

# Finance and Resources Committee

10.00am, Thursday 5 March 2020

## Contract Award and Procurement Programme (Period 1 July to 31 December 2019)

Item number	
Executive/Routine	Routine
Wards	All
Council Commitments	

### 1. Recommendations

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- 1.1 It is recommended that the Committee notes the contents of this report and the contract awards made by officers under delegated authority. A further report will be submitted to the Committee in approximately six months' time.

**Stephen S. Moir**

**Executive Director of Resources**

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## Contract Award And Procurement Programme (Period 1 July to 31 December 2019)

### 2. Executive Summary

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- 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 2019. This provides visibility of contracts awarded by officers under delegated authority, inclusive of direct contract awards not openly tendered due to specific circumstance permitted in the relevant procurement regulations 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

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- 3.1 The Commercial and Procurement Services (CPS) team, within the Finance Division, is responsible for fostering commercial and procurement efficiency, assisting Best Value to be secured across the Council. In support of this approach CPS:
- supports Directorates to procure goods, works and services (with the focus primarily on contracts in the 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 activities and stakeholders across the breadth of the Council. The scope of this function includes working with services in relation to:
- £635m of third party spend across the Council during 2018/19;
  - Management of the Council's Contract Register – 1,392 live contracts (at 13 January 2020); and
  - Approximately 6,440 suppliers, 1,250 requisitioners and 700 approvers on the Council's Oracle purchasing system (at 13 January 2020).
- 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 Directorates 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 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 continue 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**

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- 4.1 This report updates the Finance and Resources Committee on the scope of contracts awarded by officers under delegated authority across the Council in the period 1 July to 31 December 2019 and provides visibility of the forthcoming procurement programme in relation to expected higher value contracts across the Council. Information is as recorded on the Council's Contract Register as at 13 January 2020.
- 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 by officers under delegated authority is presented in Table 1 overleaf.

**Table 1 Contracts Awarded under Delegated Authority**

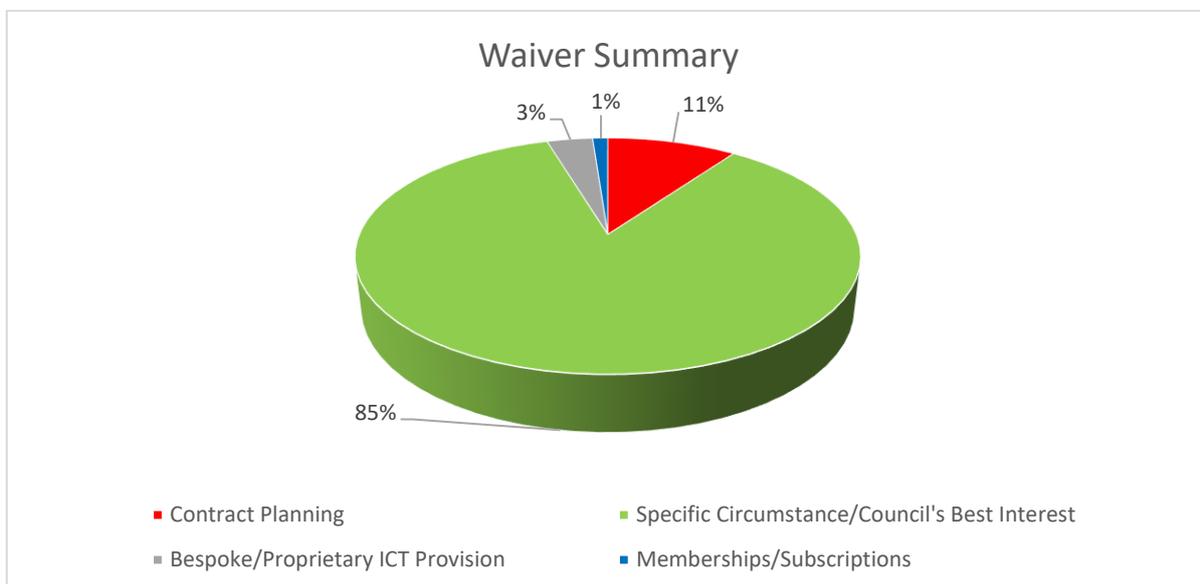
Directorate	Total Contract Value 1 July – 31 December 2019
Chief Executive's Service	£900,000
Communities and Families	£15,491,466
Health and Social Care	£780,038
Place	£25,245,280
Resources	£29,265,091
De Minimis Value Contracts (Under £25,000)	£908,514
	<b>£72,590,389</b>

- 4.3 A full breakdown of contracts awarded by officers under delegated authority in this period 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. For information, there were a total of 82 contracts awarded with a value of less than £25,000.
- 4.4 National Framework awards under Standing Order 12 of the CSOs are also included in Appendix 1. The title or description identifies where such a Framework has been utilised.
- 4.5 The report also offers insight in respect of those contracts awarded under waiver (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 1 July – 31 December 2019	
	Delegated Authority	Committee Approval
Chief Executive's Service	£225,347	-
Communities and Families	£2,217,502	£308,533
Health and Social Care	£119,228	-
Place	£1,519,227	£9,076,337
Resources	£517,726	-
<b>Total</b>	<b>£4,599,030</b>	<b>£9,384,870</b>

- 4.6 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.
- 4.7 To enable greater understanding of the background to waivers across the Council, CPS records relevant management information. 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 (11%) primarily relate to contract planning, historically a concern of the Committee. The majority (85%) 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. It is noted that 3% relate to bespoke/proprietary ICT Provision, with the remainder relating to membership and subscriptions. Given the breadth of services delivered across the Council, the reasons for these are numerous and varied, with further detail of the requirement for each waiver listed within Appendix 2.



- 4.8 With regard to the value of waivers, the majority continue to be of a relatively low to moderate value, with 24% of waivers below £10,000, 62% of waivers below £25,000 and 86% below £50,000. This is consistent with previous reporting periods.
- 4.9 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.
- 4.10 To enable greater insight into the forthcoming procurement programme in relation to higher value contracts across the Council, the top twenty-five (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

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

## 6. Financial impact

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- 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

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- 7.1 Directorates have been consulted in relation to their expiring contracts, waivers and suppliers in preparation for 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 or Scottish procurement regulations. 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 the relevant legislative framework.
- 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

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- 8.1 [Contract Awards and Procurement Programme \(Period 1 January – 30 June 2019\)](#)  
– Report to Finance and Resources Committee, October 2019

## 9. Appendices

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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 2019.

### Supply of Goods and Service Contracts

Date	Directorate	Chief Executive's Service	
	Supplier	Contract Description	Value
16/12/2019	Spirit Media Scotland Limited	Media planning, buying and associated services via Framework.	£800,000
27/12/2019	APS Group Scotland Ltd	Provision of publishing, print, design and associated services via Framework.	£100,000
			<b>£900,000</b>

Date	Directorate	Communities and Families	
	Supplier	Contract Description	Value
30/07/2019	Community Integrated Care	Specialist care for a young person.	£892,866
31/07/2019	Framework – Multiple Suppliers	Framework agreement for the provision of accommodation for homeless service users.	£5,000,000
05/08/2019	The Scottish Government	Education licence, blanket permissions to copy and reuse content from print and digital publications.	£114,429
12/08/2019	Northumberland County Council	Specialist school placement for a child.	£50,000
12/08/2019	Framework – Multiple Suppliers	Educational support for children in care.	£1,000,000
14/08/2019	Scottish Nursing Guild	Mental health support for children and young people.	£200,000
20/08/2019	Community Integrated Care	Specialist care for a young person.	£649,848
29/08/2019	Drake Music Scotland	Bespoke music workshops within schools.	£30,000
29/08/2019	National Youth Choir of Scotland	Music training for every Primary 3 child.	£57,750
25/09/2019	Playsafety Ltd	Annual independent inspection of outdoor play and fitness playgrounds.	£90,000
30/09/2019	Sacro	Wellbeing services for minority ethnic women.	£896,884

01/10/2019	Cyrenians	Residential care placements for young people who require supported accommodation.	£161,615
10/10/2019	Action For Children	Respite care for children.	£267,635
06/11/2019	Change, Grow, Live	Edinburgh and Midlothian offender recovery service.	£429,999
15/11/2019	SXL Framework – Multiple Suppliers	Framework for the supply and delivery of trade materials.	£195,000
15/11/2019	Aero Healthcare Ltd	Supply and delivery of first aid materials via SXL Framework.	£135,000
15/11/2019	SXL Framework – Multiple Suppliers	Framework for supply, delivery and installation of audio visual equipment.	£5,000,000
15/11/2019	SXL Framework – Multiple Suppliers	Framework for the supply and delivery of power tools.	£35,000
15/11/2019	SXL Framework – Multiple Suppliers	Framework for the supply and delivery of building materials.	£215,000
15/11/2019	Eskimo Designs Ltd	Rebuild of 'Our Town Stories' website.	£41,440
01/12/2019	Bethany Christian Trust	Rough sleeper link officers.	£29,000
			<b>£15,491,466</b>

Date	Directorate	Health and Social Care	
	Supplier	Contract Description	Value
05/08/2019	Girbau UK Limited	Rental and maintenance of laundry equipment for five care homes via ESPO Framework.	£195,120
10/10/2019	Prism UK Medical Limited	Supply and maintenance of stairlifts, step lifts and floor lifts via Framework – Lot 1.	£295,372
10/10/2019	Prism UK Medical Ltd	Supply and maintenance of ceiling track and gantry hoists via Framework – Lot 2.	£108,680
10/10/2019	Closomat Ltd	Supply and maintenance of toilets via Framework – Lot 3.	£180,866
			<b>£780,038</b>

Date	Directorate	Place	
	Supplier	Contract Description	Value
02/07/2019	Framework – Multiple Suppliers	Transport traffic management measures for substantial works and in emergency situations.	£387,097
19/07/2019	G4S Secure Solutions (UK) Limited	Security for Summertime Streets programme via SXL Framework.	£52,226
19/07/2019	David Narro Associates Ltd	Structural engineering services via Framework - Bowling Green development Powderhall.	£77,875
24/07/2019	HarrisonStevens Limited	Westside Plaza design services.	£84,900
25/07/2019	African Connections CIC	Multicultural event for 2019 and 2020 in North Edinburgh.	£90,000
25/07/2019	Currie & Brown UK Limited	Project Management services via Framework - Energy Efficient Street Lighting Programme.	£102,341
26/07/2019	Corgi Technical Services Limited	Provision of gas auditing services to citywide properties – FY 2019/20.	£118,534
01/08/2019	Cushman & Wakefield Debenham Tie Leung Limited	Commercial procurement advisory services via Framework, Edinburgh BioQuarter.	£72,000
20/08/2019	Robertson Construction Group Limited	Pre-construction activities related to the feasibility for tram cycle improvements.	£33,709
21/08/2019	IMG Artists UK Ltd	Payment to agents of musicians playing at Cultural Venues.	£150,000
13/09/2019	Daimler Fleet Management UK Limited	Electric vehicles leased via Framework, grant funded.	£198,535
17/09/2019	A & P Chambers Ltd	Saughton Park people, cycle and car counter system installation and monitoring.	£37,803
18/09/2019	SRUC	Pesticide awareness and handling training.	£26,195
19/09/2019	Fuellink Contracts Ltd	Fuel management system and maintenance of fleet fuel facilities.	£85,979
30/09/2019	RIX Petroleum (Scotland) Limited	Supply of liquid fuels - gas oil.	£137,500
01/10/2019	Car Hire Ltd t/a Days Fleet	Lease of five electric vehicles via Framework, grant funded.	£56,516
01/10/2019	City Health Clinic Limited	Driver medicals for taxis and private hire vehicles.	£448,000
03/10/2019	Levenseat Ltd	Treatment and disposal of mechanical street sweepings and gully waste via SXL Framework.	£842,037
07/10/2019	Summers-Inman Construction and Property Consultants LLP	Building surveying services via Framework, capital and repairs programmes.	£100,000

10/10/2019	Aecom Ltd	Structural engineering services via Framework, Dolphinton Slip - Bus Lane.	£29,688
11/10/2019	Firm of James Lawrie	Emergency road gritting and snow clearance for Ratho and Dalmahoy areas.	£50,425
16/10/2019	Redpath Tyres Ltd	Supply and fitting of tyres for fleet vehicles and plant, via SXL Framework.	£424,000
18/10/2019	Aecom Limited	Flood study of the Niddrie Burn catchment area.	£35,563
23/10/2019	Aecom Limited	Structural engineering services via Framework, design of nineteen schemes.	£710,939
28/10/2019	Whale Tankers Ltd	Supply of gully vehicles for Edinburgh Road Services.	£515,877
29/10/2019	Currie & Brown UK Limited	Quantity surveying services via Framework, capital and repairs programmes.	£100,000
15/11/2019	Framework – Multiple Suppliers	Framework for the supply and delivery of aluminium street lighting columns.	£800,000
19/11/2019	Johnston Sweepers Ltd	Supply of electric sweeper, part grant funded.	£368,615
22/11/2019	Aecom Limited	Fire engineering services via Framework.	£89,825
02/12/2019	Antevorte Ltd	Classroom based training for staff who may undertake surveillance.	£38,500
06/12/2019	Research Resource Scotland Ltd	Housing services focus group programme.	£28,480
06/12/2019	Allsports Construction and Maintenance Ltd	Supply and installation of play park equipment and surfacing for Hunters Hall and Jack Kane Centre.	£128,507
11/12/2019	Lookers Plc	Purchase of thirty-two electric vehicles, part grant funded.	£553,953
12/12/2019	Thomas & Adamson	Project Management services via Framework, Fountainbridge, plot E2.	£31,845
12/12/2019	Thomas & Adamson	Project Management services via Framework, Fountainbridge, enabling, utilities and diversions.	£47,100
12/12/2019	RSP Consulting Engineers LLP	Mechanical & electrical professional services via Framework, Powderhall.	£40,253
12/12/2019	Collective Architecture Limited	Architectural services via Framework, Powderhall.	£155,827
12/12/2019	Framework – Multiple Suppliers	Tree planting and watering Framework.	£400,000
18/12/2019	Jacobs UK Ltd	Integrated Impact Assessment for Low Emission Zones via SXL Framework.	£29,995

19/12/2019	T B MacKay Energy Services Ltd	Citywide provision of plumbers for capital works to supplement in-house Council team.	£25,000
19/12/2019	T B MacKay Energy Services Ltd	Citywide provision of gas engineers for capital works to supplement in-house Council team.	£25,000
19/12/2019	Bell Decorating Group Ltd	Citywide provision of painters for capital works to supplement in-house Council team.	£25,000
19/12/2019	First Call Trade Services Limited	Citywide provision of joiners for capital works to supplement in-house Council team.	£25,000
19/12/2019	First Call Trade Services Limited	Citywide provision of electricians for capital works to supplement in-house Council team.	£25,000
20/12/2019	Jacobs UK Ltd	Transport modelling for Low Emission Zones via SXL Framework.	£36,700
24/12/2019	JHM Butt & Co Ltd	Supply and installation of fleet workshop equipment, Seafield depot, Edinburgh.	£155,671
			<b>£7,998,010</b>

Date	Directorate	Resources	
	Supplier	Contract Description	Value
17/07/2019	Newfuture.me	Outplacement support services for staff to transition into new roles across the Council.	£68,980
05/08/2019	Will Rudd Davidson Edinburgh Ltd	Structural engineering services via Framework, Darroch House refurbishment.	£95,760
05/08/2019	Doig & Smith Limited	Quantity Surveying services via Framework, Darroch House refurbishment.	£54,600
06/08/2019	Doig & Smith Limited	Quantity Surveying services via Framework, Broomshill, Canaan Lane & Victoria Primary schools.	£233,458
06/08/2019	Blackwood Partnership Limited	M & E professional services via Framework, Broomshill, Canaan Lane & Victoria Primary schools.	£490,262
06/08/2019	Holmes Miller Limited	Architectural services via Framework, Bangholm Sports and Performing Arts Facility.	£155,020
06/08/2019	Will Rudd Davidson Edinburgh Ltd	Structural engineering services via Framework, Bangholm Sports and Performing Arts Facility.	£85,373
06/08/2019	Blackwood Partnership Limited	M & E professional services via Framework, Bangholm Sports and Performing Arts Facility.	£56,616
06/08/2019	Doig & Smith Limited	Project Management services via Framework, Bangholm Sports and Performing Arts Facility.	£107,840
06/08/2019	RSP Consulting Engineers LLP	M & E professional services via Framework, Kirkliston Leisure Centre expansion.	£32,406
06/08/2019	Anderson Bell Christie Limited	Architectural services via Framework, Kirkliston Leisure Centre expansion.	£56,100
07/08/2019	Corporate Travel Management Ltd	Public sector travel and venue solutions via Scottish Government Framework.	£450,000
09/09/2019	Framework – Multiple Suppliers	Revenues processing service in respect of Council Tax and national non-domestic rates.	£664,640
23/09/2019	Ross Quality Control Limited	Clerk of Works services via Framework, St Crispin's School.	£71,318
01/10/2019	Framework – Multiple Suppliers	Asbestos service support.	£100,000
01/10/2019	E.D.P. Health, Safety and Environment Consultants Limited	Asbestos records update.	£57,200
07/10/2019	Crawford & Company Adjusters (UK) Limited	Provision of loss adjusting services.	£131,685
01/11/2019	SHE Software Ltd	SHE Assure software management system for health and safety incident reporting and recording.	£133,833
18/11/2019	Firefly Leadership Ltd	Coaching partner to support leadership development across the Council.	£28,400

19/11/2019	Doig & Smith Limited	Quantity Surveying services via Framework, WHEC - Wave 4.	£60,000
02/12/2019	Doig & Smith Limited	Project Management services via Framework, WHEC sports block.	£60,000
05/12/2019	Reuters Limited	Online system to provide financial market information.	£120,000
			<b>£3,313,491</b>

## Works Contracts

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

Date	Directorate	Place	Value
	Supplier	Contract Description	
16/07/2019	Nicholson Bros Electrical	Emergency lighting to high rise blocks 19-20B via multiple supplier Framework.	£334,214
26/07/2019	Engie Regeneration Limited	Refurbishment of kitchen & bathrooms via multiple supplier Framework.	£1,468,568
29/07/2019	Diack and Macaulay Limited	Easter Road bridge strengthening.	£136,600
08/08/2019	Everwarm Ltd	Loft insulation south west via multiple supplier Framework.	£217,691
15/08/2019	Framework – Multiple Suppliers	Forestry and arboriculture works.	£273,040
30/08/2019	Martec Engineering Group Ltd	Door entry systems to south 153 blocks via multiple supplier Framework.	£1,604,018
06/09/2019	Tarmac Trading Limited	Lower Granton Road carriageway resurfacing via Transport and Infrastructure (TI) Framework.	£120,014
23/09/2019	Barhale Limited	Fountainbridge enabling works.	£50,000
25/09/2019	VolkerLaser Ltd	Great Junction Street bridge strengthening works.	£413,973
01/10/2019	Everwarm Ltd	External wall insulation Sighthill via SXL Framework.	£560,000
01/10/2019	Everwarm Ltd	External wall insulation Drylaw via SXL Framework.	£630,000
01/10/2019	BCA Insulation Ltd	External wall insulation Drylaw - Wilson non-traditional block via SXL Framework.	£653,774
01/10/2019	Everwarm Ltd	External wall insulation West Mains - Blackburn properties via SXL Framework.	£946,000
15/10/2019	L&D Plumbing & Tiling Services Ltd	Kitchen and Bathroom upgrades North A - 2019-20 via Framework.	£704,917
24/10/2019	Sers Energy Solutions (Scotland) Limited	External wall insulation Wilson blocks – Drylaw via SXL Framework.	£343,000
24/10/2019	Everwarm Ltd	Cavity wall and loft insulation installations Citywide PH2 via multiple supplier Framework.	£379,553

24/10/2019	Everwarm Ltd	Loft insulation Citywide via multiple supplier Framework.	£608,315
24/10/2019	Everwarm Ltd	Cavity wall insulation Citywide via SXL Framework.	£777,400
25/10/2019	Engie Regeneration Limited	Kitchen and bathroom upgrades of Council properties via multiple supplier Framework.	£1,517,377
07/11/2019	Barhale Limited	Fountainbridge enabling works, part B.	£1,116,505
11/11/2019	VolkerLaser Ltd	Morrison Street bridge strengthening works.	£247,530
12/11/2019	Maxi Construction Ltd	Fire door-set renewal and general fire proofing work via Framework.	£832,215
14/11/2019	Boston Networks Ltd	Wireless network Greendykes House (concierge hub) and associated blocks.	£32,328
14/11/2019	Boston Networks Ltd	CCTV video management system replacement Greendykes House.	£33,048
21/11/2019	Barhale Limited	Coltbridge viaduct refurbishment works.	£573,652
11/12/2019	Maclay (Civil Engineering) Limited	Marine Drive carriageway and footway resurfacing via TI Framework.	£257,661
13/12/2019	CCG Scotland Ltd	Installation of kitchen and bathrooms via multiple supplier Framework.	£1,547,161
27/12/2019	Nicholson Bros Electrical	Electrical refit and rewire via multiple supplier Framework.	£868,716
			<b>£17,247,270</b>

Date	Directorate	Resources	
	Supplier	Contract Description	Value
04/07/2019	Morris & Spottiswood Ltd	Granton Primary School refurbishment works via Contractor Works (CW) Framework.	£801,619
04/07/2019	Morris & Spottiswood Ltd	Kirkliston Primary School refurbishment works via CW Framework.	£1,099,603
08/07/2019	GHI Contracts Ltd	Lagganlia Outdoor Centre - windows replacement and M&E external works via CW Framework.	£437,847
09/07/2019	Maxi Construction Ltd	Liberton Primary School and nursery – joinery and M&E via CW Framework.	£1,496,125
16/07/2019	WQS (UK) Ltd	Water quality works, various primary and secondary schools via CW Framework.	£416,585
19/07/2019	Go-Wright Ltd	Communal roof and internal repairs / replacement works, Lochend Avenue.	£67,615

24/07/2019	FES Support Services Limited	Mechanical installation works Ferrylee Home via CW Framework.	£236,595
25/07/2019	The Green Organisation Limited	Multi-trade works Stockbridge Primary School via CW Framework.	£720,272
02/08/2019	Clark Contracts Ltd	Multi-trade refurbishment works Roseburn Primary School via CW Framework.	£1,274,753
07/08/2019	Morris & Spottiswood Ltd	Multi-trade works Stenhouse Primary School via CW Framework.	£655,310
10/09/2019	Clark Contracts Ltd	Multi-trade separation works 329 High Street via CW Framework.	£203,538
12/09/2019	McLaughlin and Harvey Limited	Construction of St Crispin's School via CW Framework.	£13,716,326
13/09/2019	FES Support Services Limited	Electrical installation works, Murrayburn Primary School via CW Framework.	£1,278,306
16/09/2019	James Breck Ltd	Stonework and masonry works, James Gillespie's Primary School via CW Framework.	£150,486
17/09/2019	Go-Wright Ltd	Hugh McCulloch & Covenanters Monuments stone repairs via CW Framework.	£47,141
18/09/2019	Bridgewater Building Solutions Ltd	Asset management works to St Cuthbert's Primary School via CW Framework.	£872,781
19/09/2019	FES Ltd	Heating and lighting upgrade, Seafield Laboratory via CW Framework.	£339,734
02/10/2019	G Grigg and Sons Limited	Portobello Swim Centre refurbishment works via CW Framework.	£414,701
02/10/2019	Ashwood Scotland Ltd	Royal High Primary School multi-trade refurbishment works via CW Framework.	£831,115
22/10/2019	Servest Arthur McKay Limited	Prospect Bank Primary School boiler replacement works via CW Framework.	£181,266
07/11/2019	Barhale Limited	Boroughmuir High School enabling works, part C.	£324,512
27/11/2019	Dacoll Electrical Contracting Ltd	St Mark's Primary School electrical improvement works via CW Framework.	£385,370
			<b>£25,951,600</b>

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

The following relate to the period 1 July – 31 December 2019.

Waiver No.	Directorate	Chief Executive's Service	
	Supplier	Justification for waiver	Value
Waiver 1799	Eagle Couriers Scotland Ltd	Delivery and uplift of election materials (European Election), costs fully recoverable.	£22,495
Waiver 1827	Barrachd Limited	Staff training relating to new ICT application associated with the Council's Cognos system.	£12,150
Waiver 1868	Delib Limited	Annual subscription to Citizen Space.	£7,995
Waiver 1970	Idox Plc	Polling software system for General Election 2019, costs fully recoverable.	£11,383
Waiver 2010	Access Intelligence Media and Communications Limited	Best interests, completion of contract.	£8,400
Waiver 2013	Idox Software Ltd	Printing of ballot paper and postal vote packs, costs fully recoverable.	£151,924
Waiver 2025	Sniffer	Provision of advice on carbon reduction as part of programme funded by the Scottish Government.	£11,000
			<b>£225,347</b>

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
Waiver 1801	Sleep Scotland	Direct award of care services until such time as residential and special schools framework is established.	£40,000
Waiver 1804	M McHardy	Continuity of provision of counselling services.	£10,800
Waiver 1807	Cyrenians	Direct award of supported care provision whilst long term arrangements are put in place.	£40,000
Waiver 1808	Scottish Nursing Guild	Paediatric nurses on site at play scheme for children with disabilities.	£30,000
Waiver 1816	Caledonia Play	Bespoke wooden play equipment for Early Years Centre.	£12,745

Waiver 1829	Ellustration Ltd	Communication materials for the equity workstream of the South East Improvement Collaborative.	£5,000
Waiver 1830	St Margaret's Children & Family Care	Interagency fees for foster adoption matching services.	£40,270
Waiver 1831	The Award Scheme Ltd	Sole supplier of Duke of Edinburgh's Award welcome packs.	£35,000
Waiver 1832	C Booth Ltd	Production of The Risk factory (TRF) Workbook for schools.	£8,700
Waiver 1833	Imagine	Immersive theatre for Castlebrae High School.	£45,000
Waiver 1834	Humanutopia Limited	Equality training to all pupils at Royal High School.	£13,200
Waiver 1840	Bethany Christian Trust	Interim support to establish a home until procurement exercise is finalised.	£121,673
Waiver 1841	Dance Division Limited	Interim dance tuition as part of the current curriculum in schools until procurement exercise is finalised.	£20,000
Waiver 1842	Richmond Fellowship Scotland	Support and care provision to a young person.	£68,000
Waiver 1844	Cameron Veitch	Temporary accommodation for homeless people.	£16,800
Waiver 1845	The Williamson Group Ltd	Local supply of food for Lagganlia Outdoor Centre.	£30,000
Waiver 1859	Pivotal Education Limited	Staff training on how to change and improve pupil behaviour within the school.	£5,785
Waiver 1867	Sahellya	Extension to current contract to allow time for transition of staff and service users to new provider.	£50,729
Waiver 1882	Dr S Rieuwerts	Languages teaching support for implementation of Scottish Government 1+2 Approach to Learning.	£18,200
Waiver 1883	U-Evolve	Therapeutic programme for school children at Craigroyston High School.	£19,740
Waiver 1884	SCRAN Academy	Alternative learning curriculum support for young people at Craigroyston High School.	£44,074
Waiver 1887	Ardroy Outdoor Education Centre (AOEC)	Residential experience for young people as part of the champions board model.	£3,220

Waiver 1891	Gibbon Lawson McKee Ltd	Asset management for Lagganlia.	£14,625
Waiver 1892	Port Edgar Watersports CIC	Use of Port Edgar to facilitate High School National 5 Maritime Skills Course.	£8,700
Waiver 1893	Crew 2000 (Scotland) Ltd	Drug and alcohol support services for young people.	£10,266
Waiver 1896	The Action Group	Careers advice for minority ethnic carers ahead of new carers framework being put in place.	£12,208
Waiver 1898	Communication Crossroads Inc	Training for children and persons with ASD and related disabilities, and their families.	£8,777
Waiver 1902	Thempra Social Pedagogy CIC	Training to increase staff awareness of social pedagogy processes.	£11,730
Waiver 1903	Primecare Health Ltd	Care support for young person transitioning to supported accommodation.	£20,000
Waiver 1905	WWCCTV	SIM renewals for mobile CCTV airtime monitoring facility operating 24/7, 365 days per year.	£6,499
Waiver 1910	Tes Scotland	Advertising for teacher vacancies.	£6,000
Waiver 1911	Portakabin	Assembly for portakabin at Sighthill Primary School following move from Tynecastle.	£243,118
Waiver 1912	Hays Specialist Recruitment Agency Ltd	Sourcing of additional staff for the Council's workshops to assist in the maintenance of school grounds.	£49,999
Waiver 1913	Gateway Shared Services	Schools work placement services.	£15,525
Waiver 1920	Terryberry Limited	Long service awards for Communities and Families staff.	£6,721
Waiver 1921	Barnardo's Caern	Residential service for short breaks for children with disabilities.	£45,000
Waiver 1922	The Edinburgh Remakery Ltd	Reconditioning of ICT equipment for use by refugees resettled in Edinburgh.	£8,400
Waiver 1925	Glenrothes Taxi Centre Ltd	Taxi transport for service users with additional support needs in the Fife area.	£49,000
Waiver 1926	Career Ready	Bespoke software for connecting school leavers with employment opportunities.	£24,000
Waiver 1927	Gold and Gray Soccer Academy	Bespoke support programme to improve behaviour and attainment based around physical activity and wellbeing.	£49,500

Waiver 1929	John Winstanley & Company Ltd	Equipment for foster and emergency care placements.	£50,000
Waiver 1930	Hays Specialist Recruitment Ltd	Short-term staffing for Health & Social Care transport routes as contracted supplier unable to provide staff.	£50,000
Waiver 1935	North Edinburgh Childcare	Extension for delivery of SVQ3 Social Services Children and Young People whilst tendering activity is underway.	£30,400
Waiver 1937	Cameron Veitch	Pilot of house share model to ensure statutory requirements are met, improve service and reduce costs.	£11,970
Waiver 1940	HPC Laser Ltd	Printer required for design and technology coursework at Trinity Academy.	£6,250
Waiver 1943	Ruth Miskin Literacy Ltd	Bespoke training intervention programmes, intellectual property rights.	£20,000
Waiver 1945	South London and Maudsley NHS Foundation Trust	Support for hard to reach families, with young people aged 11-17, at risk of coming into Council care.	£53,650
Waiver 1946	Four Square Scotland	Short term extension to contract supporting abuse victims into accommodation until new contract in place.	£15,360
Waiver 1960	MGM Timber Scotland Limited	Temporary solution in advance of SXL contracts being adopted for use.	£12,500
Waiver 1961	Ajenta Limited	ICT equipment and software system for new Castlebrae High School to improve outcomes.	£12,651
Waiver 1962	Edict Training Ltd	System for tracking attainment in schools, sole provider of the required specification.	£48,000
Waiver 1965	Cyrenians	Short term extension to residential care until new contract in place via Framework.	£20,000
Waiver 1975	Ashdown Education Ltd	Staff training for schools across the City, provider of the required specification.	£20,000
Waiver 1978	The Guide Dogs for The Blind Association	Short term contract to support children with sight difficulties until new contract is tendered and in place.	£30,150
Waiver 1982	Eagle Couriers Scotland Ltd	Sorting, packaging and delivery of Council produced magazine, best interests.	£5,500
Waiver 1986	Primecare Health Ltd	One-off temporary support arrangement urgently required for a young person.	£130,000
Waiver 1987	Edinburgh Young Carers, Broomhouse Centre, Capital Carers	Direct awards to three young carer organisations to pilot young carers statement processes.	£30,000

Waiver 1989	Play Therapy Base Ltd	Specialist play therapy support for children under Pupil Equity Funding (PEF).	£9,500
Waiver 1991	Barnados	Support to primary school children to enhance opportunity to access curriculum and improve learning.	£35,000
Waiver 1994	Glasgow City Council	Short term extension to manage schools work placements service until brought in house.	£14,750
Waiver 1996	Humanutopia Ltd	Workshops for S2 - S6 to empower students to take control of their lives by making better choices.	£6,900
Waiver 1997	K Dewar	Independent significant case review in respect of a high-risk offender.	£9,500
Waiver 2007	Bill Rodgers Education Consultancy Pty	Expert speaker in behaviour management event to be attended by 160 school staff.	£7,000
Waiver 2009	Barnardos's Scotland	Specialist support and training for Council staff relating to child exploitation.	£27,756
Waiver 2016	VeloSolutions UK	Specialist design and build contractor.	£100,000
Waiver 2021	Edinburgh Development Group	Short-term project to trial support for young people with disabilities in their transition to adult life.	£15,431
Waiver 2022	Waterlogic	Short-term extension to existing contract whilst long-term options are explored.	£30,000
Waiver 2023	Action For Children	Specialist unit support for young people with complex education needs.	£20,000
Waiver 2026	Advanceworx Creative Communications Limited	Continuation of services to support the experience outdoors website.	£19,500
Waiver 2029	Scran Academy CIC	Alternative curriculum for pupils with barriers to their learning in both Craigmoynton and Leith schools.	£48,000
Waiver 2032	Ajenta Limited	Gaelic language equipment, video teaching space in classrooms supporting teaching delivery.	£28,730
Waiver 2033	Edge Public Solutions Ltd	Consultancy to assist with identifying savings proposals.	£30,000
			<b>£2,217,502</b>

Waiver No.	Directorate	Health and Social Care	Value
	Supplier	Justification for waiver	
Waiver 1835	Allpay Limited	Interim arrangement for payment system until tender completed.	£65,568
Waiver 1890	Airts Consulting Limited	Annual support and licence costs for TEND system relating to loans management system.	£24,460
Waiver 1953	UK Smart Recovery	Evidence based mutual aid intervention, intellectual property rights.	£19,200
Waiver 1990	H1 Healthcare	Short breaks service for adults with learning disabilities, not available from contracted supplier.	£10,000
			<b>£119,228</b>

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 1802	Vivedia Limited	Music and media for funeral services, continuity of service.	£17,000
Waiver 1817	S Flack Consultancy Ltd	Unique experience in the development of the only current work place parking levy in the UK.	£11,000
Waiver 1818	IOM Consulting Ltd	Expert occupational health technical advice.	£18,778
Waiver 1837	Tecalemit Garage Equipment Company Ltd	Repair of the bespoke brake testing unit at Russell Road, fleet services.	£6,502
Waiver 1850	Living Streets	Motivational tool to encourage active travel in schools.	£33,000
Waiver 1852	Arcadis	Capacity studies on five housing sites to examine possibilities for off-site construction.	£24,000
Waiver 1862	Ollywood Limited	Pop up park in Cockburn Street as part of Summer Streets.	£20,000
Waiver 1865	SGS UK Ltd	Quality Assurance audit in line with requirements until procurement process for new suppliers is complete.	£5,000
Waiver 1866	CA Traffic Ltd	Short term arrangement for traffic counting software until new system implemented via CGI contract.	£20,000
Waiver 1870	Central Law Training (Scotland) Ltd	Paralegal qualification in licensing for staff as part of the honours programme.	£42,000

Waiver 1873	The Corner Shop PR	PR campaign for cultural venues sourced via Marketing Edinburgh.	£13,750
Waiver 1874	The Lane Agency	PR campaign for cultural venues sourced via Marketing Edinburgh.	£33,000
Waiver 1875	Owned and Operated	PR campaign for cultural venues sourced via Marketing Edinburgh.	£12,360
Waiver 1877	D Stewart Fencing	Street signage replacement until completion of procurement exercise.	£10,000
Waiver 1878	Edinburgh Napier University School of Health and Social Care	Clinical advisor for the Driver Innovation Safety Challenge.	£14,400.
Waiver 1881	Albion Environmental Limited	Extension of contract for Health & Safety training, audit and guidance relating to waste sites.	£15,000
Waiver 1899	James Fisher Testing Services	Installation of structural health monitoring equipment on Burnshot Bridge.	£37,300
Waiver 1900	SGS UK Ltd	QA services to allow for accreditation of ISO 2015 until procurement process complete.	£5,500
Waiver 1901	Firth Building Products	Supply and repair of bespoke type window utilised across the Council's multi-storey housing estate.	£249,000
Waiver 1906	TWM Traffic Control Systems Ltd	School Streets project at three primary schools (Leith, St Mary's Leith and Gilmerton).	£20,105
Waiver 1907	Lothian Community Transport Services	Interim customer service training ahead of full tender exercise.	£20,000
Waiver 1908	IED Training Solutions Ltd	Interim arrangement relating to conflict resolution training.	£25,000
Waiver 1914	Freight Transport Association	Downloading and analysis of data stored within the digital tachographs large good vehicles.	£23,000
Waiver 1918	SeatGeek Entertainment Ltd	Proprietary ticketing software for The Usher Hall.	£13,000
Waiver 1919	Storm ID Ltd	Annual payment for quarterly maintenance and hosting of the Invest Edinburgh website, proprietary rights.	£5,500
Waiver 1932	The Royal Highland and Agricultural Society of Royal Highland Centre	Urgent removal of road markings to avoid traffic delays during Royal Highland Show.	£7,221

Waiver 1933	ISG Construction	One-off removal of bollards by contractor already on site, best interests.	£5,854
Waiver 1936	Edinburgh Napier University	Study into implications of Council's commitments to achieving zero carbon by 2030 on housing programme.	£9,754
Waiver 1938	University of Stirling	ICT specialist advisor role to support the Driver Innovation Safety Challenge.	£7,800
Waiver 1944	Distribution Unlimited	Mail distribution for specific road capital improvement projects.	£55,000
Waiver 1948	T Wedderburn	Support for Open Streets Programme until tender exercise for these services can be finalised.	£31,000
Waiver 1951	Fuchs Lubricants UK Plc	Interim supply of goods until tender process complete.	£22,000
Waiver 1955	Changeworks Recycling Ltd	Short term extension of current contract to coincide with future tender award timescales.	£15,000
Waiver 1957	It Is On Limited	Vouchers for businesses affected by the Tram extension to encourage footfall.	£46,000
Waiver 1963	Heart of Midlothian PLC	Venue hire for awards event, costs recoverable from third parties.	£5,000
Waiver 1969	N Garner	Support for Open Streets Programme until tender exercise for these services can be undertaken.	£29,000
Waiver 1971	Hays Specialist Recruitment Ltd	Recruitment of specialist staff to support Housing Programme, not available through contracted supplier.	£25,932
Waiver 1973	Horne Engineering Ltd	Purchase of thermostatic mixing valves to meet safety requirements for the corporate estate.	£20,000
Waiver 1974	BR Hallworth Ltd	Technical and software support for the tram priority system (SPRUCE), proprietary rights.	£22,500
Waiver 1985	Servest Arthur McKay Limited	Supply and installation of electric vehicle chargers to support Council fleet.	£50,000
Waiver 1992	ESRI (UK) Ltd	Annual maintenance for ICT server software relating to geographical information systems.	£11,328
Waiver 1998	Q-Free (Bristol) UK Limited	Repair and maintenance of traffic counters by the equipment supplier.	£25,000
Waiver 2002	Lothian buses, Edinburgh Coach Lines, Waverley Travel	Short term extensions to contracts for supported bus routes until new contracts in place 2020.	£234,000
Waiver 2005	Rhinowash Ltd	Short term extension to contract for vehicle washing until tender process is finalised.	£14,000

Waiver 2006	IronPlanet UK Ltd	Council vehicle disposal through re-sale, best interests.	£20,000
Waiver 2008	Nationwide Data Collection	Completion of cycle traffic surveys in support of Public Hearing into new cycle related project.	£7,000
Waiver 2014	M McKenzie	Short-term extension for recycling of waste wood until SXL Framework is put in place and available for use.	£49,000
Waiver 2017	Willis Towers Watson	Completion of review relating to operational risk insurance, Millerhill, by existing advisors.	£8,100
Waiver 2018	Contenur	Purchase of trial products with a view to replacement of existing specification of communal bins.	£49,000
Waiver 2019	BT PLC	Relocation of a BT phonebox from Westside Plaza, sole provider.	£9,988
Waiver 2020	AllStar	Temporary provision of fuel cards for staff using fleet vehicles who cannot easily access Council fuel sites.	£36,000
Waiver 2036	Chartered Institute of Housing (Scotland)	Sponsorship, exhibition and delegate attendance at the CIH Scotland Housing Festival in EICC March 2020.	£9,555
			<b>£1,519,227</b>

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
Waiver 1793	Link Asset Services	Review of Council loans as a result of legislative change.	£50,000
Waiver 1812	Livingston James Limited	Continuance of work to support Internal Audit Plan, not available through contracted supplier.	£12,000
Waiver 1815	Stevenson Electrical Contractors Ltd	Local provision of electrical products and services for Benmore Outdoor Education Centre.	£5,000
Waiver 1836	Headtorch	In-depth mental health awareness training for managers.	£25,000
Waiver 1851	Coulters Legal LLP	Continuity of service provision for minor element of the Legal Services Framework, best interests.	£50,000
Waiver 1860	Grange Door Systems Ltd	Legal obligation to install parking barriers as part of ground lease arrangement.	£14,779
Waiver 1897	Michael Page International Recruitment Ltd	Temporary support related to Internal Audit Plan, not available through contracted supplier.	£17,440
Waiver 1904	Cathcart Associates	Recruitment of Lead Health and Safety Trainer, unable to be sourced through standard recruitment process.	£8,600
Waiver 1909	Co Star UK	Property evaluation and information service, sole provider of specific service.	£10,958
Waiver 1923	Midland Software Limited	Consultancy relating to reporting packs in the current HR system for improvements to ERP System.	£5,850
Waiver 1924	Neos Learning Limited	Specialist finance training and facilitation to improve deliverability of savings and management information.	£36,500
Waiver 1928	Veracity Systems Ltd	Maintenance of alarm system software, proprietary rights.	£20,000
Waiver 1939	RHT Scotland Limited	Clearance of remaining furniture at 329 High Street.	£21,635
Waiver 1949	GVA Grimley Ltd	Consultant familiar with the EICC project, to undertake review of third party work in this regard.	£12,808
Waiver 1952	Wider Plan Ltd	Short extension to childcare voucher provision as a result of Scottish Government time extension.	£11,335
Waiver 1959	Team Netsol Ltd	Online form capability for Housing Benefit and Council Tax Benefit forms.	£48,000
Waiver 1972	Premiertec Consulting Limited	Initial appointment to support ERP project, to avoid delay, pending contact award through CGI contract.	£30,000

Waiver 1976	Ennova Law	To provide continuity of service on a temporary basis for an element of the legal service framework.	£49,999
Waiver 1977	Hays Specialist Recruitment Ltd	Backfill of a vacancy within the internal audit team.	£18,650
Waiver 1988	TerryBerry	Provision of staff long service awards for Place, HSC and Chief Executive Directorates.	£6,500
Waiver 1993	SGS UK Ltd	Short term audit requirement for facilities management ISO accreditation until tender process is finalised.	£9,120
Waiver 1999	Tower Leasing Ltd	Finance company for EXCEL vending, to support continued lease of vending machines in schools.	£15,000
Waiver 2000	Spotless Commercial Cleaning Ltd	Short term cleaning services to allow tender exercise to be completed.	£12,000
Waiver 2003	NHS Lothian - Lothian Health Board	Essential training for Council staff in the management and administration of medicines.	£26,552
			<b>£517,726</b>

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

The following relate to the period 1 July – 31 December 2019.

Waiver No.	Directorate	Communities and Families	Value
	Supplier	Justification for waiver	
2031	Action for Children	Payment as contribution to the cost of short break provision for disabled children as part of a service level agreement with NHS Lothian and the other Lothians Councils.	£308,533
			<b>£308,533</b>

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 2031	Travis Perkins Trading Company Limited (TPTC)	Supply and delivery of trade materials for the Council's Housing Property service, best interests with regard to timing of the procurement process.	£8,000,000
Waiver 1941	Levenseat Ltd	Treatment and disposal of waste from street cleaning and street sweepings, short term extension until new approach to service provision can be implemented.	£300,000
Waiver 1979	Anturas Consulting Limited	Project Director, community consultation and project assurance services for the Edinburgh Tram Project, extensive knowledge of the Project and wide range of expertise of similar light rail projects across the UK.	£776,337
			<b>£9,076,337</b>

## 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
Fountainbridge Development	W	Place	£5m and above	May 2020
Carers Services	S	HSC	£5m and above	May 2020
Professional and Technical Services Framework	S	Place	£5m and above	May 2020
Manned Security Guarding	S	Resources	£5m and above	May 2020
Janitorial Supplies	G	Resources	£2m up to £5m	May 2020
Adult Sensory Service	S	HSC	£0.5m up to £2m	May 2020
Housing Consultancy Services	S	Place	£0.5m up to £2m	May 2020
Silverlea – Housing	W	Place	£5m and above	Aug 2020
Active Travel Programme	S/W	Place	£5m and above	Aug 2020
Day Services for Older People	S	HSC	£5m and above	Aug 2020
Managed Print Services	S	Resources	£2m up to £5m	Aug 2020
Housing Property Capital Framework	W	Place	£5m and above	Aug 2020
Residential Schools and Supported Accommodation	S	C&F	£5m and above	Aug 2020
Fostering and Continuing Care Framework	S	C&F	£5m and above	Aug 2020
Housing Support with Care at Home	S	HSC	£5m and above	Oct 2020
Asset Management – Service for Repairs and Maintenance of Council Facilities	S/W	Resources	£5m and above	Oct 2020
Contractor Works Framework	W	Resources	£5m and above	Nov 2020

Domestic Abuse Services	S	HSC	£5m and above	Nov 2020
House Builder/Developer Meadowbank	W	Place	£5m and above	Dec 2020
Support For People Recovering From Drug and Alcohol Addiction	S	HSC	£0.5m up to £2m	Dec 2020
Trade Materials and Associated Services	G/S	Place	£5m and above	Mar 2021
Housing Property Repairs Framework	W	Place	£5m and above	Mar 2021
Powderhall Development	W	Place	£5m and above	Mar 2021
Supported Accommodation	S	HSC	£5m and above	Jun 2021
Currie High School Construction	W	C&F	£5m and above	Dec 2021
Over 100 additional projects at early engagement stage	S/G/W	Various	From £25k and above	FY 2020/21