

Finance and Resources Committee

10.00am, Thursday, 1 December 2016

Contracts Awarded Under Delegated Authority (Waiver Reports) and Contract Waiver Management Update

Item number	7.7
Report number	
Executive/routine	
Wards	All

Executive Summary

This report updates the Finance and Resources Committee on the contracts awarded between 1 July 2016 and 30 September 2016. It sets out those contracts awarded following a waiver of the Council's Contract Standing Orders (CSOs), those awards exempt from waiver and the contracts awarded with a value below the threshold requiring Committee approval. The table below provides a summary.

Value of contracts awarded between 1 July 2016 and 30 September 2016		£377.7m
Value of contracts let below the threshold requiring committee approval		£10.3m
Value of contracts let following a waiver of the CSOs	Under delegated authority	£1.0m
	With Committee approval	£3.2m
Value of direct contract awards exempt from waiver		£3.3m

This report also provides an update on the report Contract and Waiver Management: Update, considered by the Finance and Resources Committee on 18 August 2016 and, in particular the areas identified in Appendix 1 of that report where further action by services was required to ensure suitable contracts are put in place for continuity of provision and/or compliance with the Council's Contract Standing Orders.

Contracts Awarded Under Delegated Authority (Waiver Reports) and Contract Waiver Management Update

1. Recommendations

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

2. Background

- 2.1 Commercial and Procurement Services (CPS) is responsible for:
- Supporting service areas in procuring goods, works and services (with a focus on contracts of a value of £25,000); and
 - Providing governance, process and oversight for contracting and purchasing (including the Contract Standing Orders (CSOs)).
- 2.2 This includes working with services in relation to:
- Overall £532.5m of third party spend across the Council during 2015/16;
 - 2,410 live contracts on the Contracts Register;
 - 11,449 suppliers, 1,316 requisitioners and 636 approvers on the Oracle system; and
 - Moving to a new procurement system within the Council's new IT infrastructure.

Waiver and contract reporting

- 2.3 Services are responsible for ensuring that their contract information is regularly updated on the Council's Contract Register (accessible through the Orb and publicly). CPS regularly provides a list of expiring contracts and waivers to services for their review in order to assist directors in fulfilling their responsibilities for all contracts tendered and let by their directorates. Commercial Partners work alongside the service management teams and procurement delivery teams as business partners to assist with relationship management and support services with their contract planning.
- 2.4 The CSOs outline approval thresholds for contracts for goods, works and services. Above certain financial values these require approval by the Finance and Resources Committee. These contracts are approved by the Committee on a case by case basis.

- 2.5 A waiver of CSOs to allow a contract to be awarded or extended without some form of competitive tendering may be required in certain circumstances. Each waiver is looked at on its own merits and is only approved if fully justifiable, as these circumstances need to be tightly controlled and scrutinised.
- 2.6 The Committee has expressed concerns about the number of contracts being awarded through a waiver of CSOs, and CPS has been asked to report regularly on progress to reduce the number of waivers.
- 2.7 CPS does this by reporting quarterly to the Committee on contracts awarded under delegated authority or through a waiver of the CSOs. In addition to these regular reports, in May 2015 a Contract Planning update report was approved by the Committee, with further reports in January 2016, focussing on waivers over a value of £100,000, and in August 2016, identifying areas where further action by services was required.

3. Main report

- 3.1 A summary of all contracts awarded under waiver arrangements for the period (both under delegated authority and through committee approval) from 1 July 2016 to 30 September 2016 is provided in Table 1 below. Further information on these waivers is detailed in Appendices 1 and 2. It should be noted that both the number and value of waivers approved under delegated authority (22 / £1.04m) is substantially reduced compared with the previous quarter (90 / £3.59m)

Table 1 Contracts awarded under the Waiver of Standing Orders

Directorate	Total Waiver Value under Delegated Authority 1 July – 30 September 2016	Total Waiver Value by Committee Approval 1 July- 30 September 2016
Chief Executive	£0.45m	n/a
City Strategy and Economy	£0.02m	n/a
Communities and Families	£0.07m	£1.16m
Cross-Directorate	n/a	n/a
Health and Social Care	£0.02m	£0.47m
Place	£0.14m	£0.15m
Resources	£0.34m	n/a
Safer and Stronger Communities	n/a	£1.44m
	£1.04m	£3.22m

- 3.2 The figures shown in Table 1 and Appendices 1 and 2 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.
- 3.3 CPS will continue to monitor and challenge submitted waivers to ensure continuing compliance with the CSOs. The Waivers and Contract Register provide a required visibility of spend enabling CPS to highlight to directorates where plans for procurement require to be put in place without delay.
- 3.4 The revised CSOs identify a number of circumstances in which a direct award is permissible without requiring a waiver. These are all reviewed closely by CPS. Direct awards made without a waiver amounted to £3.27m between 1 July and 30 September 2016 and are detailed in Appendix 3.
- 3.5 The CSOs state that contracts in excess of £1m for supplies and services and £2m for works require approval from the Committee before award.
- 3.6 Contracts under the Committee thresholds to the value of £10.2m have been awarded in the period 1 July 2016 to 30 September 2016, and are detailed under Appendix 4. Given their de minimis value, contracts under the value of £25,000 have not been listed in the Appendix. There are a total of 12 contracts awarded with a value of less than £25,000 which account for £94,029 in total
- 3.7 Those areas identified in the report Contract and Waiver Management: Update, considered by the Finance and Resources Committee on 18 August 2016, where further action by services was required to ensure suitable contracts be put in place for continuity of provision and/or compliance with the Council's Contract Standing Orders are set out in Appendix 5, together with an update on the agreed actions.

4. Measures of success

- 4.1 Council contracts let are compliant with Contract Standing Orders and procurement legislation.
- 4.2 The number of waivers of Contract Standing Orders required as a result of poor planning is reduced.
- 4.3 The Council's Contract Register is kept updated by services and management information is comprehensive and accurate.
- 4.4 Best Value is both demonstrable and achieved

5. Financial impact

- 5.1 Through robust procurement strategy and proactive management of contract cycles, and aggregating spend and carrying out competitive procurement where appropriate, this should help minimise financial waste and achieve Best Value for Council contracts.

6. Risk, policy, compliance and governance impact

- 6.1 The Council is going through a significant period of change due to the current Transformation Programme. This has presented some risks with regards contract management and procurement planning, as contract owners have left the Council and directorates take on new service responsibilities and their associated contracts. This has presented some difficulties for CPS in determining revised contract management roles, but it is anticipated that this will settle in the longer term. This will be mitigated by intensifying engagement with stakeholders and supporting services with relevant management information to help with planning.
- 6.2 Due to the significant volumes of activity and numbers of stakeholders involved in purchasing and procuring goods, services and works (see paragraph 2.2), CPS relies on services to provide accurate information through their Contract Register entries and request for procurement assistance. To mitigate against any risks in this area, data is reviewed for accuracy and reliability in consultation with services.
- 6.3 A waiver denotes a departure from the CSOs. 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.
- 6.4 Co-production resource and timescales will need to be factored in to overall timescales for services to re-procure contracts.

7. Equalities impact

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

8. Sustainability impact

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

9. Consultation and engagement

- 9.1 Service areas have been consulted on their expiring contracts, waivers and suppliers in the collation of this report. On an ongoing basis, the 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.

10. Background reading/external references

- 10.1 [http://www.edinburgh.gov.uk/download/meetings/id/46991/item_712 - council contracts - planning update](http://www.edinburgh.gov.uk/download/meetings/id/46991/item_712_-_council_contracts_-_planning_update)
- 10.2 [http://www.edinburgh.gov.uk/download/meetings/id/49409/item_719 - council contracts planning update - review of waivers over 100000](http://www.edinburgh.gov.uk/download/meetings/id/49409/item_719_-_council_contracts_planning_update_-_review_of_waivers_over_100000)
- 10.3 [http://www.edinburgh.gov.uk/download/meetings/id/51457/item_716 - contract waivers management](http://www.edinburgh.gov.uk/download/meetings/id/51457/item_716_-_contract_waivers_management)

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11. 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 – Contracts awarded directly without the requirement for a waiver Appendix 4 - Contract Awards below Committee Thresholds Appendix 5 – Progress update on areas reported to Finance and Resources Committee on 18 August 2016

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

The following relate to the period 1 July 2016 to 30 September 2016.

Waiver No.	Directorate	Chief Executive	
	Supplier	Justification for waiver	Value
812	Lava Consultancy Limited	Extension of support for the Council Transformation Programme prior to permanent Transformation Senior Manager commencing in post	£45,000
818	Parity Professionals Limited	To cover the temporary recruitment of a project support officer for the transformation programme. Adecco were given the opportunity to fill the role but failed to provide any suitable candidates within a reasonable time frame	£19,000
819	Hudson Global Resources Ltd	To allow for temporary recruitment of Transformation Project Managers who will be undertaking work on the Council's transformation programme	£185,000
820	Hudson Global Resources Ltd	To allow for temporary recruitment of Transformation Project Managers within the Transformation and Business Change Team	£85,000
824	John Cole	To undertake the independent inquiry into matters relating to the closure of Edinburgh schools following on from the wall collapse at Oxbgangs Primary	£110,000
831	Delib Limited	To provide the software required to support the 2050 Edinburgh City Vision consultation. Extending the use of Dialogue to support the 2050 City Vision consultation requires an additional Dialogue Instance	£4,496
			£448,496

Waiver No.	Directorate	City Strategy and Economy	
	Supplier	Justification for waiver	Value
823	Studioarc Design Consultants Ltd	To redevelop the main gallery of the Museum of Childhood and highlight the museum's internationally significant collection. Scottish Government grants of £100,000 have been secured	£18,750
			£18,750

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
807	Sportsmasters UK Ltd	To complete drainage work on pitches adjacent to Dean Park Primary School. The funds for the work will be provided from Dean Park Primary School PTA and the PTA Committee has agreed to the use of the funds for this purpose	£23,570
825	Riley Dunn & Wilson Ltd	To continue to bind library materials of historic and heritage value to achieve the required quality	£7,000
830	My Adventure	To support the delivery of curricular activities to vulnerable	£37,859

		learners at secondary schools in East Edinburgh while a single strategic procurement framework for children and young people with additional support needs aged 0-18 years is co-produced	
			£68,429

Waiver No.	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
809	Airts Consulting Limited	Airts Consulting Limited is an IT company who entered a CEC apps competition and won. The prize for winning was to be introduced to a council department who would benefit from a scheduling system. Community Equipment Service (CES) worked with Airts to develop this system (TEND). It has the potential to reduce lead times from 6-8 weeks to 10-15 days	£19,200
			£19,200

Waiver No.	Directorate	Place	
	Supplier	Justification for waiver	Value
810	Mogo UK	To allow "as-is" operation for the purchase of taxi plates until the creation of a new contract to supersede the arrangements that have been inherited with the transfer of the management of the Taxi Examination centre from Police Scotland to the Council	£75,000
814	Love to Ride Ltd	To provide a "Cycle Challenge" funded by the Smarter Choices, Smarter Places Transport Scotland Grant. Love to Ride Ltd is the only known provider of a national Cycle Challenge	£23,000
815	Principal People t/a	To cover the recruitment of a Health, Safety and Training Officer to support the service carrying out repairs and capital programme works to Council housing. Three recruitment campaigns have failed to attract the specialist skills required for this role	£5,000
817	Gemco Service Limited	To cover the annual maintenance agreement and repair of essential testing equipment on Fleet Services Authorised MOT/Plating Testing lane	£4,459
826	Zenith Property Conservation Ltd	To cover emergency works following a rock fall adjacent to Queensferry Road	£35,000
			£142,459

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
808	Michael Page International Recruitment Ltd	To cover the recruitment of specialist procurement staff to support the Council's Commercial Excellence Programme	£20,199
811	James Barr Ltd	To extend the existing contract for business rates services	£15,000

		awarded in September 2010 from 1st March 2015 to 31st March 2017	
813	Principal People t/a	To cover the recruitment of specialist health and safety staff	£20,000
821	Hudson Global Resources Ltd	To allow for temporary recruitment of 2 Project Managers for Asset Management to provide additional resource for the development and roll out of estates optimisation business cases in line with the agreed asset management strategy	£110,000
827	Hudson Global Resources Ltd	To cover the recruitment of specialist procurement staff to support the Council's Commercial Excellence Programme	£24,000
828	Loch Phillips LLP	Legal adviser to the independent inquiry into matters relating to the closure of Edinburgh schools following on from the wall collapse at Oxbgangs Primary	£150,000
			£339,199

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

The following relate to the period 1 July 2016 to 30 September 2016.

F&R Ref	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
7.22 18 Aug	Various	To award temporary contracts to a number of transport operators for the provision of emergency school transport to alternative premises following the closure of PPP schools	£1,160,165
			£1,160,165

F&R Ref	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
7.6 8 Sept	Partners in Advocacy Advocard	To further extend the existing contracts for Independent Advocacy Services from 1 December 2016 to 30 June 2017; in order to allow more time for the completion of the procurement process and in particular consultation and engagement with service users and providers	£472,208
			£472,208

F&R Ref	Directorate	Place	
	Supplier	Justification for waiver	Value
7.11 29 Sept	Edinburgh Tenants Federation Neighbourhood Alliance	To extend funding arrangements for a tenant participation and engagement service for six months while further consultation takes place on the scope of the independent tenant representative function	£154,147
			£154,147

F&R Ref	Directorate	Safer and Stronger Communities	
	Supplier	Justification for waiver	Value
7.18 18 Aug	Various	To allow a six month extension to June 2017 to allow partner agencies more time to feed into a coproduction process for homelessness prevention - advice and support services	£1,288,302
		To transfer two contracts for housing support to two alternative providers up to March 2018 following the decision of the current provider to withdraw from contract	£156,066
			£1,444,368

Appendix 3 – Contracts awarded directly without the requirement for a Waiver

The following relate to the period 1 July 2016 to 30 September 2016.

Waiver Exempt No.	Directorate	City Strategy and Economy	
	Supplier	Justification for direct award without a waiver	Value
7	City A.M.	To provide an advertising package specifically tailored to meet the audience of City A.M., promoting an Invest Edinburgh message to London and internationally	£18,000
19	Ingleby Gallery	To purchase the painting "Moon" by Alison Watt. The Jean F. Watson Bequest Committee held on 29 April 2016 approved the purchase of the painting. Funding for this acquisition was obtained as follows: £14,000 from Jean F. Watson Bequest Funds; £5,000 from the Friends of the City Art Centre and Museums; £9,500 from the National Fund for Acquisitions; and £9,500 from the Art Fund	£38,000
24	Toptix UK Ltd	To cover support and maintenance for the Usher Hall's ticketing system. The Usher Hall uses the ticketing software SRO4 provided by Toptix UK Ltd. Support and maintenance can only be provided by Toptix UK Ltd due to the proprietary nature of the software	£9,624
			£65,624

Waiver Exempt No.	Directorate	Communities and Families	
	Supplier	Justification for direct award without a waiver	Value
10	The Reading Agency	To provide promotional materials for the national Summer Reading Challenge. The Reading Agency is the intellectual property owner for the Summer Reading Challenge and associated promotional materials	£8,360
11	Medway Council	To cover fees in relation to a child placed with adopters via Medway Council	£36,891
13	SEEMIS	To provide for the continued use of SEEMIS, a system used by all 32 Scottish Councils to record pupil attainment and attendance. SEEMIS is a limited liability partnership wholly owned and managed by the 32 Scottish Councils. Following a change in relationship between SEEMIS and the Council following the implementation of the Council's new ICT contract, SEEMIS contracts directly with the Council rather than with the ICT supplier	£2,800,000
14	Sibcas Limited	To continue to provide a temporary classroom unit at St Crispin's School. This particular unit is required at St Crispin's School to accommodate pupils who cannot be safely accommodated in a traditional classroom setting. The unit has been in place for 3 years and is likely to be required for up to 3 more years	£15,000

22	Various	To cover an extension to the Council's contracts for eBooks, eMagazines, eAudio and eMusic to allow a tender, being led by Aberdeenshire Council to be concluded	£16,289
23	Armadilla Ltd	To provide an eco-pod for the pupils of Kaimes School, many of whom have a diagnosis of autism. Armadilla Ltd was selected due to its work with the National Autism Society. The cost will largely be met from charitable donations which have already been secured	£25,260
			£2,901,800

Waiver Exempt No.	Directorate	Health and Social Care	
	Supplier	Justification for direct award without a waiver	Value
20	StudioLR	To develop an innovative approach to signage to assist people with dementia to find their way around. Studio LR has been working with Stirling and Edinburgh Universities to develop the approach. This contract is to pilot the approach in the new residential care home at Royston	£24,765
			£24,765

Waiver Exempt No.	Directorate	Place	
	Supplier	Justification for direct award without a waiver	Value
8	Dynniq UK Ltd East Renfrewshire Council	To remove, refurbish and install equipment to control traffic signals purchased from East Renfrewshire Council	£19,802
9	East Renfrewshire Council	To purchase equipment to control traffic signals from East Renfrewshire Council. The overall purchase cost is 50% lower in comparison with purchasing new units	£17,500
12	CH2M	Following the publication of an examination report on the Local Development Plan, changes have been made to the proposed housing sites and this requires an update of the original Transport Appraisal prepared by CH2M	£5,000
15	CAMEO (Crematoria Abatement of Mercury Emissions Organisation)	To cover mercury abatement "burden" payments. CAMEO is a non-profit making organisation whose purpose is to help its members meet their statutory requirements with regard to mercury abatement. The cost of investment in mercury abatement equipment is pooled, with those members who achieve high levels of mercury abatement receiving an income stream and those with no or low levels of mercury abatement making a "burden" payment. The Council was required to make payments to CAMEO for 1,053 cremations at a cost of £52 each	£54,756
18	ISS Facility Services Ltd	To cover a 38 day extension to the Council's stair cleaning contract while the replacement contract is concluded	£105,000
21	WYG	Final payment in relation to bus tracker survey work that WYG has undertaken for the Council since 2011	£6,350
25	Queensferry Ambition BID	To support the Queensferry Ambition BID's Mobility Week project. The Queensferry Ambition BID has secured	£4,250

		£10,000 from Business Improvement Districts Scotland (BIDS) for its Mobility Week project which aims to encourage the use of sustainable travel options	
			£212,658

Waiver Exempt No.	Directorate	Resources	
	Supplier	Justification for direct award without a waiver	Value
16	Sarah Gerrish Conservation	To undertake telescope conservation works at the Observatory, Calton Hill. Funding has been secured from The Collective Gallery. Sarah Gerrish is the only accredited conservator working in Scotland in this specialist field	£35,000
			£35,000

Waiver Exempt No.	Directorate	Safer and Stronger Communities	
	Supplier	Justification for direct award without a waiver	Value
17	Doree Bonner International	To cover a 15 day extension to the Council's furniture removal and storage contract while the replacement contract was concluded	£33,460
			£33,460

Appendix 4 – 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 July 2016 to 30 September 2016.

Date	Directorate	Chief Executive	Value
	Supplier	Contract Description	
3/8/2016	Progressive Partnership Limited	Edinburgh people survey 2016	£55,995
			£55,595

Date	Directorate	Communities and Families	Value
	Supplier	Contract Description	
20/07/2016	Place2Be	Integrated counselling services in schools	£210,000
19/08/2016	Denby Catering Equipment	Servery equipment for Boroughmuir High School	£52,000
05/09/2016	The Action Group	Service provides advice and peer support to black and ethnic minority families with children and young people who have a learning disability and/or significant disability	£50,875
			£312,875

Date	Directorate	Health and Social Care	Value
	Supplier	Contract Description	
05/08/2016	JLA Total Care Ltd	Rental of laundry equipment for the new Royston Care Home	£55,740
05/08/2016	Places For People Scotland Care & Support	Community Connecting service for people aged 50 and over across the four localities of the City of Edinburgh Council	£707,132
			£762,872

Date	Directorate	Place	Value
	Supplier	Contract Description	
02/08/2016	Met Office	Weather forecasting and bureau services, for a period of 3 years with an optional 2 years' extension	£109,418
12/07/2016	Sweco UK Limited	Consultancy services to design 8 paths for walking	£95,000
14/07/2016	Atkins Limited	Provision of technical advisor services for Edinburgh tram extension	£449,710
29/07/2016	Greasemonkey Cycles	Child and adult pool bikes for schools	£30,633
01/08/2016	Lothian Buses PLC	Supported bus service; route 18	£587,600
01/09/2016	Scotbark	Supply and spread of woodchip for City of Edinburgh play areas	£107,000
02/08/2016	W T Thomson & Son Ltd	Grade concrete wet floor showers - city wide – back up sub contractor	£50,000
03/08/2016	WSP	Traffic junction review services	£39,676
05/08/2016	Sweco UK Limited	Provision of workplace travel planning services utilising the Scottish Government's Smarter Choices Smarter Places (SCSP) scheme	£95,000
15/09/2016	Response Building Maintenance	Blacksmiths - city wide – back up sub contractor	£50,000
13/09/2016	Response Building Maintenance	Windows and doors back up sub contractor	£50,000
			£1,664,037

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

The following relate to the period 1 July 2016 to 30 September 2016.

Date	Directorate	Communities and Families	Value
	Supplier	Contract Description	
01/09/2016	Ecosse Sports Ltd	Refurbishment of an artificial pitch and tennis court extension - South Queensferry community hub	£208,229
			£208,229

Date	Directorate	Place	Value
	Supplier	Contract Description	
01/07/2016	Hy Spec Services Ltd	Provision of paint inspector Cramond New, Ford's Road and Harrison Road Bridges	£27,753
13/07/2016	Ecosse Sports Ltd	Upgrade of Balerno 2G Pitch	£69,873
02/08/2016	Framework – multiple suppliers	Housing Asset Management framework lot 1 : smoke detector replacement and associated work	£290,381
24/08/2016	Environmental Scientifics Group Limited	Edinburgh Local RAUC: Coring Contract	£161,975
23/09/2016	McGill Electrical Limited	Housing Asset Management framework lot 5; kitchen and bathroom upgrade Loganlea area	£1,369,458
23/09/2016	McGill Electrical Limited	Housing Asset Management framework lot 5: kitchen and bathroom upgrade, North West area	£1,399,562
			£3,319,002

Date	Directorate	Resources	Value
	Supplier	Contract Description	
11/07/2016	ABB	Electric vehicle charging infrastructure	£54,237
09/08/2016	Kier Construction	Mortonhall Crematorium - external & internal refurbishments	£1,395,893
29/08/2016	James Breck Ltd	Leith Primary School - masonry and roof repairs	£319,806
22/08/2016	Turner & Townsend Infrastructure	Fit Programme - project management services	£70,000
15/09/2016	FES LTD	Drainage pumping station & BMS upgrade - Waverley Court, Edinburgh	£191,040
29/09/2016	Clark Contracts Ltd	East Hermiston Business Park - masonry and roof repairs	£1,692,134
15/09/2016	G Grigg and Sons Limited	Inch House Community Centre - masonry and roof repairs	£202,922
			£3,926,032

Appendix 5 – Progress update on areas reported to Finance and Resources Committee on 18 August 2016

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
Strategy & Insight (Chief Executive's Office)	Various	Support for (Scottish Parliament election and European Referendum) including logistics, catering, ICT and AV, power supply, signage and site management	Various	30/06/2016	Various (between approx £4,000 to £40,000)	The service has contacted CPS to develop a procurement strategy for forthcoming elections that will mitigate the requirement for individual waivers where possible. In the interim further waivers may be required should an election or referendum be called before procurement process is completed.		The service and CPS are jointly developing a procurement plan for election services
City Strategy and Economy	Mini Competition for Consultancy Support for the Edinburgh and South East Scotland City Deal	Mini Competition for Consultancy Support for the Edinburgh and South East Scotland City Deal Utilising Consultancy One Corporate Financial and Financial Strategy (Lot 4.1) Framework Agreement	Ernst and Young LLP	31/07/2016	£712,500	This contract to support development of the Edinburgh and South East Scotland City Deal was previously competitively tendered as a Pre-Approved Project, and extended by Director approval. Costs are borne across participating local authorities. Consultancy support for this phase is expected to conclude by the end of August. The service will be required to work with CPS to specify any requirements for future phases and appropriate procurement strategy. Should continuation with the existing supplier be deemed in the Council's best interests, a waiver will be required to put in place any revised contractual		The contract for this phase of support for the City Deal is within the approved contract sum. The service currently has no firm plans for further consultancy support but any further requirement will be procured in line with the Council's CSOs.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
						arrangements.		
Communities and Families	Complex Needs Contract	Support for children and young people with complex disabilities, social, emotional and behavioural needs	Various	Ongoing	Approx £1,000,000 per annum	Community and Families work with some children and young people with complex disabilities, social, emotional and behavioural needs and additional support needs that sometimes cannot be resourced within currently contracted services. Often specialist services and placements need to be made at short notice due to a crisis at home or in their care placement. . The service areas are currently working with procurement to develop a Complex Needs contract to ensure there is a specification in place to cover this need estimated to be £1M per annum.	It is proposed that the service presents a report regarding the Complex Needs contract to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	The service is still to progress the report to the Education, Children and Families Committee.
Communities and Families	My Adventure	Support Service for vulnerable children attending City of Edinburgh educational establishments.	My Adventure	31 March 2016	£82,959	There is a need for a Systemic Support Service for vulnerable children attending City of Edinburgh educational establishments. Currently these services are provided by four third sector providers, Children	It is proposed that the service presents a report regarding Systemic Support Services to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources	Reports considered by the Education, Children and Families Committee on 11 October 2016 and the Finance and Resources Committee on 3 November 2016

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
						<p>1st, Barnardo's, Canongate Youth Project and My Adventure (£82,959).</p> <p>Extensions were agreed to the first three contracts at Committee in March 2016. Procurement planning has begun to develop a single specification for all current and future service needs. My Adventure provides a range of educational programmes and qualifications for young people at risk of school exclusion and poor attendance. In order to enable the best value outcome, it is proposed to include all of the above within a single programme, allowing a comprehensive review, consultation with all stakeholders and service specification development to be undertaken. To enable this, it would be necessary to extend the contract with My Adventure to cover period of 1 April 2016 to 31 March 2018 at a value of £165,918 which would harmonise the extension end dates to 31st March 2018 for</p>	Committee for approval of any waiver requirements as appropriate.	

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
						these contracts.		
Communities and Families	Children 1st	Support Service for vulnerable children attending City of Edinburgh educational establishments.	Children 1st	30 September 2017	£203,600	See summary for My Adventure above. Previously extended at F&R Committee in March 2016 for an 18 month period from 1 April 2016 to 30 September 2017. This contract would require an extension of £67,866.67 until 31 March 2018 should a waiver be deemed in the Council's best interests.	As above.	Reports considered by the Education, Children and Families Committee on 11 October 2016 and the Finance and Resources Committee on 3 November 2016
Communities and Families	Barnardo's	Support Service for vulnerable children attending City of Edinburgh educational establishments.	Barnardo's	31 March 2018	£808,932	See summary for My Adventure above. Already extended at F&R Committee in March 2016 from 1 April 2016 to 31 March 2018.		Extended to 31 March 2018 at the Finance and Resources Committee Meeting on 17 March 2016. No further action required at this time
Communities and Families	Canongate Youth Project	Waiver 687 - Support Service for vulnerable children attending City of Edinburgh educational establishments.	Canongate Youth Project	31 March 2017	£40,000	See summary for My Adventure above. Previously extended by waiver approved under delegated authority from 23 February 2016 to 31 March 2017. This contract would require an extension of £40,000 until 31 March 2018 should a waiver be deemed in the Council's best interests.	As above.	Reports considered by the Education, Children and Families Committee on 11 October 2016 and the Finance and Resources Committee on 3 November 2016

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
Communities and Families	Barnardo's Intensive Behaviour Support Service (BIBSS)	Support to Children and Young People: Disability; intensive early intervention support	Barnardo's Intensive Behaviour Support Service (BIBSS)	31 October 2016	£44,750	Currently six month contract by Direct Award approved by waiver under Delegated Authority for 1 April – 31 October 2016. This was previously delivered through a pilot, and a review of the service and procurement strategy is currently underway. Due to current resourcing pressures a waiver of a value of £44,750 until 31 March 2017 would allow further time for detailed consideration and review.	Waiver form to be completed for consideration.	Review anticipated to be completed by 31 st October. On schedule
Communities and Families	Independent Care Placement, Residential and Day School Contracts	Direct Award of Independent Care Placement, Residential and Day School Contracts	Various	Ongoing	Approx £1,000,000 per annum	In addition to the Direct Award of independent care placements, residential and day school contracts approved at F&R in March 2016, there continues to be a requirement to use a number of other Scottish and English providers for placements, often at short notice and/or due to the need to match individuals into specialist care. An extension is required to a value of £1,500,000 to cover this spend and align with the existing waiver approved by Committee to March 2018. The service will require to work with	It is proposed that the service presents a report regarding additional Placement contracts to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	The service is still to progress the report to the Education, Children and Families Committee.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
						CPS to develop procurement strategy, aggregating spend and putting in place contracts through competitive procedure where possible.		
Health and Social Care Partnership	Waverley Care - Milestone House Respite Service	Short Break (Care Home - Blood Borne Virus)	Waverley Care	31/10/2016	£932,816	A review is underway which is likely to alter the service specification. This work is expected to identify a preferred way forward in 2017. An extension of £1,111,954 until 31 October 2018 is currently under consideration, with the contract requiring to be let for one year with an option to extend for a further year.	It is proposed that the service presents a report regarding the Respite Service to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	The service is still to progress the report to the Edinburgh Integration Joint Board
Health and Social Care Partnership	Partners in Advocacy - OP&PD (Older People and Physical Disabilities) Partners in Advocacy - LD (Learning Disabilities) Advocard - MH (Mental Health)		Partners in Advocacy - OP&PD Partners in Advocacy - LD Advocard	30/11/2016	£766,102 £574,461 £2,807,550	Procurement has commenced, but an extension is required until 30 June 2017 to allow for extended coproduction with providers and service users, and subsequent completion of procurement process. The NHS has committed £191,922 in addition to the Council contribution of £278,252.	It is proposed that the service presents a report regarding Advocacy Services to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	Extension to 30 June 2017 approved at Finance and Resources Committee on 8 September 2016. On track to be delivered by June 2017.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
Health and Social Care Partnership	Mental Health Services	F&R 26 November 2015 7.11 extension approved for Mental Health and Wellbeing contracts	Various	31/03/2017	£1,945,543	Co-production for the Mental Health services redesign is in progress and an extension may be required of a value of £908,848 until 31 October 2017, to allow for this process to be completed. Models for procurement are currently being explored by service in consultation with the IJB and CPS. A report outlining recommendations will be considered by the IJB.	It is proposed that the service presents a report regarding Mental Health Services to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	Report to EIJB approved PSP model and procurement strategy agreed.
Planning and Transport (Place)	Roseburn to Union Canal Cycleway	Consultant for the Roseburn to Union Canal Cycleway	WSP UK Ltd	31/12/2015	£499,723	CPS understands that there has been an increase in cost and timescale on this project (to 31/12/2018). Any requirements for reprocurement or a waiver needs to be identified by the service.	It is proposed that the service presents a report regarding this consultancy to the relevant Executive Committee (see paragraph 3.8). This report shall then be referred to the Finance and Resources Committee for approval of any waiver requirements as appropriate.	This contract covers 3 stages of work, with stages 1 and 2 now nearing completion. Stage 3 covers the detailed design. The total cost relating to this contract is forecast to have increased and a report will be presented to this Committee once the service has established the revised cost.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
Customer (Resources)	Printing	Printing of resources	Taskforce Finishing and Handling Ltd		£62,402.19	The Service and CPS are currently undertaking a strategic review of print requirements. In the mean time an extension is may be required to cover continued use of this supplier at a value of £60,000 until 31/03/2017. Any waiver requirement could be approved under Delegated Authority.	Waiver form to be completed for consideration.	Customer is working with CPS to develop proposals for a strategic review of external printing requirements. The approach taken will determine the interim requirements in the short term which will be covered in a waiver request
Human Resources (Resources)	Various courses to enable CEC staff to manage (1) conflict and aggression from service users/members of the public in the course of their employment and (2) manual handling training requirements	1. Conflict resolution with Positive Outcomes 2. Managing Violence and Aggression Training 3. CALM theory and Physical Intervention Skills 4. Manual handling training	Maybo Ltd Calm Training Calm Training Physicare	30/09/2016 31/10/2016 30/11/2015 29/12/2016	£35,700 £33,350 £40,000 £247,250	The learning and development function within the Council has now been integrated into a council-wide Learning and Development team within Human Resources. Learning and Development is a mix of internal and external provision. The Learning and Development Manager has committed to developing a new Training Framework and this will avoid the need for quick quotes and waivers in the financial year 2017/18. In the meantime, an extension may be required for the external requirements listed,	Waiver form to be completed for consideration.	Waivers now completed.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – October 2016
						at a value of £234,050 until 31 May 2017.		
Resources (various service area)	Specialist Recruitment Services	10 current waivers	Various recruitment agencies	Various dates up to 31/01/2017	£451,165	The Council's current agency supplier has had difficulty in sourcing candidates for specialist roles. The agency contract is currently being retendered with an anticipated award date in early 2017, and a waiver may be required for up to £250,000 until 31/01/2017 to meet operational needs. This is to provide for any further specialist posts that the Council's current agency supplier is unable to fill.	Waiver form to be completed for consideration.	Waivers are completed on a case by case basis