

# Finance and Resources Committee

10.00am, Thursday 24 September 2020

## Contract Awards and Procurement Programme (Period 1 January to 30 June 2020)

Item number	
Executive/Routine	Routine
Wards	
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, in accordance with the Contract Standing Orders. 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 Awards and Procurement Programme (Period 1 January to 30 June 2020)

### 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 January to 30 June 2020. This provides visibility of contracts awarded by officers under delegated authority, including direct contract awards not openly tendered due to specific circumstances 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, enabling 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 The 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:
- £684m of third party spend across the Council during 2019/20;
  - Management of the Council's Contract Register – 1,358 live contracts (at 30 June 2020); and
  - Approximately 5,970 suppliers, 1,170 requisitioners and 720 approvers on the Council's Oracle purchasing system (at 30 June 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 or in the Council's best interests 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 January to 30 June 2020 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 6 July 2020.
- 4.2 It is noted that the COVID-19 pandemic has impacted on the Council's procurement activity during the period, actions and control measures have been undertaken to support existing and new contracting requirements, and in turn mitigate the associated risk to Council services and other project initiatives. Temporary changes to the CSOs were implemented as of 31 March 2020. The effect of these changes was to implement additional governance to contractual decisions such that no new major contractual commitments (above £500,000) be entered into by the Council other than where approved by the Chief Executive or the relevant Executive Director, and only following advice having been taken from the Head of Legal and Risk and the Chief Procurement Officer. These temporary changes remained in place to the end of the reporting period to which this report relates, subsequently rescinded following consideration by the Chief Executive, through the Council's Incident Management Team, on 27 July and in consultation with Council Leader and Deputy Leader.

- 4.3 The pandemic is continuing to present a number of new challenges to the Council and its suppliers. CPS is working closely with service areas to support them through this next period. It is however noted that in some cases there has been a requirement to seek approval to waive Contract Standing Orders in Committee or through delegated officer approval as a result of the pandemic. As ever, such approvals continue to be constructively challenged and subject to robust scrutiny, to ensure such actions are in the Council's best interests and secure Best Value.
- 4.4 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 below.

**Table 1 Contracts Awarded under Delegated Authority**

Directorate	Total Contract Value 1 January – 30 June 2020
Chief Executive's Service	£200,000
Communities and Families	£6,414,471
Health and Social Care	£6,059,248
Place	£8,721,549
Resources	£31,869,389
De Minimis Value Contracts (Under £25,000)	£717,105
	<b>£53,981,762</b>

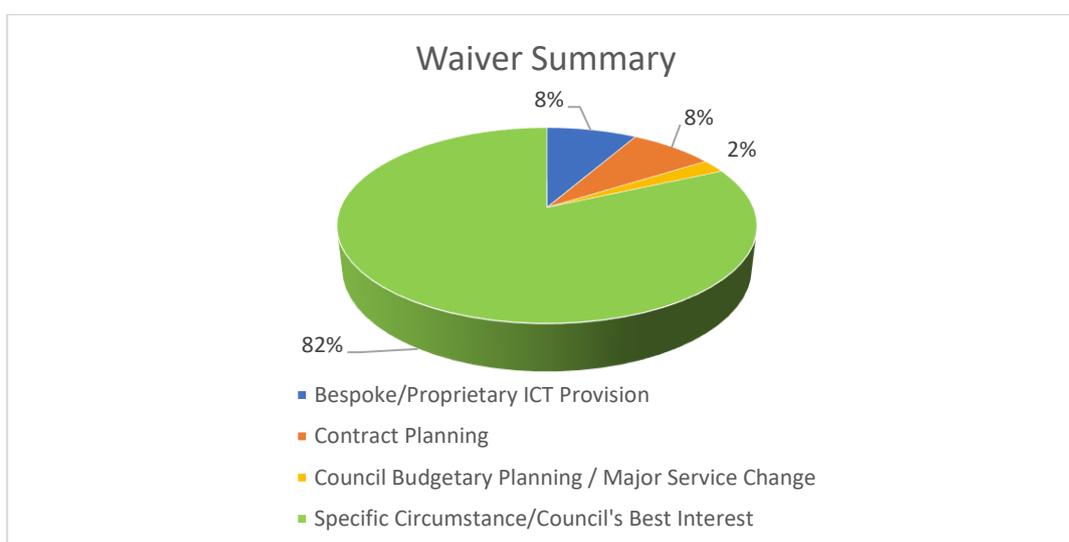
- 4.5 A full breakdown of contracts awarded by officers under delegated authority in this period is provided in Appendix 1. It is noted that given their de minimis value, contracts under the value of £25,000 have not been listed. For information, there were a total of 70 contracts awarded with a value of less than £25,000.
- 4.6 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.
- 4.7 The report also offers insight in respect of those contracts awarded under waiver of the Council's CSOs, both under delegated authority and through Committee approval, these are summarised by Directorate in Table 2 overleaf.

**Table 2 Contracts Awarded under the Waiver of Standing Orders**

Directorate	Total Value of Waivers 1 January – 30 June 2020	
	Delegated Authority	Committee Approval
Chief Executive's Service	£7,200	-
Communities and Families	£3,200,987	£10,108,839
Health and Social Care	£1,350,565	£10,104,894
Place	£2,669,743	£4,174,925
Resources	£1,421,119	£25,200,000
<b>Total</b>	<b>£8,649,614</b>	<b>£49,588,658</b>

4.8 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.

4.9 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 (8%) primarily relate to contract planning, historically a concern of the Committee. The majority (82%) 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 a further 8% relate to bespoke/proprietary ICT, with the remainder relating to Council budgetary planning or major service change. Given the breadth of services delivered across the Council, the reasons for these are numerous and varied, with further detail of requirement for each waiver listed within Appendix 2.



- 4.10 With regard to the value of waivers, the majority continue to be of a relatively low to moderate value, with 14% of waivers below £10,000, 46% of waivers below £25,000 and 70% below £50,000. This is largely consistent with previous reporting periods.
- 4.11 CPS continues 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.
- 4.12 To enable greater insight into the forthcoming procurement programme in relation to higher value contracts across the Council, the top seventeen (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 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 support. 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 \(Period 1 July – 31 December 2019\)](#) – Report to Finance and Resources Committee, March 2020

## **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 January – 30 June 2020.

### Supply of Goods and Service Contracts

Date	Directorate	Chief Executive's Service	
	Supplier	Contract Description	Value
21/04/2020	Safecall Limited	Whistleblowing hotline and associated services.	£200,000
			<b>£200,000</b>

Date	Directorate	Communities and Families	
	Supplier	Contract Description	Value
08/01/2020	GGI Development and Research LLP	Governance review of the Children's Services Partnership.	£25,000
31/01/2020	Framework – Multiple Supplier	Framework for Independent Psychological Assessments (Permanence planning and order applications).	£400,000
17/02/2020	Letombo Limited	Supported living services to a young person.	£90,000
28/02/2020	Scottish Catholic Educational Service	Provision of specialty materials for catholic schools.	£25,000
19/03/2020	Credo Care Ltd	Provision of services for a child in the care system.	£80,000
19/03/2020	JMT Care Services Ltd	Provision of services for a child in the care system.	£200,000
19/03/2020	Action For Children	Provision of services for a child in the care system.	£329,680
27/03/2020	Nivensknowe Boarding Kennels	Kennelling services for pets, service continuity.	£90,000
01/04/2020	Barnardo's Scotland	Short breaks for children with disabilities.	£443,000
16/04/2020	Malcolm Hollis LLP	BIM survey of Trinity Academy phase two.	£29,650
21/04/2020	Primecare Health Ltd	Specialist care for a young person.	£356,920
30/04/2020	W F Howes Ltd	Supply of audio and large print books of named authors.	£77,931
26/05/2020	The Action Group	Summer support programme for children and young people with disabilities.	£51,667
26/05/2020	Lothian Autistic Society	Summer support programme for children and young people with disabilities.	£52,023

26/05/2020	The Yard	Summer support programme for children and young people with disabilities.	£61,600
26/05/2020	Primecare Health Ltd	Summer support programme for children and young people with disabilities.	£47,000
26/05/2020	Capability Scotland	Summer support programme for children and young people with disabilities.	£55,000
17/06/2020	Framework – Multiple Supplier	Adoption of the Scotland Excel Framework for the supply of secure care services.	£4,000,000
			<b>£6,414,471</b>

Date	Directorate	Health and Social Care	
	Supplier	Contract Description	Value
19/03/2020	Forthland Lodge T/A Meallmore Ltd	Specialist care within Forthland Lodge for people with brain injury and illness.	£439,900
30/03/2020	Northcare Manor T/A Northcare Scotland Ltd	Additional capacity care home places (Safehaven) Northcare.	£3,106,377
30/03/2020	Trinity Craighall LLP	Additional capacity care home places (Safehaven) Trinity.	£782,857
30/03/2020	Manor Grange Care Home	Additional capacity care home places (Safehaven) Manor Grange.	£782,857
06/04/2020	Cairdean House	Additional capacity care home places (Safehaven) Cairdean House.	£516,686
06/04/2020	Lauder Lodge	Additional capacity care home places (Safehaven) Lauder Lodge.	£430,571
			<b>£6,059,248</b>

Date	Directorate	Place	Value
	Supplier	Contract Description	
08/01/2020	GTG Training Ltd	Driver training for staff to ensure higher level driver licence category for medium and large vehicles.	£90,000
08/01/2020	Turner & Townsend Project Management Limited	City Centre West to East Cycle Link Project Management support.	£38,000
09/01/2020	Framework – Multiple Supplier	Adoption of Scotland Excel Framework Agreement for Roads Maintenance Materials.	£500,000
09/01/2020	Framework - see Supplier Contract Line	Adoption of Scotland Excel Framework Agreement for Roads Bitumen Products.	£600,000
14/01/2020	Forde Training Services Limited	Plant equipment training to maintain and upskill Council employees' abilities to operate specialist equipment.	£60,000
14/01/2020	Forde Training Services Limited	Street Works Qualification Register training to ensure safe working in the delivery of highway maintenance works.	£35,000
15/01/2020	Currie & Brown UK Limited	Project Management services via Professional Services Framework (PSF) for Powderhall Early Years Centre and older persons housing.	£48,251
23/01/2020	Car Hire (Days of Swansea) Ltd T/A Days Fleet	Supply of five Renault Kangoo electric vehicles, third party funded.	£55,384
29/01/2020	IMG Artists UK Ltd	Artists agents for Cultural Venues.	£92,000
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Structural engineering services for Moredunvale Regeneration via PSF.	£634,923
31/01/2020	Will Rudd Davidson Edinburgh Ltd	Site investigation for Moredunvale Regeneration via PSF.	£318,820
31/01/2020	Crown Paints Limited	Provision of paint packages for new tenants to assist with the cost of decoration to their homes.	£45,000
03/02/2020	Cleveland Containers Ltd	Shipping containers for Croft An Righ.	£45,450
03/02/2020	Mallatite Ltd	Pedestrian safety barriers via Scotland Excel Framework for Croft An Righ.	£299,988
05/02/2020	Valtech Limited	Blue Badge digital solution and associated services.	£60,000
24/02/2020	Aecom Limited	Structural Engineering Services via PSF for the Active Travel Plan 2020-2030.	£40,207
26/02/2020	SSE Telecommunications Limited	Design services and construction for diversions of utilities.	£125,760
26/02/2020	Colin Devenney Plant Hire	Structural repair works to sea defences at Granton, Silverknowes and Seafield.	£39,996

28/02/2020	Anderson Bell Christie Limited	Architectural Services via PSF for Moredunvale Regeneration.	£864,154
28/02/2020	AHR Architects Limited	Project development and delivery via PSF of NEP's Designs 2020 South West Locality.	£30,995
05/03/2020	Framework – Multiple Supplier	Adoption of Scotland Excel Framework Agreement for Vehicle Parts.	£900,000
06/03/2020	Aecom Limited	Structural Engineering services via PSF for 'Dropped Kerb Programme'.	£36,301
11/03/2020	Zayo Group UK Limited	Edinburgh Tram York Place to Newhaven.	£187,000
13/03/2020	Daimler Fleet Management UK Limited	Lease of twenty Nissan Leaf electric vehicles, part external funding.	£153,702
30/03/2020	Lothian Daf	Purchase of road marking vehicles.	£261,327
16/04/2020	Sustrans Ltd	Cycling initiative in schools, part funded.	£45,000
14/05/2020	Jacobs UK Ltd	Design and engineering support for Dundee Street and Fountainbridge cycle routes.	£204,231
15/05/2020	Vale Engineering (York) Limited	Purchase of quad bikes with weed spraying attachments.	£49,500
19/05/2020	Woodall Nicholson Limited	Purchase of electric low floor minibuses via YPO Framework.	£602,959
22/05/2020	Tracsis Traffic Data Limited	Traffic data collection during Covid-19 travel restrictions.	£75,975
08/06/2020	Systra Limited	City Centre West to East Cycle Link Monitoring Plan.	£314,724
11/06/2020	Collective Architecture Limited	Architectural services via PSF for Powderhall Stables refurbishment.	£80,000
11/06/2020	Currie & Brown UK Limited	Quantity Surveying services via PSF Powderhall Stables refurbishment.	£25,203
16/06/2020	Levenseat Ltd	Collection and disposal of waste tyres from the general public at the Household Waste and Recycling Centre.	£30,000
17/06/2020	Atkins Limited	Drainage and flooding design via the Scotland Excel Technical, Engineering and Consultancy Framework.	£32,530
			<b>£7,022,380</b>

Date	Directorate	Resources	
	Supplier	Contract Description	Value
14/01/2020	Doig & Smith Limited	Project Management services via PSF for Trinity Academy Phase 2.	£39,817
20/01/2020	Holmes Miller Limited	Architectural services via PSF for Trinity Academy Phase 2.	£79,635
05/02/2020	Symetri Limited	Subscription to support the use of AutoCAD design software.	£25,000
27/02/2020	Holmes Miller Limited	Architectural services via PSF for Echline Primary School 'rising rolls' and Early Years expansion.	£110,925
28/02/2020	Currie & Brown UK Limited	Project Management services via PSF for hard Facilities Management transformation.	£576,800
02/03/2020	E.D.P. Health, Safety and Environment Consultants Limited	Continuation of asbestos surveys and records update.	£86,100
13/03/2020	RON Services Limited	Cleaning services for exceptional circumstance.	£200,000
13/03/2020	Framework – Multiple Supplier	Steeplejacks and associated services.	£35,000
16/03/2020	Arco Ltd	Emergency purchase of PPE due to Covid-19 - masks, gloves and disposal bags.	£142,529
16/03/2020	Dawn Direct Ltd	Emergency purchase of PPE due to Covid-19 - gloves and aprons.	£26,216
16/03/2020	Gleann Mor Spirits Co Ltd	Emergency purchase of PPE due to Covid-19 - hand sanitiser.	£25,800
16/03/2020	Hutchison Technologies Ltd	Emergency purchase of PPE due to Covid-19 – masks.	£237,600
16/03/2020	Lion Safety Ltd	Emergency purchase of PPE due to Covid-19 - gloves, aprons, hand sanitiser & masks	£177,054
16/03/2020	SMI International Group Limited	Emergency purchase of PPE due to Covid-19 - hand sanitiser, wipes, aprons, masks and gloves.	£110,290
16/03/2020	Streamline Corporate Limited	Emergency purchase of PPE due to Covid-19 - visors and masks.	£66,600
08/04/2020	GHPC Group Ltd	Clerk of Works services via Framework, Meadowbank Sports Centre.	£122,904
01/05/2020	St. Vincent's Health and Public Sector Consulting Limited	Digital transformation services via Framework for Property and Facilities Management services.	£188,500
15/05/2020	Link Treasury Services Limited	Leasing advisor services.	£43,590
25/05/2020	Veolia ES UK Limited	Utility supplies for Seafield offices.	£40,000

22/06/2020	Sharp Business Systems UK PLC	Valley Park Community Centre educational furniture and fit out.	£34,015
			<b>£2,368,375</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	
14/01/2020	Davidson Engineering (Scotland) Ltd	Twelve Closes Project - Custom design and installation of decorative metalwork for Chessels Court.	£30,000
21/01/2020	Lanes Group PLC	Birnies Court - relining four cast iron stacks, via Framework.	£103,035
04/02/2020	First Call Trade Services Limited	External lifting platform and associated landscaping, Ladywell Road, via Framework.	£27,000
02/03/2020	VolkerLaser Ltd	Concrete and masonry repairs to Newhaven Road South Bridge and Telford Road Bridge.	£228,860
02/03/2020	Maclay (Civil Engineering) Limited	Carriageway and footway reconstruction to Semple Street, Ponton Street, Lauriston Street and Fountainbridge.	£525,173
03/03/2020	Zenith Property Conservation Ltd	Essential maintenance and refurbishment works to Warriston road and railway bridges.	£198,437
13/03/2020	Locogen Energy Services Limited	Installation of energy efficiency equipment into houses, Kirkliston.	£586,664
			<b>£1,699,169</b>

Date	Directorate	Resources	Value
	Supplier	Contract Description	
23/01/2020	P1 Solutions Ltd	Sighthill Primary School, nursery landscaping via Contractor Works Framework (CWF).	£56,317
23/01/2020	P1 Solutions Ltd	Prestonfield Primary School, playground landscaping via CWF.	£62,301
23/01/2020	P1 Solutions Ltd	Dean Park Primary School, playground landscaping via CWF.	£69,051
23/01/2020	P1 Solutions Ltd	St Cuthbert's Primary School, playground landscaping via CWF.	£65,558
23/01/2020	P1 Solutions Ltd	Moffat Early Years Centre, playground landscaping via CWF.	£136,619
23/01/2020	P1 Solutions Ltd	Brunstane Primary School, playground landscaping via CWF.	£96,614
13/02/2020	Hub South East Scotland Limited	Fox Covert Primary School and St David's Primary School building extensions.	£1,010,949

18/02/2020	Ashwood Scotland Ltd	Holy Cross Primary School, asset management and refurbishment work via CWF.	£459,965
19/02/2020	Morgan Sindall Construction & Infrastructure Ltd	New South Edinburgh Primary School via CWF.	£12,257,553
26/02/2020	Morgan Sindall Construction & Infrastructure Ltd	Leith Victoria Primary School via CWF.	£13,759,587
18/03/2020	Maxi Construction Ltd	Craigentenny Primary School, asset management and refurbishment work via CWF.	£1,526,500
			<b>£29,501,014</b>

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

The following relate to the period 1 January – 30 June 2020.

Waiver No.	Directorate	Chief Executive's Service	
	Supplier	Justification for waiver	Value
Waiver 2083	Bennetts Associates Architects	Feasibility study for an Architectural Centre in Edinburgh.	£7,200
			<b>£7,200</b>

Waiver No.	Directorate	Communities and Families	
	Supplier	Justification for waiver	Value
Waiver 2052	Xn Leisure Systems Ltd	Licensing and maintenance of information system software, proprietary rights.	£5,407
Waiver 2057	Muirhouse Youth Development Group	Support programme to pupils at risk of exclusion from mainstream education, longstanding community project.	£37,600
Waiver 2061	October Resolutions Ltd	ICT product currently in use in schools to support pupil timetabling and staff resource allocation, best interests.	£48,000
Waiver 2062	Twinkl Ltd	Provision of up to date classroom resources, linked to curriculum for excellence, sole supplier.	£35,000
Waiver 2063	Andrell Education Limited	Provision of interactive progression of resources to be used within teaching and learning, sole supplier.	£25,000
Waiver 2064	Teacher Centric Ltd	Product to support and enhance parental engagement with homework activities as set at school, sole supplier.	£25,000
Waiver 2065	Sumdog Ltd	Interactive materials for pupils to practice numeracy and mathematics development, sole supplier.	£70,000
Waiver 2066	Renaissance Learning UK Ltd	Curriculum delivery support for primary schools, no known alternative suppliers.	£25,000
Waiver 2067	Benholm Interior Planters	Historic gardening contract at Leith Academy.	£18,000
Waiver 2068	Jack Kane Community Centre	SAC / PEF funded programme of assessment and activities with existing community linked charity.	£6,400
Waiver 2070	Mercurytide Ltd	IT support for joininedinburgh.org website for Lifelong Learning, FY 19/20, proprietary rights.	£25,000
Waiver 2071	Local Planet Solutions Ltd	Software to migrate functionality and business process to Council's Northgate system, proprietary rights.	£19,600
Waiver 2074	Muddy Faces Ltd	Specific protective clothing for Early Learning activities, best interests.	£50,000

Waiver 2076	Collaborate & Innovate Ltd	Primary school equipment, sole supplier, benchmarked and shown to provide best value.	£120,000
Waiver 2078	Stepping Stones North Edinburgh	Extension to early intervention services to young parent families under 25 years, best interests.	£50,000
Waiver 2086	Humanutopia Limited	PEF funded support to close attainment gap at Firhill High School, best interests.	£7,920
Waiver 2088	GL Education Group Ltd	Assessment data for schools, sole supplier.	£132,500
Waiver 2089	Supermums Ltd	Short term provision of creche support relating to resettlement programme, externally funded.	£12,000
Waiver 2090	Columba 1400 Staffin Limited	SAC funded leadership programme for staff who deal with pupils at risk of not engaging with school.	£15,000
Waiver 2102	Notts Sport Limited	Sole supplier of specific children's safety surface for school playground, not available through Framework.	£49,999
Waiver 2103	Abacus Playgrounds Limited	Sole supplier of specific children's wet pour safety surface for school playground, not available through Framework.	£49,999
Waiver 2104	The Community Help and Advice Initiative - CHAI	Extension to existing advice and information services contract to allow procurement exercise to be undertaken.	£196,176
Waiver 2109	Faith Mission Bookshop	Meeting and conference facilities across the estate for Health & Social Care, best interests.	£35,000
Waiver 2111	Horizons Residential Care	Secure accommodation for young person after agreed placement broke down.	£78,750
Waiver 2123	Digital Angel Radio Communications Limited	Digital radio system contract extension to allow time for the procurement process and new contract put in place.	£12,098
Waiver 2124	Superlogo Limited	Dancewear for active schools, third party funding.	£36,000
Waiver 2126	Four Square Scotland	Extension to existing care and support contract to allow completion of tender exercise.	£109,811
Waiver 2127	Shakti Women's Aid	Extension to existing care and support contract to allow completion of tender exercise.	£119,654
Waiver 2128	Edinburgh Women's Aid Ltd	Extension to existing care and support contract to allow completion of tender exercise.	£184,872
Waiver 2132	Adapt Scotland Ltd	Therapeutic development programme for a specific looked after child.	£9,200
Waiver 2138	Calor Gas Ltd	Supply of gas to Council outdoor centres, supplier owns existing tanks in use at these facilities.	£50,000
Waiver 2139	Action For Children	Specialist programme for two young people, crisis support over the Easter holidays.	£7,000

Waiver 2145	Sacro	Support to recruit and manage volunteer drivers to provide transport to families of prisoners.	£10,723
Waiver 2147	The Yard	Specialist service for children with complex disabilities and respite to parents/carers during Covid-19 situation.	£105,215
Waiver 2151	Action For Children	Continuing care need for a young person out of education due to breakdown in placement.	£20,000
Waiver 2154	Montgomery Real Estate Ltd	Urgent access to property for homeless and those people in shared accommodation during Covid-19 pandemic.	£13,175
Waiver 2155	Mercurytide Ltd	Sole supplier of the joininedinburgh website, FY 20/21, ICT proprietary rights.	£25,000
Waiver 2158	The Action Group	Extension for support of children with additional support needs until open framework recommences next year.	£90,000
Waiver 2159	Primecare Health Ltd	Specialist service for children with complex disabilities and respite to parents/carers during Covid-19 situation.	£101,000
Waiver 2165	Old Waverley Hotel Limited T/A The Edinburgh Collection Limited	Room booking for people in shared accommodation who may require to self-isolate as a result of Covid-19.	£400,400
Waiver 2171	SSERC	Providing support for STEM education in all primary and secondary schools, sole supplier.	£53,328
Waiver 2186	Wireless CCTV Ltd	Extension of existing mobile CCTV airtime monitoring facility until upgrade of central monitoring system.	£12,998
Waiver 2187	Groupcall Ltd	ICT system for schools to book parents evening slots, sole supplier in Scotland.	£14,745
Waiver 2192	Humanutopia Limited	Equality training inclusive to all pupils and staff at Royal High School, best interests.	£13,200
Waiver 2199	Victim Support Scotland	Extension enabling completion of tendering exercise, delayed due to Covid-19, business continuity.	£13,964
Waiver 2205	St Margaret's Children & Family Care	Inter-agency fee for matching children registered for adoption and prospective adopters.	£32,620
Waiver 2207	Abilia Ltd	Purchase of voice output communication aids, best interests.	£10,000
Waiver 2208	Tobii Dynavox Limited	Purchase of voice output communication aids, best interests.	£15,000
Waiver 2209	Richmond's Hope Bereavement Project	To allow the service area to review the service model in light of Covid-19 restrictions, service continuity.	£48,350
Waiver 2218	The Gift Card Centre Limited	Food support for low income families in place of school meals due to Covid-19.	£80,000
Waiver 2220	Portakabin (Scotland) Limited	Additional landscaping works, relating to Portakabin relocation.	£56,882

Waiver 2221	Action For Children	Continuity of child placements, best interests.	£222,175
Waiver 2232	British Telecom Plc	Maintenance of Council's Central Monitoring Facility, proprietary rights.	£53,690
Waiver 2240	The Warm Welly Company	Protective clothing for outdoor all year learning-activities, best interests.	£20,000
Waiver 2243	ClickView Limited	Cloud-based access to a range of multimedia content for schools, sole supplier of particular product.	£48,536
Waiver 2251	Urban Nature	Specific outdoor teaching for children on an alternative curriculum with additional support needs, best interests.	£25,000
Waiver 2266	Glenrothes Taxi Centre Ltd	Taxi transport for service users with support needs in the Fife area due to lack of availability on Framework.	£49,000
			<b>£3,200,987</b>

Waiver No.	Directorate	Health and Social Care	
	Supplier	Justification for waiver	Value
Waiver 2058	Irwin Mitchell LLP	Legal support, previous care provider was unable to provide service users' supported accommodation need.	£16,080
Waiver 2075	Lothian Centre for Inclusive Living	Extension to allow time for development of a new strategy for self-directed support contracts in this area.	£234,000
Waiver 2082	Scottish Nursing Guild	Temporary staff to provide continuance of respite care until procurement exercise complete, service continuity.	£56,000
Waiver 2087	Reed Specialist Recruitment	Temporary kitchen and care staff for care homes, contracted suppliers unable to provide.	£20,000
Waiver 2096	Volunteer Edinburgh	Increase in fees relating to Volunteer Centre and management of related citywide database and service.	£74,233
Waiver 2107	Waytob Limited	Pilot exercise to trial disability accessibility app for users.	£45,000
Waiver 2116	Matrix Fife	Re-upholstery service on specialist postural seating, mitigating need to purchase new equipment.	£50,000
Waiver 2129	JB Nursing & Staff Employment	Agency to cover staff shortages as a result of self-isolation during the Covid-19 situation.	£175,000
Waiver 2140	Partners for Change T/A	Continuity of support for implementation and embedding of new service model, best interests.	£92,000
Waiver 2152	Geometric Results International Limited	Software licence renewal until March 2022 when service reviewed, ICT proprietary system.	£10,000

Waiver 2182	Irwin Mitchell LLP	Legal advice relating to care home placements, best interests.	£25,000
Waiver 2195	Upward Mobility Ltd	Contract extension for sole Edinburgh service suitable for disabled user needs.	£35,000
Waiver 2201	Edinburgh Development Group	Transition support project for school leavers, best interests.	£11,156
Waiver 2204	Reed Specialist Recruitment	Short term extension for care staff to support demand related to Covid-19 requirements.	£160,000
Waiver 2224	SPIE Scotshield Ltd	Short extension to telecare and warden call to allow procurement exercise to be undertaken, best interests.	£230,000
Waiver 2226	Jontek Ltd	Alarm Centre to monitor and respond to vulnerable service users, system proprietary rights.	£84,846
Waiver 2252	Muirhouse Medical Practice	Historic agreement for research and innovation services.	£32,250
			<b>£1,350,565</b>

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 2038	Systematic Instruments Ltd	Purchase of dietary fibre instrument for scientific services, proprietary rights, third party funded.	£37,600
Waiver 2039	Rocket Cafe	Cafe provision at the Assembly Rooms until such time as full procurement process is complete.	£20,000
Waiver 2053	KC Scaffolding Ltd	Continuation of scaffolding hire for Salvesen Steps and River Almond Walkway, best interests.	£30,000
Waiver 2054	Dovetail Foks	Accommodation for delegates at MIPIM 2020, via conference booking agency.	£12,000
Waiver 2055	NWH Construction Services Ltd / Enva Scotland Ltd	Short term extension to allow time for option appraisal regarding possibility of future in-house provision.	£210,000
Waiver 2056	Portakabin (Scotland) Limited	Continuation of portakabin hire at Russell Road depot until removed from site.	£40,000
Waiver 2059	Traffic Management & Safety Ltd	Risk-based approach to safety inspections training for transportation staff, best interests.	£22,000
Waiver 2069	Integrated Skills (UK) Limited	Additional training and system functionality to existing ICT waste routing software.	£50,000

Waiver 2072	SeatGeek Entertainment Ltd	Continuation of support contract for ticketing software at the Usher Hall, proprietary ICT system.	£40,000
Waiver 2073	K3 Retail Systems Group Limited	ICT system maintenance for retail system for cultural venues, proprietary rights.	£7,396
Waiver 2077	Changeworks Resources for Life Ltd	Local knowledge and unique experience in delivering energy advice services, best interests.	£163,734
Waiver 2079	Graffiti Removal Limited	Specifically designed heritage graffiti removal product for historic buildings and sandstone in Edinburgh.	£25,000
Waiver 2080	IOM Consulting Ltd	Specialist requirement to conduct independent complex occupational review, best interests.	£25,390
Waiver 2081	G4S Secure Solutions (UK) Limited	Short term extension until procurement process finalised and new contract put in place.	£10,000
Waiver 2085	Keysoft Solutions Limited	Training for staff on use of Autodesk Civil 3D design software application, best interests.	£7,500
Waiver 2094	Br Hallworth Ltd	Purchase of IT server to support traffic management as part of tram priority system, ICT proprietary.	£21,000
Waiver 2101	Now Wireless Limited	Purchase of ICT routers for installation at existing traffic signal sites, compatible with existing systems.	£50,880
Waiver 2105	Studioarc Design Consultants Ltd	Council support to partnership project aimed at site improvements along Cramond foreshore.	£7,000
Waiver 2106	Kerr's Removals	Storage and transfer of goods for homeless, best interests.	£7,500
Waiver 2108	Thames Valley Controls Ltd	Lift monitoring system for high-rise tower blocks, software aligned to lift manufacturer.	£45,170
Waiver 2110	Profile Security Services Limited	Short term continuation of existing port security service until new contract in place via SXL Framework.	£26,378
Waiver 2113	Sustrans Ltd	Trailer hire to support local businesses with deliveries during tram construction works.	£14,250
Waiver 2114	The Local Data Company Ltd	Benchmark business performance on local businesses during implementation of tram project, sole provider.	£15,600
Waiver 2115	Planning Aid for Scotland	Subscription to planning support service, enabling greater transparency in decision making, sole provider.	£25,000
Waiver 2122	Changeworks Recycling Ltd	Contract extension for disposal of confidential waste to allow tendering exercise to be completed.	£49,000
Waiver 2125	Mott MacDonald Limited	Continuing ICT software and technical support contract related to Council UTMC system, proprietary rights.	£24,999
Waiver 2130	Yespay International Limited	ICT ticketing payment processing solution for cultural venues, proprietary rights.	£10,000
Waiver 2131	Nithcree	HGV driver programme training for Council staff, majority of programme is third party funded.	£12,190

Waiver 2133	LEEC Ltd	Equipment for the crematorium at Mortonhall, requires to be compatible with existing.	£15,960
Waiver 2137	Dynniq UK Ltd	Purchase of traffic signal equipment, time constrained third party funding.	£136,794
Waiver 2141	Entec Solutions Ltd	Consultant to support contract management of the Millerhill waste facility, best interests.	£20,000
Waiver 2142	R & A Software Systems Ltd	Short term extension to Risk Tree software contract.	£7,320
Waiver 2143	Hamilton Waste and Recycling Ltd	Short term extension for processing of bulky waste until new contract procured through SXL Framework.	£237,600
Waiver 2144	Hamilton Waste and Recycling Ltd	Extension to existing mattress recycling contract, sole supplier in Scotland.	£180,000
Waiver 2146	Land Use Consultants Ltd	Continuation of existing work relating to land screening and habitat regulation appraisal, best interests.	£6,068
Waiver 2148	Edinburgh Showtec Ltd	Extension to existing agreements for crew to support shows whilst full procurement exercise undertaken.	£180,000
Waiver 2149	Hardies Property & Construction Consultants	Further quantity surveying services on Silverlea housing project for continuity, best interests.	£115,000
Waiver 2150	Vanliners Ltd	Fitting of handwashing facilities to vans that undertake housing repair services, due to Covid-19, limited supply.	£46,729
Waiver 2157	Story Contracting Limited	Specialist contractor for emergency works on bridge above operational railway to avoid structural damage.	£31,259
Waiver 2162	Utilita Energy Limited	Extension to utility contract for empty homes whilst tendering work is finalised, delayed due to COVID -19.	£13,750
Waiver 2163	IKM Consulting Ltd.	Water monitoring testing services for purchased land.	£15,442
Waiver 2164	T Wedderburn	Extension to existing services for Summer Streets Programme to allow procurement process to take place.	£10,000
Waiver 2166	Lift Maintenance Ltd (Kone) / Consult Lift Services	Extension to lift maintenance contract following delays to award of new contract due to Covid-19.	£81,400
Waiver 2167	The Social Marketing Gateway Limited	One-off project to identify trends and behaviours around active travel.	£50,000
Waiver 2173	LGC	Short term ISO training and accreditation prior to new framework provision being implemented.	£15,000
Waiver 2174	FAPAS	Short term ISO training and accreditation prior to new framework provision being implemented.	£24,000
Waiver 2181	3x1 Public Relations	Extension to existing marketing and PR for culture services whilst procurement process is undertaken.	£24,750

Waiver 2188	Cascade Software Limited	Specific software to review route of abnormal loads coming through the City.	£30,680
Waiver 2196	Ibcos Computers Ltd	Continuance of bespoke ICT software used by Fleet workshops to manage stores provision.	£5,000
Waiver 2202	RMG Scotland	Extension for factoring in Greendykes play park, best interests.	£12,000
Waiver 2211	BT Redcare	Communication links, CCTV Control Room and the Traffic Centre, Annandale Street, ICT proprietary.	£17,000
Waiver 2212	Coeval Limited	Extension to system contract to avoid collisions with low bridges, ICT proprietary.	£27,934
Waiver 2213	Bookspeed	Retail contract for stock for Cultural Venues, best interests.	£25,000
Waiver 2217	Pentagull Ltd	ICT booking system for Waste Recycling Centres to assist with COVID 19 restrictions, best interests.	£7,000
Waiver 2225	Ironside Farrar Ltd	Extension to Queensferry High Street design development as a result of delay and scope change.	£175,000
Waiver 2229	Lothian Shopmobility	Provision of manual and powered wheelchairs and scooters, to those who require mobility assistance.	£78,207
Waiver 2231	Mapita Oy	Specialist ICT platform for community engagement and creating map based questionnaires, best interests.	£7,135
Waiver 2238	Licence Check Limited	Extension to existing contract to allow completion of tender exercise, business continuity.	£11,000
Waiver 2244	Obitus	Extension of contract to supply music services to crematoriums, business continuity.	£25,000
Waiver 2245	W.D.M Limited	Short term extension to asset management system contract until system migration is complete, continuity.	£6,000
Waiver 2266	Urbis Schreder Ltd	Purchase of bespoke handrail lighting as agreed with Edinburgh World Heritage, part third party funded.	£22,128
			<b>£2,669,743</b>

Waiver No.	Directorate	Resources	
	Supplier	Justification for waiver	Value
Waiver 2037	GVA Grimley Ltd	Continuity of service, with regard to EICC Hotel Project consultancy advisory, best interests.	£15,885
Waiver 2084	Belfor UK Limited	Specialist cleaning and drying service as advised by insurance loss adjuster, Liberton Primary School.	£18,574
Waiver 2092	NHS Lothian - Lothian Health Board	Mandatory training on the administration of medicines for EHSC staff.	£17,768
Waiver 2098	University of Edinburgh	Hosting and support for a number of digital applications across the Council, prior to novation to CGI contract.	£36,462
Waiver 2117	Neopost Ltd	Franking machine for correspondence which cannot be provided via Royal Mail 'Print and Post' service.	£22,068
Waiver 2118	St. Vincent's Health and Public Sector Consulting Limited	Short term extension to existing contract supporting the tender of an AMS Service.	£50,000
Waiver 2120	Novoville Limited	Extension to provide specialist tenement web app information platform, part third party funded.	£93,525
Waiver 2121	Northumbria Healthcare NHS Foundation Trust	Extension to current arrangements for car salary sacrifice scheme while a new and more inclusive employee benefits arrangement is being procured.	£200,000
Waiver 2134	Wolters Kluwer UK Limited	Software platform to assist internal audit, sole supplier.	£30,000
Waiver 2136	We are BPR Ltd T/A We are Lean and Agile	Continuity of provider to support training of Council staff in process modelling and improvement.	£24,200
Waiver 2172	Brighter Graphics Limited	Technical support to existing ICT AutoCAD software, proprietary rights.	£7,410
Waiver 2175	Addleshaw Goddard LLP	Specific skillset and knowledge for legal advice, best interests.	£17,500
Waiver 2180	Crystalball	Licence for existing ICT software system to protect health and safety of staff, proprietary rights.	£5,000
Waiver 2183	Kayako Ltd	Extension to software contract to allow time for full procurement process and new contract to be put in place.	£49,750
Waiver 2191	Belfor UK Limited	Specialist services to support mitigation of loss following serious fire at WHEC.	£78,424
Waiver 2198	British Telecom plc	Extension with provider of existing telephone lines until change in supplier, via CGI or other, can be undertaken.	£130,000
Waiver 2233	M and A Landscaping	Short term extension to landscape contract, business continuity until new tender process undertaken.	£34,762
Waiver 2234	Spotless Commercial Cleaning Ltd	Short term extension to cleaning contract, business continuity until new tender process undertaken.	£37,000

Waiver 2242	Deaf Action	Continuation of service provision pending options appraisal on future arrangements for provision of BSL.	£30,000
Waiver 2246	FES Support Services Ltd	Extension to existing arrangement to allow AMS tender to conclude.	£70,000
Waiver 2247	Barclaycard Payment Solutions	Continuance of card payment provider until new technology needs for the Council are fully defined.	£146,000
Waiver 2249	CSL Dualcom Ltd	Ongoing support for security monitoring system, original supplier of equipment.	£30,000
Waiver 2250	NHS Lothian - Lothian Health Board	Pharmaceutical training by the NHS on the management and administration of medicines.	£18,296
Waiver 2253	Ashgrove Trading	Supply of self-adhesive vinyl to support service provision in view of shortage arising from Covid-19.	£20,000
Waiver 2254	Europoint	Supply of print services goods to support service provision in view of shortage arising from Covid-19.	£20,000
Waiver 2257	LearnPro, Thrive, Brightwave	Extension to licences for employee essential learning, procurement delayed due to Covid-19, best interests.	£40,000
Waiver 2258	SPIE Scotshield Ltd	Short term extension for CCTV repair, maintenance & installation, until covered by new 'Hard FM' contract.	£170,000
Waiver 2259	NBS Enterprise Ltd	Annual maintenance fee for industry standard building specification software.	£8,495
			<b>£1,421,119</b>

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

The following relate to the period 1 January – 30 June 2020.

Waiver No.	Directorate	Communities and Families	Value
	Supplier	Justification for waiver	
Waiver 2239	Multiple Providers	New fibre contracts and maintenance continuation for the Public Realm CCTV service until completion of the procurement exercise for the digitalisation upgrade.	£653,200
Waiver 2256	Change, Grow, Live	Continuity of service for Edinburgh and Midlothian Offender Recovery Service whilst tendering process is finalised, third party funded.	£155,639
Waiver 2262	Multiple Providers	Spot contracts for temporary accommodation to supplement the current contracted provision to allow the Council to meet its statutory obligations to homeless families whilst responding to the Covid-19 pandemic.	£9,300,000
			<b>£10,108,839</b>

Waiver No.	Directorate	Health and Social Care	Value
	Supplier	Justification for waiver	
Waiver 2260	Wellbeing PSP contracts – Multiple providers.	Short term extension to current Wellbeing PSP contracts until completion of the tendering process for new contracts.	£1,055,000
Waiver 2272	Waverley Care	Continuity of care, Blood Borne Virus (BBV), care and treatment support service, providing time to review and evaluate new delivery and commissioning model.	£1,111,954
Waiver 2263	Multiple Providers	Extension to a number of HSC contracts delayed as result of Covid-19 pandemic, providers' ability to provide services in line with service and consequences for the Integration Joint Board's (IJB) budget.	£7,937,940
			<b>£10,104,894</b>

Waiver No.	Directorate	Place	Value
	Supplier	Justification for waiver	
Waiver 2176	Neil Williams Haulage (NWH) / Enva	Extension of contracts for the transfer of waste from Seafield and Bankhead transfer stations until such time as the procurement process is undertaken and a new contract in place.	£700,000
Waiver 2228	Turner & Townsend Project Management	The importance of delivering safe schemes for walking and cycling in the short, medium and long-term to respond to COVID 19 and to ensure momentum is maintained on the wider active travel programme.	£374,925
Waiver 2235	Arcadis Consulting	Consistency of approach with overall Programme Management Office oversight for Granton Waterfront Regeneration.	£350,000
Waiver 2255	BAM FM Ltd	Continuity of service to allow time for the market to adapt to the impact of COVID 19 and for a procurement exercise to be completed and new contract put in place.	£1,250,000
Waiver 2273	Suppliers TBC	Immediate requirement for temporary traffic management infrastructure relating to 'Spaces For People' programme implementation, insufficient time to undertake a full procurement exercise.	£1,500,000
			<b>£4,174,925</b>

Waiver No.	Directorate	Resources	Value
	Supplier	Justification for waiver	
Waiver 2190	Allander Security Ltd	Short term extension to security services contract to allow completion of procurement exercise and contract award, delayed as a result of Covid-19.	£800,000
Waiver 2248	Multiple Providers	Short term extension to Property Repair contracts until completion of the tendering process for new contracts.	£5,850,000
Waiver 2236	Xerox	Managed print, completion of tender, award of contract and subsequent transition including physical replacement of devices and associated services.	£800,000
Waiver 2200	Multiple Providers	Continuity of service for Professional Services Construction Framework to allow completion of the tender exercise to replace current framework, delayed due to Covid-19. All costs to be contained within existing budgets with no committed spend as a result of the proposed extension.	£17,750,000
			<b>£25,200,000</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
Professional Services Framework	S	Resources	£5m and above	Oct 2020
Fostering and Continuing Care Framework	S	C&F	£5m and above	Nov 2020
Asset Management/Hard FM – service for repairs and maintenance of Council facilities	S/W	Resources	£5m and above	Dec 2020
Domestic Abuse Services	S	HSC	£5m and above	Dec 2020
Liberton High School	W	C&F	£5m and above	Dec 2020
Bangholm Sports Block Trinity	W	C&F	£5m and above	Dec 2020
Stair Cleaning Services	S	Place	Below £5m	Jan 2021
Meadowbank Housing Development	W	Place	£5m and above	Jan 2021
Powderhall Development	W	Place	£5m and above	Mar 2021
Fountainbridge Development	W	Place	£5m and above	Mar 2021
Homelessness Services for people with multiple support needs	S	C&F	£5m and above	Mar 2021
Trade Materials and associated services	G/S	Place	£5m and above	Mar 2021
Housing Property Repairs & Maintenance Framework	W	Place	£5m and above	Mar 2021
Shared Repairs Service	W	Resources	£5m and above	Apr 2021
Contractor Works Framework	W	Resources	£5m and above	May 2021
Supported Accommodation	S	HSC	£5m and above	Jun 2021
Currie High School Construction	W	C&F	£5m and above	Oct 2021
Over 100 additional projects at early engagement stage	S/G/W	Various	From £25k and above	2020/21