

Finance and Resources Committee

10.00am, Thursday 24 September 2015

Contracts Awarded Under Delegated Authority (Waiver Reports) and Procurement Activity

Item number	7.12
Report number	
Executive/routine	
Wards	All

Executive summary

The City of Edinburgh Council has awarded a total of £54.8m of contracts to a variety of supplier organisations from 1 March 2015 to 30 June 2015, with the annual value of live contracts operating during this period totalling £453.3m. During the same period contracts worth £12.06m have been let following a Waiver of the Council's Contract Standing Orders (CSOs), as permitted by Section 9 of the CSOs. £2.1m of contracts were granted under delegated authority and £9.96m by committee approval.

Additionally, contracts below the threshold requiring Committee approval to the value of £6.47m have been awarded in the period from 1 March 2015 to 30 June 2015.

The report updates the Committee with a summary of the contracts awarded. It is recommended that the Committee notes the contents of this report.

Links

Coalition pledges	P30
Council outcomes	CO25
Single Outcome Agreement	

Contracts Awarded Under Delegated Authority (Waiver Reports) and Procurement Activity

Recommendations

- 1.1 It is recommended that the Committee notes the contents of this report and the authorisations made under delegated authority.

Background

- 2.1 The Contract Standing Orders (CSOs) are the Council's legal and operational rules for how we buy goods and services (ranging from purchases of small value to millions of pounds).
- 2.2 The City of Edinburgh Council has awarded a total of £54.8m of contracts to a variety of supplier organisations in the period from 1 March 2015 to 30 June 2015.
- 2.3 During the specified period a number of contracts have been awarded under the delegated authority permitted by waiving the CSOs, as permitted in Section 9 of the CSOs. The report for this period includes an overview of the contracts awarded by committee approval of a Waiver of the CSOs during the period, to give a comprehensive overview of all waiver activity. This will be included in future reports.
- 2.4 The current report includes information on a four month period, March to June, which means future quarterly reports will now be aligned with the financial reporting periods.

Main report

- 3.1 The CSOs may be waived in certain specified circumstances as set out below.

Waiver of Standing Order Process

- 3.2 The CSOs can be waived by the relevant officer providing a written waiver report which outlines the justification of the waiver under the following delegated authority limits (Table 1). Copies of all waivers are held by the relevant Service and also with Commercial and Procurement.

3.3 The CSOs are reviewed annually and updated as necessary. They will be altered as appropriate to incorporate changes to job titles in the intervening period, including that of the Chief Operating Officer and Deputy Chief Executive, and to address the changes introduced as a result of the Procurement Reform (Scotland) Act 2014. The 2014 Act will introduce a new tendering regime over the value of £50,000.

Table 1 Current Waiver Delegated Authority Limits

Contract Value	Delegated Authority
Less than £25,000	Relevant Head of Service and Commercial and Procurement Manager
More than £25,000 and less than £250,000	Relevant Director and Chief Operating Officer & Deputy Chief Executive (formerly Director of Corporate Governance)
More than £250,000	Relevant Director, Chief Operating Officer & Deputy Chief Executive (formerly Director of Corporate Governance) and relevant Committee Convener. In respect of contracts required in extreme urgency or in the best interests of the Council.

3.4 The waivers of CSOs to allow a contract to be awarded or extended without competitive tendering will always be required in certain circumstances e.g. continuity of care or a sole provider due to intellectual property rights. Each waiver is looked at on its own merits and is only approved if justifiable. However, these circumstances need to be tightly controlled. As such, justification for the waiver of CSOs is permitted but only in the two instances categorised as follows:

- **Legislative exemptions (including technical or artistic reasons, extreme** urgency, social care contracts (where there is no cross border interest) and genuinely exceptional circumstances, where the departure from CSOs is wholly justified in accordance with EU law and principles i.e. where the value of the contract does not exceed the current EU thresholds (£173,000 for services and £4.3M for works) and there is no interest from providers from member states outwith the UK.
- **In the Council’s best interests** where, on a risk-assessed basis, the departure from standing orders can be justified (e.g. to extend an existing arrangement to allow it to be combined as part of a larger procurement exercise).

Appendix 1 includes a breakdown by value in the relevant categorisation. Please note that while some may be categorised as ‘in the Council’s best interests’ they may also still be a legislative exemption because of their low value.

3.5 There will be a continuing need to use this process to allow for those exemptions that European procurement law recognises, and also to provide the flexibility required during this period of transition and improvement in compliance in relation to commercial and procurement activity. The overall objective is to provide an audit trail for when the Council legitimately departs from a requirement to tender, and to significantly reduce the need for those waivers

where they are required due to poor planning, arranging for competitive procurement as required.

- 3.6 A summary of all contracts awarded under waiver arrangements for the period (both under delegated authority and through committee approval) from 1 March 2015 to 30 June 2015 is provided in Table 2 below, set alongside the total annual value of live contracts in operation over the same period. Further information on these waivers is detailed in Appendices 1 and 2.
- 3.7 One aim of the ongoing Purchase to Pay (P2P) project is to ensure that spend with non-contracted suppliers is minimised. A decrease in non-contracted spend has largely been as a result of closer financial management in this area and where appropriate, the approval of waivers has been necessary to continue service provision until a compliant procurement plan has been agreed for these contracts.

**Table 2 Contracts awarded under the Waiver of Standing Orders
(1 March 2015 to 30 June 2015)**

Directorate	Total Waiver Value under Delegated Authority 1 March 2015 – 30 June 2015 (£m)	Total Waiver Value by Committee Approval 1 March 2015 – 30 June 2015 (£m)	Annual value of live contracts* in the period 1 March 2015 – 30 June 2015 (£m)
Children & Families	£0.33m	£1.63m	£88.40m
Corporate Governance	£0.38m	£0.13m	£20.70m
Health & Social Care	£0.72m	£4.16m	£88.90m
Services for Communities	£0.60m	£4.04m	£159.00m
Economic Development	£0.06m	n/a	£4.20m
Cross-Directorate	n/a	n/a	£92.10m
	£2.09m	£9.96m	£453.30m

* Excludes contracts below a threshold of £25,000 annual value

Given their de minimis value, waivers under £5,000 have not been included in this table. There are a total of 15 waivers awarded with a value of less than £5,000 which account for an additional £53,364 in total.

- 3.8 The figures shown in Table 2 and Appendix 1 reflect the total financial value requested to be waived for the contracts in question. In a number of cases the actual spend will be less than this value.

- 3.9 Commercial and Procurement Services will continue to monitor and challenge submitted waivers and ensure continuing compliance with the CSOs.

CSO Approval Thresholds

- 3.10 The CSOs state that contracts in excess of £1m for supplies and services and £1.5m for works require approval from the Committee before award.
- 3.11 Contracts under the Committee thresholds to the value of £6.69m have been awarded in the period 1 March 2015 to 30 June 2015, and are detailed under Appendix 3. Given their de minimis value, contracts under the value of £25,000 have not been listed in the Appendix. There are a total of 18 contracts awarded with a value of less than £25,000 which account for an additional £212,096 in total.

Measures of success

- 4.1 By continuing to scrutinise and document all instances where it has been requested that the Council's CSOs be waived, this evidences strong authorisation and internal control processes within the City of Edinburgh Council.

Financial impact

- 5.1 There are no financial impacts directly arising as a result of this report. Contracts awarded or extended under delegated authority create a legally binding contract for and on behalf of the City of Edinburgh Council which is bound and liable for any conditions under such contracts.

Risk, policy, compliance and governance impact

- 6.1 A waiver denotes a departure from the Council's CSOs (which in part reflect the Council's legal obligations). There may be an increased risk if the Council has departed from EU requirements. However, each waiver is scrutinised on its own merits in this context, and is only approved if justifiable given the circumstances or permitted in accordance with EU obligations. This report outlines all waivers approved from 1 March 2015 to 30 June 2015, and all contracts awarded with a value over £25,000 and under the required committee approval thresholds in the same period, enhancing the Council's measures of transparency.

Equalities impact

- 7.1 There are no equalities impacts directly arising as a result of this report.

Sustainability impact

8.1 There are no sustainability impacts directly arising as a result of this report.

Consultation and engagement

- 9.1 The Council's CSOs outline the appropriate measures of consultation and approval that must be sought from officers or committee for each waiver, dependent on the expected value (as set out at Table 1).
- 9.2 Following extensive consultation with service areas, revised CSOs were approved by the Council on 5 February 2015.
- 9.3 The revised waiver process and supporting documentation were launched in February 2015 to accompany the revised Council Standing Orders, and feedback received from services will be incorporated as appropriate through an annual review.

Background reading/external references

[Finance and Resources - Thursday 13 May 2015 \(item 79\) Contracts awarded under delegated authority \(waiver reports\) and Procurement activity](#)

[Review of Contract Standing Orders and Guidance on Consultants February 2015](#)

Alastair D Maclean

Chief Operating Officer

Deputy Chief Executive

Contact: Nick Smith, Commercial & Procurement Manager

E-mail: nick.smith@edinburgh.gov.uk | Tel: 0131 529 4377

Links

Coalition pledges	P30: Continue to maintain a sound financial position including long term financial planning
Council outcomes	CO25: The Council has efficient and effective services that deliver objectives
Single Outcome Agreement	
Appendices	Appendix 1 – Contracts Awards under waiver of CSOs by Delegated Authority Appendix 2 – Contracts Awards under waiver of CSOs by Committee approval Appendix 3 - Contract Awards below Committee Thresholds

Appendix 1 – Contracts awarded under the Waiver of CSOs by Delegated Authority

The following relate to the period 1 March 2015 to 30 June 2015.

Justification

Paragraph	Description of Justification	Amount
9.1.1	Legislative exemption	29
9.1.2	In the Council's best interests	47
		76

Delegated Authority Waivers by Directorate

Directorate	Children & Families	
Supplier/product or service	Justification for waiver	Value
The Place2be	In the Council's best interests. Extension of existing contract for a counselling service within primary schools, to provide continuity of care to children and to allow time to finalise the strategic review to the service and undertake an appropriate procurement exercise to ensure future compliance.	£146,000
Clyde and Forth Press Ltd	In the Council's best interests. Purchase of print space for foster care recruitment adverts in the Dunfermline Gazette and East Lothian Courier.	£8,688
Sleep Scotland	In the Council's best interests. Sleep counselling and support services for families of children with severe sleep problems in Edinburgh. The provider is the only known organisation that offers this service.	£11,783
Capability Scotland/Youth Zone	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£9,825
The Action Group	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£13,216
Action for Children	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£5,704

Care UK Homecare Ltd	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£15,838
Epilepsy Scotland	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£13,500
Lothian Autistic Society	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£24,999
Mochridhe Support Service	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£6,937
NAS Services Ltd	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£12,500
Clayton Care Ltd	In the Council's best interests. Extension of existing contract to allow the review of services to be completed in line with the implementation of Self –directed Support.	£13,749
Scottish Engineering	In the Council's best interests. A pilot for STEM engineering education in ten schools. This supplier offers the desired quality and level of learning through engineering from workshops, CPD, support and advice and customised national competition.	£6,000
The Yard	In the Council's best interests. A 12 month contract extension for provision of a play scheme drop-in for children and young people with disability and their families, to allow for a new service specification to be approved.	£20,663
Royal National Institute for the Blind	In the Council's best interests. A 24 month contract extension to allow the service area to develop a new service specification in partnership with the supplier which will be tested to ensure it appropriately meets the needs of children and young people with a visual impairment, and future strategy developed.	£22,500
		£331,902

Directorate	Services for Communities	
Supplier/product or service	Justification for waiver	Value
Pipeforscotland.com	In the Council's best interests. The Port Facility Security Officer at South Queensferry co-ordinates all aspects of a ships' arrivals. The visiting vessels, through the ships' agents, request that an appropriate welcome is provided. Each year since 2008, the services of the piper have been procured for each visit. The Shipping Agents have requested that this service continues. All costs are recovered.	£10,800
Tennant UK Cleaning Solutions Ltd	In the Council's best interests. Contract extension to provide essential maintenance to City Centre Task Force vehicles until replacement vehicles become available. Replacement was delayed due to high vehicle demand.	£14,925
Proquest Information and Learning Ltd	Legislative exemption. Proquest is the single source supplier of proprietary materials for family history research and education purposes in Libraries.	£18,800
Business Stream	In the Council's best interests. Work involves the connection of additional pipe work to the water mains for a Neighbourhood Environmental Project at West Pilton Community Gardens allotment. Only the relevant utilities company can connect to the water mains and Business Stream as part of Scottish Water would be best placed as well as the lowest priced contractor to undertake the works.	£13,059
Keep Scotland Beautiful	Legislative exemption. Keep Scotland Beautiful has exclusive rights under the licence granted to Keep Britain Tidy to administer the Green Flags Award scheme for parks in Scotland.	£7,670
Oxford University Press	Legislative exemption. The Oxford University Press (as publisher) is the only source of this proprietary material. The Oxford Reference Online Premium Collection is used as an education resource in libraries.	£11,075
RD Anderson Haulage Ltd	In the Council's best interests. To ensure continuity of provision of 18 tonne hiab lorries whilst a longer term contract finalised. In an initial procurement for a plant and vehicle framework, no suppliers met the specified vehicle requirement.	£21,366
Gordon Young Projects Ltd	In the Council's best interests. Conceptual art proposals for the Water of Leith Flood Prevention Scheme (two sets of flood gates on Warriston Road). The supplier has been working on the project since its inception and the local community has already been consulted.	£8,500
Cobweb Information Ltd	Legislative exemption. In order to provide a range of online reference information in Libraries to for business start ups and	£6,295

	small businesses, a 12 months contract is necessary for this single source supplier.	
Capita Business Services Ltd	Legislative exemption. Your Library portal website links to the Library Management System and other library service online databases. The product is not available from other suppliers as it is designed, built, and hosted by the suppliers as the Intellectual Property owners.	£9,000
Capita Business Services Ltd	Legislative exemption. The Prism Online Catalogue service provides customer access, library stock searching and online transactions and account management. This product is not available from other suppliers as it works with the supplier's library management system as Intellectual Property owners.	£5,000
Trading Standards Institute	Legislative exemption. The supplier is the only provider of metrological reference material and other Trading Standards technical support for the Trading Standards Service.	£5,473
Crown Plaza Edinburgh - The Roxburghe Hotel	In the Council's best interests. Payment to Roxburghe Hotel for the yearly self-financing Libraries & Information Conference called EDGE at low delegate rates.	£13,674
FES Ltd	In the Council's best interests. Rapid deployment mobile CCTV equipment to provide remote security protection to a number of Council properties citywide, to integrate with existing software in the Security Control Room.	£6,500
Rose Street Project Management	In the Council's best interests. This is a locally-based Crematoria specialist to support the specification and design of the new cremators at Mortonhall Crematorium, appointed following market research.	£9,570
Atkins Limited	In the Council's best interests. In December 2014 the Council authorised officers to prepare a detailed assessment of the case for extending the tram network and to report back to committee in Spring 2015. Council delegated authority to officers to procure consultants as necessary to support. Given the limited timescales and the considerable body of knowledge built up in recent years by the supplier on tram audit work, they were commissioned to undertake an independent review of the business case prior to submission.	£35,000
Thames Valley Controls Ltd	Legislative exemption. License payment to allow remote web based monitoring of passenger lifts in high rise buildings in Edinburgh. If the system were changed to another provider, new hardware would be required at prohibitive cost.	£5,149
Hays Specialist Recruitment Ltd	In the Council's best interests. To ensure continuity of employment for an agency employee who manages statutory	£25,000

	compliance contracts for lifts, escalators, lifting equipment and hoists, whilst the service is under review. Due to the incumbent's knowledge, it is deemed to be in the Council's interests to continue this arrangement rather than contract through the preferred supplier until the review is concluded.	
Siemens PLC	In the Council's best interests. In December 2014 the Council authorised officers to prepare a detailed assessment of the case for extending the tram network and to report back to committee in Spring 2015. Council delegated authority to officers to procure consultants as necessary to support. The supplier has been engaged to provide technical consultancy on systems and controls. During the first phase of the project, a substantial amount of knowledge was built up by the supplier that will prove crucial to ensuring that the Council receives robust advice in developing the business case for a future extension from York Place to Leith.	£25,000
Parsons Brinckerhoff Ltd	In the Council's best interests. In December 2014 the Council authorised officers to prepare a detailed assessment of the case for extending the tram network and to report back to committee in Spring 2015. Council delegated authority to officers to procure consultants as necessary to support. The supplier has been engaged to provide specialist technical design consultancy. During the first phase of the project, a substantial amount of knowledge was built up by the supplier that will prove crucial to ensuring that the Council receives robust advice in developing the business case for a future extension from York Place to Leith.	£30,000
Bilfinger Construction UK Limited	In the Council's best interests. In December 2014 the Council authorised officers to prepare a detailed assessment of the case for extending the tram network and to report back to committee in Spring 2015. Council delegated authority to officers to procure consultants as necessary to support. The supplier has been engaged to review existing design and develop the construction delivery strategy. During the first phase of the project, a substantial amount of knowledge was built up by the supplier that will prove crucial to ensuring that the Council receives robust advice in developing the business case for a future extension from York Place to Leith.	£5,000
Turner & Townsend Infrastructure	In the Council's best interests. In December 2014 the Council authorised officers to prepare a detailed assessment of the case for extending the tram network and to report back to committee in Spring 2015. Council delegated authority to officers to procure consultants as necessary to support. The supplier has been engaged to provide project management and consultancy on construction delivery strategy, cost planning and risk. During the first phase of the project, a substantial amount of knowledge was built up by the supplier that will prove crucial to ensuring that the Council receives robust advice in developing the business case for	£75,875

	a future extension from York Place to Leith.	
Keep Scotland Beautiful	Legislative exemption. Arrangement to continue with the Council's external street cleanliness LEAMS and CIMS inspections. There is no other supplier who can provide these services, which includes independent verification of the Council's statutory performance indicator for street cleanliness surveys.	£97,000
Modus Scotland Ltd	Legislative exemption. Maintenance of the Council's existing Asbestos Information Management System, in accordance with legislation and the Council's duty to manage asbestos within its domestic properties, until a longer term procurement plan is developed .	£13,650
PID Systems Ltd	In the Council's best interests. Currently 20 Council properties have alarm systems which are maintained by the supplier and monitored by Security Services. A contract extension is required in the short term to enable a competitive procurement process to be undertaken to utilise the Scotland Excel - Security Services and Equipment contract.	£56,000
Transport & Travel Research Ltd	In the Council's best interests. On 6 October 2014 a waiver was approved for £24,000, for technical support of the ECOStars Edinburgh fleet recognition scheme until 31st March 2015. It is currently proposed that a regional or national ECOStars scheme is established to replace individual local authority schemes. These proposals have not yet been sufficiently developed to launch. T&E Committee agreed on 17 March 2015 that the local Edinburgh scheme should continue for the next financial year pending a decision on the national or regional scheme.	£24,000
Lorensbergs Limited	Legislative exemption. Netloan software is designed to deliver easy, fair and equal customer access to public computers and public wifi in libraries with user management linking to the Capita Library Management System. The product, its maintenance and support is not available from other suppliers as Lorensbergs Limited holds the rights to the Netloan Software.	£9,137
R & A Software Systems Ltd	Legislative exemption. The supplier is the sole supplier of Ezytreev, the product used by the Council for Health & Safety tree inspections and responding to public enquiries, enabling the Council to meet its responsibility for public liability in relation to tree safety.	£9,700
ADT Fire and Security PLC	In the Council's best interests. Contract extension to allow for a procurement exercise to take place whilst allowing the present maintenance provider (ADT) to carry out required works to maintain (320) intruder alarms within Council Properties.	£23,000
		£595,218

Directorate	Corporate Governance	
Supplier/product or service	Justification for waiver	Value
Widerplan Ltd	In the Council's best interests. The UK Government is launching a new Tax free Childcare scheme that will replace the current Employer-provided Childcare salary sacrifice scheme. Existing arrangements with the supplier will continue until the UK Scheme is launched.	£45,980
Covalent Software	Legislative exemption. A contract extension is essential to enable ongoing access to performance management system.	£6,000
Armoir Ltd	Legislative exemption. Edinburgh Collected is a high profile and unique digital community archive of Edinburgh memories, maintained by Edinburgh Libraries, developed through the Open Data Scotland programme in partnership with Nesta. Armoir Ltd has developed this product and is the only supplier who can deliver the required support during the initial post project phase.	£8,400
Lockheed Martin Business Technology Solutions Ltd	In the Council's best interests. A contract extension to provide additional resources for development of the Council's Cognos BI data repository and dashboards.	£52,150
Caps Cases Limited	Legislative exemption. The supplier has been used to research and develop the use of cardboard polling booths since 2014. There are no other cardboard booths available in the UK and the Council is piloting their use as an economic and sustainable alternative to timber booths for use in elections.	£4,478
Halarose Limited	In the Council's best interests. Annual system support for Eros, a dedicated elections management database used jointly with Lothian Valuation Joint Board, with costs recoverable during the reclaim process.	£6,597
Capita Business Services Ltd	In the Council's best interests. Additional customer service staff resource from an external processing supplier to address operational pressures created by Welfare Reform, fully funded by the DWP and to mitigate against unacceptable claim processing times.	£110,000
Scania Great Britain Ltd	In the Council's best interests. The Culture and Sport service operates the Travelling Gallery, a unique custom-built vehicle on a Scania chassis, and it would be inappropriate for the vehicle to be serviced and inspected elsewhere. Fleet Services, Working on Wheels, the national mobile community organisation, and Lothian Buses recommend that maintenance support from Scania continue.	£6,380
JLT Ltd	Legislative exemption. Edinburgh Outdoors is a Council digital project funded by NESTA UK, to improve customer experience visiting Edinburgh's public parks. It was developed as a first case study for open data in 2012. JLT developed this product and is the only supplier who can deliver the refresh and additional content required.	£7,040
Steve Radcliffe Associates	In the Council's best interests. Leadership and Development support for the Council's senior leadership to ensure successful delivery of the transformation programme.	£24,000
Apex Developments Limited	In the Council's best interests. Property Conservation. As a previously competitively tendered contract was unsuccessful in curing the problem of a roof leak, continuity with the same contractor assists in the future diagnosis of the problem and the implementation of the required remedial works.	£11,495

Douglas Johnston	In the Council's best interests. Property Conservation specialist support in the application of Lithomex, with no other known UK expert in the field.	£25,000
Will Rudd Davidson	In the Council's best interests. Property Conservation structural engineering support to ensure knowledge continuity on complex projects.	£25,000
McCull Associates	In the Council's best interests. Property Conservation structural engineering support to ensure knowledge continuity on complex projects.	£25,000
David Narro	In the Council's best interests. Property Conservation structural engineering support to ensure knowledge continuity on complex projects.	£25,000
		£382,520

Directorate	Economic Development	
Supplier/product or service	Justification for waiver	Value
China Business Network	Legislative exemption. Arrangement for supplier to continue hosting and maintaining the Chinese version of the Invest Edinburgh website in China. Producing and distributing the Chinese version of the Invest in Edinburgh monthly newsletter to a wide range of Chinese audiences.	£8,500
Financial Times Limited	Legislative exemption. Arrangement to internationally promote the financial services sector in Edinburgh through The Banker and fDI Magazine (managed by the supplier), utilising both print and online advertising.	£18,000
Phoenix Broadband Limited	In the Council's best interests. This waiver seeks to extend the contract to supply IT services to the Creative Exchange incubator facility in Leith. The facility has been extended through a new lease. The supplier already supplies data provision in the building and this arrangement allows existing infrastructure to be extended.	£7,948
Chase Publishing Ltd – The European Magazine	Legislative exemption. Supplier to provide services to target and promote Invest Edinburgh sector messaging to international campaign markets, including 3 'email blasts'.	£5,000
University of Edinburgh	Legislative exemption. Capital City Partnership has received a grant from the Scottish Government for analysis of the Council's employability system, Caselink. The grant stipulates that the School of Informatics at the University of Edinburgh should carry out the work.	£11,700
Storm ID Ltd	Legislative exemption. To extend the existing contract for the continued maintenance, hosting and support of a newly refreshed, updated and more responsive web platform for Invest in Edinburgh.	£11,550
		£62,698

Directorate	Health & Social Care	
Supplier/product or service	Justification for waiver	Value
Smartbox Assistive Technology Limited	Legislative exemption. Equipment to support a client with neuro-progressive condition to be more independent. This is the only company that can provide all the equipment e.g. eye gaze, software, and other access items, as well as the only supplier that will provide ongoing training and support in the equipment at no extra cost.	£5,997
Smartbox Assistive Technology Limited	Legislative exemption. Equipment to support adults with complex physical disabilities. This is the only company that can provide all the equipment e.g. eye gaze, software, and other access items, as well as the only supplier that will provide ongoing training and support in the equipment at no extra cost.	£2,685
TM&R Ltd	Legislative exemption. To deliver a unique and innovative product, known as the Addiction companion Edinburgh (ACE) app. This arrangement is a prize arising from the Council's annual civic challenge 'EdinburghApps' competition	£23,200
Advanced Stairlifts Scotland Limited	In the Council's best interests. The Council has a statutory duty to maintain and service specialist equipment provided to people with illness and disabilities in their own homes. This extension allows for collaborative procurement of a framework with NHS and four other Councils (consolidated with the services currently provided by Park House Health Care). This continuity will allow for the creation a revision of specifications, whilst mitigating any health and safety concerns with regards clients and carers in the interim. .	£23,950
The Jericho Benedictines	Legislative exemption. Jericho House provides care home accommodation for men with alcohol-related brain damage. This extension allows for a new strategy to be developed for the service. Market engagement has identified no immediate alternative to the existing supplier.	£361,944
Midlothian Council	Legislative exemption. There is no other provider within South East Scotland who can offer Professional Development Award in Practice Learning at level 10, with only one SVQ Centre available to provide this course, and fees and payments administered through Midlothian Council.	£5,420
University of Edinburgh	Legislative exemption. The market has been investigated and there is no other provider within South East Scotland who can offer Mental Health Officer Award.	£10,800
The Scottish Parliament	Legislative exemption. For essential services which include venue accommodation, catering and audio visual equipment for two Scottish Older People's Assembly events (a reception held on 9 September 2015 and main Assembly on 5 October 2015).	£15,000
UK Smart Recovery	Legislative exemption. To continue payment for licenses and support for the Council's network of SMART recovery meetings, on the grounds that the supplier is a unique provider of the service.	£21,611
Park House Health Care Limited	In the Council's best interests. An extension of the current contract for the service and repair of equipment such as mobile hoists, electric beds, ceiling hoists, dynamic mattresses and cushions, to allow for collaborative procurement of a framework with NHS and four other Councils (consolidated with the services currently provided by Advanced Stairlifts Scotland). This continuity will allow for the creation a revision	£231,166

	of specifications, whilst mitigating any health and safety concerns with regards clients and carers in the interim. .	
SACRO	In the Council's best interests. An extension to volunteer transport services to all Scottish prisons and secure hospitals for visitors of prisoners/patients who would otherwise have difficulty in travelling. This continuity allows for development of a new service strategy which will take into consideration possible changes in the criminal justice service provision and the result of the transformation project.	£21,466
		£723,239

Appendix 2 – Contracts awarded under the Waiver of CSOs by Committee approval

The following relate to the period 1 March 2015 to 30 June 2015.

Directorate		Children and Families	
Date	Supplier	Contract Description	Value
19/03/2015	Dean and Cauvin Trust	In the Council's best interests. Two year extension for residential care service for vulnerable children and young people.	£1,634,856
TOTAL			£1,634,856

Directorate		Services for Communities	
Date	Supplier	Contract Description	Value
19/03/2015	Nice Work Ltd	In the Council's best interests. Technical support for business critical databases.	£53,500
13/05/2015	Various	In the Council's best interests. Young People's Services Foyer pilot.	£2,414,143
4/06/2015	Turning Point Street Works	In the Council's best interests. Homelessness prevention Crisis and Complex services pilot. Turning Point (£262,824) to provide visiting housing support and Street Works (£1,311,341) to provide visiting housing support and a Rough Sleeper Crisis Centre.	£1,574,165
TOTAL			£4,041,808

Directorate		Corporate Governance	
Date	Supplier	Contract Description	Value
13/05/2015	AXA, ZMI, QBE	In the Council's best interests. Purchase of Insurance for the following risks: All Risks (AXA Art), Fidelity Guarantee (ZMI) and Professional Indemnity (QBE)	£127,536
TOTAL			£127,536

Directorate		Health and Social Care	
Date	Supplier	Contract Description	Value
13/05/2015	Various	In the Council's best interests. Various contracts awarded to March 2018 (£1,337, 761) Mental Health and Wellbeing Contracts extended to March 2016 (£2,164,478) Disability service contracts extended for varying periods (£ 655,207)	£4,157,446
TOTAL			£4,157,446

Appendix 3 – Goods and service Contracts awarded with a value over £25,000 and below the committee approval thresholds of the CSOs

The following relate to the period 1 March 2015 to 30 June 2015.

Directorate		Children and Families	
Date	Supplier	Contract Description	Value
17/04/2015	PHS Laundryserv	Rental of PHS Laundryserv Equipment 2015-18	£245,780
01/04/2015	Children's Hospice Association Scotland	CHAS	£119,680
TOTAL			£365,460

Directorate		Corporate Governance	
Date	Supplier	Contract Description	Value
28/04/2015	Right Management UK Ltd	Career Transition Scheme	£165,000
TOTAL			£165,000

Directorate		Health and Social Care	
Date	Supplier	Contract Description	Value
01/04/2015	The Open Door	Open Door (The) Contract (registered day service for older people, in addition to contracts awarded in the Health and Social Care Contract report approved at September 2014 Finance and Resources Committee).	£129,657
01/04/2015	L'Arche	L'Arche - FA Restalrig (Base C&S) (night time staffing support, in addition to contracts awarded in the Health and Social Care Contract report approved at September 2014 Finance and Resources Committee).	£62,050
01/04/2015	Visualise	Visualise - FA Albert Street, Base C&S. (night time staffing support, in addition to contracts awarded in the Health and Social Care Contract report, approved at September 2014 Finance and Resources Committee).	£56,035
TOTAL			£247,742

Directorate		Services for Communities	
Date	Supplier	Contract Description	Value
21/05/2015	M&D (Leisure) Limited	Operation of the Festival Wheel for the Edinburgh Festival Period	£750,000
25/05/2015	Framework - Multiple Suppliers	Supply and Fitting of Vehicle Tyres	£570,000
18/05/2015	Clark Contracts Limited	Provision of Back Up Joinery Repairs	£469,056
23/03/2015	Consult Lift Services Limited	Lifts - Minor Works	£446,218
09/03/2015	GHI Contracts Ltd	Proposed Daycare Centre at 18 Firhill Neuk, Edinburgh	£332,749
06/05/2015	Coeval LED Products Ltd	Overheight Vehicle Detectors Replacement Scheme	£324,862
16/03/2015	Framework - Multiple Suppliers	Supply of 15 Electric Vehicles	£205,305
24/03/2015	Framework - Multiple Suppliers	Structural and Electrical Testing of Street Lighting	£180,683
01/06/2015	Framework - Multiple Suppliers	Provision of Transport Marshal Services	£177,000
09/03/2015	Aecom Limited	Market Research & Parking Utilisation Surveys	£106,893
02/06/2015	Redwood Global Limited	Supply & Delivery of Wood Chippers	£84,150
03/03/2015	APT Controls Limited	Supply and Installation of Six Electric Vehicle Charging Points	£83,767
17/03/2015	Framework - Multiple Suppliers	Supply of Lubricating Oils, Greases and Antifreeze	£80,000
21/04/2015	Underbelly Ltd	Concession for the use of the Meadows for the Edinburgh Festival period	£70,000
01/04/2015	Lightways Contractors Ltd	South West Hot Temporary Repairs	£34,806
12/06/2015	OCS Environmental Services Limited	Asbestos Surveys, Removal & Disposal & Analytical Services 11-14	£29,110
TOTAL			£3,944,599

Directorate		Cross Directorate	
Date	Supplier	Contract Description	Value
06/03/2015	Framework - Multiple Suppliers	Salary Sacrifice Car Lease Scheme	£800,000
01/04/2015	Framework - Multiple Suppliers	Supply Chain Framework for the Electronic Assistive Technological Goods	£360,000
01/04/2015	Framework - Multiple Suppliers	Telecare and Telehealth Technologies	£240,000
TOTAL			£1,400,000

Works contracts awarded with a value over £25,000 and below the Committee approval thresholds of the CSOs

Directorate		Corporate Governance	
Date	Supplier	Contract Description	Value
01/04/2015	Clark Contracts Limited	Loaning Crescent - External Render Repair Works	£176,314
23/03/2015	Apex Developments Ltd	Spey Terrace, 7-15 Roofworks	£42,924
TOTAL			£219,238

Directorate		Services for Communities	
Date	Supplier	Contract Description	Value
10/03/2015	Framework - Multiple Suppliers	Dirty Works - City Wide - Back Up Sub Contractor	£50,000
20/04/2015	Maxi Construction Ltd	013 - Bin Room Fire Suppression - Rev A	£34,000
19/03/2015	Hunter Demolition	Removal of Temporary Buildings and Site Clearance - 9 Lochside Avenue, Edinburgh	£30,979
TOTAL			£114,979

Consultancy contracts awarded with a value over £3,000 and below the Committee approval thresholds of the CSOs

Directorate		Services for Communities	
Date	Supplier	Contract Description	Value
10/03/2015	Healthmatic Ltd	Data Acquisition and Usage Analysis of Public Conveniences	£10,150

30/04/2015	Exp Consulting Ltd	Consultancy work to develop CEC Pavement Management System (UKPMS) and Strategic Road Asset Management Plan	£6,350
TOTAL			£16,500