

Annual Procurement Report

1 April 2018 - 31 March 2019



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2. Introduction

Section 18 of the Procurement Reform (Scotland) Act 2014 (the Act) requires any public organisation obliged to publish a procurement strategy to prepare an annual report on its regulated procurements. This report covers the period from 1st April 2018 to the end of the Council's financial year on 31st March 2019.

Dundee City Council is required to prepare a strategy and to comply with the Act. A Corporate Procurement Strategy was published in June 2018 setting out how the Council would approach its external spend on goods, services and works over the two-year period 2018-2020.

The Corporate Procurement Strategy sets out the strategic aims and objectives that will improve, innovate and transform how the Council procures goods and services in support of the Council's objectives. The priorities and outcomes for Corporate Procurement are:

- Implementing a corporate, consistent and commercially focussed approach to all procurement and commissioning activities;
- Improving the systems, skillset and knowledge base to support this approach;
- Embedding and sustainable procurement as 'business as usual', and securing maximum social value from the council's significant spend.
- Ensuring legal compliance and governance
- Providing savings and Added Value
- Having a leaner, more efficient and effective procurement function

These strategic aims and associated objectives contribute to the Council Plan.

The annual report must include:

- a) a summary of the regulated procurements that have been completed during the year covered by the report,
- b) a review of whether those procurements complied with the authority's procurement strategy,
- c) the extent that any regulated procurements did not comply, and a statement of how the authority intends to ensure that future regulated procurements do comply,

- d) a summary of any community benefit requirements delivered as part of a regulated procurement that were fulfilled during the year covered by the report,
- e) a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- f) a summary of the regulated procurements the authority expects to commence in the next two financial years,
- g) such other information as the Scottish Ministers may by order specify.

This report relates to all regulated procurements.

3. Dundee City Council Context

The Council Plan 2017-2022 sets out how the Council will play its part in the achieving the vision set out in the City Plan. Over this period, the Council will build on the strong partnerships that already exist across the public, private, education and third sectors.

The Council's top priorities are directly supported by the council services. Corporate Procurement provides a centralised procurement service to our clients by making sure their requirements for goods, services and works are procured in the most effective and efficient way to maximise the achievement of best value.

- Social Challenges
 - Tackling poverty through the Fairness Action Plan
 - Giving children the best start in life with integrated Children and Family Services and enhanced early years provision
 - Ensuring children are safe and protected at home, school and in the community
 - Closing the attainment gap for children from poorer areas and those who are looked after
 - Provide housing which is affordable and efficient to heat
- Economic Challenges
 - Implementing the Tay Cities Deal, which can generate an additional £900 million per annum for the Scottish economy and create up to 15,000 jobs over the ten year life of the programme
 - Focusing our activities over the next 20 years around a number of key sectoral strengths; life sciences, healthcare, digital technology, tourism and hospitality and creative industries
 - Maximising the city's cultural led regeneration
 - Promoting inclusive growth that helps to tackle the deep-rooted inequalities
 - Tackling long term unemployment, helping our young people to engage in positive activity and enabling those in entry level jobs to progress to better paid fair employment

- Environment Sustainability Challenges
 - Delivering significant reduction in CO2 emissions
 - Reducing Fuel Poverty
 - Improving Air Quality
 - Preparing a new Urban Biodiversity Plan
 - Increasing the percentage of waste recycled
 - Increasing the number of district heating schemes
 - Increasing Active Travel – walking and cycling to work, school and for leisure
 - Increasing ultra low emission and electric vehicles
 - Improving public transport through innovative approaches to sharing and smart travel
 - Including planning guidance to require all new buildings to incorporate measures to reduce the level of carbon emissions; support renewable energy generation; and encourage the use of heat networks in new developments.
 - Publishing a sustainable energy and climate change plan

- Community Safety Challenges
 - Reduced levels of crime and fear of crime
 - Reduced levels of domestic abuse
 - Protection of vulnerable adults
 - Reduced levels of re-offending
 - Reduced levels of antisocial behaviour
 - Improved road safety

- Health and Wellbeing Challenges
 - Integrating Health and Social Care to deliver more care in the community
 - Developing smart health and care strategies to benefit from advances in health technology
 - Improving health and well-being of all citizens – especially for children and families
 - Reducing substance abuse

- Organisational Challenges
 - Make the best use of the financial resources available to us, ensuring best value for the public purse
 - Have a flexible, skilled and motivated workforce
 - Listen to, and be responsive to, our customers, shaping our services around their needs and focusing our resources where they are most needed
 - Work closely with our partners, including local communities, to deliver a single set of outcomes for all citizens of Dundee

The Corporate Procurement Team is set up to align procurement activity from Council services within a corporate Category Management structure.

The Corporate Procurement Team is now fully engaged in allocated category responsibilities. Time has been spent engaging with officers within Council services to explain the role of Category Management, understand the existing contractual arrangements that are in place and to develop workplans with the respective officers. Work has also been undertaken to engage with our collaborative buying partners such as Tayside Procurement Consortium, the wider Tayside Public Sector organisations and Scotland Excel. A procurement service is also provided to Leisure & Culture Dundee, Tay Road Bridge Joint Board, Dundee Science Centre and Tayside Valuation Joint Board. Appendix 4 details the Scottish Model of Procurement and collaborative working.

Procurement activity within the Council, has continued with a centralised approach, from both a Procurement and Payments perspective. Performance metrics are used by the team to continuously track performance and identify areas for further improvement, the metrics used are:

<u>Purchases</u>	<u>2017/18</u>	<u>2018/19</u>
Total Spend	£277,108,961	£278,008,260
Total number of suppliers	3264	3357
SME (small and medium enterprise) suppliers	1354	1362
SME Spend	35%	37%
Local Suppliers (Dundee City)	405	384
Local Spend (Dundee City)	30%	34%
Supported Business Spend	0.22% (£698,626)	0.20% (£574,560)
<u>Payments</u>		
Total number of invoice payments	149,521	138,868
Invoices paid by electronic means	149,371	138,668
Value of invoices paid by electronic means	£276,831,852	£277,702,450
Invoices paid within 30 days	97%	97%
Dundee supplier invoices paid within 30 days	98%	98%
Dundee supplier invoices paid within 14 days	94%	95%

Staff Development has been key to the enhancement of the team's service. The past few years have provided a valuable learning and development experience for all team members. The blend of skills that have been brought together have provided strength to the team as a whole. Development of individual team members has been through 'on the job', category specific training in house or via external courses, along with more formal professional development. 3 staff members are currently undertaking CIPS (Chartered Institute of Purchasing and Supply) studies, with a further 2 completing MA (Modern Apprenticeship) Digital Applications.

Greater focus has been placed on strategic procurement planning; a more consistent and formalised approach to contract management; benefits recording & monitoring and on-going process improvements.

The Scottish Government Procurement and Commercial Improvement Programme (PCIP) was launched in 2016. The PCIP focuses on the policies and procedures driving procurement performance and more importantly, the results they deliver. The PCIP focusses on four main elements:

- Leadership and Governance
- Development and Tender
- Contract Management
- Purchasing Processes

Dundee City Council have now undertaken two PCIPs - the first on 8th August 2016 and the second on 22nd November 2018. Both assessments were carried out by Scotland Excel, the first being a full assessment and the second a 'focussed assessment' on areas chosen by the Corporate Procurement Team of the Council.

The score improved by 10% from that in 2016 to 2018, we understand that this improvement was one of the biggest increases seen in the PCIP assessments that were undertaken. As the PCIPs for all councils have only recently been concluded we do not have a national view on this at present.

The areas where Dundee City Council is performing strongly are:

- Procurement Influence
- Fraud Awareness and Prevention
- Contract Compliance
- Demand Management
- Procurement Process Automation

Further improvement is to be focussed on:

- Spend Analysis
- Contract and Supplier Management

A project to review the procurement approach across Tayside has been implemented to look at further collaborative working opportunities, this work is being led by Scotland Excel and further updates will be provided as this programme progresses.

4. Summary of Regulated Procurements Completed

A regulated procurement is any procurement for supplies or services with a value over £50,000 and for works contracts with a value of over £2 million. A regulated procurement is completed when the contract is awarded and an award notice is published on Public Contracts Scotland web portal. This procurement activity is in line with Dundee City Council's Corporate Procurement Strategy.

Dundee City Council will make use of existing framework agreements wherever possible. Framework agreements provide a legally compliant route to market which has been previously advertising through the channels required by procurement legislation. Use of framework agreements allows an efficient use of time to market, to secure supplies or services, and also removes the need for duplication of work. Framework agreements deliver economies of scale through volume leverage. Verification is undertaken that the framework agreements are accessible and appropriate for Dundee City Council prior to use.

Dundee City Council completed 85 regulated procurements with a value of £39,287,505 during the period of the report. The table below shows a summary of regulated procurement activity:

Period 1st April 2018 to 31st March 2019	
Number of completed procurements	85
Estimated value of all completed procurements	£39,287,505
Estimated savings from awarded contracts	£196,437
Number of light touch contracts awarded	0
Average number of bids received	4
% of contracts awarded to SMEs	37%
Average processing time for a procurement exercise	100 days

Appendix 1 shows all Regulated Contracts awarded by Dundee City Council directly or via Tayside Procurement Consortium (on behalf of Dundee City Council) between 1 April 2018 and 31 March 2019

5. Review of Procurement Compliance

Mandatory Requirements of the Procurement Reform Act (Scotland) 2014 and Statutory Guidance Obligations lay out some mandatory requirements which the Procurement Strategy (2018 to 2020) includes, in particular:

How the organisation intends to make sure that its regulated procurements will contribute to the carrying out of its functions and the achievement of its purposes, by:

- Working under the guidance of this strategy will ensure procurement is delivered in a compliant, effective and efficient manner, provide a clear action plan for improvement and contribute to wider council objectives and priorities.
- Ensuring there is early engagement and clear communication channels between the Council Services and Corporate Procurement we will assist in achieving best value.
- The strategy will be monitored and reported as per the Monitoring, Reviewing and Reporting on the Strategy section of the strategy document, to make sure the key objectives are delivered and best value is secured.

Objective	Performance against Objective
<p>Savings and Added Value</p>	<p>Compliant against:</p> <ul style="list-style-type: none"> • Maximise the use of existing Category A, B and C1 contracts and framework agreements • Procurement working with stakeholders to develop robust and clear output/outcome specifications • All requirements are evaluated using Most Economically Advantageous Tender criteria • Lots considered for all procurements, where appropriate, including lots to promote SME/Third Sector and Supported Business participation • Early market engagement and market research carried out for procurements, where appropriate • Maximising the impact of contracts with the inclusion of Community Benefit Clauses • Challenging the need and demand management • Consulting and engaging with those affected by its procurements by engaging with internal and external stakeholders through various approaches, including but not limited to – working directly with client services, Meet the Buyer events, Supplier Development Programme <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • Contract & Supplier Management (CSM) – CSM is undertaken in various ways across the Council and it is recognised that this is achieving varying results. A more consistent and embedded approach would deliver increased value and benefits • Participate in Review of Procurement across the Tayside Councils • Staff Training & Development Plan Roll out

Objective	Performance against Objective
<p>Legal Compliance and Governance</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • The Council's Standing Orders and Tender Procedures apply to all contracts made by or on behalf of the Council for the execution of works, the supply of goods and materials and the provision of services • Updated Council Standing Orders and Tender Procedures to reflect the new procurement rules • Procurement Team provides training and guidance to Officers on procurement process • Internal Audits ensure Officers are compliant with procurement process • Tender opportunities advertised on Public Contracts Scotland advertising portal • Engagement with the Supplier Development Programme to help support SME's to bid for Council contracts • All procurement activity undertaken must comply with the above process and procedures which secures compliance with the Act and Statutory Guidance. <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • Incorporating new Legal/Organisational developments into our procurement approach

Objective	Performance against Objective
<p>Sustainable Procurement Duty</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • The Sustainable Public Procurement Prioritisation tool (SPPPT) was completed and will be reviewed annually with all category teams using sustainability tests. • The flexible framework was completed producing an action plan that will be reviewed annually • Incorporated Sustainable Procurement objectives within the Corporate Procurement Strategy <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • Working to incorporate new Scottish Government sustainable tools within procurement processes
Objective	Performance against Objective
<p>Community Benefits</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • Dundee City Council's Community Benefit through Procurement Policy has been in place since 2012, with an update approved by Committee in June 2018. While community benefits must be considered for all procurement processes at or above £4 million in value the sustainable procurement duty may result in the inclusion of community benefit requirements at lower thresholds. Dundee City Council has adopted the approach to consider the inclusion of Community Benefits in all procurements, where appropriate. <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • Maximise the social and economic impact of the major developments across the city being led by the council • Community Benefits Monitoring Tool Introduction

Objective	Performance against Objective
<p>Living Wage</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • Payment of a living wage - to persons involved in producing, providing or constructing the subject matter of regulated procurements. A Fair Work practice criteria is included in all relevant procurement exercises • Dundee City Council is an accredited Living Wage employer and as part of our accreditation carry out an annual review of all contracts to assess the number of individuals not being paid the living wage. An action plan is then developed. <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • To work with major private sector employers and business organisations such as the Chamber of Commerce & Scottish Enterprise to build further commitment to the Living Wage and Fair Work in Dundee
Objective	Performance against Objective
<p>Promoting compliance with Health & Safety within contacts</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • Promoting compliance with health and safety at work, including how a supplier/sub-contractor demonstrates compliance. Health and safety criterion forms part of the evaluation for all relevant and appropriate contracts. This element is a pass/fail criterion within the preselection (ESPD) stage. <p>Key Future Workstreams:</p>
Objective	Performance against Objective
<p>The procurement of fairly and ethically traded goods and services</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • Ethically traded goods and services are considered for all appropriate contracts <p>Key Future Workstreams:</p>

Objective	Performance against Objective
<p>Community Health and Wellbeing and Animal welfare in Procurement of food</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • Procurement requirements relating to Food procurement focus on nutritional quality, health and wellbeing, minimising environmental impact such as packaging and sourcing as well as the application of appropriate animal welfare standards in accordance with all relevant legislation. <p>Key Future Workstreams:</p>
Objective	Performance against Objective
<p>Payment of invoices within 30 days</p>	<p>Fully Complied</p> <ul style="list-style-type: none"> • The provision of prompt payment – no later than 30 days after invoice by the organisation to a supplier and/or sub-contractor, or by a sub- contractor to a sub-contractor. Prompt payment clauses requiring a 30 day payment term are embedded within our contractual terms and conditions. • The Council achieved 97% of all invoices being paid within 30 days, with 138,868 invoices paid in 2018/19 <p>Key Future Workstreams:</p> <ul style="list-style-type: none"> • Further development of Purchase to Pay processes and systems

6. Community Benefits Summary

Dundee City Council's Community Benefit through Procurement Policy has been in place since 2012, with an update approved by Committee in June 2018. While community benefits must be considered for all procurement processes at or above £4 million in value the sustainable procurement duty may result in the inclusion of community benefit requirements at lower thresholds. Dundee City Council has adopted the approach to consider the inclusion of Community Benefits in all procurements, where appropriate. Appendix 2 provides details of Community Benefits achieved.

7. Supported Business Summary

Supported Businesses make an important contribution to the Scottish economy, through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace.

This is an important element of the sustainable procurement duty and the steps taken by the organisation to facilitate the involvement of supported businesses in regulated procurements will therefore be helpful to the organisation in demonstrating compliance with that duty.

Dundee City Council has taken a proactive approach in working with Dovetail Enterprises, a Dundee based supported business. Key activities have been the sourcing and supply of furniture and other household goods for clients of the Scottish Welfare Fund, as well as furniture supply for Council establishments. Spend with Dovetail over the period 18/19 £574,560. This spend has assisted in both sustaining and creating new employment opportunities within Dovetail. Other purchases have been made from Haven Sign Factory in Larbert, with further supply chain integration opportunities being explored with other supported businesses. Dundee city Council is fully committed to considering opportunities for Supported Business, wherever possible.

8. Future Regulated Procurement Summary

Appendix 3 – details the upcoming tenders to be undertaken by Dundee City Council in the coming two years.

Appendix 1 – Summary of Regulated Procurements Completed 1st April 2018 to 31st March 2019

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Atkins Global	Dundee City Council	Contract for the Provision of Smart and Innovative Mobility Services for the Mobility Innovation Living Laboratory - Lot 3	01/09/2018	01/09/2018	31/12/2019	31/12/2019		£293,879.00
Enterprise Card Club	Dundee City Council	Contract for the Provision of Smart and Innovative Mobility Services for the Mobility Innovation Living Laboratory - Lot 2	01/09/2018	01/09/2018	31/12/2019	31/12/2019		£150,250.00
Just Parking LTD	Dundee City Council	Contract for the Provision of Smart and Innovative Mobility Services for the Mobility Innovation Living Laboratory - Lot 3	03/09/2018	03/09/2018	31/12/2019	31/12/2019		£132,600.00
Software Box Ltd	Dundee City Council	Award of Mini Competition for the Supply of Sophos Endpoint Advanced Under CCS RM3733 Technology Products 2 Lot 2	22/03/2018	28/03/2018	27/03/2021	27/03/2021		£65,087.00
CADline Ltd	Dundee City Council	Award of ITQ - Supply of Autodesk Subscription Licences	18/01/2019	31/01/2019	30/01/2020	30/01/2020		£59,695.00
KPMG LLP	Dundee City Council	Award of Mini Comp, under LGPS Framework, for Investment Management Consultancy Services	02/07/2018	02/07/2018	01/07/2021	01/07/2023	24	£55,000.00
BAM Ritchies	Dundee City Council	Contract for Broughty Ferry Beach (Douglas Terrace, Fisher Street, Beach Crescent) Ground Investigation	27/03/2019	27/03/2019	28/06/2019	28/09/2019		£52,923.00
Ecar Club	Dundee City Council	Contract for the Provision of Smart and Innovative Mobility Services for the Mobility Innovation Living Laboratory - Lot 2	01/09/2018	01/09/2018	31/12/2019	31/12/2019		£51,800.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Land & Building Services Ltd	Dundee City Council	Award of Sub Contract Opportunity for New Play Area Works at Blackness PS Dundee	23/05/2018	30/06/2018	15/08/2018	15/08/2018		£72,147.47
Specialist Computer Centres	Dundee City Council	Contract for the Supply of Network Switches, Modules and Transceivers under Framework RM3733 Technology Products	13/07/2018	13/07/2018	31/07/2018	31/07/2018		£63,968.50
Kilmac Construction Ltd	Dundee City Council	Award of Mini comp via DCC Civils Framework for Steps and Wall Improvement Works at Kennet Walk D...	23/08/2018	23/08/2018	30/09/2018	30/09/2018		£52,125.00
Sutcliffe Play (Scotland) Ltd	Dundee City Council	Award of MINI COMPETITION UNDER SCOTLAND EXCEL OUTDOOR PLAY EQUIPMENT FRAMEWORK AGREEMENT	14/12/2018	14/12/2018	30/03/2019	30/03/2019		£90,000.00
Scan Building Services Ltd	Dundee City Council	Award of Sub Contract Opportunity for Various Works Packages at Ardlar Nursery T620	23/05/2018	02/07/2018	24/12/2018	24/12/2018		£98,599.25
EC2 Limited	Dundee City Council	Award of Sub Contract Opportunity for Various Works Packages at Ardlar Nursery T620	23/05/2018	02/07/2018	24/12/2018	24/12/2018		£98,596.72
McKenna Mechanical Services (Scotland) Ltd	Dundee City Council	Award of Sub Contract Opportunity for Replacement Boiler Works at Wallacetown Nursery	23/05/2018	02/07/2018	02/07/2019	02/07/2019		£57,631.49
ESE World	Dundee City Council	Mini Comp SXL Framework: Supply & Delivery of Compactor Bins	01/04/2018	10/04/2018	09/04/2019	09/04/2019		£59,463.84
IS McKenna Electrical Contractors Ltd	Dundee City Council	Contract for Main Panel Board Replacement for Tay Road Bridge Dundee	02/07/2018	03/09/2018	07/12/2018	07/12/2018		£146,718.61
The Mudd Partnership Ltd	Dundee City Council	Contract for Executive coaching and effective conversations programme for Dundee City Council Head Teachers	01/08/2018	01/08/2018	30/06/2019	30/06/2019		£50,350.00
HELM	Dundee City Council	Contract for the Provision of Services in the area of external alternative education for students whose needs are assessed as best met through targeted educational provision outwith the mainstream school	24/07/2018	01/04/2018	31/03/2019	31/03/2019		£225,000.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
T & N Gilmartin (Contractors) Ltd	Dundee City Council	Award of Pentland Crescent Footpath & Steps Replacement - Phase 2	20/11/2018	03/12/2018	18/02/2019	18/02/2019		£117,351.00
T & N Gilmartin (Contractors) Ltd	Dundee City Council	Award of Tulloch Court & Bonnethill Court Steps Phase 3	29/11/2018	03/12/2018	01/03/2019	01/03/2019		£134,340.00
Tayside Public Transport Co Ltd	Dundee City Council	Contract for the Supply of School Bus Services and Season Tickets	01/08/2018	01/08/2018	31/07/2019	31/07/2019		£292,065.00
Chubb Fire & Security	Dundee City Council	Mini Comp - Replacement Fire Alarm System, Craigie High School Dundee	12/02/2019	19/03/2019	12/04/2019	12/04/2019		£72,021.20
T & N Gilmartin (Contractors) Ltd	Dundee City Council	Award of Tulloch Court and Bonnethill Environmental Improvements	04/03/2019	04/03/2019	29/04/2019	29/04/2019		£227,806.76
Phoenix Software	Dundee City Council	Award of Mini Comp via CCS Framework - Technology Products 2 (Lot1) - Hardware	31/01/2019	31/01/2019	31/03/2019	31/03/2019		£152,284.92
Aberlour/ Action for Children/ Barnardos/ Children 1st/ Cornerstone/ Includem/ One Parent Families Scotland/ Scottish Autism	Dundee City Council	Generic Family Support Framework	18/03/2019	01/04/2019	31/03/2020	31/03/2020		£100,000 - £200,000

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Aberlour Child Care Trust/ Action for Children/ Alternatives Dundee Youth (Dundee Pregnancy Crisis Trust)/ Apex Scotland/ Baldy Bane Theatre Company/ Barnardo's/ Bee Buddies/ Box Soccer/ CANI Coaching Ltd/ Catesbi Community Interest Company/ Child Poverty Action Group/ Children 1st/ Comedy & Confidence/ Cooperative Learning Consultants/ Creative STAR Learning Ltd/ Disabled and Carers Information Centre Association (trading as Dundee Carers Centre)/ Do-Be Ltd/ Dundee East Community Sports Club/ facethemusic/ Growth Mindset Yeti/ Helm Training Limited/ Impact Arts (Projects) Ltd/ Includem/ Maxwelltown Information Centre/ Mobile Assisted Learning/ Mrs. Margaret Foley/ Nicola Heath/ Osiris Educational Woodhall Spa Ltd/ Parent to Parent/ PBS UK Ltd/ Penumbra/ Perth Autism Support SCIO/ Place2Be/ Racquet Buddies Ltd/ [Relationships Scotland] Family Mediation Tayside and Fife/ SACRO/ Scottish Marriage Care t/a The Spark/ Showcase the Street/ SkillForce Development Ltd/ Smart Play Network/ Speech and Language Therapy Department NHS Tayside/ Steven Leahy/ Take Your Marks Ltd/ Tayside Council on Alcohol/ Teachmindset Ltd/ The Caxton Trust t/a Catch Up/ The Learning Through Landscapes Trust (known as Grounds for Learning in Scotland)/ The Learning Zoo Ltd/ The Mudd Partnership Ltd/ The Outward Bounds Trust/ The Speech Language Communication Company/ The Yard Adventure Centre/ TOK Scotland t/a Tree of Knowledge/ Uppertunity CIC/ Winning Scotland Foundation	Dundee City Council	Framework for the Provision of Support Services - Children and Families	15/12/2018	07/01/2019	06/01/2020	06/01/2020		£1,000,000.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Action for Children	Dundee City Council	A Housing Support Service for Youth and Families	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£830,192.00
Barnardo's	Dundee City Council	A Child and Families Support Service in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£482,618.00
Includem	Dundee City Council	<u>Intensive Support (Community Based)</u> - provide an intensive community based support service for children, young people and families across Dundee. <u>Intensive Support (Schools Service)</u> – provide an intensive support service in partnership with Dundee’s eight secondary schools. This service is for pupils in S1- S3 and who are at risk from exclusion due to presenting behaviour or wellbeing issues.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£414,430.00
One Parent Families Scotland	Dundee City Council	An advice, information and support service for lone parents and their children and other families with similar needs who live in the Dundee area: Dundee Family Support Services and Flexible Childcare Services	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£221,371.00
Helm Training Ltd	Dundee City Council	Services in the area of external alternative education provision, whose needs are formally assessed as best met through targeted educational provision outwith the mainstream school	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£213,750.00
The Aberlour Child Care Trust	Dundee City Council	Aberlour Family Outreach Dundee service for parents/carers and their children in families across Dundee where problem substance misuse is an issue.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£129,983.00
Cornerstone Community Care	Dundee City Council	A Care at Home and Enabling Service for Children and Young People with a Disability and their Families	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£93,474.00
Capability Scotland	Dundee City Council	Care at Home and Enabling Service for Children and Young People with a Disability and their Families	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£89,349.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
SACRO	Dundee City Council	A restorative justice service for young people in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£87,372.00
Children 1st	Dundee City Council	A Family Support and Engagement Service	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£86,744.00
Who Cares? Scotland	Dundee City Council	An Independent Children's Rights Advocacy Service to include information, support and advice.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£85,051.00
Hillcrest Futures	Dundee City Council	Key to Change Service for an assessment, treatment & intervention service to children and young people (12-17yrs) who live in Dundee and who are experiencing problems due to misusing substances	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£83,600.00
Home-Start Dundee	Dundee City Council	A Volunteer Support Service for families and children in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£57,934.00
Barnardo's	Dundee City Council	Short Breaks Service	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£51,576.00
Hillcrest Futures	Dundee Health & Social Care Partnership	Support Services for Adults with a range of support needs including learning disabilities/physical disabilities and mental health: Student Support; and, Care at Home and Housing Support	18/03/2019	01/04/2019	31/03/2020	31/03/2020		£3,582,175.00
Sense Scotland	Dundee Health & Social Care Partnership	Service for adults with a range of support needs including learning disabilities and/or autism	18/03/2019	01/04/2019	31/03/2020	31/03/2020		£2,801,745.00
Cornerstone Community Care	Dundee Health & Social Care Partnership	Housing Support /Care at Home Services for Adults with Learning Disabilities and an Adults Enabling Service	18/03/2019	01/04/2019	31/03/2020	31/03/2020		£2,643,290.00
Carr Gomm	Dundee Health & Social Care Partnership	A Housing Support/Care at Home Service and Outreach Service for Adults with Mental Health Difficulties, Learning Disabilities and Physical Disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£2,485,583.00
Turning Point Scotland	Dundee Health & Social Care Partnership	Care at Home and Housing Support Services, Outreach Services for service users with learning disabilities who live within the Dundee area.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£2,206,291.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Scottish Autism	Dundee Health & Social Care Partnership	Service for adults with a learning disability: Care at Home and Housing Support; Individualised Enabler Service	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£2,114,804.00
Dundee Carers Centre	Dundee Health & Social Care Partnership	An Information and Support Service for Carers and People with Disabilities. A Short Breaks Service. A BME Service. A Community Health Project. A Carers Involvement Service. A Support Service for Individuals in receipt of a Direct Payment.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£1,015,219.00
The Inclusion Group (Dundee)	Dundee Health & Social Care Partnership	Support Services to adults with a learning disability and/or autism and physical disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£938,234.00
Tayside Contracts	Dundee Health & Social Care Partnership	A Meals Service to Service Users in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£824,000.00
Transform Community Development Ltd	Dundee Health & Social Care Partnership	A Housing Support/Care at Home services to homeless people across three individual hostels in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£769,733.00
Capability Scotland	Dundee Health & Social Care Partnership	An Adults Enabling Service for adults with a range of support needs including learning disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£690,592.00
Caalcare Limited t/a Rose Lodge	Dundee Health & Social Care Partnership	A care and support service to adults with learning disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£630,348.00
The Scottish Association for Mental Health	Dundee Health & Social Care Partnership	A Care at Home, Housing Support and Outreach Service for individuals with mental health difficulties in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£604,423.00
Positive Steps	Dundee Health & Social Care Partnership	A flexible housing support service for adults in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£567,335.00
The Salvation Army Trustee Company	Dundee Health & Social Care Partnership	Housing support services to homeless people across two individual hostels in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£389,281.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Dundee Voluntary Action	Dundee Health & Social Care Partnership	Supporting and Promoting the Active Involvement of Older People in Shaping Services that reflect the views of Older People. Community Companion. Respite Care Development. Third Sector Capacity Building. Good Governance Award	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£377,182.00
Dudhope Villa and Sister Properties	Dundee Health & Social Care Partnership	A care and support service to adults with learning disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£369,408.00
Dundee Survival Group	Dundee Health & Social Care Partnership	Housing Support Services to homeless people in Dundee.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£364,095.00
Bield Housing & Care	Dundee Health & Social Care Partnership	A Housing with Care Service (including Balgowan Court and Bonnethill Gardens)	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£363,957.15
Hillcrest Futures	Dundee Health & Social Care Partnership	A Housing with Care Service (including The Waverly, Sidlaw House, and Dickson Avenue) for Service Users in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£352,277.00
Balfield Properties t/a Westlands	Dundee Health & Social Care Partnership	A care and support service to adults with learning disabilities	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£330,436.00
Dundee Women's Aid	Dundee Health & Social Care Partnership	Domestic Abuse and Housing Support Services to Women and their Children in the Dundee area	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£301,417.00
Grampian Society for the Blind , operating as North East Sensory Services	Dundee Health & Social Care Partnership	A joint social work service for children, adults and their carers in the Dundee area who have a range of issues relating to the sensory impairment	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£297,972.00
Scottish Refugee Council	Dundee Health & Social Care Partnership	Humanitarian Integration Service	20/09/2018	01/10/2018	31/03/2020	31/03/2020		£272,211.00
Hillcrest Futures	Dundee Health & Social Care Partnership	A 24 hours Housing Support and Care at Home Service for 10 individuals with complex alcohol related issues	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£228,728.00
Addaction	Dundee Health & Social Care Partnership	A Direct Access Service for individuals, with a range of problems relating to substance misuse.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£211,909.11

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Dundee Independent Advocacy Support	Dundee Health & Social Care Partnership	An independent citizen and professional (paid and volunteer) advocacy service for adults (aged 21-65 years) who live in Dundee. An independent issue based (professional and collective) service for adults (aged 65 years +)	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£207,357.00
Hillcrest Homes	Dundee Health & Social Care Partnership	Tenancy Support Services for Service Users in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£166,942.00
Wellbeing Works, Dundee	Dundee Health & Social Care Partnership	A range of services for people who are experiencing or recovering from mental health problems in the Dundee area.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£159,134.00
Dundee Voluntary Action	Dundee Health & Social Care Partnership	Supporting and Engaging with People who experience Mental Health Difficulties.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£135,024.00
Penumbra	Dundee Health & Social Care Partnership	An Enabler Service and Carers Support Service for individuals with Mental Health difficulties	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£133,709.00
Volunteer Centre Dundee	Dundee Health & Social Care Partnership	Third Sector Capacity Building in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£128,586.00
Blackwood Homes and Care	Dundee Health & Social Care Partnership	A Housing Support Service for Service Users in Dundee.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£127,690.00
Alzheimer Scotland - Action on Dementia	Dundee Health & Social Care Partnership	A Range of Services for Service Users in Dundee who have been diagnosed with Dementia	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£116,265.00
Advocating Together (Dundee) SCIO	Dundee Health & Social Care Partnership	An Independent Advocacy Capacity Building Service for Adults with Learning Disabilities and/or Autistic Spectrum Disorder (ASD)	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£112,201.52
Jean Drummond Centre	Dundee Health & Social Care Partnership	Day Support Service for Adults with a Learning Disability	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£97,124.00
The Food Train Limited	Dundee Health & Social Care Partnership	A Grocery Shopping Delivery Service for Service Users in Dundee	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£75,619.00

Supplier Name	Contract Owner	Contract Description	Award Date	Contract Start Date	Assumed Expiry	Contract End Date (inc extension)	Maximum Extension (Months)	Estimated Value (£NET incl extensions)
Art Angel	Dundee Health & Social Care Partnership	A non-clinical support and recovery focussed arts activities Service for people in Dundee with mental health issues.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£71,571.00
The Church of Scotland (Crossreach Axis Project)	Dundee Health & Social Care Partnership	A support service for individuals with a range of problems relating to substance misuse	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£58,635.00
The Women's Rape and Sexual Abuse Centre (WRASAC)	Dundee Health & Social Care Partnership	A support and training service for Women, Young Women, and Girls and for other Agencies engaged in their support	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£56,724.00
Hillcrest Futures	Dundee Health & Social Care Partnership	A community based, recovery support Service for individuals who have substance misuse issues.	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£56,131.00
Royal Volunteer Scotland	Dundee Health & Social Care Partnership	Home from hospital service	20/03/2019	01/04/2019	31/03/2020	31/03/2020		£50,000.00
ASA International Ltd t/a ASA Recruitment; Brightwork Ltd; Randstad Public Services Ltd; Service Care Solutions Ltd; The Social Care Community Partnership Ltd (TSCCP); Tripod Partners Ltd	Scotland Excel	Framework: Social Care Agency Workers	18/07/2018	01/08/2018	31/07/2022	31/07/2022		£2,573,000.00
Hays Specialist Recruitment	Cirrus Consortium Framework	Agency Staff	18/06/2018	28/06/2018	27/06/2020	27/06/2022	24	£2,280,000.00

**Collaborative Contracts approved by the TPC Steering
Group Financial Year 2018/19**

Tenders for goods, supplies and services or works where the Formal EU Process has been applied

Title	Contract Value	Start	End
Wood waste	156k	Jun-18	May-23
Power tools	80k	Jun-18	Feb-22
Salt	8m	Aug-18	Jul-22
Housebuilding	na	Jul-18	Jun-22
Meat & Fish	2.6m	Jul-18	Jun-22
Road stone	1.7m	Jul-18	Jun-22
Social Care Agency Staff	2.4m	Aug-18	Jul-22
Telephony Services	3.6m	Jul-18	Jun-20
Value Added Reseller – Digital	na	Jul-18	Jun-22
Glass Recycling	na	Jul-18	Apr-22
Eco Stars / Fleet Mgt	120k	May-18	May-21
Washroom solutions	900k	Oct-18	Sep-22
Boiler Maintenance Services	2.9m	Oct-18	Sep-22
First Aid materials	240k	Oct-18	Sep-22
Street Lighting materials	9.2m	Jul-18	Jun-22
Commercial catering	1.2m	Nov-18	Oct-22
Road signs	730k	Nov-18	Oct-22
Tech Enablement Services	1.2m	Jan-19	Dec-22
CCTV	1.2m	Nov-18	Oct-22
Blinds	160k	Dec-18	Nov-22
Energy Advice	na	Jan-19	Jan-23
Coffee Vending Machines	108k	Jan-19	Jan-23
Garden Waste Shredder	250k	Dec-18	Dec-18
Real Time Passenger System	581k	Jan-19	Dec-24
Web security	160k	Feb-19	Mar-22
Janitorial materials	3.7mill	Feb-19	Jan-23
Grounds Maintenance Equipment	8mill	Feb-19	Jan-23
Heavy Plant & Fleet	2 mill	Feb-19	Jan-23
Blacksmiths	2mill	Feb-19	Jan-23
Garden waste Screeners	165k	Feb-19	Mar-19
Audio Visual Equipment	1.4mill	Apr-19	Mar-23
Lift Installation & Maintenance	3.9m	Feb-19	Mar-23
Void property maintenance	1.5m	Mar-19	Mar-23
Waste DPS	n/a	Feb-19	Feb-26
Confectionary Vending machines	580k	Mar-19	Mar-23
Cleaning Equipment	240k	Mar-19	Mar-23
Building & Timber materials	2.4m	Mar-19	Mar-23
Tenders above £50k and below EU Threshold (Scottish Procurement Reform Act Regulations apply)			
Title	Value (£)	Start	End
Confidential shredding	56k	Oct-18	Sep-22
Insurance Management System	75k	Oct-18	09-Feb
Funeral Services	75k	Oct-18	Sep-22

Appendix 2 - Community Benefits Update

Introduction

This section provides an update on Community Benefits which have been secured as part of Dundee City Councils Community Benefits Approach. The Procurement Reform Act requires organisations to report on number of contracts over £4 million which include Community Benefits. Dundee City Council has adopted the approach to consider the inclusion of Community Benefits in all procurements, where appropriate.

16 Contracts over 4 million with Community benefits (Detailed below)

40 Contracts under 4 million with Community Benefits (including 9 Home Care contracts)

Summary of Achievements Capital Construction Programmes

While community benefits is now implemented across the range of council's procurement activity the largest projects remain in the Construction Area.

Activity from March 2018 to March 2019

Supplier Development	
Local Construction Spend (within 35 miles)	£26,721,809
Average Percentage of Spend which was local (within 35 miles)	51%
Average Local Labour (within 35 miles)	73%
Employment and Skills	
Employment Opportunities Created	44
New Start Employment Opportunities (previously unemployed, redundant, graduates or new entrants)	25
Project Initiated Modern Apprenticeships	26
Existing Modern Apprentices	74
Work Experience Opportunities	97
Awareness Raising Activity	
Awareness Raising Events and Activities Delivered	96
Individuals Supported through Awareness Raising	3,503

Recent Highlights from the Construction Community Programmes

The construction area remains the largest and most well developed area of Community Benefits. Some examples are:-

- **McGill Redundant Apprentice Support** – The electrical contractor McGill went into administration in February 2019 with the loss of 429 staff including 73 apprentices, of which 59 were from Tayside. The Community Benefits and Discover Work Service worked intensively to identify effected apprentices, provide them focused CV support and employability support and used their extensive network of employer contacts to broker opportunities for them to continue their apprenticeships.

Activity included

- Message offering support shared 1075 times and reaching 59,466 people in a few days
- 38 young people's CVs updated within 48 hours in time for PACE redundancy recruitment event
- All 59 local McGill apprentices supported to secure a new employer
- 3 pre-apprentices supported to access apprentice opportunities using the Scottish Recruitment Incentive.

The team also secured the Leader of the Administrations Special OSCAR Award for going 'Above and Beyond' in the service which was provided. Feedback provided by some of the young people included '*The new job is going great. I'm really happy to be back in employment*' and '*I really appreciate the help you've given me and my friends with our CVs*'. Feedback was also received from the families of some of the young people including '*My son has secured employment which will enable him to complete his Apprenticeship. Thank you again for all your help with his CV*' and '*I was really worried about him. Now he has this opportunity you have really saved my son*'

- **Design, Engineer and Construct Programme with Harris Academy and Balfour Beatty** –This programme supported classes of young people in S2 and S3 over a two years period to complete a programme an industry relevant qualification by undertaking Design, Engineering and Construct classes 3 days per week. The programme was intended to give young people a practical understanding the employment opportunities available in Engineering and Construction. Industry specialists from across Balfour Beatty supported students to complete a project based approach which involved developing a design, including 3D modelling for a new learning centre. 30 young people participated in the programme in 2018/2019. The programme has been very popular with the school and pupils.

Community Benefits in Other Procured Activity

Community benefits have also been delivered in a wide range of other contracts. For lower value contracts, contractors are mostly likely to be asked to deliver a number of awareness raising activities, which link their skills and expertise with groups within the community who would benefit from them. Given the diverse nature of council procurement this means that activity is delivered in a very wide range of areas, some examples of this include –

- **Occupational Health Contract**– the Occupational Health contract with PAM have continued to deliver Community Benefit activity by providing health checks for a series of Healthy Working Lives events targeting SME and high risk groups. This has significantly enhanced Healthy Working Lives and allowed them to provide health checks to groups of people who don't usually access them.
- **Demolition Framework** – The Demolition Framework is used to allocate demolition projects with a value of less than £450,000. There is a spend monitor in place on this framework with contractors required to undertake community benefit activity when their contract value reaches an agreed threshold. Two contractors Central Demolition and Den-master had reached that threshold in December 2018. While the contractor's requirement would have been to undertake awareness raising activity, by inviting community benefits into pre-start meeting, it became clear that both contractors would have temporary entry level employment opportunity at the beginning of their contracts in January 2019. Both contractor agreed to give guaranteed interviews for Demolition Labouring positions for candidates who were CSCS trained and had an Asbestos awareness ticket. Through the Community Benefits programme 11 unemployed candidates where provided Asbestos Training and of those 10 went on to access employment opportunities with the contractor. In partnership Den master went on to provide advanced Asbestos Training for 2 of the candidates allowing them to stay with the company longer and further improve their employability. This programme gave some of the long term unemployed clients the chance they needed to gain relevant work experience. One of the candidates has since gone on to access full time permanent employment with a local contractor. Dem-master also supported the Christmas Toy Appeal and Starter Packs with £400 donation to each organisation.

Appendix 3 – Future regulated procurements 1 April 2019 to 31 March 2021

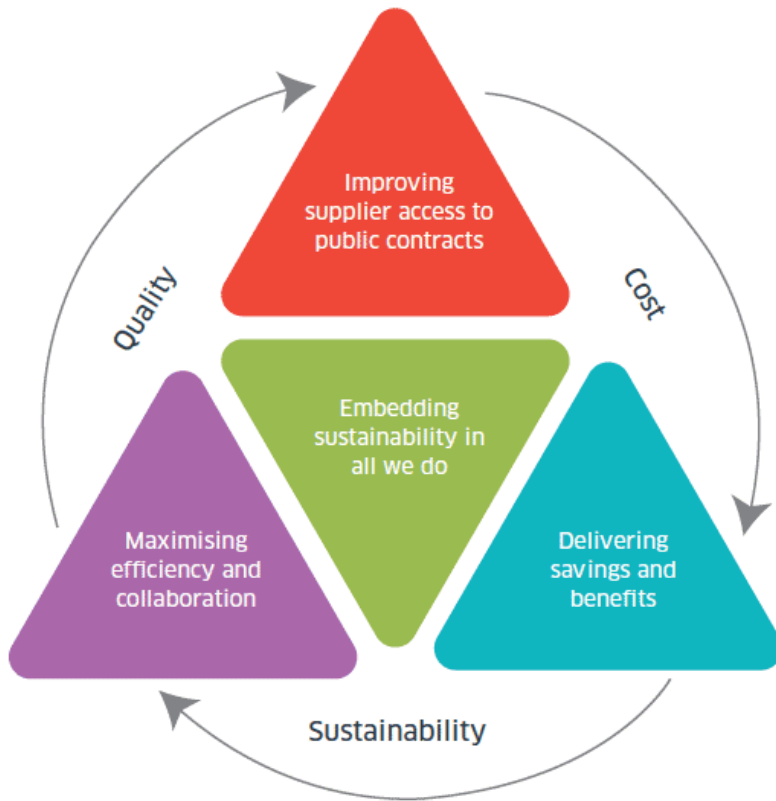
Contract Description
Provision of Occupational Health Services
Service and Maintenance of Lifts and Hoists
Supply of Golf Course Maintenance
Tender for the Supply of School Bus Services and Season Tickets
Rental of Fitness Equipment
Service and Maintenance of Roller Shutter Doors
The Hire, Transport, Erection and Taking Down, Anodised Aluminium or Steel Clear Span Frame Tents for Dundee Flower and Food Festival
Remedial Works to Headstones over 1.5m Tall
Air Conditioning
Alarm Systems
Automatic Doors
Ceramic Tiling
Cleaning & Window Cleaning
Closed Circuit Television Services
Compressed Air
Core Cutting and Drilling
Curtain Walling
Demolition
Disabled Persons Toilet Alarm
Door Entry Systems and Access Ironmongery
Drain Cleaning and Surveys
Electrical - Commissioning
Electrical - Panic Alarms
Electrical Work/Equipment
Fire Alarms
Fire Extinguishers
Fitments and Furniture
Flat Roofing
Floor & Hardwood Floor Coverings & Floor Screeds
Garage Equipment (Ramps etc)
Glazier
Hoist Equipment
Insulation
Intruder Alarms
Intumescent Coatings
Joinery Services
Kitchen Equipment
Lightning Protection
Mastic Sealant
Mechanical Work - Sterilisation and Chlorination
Medical Gases
Metal Cladding Work
Metal Stud Partition Work

Contract Description

Metalwork
Mobile Platforms
Painting and Ames Taping Work
Painting Work (Various)
Plumbing Work
Render and Plaster Work
Road Linings
Road Surfacing Work
Roller Doors and Shutters
Rooflights
Rot Treatment (Dry and Wet)
Sensory Equipment
Signage
Slate and Roof Tile Work
Soft Landscaping
Specialist Roof Works (Lead, Copper, Zinc etc)
Stonework Including Stone Cleaning
Structural Steelworks
Suspended Ceilings
Toilet Cubicles, Laminated Bathrooms
TV & Satellite
Ventilation
Wall Protection
Water Chlorination
Window and Door Installations

Collaborative Contracts due for renewal either via Scottish Procurement/Scotland Excel/ Tayside Procurement Consortium
Fixed Telephony
Network Enablement Services
Interim Management & Agency Staff
Asbestos Removal
Audio Visual Equipment
Butcher Meat & Fish
Care homes - adults with learning disabilities
First Aid Materials
Grounds Maintenance Equipment
Janitorial Products (prev. Hygiene)
Road Maintenance Materials
Security Services (security guards)
Power tools)
Recyclable & Refuse Containers
Recyclable & Residual Waste
Salt
Signage
Social Care Interim Management & Agency Staff
Street Lighting Materials
Washroom Solutions
Fruit & Veg
Funeral Services
Street Furniture
Confidential Shredding
Bus Shelter Cleaning
CCTV - public spaces
Fitness Equipment
Flooring Materials
Maintenance of Audio Visual Equipment
Modern Languages Interactive Platform
Scrap - income
Maintenance of Education Equipment (Lab kit etc)
Web Security
Wireless Maintenance
Wood Recycling
Real Time Info System
Maintenance of Theatre Equipment (lighting etc)
Disposal of Assets (concession contract)
Children's Services (scope TBA)

Appendix 4 – Scottish Model of Procurement and Collaborative Working



The key objective for Corporate Procurement is to demonstrate continuous improvement, service excellence and build on the foundations that have been put in place since creation of the Corporate Procurement team in 2014. This approach will be underpinned with the principles of public procurement - transparency, integrity, openness, fairness, non-discrimination, equal treatment, competition and accountability.

The Council participates in collaborative contracts put in place nationally by the Crown Commercial Service, in Scotland by Scottish Procurement and Scotland Excel, locally by Tayside Procurement Consortium, as well as those of other UK based central procurement bodies. The Corporate Procurement Team works with all the organisations listed to ensure that optimum collaborative opportunities are taken, but at the same time ensuring contract management is carried out at a local level to ensure best value is achieved for Dundee City.

<p><u>Category A</u> Contracts through Procurement Scotland (for all public bodies) or other national contracts/frameworks</p>	<p><u>Category B</u> Contracts through Scotland Excel (for Local Authorities) or other Sectoral contracts/frameworks</p>	<p><u>Category C1</u> Contracts through local collaboration eg Tayside Procurement Consortium (for all Tayside Councils and Tayside contracts)</p>	<p><u>Category C</u> Contracts through Dundee City Council (for Dundee City Council only)</p>
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The Council is committed to collaborative procurement and actively takes part in many National and Sectoral contracts. Examples of recent collaborative participation include the Asbestos Surveys & Removal, Multi-Functional Devices (MFD) and Removals. We will continue to look for collaborative procurement opportunities that will support the delivery of benefits for the Council and its communities.

Dundee City Council also acts as lead authority on a number of collaborative contracts including:

- Managed Print/MFD Contract – Corporate Procurement Manager is Tayside Lead for contract which supports 3 Local Authorities, Dundee & Angus College, Tayside Contracts and various 3rd Sector organisations, the last contract expired in December 2017 and had no cost increases during its' life. The new contract has recently been re-let and has provided double digit percentage savings to all members.
- Lead Authority procurement support provided on National Entitlement Card
- Dundee City Council have created a number of construction framework agreements, which are being written not only for use by Dundee City Council, but also being made available to Angus, Perth & Kinross Councils, as well as Tayside Contracts.
- A Children and Families Support Services framework was introduced in 2018 to provide services in support of pupil equity funding, attainment challenge and other services which is also open to both Angus and Perth & Kinross Councils

A project to review the procurement approach across Tayside has been implemented to look at further collaborative working opportunities, this work is being led by Scotland Excel and further updates will be provided as this programme progresses.

As well as contractual collaboration Corporate Procurement works closely with our partner organisations in other areas where collaborative benefits may be realised, for example with:

- Tayside Cities Meet the Buyer event – organised by Dundee City Council's Economic Development and Corporate Procurement teams – the most recent event in 2019 attracting exhibitors from all Public Bodies as well as main contractors working in the Tayside area. The event was attended by over 300 delegates, generating very positive feedback, along with spin-off one to one training sessions being provided to individual delegates to assist them in bidding for public sector opportunities.



For More Information
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