

Finance and Resources Committee

10am, Thursday, 19 September 2024

Procurement Delivery Plan 2024/2025 - September Update

Routine
Wards

1. Recommendations

- 1.1 It is recommended that Committee note the content of the report and the update to current procurement exercises in Appendix 1 and expiring contracts detailed in Appendix 2.

Dr Deborah Smart

Executive Director of Corporate Services

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Procurement Delivery Plan 2024/2025

2. Executive Summary

This report is intended to provide early awareness of planned procurement activity and to allow time for elected members to ask questions about the procurement strategy at an early stage.

3. Background

- 3.1 This is an update report detailing the expiring contracts and planned procurement exercises.
- 3.2 The previous report provided details on contracts due to expire up to 30 June 2025.

4. Main report

- 4.1 Commercial and Procurement Services (CPS) provides support, advice and make tendering arrangements with the Council's service areas on contracts above £25,000.
- 4.2 The contract register is populated by CPS and by service areas and provides details of each contract, its ownership and expiry. The contract register is sent out to each directorate on a 6 monthly basis to ensure accuracy.
- 4.3 Service areas will assess if there is a continuing need and where appropriate, initiate a procurement exercise by submitting a Procurement Requirement Form to engage CPS.
- 4.4 The appendices provide a summary of all those contracts currently going through a procurement exercise and a list of contracts due to expire up to 30 September 2025.
- 4.5 Appendix 1 provides the current forecast date for approval of the tender recommendation. This may change if more time is required to conclude. Contracts which are currently planned to be heading to Finance and Resources Committee up to March 2025 are summarised on the first page, with Executive Directorate reports to be approved under delegate authority listed on subsequent pages.

- 4.6 The intended approval route is in line with Contract Standing Orders.
- 4.7 Appendix 2 is an extract from the Contract Register which are anticipated to be renewed. As the Council is continually adapting and changing its service delivery models contracts can merge, be replaced in part or delivered in an alternative way so it should be noted that contract names, values and end dates may be changed to meet specific circumstances.

5. Next Steps

- 5.1 A further contract report will be provided at the next routine Finance and Resources Committee.

6. Financial impact

- 6.1 There are no direct financial impacts as a result of this report.

7. Equality and Poverty Impact

- 7.1 There are no equalities or poverty impacts to take into account of in this report.

8. Climate and Nature Emergency Implications

- 8.1 There are no climate or nature emergency implications to take into account of in this report.

9. Risk, policy, compliance, governance and community impact

- 9.1 There are no health and safety, governance, compliance or regulatory implications to take into account in this report.

10. Background reading/external references

- 10.1 The [Contract Register](#) is available on the Council's website.
- 10.2 The last [Procurement Delivery Plan 2024/2025](#) was presented to the Finance and Resources Committee meeting on 25 June 2024.

11. Appendices

Appendix 1 – New or Renewal contracts to March 2025

Appendix 2 – Expiring contracts to 30 September 2025 (Above £50k and potentially recurring).

Appendix 1 – New or Renewal contracts as of 31 July 2024.

Contract/Service required	Estimated Value	New/ Renewal	Forecast Approval Date	Approval Route – Committee (F & R)	Description / background	Comments
Security Services	£5m and above	Renewal	Nov-24	F & R	Manned Guarding, Marine, Taxi marshals	Requirement out to market.
Decriminalised Parking and Traffic Enforcement (DPE) Services	£5m and above	Renewal	Jan 25	F & R	Parking services, includes labour, ICT	Due to be published in August.
Re-Procurement of Agency, Fixed Term, Permanent Contract	£5m and above	Renewal	Jan-25	F & R	Agency, Fixed Term, Permanent Contract Staff	Tender documents being drafted.
Aids for Daily Living	£5m and above	Renewal	Jan-25	F & R	Supply, Repair & Maintenance of Daily Living Aids	Service Area exploring service re-design.
New Build Housing Framework	£5m and above	Renewal	March 25	F & R	Previous framework supported a mix of Design and Build or Build only options.	Collaborative approach with city deal partners. In draft strategy

Contract/Service required	Estimated Value	New/Renewal	Forecast Approval Date	Approval Route – Committee (F & R)	Description / background	Comments
Repair & Maintenance of Roller Doors	Less than £5m	New	Sep-24	ED - Place	Waste Services Depots	Procurement Strategy in for approval
Laundry Equipment Hire for Care Homes	Less than £5m	New	Sep-24	ED - HSCP		Developing documents with service area.
Internal Audit Co-source Requirement	Less than £5m	Renewal	Sep-24	ED – Corp Services	Capacity contract for internal audit.	Requirement out to market
Garden Maintenance, Groundworks and Estate Clearance Framework	Less than £5m	Renewal	Sep-24	ED -Place	Framework name changed – prev. Empty Homes Estate clearance.	In evaluation
Cyber Assurance Framework	Less than £5m	New	Oct-24	ED – Corp Services	ICT Professional Services	Documents in development.
Ross Fountain Repair & Maintenance	Less than £5m	New	Oct-24	ED - Place		Awaiting service area approvals.
Library Management Software for Primary Schools, Nurseries, Early Years	Less than £5m	New	Oct-24	ED – C, E&J		Procurement Strategy being completed
Heat Network Feasibility Studies	Less than £5m	New	Oct- 24	ED -Place		In evaluation

Contract/Service required	Estimated Value	New/ Renewal	Forecast Approval Date	Approval Route – Committee (F & R)	Description / background	Comments
Provision of Communal Stair Cleaning	Less than £5m	Renewal	Dec-24	ED -Place		Out to tender
Payroll Support Services Framework Agreement	Less than £5m	Renewal	Dec-24	ED-HSCP	Service User support service	Out to tender
Support for Families where Children and Young People are Affected by Parental Substance Use	Less than £5m	Renewal	Dec-24	ED – HSCP	EADP Service	Tender pack complete.
Forestry and Arboricultural Works	Less than £5m	Renewal	Dec-24	ED - Place	Parks and Greenspace services	Out to tender

Appendix 2 – Expiring contracts to Sep 25 (Above £50k and potentially recurring)

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
CT2882	Local Heat and Energy Efficiency Strategy and Delivery Plan for Edinburgh	28/09/2024	£82,215	Services
3795MM	Term Contract for Motor and Casualty Insurance	30/09/2024	£10,392,682	Services
CT0781 Mini Comp CT2475	Provision of Security Services	30/09/2024	£7,025,602	Services
CT0476	Edinburgh Alcohol and Drugs Partnership (EADP) - Adult Community Treatment Services	30/09/2024	£6,834,171	Services
CT0476	Adult Community Treatment Service (Part 1)	30/09/2024	£2,879,427	Services
SP-19-025 Direct Award CT0864	CT0864 Direct Award Recruitment Advertising and Public Notices Framework 2020	30/09/2024	£1,000,000	Services
SXL3017	Roads Maintenance Materials	30/09/2024	£500,000	Goods
914.2	With You FA Pepper	30/09/2024	£476,296	Services
CM0535	Assessment Data Provider for Schools	30/09/2024	£449,024	Services
CT2677	Forestry and Arboricultural Works	30/09/2024	£397,040	Services
PL0585	Tram Priority System	30/09/2024	£200,000	Services
RM3788 Direct Award LP0041	Specialist Legal Services (Scottish properties in direct property portfolio)	30/09/2024	£200,000	Services
CT2493	Provision of Funeral Services	30/09/2024	£147,000	Services
HS0037	Medicine Administration Services	30/09/2024	£60,000	Services
Various - Contract Ref 36 to HS0172	64 x EHSCP Block Contracts	30/09/2024	£46,430,841	Services
CM0818	Laundry Services for Lagganlia Outdoor Centre	03/10/2024	£84,000	Services
CT2670	Provision of Loss Adjusting Services	06/10/2024	£131,685	Services
HS0187	Telecare equipment for ATEC24 service	31/10/2024	£187,000	Services
SXL2717 Mini Comp CT2736	Treatment And Disposal of Inert Waste And Rubble	31/10/2024	£133,676	Services
RM1557.11 Mini Comp CT0750	Phishing Simulation and Awareness Tool	31/10/2024	£90,000	Services
CM0465	Supply of baby and toddler equipment for foster care / emergency foster care placements	31/10/2024	£50,000	Services
RM6147	Technology Online Purchasing Content	18/11/2024	£68,000	Goods
CT2408	Lift service and maintenance contract (Housing Property)	21/11/2024	£710,806	Services

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
CT2492	Housing Capital Works Framework	30/11/2024	£200,000,000	Works
CT2849	Aids for Daily Living	30/11/2024	£10,970,000	Goods
SXL2717 Mini Comp CT2690	Treatment and Disposal of Mechanical Street Sweepings and Gully Waste	30/11/2024	£842,037	Services
PL1124	Tram Project - Post Excavation Research Design (PERD) activity	01/12/2024	£245,000	Services
CT0288	Investment Performance and Risk Analysis Service	31/12/2024	£655,600	Services
PL0614/C	Contribution to Edinburgh Greenspaces	31/12/2024	£223,131	Services
PL0614/A	Contribution to Edinburgh Greenspaces	31/12/2024	£211,133	Services
PL0396	Personalised inscription Plaques in Public Locations	31/12/2024	£200,000	Services
RE0429	License to scan, reproduce and share copyrighted protected materials published within the UK or US	31/12/2024	£180,000	Services
CT1469	Electric Vehicle Infrastructure Fund (EVIF) SEStran Procurement Support Proposal	31/12/2024	£102,186	Services
CM0708	Parent evening booking system	31/12/2024	£80,331	Services
RE0503	Electronic asset management system for Legionella compliance	31/12/2024	£54,805	Services
CS0022	Claims Handling Agents - Tram Insurance	31/12/2024	£50,000	Services
CT2758	ISO External Assessment Service	04/01/2025	£666,000	Services
PL0774	Scaffolding for Salvason steps and River Almond walkway	12/01/2025	£115,000	Services
CT2675	Professional Services Framework	17/01/2025	£150,000,000	Services
CT0792	Insurance Programme for Edinburgh Living LLP	20/01/2025	£418,773	Services
CT2341	New Build Housing Partnership Letting & Maintenance Services	21/01/2025	£3,200,000	Services
CT2433	Secure on Street Cycle Parking and Associated Management Services	27/01/2025	£576,000	Goods
SXL2019	Domestic Furniture & Furnishings SXL 2019	31/01/2025	£5,200,000	Goods
PL0513	Factoring services for Gracemount	31/01/2025	£250,000	Services
PL1049	Servicing, maintenance and repair of roller shutter doors	31/01/2025	£145,000	Services
CT0873	The Supply and Spread of Woodchip for City of Edinburgh Play areas	31/01/2025	£133,000	Services
SXL2322 Direct Award CT1437	Security at Edinburgh Welcome Hub	31/01/2025	£104,316	Services
CT0796	Housing Energy Projects – Delivery Partner	07/02/2025	£2,088,000	Services
CT2815	Scotland Excel Framework Agreement (03-20) for Bitumen Products	28/02/2025	£600,000	Goods

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
CT0720	Rope Access Surveys, Minor Repairs and Associated Services Framework Agreement	28/02/2025	£460,000	Services
RM1557.12 Mini Comp CT0916	Printing of Electoral Material	28/02/2025	£105,812	Services
RM1557.12 Mini Comp CT0931	Postal Votes Verification	28/02/2025	£87,645	Services
CT0720 Mini Comp PL0973	Rope Access Block Surveys	01/03/2025	£460,000	Services
1027 Mini Comp CT0926	Structural Testing Of Street Lighting Columns	19/03/2025	£461,624	Services
CT2406 Mini Comp CT0858	Purchase And Refurbishment Of Communal Bins	21/03/2025	£2,925,331	Goods
CT2406 Mini Comp CT0858	Purchase And Refurbishment Of Communal Bins	21/03/2025	£683,678	Goods
CT2642	Road Marking Vehicles	29/03/2025	£261,327	Services
HS0190	Care Homes - National Care Home Contract	31/03/2025	£293,326,889	Services
CT2722	Fostering & Continuing Care Framework	31/03/2025	£36,409,000	Services
CT0559	Framework for Day Opportunities	31/03/2025	£12,241,225	Services
CT0627 Direct Award CT0627-214	Temporary Accommodation Flexible Purchasing System	31/03/2025	£8,440,586	Services
CT0466	Residential Care for Young People	31/03/2025	£7,514,271	Services
SP-17-031 Direct Award CT0736	Supply of Natural Gas	31/03/2025	£7,400,000	Services
SXL0219	Secure Care Services Framework 02-19	31/03/2025	£4,000,000	Services
SXL1218 Mini Comp CT2674	Supply and Delivery of Janitorial Products	31/03/2025	£3,600,000	Goods
CM0682	Adoption Services	31/03/2025	£2,000,000	Services
39	EVOG (Third Sector Infrastructure Support)	31/03/2025	£903,684	Services
914.1	With You Pleasant Day - FA for Day Opportunities	31/03/2025	£809,282	Services
CT2835	South West (Canalside) Older People's Day Opportunities	31/03/2025	£789,978	Services
CM0424	CLA Education Licence	31/03/2025	£657,581	Services
ATEC24/001	Telecare Call Monitoring Service	31/03/2025	£530,000	Services
CM0510	Homeless accommodation for the Social Bite Village	31/03/2025	£514,200	Services
CT2976	Temporary Accommodation Units For Unaccompanied Asylum-Seeking Children	31/03/2025	£471,580	Services
CM0796	Supply of school uniforms	31/03/2025	£450,000	Services
CT0627 Direct Award CT0627-215	Temporary Accommodation Flexible Purchasing System	31/03/2025	£444,342	Services
CM0387	CEC Annual Contribution to LEAPS	31/03/2025	£440,000	Services
PL0652	PRS License Membership for Cultural Venues	31/03/2025	£350,000	Services

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
PL0100	Enterprise Car Club	31/03/2025	£333,250	Services
HS0139	Support, information and advice to autistic adults in Edinburgh	31/03/2025	£318,598	Services
HS0123	Essential Care Home Support	31/03/2025	£312,305	Services
CT2575	Cash Out	31/03/2025	£260,000	Services
PL0727	Hosting and website support for cultural venues	31/03/2025	£218,223	Services
RE0528	Auto diallers for New Parliament House Security Control	31/03/2025	£217,771	Services
CM0475	The Employment of Psychologists to provide independent assessments to support Permanence Order applications for looked after accommodated children	31/03/2025	£212,765	Services
SXL0717	Trade Materials Framework	31/03/2025	£195,000	Goods
CT2977	Support Service For Unaccompanied Asylum-Seeking Children (UASC) Living In Independent Accommodation	31/03/2025	£166,762	Services
RE0448	Hosting, Maintenance and Support for Applications	31/03/2025	£146,960	Services
PL0644	Waste Routing Software	31/03/2025	£140,000	Services
PL0547	Installation of Structural Health Monitoring Equipment	31/03/2025	£119,640	Services
PL1199	Continuation of pilot working collaboratively with voluntary sector to develop a strategic approach to community wealth building and local outcome improvement planning	31/03/2025	£100,000	Services
PL0533	Edinburgh and Lothians Greenspace Trust	31/03/2025	£77,499	Services
PL1294	Operation and maintenance of communal heating systems	31/03/2025	£60,000	Services
PL0976	Impartial advice on repairs and maintenance	31/03/2025	£55,795	Services
CS0072	Car Leasing Agreement	31/03/2025	£50,262	Services
V7 Direct Award CT0935	Delivery of Trauma Clean Services to Void Properties	01/04/2025	£1,600,000	Services
CT0841	Domestic Repair and Maintenance Framework Agreement	30/04/2025	£24,696,000	Services
SXL1219 Direct Award CT2760	Supply & Distribution of Groceries and Provisions	30/04/2025	£3,600,000	Goods
CM0649	Playground inspection	30/04/2025	£94,999	Services
CT0567	Whistleblowing Hotline and Associated Services	11/05/2025	£210,000	Services
CT2821	CALM Training	16/05/2025	£120,000	Services
CT2948	Independent Chair Edinburgh Child Protection Committee	30/05/2025	£38,400	Services
CT2916	Domestic Repair and Maintenance - Internal Works	31/05/2025	£1,600,000	Works
CT2917	Multi-Trade Works to Empty Homes	31/05/2025	£1,500,000	Works
CT2908	Domestic Repair and Maintenance - Plastering Works	31/05/2025	£1,100,000	Works
CT2908	Domestic Repair and Maintenance - Painting Works	31/05/2025	£300,000	Works
CT2961	Domestic Repair and Maintenance - Preservation Works	31/05/2025	£300,000	Works

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
PL1307	Headstone restoration and related gardening cemetery works	31/05/2025	£30,000	Services
CT2384	Cleaning Services for Cultural Performance, Conferencing and Events Venues	02/06/2025	£1,084,281	Services
CT1447	Temporary Accommodation for Unaccompanied Asylum Seeking Children - West Bryson Road and York Place	09/06/2025	£456,250	Services
ESPO 653F_19 Mini Comp CT0825	Provision of Temporary Agency Staff, Permanent, Fixed Term Contract and Short-Term Supply Resources	11/06/2025	£56,000,000	Services
CT2923	Telecare Technical Contract ATEC 24	19/06/2025	£285,525	Services
SXL0820 Mini Comp CT2669R	Road Design and Delivery - Contract for Provision of Engineering Services for Road Design and Delivery	28/06/2025	£1,618,116	Services
SXL0820 Mini Comp CT2669FR	Flood Prevention - Contract for Provision of Engineering Services for Flood Prevention	28/06/2025	£547,142	Services
SXL0820 Mini Comp CT2669S	Structures - Contract for Provision of Engineering Services for Structures	29/06/2025	£1,466,173	Services
SXL0816 Mini Comp CT0882	Receipt And Composting of Garden Waste	30/06/2025	£2,400,000	Services
CM0593	Cloud-based access to a range of multimedia content for schools	30/06/2025	£264,144	Services
CM0847	Teacher Training Programme	30/06/2025	£230,000	Services
CM0784	Repairs to Play Equipment	30/06/2025	£124,995	Services
RM3745 Mini Comp CT2592	Internal Audit Co-Source	30/07/2025	£952,880	Services
SXL1220	Educational Materials 2021-2025	31/07/2025	£5,000,000	Goods
SXL0121 Mini Comp CT1056/WP1	Hire of Non-Operated Plant for Roads Services, Work Package 1 - 6	31/07/2025	£989,967	Services
CT0627 Direct Award CT1359	Temporary Accommodation for Unaccompanied Asylum Seeking Children	31/07/2025	£520,125	Services
PL1091	Agent fees for artists and orchestras for Culture Venues annual programme	31/07/2025	£362,300	Services
CT1374 Mini Comp CT1329	Mathematics and Literacy Software	31/07/2025	£250,000	Services
CT2444	Independent Professional Observer Service for Lothian Pension Fund	20/08/2025	£154,000	Services
CT2845	Provision of Various Apprenticeships and Qualifications	29/08/2025	£1,080,000	Services
CT2450	Traffic Equipment Maintenance and Ancillary Support Services	31/08/2025	£4,500,000	Services
SXL0620	Supply, delivery and Installation of Educational & Office Furniture 2021-2025	31/08/2025	£2,980,000	Goods
PL0207	Licensing and Royalty payments for live performances and playing of recorded music	31/08/2025	£600,000	Services
CT1169	Provision Of Executive Recruitment Services for Senior Posts	31/08/2025	£155,449	Services

Contract Reference	Contract Name	Contract End Date (including all extensions)	Contract Value	Type of contract: Goods / Services Consultant / Works
CT0812	Stair Cleaning Service Framework	01/09/2025	£4,000,000	Services
PL0800	Fleet telematics	01/09/2025	£886,291	Services
SXL2019 Mini Comp CT0845	Contract for Furnishings and Furniture for Temporary Accommodation	13/09/2025	£4,000,000	Goods
CT2235	Decrim Parking	30/09/2025	£67,800,000	Services
HS0073/78.1	Waverley Care Milestone House	30/09/2025	£5,004,374	Services
RM1045 Direct Award CT2354	Mobile and Voice Telecom Services	30/09/2025	£2,220,000	Services
PL1213	Maintaining provision of critical frontline public realm service delivery and enquiry management system	30/09/2025	£481,080	Services
CT2640	Lot 3 Specialist social work service for deaf people, with BSL interpretation/translation duty service & Lot 4 Specialist deaf equipment service for deaf people: Deaf BSL users, hard of hearing people, deafened people and deafblind people	30/09/2025	£472,558	Services
RE0376	Valuation services to support internal management of direct property portfolio	30/09/2025	£286,500	Services
PL1079	General Maintenance of CEC Reservoir Sites	30/09/2025	£72,360	Services

Key	Finance & Resources Committee approval.
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