



**Procurement Annual Report  
for  
Financial Year 2019 / 2020**

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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 publishing their fourth 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 2019 to 31 March 2020 (“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. This report also provides an update on ongoing issues and areas for improvement in the subsequent financial year, which are described in more detail within the Council’s Procurement Strategy for 2018 - 2020. This strategy provides a continued commitment to ensure procurement activity directly contributes towards delivery of the Council’s key priorities, statutory responsibilities and, the outcomes detailed within the Council Plan.

The Council’s Plan for 2017 – 2022 set out the Council’s ambitions and the following key priorities:

- Build the local economy
- Provide the best start in life for all our children
- Protect our most vulnerable people
- Be an inclusive Council.

Procurement is recognised as key in contributing towards the successful delivery of the Council’s priorities, as we acknowledge the impact of our procurement activity on our communities and we actively seek to promote a positive and inclusive approach.

### 1.2 Context

The Council have spent in the region of £187M in the Reporting Period on a range of goods, services and works. This spend is across 4013 suppliers, 597 of which have their registered address within Dumfries and Galloway, highlighting the level of local businesses who are positively affected by the Council’s procurement spend, which in turn contributes to local economic growth in our region.

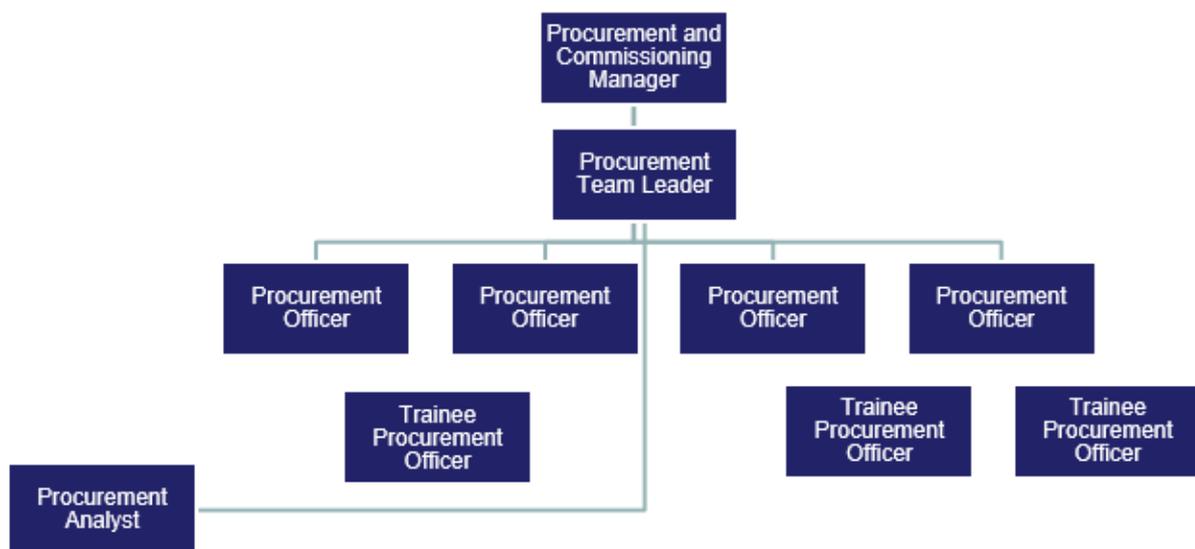
This overall value of procurement spend has reduced by around £21M in comparison to the previous financial year. This reduction in spend is primarily attributed to the reduction in the number of capital projects conducted in the period.

The key achievements through delivery of the commitments from the procurement strategy during the Reporting Period include:

- An increase in local supplier spend to 34%, which is an increase of 4% on the previous reporting period
- Financial savings of £163,598 from recurring revenue budgets
- Implementation of strategic framework agreements and dynamic purchasing systems to improve levels of compliance and transparency
- On-contract spend has increased to 93.47% from 87% during the previous reporting period
- Work on the P2P project progressed to enable the adoption of a new corporate ordering system, Integra RSS, to go live at the beginning of the 2020/21 financial year

The Policy and Resources Committee, as the nominated committee responsible for procurement activity during the Reporting Period, received quarterly procurement performance updates, providing an opportunity for elected members to provide strategic direction, scrutiny and challenge of procurement activity throughout the Reporting Period.

The procurement structure within the Council is a largely 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. To better support the needs of the Council and to build capacity within the procurement team, new trainee procurement officer posts were developed into the structure on a temporary basis during the Reporting Period. Recruitment challenges have meant that the team currently consists of 1 x manager post, 1 x qualified Procurement Officer and, 6 x Trainees. The organisational structure of the corporate procurement team is shown below:



Professional development and training has been an ongoing priority for the team to ensure appropriate knowledge and skills are available to support the contractual and commercial needs of the Council. All Trainee Procurement Officers are undertaken CIPS training leading to the qualification.

## 2. Regulated Procurements Activity Completed

### 2.1 Regulated Contracts Awarded

This section provides a summary of the regulated procurement processes completed by the Council during the Reporting Period; however, it should be noted that a further 157 quick quote procurement processes for non-regulated contracts were completed during the same period. 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. Regulated procurement processes are governed by rules set out within the Procurement Reform (Scotland) Act 2014.

During the Reporting Period the Council conducted 45 regulated procurement processes, worth up to £116m over their lifetime.

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 contracts over £50,000.

A record of all regulated contracts awarded during the Reporting Period is provided at Annex A of this report. Annex B provides a summary of the regulated contracts that are forecast to be tendered during the next two financial years (FY20/21 and FY21/22).

### 2.2 Procurement Influenceable Spend

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	£187,268,463
% of Procurement Spend on Contract	93.47%

During the last 3 years we have seen a continual and considerable increase with reported spend on contract rising from 51% to 93.47% for this Reporting Period.

Analysis of maverick spend, supported by the effective implementation of corporate and national contracts, has been successful in securing potential savings. This activity will continue across all contract areas as part of the P2P project delivery and performance measures, which shall enable the tracking of this performance and the impact it has going forward.

### 2.3 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 use of and implementation of collaborative contracts, for example those awarded by Crown Commercial Services, Scottish Government or Scotland Excel, are considered fully compliant 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.

During the Reporting Period, 19.88% of our spend was through collaborative contracts. This is a decrease from the previous financial year, where 25.59% of our spend was through collaborative contracts. This purely reflects the types of procurements that were delivered during this period. A target of 30% of spend continues to be the aim for collaborative spend but only where it provides direct benefit to the Council.

## 2.4 Cashable Savings

Achieving Best Value/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.

During the Reporting Period, the Council targeted £150K of recurring revenue savings from procurement activity with £163K being achieved. These savings were attributed to the following contract areas:

- Provision of Day Care Services
- Building and Timber Materials
- Carers Support
- Carriageway Associated Maintenance Framework Agreement
- Community Based Support and Facilitation Service
- Janitorial Products
- School Bus Transport

Further to the cashable revenue savings above, an additional £122,371 was saved on capital projects which can then be reinvested to deliver more for the Council's capital project budgets.

A further £756,629 of additional costs have been avoided through procurement activity (cost avoidance); a summary of these achievements is presented in the table below:

Contract	Cost Avoidance Saving	Explanation
Kelloholm Road Realignment and Extension	£185,000	This is based on the project total cost being lower than anticipated during pre-tender estimates. There was a short fall in overall

		budget for this, therefore no cashable savings have been made from this contract.
Lining and Road Marking MTC	£2,007.35	This represents a 9% increase in contract price compared to previous contract value. The national inflation rate at the time of award was 11%. This shows a cost avoidance price increase of 2%.
Kelloholm Primary School – Roof and M&E works	£569,622.39	This is based on a pre-tender estimate of £2,011,799.85. The most economically advantageous tender cost of £1,442,177.19 shows a cost avoidance of £569,622.39. No cashable savings are achieved through this contract, as it is not funded through a revenue budget.

### 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:

<b>Priority: LEADERSHIP, COMPLIANCE AND GOVERNANCE</b>		
<b>Outcomes:</b>		
Contract and Supplier management is implemented.	National agendas are influenced.	Procurement activity is aligned to the Council's priorities and objectives.
Procurement Reform (Scotland) Act 2014 and associated legislation is implemented and adhered to.	Appropriate governance arrangements are in place for procurement activity.	
<b>Activity</b>	<b>Timescale</b>	<b>Status / Update</b>
Set up champion forums for	October 2018	Initial success was achieved

<ul style="list-style-type: none"> <li>• Procurement / tender activity.</li> <li>• Contract and supplier management.</li> <li>• Community benefits.</li> </ul>		<p>however changes to the Council structure requires us to revisit this requirement</p> <p>Head of Services were requested to nominate a Champion in February 2020. Unfortunately, due to Covid-19 this has not progressed but will be progressed FY20/21.</p>
<p>Promote and embed contract and supplier management activities working with officers within service departments and suppliers to identify and deliver outcomes.</p>	<p>Ongoing</p>	<p>Tools to undertake effective contract and supplier management activities in a consistent manner across the Council are available on Connect and have been promoted across the Council.</p> <p>Further detailed work needs to be conducted to ensure that contract management is embedded within the Council in a sustainable fashion. This is both at the Services level but also at the strategic corporate level</p>
<p>Represent procurement at national forums including the Scottish Local Government Procurement Forum, Commercial User Groups and Contract User Intelligence Groups.</p>	<p>Ongoing</p>	<p>Contract user groups have been attended by procurement and contract users within services.</p> <p>The Council are also represented at Scotland Excel Commercial user group and Commercial Steering Group and at the Scottish Local Government Procurement Forum.</p>

**Priority: EFFICIENT PROCUREMENT PROCESSES DELIVERING VALUE TO THE COUNCIL**

**Outcomes:**

Procurement delivery identified revenue savings targets.	Added value is delivered through effective procurement and this is recorded and reported.	Improved use of e-procurement and compliance with the Procurement Reform (Scotland) Act 2014 in relation to electronic procurement.
Increased compliance	Collaborative procurement opportunities are exploited to maximise the value delivered.	Leaner procurement processes are in place with improvements to procurement template documents used
<b>Activity</b>	<b>Timescale</b>	<b>Status / Update</b>
Cashable savings target of £150K in FY 2019/20	March 2020	Complete.  Revenue savings of £163,598 were secured.
Develop an action plan in relation to sustainable procurement delivery.	January 2019	Complete.  Action plan has been developed using the Scottish Government's flexible framework tool.
Report and deliver against this action plan	Ongoing	Outcomes shall continue to be reported in Procurement Annual reports.
Provide template arrangements for Project Bank Accounts for large value construction projects.	December 2018	Deferred to FY20/21.  This action was not undertaken as there were no immediate construction projects that require this arrangement.
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.	March 2020	There is still further work to do on this given the mainly trainee procurement officers employed in the procurement team. In addition, changes in the Council structure will require that a further round of training will be needed.

<p>Lead and complete Purchase to Pay transformation project in accordance with the Council's Modernisation Programme.</p>	<p>Ongoing</p>	<p>85% Complete</p> <p>At project inception, there were 5 systems identified that are used to process ordering and payments across the Council.</p> <p>All systems and integrations between these systems were reviewed. An option appraisal for the use of an existing system to meet all Council requirements for ordering and payment activity was undertaken and the Digital Board approved the implementation of Integra RSS.</p> <p>Finance Procurement and Transformation Committee approved the implementation of an Early Payment programme at their meeting on 3 March 2020. This included details of the percentages to be targeted and the spend profile for each</p>
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<p><b>Priority: DELIVER SUSTAINABLE PROCUREMENT OUTCOMES</b></p>		
<p><b>Outcomes:</b></p>		
<p>Compliance with the Sustainable Procurement Duty.</p>	<p>A tracking and reporting process 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 processes within the Council and third sector organisations access opportunities.</p>	
<p><b>Activity</b></p>	<p><b>Timescale</b></p>	<p><b>Status / Update</b></p>

Develop guidance for the implementation of the Sustainable Procurement Policy and provide template documents, clauses and deliver training where required.	March 2019 / Ongoing	Complete.  National best practice templates have been made available via Connect / procurement SharePoint page. Each service area has a champion for sustainable procurement who have participated in external training.
Sustainability is embedded in procurement and considered in all contract strategies.	Ongoing	Ongoing / Business as usual for all contract strategies.
Maintain a programme of supplier engagement activities aligned to contract opportunities.	Ongoing	This programme is prepared on an annual basis, aligned to contract opportunities. A regional Meet the Buyer event took place on 23 October 2019 at The Bridge, Dumfries. 110 companies attended the event and positive feedback was received.  A more proactive and comprehensive programme will be developed for FY20/21

## 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.

Since the introduction of our Sustainable Procurement Policy (2016), the council have achieved the following successes in meeting the key obligations within the act:

- publication of our contracts register
- 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)
- Implementation of a non-financial benefits tracker

Development of guidance and tools is ongoing, and these tools recognise the need to provide clear corporate reporting and data capture mechanisms and target the needs of the communities where our contracts are delivered.

## 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.

A supported business is defined an economic operator who main aim is the social and professional integration of disabled and disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged.

Consideration of supported businesses is always included in the development of all contract strategies for contracts over £50,000.

The Council continued to utilise the Scotland Excel furniture services framework, with a spend of £773,264 through this framework. The Council's chosen supplier has committed to 2% of this spend (£15,465) then being spent with Supported Businesses through their supply chain.

The Council also 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). During the Reporting Period, the Council have spent £38,591,824. This is an increase of £30,023,837 compared to the previous reporting period. This increase can mainly be attributed to the contract for Early Learning and Childcare and Brokerage Services which was awarded to 85 providers, 35 of whom confirmed they were Third Sector, with a value of £21,705,000.

## 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.

Community benefits also support growth of the local economy, one of the Council's key priorities, recognising the role procurement spend can play in supporting delivery of this priority. Spend with local business directly from the Council has increased to 34% of procurement spend with suppliers in Dumfries and Galloway during the Reporting Period.

Throughout the Reporting Period, the Council has undertaken 29 supplier training or market engagement sessions for key strategic contract areas, which inform the strategies and

promote opportunities for local suppliers. This is an increase of 17 on the previous reporting period.

Under the Sustainable Procurement Duty, the Council must consider community benefits for all procurement processes at or above £4 million in value, the Council awarded **2** framework agreements whereby the overall ceiling value exceeded this amount during the Reporting Period and these agreements included community benefit requirements, however specific commitments will be defined and reported at the time of call offs from these agreements and reported in subsequent annual reports.

Annex C of this report provides details of the community benefits delivered through the regulated procurement contracts awarded during the Reporting Period.

## 5. Project Achievements

- Purchase to Pay – 85% complete. Automating and streamlining the current business processes and systems to improve the performance of purchase to pay activities across the Council.
- Meet the Buyer Event Dumfries and Galloway - A regional Meet the Buyer event took place on 23 October 2019 at The Bridge, Dumfries. 110 companies attended the event and positive feedback was received.

## 6. Procurement Key Statistics

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

<b><u>1. Organisation and report details</u></b>	
a) Contracting Authority Name	Dumfries and Galloway Council
b) Period of the annual procurement report	1 April 2019 – 31 March 2020
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	45

<p>b) Total value of regulated contracts awarded within the report period. The reduction is due to the large value contracts last year associated with the Trades &amp; Transport DPS</p>	<p><u>£116M</u></p>
<p>c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period. Implementation of the roads framework &amp; ELC framework has been the main increase in unique suppliers which has also impacted the number of SMEs doing business with us as most if not all of these framework providers are SMEs</p>	<p>186</p>
<p>i) how many of these unique suppliers are SMEs</p>	<p>172</p>
<p>ii) how many of these unique suppliers how many are Third sector bodies</p>	<p>35</p>
<p><b><u>3. Review of Regulated Procurements</u></b> <b><u>Compliance</u></b></p>	
<p>a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy</p>	<p>45</p>
<p>b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy. All complied.</p>	<p>Zero</p>
<p><b><u>4. Community Benefit Requirements</u></b> <b><u>Summary</u></b></p>	
<p><b>Use of Community Benefit Requirements in Procurement:</b></p>	
<p>a) Total number of regulated contracts awarded with a value of £4 million or greater.</p>	<p>5</p>
<p>b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.</p>	<p>5</p>
<p>c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements</p>	<p>40</p>

**Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:**

d) Number of Jobs Filled by Priority Groups ( <i>Each contracting authority sets its own priority groups</i> )	6
e) Number of Apprenticeships Filled by Priority Groups	3
f) Number of Work Placements for Priority Groups	16
g) Number of Qualifications Achieved Through Training by Priority Groups	9
h) Total Value of contracts sub-contracted to SMEs	£0
i) Total Value of contracts sub-contracted to Social Enterprises	£0
j) Total Value of contracts sub-contracted to Supported Businesses	£0
k) Other community benefit(s) fulfilled	<p><b>Charitable donation – 2</b></p> <p><b>Industry awareness days – 2</b></p> <p><b>Sponsorship – 5</b></p> <p><b>Supply chain development for SMEs – 4</b></p> <p><b>Promote recycled products - 3</b></p>

**5. Fair Work and the real Living Wage**

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	17
b) Number of unique suppliers who have committed to pay the real	22

Living Wage in the delivery of a regulated contract awarded during the period.	
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	0
<b><u>6. Payment performance</u></b>	
a) Number of valid invoices received during the reporting period.	131666
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	96.1%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	45
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:	£0
i) spend within the reporting year on regulated contracts	£0
ii) spend within the reporting year on non-regulated contracts	£0

**8. Spend and Savings Summary**

a) Total procurement spend for the period covered by the annual procurement report.	£187,268,463
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£104,870,339.28
c) Total procurement spend with Third sector bodies during the period covered by the report.	£38,591,824
d) Percentage of total procurement spend through collaborative contracts.	19.88%
e) Total targeted cash savings for the period covered by the annual procurement report	<b>£150,000</b>
i) targeted cash savings for Cat A contracts	<b>£22,500</b>
ii) targeted cash savings for Cat B contracts	<b>£22,500</b>
iii) targeted cash savings for Cat C contracts	<b>£105,000</b>
f) Total delivered cash savings for the period covered by the annual procurement report	£163,598
i) delivered cash savings for Cat A contracts	£0.00
ii) delivered cash savings for Cat B contracts	£76,713.34
iii) delivered cash savings for Cat C contracts	£86,885.45
g) Total non-cash savings value for the period covered by the annual procurement report	£879,000

**9. Future regulated procurements**

a) Total number of regulated procurements expected to commence in the next two financial years	107
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£40,233,015.84

### **People and Training**

Internal Personal Development Training Sessions for Corporate Procurement Team	The changes in the team composition and the appointment of trainees has adversely impacted this however all the new Trainees are undertaking CIPS training and other CPD activities via webinars and Team presentations.
Number of people who have completed the procurement online training	844 – Mandatory training includes: Introduction to Procurement online training module alongside Quick Quote training. The introductory module provides all staff with an awareness of the Council's procurement policies.
Percentage of regulated contracts awarded to a supplier who committed to payment of the Scottish Living Wage	43% - Information is requested on a voluntary basis from those awarded contracts. The 43% reported are of all those who have been awarded a contract and confirmed they pay the Scottish Living Wage.

## Procurement Spend FY 19/20

**Total Spend - £187M**



**Revenue Savings - £163K**

**Capital Savings – £879K**

**Cost Avoidance - £756K**

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**93.47% On-contract spend**

**34% Spend with Local Businesses**



### Top 5 Spend Areas

1. Social Care & Services (£72M)
2. Construction (£23M)
3. Facilities Management (£20M)
4. Waste & Environmental Services (£8M)
5. Utilities & Energy (£7M)



**56% Spend with SME'S**



**Mandatory Flo training for all staff continues**



**935 Local Suppliers Registered on PCS**

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## Annex A

## Regulated Contracts Awarded during Financial Year 2019/20

Regulated Contract Title	Awarded Supplier	Contract Value (Total)	Tender Route
Alcohol and Drug Service (including Talking Therapies Service)	Addaction & Alcohol and Drugs Support South West Scotland	£3,875,000.00	Open Tender (OJEU)
The Construction of Sparling Bridge, Newton Stewart	Story Contracting Limited	£742,665.63	Restricted
The Provision of Day Care Services for Stranraer and The Rhins	Stranraer Skills Station	£417,995.20	Open Tender (Regulated)
Waste Haulage	Hayton Coulthard	£583,010.00	Open Tender (OJEU)
Early Payment Programme Services	Oxygen Finance Limited	Rebates Only	Direct Award
Acquired Brain Injury - Day Services	Capability Scotland	£174,900.00	Negotiated Procedure
Kelloholm Road Realignment and Extension	R H Irving Construction Ltd	£1,095,301.63	Open Tender (Regulated)
Building and Timber Materials	DTC Merchants Ltd	£224,450.00	Direct Award
Carers Support	5 Suppliers	£3,052,147.00	Open Tender (Regulated)
Carriageway Associated Maintenance Framework Agreement	10 Suppliers	£3,234,000.00	Open Tender (OJEU)

Community Based Support and Facilitation Service	Capability Scotland	£596,388.00	Open Tender (OJEU)
Condition Surveys	Thomson Gray	£335,448.40	Open Tender (OJEU)
Galloway Glens 2019 Footpath Improvements	Lot 1 & 2 W J Murray and Lot 3 Luce Bay Group.	£218,048.00	Open Tender (Non-Regulated)
Day Centres	9 Suppliers	£1,784,100.00	Direct Award
Debt Collection Services	Stirling Park LLP	£450,000.00	Mini Competition
Early Learning & Childcare Brokerage Framework (nursery provision)	85 Suppliers	£21,705,000.00	Open Tender (OJEU)
Electoral Management System	Democracy Counts Limited	£125,000.00	Direct Award
Energy Agency Funding Administration	Energy Agency	£1,938,227.00	Direct Award
Janitorial Products	Unico Limited	£1,389,085.64	Direct Award
Leisure Management Software System	Legend Club Management Systems	£296,458.75	Open Tender (OJEU)
Lining & Road Markings MTC	Tim Doody & Company Ltd	£794,992.00	Open Tender (OJEU)
Local Bus Network (1)	3 Suppliers	£2,585,288.00	Mini Competition
Local Bus Network (2)	6 Suppliers	£4,664,082.00	Mini Competition

Purchase Cards	National Westminster Bank PLC	Rebates Only	Direct Award
Roads Maintenance and Improvement Framework Agreement	58 Suppliers	£38,200,000.00	Framework Set Up
School Bus Transport (2)	12 Suppliers	£3,698,180.00	Mini Competition
Shoreline Management Plan	RPS Consultancy Services Limited	£188,680.00	Mini Competition
Stranraer Flood Protection Scheme - Work Item 4 – Spoutwell	Noel Regan & Sons	£243,504.54	Open Tender (OJEU)
Supply, Installation and Maintenance of Public Access Wi-Fi Systems Framework Agreement	G5 Technologies	£39,560.00	Open Tender (Regulated)
Kelloholm Primary School - Roof and M&E	Bell Contracts & Co Ltd	£1,442,177.19	Open Tender (Regulated)
Barlockhart Travellers Site Upgrade – Glenluce	Luce Bay Group	£453,012.86	Open Tender (Regulated)
Children’s Residential Care	Scottish Autism (GB)	£4,364,496.00	Direct Award (Framework)
Children’s Residential Care	Kibble Education and Care Centre (GB)	£5,451,208.00	Direct Award (Framework)
Children’s Residential Care	Aberlour Child Care Trust (GB)	£1,640,108.00	Direct Award (Framework)
Children’s Residential Care	Barnardo's Scotland (GB)	£269,576.00	Direct Award (Framework)

Children's Residential Care	Quarriers (GB)	£325,484.00	Direct Award (Framework)
Children's Residential Care	Hillside School (Aberdour) Ltd (GB)	£503,124.00	Direct Award (Framework)
Children's Residential Care	Common Thread Limited (GB)	£559,696.00	Direct Award (Framework)
Children's Residential Care	Care Visions Group Limited (GB)	£596,688.00	Direct Award (Framework)
Children's Residential Care	Applied Care & Development (GB)	£646,272.00	Direct Award (Framework)
Children's Residential Care	Camphill Schools Ltd (GB)	£777,684.00	Direct Award (Framework)
Children's Residential Care	Radical Services Ltd (GB)	£949,368.00	Direct Award (Framework)
Children's Residential Care	Inspire Scotland Ltd (GB)	£1,187,884.00	Direct Award (Framework)
Supply of Electricity	EDF Energy Customers Limited (GB)	£3,933,633.00	Direct Award (Framework)
Award of Kirkland Drive Park, Kelloholm	Kompan Scotland Ltd (GB)	£199,911.00	Mini Competition (Framework)

**Annex B****Regulated Contracts to be procured during financial year 2020/21**

<b>Contract Title</b>	<b>Baseline Annual Budget</b>
Purchase of RCVs and Food Waste Vehicles and Associated Software & Hardware	£5,209,000.00
Bus Shelter Contract	£50,000.00
Housing – Sheltered & Supported People	£377,386.00
Independent Financial Advisor	£15,000.00
Older People Befriending Services	£26,883.00
Out and About Services (Sensory Support)	£33,600.00
Representation and Engagement	TBC
Specialist Care at Home and Non-Specialist Care at Home	TBC
Community Learning and Development Recommission	TBC
Family Placement Services	£93,293.64
Fleet Vehicles and Parts	TBC
Non-Fatal Overdose and Community Re-Integration Project	TBC
The Provision of Family Centre Support Services	£115,000.00

Salary Sacrifice Car Scheme	TBC
Care and Repair	£1,606,078.00
Groceries and Provisions	£1,091,922.00
Mental Health Supports	£1,945,280.00
Community Supports	£348,831.00
Day Care	£1,099,621.76
Carer Short Breaks	£303,852.00
Temporary Homeless Accommodation with Support	£944,825.00
Electronic Signature	£14,500.00
Integrated HR / Payroll System	£179,544.00
Outreach Housing Support	£1,063,048.00
2 Wheeled Bins for Household Kerbside Recycling Collections	£2,925,000.00
Annan Academy Fire Doors	£100,000.00
Annan Academy Rewire Phase 5	TBC
Asset and Insurance Valuations	£50,000.00
Bridges Framework (Scotland Excel Set Up)	TBC
Burns Street, ARC Toilet & Reception	£100,000.00

Canonbie PS Nursery Project	£180,000.00
Castle Douglas MUGA	£50,000.00
Castle Douglas Technical Labs	TBC
Collin Primary Electrical Refurbishment	TBC
Commerce Road Final Phase	TBC
Commercial Kerbside Collections - Dry Recyclates	TBC
Crossmichael Primary School – Temporary Building	£86,596.55
Damp & Dry Rot Framework	£49,000.00
DGRI New Abbey Road (Scotland Excel Set Up)	£120,000.00
Electrical Maintenance (Scotland Excel Set Up)	£370,000.00
Engineering and Parts Framework (Scotland Excel Set Up)	TBC
Glenluce Nursery Toilets	£50,000.00
Kirkbank House – Agile Working	£770,000.00
Kirkcudbright Academy MUGA	£50,000.00
Kirkcudbright Academy Technical Labs	TBC

Leswalt Primary School - Office & Reception Reconfiguration & Full M & E Works	£340,000.00
MBT offtakes; Residual Offtakes; and HWRCs, Bulky and Street Sweepings Offtakes	£2,706,785.00
Measured Term Plumbing	£226,116.21
Measured Term Roofing	£137,052.62
Newington Primary M&E	TBC
Noblehill Nursery & Internal Alterations	TBC
Old Mortality, Dumfries Museum	£60,000.00
Park Primary Nursery	TBC
Professional Technical Services Framework (Scotland Excel Set Up)	£1,663,000.00
Relocation of Portacabins, Annan	£177,000.00
Rephad Primary Doors, M&E	TBC
Servicing & Maintenance of Air Conditioning	£10,000.00
Servicing & Maintenance of Passenger Lifts	£27,250.00
Servicing & Maintenance of Swimming Pool Plant	£35,000.00
Servicing and Maintenance Workshop Machinery	£50,562.00

Skip Movement & Waste Processing/Recycling Services for Newton Stewart and Stranraer Sites	£31,308.00
Springholm Nursery	TBC
St Michael's Primary Roof Phase 2	£100,000.00
Wanlockhead Community Centre Roof	£50,000.00
Wigtown Electric Vehicle ChargePoint's - Trades DPS	£200,000.00
Zero Waste, Dumfries	TBC
Insurance & Claims Handling Services (excluding Broking Services)	£1,500,000.00
Window Cleaning	£ 35,000.00
Cashless Payment System	TBC
Traditional Music YMI	£147,270.00
Banking Services	£25,000.00
Electoral Management System	£50,000.00
Supply of IT Consumables	TBC
Income Management and Counter Receipting (including Cloud Hosting)	TBC
Report It (Road and Pavement) - Phase 1 - Improvement Project	TBC

Data Processing Service and API License and Forms Hosting - Council Tax	£29,755.00
Core Revenues and Benefits System (including reporting tools)	£74,707.00
Computer Software - Document Management, Workflow System with CRM	£43,000.00
Office 365 (Facilities Management) Support	£330,000.00
Street Lighting Materials	TBC
MBT IT Upgrade	TBC
Roadstone Framework	TBC
Lockerbie Station Car Park Improvement	£1,000,000.00
Dockhead Junction (Signals and Civils Work)	TBC
Energy Bureau Services	£30,000.00
Structural Engineer Appointment	£164,000.00
Newton Stewart Flood Protection Scheme Construction	£8,000,000.00
Plumbing and Heating Materials	£153,949.06
Provision of heat and maintenance for Biomass Boilers	£232,000
Boiler Service and Maintenance	£225,000

### Regulated Contracts to be procured for Financial Year 2021/22

Contract Title	Baseline Contract Budget
Postal Services	TBC
Annan Museum Roof	£100,000.00
Annan Town Hall Emergency Lights/Fire Alarms	£250,000.00
Council HQ Smarter Working	TBC
Canonbie PS Nursery Project	£300,000.00
Dunscore Primary Toilet Refurbishment	£150,000.00
Holywood Primary Toilet Refurbishment	£150,000.00
Kirkbank House – Agile Working	£325,000.00
Leswalt Primary School - Office & Reception Reconfiguration & Full M & E Works	£533,000.00
Locharbriggs Primary	TBC
Lochrutton Primary Mech Refurbishment	£135,000.00
Lochside Park Castle Douglas / The Isle Wood Block	£300,000.00
Newington Sports Centre Fabric & M&E	£250,000.00

Palnackie Primary Electrical Refurbishment	£115,000.00
Park Primary Mechanical	£310,000.00
Ryan Centre Heating, BMS & Flume	£200,000.00
Victoria Halls, Roof and Windows	£300,000.00
Newton Stewart Flood Protection Scheme Construction	TBC
Insurance & Claims Handling Services (Excluding Brokerage Services)	TBC

## Annex C

## Community benefits delivered through the regulated procurement contracts awarded during the financial year 2019/20

Contract Title	Supplier Name	Benefit	Status
Drug and Alcohol Service	Addaction & Alcohol and Drugs Support South West Scotland	<p>Recruitment of 10 volunteers (training and work experience) by end of year one.</p> <p>Offering space in premises free of charge to community groups/voluntary sector.</p> <p>Providing free training sessions &amp; consultancy support to partner organisations and friends and family on substance misuse.</p> <p>Developing community networks addressing marginalisation and loneliness.</p> <p>Offering service users, the award-winning mindfulness app (Headspace)</p> <p>Supporting local Projects (DG Eco Warriors)</p> <p>Introducing a mobile bus (MOVE) working in partnership with D&amp;G Sexual Health/BBV team.</p>	Committed
Waste Haulage	Hayton Coulthard	<p>We work with the Department for Work and Pensions in Dumfries to help deliver the DWP Road to Work initiative. The initiative identifies DWP clients that are currently seeking employment in the area and have shown an interest in driving LGV's. The next step is a joint assessment centre with the DWP and HCT where the candidates are interviewed for their suitability. The suitable candidates are then put through a training programme funded by the DWP/HCT. Once trained HCT will guarantee an Interview for a suitable job when the candidate has passed the relevant LGV licences. The next Jobs fair we are supporting is on the 22/5/2019 in Dumfries Job Centre.</p>	Committed
The Construction of Sparling Bridge, Newton Stewart	Story Contracting Limited	<p>Commitment of £500k project spend with local SME's. Fundraising for Scottish Association for Mental Health (SAMH). Developing a fund-raising event up to the value of £2k.</p> <p>£5k to work with local schools, delivering seminars, presentations and site visits. And</p>	Committed

		a 6-week placement for a local engineering student. Engagement and stakeholder management, community workshops, letter drops to local households/business, signs and information displayed at areas most affected and training site managers to be sympathetic to local needs. This is to the value of £5k.	
Lining and Road Markings MTC	Tim Doody & Company Ltd	For every £100,000 spent we will mark out a playground or school yard selected by D&G Council.	Committed
Shoreline Management Plan	RPS Consultancy Services Limited	Utilisation of local survey companies to undertake additional topographical and hydrographic surveys and other SMEs for surveys and sub-contracted tasks where the skills exist locally.  Non-technical training on the process of developing a Shoreline Management Plan. Allowing communities to become more involved in the project to develop a robust and sustainable management policies for the coastline. Training can be made in conjunction with organisations such as the Solway Firth Partnership.  Involve primary schools across the region in the project helping them understand key issues such as flooding, erosion and climate change to increase environmental awareness amongst the pupils and encourage pupils to consider STEM based careers.	Committed
Condition Surveys	Thomson Gray	Community benefits from previous contracts will be replicated from previous contracts and this will be closely monitored by the contract manager and these commitments will be agreed at contract inception date.	Committed
Galloway Glens 2019 Footpath Improvements	Lot 1 & 2 W J Murray and Lot 3 Luce Bay Group.	Luce Bay Group have adopted a “grow your own” policy. At present we are training three full time apprentices: a joiner, bricklayer and plant mechanic. All three apprentices are attending college combined with on the job training over four-year courses. We are committed to providing training and work experience throughout our organisation. We are currently providing onsite training to a trainee quantity surveyor allowing them to develop on site skills. We recently worked on a project for New Galloway Community Enterprises Ltd which involves the renovation of a former shop	Committed

		<p>into a community shop and two holiday lets.</p> <p>Luce Bay Group, during the term of the contract hope to reach out to the wider community and provide jobs and providing practical and training opportunities to groups, organizations and schools.</p> <p>During the summer holidays, we employ local students from college and university within the office environment. This helps us to cover our holiday period and allows them to gain valuable on the job experience; these youngsters are all from the local community.</p> <p>We are in discussion with Dumfries and Galloway College with the intention to provide practical on the job training to local youngsters throughout the year within all our disciplines. This training would give local people the chance to gain valuable experience within the working environment.</p> <p>Representatives from Luce Bay Group attend local training events held by Dumfries and Galloway College, Stranraer Academy and the Douglas Ewart High School. At these events, we speak to students about training opportunities within our organisation and in the wider community. We also attend a Meet the Employer event, held by Dumfries and Galloway College. This allows us to look towards future recruitment and gives an insight to what skill we would be looking for in the future.</p> <p>Through these local events we have been working with Dumfries and Galloway Council (Employability and Skills Wigtownshire) team and Local Employment Agency's to provide training opportunities and taster days to local youngsters from our local secondary schools and college. We are developing a network of skilled people willing to pass on their experience to youngsters trying to enter the jobs market.</p>	
Carriageway & Associated Maintenance Framework Agreement	10 Suppliers	We would be willing to give talks to young people in secondary schools who are job seeking and need some advice.	Committed
Kelloholm Road Extension	R H Irving Construction Ltd	<p>Work Experience placement (16+ years of age) Placement to be provided for an unemployed person aged over 16 years of age.</p> <p>Work Experience placement (14-16 years of age).</p>	Committed
Carers Support	D&G Carers Centre Quarriers	<p>Community consultation, engagement and involvement - advisors to lead on an activity for example, a café, football reminiscence, information / education workshop.</p> <p>Host Dementia Friends sessions in local schools.</p> <p>Support for volunteers to deliver the services required.</p>	Committed

	Support in Mind Scotland  Alzheimer Scotland  Relationship Scotland	D&G Carers centre is a locally based charity providing services to carers - employing / opportunities for local volunteers. As part of this contract D&G Carers centre are looking to create additional employment to develop new services for Carers.  3 new roles have been created for this contract; and will look to link with local employability providers to encourage applications from long-term unemployed, disadvantages or others.  Provide a training opportunity for HNC Health Care & Social Services Students.  Offer supported volunteering opportunities to members of the community.  Look to purchase supplies from local companies when available.	
Debt Collection Services	Stirling Park LLP	Work experience placement for two individuals per year.  Conduct / attend one career day at schools or colleges per year.	Committed
Stranraer Flood Protection Scheme - Work Item 4 – Spoutwell	Noel Regan & Sons	Noel Regan Limited will use local suppliers whenever possible. Noel Regan Limited will use local labour whenever possible.	Committed
Kelloholm Primary School - Roof and M&E	Bell Contracts & Co Ltd	Sub-contracting opportunities will be advertised locally to use local supplies.  Willing to engage and support local communities through sponsorship activities.  New entrant trainees and work experience placements recruited in Dumfries and Galloway.	Committed
Barlochart Travellers Site Upgrade – Glenluce	Luce Bay Group	Luce bay are looking to work with Dumfries and Galloway College to provide practical training to local youngsters as well as attending local training events held in local secondary schools.	Committed