

Finance and Resources Committee

10.00am, Thursday 7 March 2019

Contract Award And Procurement Programme (Period 1 July to 31 December 2018)

Item number	8.5
Executive/Routine	Routine
Wards	
Council Commitments	

1. Recommendations

- 1.1 It is recommended that the Committee notes the contents of this report and the authorisations made under Delegated Authority. A further report will be submitted to the Committee in approximately six months' time.

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Report

Contract Award And Procurement Programme (Period 1 July to 31 December 2018)

2. Executive Summary

- 2.1 This report updates the Finance and Resources Committee on the scope of contracts awarded across the Council in the period 1 July to 31 December 2018. This provides visibility of contracts awarded under Delegated Authority (value below the threshold requiring Committee approval), inclusive of direct contract awards not openly tendered due to specific circumstance permitted in regulation and those awarded following a waiver of the Council's Contract Standing Orders (CSOs). This report also seeks to provide the Committee with visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council.

3. Background

- 3.1 The Commercial and Procurement Services (CPS) Team, within the Finance Division, is responsible for fostering commercial and procurement efficiency, enabling best value across the Council. In support of this approach CPS:
- supports Directorates to procure goods, works and services (focus primarily on contracts of value of £25,000 and above); and
 - provides governance, process and operational oversight for contracting and purchasing (including the Council's CSOs).
- 3.2 This commercial and procurement programme comprises significant volumes of both activity and stakeholders across the breadth of the Council. The scope of this function includes working with services in relation to:
- £540m of third party spend across the Council during 2017/18;
 - Management of Contracts Register - 1197 live contracts (at 31 December 2018); and
 - Approximately 6300 suppliers, 1200 requisitioners and 650 approvers on the Council's purchasing system (Oracle) at 31 December 2018.

- 3.3 Directorates are responsible for ensuring that 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, to enable Executive Directors and Heads of Service to fulfil their responsibilities for all contracts tendered and subsequently awarded by their Directorates/Divisions. Commercial Partners within CPS work alongside divisional management teams and procurement delivery teams, as business partners, to support relationship management and to assist the contract planning process.
- 3.4 The Council's CSOs outline contract approval thresholds for goods, works and services, identifying both the level of award which can be undertaken and those with the authority to award.
- 3.5 In specific circumstances, direct awards can be undertaken, where it is not practically viable to 'tender' the requirement.
- 3.6 A waiver of CSOs to allow a contract to be awarded or extended without competitive tendering may also be required in certain circumstances. Inevitably, there will always be a need for a select number of waivers, however each is evaluated on its own merits and approval given only if fully justifiable and in the best interests of the Council. Such circumstances continue to be tightly controlled and scrutinised and will continued to be reported to Committee through this report.
- 3.7 This report also provides insight into forthcoming procurement activity for expected higher value contracts across the Council.

4. Main report

- 4.1 This report updates the Finance and Resources Committee of the scope of contracts awarded across the Council in the period 1 July to 31 December 2018 and provides visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council.¹
- 4.2 The CSOs state that contracts above a threshold of £1m for supply of goods and services and £2m for works require approval from the Committee prior to award. A summary of contracts awarded under Delegated Authority, inclusive of those National Framework awards under provision CSO 12 (which allows for purchases under that framework subject to reporting the adoption of such frameworks on a six monthly basis in this report), is presented in Table 1 overleaf.

¹ Information as recorded on the Council's contract and waiver registers as at 06/01/2019.

Table 1 Contracts Awarded under Delegated Authority

Directorate	Total Contract Value 1 July – 31 December 2018
Chief Executive	£527,660
Communities and Families	£5,318,432
Health and Social Care	£9,384,227
Place	£16,650,715
Resources	£26,311,660
De Minimus Value Contracts (Under £25,000)	£796,917
	£58,989,611

- 4.3 A full breakdown of contracts awarded in period, inclusive of National Frameworks, is provided in Appendix 1. It is noted that given their de minimis value, contracts under the value of £25,000 have not been listed in Appendix 1. For information, there were a total of 64 contracts awarded with a value of less than £25,000.
- 4.4 The report also offers insight in respect of those contracts awarded under waiver arrangements (both under Delegated Authority and through Committee approval) of the Council's CSOs, these are summarised by directorate in Table 2 below.

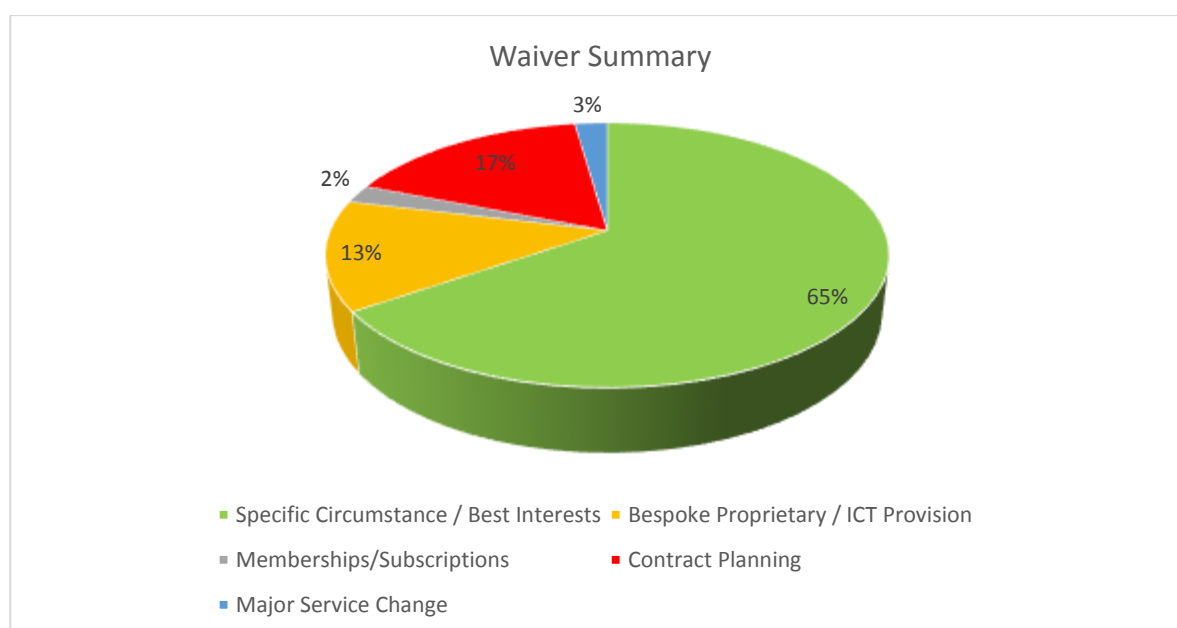
Table 2 Contracts Awarded under the Waiver of Standing Orders

Directorate	Total Value of Waivers under Delegated Authority 1 July – 31 December 2018	Total Value of Waivers by Committee Approval 1 July – 31 December 2018
Chief Executive	£55,897	-
Communities and Families	£1,544,371	£4,827,279
Health and Social Care	£462,314	£3,323,543
Place	£1,912,860	£3,007,058
Resources	£1,197,911	£11,974,036
De Minimus Value (Under £5,000)	£92,630	-
	£5,265,983	£23,131,916

- 4.5 Appendices 2 and 3 provide the detail and financial value of contracts awarded under waiver of Council CSOs. It should be noted that in several cases the

expected spend, as determined by the service area, may be below the value of the waiver granted. Given their de minimis value, waivers under the value of £5,000 have not been listed in Appendix 2. For information, there are a total of 24 Waivers awarded with a value of less than £5,000 which account for £92,630 in total.

- 4.6 To enable greater understanding of the background to waivers across the Council, CPS has enabled capture of associated management information in this regard. The chart below details reasoning (based on the background and justification detail provided by the service area) for the waivers in period, noting that only a limited percentage (17%) primarily relate to contract planning, historically a concern of the Committee. The majority of waivers recorded relate to specific circumstances where services required at a certain point in time dictate that a direct award is in the Council’s best interests. Given the breadth of services delivered across the Council, the reasons for these are numerous and varied, with further detail in terms of the requirement for each waiver listed within Appendix 2.



- 4.7 With regard to the value of waivers, the majority continue to be of a relatively low to moderate value, with 40% of waivers below £10,000 rising to 67% of waivers below £25,000.
- 4.8 CPS will continue to monitor and challenge submitted waivers to ensure continuing compliance with the CSOs. The Waivers and Contract Register provides the required visibility of spend enabling CPS to highlight to directorates where plans for procurement require to be put in place without delay.
- 4.9 To enable greater insight into the forthcoming procurement programme in relation to higher value contracts across the Council, the top twenty (by value) is detailed within Appendix 4. It should be noted this is based on current knowledge and is subject to change as each individual procurement strand progresses.

5. Next Steps

- 5.1 A further report will be submitted to the Committee in approximately six months' time.

6. Financial impact

- 6.1 Through a robust procurement approach, proactive management of contract cycles, aggregating spend and carrying out competitive procurement where appropriate, this should continue to support commercial efficiency and achieve best value for Council contracts.

7. Stakeholder/Community Impact

- 7.1 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.
- 7.2 Due to the significant volumes of activity and numbers of stakeholders involved in purchasing and procuring goods, services and works, CPS relies on services to provide accurate information through their Contract Register entries and timely requests for procurement assistance. To mitigate against any risks in this area, data is reviewed for accuracy and reliability in consultation with services.
- 7.3 A waiver denotes a departure from the CSOs. There may be an increased risk if the Council has departed from European Union (EU) or Procurement Reform Act requirements. However, each waiver is scrutinised on its own merits in this context and requires appropriate checks and balances both within the directorate concerned and corporately, and is only approved if justifiable given the circumstances or permitted in accordance with EU or obligations.
- 7.4 Co-production resource and timescales require to be factored in to overall timescales for services to re-procure contracts to ensure early planning and avoidance of waiver requirements.
- 7.5 There are no equalities or sustainability impacts directly arising as a result of this report.

8. Background reading/external references

- 8.1 [Contract Awards and Procurement Programme \(Period 1 January - 30 June 2018\)](#) – Report to Finance and Resources Committee, October 2018

9. Appendices

- Appendix 1 – Contracts awarded under Delegated Authority
Appendix 2 – Contracts awarded under the Waiver of CSOs by Delegated Authority
Appendix 3 – Contracts awarded under the Waiver of CSOs by Committee approval
Appendix 4 – Procurement Programme – Anticipated High Value Procurements
Across the Council

Appendix 1 – Contracts awarded under Delegated Authority

The following relate to the period 1 July – 31 December 2018.

Supply of Goods and Service Contracts

Date	Directorate	Chief Executive	
	Supplier	Contract Description	Value
09/07/2018	Newspaper Licensing Authority	Subscription for the Newspaper Licensing Authority (NLA)	£35,000
25/07/2018	Public-i Group Limited	Webcasting Services via Webcasting Services Framework Agreement	£164,290
06/09/2018	Progressive Partnership Ltd	Market Research Edinburgh People Survey 2018-2022	£235,840
01/11/2018	Modern Mindset Ltd	Committee Scheduling - Electronic document and management system	£92,530
			£527,660

Date	Directorate	Communities and Families	
	Supplier	Contract Description	Value
03/07/2018	Dunedin School	Educational services to young people with additional needs	£82,000
04/07/2018	Safe Families for Children (Scotland)	Family support volunteer service.	£739,500
17/07/2018	Borders College	SVQ3 Social Services (Children and Young People) and Assessor Services - Delivery of Qualifications	£230,760
17/07/2018	City of Glasgow College	SVQ3 Social Services (Children and Young People) and Assessor Services - Delivery of Qualifications	£230,760
17/07/2018	North Edinburgh Childcare	SVQ3 Social Services (Children and Young People) and Assessor Services - Delivery of Qualifications	£230,760
20/07/2018	Borders College	Internal Verifier Service for SVQ3 Social Services (Children and Young People)	£230,760
07/08/2018	The Welcoming Association	Syrian Refugee English Language Teaching and Cultural Integration Support	£244,800
07/08/2018	Saheliya	Syrian Refugee English Language Teaching and Cultural Integration Support	£140,400
21/08/2018	Scottish Police Authority	Contributions Towards the Public Protection Office	£47,944
24/08/2018	LEAPS	Advice and Support to Accessing Higher Education	£70,000
30/08/2018	Action For Children	Provision of Residential care to a young person	£347,000
03/09/2018	Swanton Care & Community Limited	Provision of Residential care to a young person	£89,000

05/09/2018	JMT Care Services Ltd	Continuity of the Provision of Service for children in the care system.	£77,310
25/09/2018	The Action Group	Provision of Residential care to a young person	£90,436
25/09/2018	Enable Scotland	Provision of Residential care to a young person	£223,000
25/09/2018	Enable Scotland	Provision of Residential care to a young person	£298,000
28/09/2018	Action For Children	Provision of Residential care to a young person	£447,700
09/10/2018	Drake Music Scotland	Music Project in special schools - Youth Music Initiative funding agreement with Creative Scotland	£30,000
09/10/2018	National Youth Choir of Scotland	National Youth Choir of Scotland	£57,760
10/10/2018	Borders College	Provision of SVQ3 Social Services (Children and Young People)	£90,000
10/10/2018	Fife College	Provision of SVQ3 Social Services (Children and Young People)	£95,700
22/10/2018	Dunedin School	Education service to secondary school aged children that have additional support needs	£570,000
30/10/2018	South London and Maudsley	Membership for MST – licensed training and specialist support services	£53,500
05/11/2018	Four Square Scotland	Edinburgh's Domestic Abuse Services – Community Based Support	£80,384
13/11/2018	Alere Toxicology Plc	Laboratory Test Kits and Screening for Controlled and Illegal Drugs	£372,480
10/12/2018	Edinburgh Development Group	Transition Support for Children and Young People Leaving School	£34,172
21/12/2018	Ecosse Sports Ltd t/a Replay Maintenance	Provision of Maintenance and Operational Inspection of School Synthetic 3G and 2G pitches.	£114,306
			£5,318,432

Date	Directorate	Health and Social Care	
	Supplier	Contract Description	Value
31/07/2018	Framework – Multiple Supplier	Scotland Excel (SXL) National Framework Agreement for the supply of social care agency workers	£9,120,000
27/08/2018	Matrix Fife	Upholstery contract for chair coverings	£90,000
27/09/2018	Alzheimer Scotland-Action on Dementia	Extension of Alzheimer's Scotland Contract - Core 1 and Core 3	£174,227
			£9,384,227

Date	Directorate	Place	
	Supplier	Contract Description	Value
04/07/2018	Colorado Construction & Engineering Ltd	Framework Agreement for Supply of Natural Stone Paving Products – Lot 1	£302,548
04/07/2018	Jewson Supply Partnerships	Framework Agreement for Supply of Natural Stone Paving Products – Lot 2	£455,316
06/07/2018	Balfour Beatty Civil Engineering Ltd	Burnshot Bridge Design via SCAPE Framework	£112,875
12/07/2018	Fife College	Modern Apprenticeship in Hospitality Supervision and Leadership at SCQF level 7	£38,400
03/08/2018	Framework – Multiple Supplier	National Eastern Shires Purchasing Organisation (UK) (ESPO) Framework for Heavy Catering Equipment	£900,000
10/08/2018	Urbis Schreder Limited	Edinburgh Conservation Lantern via Framework	£677,725
17/08/2018	Sweco UK Holding Limited	Workplace Travel Planning	£117,924
27/08/2018	Jacobs Engineering UK Ltd	City Centre Transformation - Support Services via SXL Framework	£524,427
27/08/2018	Turner & Townsend Infrastructure	Edinburgh City Centre Transformation Project - Project Management Services via SXL Framework	£135,000
31/08/2018	Easy Heat Systems Limited	EPC Surveys under the SXL Energy Efficiency Framework	£28,100
07/09/2018	SXL Framework - ICL UK (Sales) Ltd J.C. Peacock and Co. Ltd	National SXL framework for Winter Maintenance – Bulk Rock Salt and Bagged Salt	£1,200,000
10/09/2018	Colin Devenney Plant Ltd	General Maintenance of CEC Reservoirs	£39,230
14/09/2018	Thomas & Adamson	Project Management Fountainbridge via Professional Services Framework – Phase 3	£642,339
17/09/2018	iCOM Works Ltd	Tenant Discount Scheme	£195,403
18/09/2018	Collective Architecture	Architectural Services Granton Waterfront via Professional Services Framework	£315,963
18/09/2018	Gardiner and Theobald LLP	Quantity Surveying Services Granton Waterfront via Professional Services Framework	£315,963

28/09/2018	Field And Lawn Limited	Christmas Lighting and Trees	£305,490
12/10/2018	World Cities Culture Forum	Membership - World Cities Forum	£26,820
16/10/2018	Swarco UK Ltd	Supply and Installation of Electric Vehicle Infrastructure via ESPO Framework	£63,883
17/10/2018	Facultatieve Technologies Ltd	Maintenance of Crematoria Equipment via Yorkshire Purchasing Organisation (UK) (YPO) Framework	£70,360
17/10/2018	Matthews Environmental Solutions Limited	Maintenance of Crematoria Equipment via YPO Framework	£80,250
18/10/2018	Synergie Training Limited	Training in the Requirements of the Construction Design and Management (CDM) Regulations 2015	£30,000
19/10/2018	Bloom Procurement Services Ltd	Street Lighting Design Services	£143,399
31/10/2018	Arcadis LLP	Laser scanning services of the low bridges within Edinburgh	£36,793
09/11/2018	Progressive Partnership	Public engagement towards: City Mobility Plan, City Centre Transformation, Low Emission Zones	£28,713
15/11/2018	Energy & Compliance Limited	Energy Performance Certificates via SXL Framework	£67,390
23/11/2018	Metcraft Lighting Limited	Heritage Lanterns – Lot 3 Market Street	£234,025
23/11/2018	Metcraft Lighting Limited	Heritage Lanterns – Lot 4 - Charlotte Square	£424,340
23/11/2018	Metcraft Lighting Limited	Heritage Lanterns – Lot 5 – Edinburgh Gallery	£77,110
23/11/2018	Zeta Specialist Lighting Ltd	Heritage Lanterns – Lot 6 – Edinburgh Victoria	£175,560
30/11/2018	LeasePlan UK Ltd	Lease of Electric Vehicles (4 No.) – Grant Funded	£46,616
30/11/2018	Inchcape Fleet Solutions Ltd	Lease of Electric Vehicles (10 No.) – Grant Funded	£109,174
30/11/2018	Aecom Limited	Tram Extension, Active Travel Route Appraisal and Design – via Professional Services Framework	£48,140
			£7,969,276

Date	Directorate	Resources	
	Supplier	Contract Description	Value
12/07/2018	ExecSpace Limited	Conference and Meeting Venue Bookings	£140,000
19/07/2018	Gerald Eve LLP	External specialist services relating to non-domestic rates	£331,980
15/08/2018	Deutsche Pfandbriefbank AG	Investment Borrowing Services	£245,000
21/08/2018	Andy McKinnell Limited	Independent Professional Observer Service for Lothian Pension Fund	£154,000
14/09/2018	Thomas & Adamson	Project Management Services Fountainbridge via Professional Services Framework – Phase 4	£718,171
20/09/2018	Langstane Press Limited	Provision & Installation of Storage and Seating South West Office	£30,054
01/10/2018	SXL Framework - Multiple Supplier	Washroom Solutions and Products / Services	£900,000
05/11/2018	Hymans Robertson	Actuarial Services for Lothian Pension Fund	£922,512
20/11/2018	PJs Foods Ltd	Supply and Distribution of Prepared Sandwiches via NHS Framework	£329,139
29/11/2018	Copyright Licensing Agency	Licence permitted scanning and reproduction of materials subject to copyright	£27,824
18/12/2018	Arlingclose Limited	Treasury Management Advisory Services	£150,000
20/12/2018	Antalis Limited	Specialist Paper Services	£280,000
			£4,228,680

Works Contracts

It is noted there were no works contracts awarded by Chief Executive, Communities and Families or Health & Social Care Directorates.

Date	Directorate	Place	
	Supplier	Contract Description	Value
02/07/2018	McGill Electrical Limited	Lead Water Pipe Replacement	£150,000
03/07/2018	MacKenzie Construction Ltd	Bonaly Road Pedestrian Crossing Points	£101,613
06/07/2018	McGill Electrical Limited	Kitchen & Bathroom Upgrades via Housing Asset Management (HAM) Framework	£1,573,003
06/07/2018	McGill Electrical Limited	Kitchen & Bathroom Upgrades via Housing Asset Management (HAM) Framework	£1,616,452
16/07/2018	VolkerLaser Ltd	St Marks Bridge Refurbishment Works	£309,142
23/07/2018	MW Groundworks Ltd	Roseburn Play Park Area	£74,160
08/08/2018	I & H Brown Limited	Removal of waste soils from Ingliston sites	£930,626
08/10/2018	BCA Insulation Ltd	Cavity Wall Insulation - Energy Efficiency Contractors via SXL framework	£856,000
08/10/2018	BCA Insulation Ltd	Internal Wall Insulation - Energy Efficiency Contractors via SXL framework	£223,631

10/10/2018	Framework Response Building Maintenance Services (Scotland) Limited & Clark Contracts Ltd	Back up Joinery Repairs Framework for Housing Property	£490,668
31/10/2018	Sers Energy Solutions (Scotland) Limited	External Wall Insulation - Energy Efficiency Contractors via SXL framework	£450,750
07/11/2018	Sers Energy Solutions (Scotland) Limited	External Wall Insulation - Energy Efficiency Contractors via SXL framework	£1,816,500
08/11/2018	McGill Electrical Limited	Cables Wynd Boiler Improvements	£88,894
			£8,681,439

Date	Directorate	Resources	
	Supplier	Contract Description	Value
02/07/2018	James Breck Ltd	Roof and Chimney Repairs - 453-463 Lawnmarket & 2 Lady Stair's Close	£47,546
03/07/2018	WQS (UK) Ltd	Water Quality Works Water - Treatment & Legionella via Contractor Works Framework	£176,521
03/07/2018	WQS (UK) Ltd	Water Quality Works Water - Treatment & Legionella via Contractor Works Framework	£183,005
04/07/2018	John G Mackintosh Ltd	Electrical Mains Board Replacement via Contractor Works Framework	£99,278
09/07/2018	FES Ltd	Mechanical Works - Services Upgrade via Contractor Works Framework	£138,360
18/07/2018	FES Ltd	Boiler replacement works via Contractor Works Framework	£288,242
19/07/2018	McLaughlin and Harvey Limited	Internal alterations and reconfiguration, Bankhead Depot via Contractor Works Framework	£112,445
19/07/2018	FES Ltd	Fire Alarm upgrade via Contractor Works Framework	£61,721
19/07/2018	FES Ltd	Fire Alarm upgrade via Contractor Works Framework	£109,362
20/07/2018	P1 Solutions Ltd	Tynecastle Nursery external landscaping via External Works Framework	£96,497
20/07/2018	Maxi Construction Ltd	Refurbishment works via Contractor Works Framework	£1,374,350
26/07/2018	Morris & Spottiswood Ltd	Toilet refurbishment works via Contractor Works Framework	£165,590
30/07/2018	Pratt Bros. (Edinburgh) Limited	Mains board replacement via Contractor Works Framework	£48,364
09/08/2018	Maxi Construction Ltd	School refurbishment works via Contractor Works Framework	£1,441,979
14/08/2018	Morris & Spottiswood Ltd	School refurbishment works via Contractor Works Framework	£1,141,519
16/08/2018	FES Ltd	Mechanical services upgrade via Contractor Works Framework	£192,464
20/08/2018	Maxi Construction Ltd	School refurbishment works via Contractor Works Framework	£1,732,392
21/08/2018	James Breck Ltd	Sciennes Primary School - Roof Works via Contractor Works Framework	£64,375

23/08/2018	Ashwood Scotland Ltd	Murrayburn Primary school - Boiler Replacement Works via Contractor Works Framework	£331,282
28/08/2018	Morris & Spotiswood Ltd	Gracemount Primary School - Refurbishment works via Contractor Works Framework	£1,315,366
31/08/2018	Maxi Construction Ltd	Duncan Place resource centre - refurbishment works via Contractor Works Framework	£1,760,752
31/08/2018	Morris & Spotiswood Ltd	Refurbishment works - Fox Covert Primary School via Contractor Works Framework	£1,151,254
11/09/2018	McGill and Co Ltd	Boiler replacement works - Ferrylee OPH via Contractor Works Framework	£227,911
11/09/2018	James Breck Ltd	Roof works - Craigentenny Community Centre via Contractor Works Framework	£451,336
13/09/2018	Souness & Boyne Interior Contracts Ltd	Refurbishment works - Trinity Primary School via Contractor Works Framework	£992,635
13/09/2018	Ashwood Scotland Ltd	Refurbishment works via Contractor Works Framework	£318,947
24/09/2018	Ashwood Scotland Ltd	Refurbishment works - Craiglockhart Primary School via Contractor Works Framework	£1,406,343
30/10/2018	Daltons Demolitions Ltd	Demolition of Powderhall Depot via Framework	£419,023
13/11/2018	Northern Light Stage and Technical Services Limited	Electrical Specialist works via Contractor Works Framework	£123,507
15/11/2018	McLaughlin and Harvey Limited	Asset Management works via Contractor Works Framework	£1,207,035
16/11/2018	Cornhill Building Services Ltd	Sciennes Primary School - Roof Works via Contractor Works Framework	£584,365
27/11/2018	FES Ltd	Mechanical Installation works via Contractor Works Framework	£736,549
27/11/2018	Pratt Bros. (Edinburgh) Limited	Viewforth Children Centre improvements via Contractor Works Framework	£126,465
28/11/2018	Ashwood Scotland Ltd	Echline Primary School - Refurbishment, roofing, windows, etc via Contractor Works Framework	£1,825,314
07/12/2018	Maxi Construction Ltd	St Mary's Refurbishment and Windows via Contractor Works Framework	£673,789
10/12/2018	Portakabin (Scotland) Limited	Tynecastle Nursery TU relocation to Sight Hill Primary School via Contractor Works Framework	£155,854
18/12/2018	P1 Solutions Ltd	Enabling works for St Crispin's School via Contractor Works Framework	£169,680
22/12/2018	Allsports Construction and Maintenance Ltd	Construction of Sports Pitch in South Queensferry	£631,563
			£22,082,980

Appendix 2 – Contracts awarded under the Waiver of CSOs by Delegated Authority

The following relate to the period 1 July – 31 December 2018.

Waiver No.	Directorate	Chief Executive	
	Supplier	Justification for waiver	Value
Waiver 1336	Eidyn Care Ltd	Personal support package required to enable duties to be carried out.	£40,000
Waiver 1355	APSE	Membership for benchmarking and performance information from across the UK, sole supplier.	£7,902
Waiver 1365	Delib LTD	Best interests, subscription to Citizen Space - recording and promoting consultation activity.	£7,995
			£55,897

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
Waiver 1305	Barnardos Scotland	Interagency fees - looked after children, where services could not be provided through existing SXL Framework.	£27,000
Waiver 1310	J K Cameron	Legal support in complex case to ensure long term security of a child in adoptive placement.	£19,798
Waiver 1318	Alere Toxicology Plc	Best interest of the Council, short term provision of drug testing service, utilising external funding.	£25,000
Waiver 1322	R. Amey, V. Dul-Marmolejo, S. Ellerington and J. McGrath	Support to a young person with additional needs that cannot be provided in-house and considered necessary to guarantee the continuity of the pupil's education.	£40,000
Waiver 1323	Caritas Care Limited	Interagency fees - looked after children, where services could not be provided through existing SXL Framework.	£27,500
Waiver 1329	Bothy Bikes Limited	Specialist equipment essential for programme delivery to outdoor centre. Best value option for this service need.	£8,000
Waiver 1335	Scottish Police Authority	Council contribution towards the Public Protection Office	£7,404
Waiver 1338	GTS Solutions CIC	Short term extension to allow consolidation with other Council contracts, best value.	£58,047
Waiver 1358	J.W. Jack	Continuity of service provision for school transport until the end of the school session, best interests of service.	£5,230
Waiver 1367	Advanceworx	Website annual maintenance, outdoor learning; proprietary rights.	£21,600
Waiver 1375	Dr L. MacKinlay	Best interest, specialist psychological assessment, within the required timescales.	£6,142

Waiver 1388	W F Howes	Library online service, access to over 6,000 newspapers and magazines from 100 countries. Sole provider.	£32,745
Waiver 1389	Tatty Bumpkin Edinburgh West	Specialist physical activity programme for children not available via contracted suppliers.	£5,320
Waiver 1391	Spartans Football Academy	Best interest of the Council to support vulnerable young people using Pupil Equity Funding (PEF).	£11,400
Waiver 1394	Mercurytide	Sole provider, development work to online payments website.	£25,000
Waiver 1398	Columba 1400	Sole provider of this service to meet Council requirements.	£15,000
Waiver 1403	Alere Toxology Ltd	Best interest of the Council, short term provision of drug testing service, until new tender process finalised.	£8,833
Waiver 1408	Richmond's Hope	Play therapy to bereaved children and young people, continuity of provision, best interests.	£48,350
Waiver 1411	K Edwards, D Briggs, L Mackinlay, K Dalrymple, S Reynolds, A Russell, E Kemp	Specialist independent psychological assessment, looked after and accommodated children.	£100,000
Waiver 1416	Stepping Stones	Extension to current contract to ensure service provision, childcare, individual and group support, best interests.	£43,921
Waiver 1418	Scottish Rugby Union PLC	One off venue hire due to limited number of suitable venues which could accommodate specific requirements.	£5,022
Waiver 1419	North Edinburgh Childcare	SQA accredited training provider, best interests.	£44,043
Waiver 1423	Triple P	Supplier has exclusive rights to provide training in their delivery.	£9,780
Waiver 1430	Peeples	Specialist parenting programme training, property rights.	£10,080
Waiver 1432	Barnardos Scotland	Specific expertise in addressing child exploitation issues, staff training and support.	£55,512
Waiver 1441	Jack Kane Community Centre	Charity with established community link and partnership working, best interests.	£14,700
Waiver 1445	ESP Scotland Ltd	Parent Council were responsible for obtaining the funding and selecting the service	£7,787
Waiver 1446	Complete Storage & Interiors Ltd	Replacement of lockers to match existing in school building.	£9,350
Waiver 1447	Skills Skool Ltd	Accredited training for additional qualifications and better outcomes for young people.	£11,850
Waiver 1449	The Tablet Academy	Bespoke, interactive and intensive programme to develop and implement robust learning and teaching using ICT.	£13,500

Waiver 1450	Royal Voluntary Service	Best interest to provide continuity of support for housebound service users of libraries.	£20,640
Waiver 1452	K. Edwards	Best interest, specialist psychological assessment, within the required timescales.	£6,800
Waiver 1453	EdICT	Bespoke IT System to measure attainment in schools	£44,000
Waiver 1455	Edinburgh Leisure	Local family swimming lessons for disabled children, developed with the Council.	£35,626
Waiver 1456	The Yard	Family play provision for disabled children, Council part funds, remainder is self-funded by provider.	£17,500
Waiver 1458	Gateway Shared Services	Management of schools' work placements programme, continuity of provision until new contract procured.	£88,500
Waiver 1460	University of Edinburgh	Research project as a joint venture, expertise in the field of languages education, best interests.	£10,000
Waiver 1467	WMD Private Hire	Unique and extenuating circumstances relating to child's needs, capacities and continuity of service.	£5,250
Waiver 1469	Osiris Educational	Best interest of council for teacher training funded by PEF, scope to join PEF framework at next entry point.	£20,000
Waiver 1472	Barnados	Support to children in schools, established working relationship with provider, external funding.	£45,000
Waiver 1473	Xn Leisure Systems Ltd	Licensing and maintenance of the leisure management information (IT) system.	£6,299
Waiver 1480	APCOA Parking UK Ltd	Annual Payment for carpark passes for staff who require use of private car to undertake duties.	£6,727
Waiver 1484	TOK (Scotland) Ltd	Specific learning and support for children in deprivation, provided via Pupil Equity Funding	£6,735
Waiver 1485	Action For Children	Play scheme for children with challenging behaviour, contracted provider unable to deliver service.	£60,000
Waiver 1490	Adapt Scotland Ltd	Bespoke therapeutic diadic psychotherapy training programme to Council foster carers	£8,550
Waiver 1503	Eagle Couriers	Labelling and delivery of Libraries 'Get Up & Go' magazines, sole supplier of specific requirement.	£5,000
Waiver 1505	JMT Fostering	Foster Care for children with severe disabilities, continuity of service until new contracts in place.	£110,130
Waiver 1506	Credo Care Ltd	Foster Care for children with severe disabilities, continuity of service until new contracts in place.	£122,300
Waiver 1507	Barnardo's Scotland	Short term extension until tender process complete.	£62,400
Waiver 1508	Barnardo's Scotland	Residential service for short breaks for children with disabilities	£145,000
			£1,544,371

Waiver No.	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
Waiver 1364	Good Governance Institute	Best interests, governance review within Edinburgh Integration Joint Board (EIJB).	£24,000
Waiver 1371	Bellevue Church	Lease space to provide a meeting place facility for adults with learning difficulties in local community.	£5,000
Waiver 1381	Scottish Nursing Guild	Short term specialist nursing to provide continuum of care, best interests.	£245,000
Waiver 1382	Jontek Ltd	Community Alarm Telecare Service (CATS), annual maintenance of 'Answerlink' system, proprietary rights.	£91,000
Waiver 1402	Reed Specialist Recruitment	Agency service to vacant position essential for catering provision to Care Home.	£14,000
Waiver 1414	PinPoint Ltd	Community Alarm Telecare Service (CATS), print and distribution of mailshot for customers.	£10,000
Waiver 1435	Spotlight Support C.I.C.	Support to adults with a learning disability to access further education resources.	£32,500
Waiver 1439	Shift8 Limited	Single source supplier of niche IT products for dementia patients. Part external funding.	£6,000
Waiver 1454	Shift8 Limited	Single source supplier of niche IT products for dementia patients. Part external funding.	£12,000
Waiver 1479	Legal Services Agency Ltd	Short term extension, financial guardianship for adults with incapacity, until new arrangements in place.	£22,814
			£462,314

Waiver No.	Directorate	Place	
	Supplier	Justification for waiver	Value
Waiver 1326	Airwave Solutions Ltd	Radio terminals consistent and interoperable with partner organisations for use in emergency incidents.	£53,598
Waiver 1327	Freight Transport Association Ltd	Short term extension to tachograph services to allow Council to meet its operator's licence commitments, until such time as new digital system in place.	£23,500
Waiver 1334	Lothian Buses PLC	Short term extension to existing supported bus service until new Framework Agreement is in place.	£241,500
Waiver 1337	M McKenzie	Short term contract to allow the Council to maintain its wood waste recycling service until new contract in place.	£40,000
Waiver 1340	Willis Towers	Short term extension, experience of insurance markets and knowledge of Council Agreement, best value.	£6,000
Waiver 1341	Heart of Midlothian Football Club	No practical alternative given the venue chosen for this Planning Inquiry.	£5,800
Waiver 1342	Click Netherfield Ltd	Bespoke display used exclusively within the Museum of Edinburgh, to match existing.	£10,235

Waiver 1347	Winning Moves UK Limited	'Monopoly' brand, sole suppliers who can provide this specific advertising service, best interests.	£54,000
Waiver 1350	Concept Life Sciences	Short term extension until new in-house equipment available, costs recoverable, best interests.	£25,000
Waiver 1360	The Financial Times Limited	Best interest subscription to support investment intelligence	£9,000
Waiver 1361	SeatGeek Entertainment	Software support costs, ticketing; proprietary rights.	£10,794
Waiver 1373	Wood plc	Best value advice in regard to completion of testing and commissioning process - Millerhill waste plant.	£25,000
Waiver 1374	The Indigo House Group	Best interests, provision of Rapid Rehousing Transition Plan in short timescale.	£20,000
Waiver 1380	Rhino Wash	Short term extension until this vehicle wash equipment (across a number of sites) is competitively tendered.	£23,750
Waiver 1385	Dynniq	Annual maintenance and support to Council's Urban Traffic Control (UTC) system, proprietary rights.	£12,840
Waiver 1399	Now Wireless Limited	Best interest to maintain business continuity - ICT hardware and software support to traffic system.	£7,500
Waiver 1400	FCC Recycling (UK) Ltd	Third-party payment ensuring provision of WREN grant for development of new play area, Leith Links.	£10,745
Waiver 1401	City Health Clinic Edinburgh Ltd	Short term extension to contract to support Council statutory duties, until new contract in place.	£95,000
Waiver 1409	Changeworks Recycling	Short term, provision of confidential waste service due to incumbent provider ceasing to operate.	£14,000
Waiver 1412	DK Smith & Son Stone Masons	Urgent masonry works from trusted supplier, time constraints.	£5,148
Waiver 1413	StudioArc	Specialist exhibition design company, Scott Monument, refurbish and re-image museum room.	£19,450
Waiver 1417	Systematic Instruments	Purchase of instrument for dietary fibre analysis, patented equipment via sole supplier.	£35,000
Waiver 1421	J.W. Jack	Continuity of service provision for school transport until the end of the school session, best interests of service.	£8,000
Waiver 1422	Dawson Plant Hire	Short term extension of plant hire for continuity, future sourcing via SXL Framework, best interests.	£55,000
Waiver 1425	STORM ID	Best interest to ensure continued maintenance and hosting of Council website.	£7,500
Waiver 1426	Allans Magic	Bespoke learning package, third party funding.	£22,000
Waiver 1429	Shimadzu	Sole supplier, one off laboratory equipment purchase.	£102,818
Waiver 1436	Siemens Mobility Ltd	Short term extension to contract, to provide continuity of service until tender process is complete.	£200,000

Waiver 1437	Citylets - Optilets Pro	Sole provider of this type of data relating to private, agency and housing association letting.	£15,000
Waiver 1440	Envirocenter Limited	Land purchase contractual terms require use of this specific supplier.	£36,370
Waiver 1444	Scottish Historic Building Trust	Collaborative group of which the Council is a member, leading procurement of consultant.	£25,000
Waiver 1459	Wood plc	One-off financial consultancy for Millerhill Project	£24,000
Waiver 1462	Power Data Associates	Street lighting meter administration, continuity of support from main supplier in market.	£21,000
Waiver 1463	B.R. Hallworth Ltd	Bespoke ICT Maintenance requirement relating to Tram vehicle priority at traffic signals.	£22,000
Waiver 1464	Torus Design Limited	Temporary cover to a staff position as contracted supplier unable to provide.	£49,950
Waiver 1465	Changeworks Recycling	Extension to contract as interim solution until service area is in place to take service in-house, best interests.	£140,000
Waiver 1466	Arcus Consultancy Services	Time-bound consultancy support to provide expertise in micro-hydro construction projects.	£106,730
Waiver 1476	Heart of Midlothian PLC	Hosting of 'Best Bar None' Award initiative, costs funded through the fees granted to participating authorities.	£5,000
Waiver 1478	Trusted Directory Services Ltd	Short term extension to Trusted Trader scheme until completion of new tender process, best interests.	£8,500
Waiver 1481	ESRI (UK) Ltd	Annual maintenance fee for bespoke IT software	£10,786
Waiver 1482	Natural History Conservation	Specialist conservator works to whale bone in Meadows, limited suppliers and availability.	£32,196
Waiver 1483	Redcliffe Press Limited	Partnership arrangement to deliver specific exhibition catalogue for City Art Centre.	£10,100
Waiver 1487	Hamilton Waste and Recycling Ltd	Interim arrangement for mattress recycling following change of policy at new Millerhill Depot, sole provider.	£90,000
Waiver 1499	Avery Weigh-Tronix	Maintenance of software by supplier of weighing scales at Seafield Waste Transfer Station, proprietary rights.	£45,000
Waiver 1500	Sansom & Company	Partnership arrangement to deliver specific artwork and brochure to accompany art exhibition	£13,050
Waiver 1502	Insite Energy	Metering / billing services for new affordable homes at Greendykes until long term contractual solution in place.	£10,000
Waiver 1514	ABM Facility Services Scotland Limited	Cleaning of cultural venues, short term extension until tender process is complete.	£105,000
			£1,912,860

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
Waiver 1312	LearnPro Limited	Learning platform - NHS Lothian staff access to essential learning in care settings - security & GDPR testing.	£22,742
Waiver 1325	Deaf Action	Short term to ensure Council compliance with equalities obligations and consistent quality of service to all citizens including the BSL community.	£28,000
Waiver 1343	Scene One Search and Selection Limited	Short term extension to ensure continuity and mitigate risk of delay relating to Asset Management Strategy.	£55,000
Waiver 1345	The Electoral Commission	Relocation costs of Electoral Commission, relating to Lothian Chambers lease surrender, best interests.	£9,958
Waiver 1346	Greenscape Grounds Maintenance Ltd	Short term contract extension until new tender complete, costs recoverable through service charge accounts.	£5,046
Waiver 1348	AES (Scotland) Ltd	Limited specialist providers available in short time-frame, best interests.	£10,350
Waiver 1362	RHT Scotland	Best interests, purchase of good quality second hand furniture for a fraction of new prices.	£8,500
Waiver 1363	Kings Security Solutions Ltd	Closed protocol system, repair and replace external security door and associated electronic locking system.	£5,945
Waiver 1378	Rutherford Cross	Best interests, recruitment to specialist posts where myjobscotland was not successful.	£24,500
Waiver 1379	Adam Appointments	Best interests, recruitment to specialist posts where myjobscotland was not successful.	£24,500
Waiver 1390	Brenntag UK & Ireland	Specialist swimming pool hygiene training course not available from any other supplier.	£8,000
Waiver 1393	REED	Staff via agency which could not be provided by Council contracted provider.	£21,888
Waiver 1397	Link Treasury Services LTD	Short term extension for continuity in relation to Fleet Review advice, best interests.	£7,875
Waiver 1404	Yakara Limited	Best interests, short term until this Council Tax texting service contract moves under Council's CGI contract.	£24,999
Waiver 1410	SHE Software Ltd	Best interest to maintain system and provide continuity until alternative software is implemented.	£9,597
Waiver 1415	Scene One Recruitment	Continuity of specialist consultancy supporting the Asset Management Strategy, best interests.	£128,000
Waiver 1427	ePrint	Hosting of software product by provider procured through Xerox Managed Print Service contract.	£5,950
Waiver 1428	Oracle Corporation UK Ltd	Business continuity extension, on demand system for High Risk Cases.	£9,072
Waiver 1433	Olsson Fire & Risk	Pilot report, fire assessment for public buildings arising from the J Cole report into PPP.	£20,675

Waiver 1434	FTSE Russell	Main benchmark index data provider required by Lothian Pension Fund 's oversight body.	£43,140
Waiver 1438	Training Byte Size	Short term extension to allow time to evaluate current provision and to plan for future need.	£7,000
Waiver 1448	Midland Human Resources	Software licensing of existing IT system.	£56,500
Waiver 1457	Inframation Limited	Sole provider of data to support management of the Lothian Pension Fund's portfolio.	£5,000
Waiver 1461	Midland Human Resources	Extension of scope to existing contract for use of analytics on Human Resources IT system.	£13,650
Waiver 1470	Brenntag UK & Ireland	Specialist staff training in operation and maintenance of swimming pools, sole provider.	£5,000
Waiver 1471	Ernst & Young	Additional financial analysis by existing supplier relating to Lothian Pension Fund, best interests.	£12,375
Waiver 1488	Crystal Ball Limited	Lone worker tracker package supporting staff health & safety, short term until new contract in place.	£8,160
Waiver 1489	Linkedin Corporation	Access to passive recruitment market enabling the Council to identify candidates for 'hard to fill' vacancies.	£8,000
Waiver 1498	Team Netsol	Maintenance of legacy IT system relating to Housing Benefit and Council Tax from previous ICT Partner.	£115,200
Waiver 1501	Midland HR	Short term contract extension to Midland iTrent until contract novated to CGI.	£182,211
Waiver 1509	Clyde & Co (Scotland) LLP	Legal expertise in relation to Personal Injury claims against the Council.	£250,000
Waiver 1512	Wider Plan Ltd	Continuation of the Salary Sacrifice Childcare scheme which has now closed to new members, best interests.	£14,078
Waiver 1513	Hanover Scotland Housing Association Ltd	Venue hire with specific IT and training facilities for mandatory/legislative learning for H&SC staff.	£20,000
Waiver 1516	Cotterill	Short term extension to the supplier of gifts for 'Long Service Award', expected to cease in 2019.	£22,000
Waiver 1517	J. Shearer	Travelling Gallery development review, funded by Creative Scotland, managed by the Council.	£5,000
			£1,197,911

Appendix 3 – Contracts awarded under the Waiver of CSOs by Committee approval

The following relate to the period 1 July – 31 December 2018.

Waiver No.	Directorate	Health and Social Care	Value
	Supplier	Justification for waiver	
1518	Various Suppliers - Framework	Support delivery of Health and Social Care services whilst strategic reviews and service redesign take place.	£3,323,543

Waiver No.	Directorate	Communities and Families	Value
	Supplier	Justification for waiver	
1468	Change Grow Live	Continue provision in supporting people in the criminal justice system pending the outcome of review by NHS Lothian, a main contributor to the contract.	£311,279
1497	Various Suppliers - Framework	Utilising non-contracted accommodation (critical to the Council's delivery of temporary accommodation to homeless individuals and families) to meet statutory obligations, until new contracted provision in place.	£4,516,000
			£4,827,279

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
1491	Ineo, Bridge Radio, OFCOM and Arqiva	Permit ongoing Bustracker system operation and maintenance until such time as new system tender process and implementation complete.	£1,000,000
1492	Changeworks	Allow completion of ongoing projects relating to Housing energy consultancy services.	£187,058
1494	Glendale Grounds Management Ltd	Short term extension to allow these services to be aligned and tendered in parallel with similar services undertaken by the Council.	£850,000
1495	Orbis protect Ltd	Strategic alignment of services 'similar' in nature, to ensure efficient future use of resources to meet changing needs of the Council.	£750,000
1496	R. Cartwright, L. Murray & S. Quinn	Short term contract extensions to ensure continuity of support, guidance and execution of the Service Improvement Plan to completion 30 April 2019.	£220,000
			£3,007,058

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
Waiver 1493	Various Suppliers - Framework	Property Repair and Maintenance. Provide sufficient time to procure new services following a period of significant change in the shape and scope of the service delivery.	£11,700,000
1431	Zurich Municipal	Short term renewal of engineering inspection (statutory compliance) until scope of future provision is confirmed through the Repairs and Maintenance (R&M) project review which has been subject to delays.	£274,036
			£11,974,036

Appendix 4 – Procurement Programme – Anticipated Regulated Procurements Across the Council

Note: the names of the projects are working titles only. The projects are at different stages of development and therefore subject to change.

Project / Requirement	Services/ Goods/ Works S/G/W	Directorate	Anticipated Value (Range)	Estimated Award Date
Edinburgh Shore Development	W	Place	£5m and above	2020/21
Housing Property Capital Framework – Domestic repairs, fabric repairs, other trades	W	Place	£5m and above	Nov 2019
Housing Framework – to provide additional mechanism for future housebuilding contracts	W	Place	£5m and above	May 2019
Asset Management – service for repairs and maintenance of council facilities	S/W	Resources	£5m and above	Oct 2019
Trade Materials and associated services	G/S	Place	£5m and above	Dec 2019
Supply of Electricity	G	Resources	£5m and above	Mar 2019
St Crispins new build	W	C&F	£5m and above	Apr 2019
Early years programme – works to support increased nursery capacity	S/W	C&F	£5m and above	May 2019
Education & HSC Transport Framework	S	Place	£5m and above	May 2019
Housing Property Framework	W	Place	£5m and above	Nov 2019
City Centre West End Cycle Link	W	Place	£5m and above	Nov 2019
Carers Services	S	HSC	£5m and above	Jan 2020
Silverlea – sheltered housing	W	Place	£5m and above	Nov 2019
Framework options for children's disability services under SDS Options 2 or 3	S	C&F	£2m up to £5m	Aug 2019
Holiday Activity Programme	S	C&F	£2m up to £5m	Oct 2019
Bustracker system	S	Place	£2m up to £5m	May 2019
Bridges and Structures Framework	W	Place	£2m up to £5m	Nov 2019
Hire of Plant	S	Resources	£0.5m up to £2m	Mar 2019
British Sign Language services for interpretation and translation support	S	Resources	£0.5m up to £2m	Sep 2019
Lift and Escalator Inspections	W	Place	£0.5m up to £2m	Aug 2019
Over 80 additional projects at early engagement stage	S/G/W	Various	From £25k and above	2019/20