

Finance and Resources Committee

10.00am, Thursday, 23 March 2017

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 October 2016 and 31 December 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 October 2016 and 31 December 2016		£259.7m
Value of contracts let below the threshold requiring committee approval		£10.8m
Value of contracts let following a waiver of the CSOs	Under delegated authority	£1.2m
	With Committee approval	£13.6m
Value of direct contract awards exempt from waiver		£0.1m

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;
 - 2,884 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 October 2016 to 31 December 2016 is provided in Table 1 below. Further information on these waivers is detailed in Appendices 1 and 2.

Table 1 Contracts awarded under the Waiver of Standing Orders

Directorate	Total Waiver Value under Delegated Authority 1 October – 31 December 2016	Total Waiver Value by Committee Approval 1 October - 31 December 2016
Chief Executive	£0.23m	n/a
Communities and Families	£0.16m	£0.24m
Cross-Directorate	n/a	n/a
Health and Social Care	n/a	£4.74m
Place	£0.19m	n/a
Resources	£0.57m	£8.59m
Safer and Stronger Communities	n/a	n/a
	£1.15m	£13.57m

- 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. Given their de minimis value, waivers

under the value of £5,000 have not been listed in Appendix 1. There are a total of four contracts awarded with a value of less than £5,000 which account for £16,976 in total.

- 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 £0.10m between 1 October and 31 December 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 £10.6m have been awarded in the period 1 October 2016 to 31 December 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 10 contracts awarded with a value of less than £25,000 which account for £135,002 in total
- 3.7 The report Contract and Waiver Management: Update, considered by the Finance and Resources Committee on 18 August 2016, set out areas 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. An update on the agreed actions was provided within the last quarterly report on 1 December 2016. A further update on those areas where further action is still required is set out in Appendix 5.

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

[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)

[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)

[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)

[http://www.edinburgh.gov.uk/download/meetings/id/52615/item_77 contracts awarded u
nder delegated authority waiver reports and contract waiver management update](http://www.edinburgh.gov.uk/download/meetings/id/52615/item_77_contracts_awarded_under_delegated_authority_waiver_reports_and_contract_waiver_management_update)

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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 October 2016 to 31 December 2016.

Waiver No.	Directorate	Chief Executive	
	Supplier	Justification for waiver	Value
840	Gavin Bryce Film Productions	To carry out work on participatory budgeting case study videos	£6,000
841	Marketing Edinburgh Ltd	To deliver a launch event with key city stakeholders for the 2050 Edinburgh City Vision.	£10,784
846	Lava Consultancy Limited	To provide an interim Head of ICT while recruitment for the post is undertaken	£126,000
862	Hudson Global Resources	To cover the continued recruitment of a temporary project manager for the transformation programme	£24,500
865	Social Stock Exchange Ltd	Feasibility project to undertake analysis and research to determine the demand and requirements for the establishment of a Scottish Social Stock Exchange	£60,000
			£227,284

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
833	ScoMac Catering Equipment Ltd	To cover additional pieces of catering equipment consistent with the kitchen design and installation at Portobello High School also supplied by ScoMac Catering Equipment Ltd	£8,215
834	Caber Enterprises Ltd	To cover music training in special schools in line with funding agreement with Creative Scotland	£10,220
848	Licketyspit Ltd	To provide high quality drama experiences for children and carers in the early years at Canal View Primary in line with bid to Education Scotland to participate in the Scottish Attainment Challenge	£16,133
849	Ibase Media Services Ltd	To provide Libraries with continued online hosting and support for the Capital Collections for one year	£8,070
851	Historic Environment Scotland	To provide library users with continued access to digital materials that represent Scotland's history and culture for the next three years	£16,695
854	ProQuest	To provide library users with continued access to the Scotsman digital archive for the next three years	£13,290
869	W F Howes Ltd	To provide library users with continued access to over 4,000 online newspapers and magazines from over 100 countries for the next two years	£18,900
877	Princes Trust	To deliver the Achieve in Schools programme working in schools to help young people to re-engage in education	£56,250
879	Cengage Learning (EMA) Ltd	Support the delivery of The Achieve in Schools (Fonner XI) programme working in schools to help young people reengage with education.	£12,502
			£160,275

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
835	Our Power Community Benefit Society Limited	Default energy supplier for empty Council homes in line with the decision made by the Committee in August 2015 on the report: Our Power: Tackling Fuel Poverty for Council Tenants	£50,000
844	Handling Change	To provide manual handling training for frontline staff in Waste and Cleansing Services	£30,000
856	Sustrans Ltd	To carry out a study on people's views on cycle infrastructure and other cycling projects in Edinburgh funded by the Smarter Choices, Smarter Places Fund administered by Paths For All	£15,000
857	Open Closes	To support a project to encourage more walking in and around the closes off the Royal Mile funded by the Smarter Choices, Smarter Places Fund	£5,000
861	Mott MacDonald Limited	To extend the contract for a flood planning consultant to assist with the processing of planning applications with a possible flooding Implication	£9,000
867	James Strang Ltd	To undertake additional urgent barrier repairs on the City Bypass and A90. James Strang Ltd was appointed to undertake barrier repairs on high speed roads following a tender process in September 2016	£16,494
870	AOC Holdings Ltd	To undertake conservation work to a cannon discovered at Leith Fort during ground works for the Council housing development. AOC Holdings Ltd is the only specialist provider of this service as advised by the Council's Archaeology Officer.	£7,575
872	Financial Times Limited	To organise an Edinburgh investors' event at MIPIM 2017, a leading international property event. Funding contributions of £18,000 have been secured from the Council's partners, limiting the Council's contribution to a maximum of £14,000.	£32,000
874	Harrison & Harrison Ltd	To complete maintenance and repair work on the organ at Mortonhall Crematorium	£13,750
880	Buggy Walks	57 Walks around the QuietRoute Network to encourage greater levels of walking and cycling	£8,890
			£187,709

Waiver No.	Directorate	Resources	Value
	Supplier	Justification for waiver	
832	Construction & Property Recruitment Limited	To cover the recruitment of specialist procurement staff to support the Council's Commercial Excellence Programme	£26,208
836	Maybo Ltd	To provide for ongoing management training needs until a training framework is established.	£114,625
842	Hudson Global Resources Ltd	To cover the recruitment of specialist finance staff to support the Council's Commercial Excellence Programme	£20,000

843	Michael Page	To cover the recruitment of specialist finance staff to support the Council's Commercial Excellence Programme	£22,000
845	Travelers Insurance Company	To extend the liability insurance policy for Edinburgh Trams	£216,000
847	Wider Plan Ltd	To continue with the Council's existing childcare salary sacrifice scheme until government launches a new scheme in 2017.	£10,494
850	Robert Half Limited	To cover the recruitment of specialist finance staff to support the Council's Commercial Excellence Programme	£22,000
852	Blyth and Blyth	Consulting engineer to the independent inquiry into matters relating to the closure of Edinburgh schools following on from the wall collapse at Oxfangs Primary	£25,000
853	SHE Software Ltd	To ensure software, hosting services, maintenance, automatic updates and support, plus 265 main system licences, continue to be in place for the Council's health and safety management system	£7,376
855	Service Tick	To pilot an improved customer satisfaction measurement tool for three months	£20,700
863	Parity Professionals Limited	To allow the ongoing engagement of a project support officer for the transformation programme.	£10,000
875	Michael Page International Recruitment Ltd	To cover the role of Head of Customer on an interim basis until the appointed postholder joins the Council in March 2017	£70,000
876	Offa Systems Ltd	To renew the current Financial Systems helpdesk software for 12 months pending the implementation of a corporate solution	£6,330
			£570,733

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

The following relate to the period 1 October 2016 to 31 December 2016.

F&R Ref	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
7.16 3 Nov	Various	To extend additional support for learning contracts to align a number of existing smaller contracts and allow a single strategic contract framework to be put in place	£235,925
			£235,925

F&R Ref	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
7.17 3 Nov	Various	To extend aids for daily living contracts to allow and alternative procurement approach to be undertaken following the recent unsuccessful tender exercise	£3,840,097
7.10 1 Dec	Various	To extend mental health wellbeing contracts to allow further collaborative work between the Council, NHS, service users, carers, localities and other interested parties	£901,558
			£4,741,655

F&R Ref	Directorate	Resources	
	Supplier	Justification for waiver	Value
7.12 3 Nov	Steve Radcliffe Associates	To extend the investment made in leadership to the next level of senior managers in support of the transformation programme and to embed new ways of working	£85,000
B 1.1, 1 Dec	Adecco Group UK	To extend the current agency staff contract to allow sufficient time for the transition of services to the new provider	£8,500,000
			£8,585,000

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

The following relate to the period 1 October 2016 to 31 December 2016.

Waiver Exempt No.	Directorate	Communities and Families	Value
	Supplier	Justification for direct award without a waiver	
26	The Drama Studio	To provide weekly drama sessions at Canal View Primary School	£10,807
30	Drake Music	To cover a music project in special schools in line with funding agreement with Creative Scotland	£30,000
31	Caritas Care	To pay fees for looked after children placed with adopters via this agency	£27,500
			£68,307

Waiver Exempt No.	Directorate	Place	Value
	Supplier	Justification for direct award without a waiver	
28	Air Monitors	To purchase air monitoring equipment for St John's Road. Air Monitors is the sole UK supplier and service provider	£24,895
29	Innovation Digital	To add employer access to the Edinburgh Guarantee website to enable employers to post their opportunities on the website. Innovation Digital was the original website developer	£4,000
			£28,895

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 October 2016 to 31 December 2016.

Date	Directorate	Chief Executive	
	Supplier	Contract Description	Value
22/12/2016	Royal Mail Group Ltd	Poll Cards and Postal Poll Letters	£93,417
25/11/2016	Access Intelligence Media and Communications Ltd	Public Relations Tools - Crown Commercial Services - G-Cloud	£27,900
			£121,317

Date	Directorate	City Strategy and Economy	
	Supplier	Contract Description	Value
03/10/2016	Matthew Clark Wholesale Ltd	Beers, Wines and Spirits, Bar Equipment & Services	£249,000
			£249,000

Date	Directorate	Communities and Families	
	Supplier	Contract Description	Value
24/11/2016	Edinburgh Young Carers Project	Young Carers Support Service	£146,504
			£146,504

Date	Directorate	Health and Social Care	
	Supplier	Contract Description	Value
29/11/2016	Allpay Ltd ⁱ	Provision of Pre paid card service	£99,002
			£99,002

Date	Directorate	Place	Value
	Supplier	Contract Description	
02/11/2016	Sweett UK	Professional Services - North Bridge Refurbishment	£425,000
06/10/2016	Field And Lawn Limited	Festive Lighting Infrastructure	£179,450
30/11/2016	Aecom	Professional Services - Market Street Bridge	£60,000
10/11/2016	Aecom	Professional Services - South Bridge, Cowgate Span, Principal Inspection and Assessment	£50,000
23/12/2016	Stirling Enterprise Park Ltd	Provision of Additional Business Gateway One to Many Training (Workshop) Services	£33,610
			£748,060

Date	Directorate	Place – Income Generating Contracts	Income to Council
	Supplier	Contract Description	
20/12/2016	The Media Company Publications Ltd (Foodies)	Provision of a Food festival event in Inverleith Park in August over three years.	£43,740
15/02/2017	Underbelly Limited	Provision of a circus event in the Meadows in August over three years.	£144,827
			£188,567

Date	Directorate	Resource	Value
	Supplier	Contract Description	
01/12/2016	Shepherd and Wedderburn LLP	Debt recovery contract	£357,452
20/12/2016	Faithful and Gould	Asset Condition Survey	£321,998
18/12/2016	Anderson Bell Christie	Professional Services - Greendykes - 70 houses & flats	£183,750
29/11/2016	Pressure Coolers Ltd T/A Maestro International	Supply and Distribution of Water Coolers, Services and Associated Consumables	£180,000

14/10/2016	SP Dataserve Limited	Half Hourly Meter Operator Contract	£151,052
14/11/2016	Ashurst LLP	Tram Extension Legal Advisor appointment	£111,872
18/12/2016	Will Rudd Davidson	Professional Services - Greendykes - 70 houses & flats	£85,500
18/12/2016	Blackwood	Professional Services - Greendykes - 70 houses & flats	£47,250
20/10/2016	Apex Developments Ltd	Roof Repairs - 3 Thorntree Street, Edinburgh	£39,845
21/12/2016	Forum Interactive Ltd	Training – role playing	£36,000
			£1,514,719

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 October 2016 to 31 December 2016.

Date	Directorate	Place	Value
	Supplier	Contract Description	
17/11/2016	McGill & Co Ltd	HAM Framework Lot 5: Kitchen & Bathroom Upgrade, Ad-Hoc Phase 3	£1,454,708
11/11/2016	McGill & Co Ltd	HAM Framework Lot 5: Kitchen & Bathroom Upgrade, Wardieburn Area Phase 1	£1,390,484
11/11/2016	McGill & Co Ltd	HAM Framework Lot 5: Kitchen & Bathroom Upgrade, Wardieburn Area Phase 2	£1,390,484
25/10/2016	Crummock Scotland Ltd	Mini Competition for Citywide 20mph Phase 2 - North and South Central/East	£768,128
17/10/2016	Nicholson Bros Electrical	HAM framework lot 1: smoke replacement and upgrade city wide S2016-17B	£289,953
29/11/2016	McNicholas Construction Services Limited	Tram York Place - Newhaven Route Wide Site Investigation	£163,878
18/11/2016	P1 Solutions Ltd	Moredun Park Loan - Carpark Resurfacing	£69,969
13/10/2016	UTEC StarNet Geomatics	Leith Non-Intrusive Site Investigation Works	£33,700
			£5,561,304

Date	Directorate	Resources	
	Supplier	Contract Description	Value
19/10/2016	SPIE Limited	Craiglockhart Primary School - Water Quality Improvement Works	£35,817
04/11/2016	Clark Contracts Ltd	Principal Contractor for the Construction of Davidson Mains Nursery	£1,049,746
07/11/2016	Clark Contracts Ltd	Principal Contractor for the Construction of Longstone Nursery	£1,031,811
			£2,117,374

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 – February 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.	Reporting as required by Contract Standing Orders.	Further work to amalgamate services for elections still needed. Some services have moved to existing contractors, but specialist services will still require Waivers. Aiming to decrease these going forward.
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	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.	This is in progress with a specification in place and agreement required on how to implement when permissions in place e.g. open framework vs closed framework

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – February 2016
						annum.		
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.	The Service will be brought in-house. This is on target, there is a four week variation in place to cover the timings of interventions.
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	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.	Use of non-contracted suppliers is decreasing with partner local authorities. Some progress with, for example, extending the Harmer contract with the Lothians.

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – February 2016
						existing waiver approved by Committee to March 2018. The service will require to work with 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
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	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

Service Area	Contract Name	Description	Supplier	Contract End Date	Contract Value	Background	Reporting Requirements	Update – February 2016
							appropriate.	report will be presented to this Committee on 8 th June.
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.	Ongoing – no further update. 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