



**Procurement Annual Report
for
Financial Year 2017 / 2018**

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1. Introduction and Context

1.1 Introduction

Dumfries and Galloway Council (“the Council”) as a public sector contracting authority with an annual regulated procurement spend above or equal to £5million are required to produce an annual report under the Procurement Reform (Scotland) Act 2014. The Council are pleased to publish this second Procurement Annual Report, which has been prepared to meet the requirements under the Act and relates to performance of the Council’s regulated procurement activity over the period from 1 April 2017 to 31 March 2018 (“the reporting period”).

This Annual Report has been prepared to provide an overview of procurement activity during the Reporting Period and highlight actions undertaken to improve the Council’s procurement and commercial performance and provides an update on ongoing issues and areas for improvement in the subsequent financial year, which are also described in more within the Council’s Procurement Strategy.

1.2 Context

The Council have spent in the region of £235M in the last financial year on a range of goods, services and works.

This financial year has seen an increase of procurement influenced spend of £65M compared to the previous year (financial year 2016/2017); this increase is a result of the Schools for Future capital project and an improved data cleansing process around some external payments in relation to social work services commissioned, which were previously removed but can be influenced by procurement.

These goods, services and works are purchased from 1861 suppliers, 622 of which have their registered headquarters within Dumfries and Galloway and many of which are SMEs. It is evident from the statistics within this report, that Council spend can and does provide a significant support to the local economy in our region.

In recent years there were significant changes to the procurement landscape in Scotland through the Procurement Reform (Scotland) Act 2014 and these were reflected within the Council’s new Procurement Standing Orders and Sustainable Procurement Policy which have been fully implemented throughout the Reporting Period.

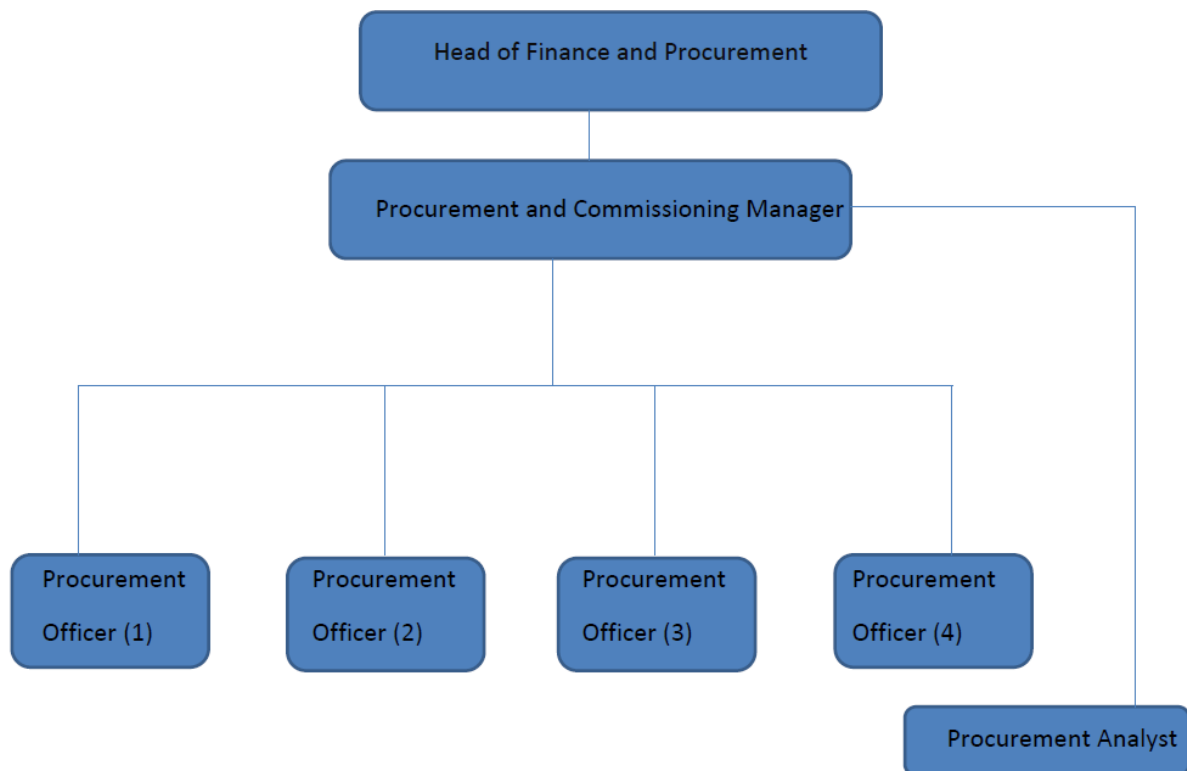
A Corporate Procurement Strategy was also approved in December 2016 for 2016 – 2018; this strategy set out how procurement activity would assist in delivering the Council’s key priorities and outcomes of the Council plan, with continuous improvements through delivery of the action plan appended to this strategy. An update on delivery against the commitments made within the Corporate Procurement Strategy is provided within this report. Key benefits delivered by these actions included:

- Supporting delivery of revenue savings of over £800K;

- Updating processes and procedures to comply with procurement rules and regulations and to imbed national best practice as set out in the Scottish Government's procurement journey for procurement processes and procedures;
- Setting up community benefit forums to support improvement on delivery of sustainable procurement outcomes; and
- Providing increased opportunities for SMEs and local suppliers, particularly for low value works with targeted opportunities through the Quick Quote process (Goods / Services up to £50K and Works up to £150K).

Policy and Resources Committee were nominated as the committee responsible for procurement activity across the Council and throughout the Reporting Period, this Committee have received quarterly procurement performance updates and provided strategic direction, scrutiny and challenge of activity through these regular updates.

The procurement structure within the Council is a devolved structure, with a small corporate procurement team in place to provide suitable policies, advice and guidance and to lead high value / complex procurement processes. The corporate procurement team structure is noted below:



Three of the Procurement Officers in post have commenced professional procurement training (Chartered Institute of Purchasing and Supply (CIPS)) which supports a blended approach to development of the corporate procurement team alongside practical on the job training and shadowing.

Fourteen workshops have taken place to provide training and support to officers within service departments who have responsibility for undertaking procurement activity during the Reporting Period. These workshops have covered a range of topics including the Council's Procurement Standing Orders, Demand Management and Sustainable Procurement. These workshops are supplemented by online training via the Council's Flo training modules, which have been refreshed with the development of a new introduction to procurement module providing key responsibilities and thresholds which will go live for the new financial year (2018/19). This will be supplemented with the launch of a new procurement SharePoint page available through Connect.

To ensure consistency in approach across the Council and with the wider public sector in Scotland, our procurement policies, tools and templates reflect the Scottish Government's Procurement Journey, as shown below:



2. Regulated Procurements Activity Completed

2.1 Regulated Contracts Awarded

This section provides a summary of the regulated procurement processes completed by the Council from 1 April 2017 – 31 March 2018. A regulated procurement process means the seeking of offers to award a contract equal to or more than £2M for works contracts or £50,000 for goods and services contracts which are governed by rules set out within the Procurement Reform (Scotland) Act 2014. This summary of regulated procurements is set out to improve the transparency in our approach to procurement exercises as we adopt an open and inclusive manner.

The table below provides a summary of the Council's procurement spend and related contract activity relative to the Reporting Period:

Total Value of Procurement Spend	£236,537,682
% of Procurement Spend on Contract	79%
Total number of Regulated Contracts awarded	19

Spend on contract is calculated using the Spikes Cavell reporting tool and looks at the where the Council have spent money with suppliers and matches this to the contract values as published via award notices on Public Contracts Scotland portal / contracts register. During the last financial year (2016/17) there was a considerable increase in the spend on contract which rose from 51% to 79%. During this financial year, this has been maintained at 79%, however during this Reporting Period it has been recognised that the Spikes Cavell reporting tool which monitors spend on contract applies assumptions and therefore does not identify maverick spend. Maverick spend is a term used to describe orders placed for goods, services or works with a supplier who the Council has an existing framework or contract available with, but the scope of the order is not being placed through the existing framework or contract.

Analysis of maverick or non-compliant spend can be resource intensive but is essential to ensure focus is brought to areas of concern and to remedy any issues picked up. Recent work was undertaken to analyse maverick and non-compliant spend in relation to roads and this has resulted in the agreement of a clear action plan which is currently being delivered, to address these spends. The percentage of procurement spend on contract reported above, is reflective of maverick spend that has been manually calculated following investigations.

A bid to secure a Graduate to deliver a project which will further analyse maverick spend and supports effective implementation of corporate and national contracts has been successful and this work shall take place in the next financial year. The successful delivery of this project should identify and reduce maverick spend and shall financial efficiencies through robust implementation of these contracts.

The Council's contract register is available online and enables searches for live, expired and collaborative contracts available to the Council. This register is maintained to provide a record of all contract over £50,000. The maintenance of this register adopted an automated approach during the Reporting Period. The published contract register can be found at: https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00219.

A record of all regulated contracts awarded during the Reporting Period is provided at annex A of this report. The procurement of these regulated contracts has complied with the relevant Corporate Procurement Strategy; however, there were some concerns in relation to some procurement activity for roads contracts which were addressed as detailed above.

Highlights of this regulated procurement activity include:

- **Trades Dynamic Purchasing System:** The Council spend in the region of £13,500,000 per annum on trades contract which were procured on an adhoc and reactive basis with varying tendering practices being adopted across the Council. Following market engagement and consultation with key stakeholders a Dynamic Purchasing System (DPS) which is divided into lots by trade, value banding and geographic splits across Dumfries and Galloway has been set up. This approach to lotting was adopted to promote opportunities for SMEs, ensure proportionality for all values of work and to support growth of trade contractors who are participating. There are 92 contractors who have currently been appointed to this DPS, 86 of which are SMEs and 76% of those appointed are from Dumfries and Galloway.
- **Water Supply:** implementation of the new national water contract has delivered savings of £84,932.
- **Skip Movements and Waste Processing for Newton Stewart HWRC and Stranraer Zero Waste Site:** As a result of changes in the market place with additional competition, the tender process conducted for a new contract has resulted in savings of 51%.
- **Independent and Collective Advocacy Services for Adults:** the development of this contract involved the Council's Adult Services and NHS's Strategic Commission Team (on behalf of the Integration Joint Board) redesigning the service to base this on outcomes which have a key objective of ensuring that service users are supported, have an increased sense of personal dignity and respect, a reduced dependency on services, increased independence and confidence to make their own decisions.

Annex B of this report provides a summary of the regulated contracts that are anticipated to be procured during the next two financial years (FY18/19 and FY 19/20).

2.2 Collaborative Procurement Activity

Collaborative procurement activity is where the Council participate in a contract or framework agreement which is awarded by another public-sector organisation on our behalf or where the Council tender on behalf of ourselves and other public-sector organisations. The Council are keen collaborate where possible to leverage the influence of aggregated spend which should in turn deliver greater savings and can provide greater opportunities for our local suppliers to deliver goods / services / works to public sector across Scotland.

The use of and implementation of collaborative contracts, for example those awarded by Crown Commercial Services, Scottish Government or Scotland Excel, are considered fully through development of a contract strategy to identify what will represent best value for money for the Council. Contract strategies will consider the call off approach to be adopted (i.e. to conduct further competitions or directly award contracts). We have continued to participate in a range of National Category Forums and all User Intelligence Groups for the contracts we use, to influence the procurement strategy to support our needs.

Throughout the financial year, work has been ongoing to better utilise Scottish Procurement and Crown Commercial Services framework to meet our Information Communication Technology needs. Dumfries and Galloway Council currently spends on average £7.5 million annually on Information Communication Technology. This work has resulted in improved relations, knowledge, compliance and processes between the Corporate Procurement Team and Business Technology Solutions service. It is envisaged that by continuing this approach going forward there can be considerable savings made in the next financial year as several high-value contracts come up for renewal.

In addition to the national collaborative procurement activities, we also use some collaborative contracts which have been arranged by neighbouring local authorities on our behalf. The Council are keen to explore further opportunities to collaborate, particularly with other public-sector organisation in Dumfries and Galloway; this will be explored during the next financial year, as detailed within our current Procurement Strategy. The Council are currently exploring collaborative opportunities with the NHS in relation to technical professional services and building condition surveys. Wider collaborative discussions are also considering capacity of the local market place to tender and deliver public contracts and to secure relevant procurement and commercial training within the region.

The table below summarises the number of collaborative contracts used by the Council during the Reporting Period (these contracts are included within the total numbers referred to in the regulated contract activity summary table above):

Number of collaborative contracts used	53
Number of collaborative contracts awarded by DGC on behalf of ourselves and others	0

2.3 Cashable Savings

Achieving value for money is a key objective of all procurement activity undertaken by the Council, ensuring the needs of our communities and service users are met for the best whole life cost.

We have revised our method for calculating cashable savings from revenue budgets and this is now calculated from historical costs against new contract prices (where there is a fluctuating demand, historical demand is used to calculate any cashable saving). The total value of cashable revenue savings achieved on procurement activity during the Reporting Period was £810,862.81, of which half of these savings were achieved through use of collaborative contracts.

In addition, £224,699.03 of savings have been achieved through procurement which can be re-invested in our capital projects and programmes.

2.4 Non-Competitive Actions

A new approvals procedure was implemented through the new Procurement Standing Orders in March 2017, which requires approval from Finance & Procurement prior to undertaking any non-competitive actions, which is typically with use of the negotiated procedures or contract extensions / variations. As part of the implementation of these new procedures, a record of all non-competitive actions has been maintained and is summarised below:

- **Negotiated Contract under Light Touch Regime for Citizens Advice Service:** this was to ensure the ongoing provision of the Dumfries and Galloway Citizens Advice Service from 1 April 2018 – 30 September 2018 at a value of £412,000. This interim arrangement is to support the ongoing service review to inform the scope of a longer-term contract which should be procured based on the needs of service users and taking cognisance of the budget allocations following Full Council approval on 27 February 2018.
- **Beat the Street 2017:** this was a negotiated contract with a value of £109,000. The negotiated procedure without a call for competition was used as the Beat the Street product was a mandatory requirement of the external funding and there is only one supplier able to deliver the branded programme.
- **Bakery:** an option to extend the Council's bakery contract was exercised which allowed for a review of the contract structure, market engagement and tendering of a new contract to take place. The new contract has since been implemented.

3. Delivery of Procurement Improvements Action Plan

The tables below provide a summary of the progress made during the Reporting Period against the Procurement Improvements Action Plan from the Council's Procurement Strategy:

The following abbreviations are used to populate the action plan owners:

HFP – Head of Finance and Procurement

PCM – Procurement and Commissioning Manager

CPT – Corporate Procurement Team

SO – Service Department representative responsible for undertaking procurement activities

HED – Head of Economic Development

Priority: LEADERSHIP, COMPLIANCE AND GOVERNANCE

Outcomes	Activity	Owner	Timescale	Status
<ul style="list-style-type: none"> - Procurement is aligned to the Council's priorities and objectives. - Contract and supplier management is implemented. - Procurement Reform (Scotland) Act 2014 and associated legislation is implemented. - National agendas are influenced. - Appropriate governance arrangements are in place for Procurement activity. - New procurement structure and reporting implemented. 	Update the Procurement Standing Orders	PCM	Dec 2016	Complete
	Create and implement a contract and supplier management strategy with defined roles and responsibilities and supporting template documents	PCM	June 2018	Complete.
	Promote and embed contract and supplier management activities, working with clients and suppliers to identify and deliver outcomes.	CPT / SO	Ongoing	Ongoing
	Deliver training to SO's on the new Standing Orders	PCM / CPT	January - March 2017	Complete
	Represent procurement at national forums including the Scottish Local Government Procurement Managers Forum, Commercial User Groups and Contract User Intelligence Groups (UIG).	PCM / CPT / SO	Ongoing	Ongoing
	Review procurement structure and present a revised structure and reporting mechanism for consideration / approval to the Council's Senior Management Team.	PCM	March 2018	Revisions to delegated authority levels is being reflected within the financial regulations. Amendments to the structure within the Corporate Procurement & Commissioning Team have been made through the creation of

				<p>a Procurement Analyst post and Procurement Team Leader post. During the financial year, we have been unable to fill the Procurement Team Leader post and this will be replaced on a temporary basis with trainee procurement officers to provide an opportunity to provide capacity within the team to support development and provide career progression.</p> <p>This structure has been supplemented through creation of key forums which look at procurement and commissioning activity, community benefits and agreement to set up a further forum for contract and supplier management.</p>
	Implement appropriate internal procedures for regular reporting in relation to compliance and highlight areas of non-compliance to the Council Senior Management Team where appropriate.	PCM	January 2017	Complete.
	Collaborate with legal services to ensure a robust approach to the implementation of new legislation and the sharing of best practice.	PCM	December 2016 thereafter as required	Complete / ongoing
	Update training plans for CPT and SOs based on revised structure, governance, legislation and internal policy and processes.	PCM	February 2017 / February 2018	Complete

Priority: EFFICIENT PROCUREMENT PROCESSES DELIVERING VALUE TO THE COUNCIL

Outcomes	Activity	Owner	Timescale	Status
<p>- CPT delivers the identified savings targets.</p> <p>- Added value is delivered through effective procurement and this is recorded and reported.</p> <p>- Improved use of e-procurement and compliance with the Procurement Reform Act (Scotland) 2014 in relation to electronic procurement.</p> <p>- Increased compliance.</p> <p>- Collaborative procurement opportunities are exploited to maximise value delivered.</p> <p>- Leaner procurement processes and improvement procurement template documents are used.</p>	A defined process for identification, reporting and tracking of savings and wider benefits delivered from procurement activity is developed and implemented.	HFP / PCM	March 2017	Complete
	Cashable savings target of £500K in FY 2016/17 and £750K in FY 2017/18 are identified and reported to finance.	PCM / CPT	March 2017 / March 2018	Achieved for FY2016/17. Revenue savings of £810,862 secured for FY17/18.
	Sustainable Procurement Policy is to be developed, approved and implemented.	PCM	December 2016	Complete.
	Include prompt payment clauses requiring a 30-day payment term within our contractual terms and conditions.	PCM	December 2016	Complete.
	Review, revise and extend the use of tender documentation for all procurement activity across the Council.	PCM /CPT	January 2017 for development then business as usual for SOs and CPT to utilise thereafter	Complete.
	Identify opportunities for improvements with Purchase to Pay systems and processes and increase use of PECOS. Sanctions will be applied for failure to comply with this policy. Undertake a review of P2P systems across the Council.	HFP	March 2017 for review / business as usual thereafter	P2P Transformation Project has been set up and initial review and short terms wins are being developed. A full recommended action plan for short, medium and long-term activity will be approved and implemented as part of this strategy review and transformation project.
	Undertake training and roll out the use of the Public Contracts Scotland Tender system for all regulated contracts, including consideration of the contract and supplier management modules.	PCM / CPT	September 2017	Complete. Training of suppliers is essential to ensure appropriate roll out, this will be ongoing and targeted at specific commodities, aligned to current contract opportunities.

	Prepare an annual plan of all contract spend in advance of each financial year to ensure processes and resources are focused on these requirements.	CPT / SO	February 2017 / February 2018	Complete for FY17/18
	Liaise with BTS to prepare a streamlined contract register and eliminate duplication of effort in maintaining this record.	CPT	March 2017	Complete
	Create a hub approach for sharing contract and supplier management best practice across SO and CPT.	PCM	March 2017 (revised to March 2018 to ensure this approach takes cognisance of delegated procurement authority structures)	Complete through recommendations within the Contract and Supplier Management strategy.
	Liaise with Health & Safety to ensure health and safety at work compliance is promoted in all relevant contracts.	PCM	February 2017	Complete

Priority: DELIVER SUSTAINABLE PROCUREMENT OUTCOMES

Outcomes	Activity	Owner	Timescale	Status
<p>- Compliance with the Sustainable Procurement Duty.</p> <p>- Tracking and reporting process is in place for sustainable benefits delivered through procurement activity.</p> <p>- Increased number of local suppliers and SMEs having access to contract opportunities with the Council.</p> <p>- Improved awareness across third sector of the procurement and commissioning process within the Council and access to opportunities.</p>	Develop guidance for the implementation of the Sustainable Procurement Policy and provide template documents, clauses and deliver training where required.	PCM	August 2017 (deferred until January 2018)	<p>The flexible framework has been used to assess the procurement</p> <p>Training has been delivered to key officers and the use of the sustainability test has been implemented along with template clauses and approaches.</p> <p>A full framework to support this has been developed and is being consulted with key stakeholders via the Community Benefit forum and is due for be finalised and implemented imminently. This will be subject to ongoing review to ensure the anticipated benefits are being delivered.</p>
	Review commodity / service spend and identify risks and opportunities utilising the prioritisation tool.	PCM /SO	June 2017	Initial reviews complete, however this is an ongoing activity.
	Implement the use of the sustainability test for appropriate contracts.	CPT / SO	August 2017	Complete
	Sustainability is embedded in procurement and considered in all contract strategies	CPT / SO	Ongoing	Ongoing
	Create and maintain a sustainable register to identify record and report on sustainable outcomes committed and achieved through procurement activity.	PCM	July 2017 (deferred until January 2018)	A non-financial benefits register has been developed and is currently being utilised for some contracts led by the Corporate Procurement Team. This will be expanded following engagement with the Regional Forum and the Council's Community Benefits Forum which has recently been established.
	Provide a programme of supplier engagement activities aligned to contract opportunities.	PCM / HED	April 2017	Complete
	Create an action plan using the Flexible Framework Self-Assessment Tool to establish the current performance level and areas for improvement of sustainable procurement across the Council.	CPT / SO	October 2017	Complete – currently score of 48 and the action plan generated by this to improve this performance will be incorporate in the refresh of the Council's Procurement Strategy.

4. Sustainable Procurement Activity

4.1 Overview

The Sustainable Procurement Duty forms part of the Procurement Reform (Scotland) Act 2014, placing sustainable and socially responsible purchasing at the heart of the procurement process.

The Council approved a Sustainable Procurement Policy in November 2016, which aimed to ensure all sustainable requirements are implemented and delivered in a proportionate manner.

To date, the Council have achieved some good successes in meeting the key obligations within the act, including:

- monthly publication of our contracts register on the Council's website;
- publication of our Sustainable Procurement Policy on the Council's website;
- the Council are an accredited living wage employer and encourage our suppliers to pay the living wage;
- securing tangible community benefit outcomes for large projects (reported at a project level).

The Sustainable Procurement Policy shall be supported by detailed guidance and tools which are currently being developed; this will provide greater reporting mechanisms and central data capturing to support regular performance reporting going forward. To support the development of this a regional community benefit forum which is facilitated by the University of Glasgow has been set up alongside an internal Community Benefit forum within the Council, both of which aim to improve the impact and delivery of community benefits in Dumfries and Galloway.

4.2 Supported Businesses

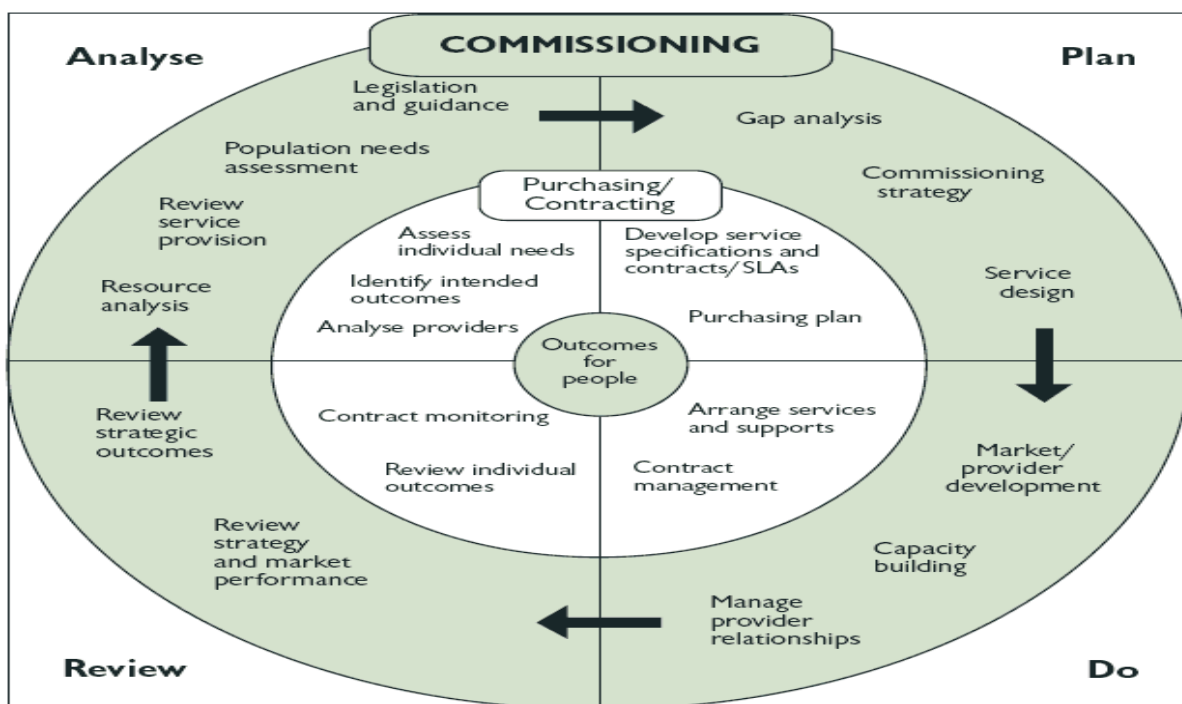
Supported Businesses play an important part in the Scottish economy through the goods and services they deliver, but also by providing meaningful employment, training and social support for those who may otherwise be excluded from the workplace. Supported Businesses are an important element of the Sustainable Procurement Duty.

The Council currently spend £2,437.75 with three supported business, however following a review of contract requirements against the Scottish Government's supported business framework to identify opportunities the Council are seeking opportunities to reserve two contracts in the next financial year for supported businesses, one of which may be for recycling of IT equipment.

The Council have included supported business in quotation exercises for signage, but they were unsuccessful for these. Detailed feedback to assist them to improve for future opportunities was provided.

The Council also use the Scotland Excel furniture services framework and have a spend of £382,050 through this framework, whereby our chosen supplier has committed to 2% of this spend (£7,641) then being spent with Supported Businesses through their supply chain.

In addition to use of supported businesses, the Council recognises the value of third sector organisations and continues to work with the third sector to deliver services across the region. Third sector organisations include the voluntary sector, charities and social enterprises (including social firms and supported businesses). Historically many of these services were funded through grant agreements, the Council have continued to support these organisations to be ready to tender for contracts for services and to work collaboratively to deliver financial savings whilst minimising the impact on the service users. The Council has continued to adopt the commissioning model and sharing learning with third sector organisations as the commissioning cycle is implemented in service delivery areas which were traditionally funded through grant agreements. This change in approach ensures the needs of the service users are at the heart of the delivery of services, instead of the organisations that deliver them. A summary of this commissioning cycle is provided below:



4.3 Community Benefits

Community benefit clauses provide a means of achieving sustainability and delivering social value through public contracts. They can include targeted recruitment and training, small business and social enterprise development and community engagement.

Under the Sustainable Procurement Duty, the Council must consider community benefits for all procurement processes at or above £4 million in value, however the Council did not award any contracts over this threshold during the Reporting Period.

A community benefit forum has been established in January 2017, membership of which includes various Council departments and key suppliers. This forum aims to develop our approach and maximise the impact of community benefit outcomes committed and delivered through our contracts. This forum provides an opportunity to implement fit for purpose monitoring arrangements which ensure community benefit commitments are delivered and allows specific outcomes to be targeted during a procurement process.

Community benefits will also consider support and growth of the local economy, one of the Council's key priorities and It is recognised the role procurement spend can play in supporting delivery of this priority. Spend with local business directly from the Council has remained relatively consistent as a value with the Council having £53M (24.65%) spend with suppliers in Dumfries and Galloway during the Reporting Period compared with £56M (29.35%) the previous year. Spend with local businesses is calculated based on the businesses' registered headquarters and does not reflect those who have a branch or employment within the region, for example some care homes which are owned by a parent company with a head office out with the region is not captured within these statistics, but the spend on these contracts continues to make a positive impact on the economy and employment within Dumfries & Galloway. The reduction in the reported percentage of spend in the Reporting Period is a consequence of the significant increase in spend attributed to the Schools for the Future programme.

Throughout the Reporting Period, the Council has undertaken considerably more market engagement sessions when developing contracting strategies and to promote contract opportunities to provide improved access to our contract opportunities for local suppliers. This work will continue over the next financial year and spend with local suppliers through sub-contracting arrangements and support of SMEs will be promoted in relevant contracts.

The Corporate Procurement Team are supporting Scrutiny Review which is assessing the opportunities for local businesses to meet the needs of the Council through development of their businesses to in turn support the economic growth in the region.

Specific community benefits that have been delivered through our use of national contracts is noted in the table below:

Supplier	Contract	Community Benefits	Status
Jewson	Building & Timber Materials	New FT Employee – 1	Committed
Mitie Security Limited	Security Services	Volunteering / Mentoring: 65 pupils - Eco Assembly and Food Awareness in association with Food for Thought and Business in the Community	Delivered
Tunstall Healthcare (UK) Limited	Telecare and Telehealth Technologies	Contribution/donation to Telecare Assessment Video (Learning Disabilities) : funded by Tunstall contribution per Lifeline unit sold Monetary Value: £975	Committed
DAF Trucks	Vehicle Parts	New apprentice from priority group – 1 Monetary value: £6,920	Ongoing
Ross Electrical	Electrical Materials	Economic / Social benefit to be delivered – detail to be agreed	Committed
W. Enterprises (Abdn) Ltd	Educational Materials	Donation of A4 packs of paper, card and board to local schools in local authority area.	Committed
Instock	Catering Sundries	Donation to Lockerbie Ice Rink Monetary Value: £150	Delivered
Brakes	Groceries & Provisions	Sponsorship of new menu, donation of free stock. Judging T shirt design and sponsoring vouchers for winners. Monetary Value: £1,500	Delivered

Community benefits delivered by Grahams Construction through delivery of the Dumfries Learning Town project are noted below:

Description	St Josephs Targeted	St Josephs Achieved	North West Campus Targeted	North West Campus Achieved	The Bridge Targeted	The Bridge Achieved
Considerate Constructors Score	32	39	32	36	32	40
Number of Community Design Presentations Delivered (Stage 1 & Stage 2)	1	7	1	7	1	3
Annual Community Benefit Days	2	2	2	5	1	4
Recruitment and Training - Graduates Recruited	0	0	1	2	0	N/A
Recruitment and Training - Apprentice Starts	3	4	4	7	1	3
Recruitment and Training - Apprentice Completions	1	5	3	3	1	3
Recruitment and Training - Jobs Advertised Through Local Employment Vehicles	2	10	3	2	1	4
Recruitment and Training - N/SVQ Starts for Sub Contractors	5	6	6	17	4	0
Recruitment and Training - N/SVQ Completions for Sub Contractors	4	5	5	5	3	0
Recruitment and Training - Training Plans for Sub Contractors	2	4	2	3	1	0
Recruitment and Training - Supervisor Training for Sub Contractors	2	3	3	4	1	2
Recruitment and Training - Leadership and Management Training for Sub Contractors	2	2	2	4	1	1
Recruitment and Training - advanced Health & Safety Training for Subcontractors	2	4	4	6	1	0
Work Experience and Placements (14+)	10	11	9	5	6	5

Description	St Josephs Targeted	St Josephs Achieved	North West Campus Targeted	North West Campus Achieved	The Bridge Targeted	The Bridge Achieved
Existing Apprentices	2	9	4	4	1	2
Curriculum Support Activities	4	16	6	15	2	9
Small and Medium Enterprise (SME) Supplier Development SUSA Health & Safety Mentoring Sessions	10	11	10	11	10	10
Small and Medium Enterprise (SME) Supplier Development - Meet the Buyer Events	2	11	2	11	1	7
Small and Medium Enterprise (SME) Supplier Development - Business Health Check Clinics	3	5	3	3	2	2
Small and Medium Enterprise (SME) Supplier Development - PQQ Improvement Workshops	3	5	3	8	2	9
Small and Medium Enterprise (SME) Supplier Development - Occupational Health & Safety Workshops	3	3	3	6	2	0
Small and Medium Enterprise (SME) Supplier Development - Value Management Workshops	2	4	2	10	1	5
Small and Medium Enterprise (SME) Supplier Development - Risk Management Workshops	2	5	2	6	1	5
Small and Medium Enterprise (SME) Supplier Development - Use of IT/BIM Workshops	2	8	2	7	1	4
Small and Medium Enterprise (SME) Supplier Development - Presentation skills training	3	5	3	6	2	5

Description	St Josephs Targeted	St Josephs Achieved	North West Campus Targeted	North West Campus Achieved	The Bridge Targeted	The Bridge Achieved
Small and Medium Enterprise (SME) Supplier Development - Finding/Winning Work Seminars	3	6	3	8	3	6
Small and Medium Enterprise (SME) Supplier Development - Environmental stewardship seminars	2	3	2	4	1	0
Small and Medium Enterprise (SME) Supplier Development - Waste Management Seminars	2	10	2	4	1	1
Small and Medium Enterprise (SME) Supplier Development - Companies involved with local employment and training projects	3	9	3	10	2	3
Small and Medium Enterprise (SME) Supplier Development - Subs with an Equality Policy & Action Plan	90%	95%	90%	95%	90%	98%
Contract Opportunities for Territory Based Contractors	55%	59%	55%	57%	55%	57%

5. Procurement Key Statistics

The tables below indicate the key statistics of procurement activity delivered over reporting period.

Contract Activity

Number of Regulated Contracts Awarded	19
Number of Collaborative Contracts Used	53
Total Value of Procurement Influenceable Spend	£236,537,682
% of Procurement Spend on Contract	79%

People and Training

Internal Personal Development Training Sessions for Corporate Procurement Team	100%
Internal training sessions held on procurement related activities	14
Number of people who have completed the procurement fundamentals procurement Flo training	46 complete (57 in progress at the end of the financial year)

Supplier Development and Engagement

Number of supplier events hosted in Dumfries and Galloway	27 plus 7 Supplier Development Programme training events
Number of local suppliers registered on Public Contracts Scotland portal	1043
Number of local suppliers tendering for Council contract opportunities	103
Number of contracts awarded to local suppliers	218
% Spend with SMEs	60.51
% Spend Locally	24.65

Procurement Spend FY 17/18

£ 236,452,759 Total Spend

£ 229,371,498 Influenceable Spend

Top 5 Spend Areas

- 1.Social Community Care
- 2.Construction
- 3.Facilities & Management Services
- 4.Environmental Services
5. Construction Materials



79% Spend on Contract

24.65% Spend with Local Businesses



60.51% Spend with SME'S

46 Employee's completed Flo Training



1043 Local Suppliers Registered on PCS

Annex A – Regulated Contracts Awarded during Financial Year 2017/18

Regulated Contract Title	Awarded Supplier	Contract Value	Tender Route
Newton Stewart Flood Protection Scheme Consultancy	Sweco UK Limited GB	£170,921.09	Framework mini competition
Fire and Security Measured Term Contract 2017	Chubb Fire & Security Ltd (Quick Quotes) (GB)	£650,000.00	Open OJEU Tender
Dumfries & Galloway European Social Fund Stage 1&2 Provision	the hub Dumfries and Galloway (GB)	£393,750.00	Open OJEU Tender
Public Space CCTV (Upgrade)	Quadrant Security Group Ltd (GB)	£286,716.95	Open OJEU Tender
EDRMS Electronic Document Record Management System (EDRMS) Sharepoint Add-on	Bramble Hub Limited (GB)	£281,627.50	Framework mini competition

Regulated Contract Title	Awarded Supplier	Contract Value	Tender Route
RFID Box related activity for Community Engagement	Intelligent Health (GB)	£251,358.00	Award of a contract without prior publication of a call for competition
School Bus Services - Stranraer/Newton Stewart/Dalbeattie	Western Buses Limited (Trading as Stagecoach West Scotland) (GB)	£227,613.00	Framework call off
Housing Options and Homeless Information System	Civica (GB)	£165,148.00	Framework mini competition
Poverty and Social Inclusion - Community Outreach- Dumfries	CEiS Ayrshire (GB)	£163,956.67	Open Regulated Tender
Skip Movement & Waste Processing/Recycling Services for Newton Stewart and Stranraer Sites	Luce Bay Plant Hire Ltd (GB) / Luce Bay Plant Hire Ltd (GB) / King Brothers Ltd (GB) / King Brothers Ltd (GB)	£125,232.60	Open Regulated Tender

Regulated Contract Title	Awarded Supplier	Contract Value	Tender Route
Over Water Grounds Investigation at Stranraer East Pier	Structural Soils Ltd (GB)	£120,268.70	Open Regulated Tender
Museum Collections Software System	Axiell Ltd (GB)	£105,515.00	Open Regulated Tender
ICT Back Up Solution	Coolspirit Ltd (GB)	£103,110.06	Open Regulated Tender
Portable Fire Fighting Equipment (MTC) 2017	M & S Fire Protection Ltd (GB)	£100,000.00	Open Regulated Tender
Award of Local Bus Service 111	HOUSTONS COACHES (GB)	£94,300.00	Framework call off
The Provision of Youth Work Services	Dumfries YMCA (GB) / LGBT Youth Scotland (GB)	£91,663.67	Open Regulated Tender
Solarwinds Maintenance Renewal	Kenson Network Engineering Ltd (GB)	£83,450.96	Restricted Tender

Regulated Contract Title	Awarded Supplier	Contract Value	Tender Route
Local Bus Service - 862 Newton Stewart to Dumfries and Galloway College	Western Buses Limited (Trading as Stagecoach West Scotland) (GB)	£58,811.00	Framework call off
School Bus Services - Stranraer/Newton Stewart/Dalbeattie	J McCulloch & Son (GB)	£56,620.00	Framework call off

Annex B

Regulated Contracts to be procured during financial year 2018/19:

Contract Title	Indicative Annual Budget
Print and Post for Revenues Mailings	TBC
Legionella	TBC
B6318 Class II Road, Pentonbridge - Skippers Bridge Landslip at Glen Tarras	TBC
Care at Home - Children	TBC
Shore Management Plan	TBC
Newton Stewart Flood Protection Scheme Construction	TBC
Bus Shelter Contract	TBC
VM Ware Licencing	TBC
Measured Term Electrical	TBC
Measured Term Roofing	TBC
Measured Term Multi Trade	TBC
Measured Term Plumbing	TBC
Measured Term Asbestos	TBC
Servicing and Maintenance Workshop Machinery	TBC
Bridges framework	TBC
Combined Waste and Contaminated Land Consultancy	TBC
Core Paths Grass Cutting	TBC
Stranraer Harbour Repairs	TBC
Dockhead Junction (Signals and Civils Work)	TBC
DGRI New Abbey Road	TBC
Dalbeattie Cycle Scheme	TBC
Coastal Protection Schemes	TBC
Passenger Transport DPS	TBC
Consultancy - Design Code and Simplified Planning Zone Chapelcross Site	TBC
Natural Flood Management Facilitation	TBC
Roads Framework Agreement	TBC
Lining & Road Markings MTC	TBC
Carriageway Associated Maintenance Framework Agreement	TBC
Supply and Application of Carriageway Surface Dressing Binder 2018	TBC
MTC for Boiler Servicing & Maintenance	TBC
Printers (MFDs)	TBC
Transport for school meals	TBC
Janitorial Products	TBC
Salt for Winter Maintenance	TBC
Tyres	TBC
Vehicle Parts	TBC
Plumbing and Heating Materials	TBC

Contract Title	Indicative Annual Budget
Signage	TBC
Asbestos surveys	TBC
Washroom Solutions	TBC
Road Maintenance Materials (Lots 2, 3, 5, 6 & 7)	TBC
Ground Maintenance (Equipment)	TBC
Trade Materials (Ironmongery, Trade Tools, Paint)	TBC
Professional Technical Services Framework	TBC
Vehicle Positioning (GPS) and Telematics Systems	TBC
Street Lighting Installation and Maintenance Services	TBC
Road Safety Audits	TBC
Utility Coring Services	TBC
Water Coolers	TBC
Switched on Towns	TBC
Cleaning Homeless Accommodation	TBC
Cash Collection Service	TBC
Revenues and Benefits Document Management and Workflow	TBC
Commission Representation & Engagement	TBC
DPS – Trades	£16,500,000.00
Recovery Service	£2,000,000.00
Early Learning & Childcare Brokerage Framework (nursery provision)	TBC
Care & Repair - Scheme of Assistance	£1,198,000.00
Mobile and Voice Data	£1,071,910.00
Temporary Homeless Accommodation	£968,000.00
Advice & Information Services	£905,605.00
Provision of Short Breaks for Children with Complex Disabilities	£848,000.00
Accommodation with Support Services	£832,371.00
Microsoft Licences and value-added services	£805,029.00
Server ICT Hardware	£800,000.00
Bitumen Products (Lots 2 & 5)	£625,886.00
Restorative Justice for Youth Offenders	£564,000.00
The construction of Sparling Bridge, Newton Stewart	£500,000.00
Inclusive Play Equipment/Play Park Equipment	£500,000.00
Family Support and Family Based Placements for Children with Disabilities	£496,000.00
Respite, Support & Schooling Services for Disabled Children	£459,000.00
Desktop ICT Hardware	£400,000.00
The Supply and Delivery of Meat	£400,000.00
Outreach Support for Care Leavers	£340,000.00
Leisure Management Software System	£320,000.00
Fitness Equipment	£300,000.00

Contract Title	Indicative Annual Budget
Langholm Flood Protection Scheme Design Consultancy	£250,000.00
The Provision of Fresh Fruit & Vegetables	£225,000.00
Assistive Equipment	£206,000.00
Services to Vulnerable Children in Upper Nithsdale	£205,000.00
Residential Placements for Children	£202,000.00
Day Care Services	TBC
Services for Women Subject to Domestic Abuse	£163,188.00
Lathes for Secondary Schools	£150,000.00
Small Repairs and Home Support	£149,000.00
Community Based Support and Facilitation Service	£144,340.00
PPE - Safety/ work wear/ weather wear / footwear and catering/food industry	£137,113.00
The Supply of Pre Paid Cards for Self Directed Support Payments	TBC
Borderlands Business case Development	£120,000.00
Nursery Furniture	TBC
Provision of an Emergency Out of Hours Social Work Service	£109,000.00
Debt Collection Services	£90,000.00
External Print Services Framework	£87,080.00
Occupational Health Services	£80,000.00
Independent Advocacy for Looked After Children, Child Protection etc	£79,000.00
Befriending for Vulnerable Young People	£79,000.00
Revenues and Benefits Core system	£70,587.45
McAfee Support renewal: Endpoint protection advanced	£68,630.00
Fabrication and Installation of External Rails	£67,617.00
Corporate Clocking In/Out System	£60,000.00
Services for Women Subject to Sexual Abuse	£58,621.00
Residential Schooling for Children with Cerebral Palsy & Speech and Language Issues	£57,000.00
UPS	£50,000
Customer Relationship Management System	£47,000.00
Direct Support Services for Childminding	£45,583.00
Provision of Confidential Waste Service	£44,000.00
Couple Counselling and Child Contact Centre	£36,100.00
Swimming Pool Maintenance Contract	£35,000.00

Contract Title	Indicative Annual Budget
Support and Advice for Family Carers	£30,376.00
Direct Support Services for Early Learning	£30,000.00
Traffic Signal Equipment Maintenance, Improvements and Repairs	TBC
Pool Chemicals	£23,000.00
Connect Refresh	£22,051.00
Support and Short Breaks for Children who have Palliative Health Care Needs	£20,000.00
Gym and Fitness Equipment Maintenance	£20,000.00
Alternative Placements for Vulnerable Young People	£14,362.00
HCTB Calculator Annual Maintenance & Hosting & E-Benefit Claims Systems	£6,000.00
Public Wifi Framework	TBC
Mosaic System License and Maintenance	TBC
Vehicles	TBC

Regulated Contracts to be procured for Financial Year 2019/20:

Contract Title	Baseline Annual Budget
Data Processing Service and API License and Forms Hosting - Council Tax	TBC
Computer Software - Business Objects	TBC
Garden Centres & Nurseries (Plants)	TBC
Street Lighting Materials	TBC
Building and Timber Materials	TBC
Electrical Materials	TBC
Poverty and Social Inclusion - Community Outreach- Dumfries	TBC
Data Processing Service and API License and Forms Hosting - Council Tax	TBC
Skip Hire	TBC
Insurance & Claims Handling Services (excluding Broking Services)	TBC
Poverty and Social Inclusion - Community Outreach- Dumfries	TBC
Snow Licence Manager and Inventory Maintenance Renewal	TBC
Computer Software & Hosting - various Performance Management and Training Modules	TBC
Data Processing Service and API License and Forms Hosting - Council Tax	TBC
Award of Servicing & Maintenance of Air Conditioning	TBC
Skip Movement & Waste Processing/Recycling Services for Newton Stewart and Stranraer Sites	TBC
Festive Lights	TBC
Heathhall Road Improvement	TBC
Servicing & Maintenance of Passenger Lifts 2019-2022	TBC
Servicing & Maintenance of Sectional Doors 2019-2022	TBC
Servicing & Maintenance of Swimming Pool Plant 2019-2022	TBC

Contract Title	Baseline Annual Budget
Pensions Administration System	TBC
Wide Area Network Services	£2,500,000.00
Lockerbie Station Car Park improvement	£1,000,000.00
Block Purchased Specialist Regional Mental Health Day & Vocational Service	£ 827,422.74
Voluntary Day Centre for Older People	£579,491.00
Integrated Drug and Alcohol Service	£ 471,946.00
Fencing & Barrier Contractor Framework	£303,000.00
Drug and Alcohol Service	£283,168.00
Vehicle Leasing	£214,981.75
Future Custodians	£212,000.00
Insurance & Claims Handling Services (excluding Broking Services)	£ 200,205.00
Community Archaeology Programme	£200,000.00
Fish Loch Ken	£195,150.00
Talking Therapies Service	£144,200.00
Out and About	£134,400.00
B&B Accommodation for Events	£116,000.00
Hands on Heritage	£98,000.00
Health & Safety Consultancy for ZWP	£75,000.00
Galloway Glens Explorers	£56,900.00
Damp & Dry Rot Framework	£49,000.00
Community Activities	£48,000.00
Tolbooth Tales: The Story of Law & Order	£37,050.00
Computer Software & Hosting - various Performance Management and Training Modules	£34,950.00
Snow Licence Manager and Inventory Maintenance Renewal	£25,347.43
Fortinet Renewal inc 3yr Maintenance	£24,531.33
Smoothwall Web Filtering	£23,022.00
Demolition & Dismantling Contractors	£18,000.00
Servicing & Maintenance of Air Conditioning	£16,875.00