

# Annual Procurement Report



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## Section 2 – Introduction

This Annual Procurement Report summaries the performance and achievements of the Council in delivering its Procurement Strategy and covers the period between 1 April 2021 and 31 March 2022.

The Council's Procurement Strategy covering this period sets out the procurement objectives of the Council for the financial years 2020-2023.

The Procurement Strategy 2019 was closely aligned to the Council Plan 2018-2022 'Our People, Our Place,' and in particular the objective to **'promote Council procurement to support the local economy, maximising the potential of community benefits.'**

The Procurement Strategy enables the Council to understand how procurement contributes towards the Council's vision and provides focus and direction for procurement activities, ensuring a long-term perspective is in place within a framework of policies, procedures, standards, collaboration and improvement planning.

In order to support delivery of the Council Plan, the Procurement Strategy 2019 included 4 Key Objectives:

1. Procurement Capability Development;
2. Maximising Efficiencies Through Procurement;
3. Development of Collaborative Opportunities; and
4. Fulfilment of Sustainable Procurement Duties.

The delivery of these Key Objectives helps support the Council as it continues to face significant challenges to balance the increase in demands for services against reducing budgets and resources.

The procurement landscape in Scotland also continues to change. The impact of new procurement regulations introduced in 2016, coupled with financial and economic pressures, requires the support of a strategic Procurement function to assist Services to achieve Best Value; make new efficiencies within existing contracts; manage suppliers; while also ensuring compliance to the legislation that governs public procurement.

Overall, the period between 1 April 2021 and 31 March 2022 was challenging but with these challenges new opportunities arose and the following report sets out the achievements and future plans for the Council's procurement. During the reporting period:

- 297 procurements were completed. All were carried out in accordance with the Council's Procurement Strategy;
- Community benefits were included in a total of 103 procurements awarded; and;
- 124 procurements are expected to be awarded in the next 2 financial years, not including ad-hoc or reactive requirements.

## Section 3 – 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.

Table 1 below shows a summary of all Regulated Procurements awarded by the Council between 1 April 2021 and 31 March 2022.

Number of regulated procurements awarded	107
Total estimated value of awarded regulated procurements	£155,889,698
Number of light touch contracts let during the period	27
Average number of bids received	3
% of contracts awarded to SMEs during the reporting period	53
Average processing time for a procurement exercise	92 Days

**Table 1. Summary of Regulated Procurements**

Further details of the Regulated Procurements awarded by the Council between 1 April 2021 and 31 March 2022 can be found at Annex 1 of this Annual Procurement Report on page 17.

## Section 4 – Review of Regulated Procurement Compliance

The Council is committed to ensuring all regulated procurements comply with both the Council's Procurement Strategy and all relevant legislation. All awarded contracts are published on the monthly updated Contract Register and in addition, lessons learned or good practice are recorded in each Tender Outcome Report and shared with the Procurement Team.

This includes compliance with Sustainable Procurement Duties;

<b>Community Benefit Requirements</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• All contracts above the Regulated Procurement Threshold contained a community benefit requirement</li> <li>• Community benefits delivered are recorded and published</li> <li>• No challenges or complaints were received regarding publication of Community Benefit clauses</li> </ul>
<b>Consulting and Engaging with Stakeholders</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Market research carried out prior to tendering to ensure appropriate consultation with both internal and external stakeholders</li> <li>• Contract strategies developed and approved prior to the publication of contracts</li> <li>• No challenges or complaints were received regarding communications from Procurement</li> </ul>
<b>Payment of a Living Wage</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where relevant and proportionate sustainability requirements, including support for Fair Working Practices and the Living Wage were included in contract documents</li> <li>• No challenges or complaints were received regarding publication of Fair Work Practice clauses</li> <li>• The Council is currently engaged in the process of becoming a Living Wage Employer with Procurement's assistance</li> </ul>
<b>Procurement of Fairly and Ethically Traded Goods and Services</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where ethically traded goods and services are available, the Council will work with all relevant stakeholders and take a Best Value approach when applying fair and ethically trading principles in procurement activities</li> <li>• No challenges or complaints were received regarding fair and ethical trading</li> </ul>
<b>Community Health and Wellbeing and Animal Welfare in the Procurement of Food</b>	<p>Fully Complied:</p> <ul style="list-style-type: none"> <li>• Where relevant the nutritional requirements for food, and the welfare of animals were considered</li> <li>• No challenges or complaints were received regarding community health and wellbeing or animal welfare in the procurement of Food</li> </ul>

## Section 5 – Community Benefits Summary

The Council is committed to maximising Community Benefits from its procurement activities. The use of Community Benefits clauses contributes to South Ayrshire Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 4: **“Fulfilment of Sustainable Duties”**.

Within this objective it is the Council's ambition to **“embed established methods of evaluation and recording of Community Benefits in the execution of individual contracts”**. In delivering this ambition, the Council will meet the following objectives:

- ✓ To further promote and consider the inclusion of Community Benefits clauses in all relevant procurement activity;
- ✓ Use of a standardised Community Benefit clause and quality (technical) question within tenders;
- ✓ Use of a standardised process to monitor Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Use of a standardised process to report and promote Community Benefits delivered by Suppliers throughout the contract lifetime;
- ✓ Maximise outcomes through the use of Voluntary Community Benefits;
- ✓ Maximise outcomes by developing Supplier knowledge and understanding of Community Benefits.

The table below reports the summary of all Community Benefits included in contracts awarded between 1 April 2021 and 31 March 2022:

**Table 2. Summary of all Community Benefits**

Total Number of Contracts Awarded	297
Total Number of Regulated Procurements	107
Total Number of Contracts Awarded with Community Benefit Requirements	103
% of Community Benefits Awarded from the Total Number Contracts Awarded	35%

Procurement's Community Benefits in Contracts process was approved by the Council in March 2018. A Community Benefit Register has also been established within the procurement process to record information on how community benefits are contributing to local and national outcomes.

Procurement's Community Benefit Register provides information on the numbers of achieved community benefits in the following categories:

- ❖ Improving Education skills
- ❖ Delivering Training & Development
- ❖ Enhancing and Improving Local Community Projects
- ❖ Improving Local Employability
- ❖ Work Experience/ Apprenticeships
- ❖ Sponsorship and Charity Work

In looking to maximise the potential and returns from community benefits the Procurement Service started working with colleagues in Community Engagement in 2018 and, where applicable, embed local requests for Community Benefits in the tenders that are published and contracts that are concluded for the Council's requirements.

Our colleagues in Community Engagement are involved in the process by compiling and managing a list of requests from community groups and charities seeking support. This list is displayed on the Council's website.

Procurement and colleagues in Community Engagement then work together to match requests that local groups and charities have submitted, against the pledges and proposals that our suppliers have made, through the contracts that have been concluded with them.

Work on the Community Benefits process has continued with assistance from the new Community Wealth Building Officers. The Council are developing an online portal to allow community groups to lodge their requests online. This will allow any tenderers to see any applicable requests and they can pledge to complete these requests as part of their tender return through the portal. The portal will be going live late 2022.



## Section 6 – Supported Business

The Council is committed to supporting and improving access to procurement opportunities for local SMEs, Third Sector Bodies and Supported Businesses and this contributes to the Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 4: "**Fulfilment of Sustainable Duties**".

Within this objective, the Council's ambition "**to continue to support and improve access to procurement opportunities for SMEs, including local businesses, Third Sector Bodies and Supported Businesses**" has been met by ensuring early consideration, either at contract strategy stage or through our knowledge of forthcoming collaborative opportunities (local or national), on how SMEs, local businesses, Third Sector Bodies and Supported Businesses can be made aware of public procurement activity, while promoting established business support initiatives such as the Supplier Development Programme.

In particular Supported Businesses make an important contribution to the Scottish economy. Not only 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. A Supported Business' primary aim is the social and professional integration of disabled or disadvantaged persons. At least 30% of the employees of those businesses should be disabled or disadvantaged.

This is an important element of the sustainable procurement duty and the steps taken by the Council to facilitate the involvement of Supported Businesses in our procurement will therefore be helpful to the organisation in demonstrating compliance with that duty.

**Table 3. Summary of spend with supported businesses**

<b>Supplier</b>	<b>Spend</b>
Cefndy Healthcare	£1272.60
Lady Haig's Poppy Factory	£945.34
Scotland's Bravest Manufacturing Company	£99.00
<b>Total</b>	<b>£2316.94</b>



## **Section 7 - Future Regulated Procurements**

The Council's Contracts Register is publicly available on the Council's website, and states the start and end date of all contracts. This end date of each individual Council contract has been used to develop a work plan for the next two financial years. A summary of this work plan can be found at Annex 2 of this Annual Procurement Report on page 23.

## Section 8 – Contract and Supplier Management

Managing contracts effectively is required to achieve contractual deliverables and best value. Improved Supplier relationships, realising contract efficiencies and minimising total cost of ownership relies on robust Contract and Supplier Management (CSM) throughout the lifetime of the contract.

Procurement's CSM process was approved by the Council in March 2018 and a cross-Service consistent approach to CSM contributes to the Council's Procurement Strategy 2019 Key Objectives, in particular Key Objective 2: **“Maximising Efficiencies Through Procurement”**

Between 1 April 2021 and 31 March 2022, Procurement reviewed 124 of the Council's contracted suppliers and held 44 meetings with 38 suppliers (see Table 4 below).

Service Users evaluate suppliers using Key Performance Indicators (KPIs) relating to cost, service, quality and sustainability

When completing their online supplier surveys, Evaluators will apply the following scoring mechanism:

- ***Exceeding Expectations (100)***
- ***Meeting Expectations (75)***
- ***Minor Concerns (50)***
- ***Major Concerns (25)***
- ***Not Performing (0)***

Where the Supplier fails to achieve a minimum overall score of 75, the Supplier will be required to attend a CSM Review Meeting to discuss Contract performance.

Between 1 April 2021 and 31 March 2022 meetings required with suppliers to discuss performance issues led to successful, remedial action being taken on the issues affecting contractual deliverables.

**Table 4. Contract and Supplier Management (CSM) Review Meetings Carried out in 2021/22.**

Supplier Name	Contract Description	Date of meeting	Meeting Type
Motus Commercials	Provision of a Fleet Maintenance Service	04/05/2021	Introduction to the CSM process
ScotFast	Supply & Installation of Timber Fencing	01/06/2021	Performance Meeting
Rentokil Initial UK Ltd	Call Off - Washroom Solutions	10/06/2021	Performance Meeting
Alliance Disposables Limited	Supply and Delivery of Janitorial Products	24/06/2021	Performance Meeting
Gamma Telecom Limited	SIP Provision to replace ISDN30 connectivity	30/06/2021	Performance Meeting
Key Housing Association	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	18/08/2021	Introduction to the CSM process
Partners for Inclusion	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	19/08/2021	Introduction to the CSM process
Quarriers	Supported Living and Personal Care in the Community; Adult Mental Health Services	20/08/2021	Introduction to the CSM process
Quarriers	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	20/08/2021	Introduction to the CSM process
South Ayrshire Befriending Project	Provision of a Befriending Service (Children and Families)	23/08/2021	Introduction to the CSM process
Active Care	Framework for Care and Support at Home Services to South Ayrshire Council	24/08/2021	Introduction to the CSM process
Constance Care Ltd	Framework for Care and Support at Home Services to South Ayrshire Council	24/08/2021	Introduction to the CSM process
BRICC Ltd - Care Agency	Framework for Care and Support at Home Services to South Ayrshire Council	26/08/2021	Introduction to the CSM process
Crossroads (South Ayrshire) Care Attendant Scheme	Carer Respite Service	30/08/2021	Introduction to the CSM process
St Philips School, Plains	Provision of an Individual Residential Care and Education Placement	30/08/2021	Introduction to the CSM process

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The Three Sixty Ayrshire Ltd	Provision of a Community Activity and Support Service	31/08/2021	Introduction to the CSM process
Barnardos	Provision of Support and Guidance to Children Affected by Parent or Carer Substance Misuse	01/09/2021	Introduction to the CSM process
ENABLE Scotland (Leading the Way)	Supported Living and Personal Care in the Community; Adult Mental Health Services	01/09/2021	Introduction to the CSM process
Barnardos	Provision of a Child Centred Family Support Service	01/09/2021	Introduction to the CSM process
Quarriers	Provision of an Individual Fostering and Continuing Care Placement	10/11/2021	Introduction to the CSM process
Quarriers	Provision of an Individual Fostering and Continuing Care Placement	10/11/2021	Performance Meeting
Quarriers	Provision of an Individual Fostering and Continuing Care Placement	10/11/2021	Performance Meeting
The National Autistic Society T/A NAS Services Limited	Provision of an Individual Education and Short Breaks Placement	16/11/2021	Introduction to the CSM process
Togetherall Ltd	Provision of an Online Mental Health Service (16-25 years)	16/11/2021	Introduction to the CSM process
Children 1st	Provision of a Child Centred Family Support Service	16/11/2021	Introduction to the CSM process
Hansel Alliance	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	17/11/2021	Introduction to the CSM process
Accora	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Introduction to the CSM process
Care & Independence Ltd	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Introduction to the CSM process
Drive DeVilbiss Healthcare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	18/11/2021	Performance Meeting
Careflex Ltd	Supply & Delivery of Community Equipment - Framework Agreement	24/11/2021	Performance Meeting
Invacare Ltd	Supply & Delivery of Community Equipment - Framework Agreement	24/11/2021	Performance Meeting

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Turning Point Scotland	Supported Living and Personal Care in the Community for Adults with Learning Disabilities	24/11/2021	Performance Meeting
Barnardos	Fostering and Continuing Care Services	24/11/2021	Performance Meeting
Direct Healthcare Group Ltd	Supply & Delivery of Community Equipment - Framework Agreement	25/11/2021	Performance Meeting
McConechy's Tyre Service Ltd	Provision of Tyres	30/11/2021	Introduction to the CSM process
South Ayrshire Women's Aid	Provision of a Support and Information Service	30/11/2021	Introduction to the CSM process
Carevisions Fostering Limited	Fostering and Continuing Care Services	30/11/2021	Introduction to the CSM process
Frontier Therapeutics Limited	Supply & Delivery of Community Equipment - Framework Agreement	30/11/2021	Performance Meeting
Hill-Rom Ltd	Supply & Delivery of Community Equipment - Framework Agreement	02/12/2021	Performance Meeting
Arnold Clark	CE-31-18 Provision of a Fleet Maintenance Service	07/12/2021	Performance Meeting
The Good Shepherd Close Support	Provision of an Individual Residential Care and Education (Closed Support) Placement	09/12/2021	Introduction to the CSM process
Foster Care Associates Scotland Limited	Fostering and Continuing Care Services	10/12/2021	Introduction to the CSM process
Civica UK Ltd	Provision of a Fleet Management System	01/03/2022	Performance Meeting
P H Jones Ltd	Annual Inspection and Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke and Carbon Monoxide Equipment	04/03/2022	Performance Meeting

## Section 9 – Implementation, Monitoring, Reviewing and Reporting

The Council's Procurement performance is measured both through internal Key Performance Indicators alongside Directorate Plans and through participation in the Scottish Government's Procurement and Commercial Improvement Programme (PCIP) assessment.

The PCIP is a national assessment of the Council's procurement practices, focusing on the policies and procedures driving procurement performance and more importantly the results they deliver.

The Council's last PCIP assessment took place on 30 October 2018. A score of 86% was achieved which is an increase of 16 points from the 70% score achieved for the Council's 2016 assessment. The Council's score is also within the highest banding possible for the assessment.

Recommendations from the Council's 2018 PCIP were that, although performing strongly in the areas of Procurement Structure and Influence, Best Practice in Contract and Supplier Management and Leadership and Development of ICT Strategy and Delivery, the Council has room to improve in its performance in the establishment of implementation and exit strategies for all new contracts, as well as further development of Demand Management and spend analysis through a category management approach.

Progress against the actions and performance measures contained within the Council's Directorate Plans is managed and reviewed using the Council's 'Pentana' Performance Management System. This helps to ensure that what the Council has set out to do is delivered in line within the standards and timescales anticipated. Procurement's scores are shown for 2021/22 with a comparison to the score achieved for 2020/21 (see Table 5 below).

**Table 5. Council's Procurement Performance Indicators**

Reference	Description of Measure	Score 2021/22
SO6.02.01	Council's Score against the PCIP (2018 – no assessment in 2019/20, 2020/21, 2021/22)	86%
SO6.02.02	% of Council contracts awarded during the year, actively influenced by procurement professional	78% (down from 84%)
SO6.02.03	% of Council contracts awarded to organisations located within South Ayrshire	15% (up from 7%)
SO6.02.04	% of Council procurement spent with local suppliers	29% (up from 26%)
SO6.02.06	No of Contracts awarded which contain a Community Benefit	103 (up from 69)

## Section 10 – Annual Procurement Report Ownership & Contact Details

For further information on procurement, please refer to the Council's website – <https://www.south-ayrshire.gov.uk/procurement/> or contact David Alexander, Service Lead - Procurement; david.alexander3@south-ayrshire.gov.uk



## Section 11 – Source of Other Information

- [Scottish Model of Procurement](#)
- [Changes to European Directives](#)
- [Public Procurement Reform Programme](#)
- [EU Procurement Thresholds](#)
- [Procurement Journey](#)
- [Procurement and Commercial Improvement Programme \(PCIP\)](#)
- [Public Contracts Scotland](#)
- [Public Contracts Scotland – Tender](#)
- [Information Hub](#)
- [Knowledge Hub – Scottish Procurement Information Network](#)
- [Organisation for Economic Co-Operation and Development](#)
- [South Ayrshire Council Procurement Strategy](#)

## Annex 1. Completed Regulated Procurements in 2021/22

Information on each individual regulated procurement (107) completed during the reporting period.

Contract Reference	Contract Description	Contract Start Date	Contract End Date	Contract End Date inc Extensions	Confirmed Tendered Amount
CE-97-20	Service, Maintenance and Repair of Community Equipment	01/06/2021	31/05/2022	31/05/2025	£ 916,000.00
CE-171-20-DA	Provision of Print and Related Services	04/04/2021	03/04/2025	03/04/2026	£ 1,725,000.00
CE-109-20	MTC Service & Maintenance of Air Conditioning & Air Handling Units	01/05/2021	30/04/2023	30/04/2025	£ 107,648.00
CE-145-20-DA	Supply, Delivery and Rental of Fitness and Gym Equipment to South Ayrshire Council	01/03/2021	28/02/2025	28/02/2025	£ 131,968.14
CE-156-20-B2	Supported Living and Personal Care in the Community; Adult Mental Health Services	12/12/2020	11/12/2021	11/12/2021	£ 663,540.00
CE-44-21-B2	Provision of a Child Centred Family Support Service (B)	01/04/2021	31/03/2022	31/03/2023	£ 434,520.00
CE-45-21-B2	Provision of a Befriending Service (Children and Families)	01/04/2021	31/03/2022	31/03/2023	£ 58,000.00
CE-46-21-B2	Provision of an Advocacy Service for Children & Young People (Hear 4 You)	01/04/2021	31/03/2022	31/03/2023	£ 79,598.00
CE-47-21-B2	Provision of an Advocacy Service for Looked After and Accommodated Children	01/04/2021	31/03/2022	31/03/2023	£ 105,560.00
CE-13-21-B	Provision of an Independent Advocacy Service for Adults	01/04/2021	30/09/2021	31/03/2022	£ 175,771.11
CE-22-21-MC	Upgrade of existing Oracle eBS licenses to Oracle Fusion ERP	23/04/2021	23/04/2026	23/04/2026	£ 2,959,539.48
CE-77-21-DA	Management of a Security Operations Centre	01/04/2021	31/03/2023	31/03/2023	£ 60,000.00
SXL 1015	SXL Call-Off 2020/21 - Fostering and Continuing Care	01/04/2020	31/03/2022	31/03/2022	£ 829,740.73
SXL 0517	SXL Call-Off 2020/21 - Children's Residential Care and Education including Short Breaks	01/04/2020	31/03/2022	31/03/2022	£ 2,366,751.14

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CE-07-21-B2	Provision of an Individual Residential Care and Education Placement (MT)	01/02/2021	31/01/2022	31/01/2022	£	242,620.45
CE-41-21-B	Provision of an Online Decoding Programme	15/08/2020	14/08/2023	14/08/2023	£	75,907.00
CE-31-21-MC	Play Area Enhancements - Miller Park, Maybole	12/05/2021	11/11/2021	11/11/2021	£	134,941.00
CE-88-21-DA	Coylton Primary - Flat Roof Replacement	28/06/2021	15/08/2021	15/08/2021	£	64,367.53
SXL 12-19	12-19 Call Off - Supply and Distribution of Groceries and Provisions 2020-2024	01/05/2020	30/04/2024	30/04/2024	£	2,000,000.00
CE-110-20	MTC Electrical Services & CCTV Systems	30/06/2021	29/06/2023	29/06/2025	£	300,000.00
CE-09-21	Provision of Housing Support to 16-25 year olds	01/09/2021	31/08/2023	31/08/2025	£	2,418,048.00
CE-25-21	Provision of Housing Support to 26 year olds and over	01/09/2021	31/08/2023	31/08/2025	£	522,800.00
CE-26-21	Homelessness Prevention, Advice & Advocacy Tender	01/09/2021	31/08/2023	31/08/2025	£	1,296,680.00
CE-50-21-B	Provision on an Individual Residential Care Placement (ASh)	23/11/2020	22/11/2021	22/11/2021	£	85,406.88
CE-81-21-B	Provision of an Individual Respite Placement (MBi)	19/03/2021	18/03/2023	18/03/2023	£	85,406.88
CE-84-21-DA	Scanning Equipment	10/06/2021	10/06/2021	10/12/2021	£	57,590.00
CE-86-21-DA	Commvault Support	31/05/2021	30/05/2024	30/05/2024	£	59,454.63
SXL 0517	Residential Care and Education including Short Breaks - Call-off - BF	13/05/2021	12/05/2022	12/05/2022	£	276,304.70
1018	1018 Call Off 20-21 - Supply and Delivery of First Aid Materials	01/04/2020	31/03/2022	31/03/2022	£	280,000.00
CE-125-21-DA	Microsoft Enterprise Agreement	25/06/2021	30/06/2024	30/06/2024	£	1,895,770.08
CE-53-18	Provision of a Leisure Management System	16/07/2021	15/07/2026	15/07/2028	£	496,629.62
CE-06-21-B2	Provision of an Individual Residential Care and Education (Closed Support) Placement (WH)	01/04/2021	31/03/2022	31/03/2022	£	310,041.09
CE-103-21-DA	Core Network Routers	01/07/2021	30/06/2024	30/06/2024	£	127,582.29
CE-24-21-DA	Annual Inspection and Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke and Carbon Monoxide Equipment	01/08/2021	31/07/2023	31/07/2023	£	1,960,229.00
H21107	Works to automatic doors sheltered housing	01/08/2021	22/03/2022	22/05/2022	£	182,557.20
CE-42-21-B3	Provision of an Individual Residential Care and Education Placement (MW)	01/04/2021	31/03/2022	31/03/2022	£	252,319.00
CE-141-21-B	GL Standardised Assessment	17/08/2021	16/08/2022	16/08/2022	£	97,112.00

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CE-70-21-B2	Provision of an Individual Fostering and Continuing Care Placement (ER)	01/06/2021	31/05/2022	31/05/2022	£	57,774.74
CE-71-21-B2	Provision of an Individual Fostering and Continuing Care Placement (KC)	01/06/2021	31/05/2022	31/05/2022	£	72,517.08
CE-72-21-B2	Provision of an Individual Fostering and Continuing Care Placement (OK)	01/06/2021	31/05/2022	31/05/2022	£	64,194.04
CE-74-21-MC	Play Area Enhancements Craigie Park, James Brown Avenue, Kincaidston and York Street	09/08/2021	08/02/2022	08/02/2022	£	345,589.00
CE-133-21-MC	Oracle Fusion ERP Cloud Implementation Support and Change Management Partner	23/08/2021	22/08/2023	22/08/2023	£	2,298,500.00
CE-108-21	Managing Agent for Energy Efficiency Programmes (HEEPS)	01/09/2021	31/03/2023	31/03/2025	£	603,324.00
CE-107-21-B3	Community Activity and Support Service	01/08/2021	31/07/2022	31/07/2022	£	222,721.00
CE-143-19-21	Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 21	17/08/2021	16/08/2022	16/08/2022	£	1,900,000.00
CE-104-20-B	Provision of Support & Information Service	01/04/2021	31/03/2022	31/03/2022	£	300,000.00
CE-111-20-B	Provision of a Rape Crisis Counselling Support Service	01/06/2021	31/05/2024	31/05/2024	£	225,000.00
CE-104-21-B3	Carer Respite Service	01/04/2021	31/03/2022	31/03/2022	£	337,358.00
CE-129-20	Servicing, Maintenance & Monitoring of Intruder Alarm Systems	15/09/2021	14/09/2023	14/09/2025	£	360,000.00
CE-94-21-B5	Provision of Support and Guidance to Children Affected by Parent or Carer Substance Misuse	01/04/2021	31/03/2022	31/03/2022	£	55,000.00
CE-95-21-B3	Pan-Ayrshire Alcohol Counselling Support Service	01/04/2021	31/03/2022	31/03/2022	£	198,140.00
CE-82-21	Work Experience & Employer Engagement	01/10/2021	30/09/2023	30/09/2025	£	235,688.40
CE-89-21-MC	Oracle Fusion ERP Cloud System Implementation Partner	27/09/2021	26/03/2023	26/03/2023	£	1,482,100.00
0618	0618 Call Off 20-21 - Supply, Delivery and Installation of Audio Visual Equipment	01/04/2020	31/03/2024	31/03/2024	£	200,000.00
CE-117-21-DA	Provision of a Court Screening Support Worker (Justice)	01/04/2021	31/03/2022	31/03/2022	£	35,610.00
CE-120-21-B	Provision of an Individual Foster Care Placement (CE)	12/07/2021	11/07/2022	11/07/2022	£	148,919.84
CE-17-21-DA	Supply & Fitting of Tyres to Vehicles & Plant	17/06/2021	16/06/2022	16/06/2024	£	225,000.00
CE-126-21-B2	Provision of an Individual Residential Care and Education Placement (RMcC)	01/06/2021	31/05/2022	31/05/2022	£	237,948.00
CE-145-21-DA	Purchase of 4x New RCV's	27/09/2021	27/09/2021	27/03/2022	£	710,952.00

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CE-146-21	Aerospace Digital Visualisation Suite – Equipment and Software Supply	24/09/2021	23/03/2022	23/03/2022	£	232,880.38
SXL 0517	Residential Care and Education including Short Breaks - Call-off - EO	11/06/2021	12/05/2022	12/05/2022	£	252,319.01
ICT354	IDOX Group - Year 4 - Support and Maintenance	01/09/2021	31/03/2022	31/03/2022	£	50,000.00
ICT358	Annual Renewal for support and maintenance - Northgate Public Services Ltd	01/09/2021	31/03/2022	31/03/2022	£	77,940.87
ICT359	Annual Renewal for support and maintenance - Northgate Public Services UK Ltd	01/09/2021	31/03/2022	31/03/2022	£	59,916.43
ICT365	Oracle EBS Support and Maintenance 21/22	01/09/2021	05/04/2022	05/04/2022	£	183,125.49
SXL 0517	Residential Care and Education including Short Breaks - Call-off - MC	06/08/2021	12/05/2022	12/05/2022	£	103,242.74
CE-183-21-DA	Zscaler Licences	01/11/2021	31/10/2024	31/10/2024	£	530,194.45
CE-156-21-DA	Debt Recovery and Diligence Service	05/09/2021	04/09/2024	04/09/2026	£	100,000.00
CE-160-21-DA	Hire of 1Nr. RCV	21/04/2021	20/04/2022	20/04/2022	£	101,521.07
ICT383	Provision of support services - Business Critical Fixes and Limited Updates for Oracle EBS	01/01/2022	31/12/2022	31/12/2022	£	106,950.00
CE-16-21-DA	Provision Consultancy Services - Accessible Ayr	01/11/2021	29/04/2022	29/04/2022	£	798,513.00
SXL 1015	SXL Call-Off 2021/22 - Fostering and Continuing Care	01/04/2021	31/03/2022	31/03/2022	£	322,096.52
CE-139-21	Legionella & Water Monitoring Contract	01/12/2021	30/11/2023	30/11/2026	£	600,000.00
CE-96-21-B	Provision of an Individual Residential Care Placement (DR)	12/04/2021	11/04/2022	11/04/2022	£	85,406.88
CE-164-21-DA	Provision of Consultancy Services - Transforming the Estate	31/01/2022	30/01/2023	30/01/2023	£	65,880.00
CE-76-21-DA	Multifunctional Devices (MFD's)	12/12/2021	11/12/2023	11/12/2023	£	75,832.60
SXL 1020	Fostering and Continuing Care - Call-off - LM	30/09/2021	21/07/2023	21/07/2024	£	76,814.17
CE-134-21-DA	Cash Receipting System Support and Maintenance	01/04/2022	31/03/2024	31/03/2025	£	66,191.49
CE-220-21-DA	Agency Services - School Transport	01/04/2020	31/03/2023	31/03/2023	£	258,059.88
CE-140-21-SLA	Speech and Language Therapy (Additional Support Needs)	01/04/2021	31/03/2022	31/03/2023	£	314,000.00
CE-135-20-DA	Tarbolton Housing	01/07/2021	31/07/2022	31/07/2022	£	2,735,310.56
CE-150-21-MC	Play Area Enhancements - Annbank and Mossblown	14/12/2021	13/06/2022	13/06/2022	£	177,478.00
CE-151-21-MC	Play Area Enhancements - Girvan	14/12/2021	13/06/2022	13/06/2022	£	52,728.00
CE-219-21-DA	Play Area Enhancements - Girvan Esplanade	09/12/2021	09/06/2022	09/06/2022	£	57,874.00

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CE-226-21-DA	Technology Enabled Care Services - Housing	01/01/2022	31/12/2022	31/12/2022	£	51,381.95
SXL 0517	Residential Care and Education including Short Breaks - Call-off - MRD	13/05/2021	12/05/2022	12/05/2022	£	58,139.22
CE-228-21-DA (G22228)	Temporary Classroom - Kyle Academy	18/04/2022	31/08/2022	31/08/2022	£	78,393.32
SXL 0517	Residential Care and Education including Short Breaks - Call-off - GF	19/11/2021	12/05/2022	12/05/2022	£	276,331.19
SXL 0517	Residential Care and Education including Short Breaks - Call-off - (FP)	19/11/2021	12/05/2022	12/05/2022	£	276,331.19
SXL 1020	Fostering and Continuing Care - Call-off - JJ	13/01/2022	21/07/2023	21/07/2024	£	50,873.64
CE-208-21-MC	Play Area Enhancements Westwood Avenue, Dalmilling, Ayr	18/02/2022	17/08/2022	17/08/2022	£	71,992.00
CE-23-22-DA	Cyber Support Resource	08/03/2022	07/03/2023	07/03/2023	£	76,000.00
CE-73-21	Care and Support at Home - Flexible Framework Agreement	01/04/2022	31/03/2026	31/03/2026	£	37,004,000.00
CE-115-21-B	Provision of a School Counsellor Service (Carrick and Girvan)	19/08/2021	30/06/2023	30/06/2023	£	93,940.00
CE-218-21-MC	Independent Living Community Flexible Care and Support Service	28/03/2022	27/03/2025	27/03/2026	£	1,577,292.00
SXL 0517	Residential Care and Education including Short Breaks - Call-off - BF	01/02/2022	12/05/2022	12/05/2022	£	722,699.87
ICT389	Giglets Literacy Resource - 3 Year Licence, Training & Support	28/07/2021	27/07/2024	27/07/2027	£	51,500.00
ICT406	SysAid (Cloud) Enterprise Education Edition Package	09/03/2022	08/03/2023	08/03/2023	£	207,022.44
ICT407	Annual Renewal for support and maintenance	01/04/2022	31/03/2023	31/03/2023	£	79,811.46
ICT412	Support & Maintenance Estates Rents Repairs Allocations Customer Services Auddis & Addacs (Housing) GUI Property Purchase	01/04/2022	31/03/2023	31/03/2023	£	61,354.43
SXL 1020	Fostering and Continuing Care - Call-off - AMcD	11/03/2022	21/07/2023	21/07/2024	£	107,935.59
HUB-GRA	Main Works at Ayr Grammar / Early Years Archive & Registration	01/03/2019	28/02/2022	28/02/2022	£	18,454,768.00
HUB-MCC	Main Works at Maybole Community Campus	01/02/2021	31/08/2023	31/08/2023	£	5,278,800.00
HUB-PEC	Main Works at Prestwick Educational Campus	01/09/2020	31/12/2022	31/12/2022	£	20,175,117.00
HUB-OFF	Office Rationilisation Projects	01/03/2019	31/10/2021	31/10/2021	£	5,500,000.00
NAC/5045	NAC lead	NAC-5045 - Provision of First Aid Training to North, East and	03/05/2021			

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		South Ayrshire Councils			
PS-21-122	EAC lead	Treatment and Disposal of Residual Waste	01/05/2022		



## Annex 2. Regulated Procurements Expected to Commence in 2022/23 and 2023/24

Information on contracts (124) that are anticipated to be awarded between 2022 – 2024.

<b>Contract Description</b>	<b>Estimated Financial year which Contracts will be awarded</b>	<b>Estimated Contract Value (£)</b>
Provision of a Temporary Accommodation and Support Service	2022/23	£473,546.00
Provision of a Child Centred Family Support Service	2022/23	£262,479.00
MTC Servicing & Maintenance of Fire Alarms	2022/23	£157,000.00
Supply of Kitchen Cabinets & Worktops	2022/23	£2,634,000.00
Cisco Switch and Software Maintenance	2022/23	£52,754.00
Provision of a Rape Crisis Counselling Support Service	2022/23	£225,000.00
Supported Living and Personal Care in the Community for Adults with Mental Health	2022/23	£6,968,000.00
Supply of Network Switches	2022/23	£77,041.00
Provision of a Treasury Management and Asset Finance Leasing Consultancy Service	2022/23	£61,300.00
Gas Boiler Servicing for Non Domestic Properties	2022/23	£300,000.00
Oracle Fusion ERP Cloud Implementation Support and Change Management Partner	2022/23	£2,298,500.00
GL Standardised Assessment	2022/23	£97,112.00
Provision of Early Learning and Childcare Services, Flexible Framework Agreement - 21	2022/23	£1,900,000.00
Supply & Maintenance of Cisco Network Switches	2022/23	£243,709.83
Purchase of PAYG Oracle PaaS instance to support Oracle Fusion programme	2022/23	£49,999.00
Provision of an Individual Residential Care Placement	2022/23	£256,221.00
VEGA Platform for Library Management System	2022/23	£150,944.89
Agency Services - School Transport	2022/23	£258,060.00
Supply and Delivery of Recycling Bins	2022/23	£86,715.00
Provision of Cyber Support Resource G Cloud	2022/23	£76,000.00
Supply, Installation and Repair of Window Blinds	2022/23	£9,999.00
Microsoft Azure Migration & Hosting	2022/23	£60,399.00
Measured Term Contract Remedial Works to Damp Houses	2022/23	£950,000.00
Civil & Structural Engineering Consultancy Services Framework Agreement	2022/23	£640,790.00

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Provision of Child Centred Family Support Services	2022/23	£434,520.00
Provision of a Befriending Service (Children and Families)	2022/23	£58,000.00
Technology Enabled Care Services - Housing	2022/23	£51,382.00
Provision of an Advocacy Service for Children and Young People	2022/23	£79,598.00
Provision of an Advocacy Service for Looked After and Accommodated Children	2022/23	£105,560.00
Framework Agreement For the Provision of Blacksmith Services	2022/23	£750,480.00
Coverged Infrastructure	2022/23	£490,510.62
Idox Systems Hosted and Managed Service & Software Licensing, Support and Maintenance	2022/23	£499,375.00
Provision and Operation of a Community Recycling Centre	2022/23	£4,429,669.00
Supported Living & Personal Care for Adults with Learning Disabilities	2022/23	£53,922,452.00
Management of a Security Operations Centre	2022/23	£60,000.00
Provision of an Individual Residential Care Placement	2022/23	£85,407.00
Provision of Bereavement Counselling	2022/23	£50,000.00
Oracle Fusion ERP Cloud System Implementation Partner	2022/23	£1,482,100.00
Supply & Installation of PVC Windows, Doors & Associated Parts	2022/23	£840,000.00
MTC Servicing and Maintenance of Automatic & Power Assisted Doors	2022/23	£50,820.00
Provision of a Support & Information Service	2022/23	£300,000.00
Alcohol and Drug Recovery Support Service	2022/23	£610,941.00
The Provision of a Community Activity and Support Service	2022/23	£222,721.00
Provision of an Individual Fostering and Continuing Care Placement	2022/23	£148,920.00
Provision of an Individual Residential Care Placement	2022/23	£85,407.00
Provision of an Individual Residential Care and Education Placement	2022/23	£237,948.00
Provision of Cleaning Services Framework Agreement	2022/23	£931,000.00
Provision of an Independent Advocacy Service for Adults	2022/23	£175,771.00
Provision of an Individual Education and Short Breaks Placement	2022/23	£143,855.00
Provision of Speech and Language Therapy Services (Additional Support Needs)	2022/23	£314,000.00
Provision of an Individual Residential Care Placement	2022/23	£215,361.00
Delivery of the Third Sector Interface in South Ayrshire	2022/23	£383,000.00
Provision of a Removals & Storage Services Framework Agreement	2022/23	£272,000.00
Provision of a Mental Health Service for Children and Young People	2022/23	£54,720.00
Provision of a Managed Vending Service	2022/23	TBC
MTC Remedial Works to Damp Houses	2022/23	£260,000.00
Provision of a Work Experience and Employer Engagement Service to South Ayrshire Council	2022/23	£227,353.00
Provision of Office Furniture & Equipment Moves Framework Agreement	2022/23	TBC
Provision of Cash-In-Transit Banking Services	2022/23	TBC

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Internal Housing Refurbishment Framework	2022/23	£4,000,000.00
Provision of a Befriending Service	2022/23	£58,000.00
Provision of an Advocacy Service for Children and Young People	2022/23	£79,598.00
External Housing Refurbishment Framework	2022/23	£4,000,000.00
Provision of a Debt Recovery and Diligence Service	2022/23	£678,375.00
Renewal of BT Telephone Line Contract (12 Months)	2022/23	£67,149.60
Remote Benefit Processing Services	2022/23	£369,000.00
Cyber Security Resource and Support	2022/23	£74,100.00
Microsoft Education Licence Renewal	2022/23	£311,943.24
Payment Processing Services	2022/23	£80,000.00
Quantity Surveying Consultancy Services - Framework Agreement	2022/23	£180,000.00
Measured Term Contract (MTC) Lift Servicing & Maintenance	2022/23	£199,307.00
Provision of an Individual Fostering and Continuing Care Placement	2022/23	£57,775.00
Provision of Support and Guidance to Children	2022/23	£55,000.00
Provision of an Alcohol Counselling Support Service	2022/23	£198,140.00
Hire of a Forestry Team	2022/23	£145,000.00
Supply, Delivery and Maintenance of Mini-Excavators	2022/23	£95,000.00
Aerospace Digital Visualisation -Suite Equipment and Software Supply	2022/23	£230,000.00
Treatment of Bulky Waste	2022/23	TBC
New Door Entry Systems Measured Term Contract 2019 - 2022 Various Locations within South Ayrshire	2022/23	£273,891.00
Girvan and Dailly EWI & Re-roofing	2022/23	£1,100,000.00
Dalmilling EWI & Re-roofing	2022/23	TBC
Kincaidston EWI & Re-roofing	2022/23	£1,300,000.00
Records & Information Management Services	2023/24	£140,138.80
Carer Respite Service	2023/24	£538,840.00
Treatment of Food Waste	2023/24	£411,240.00
Provision of a Library Management System	2023/24	£150,927.00
MTC Drainage Repairs & Maintenance	2023/24	£320,000.00
Measured Term Contract (MTC) Floor Coverings Repairs & Replacements	2023/24	£690,000.00
Core Network Routers	2023/24	£127,582.29
The Provision of Golf Insurance	2023/24	£84,290.00
Provision of Support Services Related to Oracle E-Business Suite	2023/24	£526,730.00
Provision of a School Counsellor Service (Carrick and Girvan Academies)	2023/24	£93,940.00
Provision of a Taxi Service Framework	2023/24	£5,198,820.00
Microsoft Enterprise Agreement	2023/24	£1,895,770.00

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Software Asset Management Toolset	2023/24	£111,360.00
Learning Disability Core and Cluster Housing Support Office and Common Areas	2023/24	£13,857.00
Warden Housing Support Service - Mill St	2023/24	£77,391.00
Measured Term Contract (MTC) Installation, Servicing & Maintenance of Door Entry Systems	2023/24	£100,000.00
Provision of Egress Prevent and Defend	2023/24	£180,000.00
Provision of a Fleet Maintenance Service	2023/24	£3,410,027.00
Renewal of Corporate Internet Connection	2023/24	£94,377.32
Provision and Service of Mobile Phones	2023/24	£193,508.00
Annual Inspection & Reactive Maintenance for Domestic Gas and Annual Inspection of Fire, Smoke & Carbon Monoxide Equipment	2023/24	£1,960,229.00
Provision of an Online Comprehension Programme	2023/24	£57,834.00
Supply and Maintenance of Electronic Homecare Monitoring and Scheduling Solutions	2023/24	£728,285.00
Multifunctional Devices (MFDs)	2023/24	£76,000.00
Commvault Support	2023/24	£59,455.00
Upgrade of Core Network Cisco Routers inc Maintenance and Engineering Support	2023/24	£86,909.00
Domestic Property Maintenance, Minor Works Framework Agreement	2023/24	£2,000,000.00
Community Based Hearing Support Service	2023/24	£148,500.00
Provision of Vehicle Telematics System	2023/24	£339,114.00
Service, Maintenance and Repair of Community Equipment	2023/24	£916,000.00
Bulk Leasing of Residential Properties to South Ayrshire Council	2023/24	£2,016,000.00
Supply & Installation of Timber Fencing	2023/24	£190,800.00
Provision of Tyres	2023/24	£225,000.00
Project Management Consultancy Services Framework Agreement	2023/24	£4,000,000.00
MTC Replacement Suspended Ceilings	2023/24	TBC
Architectural Services Framework Agreement	2023/24	£1,000,000.00
Mechanical & Electrical Services Framework Agreement	2023/24	£650,000.00
Provision of a Confidential Waste Disposal Service	2024/25	£24,375.00
Zscaler Licences	2024/25	£530,194.00
Provision of Network Switches	2024/25	£35,000.00
webCAPTURE Revenues Forms	2024/25	£144,420.00
Treatment of Garden Waste	2024/25	£170,625.00

# Annex A. Annual Procurement Report - Scottish Government Template

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	South Ayrshire Council
b) Period of the annual procurement report	1 April 2021 and 31 March 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<b><u>2. Summary of Regulated Procurements Completed</u></b>	
a) Total number of regulated contracts awarded within the report period	107
b) Total value of regulated contracts awarded within the report period	£155,889,698
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	89
i) how many of these unique suppliers are SMEs	Not Measured
ii) how many of these unique suppliers how many are Third sector bodies	Not Measured
<b><u>3. Review of Regulated Procurements Compliance</u></b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	107
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b><u>4. Community Benefit Requirements Summary</u></b>	
<b>Use of Community Benefit Requirements in Procurement:</b>	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	1
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	102
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	Not Measured
e) Number of Apprenticeships Filled by Priority Groups	Not Measured
f) Number of Work Placements for Priority Groups	Not Measured
g) Number of Qualifications Achieved Through Training by Priority Groups	Not Measured
h) Total Value of contracts sub-contracted to SMEs	Not Measured
i) Total Value of contracts sub-contracted to Social Enterprises	Not Measured
j) Total Value of contracts sub-contracted to Supported Businesses	Not Measured
k) Other community benefit(s) fulfilled	103
<b><u>5. Fair Work and the real Living Wage</u></b>	
a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	107
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	Not Measured
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	Not Measured
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Measured
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	87746
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	95.38
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	107
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b><u>7. Supported Businesses Summary</u></b>	
a) Total number of regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£2316.94
i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£2316.94

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£203,519,700
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	50%
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Measured
d) Percentage of total procurement spend through collaborative contracts.	Not Measured
e) Total targeted cash savings for the period covered by the annual procurement report	£80,000
i) targeted cash savings for Cat A contracts	Not Measured
ii) targeted cash savings for Cat B contracts	Not Measured
iii) targeted cash savings for Cat C contracts	Not Measured
f) Total delivered cash savings for the period covered by the annual procurement report	£18,954
i) delivered cash savings for Cat A contracts	Not Measured
ii) delivered cash savings for Cat B contracts	Not Measured
iii) delivered cash savings for Cat C contracts	Not Measured
g) Total non-cash savings value for the period covered by the annual procurement report	Not Measured

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	124
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£129,532,253