Group for ACC which was tasked with reviewing latest Government guidance, controlling demand for PPE, liaising with the Health and Social Care Partnership and providing timely updates on the supply chain.

The group was responsible for collating data on PPE and Sanitisation Supplies across the Council, redistributing stock to areas most in need, as appropriate. The work undertaken was critical in terms of ensuring the Council(s) demand for PPE was met across all Service areas.

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”

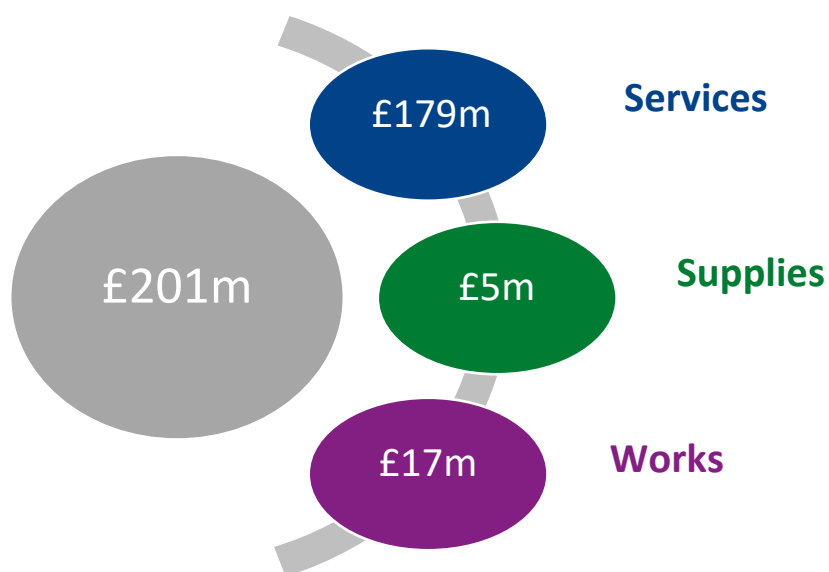
Regulated procurements are any procurement for goods and services with a value above £50,000 and works contracts with a value of above £2 million. A summary of the regulated procurements awarded within financial year 1 April 2020 and 31 March 2021 is provided in the table below.

The information contained in the infographics below includes the award of mini-competitions or call-offs from established frameworks. The Council use several national framework providers including Scotland Excel and Scottish Government.

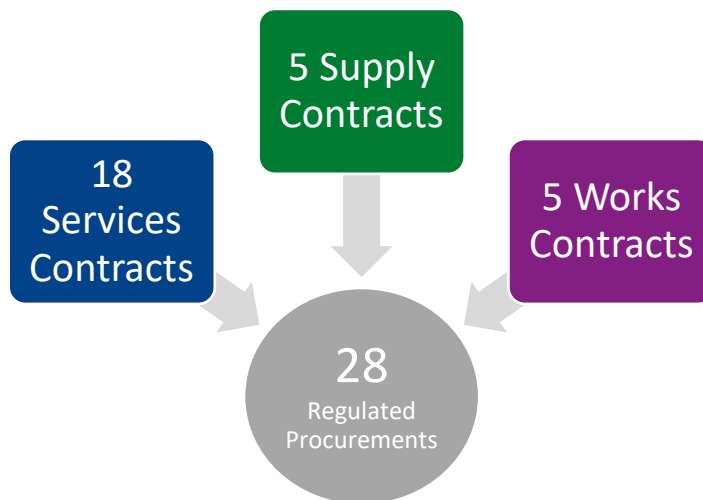
The Council maintains and publishes a contract register of contracts awarded on its website. The contract register provides information on current contracts and can be viewed by suppliers to identify any future opportunities they may be interested in.

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

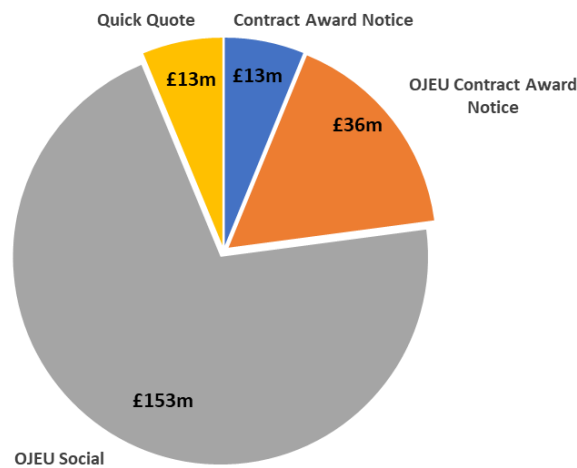
Value of Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



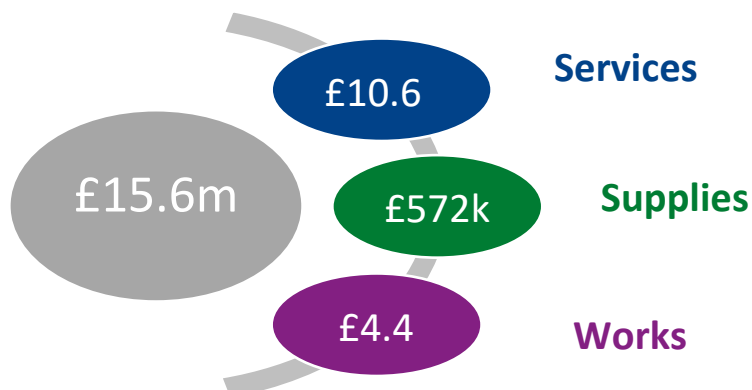
Number of Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



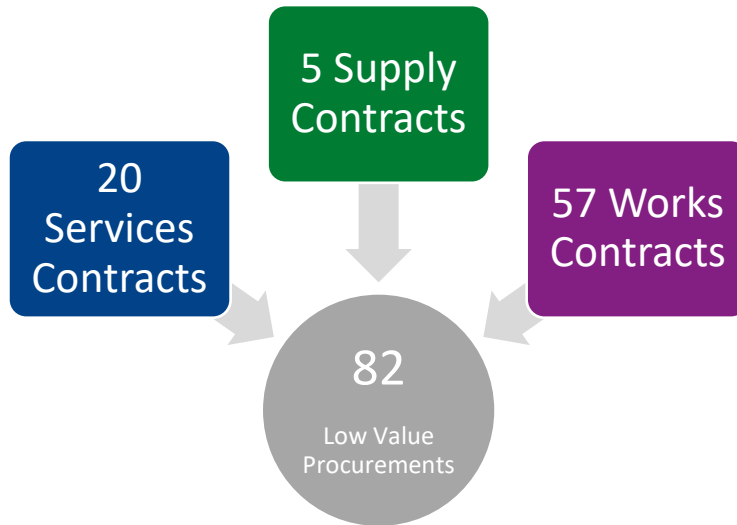
Value of Procurements Awarded by Notice Type 1st April 20 – 31st March 21



Value of Low Value/Non-Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



Number of Low Value/Non-Regulated Procurements Awarded by Category 1st April 20 – 31st March 21



External Framework Use (Scotland Excel Membership) 1st April 20 – 31st March 21

Management information from Scotland Excel at the end of Q3 20/21 shows that Aberdeen City Council participated in 62 out of 71 (87%) of the available framework agreements.

Local suppliers being available for use across these frameworks on 31st December 2020 are as shown below:



Total spend with these local suppliers under the frameworks from all Scottish Local Authorities and associate members of Scotland Excel totalled £23,000,000, the Aberdeen City Council spend was £4,000,000 with local suppliers on Scotland Excel framework agreements.

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 which underpins 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

C&PSS worked with Council 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.

Financial efficiencies

Financial efficiencies of £2,800,000 (Revenue) were achieved during the period 1st April 2020 to 31st March 2021.

Non-financial efficiencies

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

Deliver Value and Innovation and increased collaboration and standardisation

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, Collaborative Intelligence Groups have been established across key commodity areas i.e. Fleet, Waste, Professional Services (groups include representatives across partner Councils and Commercial & Procurement Shared Service).
- 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)
- Maximising the benefits of digital technology for example purchase to pay processes, electronic tendering, e-auctions and dynamic purchasing systems.

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 Procurement 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 internal Procurement Regulations/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 compliance with thresholds for regulated procurements and compliance with internal governance, review and recording of existing contracts to ensure an accurate and up to date contract register. Within the continuous improvement section are details of improvement actions carried out and future planned activity.

Within the Category of Social Care recent audits of National Care Home Contract Monitoring, and Social Care Contract Monitoring identified recommendations for improvement.

These objectives have formed the basis of the review:

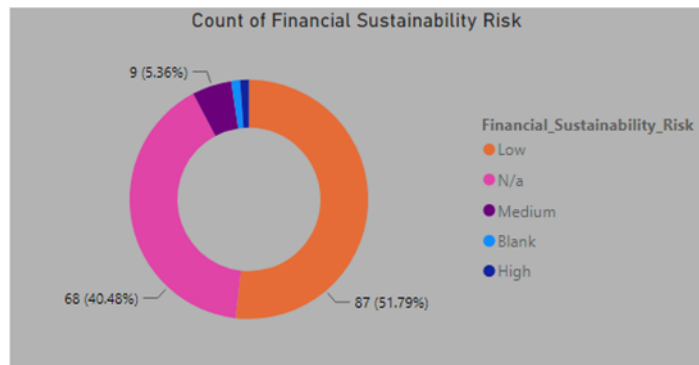
1. To ensure contract monitoring procedures align with agreed principles
2. To design procedures that are consistently achievable within the resources available
3. To provide useful information to commissioners of services
4. To address the recommendations made by internal audit

A trial of new procedures was arranged to demonstrate that the objectives had been met, and to identify any changes or improvements that could be made. Contract managers issued monitoring forms for 276 contracts, 178 forms were submitted, a response rate of 64%. Here is a selection of the findings:

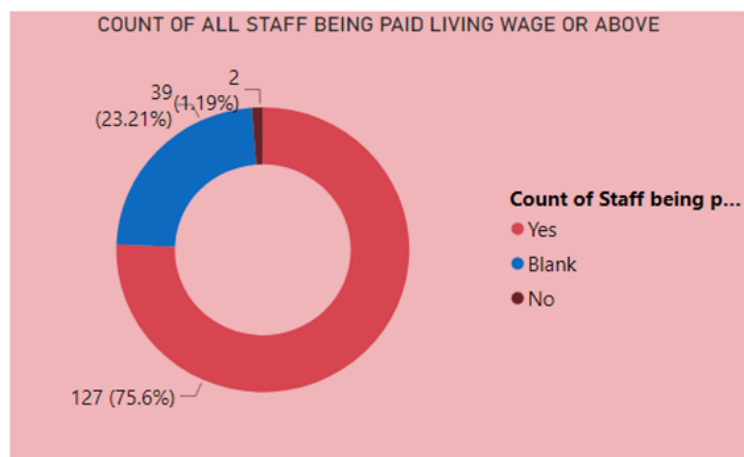
- Most contracts (59%) are compliant with their terms and conditions
- Most contracts (41%) are classified as medium risk (based on financial value and service user vulnerability), with the rest being equally split between high and low risk
- 52% of contracts are with providers that have a low financial risk rating

- Of the services registered with the Care Inspectorate, a very small percentage of contracts have a high service quality risk, with most having a low service quality risk
- A significant majority of contracts have demonstrated compliance with business continuity, insurance, and fire safety (where appropriate) requirements
- For the first time, we have an overview of community benefits in the social care sector, including employment opportunities offered and types of employment contracts. 134 contracts have confirmed payment of real living wage; however, we believe this may be adversely affected by the low response rate due to the other pressures that providers are facing whilst responding to Covid19.

Using a credit check company, along with gathering financial ratios during the tender process, we have determined that most of our contracts that took part in the contract management trial are deemed low risk. The “N/A” noted in the dashboard below did not partake in the trial:



Living Wage – the following shows updated figures on Aberdeen City providers who pay the Real Living Wage (RLW) to staff:



The “blank” heading is made up of those not included in the initial contract management trial – many of these will be paying the RLW which will show up in future monitoring exercises. This is an encouraging sign as it is on an upward trajectory.

Continuous Improvement

The Commercial & Procurement Shared Services are continually driving improvement, through comprehensive guidance and training, all members of staff involved in procurement activity across Aberdeen City Council are required to be approved to a certain Delegated Procurement Authority (or DPA) level, depending on the procurement tasks they perform - from low level purchases to full competitive tenders.

A programme of improvement actions was developed within the Category and Commercial Team with all actions completed within the period 1st April 2020 to 31st March 2021, actions included:

- Improved procurement business case template and refresh of guidance/process for internal governance compliance
- Refresh of Guidance/Training on the Council Contract Register System for Delegated Procurers
- Introduction of PowerBI reporting on Procurement Compliance Figures

Overview of highlights of 2020/2021 for the Social Care Team include:

- Procurement of care at home and supported living services for vulnerable adults
- Support in the mobilisation and review of the Granite City Consortium contracts that commenced in November 2021 and specify an innovative and flexible outcome focused and locality-based service delivery model
- Support to migrate block payment standalone service contracts to more cost-effective spot purchase arrangements under the supported living framework
- Service reviews of very sheltered housing and emergency response services to inform future commissioning arrangements
- Collaborative working between Aberdeen City and Aberdeenshire Councils and HSCPs and provider organisations admitted to the Joint Complex Care framework that commenced in May 2020
- Participation in National Care Home Contract Reference Group and involvement in work pertaining to developments in the NCHC.
- Participation in local Provider Forums
- Procurement of Carers Support Services

A look ahead to objectives for delivery in financial year 2021-2022:

- Commercial Strategy has been developed and implementation of the strategy will be undertaken in financial year 2021-2022
- Climate criteria will be embedded within procurement activity, with a view to influencing Climate change through the Councils expenditure (where proportionate and relevant)

- Development and implementation of a system to capture Community Benefits, Fair Work Practices, Sustainability and Climate data
- A comprehensive review and revision will be undertaken of the Procurement Manual, including a revision of all associated templates.
- Comprehensive review of the procurement strategy will be undertaken
- A programme of events will be developed in conjunction with the Supplier Development Programme to facilitate involvement of the local supply chain
- Supplier Relationship Management procedures will be implemented across the organisation, improving upon the current Contract Management procedures
- The Commercial & Procurement Shared Service intend to launch a website, it's anticipated the website will have both an external facing and internal facing section.
 - External facing – aimed at suppliers/public
 - Internal facing – delegated procurers within the 3 Councils

Support the local economy

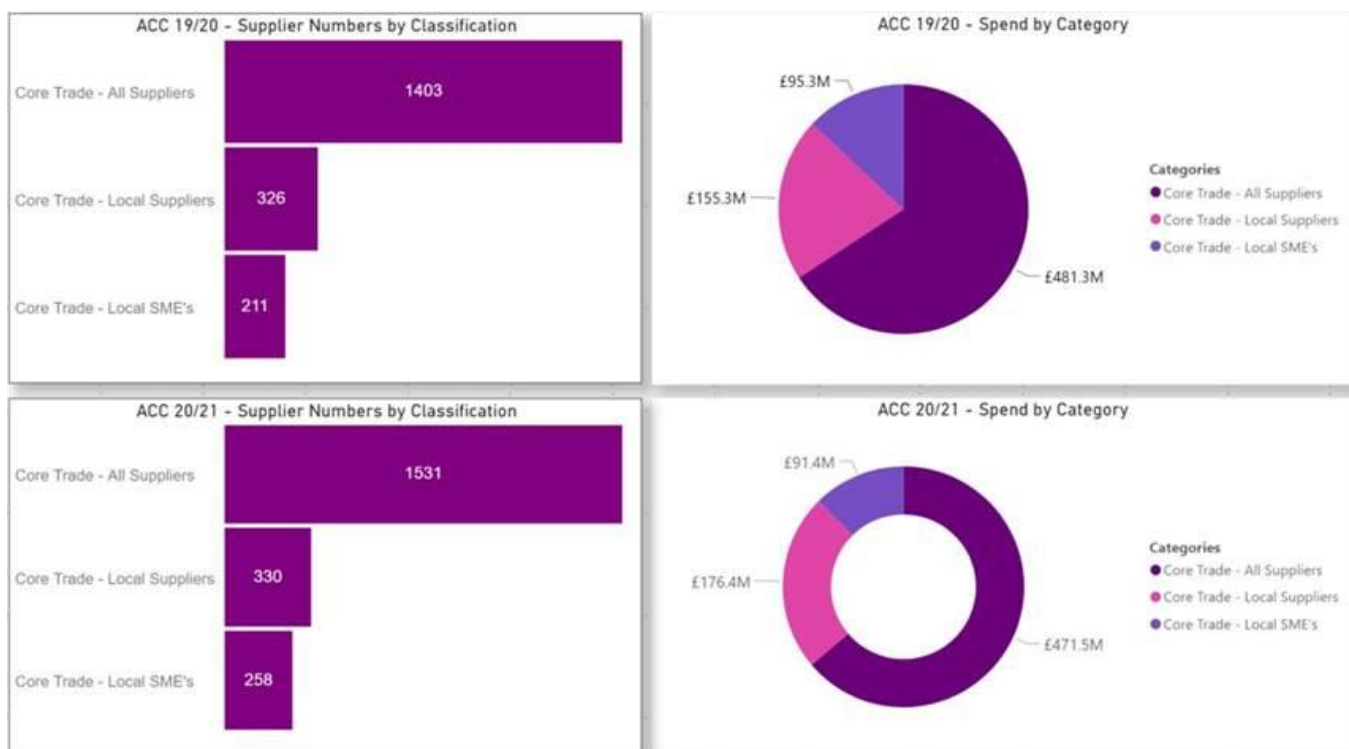
Statutory Performance Indicators - The Accounts Commission (the public spending watchdog for local government) has a statutory power to specify information that councils must publish about their performance. They do this through statutory performance indicators (SPIs). Each Council collects and publishes 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 2020-21 and 2019-20:



Categories	19/20 (£)	20/21 (£)	19/20 (% of Total Spend)	20/21 (% of Total Spend)
Core Trade - All Suppliers	£ 481,293,599	£ 471,511,440	100%	100%
Core Trade - Local Suppliers	£ 155,330,557	£ 176,402,971	32%	37%
Core Trade - Local SME's	£ 95,329,625	£ 91,424,888	20%	19%

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

Meet the Buyer 2020 – Twitter Takeover – 02/06/2020

On 2 June 2020, 162 tweets were sent from the SDP Scotland Twitter during the Meet the Buyer 2020: Live Virtual Event by five public sector organisations. The tweets collectively earned 55,228 impressions (the number of times users saw a Tweet on Twitter) and 1,591 engagements (total number of times a user interacted with a Tweet). Overall, including the hour of the Twitter Takeover that SDP Scotland participated in, SDP Scotland supported the Meet the Buyer 2020: Live Virtual Event with 70 total tweets. The tweets earned 29,729 impressions (the number of times users saw a Tweet on Twitter) and 636 engagements (total number of times a user interacted with a Tweet). Collectively, SDP Scotland's 70 tweets earned 46 retweets, 124 likes and 15 replies

Meet the Buyer North 2020 – Virtual event – 02/09/2020 – virtual version of the usual Meet the Buyer, with 825 attendees over the course of the day. Aberdeen City Council Head of Commercial & Procurement Services was a guest speaker at this event.

Talking Tenders with Aberdeenshire, Aberdeen City and Highland Councils (27 January 2021) - a specific event hosted by SDP for C&PSS to engage with suppliers both locally and across the country. There were approx. 140 attendees on the day from companies across a range of Business Sectors.

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 intended to capture community benefit inclusion at all stages of incorporation, implementation and fulfilment.

The point at which community benefit requirements are “fulfilled” can be a matter of interpretation. Some community benefits outcomes 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 community benefit requirements commence and are ultimately “fulfilled”. Community benefit requirements and quantities are 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

Reporting Period

In the reporting period, the approach to community benefits within procurement activity has been guided by the commitments and aspirations expressed in our Joint Procurement Strategy. 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, however as the number of procurements advertised during the reporting period has been significantly affected by COVID-19 this in turn has affected the Community Benefit outcomes achieved during financial year 2020-2021. As detailed in the Community Benefits Analysis Summary as an organisation we have included, in process or delivered a total of 302 Community Benefits in this period.

Non-financial efficiencies
Community Benefits (CB).

In total, **311** community benefit outcomes were included, are in process or were delivered in the reporting period

155 Community benefit outcomes delivered in contracts advertised earlier than the reporting period

58 Community benefit outcomes included. Number of regulated contracts where community benefits was included was 11 though 15 were published In the reporting period

98 community benefit outcomes awaiting a stage 2 notice in 2021/2022 (Torry and Countesswells Schools and Co-design Riverbank Primary)



12 of 15 regulated contracts **(80%)** included requirements relating to Fair Work Practices including Real Living Wage.



11 of 15 Regulated contracts **(73%)** included Community Benefit requirements

155 Community benefit outcomes delivered in contracts advertised earlier than the reporting period

18 Jobs Created by Project Apprenticeships



6 Fair Work Practices
Fair treatment of suppliers
Equal Opportunities



4 School Engagement Activities (Virtual)



9 Further Education Engagement Activities, gender pay gap, disabled person opportunities




27 Work Experience placements (5 days – 8 Weeks)
Upskilling Workforce



3 Vacancy Sharing




57 Education, Employability, Skills Training, Graduate Scheme, certification
National qualifications



2 Community time bank (19 hours)
1 donation to local foodbank



1 Prompt Payment in the Supply Chain (Duty to Report)




1 3rd sector and local SME opportunities
Meet the Buyer event



1 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



2 Case study



3 Social wellbeing
Community engagement
Home start
Fuel poverty initiatives





BUSINESS AS UNUSUAL



Acciona donated £5,000 to Scarf for Fuel Poverty initiatives. The funding will go towards SCARF's "HEAT and EAT" programme, beneficiaries are provided with a fuel payment voucher and a separate food voucher. The donation will provide support to **100 families** across Aberdeen city, Aberdeenshire and Moray

In addition a fund has been opened for **community groups**, and they can apply for maximum £1000 funding or time bank hours.

Anti-poverty (food & fuel)

TPS were successfully in a bid to CFINE food fund appeal to deliver a project Forever Food, which aims to move people out of reliance and or need on food bank



Anti-poverty (food & fuel) Health & wellbeing



TPS Outreach Housing Support Service prepared and delivered an average of **110 meals** each day, amounting to some **8,250 deliveries** in total.

TURNING POINT SCOTLAND

Equalities/Reducing Inequalities Anti-poverty



ABERDEEN CITY COUNCIL

In response to **COVID19 pandemic & related Scottish Government guidelines**, TPS, in partnership with Aberdeen City & Aberdeenshire Council, were awarded funding from the Wellbeing Fund to support single adults who have been assessed as having **No Recourse to Public Funds (NRPF)**.

Inclusivity Social Education, Employability skills training



Funded by Inspiring Scotland, and delivered by SHMU, **TPS support service users to explore and share their own story and express themselves through music or film.**

Health & wellbeing




TPS Outreach Housing Support team were among the first in the city to be trained in the **delivery, administration & distribution of Naloxone**. The service staff underwent training & the service is set up to order, store & distribute Naloxone to service users & their significant others.

58 Community benefit outcomes included.
 Number of regulated contracts where community benefits was included was 11 though 15 were published in the reporting period

7 Jobs Created by Project Apprenticeships



8 Fair Work Practices
 Real Living Wage
 Gender pay gap



2 School Engagement Activities:
 Gender/gender pay gaps & disability



2 Further Education Engagement Activities, gender pay gap, disabled person opportunities



14 Work Experience placements (5 days – 8 Weeks)



2 Vacancy Sharing
1 Employability Engagement Activities



4 Communities Groups & Projects. Support/volunteering (100 hours) donation equipment, materials & financial offers



2 Prompt Payment in the Supply Chain (Duty to Report)
2 Collaborative Co-design of services



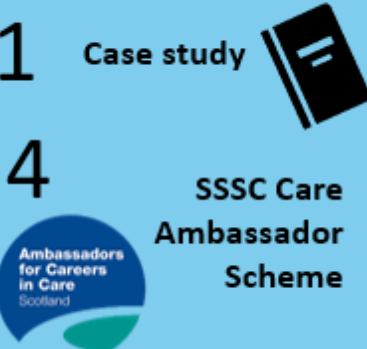
2 Local Economic Development SME 3rd Sector (Duty to Report)



4 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



1 Case study
4 SSSC Care Ambassador Scheme



3 Promotion of Adoption & Fostering



98 Community benefit outcomes awaiting a stage 2 notice in 2021/2022 (Torry and Countesswells Schools and Co-design Riverbank Primary)

6 Jobs Created by Project Apprenticeships



3 Fair Work Practices
Real Living Wage
Gender pay gap



16 School Engagement Activities:
Gender/gender pay gaps & disability



5 Further Education Engagement Activities, gender pay gap, disabled person opportunities



34 Work Experience placements young people & disabled person opportunities



3 Vacancy Sharing
9 Employability Engagement Activities



6 Communities Groups, & Projects. Support/volunteering donation equipment, materials & financial offers



5 SME/3rd Sector Meet the Buyer events
Supply Chain Prompt Payment (Duty to Report)



3 Local Economic Development SME 3rd Sector (Duty to Report)



3 Environmental Wellbeing, Measures, Carbon Reduction, Fuel Poverty & Climate Literacy



3 Case studies Innovation



2 Promotion of Adoption & Fostering



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.

Details of the total spend in 2020-2021 with supported businesses is shown below.

Spend with Contracted Supported Businesses



Council spend with Social bite £2284. One third of Social Bite’s workforce come from a homeless and /or disadvantaged background with lived-in experience and serious obstacles to employment.



Council Spend with Passion for social: £9800 for IT services website design

Section 5 – Future Regulated Procurements Summary

Appendix 1 – Regulated Procurements - 1 April 2020 to 31 March 2021

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
649393	eCargo Bikes	Supply	C	£ 90,000.00	Electric Assisted Vehicles Limited (GB)	26/03/2021	31/03/2021	30/09/2022
644319	Award of TENANT SATISFACTION SURVEY	Services	C	-	Knowledge Partnership (GB)	15/02/2021	21/01/2021	22/01/2021
641478	School Counsellor Training and Supervision	Services	C	£ 163,777.00	Therapeutic Counselling Services Ltd (GB)	01/02/2021	01/02/2021	01/02/2023
638368	2020 Social Care Aberdeen City Adult Supported Living Services	Services	C	£ 41,700,000.00	Inspire (Partnership Through Life) Ltd (GB) / Affinity Trust (GB) / Community Integrated Care (GB) / Penumbra (GB) / Cornerstone (GB) / Archway (GB) / Blackwood Homes and Care (GB) / Specialist Resource Solutions (GB) / Voyage 1 Limited t/a Voyage Care (GB) / Leonard Cheshire Disability (GB) / Sacro (GB) / Allied Health Services Limited trading as Allied Healthcare (GB) / ENABLE Scotland (GB) / Care UK Learning Disabilities Services Limited (GB) / Sense Scotland (GB) / Real Life Options (GB) / Bon Accord Support Services Ltd (GB) / Scottish Association for Mental Health (GB) / Cera Care Operations (Scotland) Limited (GB) / Jon Fleming Group (GB) / VSA (GB) / Aberdeen Cyrenians (GB) / My Care	01/09/2020	01/09/2020	01/09/2022

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
					(Grampian) Limited (GB) / Deafblind Scotland (GB)			
638340	2020 Social Care Aberdeen City and Aberdeenshire Complex Care Services	Services	C1	£ 19,000,000.00	Affinity Trust (GB) / Community Integrated Care (GB) / ENABLE Scotland (GB) / Inspire (Partnership Through Life) Ltd (GB) / Scottish Autism (GB) / Thera Scotland (GB) / The Richmond Fellowship Scotland (GB)	01/05/2020	01/05/2020	01/05/2022
637603	2020 Social Care Aberdeen City Provision of Care and Support Services at Home	Services	C	£ 46,353,696.16	Granite Care Consortium Ltd (GB) / Granite Care Consortium Ltd (GB) / Granite Care Consortium Ltd (GB)	09/11/2020	01/11/2020	01/11/2024
637574	Supply and Installation of UTMIC OTU's Aberdeen	Supply	C	£ 593,248.00	Siemens Mobility (GB)	16/12/2018	01/01/2019	01/01/2022

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
635806	Generator Works 2019-2021	Services	C	-	Dieselec Thistle Generators Ltd (GB) / Scot Industrial Air (GB) / Field Engineering Services Ltd (GB) / Gamma Energy (GB)	17/09/2020	01/12/2020	01/12/2022
627826	Professional Services for RPA	Services	CO	£ 351,450.00	Agilisys (GB)	30/04/2020	31/03/2020	31/03/2022
635090	Maidencraig Flood Management Wetland Scheme - Phase 2	Works	C	£ 236,541.00	CR Contracting North LTD (GB)	11/02/2020	11/02/2020	11/08/2020
635002	Award of Cycling Signage Audit	Services	C	£ 24,996.28	AECOM Ltd (GB)	03/11/2020	16/11/2020	29/01/2021
632064	Award of In-Vehicle Telematics and Hosted Solution	Services	CO	£ 387,000.00	UK Telematics Limited (GB)	21/09/2020	03/08/2020	03/08/2024
631115	Award of Cashless Parking	Services	CO	£ 562,000.00	Pay by Phone (GB)	16/09/2020	01/09/2020	01/09/2022
629497	Janesfield Manor - External Underground Heating Pipework Replacement (Re-issue 2)	Works	C	£ 88,163.11	Richard Irvin FM Limited (GB)	01/09/2020	28/09/2020	28/10/2020
629219	Award of Actuarial Services - Further Competition	Services	CO	£ 1,120,000.00	Mercer Limited (GB)	01/04/2020	01/04/2020	31/03/2027
628832	Award of Supply and Install of Part time 20mph Signs	Supply	C	£ 59,904.90	Mallatite Limited (GB)	25/08/2020	29/08/2020	30/08/2020
627738	Grampian and Morven Courts - Flat Roof Replacement	Works	C	£ 295,001.70	William Rae (Aberdeen)LTD (GB)	05/08/2020	07/09/2020	07/02/2021
626723	Milltimber Replacement School (8073)	Works	C	£ 16,036,673.88	Robertson Construction Eastern Limited (GB)	24/07/2020	17/08/2020	17/12/2021

PCS Document ID / Contract ID	Description	Contract Type	Category Type	Total Value	Supplier Name	Award Date	Start Date	End Date
623081	Print, Distribution and Managed Service of Garden Waste Permits	Services	C	£ 200,000.00	Euro Label Printers (GB)	01/06/2020	01/06/2020	01/06/2023
622959	ROOF REPAIRS 2019-2021	Services	C	£ 141,291.60	William Rae (Aberdeen)LTD (GB) / William Rae (Aberdeen)LTD (GB) / William Rae (Aberdeen)LTD (GB)	31/07/2019	02/09/2019	02/09/2021
622371	Award of Brimmond Court Flat Roof Replacement	Works	C	£ 198,660.00	William Rae (Aberdeen)LTD (GB)	02/06/2020	12/02/2020	13/02/2020
622354	Award of Digitisation of Parking	Services	C	£ 160,000.00	Imperial Civil Enforcement Solutions (GB)	20/02/2020	01/05/2020	30/04/2022
622331	Award of South College Street, Aberdeen - Topographical Survey	Services	C	£ 2,814.84	NB Group (GB)	02/06/2020	13/03/2020	28/08/2020
622137	Microsoft Dynamics365 for Social Care Platform	Services	CO	£ 3,200,000.00	Microsoft Limited (GB)	30/04/2020	01/05/2020	01/05/2021
621921	2020 Social Care Aberdeen City and Aberdeenshire Complex Care Services	Services	C1	£ 19,000,000.00	Affinity Trust (GB) / Community Integrated Care (GB) / ENABLE Scotland (GB) / Inspire (Partnership Through Life) Ltd (GB) / Scottish Autism (GB) / Thera (Scotland) (GB) / The Richmond Fellowship Scotland (GB)	01/05/2020	01/05/2020	01/05/2022
621478	Call-off from a framework - Water and Waste Water Billing Services	Supply	CO	£ 4,500,000.00	Scottish Water Business Stream Ltd (GB)	01/04/2020	01/04/2020	01/04/2023
621175	Supply and Installation of Wayfinders in Aberdeen City	Supply	C	-	Trueform (GB)	11/02/2020	11/02/2020	11/02/2021

Appendix 2 – Future Regulated Procurements 2021-2023

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Aberdeen Hydrogen Hub – Hydrogen Energy Partnership	New	Q2 2021	£100,000,000*	*Value to be confirmed as project scope is developed.
South College Street Junction Improvements Phase 1	New	2nd half of 2021	£7,000,000	
Replacement Riverbank	New	Summer 2021	£25,000,000	Framework Call Off
Torry School and Community Hub	New	Summer 2021	£21,500,000	Hub North Project
Countesswells School	New	Summer 2021	£17,000,000	Hub North Project
Provision of Pay as You Go Membership Car Club in Aberdeen	New	1st half of 2022	£1,075,000	
Housing Support Service Young People – Accommodation Based	Renewal	2nd half of 2021	£1,625,000	
AV and Presentation Equipment for Schools (Framework Mini Competition)	New	1st half of 2021	£1,745,000	
Provision of Agency Teachers Framework Agreement	New	1st half of 2021	£3,800,000	
Waste & Recycling Bins & Equipment (Framework Call Off)	New	1st half of 2021	£561,000	
Passenger Transport Services (Education/Social Care/Public) Dynamic purchasing system	New	1st half of 2022	£17,303,360	
Commercial Laundry	New	1st half of 2022	£1,320,000	
Construction Trade Subcontractors	New	1st half of 2022	£8,000,000	
Drain and Grease Trap Cleaning	New	1st half of 2022	£1,810,500	
Electrician services including testing, rewiring, lighting, door entry, fire alarms, intruder alarms, CCTV, etc	New	1st half of 2022	£14,600,000	
Floor Coverings Subcontractors	New	1st half of 2022	£2,040,000	
Glazing and PVC Window and Door Repairs	New	1st half of 2022	£750,000	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Kitchen Worktop and Sanitaryware Repairs	New	1st half of 2022	£90,000	
Locksmith and Key Cutting	New	1st half of 2022	£1,560,000	
Manned mobile hoist hire	New	1st half of 2022	£400,000	
Passenger Lift Maintenance	New	1st half of 2022	£1,878,000	
Plumbing and Heating Materials	New	2nd half of 2021	£3,000,000	
Rope access contract	Renewal	2nd half of 2021	£2,600,000	
Specialist Mechanical Works	New	1st half of 2022	£2,468,000	
Voids Cleaning	New	1st half of 2022	£1,200,000	
Warden Call System Telecare (Framework Call Off)	New	1st half of 2021	£600,000	
Residual Waste Skips	New	1st half of 2021	£880,000	
Steeplejacks, Chimney and Latchwire Maint	New	1st half of 2022	£1,200,000	
Energy Efficiency Information Support & Advice	New	2nd half of 2021	£740,000	
Training Services (Dynamic Purchasing System)	New	1st half of 2021	£4,000,000	
Security Services (Framework Call Off)	Renewal	1st half of 2021	£1,056,000	
Trend Micro - Smart Protection	Renewal	2nd half of 2021	£134,215	
Qmatic - Care Contract	Renewal	2nd half of 2021	£62,633	
CareFirst Software Renewal	Renewal	1st half of 2022	£178,841	
Web Hosting Services	Renewal	2nd half of 2021	£144,325	
Call Logging Software	Renewal	2nd half of 2021	£181,656	
Technical Indexes - Web Portal	Renewal	1st half of 2022	£725,361	
Internet Connectivity - 200 Mb Bandwidth	Renewal	2nd half of 2021	£100,000	
Active Edition	Renewal	2nd half of 2021	£78,395	
PNC8 & Disaster Recovery System	Renewal	2nd half of 2021	£382,010	
CONF010 ORBiS NDR	Renewal	2nd half of 2021	£173,721	
GIS Maintenance	Renewal	2nd half of 2021	£346,095	
Payment Kiosk	Renewal	2nd half of 2021	£100,608	
One Scotland Mapping - PSGA	Renewal	1st half of 2022	£434,854	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Housing Advice and Information Services	Renewal	2nd half of 2021	£725,910	
Tenants Contents Insurance	Renewal	2nd half of 2021	£250,000	Contract has an extension available until 04/04/2022
Local Government Digital Transformation Partnership	Renewal	2nd half of 2021	£103,000	
Event Stewarding	Renewal	2nd half of 2021	£800,000	
Event Production Services	Renewal	2nd half of 2021	£550,000	
Quest Change Auditor for Active Directory Suite	Renewal	2nd half of 2021	£95,465	
Road & Pavement Weed Spraying	Renewal	2nd half of 2021	£300,000	
Ctrix Workspace Suite	Renewal	2nd half of 2021	£923,888	
Firewall.	Renewal	2nd half of 2021	£448,459	
IDOX - CORPORATE GAZETTEER AND (GIS) GEOGRAPHICAL INFORMATION SYSTEM	Renewal	2nd half of 2021	£76,758	
VMWare Licences Software Renewal	Renewal	1st half of 2022	£259,959	
Email and Digital Subscription Management - Communications Cloud	Renewal	1st half of 2022	£124,584	
ARCHIVED CONT475 - Forcepoint	Renewal	2nd half of 2021	£132,050	
Installation of Festive Lighting	Renewal	2nd half of 2021	£100,000	
CONC001 BACAS - Burials and Cremation Administration System	Renewal	2nd half of 2021	£50,280	
CONT488 Read & Write	Renewal	2nd half of 2021	£73,622	Contract has an extension available until 30/06/2022
Aberdeen Sherriff Officer	Renewal	1st half of 2022	£4,500,000	Contract has an extension available until 15/07/2023
Election Services	Renewal	2nd half of 2022	£300,000	Contract has an extension available until 31/10/2023
Housing Consultancy Services	Renewal	1st half of 2022	£248,205	Contract has an extension available until 29/04/2022
Family Information Service and Early Years Database	Renewal	2nd half of 2021	£122,196	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Temporary Homeless Accommodation	Renewal	2nd half of 2021	£1,650,000	Contract has an extension available until 06/06/2022
CONT495 Unified Support / DSE contract	Renewal	1st half of 2022	£736,373	
External Legal Services	Renewal	2nd half of 2021	£4,000,000	Contract has an extension available until 06/05/2023
Master Data Management Solution	Renewal	2nd half of 2021	£460,208	Contract has an extension available until 19/12/2022
CONT506 Mobile Telephony	Renewal	2nd half of 2021	£314,226	Contract has an extension available until 03/12/2022
Collection, Storage and Redelivery of household belongings	Renewal	2nd half of 2021	£360,000	
CONP035 NBS Subscription	Renewal	2nd half of 2021	£102,605	
CONP035 NBS Subscription Renewal	Renewal	2nd half of 2021	£135,260	
CONT447 Ofcom-Point to Point Fixed Links	Renewal	2nd half of 2021	£97,177	
Provision of Fireworks Display Services	Renewal	2nd half of 2021	£50,000	
National Assistance Funeral Services	Renewal	2nd half of 2021	£90,450	Contract has an extension available until 25/10/2021
CONT500 Supply of a Bookings System Solution	Renewal	2nd half of 2021	£140,700	Contract has an extension available until 30/09/2022
CONC013 Fleet Management System 2018	Renewal	1st half of 2022	£161,254	Contract has an extension available until 31/07/2024
Pan Grampian Radio Network	Renewal	2nd half of 2022	£1,000,000	
CONT429 Voice Recording System	Renewal	2nd half of 2021	£64,263	
Eureka Time Recording System	Renewal	1st half of 2022	£72,000	
Structural Engineering Services For Housing And Non-Housing Projects	Renewal	2nd half of 2021	£647,401	
Treasury Management Services	Renewal	2nd half of 2021	£51,000	
CONT431 Social Media Management Dashboard	Renewal	2nd half of 2021	£50,364	

Contract Name	Type of Contract	Estimated Contract Notice Publication Date	Estimated Contract Value	Comments
Supporting Care Experienced Young People through Sport	Renewal	2nd half of 2021	£120,000	Contract has an extension available until 31/07/2023
Tender for the Supply & Installation of Flooring Materials and Related Services	Renewal	1st half of 2022	£850,000	
CONZ007 Ideagen - Pentana Risk Renewal	Renewal	1st half of 2022	£154,265	
Prepaid Accounts and Associated Services	Renewal	2nd half of 2021	£81,450	Contract has an extension available until 21/07/2023
Scholar Forum Partnership - Membership Agreement	Renewal	1st half of 2022	£88,566	
SMT Services Machinery Trucks	Renewal	2nd half of 2021	£89,712	
CONC002 Civica APP	Renewal	2nd half of 2021	£70,002	
Payment Processing Services	Renewal	2nd half of 2021	£180,000	
CONM004 AES - Match Jobs Software	Renewal	2nd half of 2021	£58,698	Contract has an extension available until 10/03/2023
Cash in Transit	Renewal	2nd half of 2021	£300,000	Contract has an extension available until 29/09/2024
Academy - Council Tax System	Renewal	1st half of 2022	£426,000	
Fruit & Veg	Renewal	1st half of 2022	£1,000,000	
Aberdeen Football Club Community Trust (AFCCT) Health and Wellbeing PEF Initiative	Renewal	2nd half of 2021	£204,000	
Aberdeen City Bike Hire Scheme – Bike Hire Subscriptions	Renewal	2nd half of 2021	£50,000	Contract has an extension available until 31/03/2022
Housing Support Service for people fleeing domestic violence	Renewal	2nd half of 2021	£385,446	
Children's Services - Mental Wellbeing Hubs (3)	New	2nd half of 2021	£4,200,000	