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INTRODUCTION

Moray Council published its Procurement Strategy, as required by the Procurement Reform (Scotland) Act 2014 (the Act), in December 2016. In order to report compliance with this Strategy and the Act itself, the Council must publish an Annual report.

The guidance and template issued by the Scottish Government to report on our performance from 2017/2018 onwards has been used for the year 2016/2017.

In addition to the required information set out in the Act, this report also includes performance against a number of strategic indicators which were introduced in order to measure progress on the new duties introduced by the legislation.

In order to evidence our progress against our strategic targets, the published Annual Report requires some form of measurement. The statistics presented in this report provide the evidence which should, over time, show how the Council is progressing against both the national and local objectives. The following sections provide both the statistical information and a commentary on performance (*in italics*)

SECTION 1 – SUMMARY OF REGULATED PROCUREMENTS

In total there are 415 live contracts listed in the Council's contract register; of these 115 (72 contracts and 43 mini comps/direct awards) were awarded in the year 2016/2017.

TABLE 1 highlights the summary of live contracts by category

APPENDIX 1 provides the breakdown of the contracts awarded during 2016/2017:

TABLE 1

Contract Type	Number	Estimated Contract Value £000
Category A (national)	26	6,320
Category B (sectoral)	44	11,886
Category C (local single supplier)	110	35,285
Category C (framework)	33	17,546
Category C1 (local collaboration)	9	679
Category O (other)	27	21,760
Call off from Frameworks	67	2,238
Non advertised	99	32,269
Total	415	127,983

Commentary on performance:

Although the number and value of live contracts in the year has increased during 2016/17, (up by 29 and £12 million), this is mainly due to our adoption of category A, B and O contracts. These are contracts developed by Scottish Government, Scotland Excel and other organisations. Ensuring these contracts meet the Council's requirements is key to the adoption process and together with the Departmental Lead Officer the team assesses the offering against the Council's needs. Only after stringent review including the potential impact on any local supplier(s) do we move to contract award and adoption.

SECTION 2 – REVIEW OF REGULATED PROCUREMENT COMPLIANCE

APPENDIX 2 provides the performance results against the Council's Procurement Strategic Action Plan for 2016/2017, which is split between the Procurement Commercial Improvement Programme objectives and the Procurement Strategy measures. An update and comment on performance is given and where improvements are still required the relevant actions have also been identified.

Commentary on performance:

We have completed all but one of our Section 1 targets. The development of a contract register database took longer than planned and we have only just gone live (in June 2017) with the new system. Work continues to maximise the reporting functionality attached to this new system and with departments to ensure the data held is accurate and up to date. Section 2 of this appendix shows a mixed performance with our use and recording of non-cash benefits being particularly poor. However the process for the development of a procurement strategy (for each project) does now challenge the Procurement Officer and Lead Officer to consider this issue in more detail. To support this review we are also using the national sustainability prioritisation tool and a local more simplistic tool to direct the potential areas for inclusion.

APPENDIX 3 provides a high level view of the non-cash benefits that have been included in the contracts awarded in the year. This matrix is wider than just the social, environmental or economic factors (also referred to as Community Benefits) required by the Act and incorporates other added value benefits such as process efficiencies and price stability. The use and measurement of this type of benefit is in its infancy and we have now developed a tool that will support the consideration and inclusion at an early stage in any procurement project.

Commentary on performance:

Our records highlight 62 non-cash benefits for the contracts awarded in the year, of which 18 were environment, social or community benefits. Previously this was an unregulated consideration in any procurement project and so was not measured, however the

procurement team now have a more focused and challenging approach to this issue to maximise the added value that can be achieved through a contract and have introduced a strategic target to record the outcomes.

APPENDIX 4 considers the potential use of supported businesses. The Act includes a new classification for supported business: “an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged”. Public organisations can reserve the right to participate in procurement for the award of a public contract/framework to a supported business.

Commentary on performance:

The classification change in 2016 expanded the potential for more businesses to be included in this category however our contract activity for last year did not provide an opportunity to carry out such an exercise. We are currently working with Health and Social Care Moray to see where we can utilise this process to best advantage for the suppliers listed.

SECTION 3 - FUTURE REGULATED PROCUREMENT SUMMARY

The Procurement team work with Heads of Service to develop a Departmental Procurement Action Plan (DPAP) for their service which identifies the Council’s procurement activity for the coming year (excluding category A & B activity). The Act has extended this timeframe to two years and **APPENDIX 5** provides a summary of anticipated regulated procurements for that period.

Commentary on forward plan:

There are 19 potential extensions to current contracts and 29 known relets (replacement tender process) due over the next two years. This represents a significant workload for the Council’s Procurement Team and Departmental Lead Officers.

At this stage it is assumed that the Council will take the extensions available on existing contracts. In some cases a re-let, changing the work required, might prove a better option. In addition the level of unplanned activity is currently 11.4% of total activity which suggests a further potential 2 relets.

SECTION 4 - MORAY UPDATE

Although the information contained in the above and linked appendices highlights the performance in areas covered by the Act, there has been considerable development activity throughout the year to consolidate and build on previous improvements.

Supplier Development Forum – this group includes representatives from Economic Development and Procurement. An action plan has been developed and a number of key objectives met – construction event, support for the Moray Business Week, specific contract supplier events.

Construction Group – involving a wide range of representatives from the Council construction services, this group is focused on the issues facing this sector highlighted by the national Procurement in Construction Review 2013. Reviewing the Council’s approach to market and our own internal procedures the Group has developed a new set of procurement procedures specifically for construction contracts and will continue the work to monitor impact and progress.

Moray Contract Management (MCM) – As highlighted in our Procurement Commercial Improvement Programme (PCIP) result (see below) we have a significant gap in our performance for contract management. Although we have evidence of some very robust management arrangements we have also seen areas where little if any resource is assigned to ensure that our contracts are actually delivering the required standard(s). We have developed a model and process for the management of, and the reporting on, contract performance. For key suppliers and key frameworks we have allocated a Procurement Officer to support departments in the implementation of this model. The results of this work will be included in the 2017/2018 Annual Report.

Moray Council Procurement Savings – The Council has a process for recording the impact of contracts on the council – this includes cash and non-cash benefits. The cash savings have been categorised as follows:

- 1 Cash saving anticipated – but budget not adjusted
- 2 Cash saving anticipated – budget adjusted
- 3 No baseline – savings cannot be established, review of contract on anniversary of award to reassess
- 4 No savings anticipated

We have reported an overall saving of £1.009M (category 1 & 2) in APPENDIX 2 and TABLE 2 outlines the detail behind that measurement

TABLE 2

Cash Savings 2016/17 (2015/16)		
Category of Saving	Recurring savings £ million	Savings for year (adjusted for start and end date) £ million
1	0.364 (0.693)	0.274 (0.659)
2	0.645 (0.645)	0.546 (0.634)
Total	1.009 (1.338)	0.820 (1.293)

An analysis of the data shows that the drop in savings arises from contracts which reported a saving that expired in 2015/16, being replaced by new contracts which did not. The drop is mainly in the non-budget adjusted category which does mean that realised procurement budget savings are being maintained. However a more worrying trend is the fact that no contracts developed by the Council (category C) reported any savings of any kind. Given our current financial position this must be addressed. The Procurement Team has developed a Procurement Savings Strategy in conjunction with Accountancy colleagues and should this be adopted, all appropriate "C" contracts will be challenged to make a 3% saving. The Contract Award report to Service Heads will include the result for each contract and an explanation for those failing to meet this target.

Procurement Commercial Improvement Programme (PCIP) – a national evidence based audit for all public organisations which considers a wide ranging set of competencies. Moray Council's assessment took place in March 2017; facilitated by Scotland Excel we submitted our evidence on behalf of all departments. The result was an overall score of 60.4%. A change to our 2014 result for the previous audit (Procurement Capability Assessment – PCA) however this is expected as the two exercises are completely different with the former focussing on process and structure and the latter now concentrating on the quality of outputs. The process does result in a clear gap analysis and informs the development work for the Procurement Team for the coming year as outlined in the 2017/2018 PCIP Measurements (section 1 of the Strategic Action Plan)

SECTION 5 - SUMMARY

The significant improvements evidenced by the PCA (19% 2009 to 64% 2014) and now the 2017 PCIP result highlights the work of both the Procurement Team and Departmental Procurers to develop and embed the infrastructure and principles of effective procurement.

The focus in now is on improving the quality of our outputs, ensuring that our tenders are clear, concise and attractive to the market. Once the tender is advertised, supporting suppliers to engage with the Council through this legislative process is key to the success of our procurement programme.

This includes taking the time during the development of a procurement strategy for each tender to consider not just the financial impact but also the added value that the contract can deliver, including the economic, social and environmental benefits.

The Procurement Strategy reflects these aims and the Annual Report provides the evidence that we are progressing well to meeting these targets.

APPENDIX 1

Extract from Council's Contract Register

CONTRACTS AWARDED IN 2016/17 including renewals					
Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Ad-hoc Passenger Transport	DMB Taxis, A2B Cabs, Elgin Cabs, Grays Taxis	£166,000	01/02/2016	01/04/2016	18/08/2018
Supported Accommodation Based in Moray (Guildry House/Covesea Road)	Sacro	£1,125,500	24/03/2016	01/07/2016	30/06/2019
Tax Advisory Services	Pricewaterhouse Cooper	£32,000	14/04/2016	01/05/2016	30/04/2020
ICT Helpdesk	Sunrise Software	£70,000	01/01/1900	01/12/2016	30/11/2019
Proposed Heating Plant Replacement at Forres Academy	Richard Irvin	£299,362	22/06/2015	20/07/2016	31/08/2016
Residential Provision for Children & Young Persons on the Autism Spectrum	Scottish Autism	£2,800,000	22/09/2015	01/04/2016	31/03/2020
Homes for Complex Needs, Lhanbryde	Springfield Properties PLC	£2,112,551	24/05/2016	27/06/2016	26/04/2017
Maintenance & Repair of Heating Systems, Ventilation Plant & Controls	Arthur McKay & Co Ltd	£2,505,113	17/05/2016	01/07/2016	30/06/2020
Service for Mental Health Peer Support	Penumbra	£184,046	18/03/2016	01/04/2016	31/03/2017
Call Off from Framework 14/0025 - Forres Academy Swimming Pool	Morgan Sindall	£1,111,156	06/04/2016	06/04/2016	21/08/2016
Pilmuir Pump Station Operation and Maintenance Contract	Veolia	£158,714	30/06/2016	08/08/2016	07/08/2018
Demolition of Bishopmill House – Elgin	Lawire (Demolition) Ltd	£116,138	09/06/2016	07/07/2016	06/09/2016
Call Off from Framework 12/0025 - Playground Equipment Framework - Supply & Installation of Play Equipment at Cromarty Place	Playdale Playground	£14,927	31/05/2017	31/05/2016	31/05/2016
Electronic Payment Services	allpay	Not Known	01/09/2015	01/04/2016	31/08/2017
Provision of Older Person's Day Service	Parklands Ltd, Abbeyside Nursing Home Ltd, Hanover (Scotland) Housing Association Ltd	£300,000	11/07/2016	13/06/2016	12/06/2017

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Vehicle Lease and Fleet Management	ALD Automotive Ltd, Alphabet (GB) Ltd, Arnold Clark Vehicle Management, Arval UK Ltd, Hitachi Capital Vehicle Solutions, Inchcape Fleet Solutions, Leasedrive, LeasePlan UK Ltd t/a Automotive Leasing, Lex Autolease, Lookers Leasing Ltd, Mercedes-Benz Financial Services UK Ltd (Daimler Fleet Management), VW Financial Services (UK) Limited	Not known	01/01/1900	16/05/2016	15/05/2018
Wide Horizons (Moray Employability Project)	Moray College, Elgin Youth Develop Group, Social Enterprise Academy	£50,000	23/11/2016	01/01/2017	30/11/2018
Supply of Retrofit Lamps	Maclean Electrical	£5,222	25/04/2016	24/04/2016	24/04/2016
Direct award from framework 15/0042 - Engineering and Technical Consultancy	WSP UK Ltd	£25,000	28/03/2016	09/05/2016	01/08/2016
Advocacy Service	Circles Network	£638,791	09/01/2017	31/03/2017	30/03/2020
Call Off from Framework 16/0004(F) - Server Maintenance	Maindec Computer Solutions Ltd (MCSA Group Ltd)	£36,000	31/03/2016	01/04/2016	31/03/2018
Call Off from Framework 14/0025 - Schools & Community Buildings Framework	Morrison Construction	£146,714	01/06/2016	29/06/2016	10/08/2016
Consultancy Services to Develop Bilbohall Masterplan	Optimised Environments	£109,366	07/12/2016	16/01/2017	12/06/2017
Provision of Energy Performance Certificates	EPC Grampian Ltd	£75,667	11/11/2016	01/12/2016	30/11/2019
Direct Award from 16/0008 Fixed Telephony Framework	British Telecommunications plc	£362,000	27/05/2016	20/06/2016	19/06/2018
General Stationery and Office Paper Framework	Lyreco UK Limited	£564,000	01/06/2016	01/06/2016	31/05/2019
Winter Maintenance Contractor Network	A.Hogg, AM&G MacKay, Brian J Shepherd, CG McGillivray, CH & CM Reid, Colin Stuart, Duncan Grain, Farquharson Contractors, Ian G Currie, J&ML Ramage, James A Morrison, John Irvine & Son, L&K Duguid, Martin Irvine, Max P Duffus, Robert A Adam, Ronald Stuart, S&G Gordon, Steven Mair, Stewart Davidson, Strathdeveron Garden Service, Stuart Thain, TJ Alexander, WD Mitchell & Son, WG & GI MacPherson, William Hay, William Milton, William Robertson & Son, Wiseman Engineering	£26,000	01/10/2016	01/10/2016	30/09/2017
Provision of Bakery Products	J & I Smith Bakers Ltd	£33,310	05/07/2016	16/08/2016	15/08/2017
Provision of Mental Health and Wellness Centre	Penumbra	£1,155,000	04/01/2017	20/12/2016	19/12/2019

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Link Solutions IT	Centerprise International Limited, MCSA Group Ltd T/A CSA Waverley, CSC Computer Sciences Limited, Dacoll Limited, Dell Corporation Limited, European Electronique Ltd, Hardware UK Limited, Insight Direct (UK) Ltd, CDW Limited (formally Kelway), Novosco Ltd, Specialist Computer Centres (SCC), Softcat plc, Software Box Limited, Systech IT Solutions Ltd	Not known	01/01/1900	16/05/2016	31/03/2019
Mini Comp from 15/0022 Electrical Testing of Fixed Services	Elecheck (EST) Ltd	£250,000	13/06/2016	01/07/2016	30/06/2018
Keith Household Waste Recycling Centre - Resurfacing & Concrete Works	Breedon Aggregates Scotland	£83,37	17/08/2016	12/09/2016	11/11/2016
Elgin Town Hall Lift Replacement	Kone PLC	£54,657	07/09/2016	07/09/2016	24/02/2017
Scottish Procurement - Client Device Framework SP-15-011 Lot 1 Mobile Client Devices	Hewlett Packard	Not known	01/01/2016	01/06/2016	31/12/2017
Scottish Procurement - Client Device Framework SP-15-011 Lot 2 Thin Client Devices	DELL	Not known	01/01/2016	01/06/2016	31/12/2017
Scottish Procurement - Client Device Framework SP-15-011 Lot 4 Desktop Client Devices	Hewlett Packard	Not known	01/01/2016	01/06/2016	31/12/2017
Scottish Procurement - Client Device Framework SP-15-011 Lot 5 Workstation Client Devices	XMA	Not known	01/01/2016	01/06/2016	31/12/2017
Call Off from Framework 13/0029 - Boiler & BMS Upgrade Keith Grammer School (619172)	ECG Building Maintenance Ltd T/A ECG Facilities Services	£142,41	30/06/2016	24/06/2016	05/08/2016
IT Consumables	Banner Group Limited	£180,000	01/11/2016	01/11/2016	31/10/2019
Cash Collection and Cash in Transit from Premises or Buildings of various types and On street and Off street car parks (including pay and display machines)	G4S Cash Services	Not known	09/02/2016	01/12/2016	31/12/2018
Scottish Procurement - Client Device Framework SP-15-011 Lot 3 Web Based & Proprietary Devices	XMA	Not known	01/01/2016	01/06/2016	31/12/2017
Proposed Recladding and Asbestos Disposal, Vehicle Shed, Ashgrove	A D Walker Ltd	£213,040	17/02/2017	01/03/2017	24/05/2017
Call off from 15/0051(D) Vehicle Lease - Nissan Van	Hitachi Capital Vehicle Solutions	£14,208	30/08/2016	01/10/2016	30/09/2019
Call off from 16/0036(F) G Cloud Framework	Vemotion	£90,000	21/12/2016	01/02/2017	31/01/2019

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Call Off from Framework 13/0027 - Flat Roof Replacement at Forres Academy - Phase 1 2016, Phase 2 & 3 2017 (619420)	MacLeod Roofing Ltd	£877,433	08/09/2016	08/09/2016	01/12/2016
SCAPE Minor Works Framework Agreement	Kier Construction Limited	Not known	01/01/1900	22/02/2017	08/09/2019
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Bachlaw Projects Ltd) (925L)	Bachlaw Project Ltd	£2,340,000	29/09/2016	01/04/2016	30/06/2026
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Hillside School) (929J)	Hillside School	£260,000	18/08/2016	01/04/2016	30/06/2018
Direct award from framework 14/0055 - Children's Residential Care and Education Services (VSA Linmoor) (923N)	VSA Linn Moor School	£709,800	18/08/2016	01/04/2016	31/08/2019
Direct award from framework 14/0055 - Children's Residential Care and Education Services (VSA Linmoor) (921L)	VSA Linn Moor School	£946,400	18/08/2016	01/04/2016	31/08/2020
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Troup House Priory) 921D)	Troup House Priory	£359,944	18/08/2016	01/04/2016	31/07/2018
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Kibble Education & Care Centre) (929K)	Kibble Education & Care Centre	£534,352	18/08/2016	01/04/2016	31/07/2017
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Camphill) (921K)	Camphill Rudolf-Steiner	£616,584	18/08/2016	01/04/2016	31/07/2019
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Balnacraig School) (925Y)	Balnacraig School	£187,200	18/08/2016	01/04/2016	31/07/2017
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Balnacraig School) (925C)	Balnacraig School	£294,164	18/08/2016	01/04/2016	30/09/2016
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Moore House) (929L)	Moore House	£208,699	18/08/2016	01/04/2016	31/07/2017
East End Primary School - Refurbishment of Heritage Centre Phase 1	Darroch and Allan (Joiners and Builders Ltd)	£152,103	29/03/2016	02/05/2016	14/08/2017

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
East End Primary School - Refurbishment of Heritage Centre Phase 2	Darroch and Allan (Joiners and Builders Ltd)	£423,238	08/11/2016	14/11/2016	27/03/2017
Audit Fees (External Audit)	Audit Scotland	£1,275,000	01/01/1900	01/04/2016	01/09/2021
Moray Leisure Centre (Management Fee)	Moray Leisure Limited	£1,370,000	01/01/1900	01/04/2016	01/06/2018
Supply and Delivery of Electrical Materials	City Electrical Factors Ltd, Edmundson Electrical Ltd T/A Edmundson Walsall, Holland House Electrical Company Ltd, Rexel UK Ltd (T/A Parker Merchanting/Senate Electrical, Stax Trade Centres Plc, Tristar Lighting & design Ltd, Your Electrical Suppliers Service & Solutions (a) Ltd	£1,365,000	01/12/2015	01/04/2016	30/03/2018
Mini Comp from 16/0033(F) - Link Solutions IT	MCSA Group Ltd T/A CSA Waverley	£33,544	16/11/2016	01/12/2016	30/11/2019
Direct award from framework 15/0042 - Engineering and Technical Consultancy	Aecom Limited	£10,000	31/10/2016	01/11/2016	16/12/2016
Mini Comp from 14/0044 (F) Street Lighting Materials - LEDs	Urbis Schreder Limited / Ampera (Submission 2)	£252,720	18/01/2017	18/01/2017	18/01/2017
Domestic Furniture and Furnishings	CF Services Ltd, First Furnishings Ltd, The Furnishing Service Ltd	£1,320,000	10/02/2017	01/03/2017	31/10/2018
Call Off from Framework 13/0027 - Proposed Flat Roof Covering & Window Replacement 232-240 High Street Elgin (18351)	A & B Buchan Limited	£51,366	24/10/2016	21/11/2016	02/01/2017
Mini Comp from 12/0096(F) - The Moray Council - Provision of IP Telephone Systems - Replacement of key telephone systems within schools with IP based	Exchange Communications Ltd	£29,795	14/12/2016	14/12/2016	31/03/2017
Dallachy Landfill Phase 6C Capping Works	CMSI Ltd	£141,660	24/01/2017	13/02/2017	10/03/2017
Disclosure Scotland	Disclosure Scotland	£675,000	01/01/1900	01/04/2016	01/01/2025
Scottish School Education Research Centre	S SERC Ltd	£121,500	01/01/1900	01/04/2016	01/01/2025
GIRFEC - Management Information System	SEEMIS Group LLP	£87,750	01/01/1900	01/04/2016	01/01/2025
Call off from 15/0051(D) Vehicle Lease - Electric Vehicles	Alphabet (GB) Ltd	£40,000	25/02/2016	20/04/2016	19/04/2019
Street Lighting – Bulk Renewal of Luminaires	Alana Mearns Electrical, Gordon Electrical, Power 1 Electrical Contractors Ltd, SPIE, SSE Enterprise Contracting (SSEC)	£450,000	01/01/1900	09/01/2017	30/06/2018
Groceries & Provisions	Brakes	£1,645,116	01/01/1900	01/05/2016	30/04/2020
Elgin Youth Café Hospitality Team - Employment	Elgin Youth Development Group	£26,734	01/01/2017	01/01/2017	30/11/2018

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Project					
Building Related Engineering Consultancy	Aecom Infrastructer & Environment UK Ltd, Curtins Consulting Ltd, Fairhurst, Mott MacDonald, Ove Arup & Partners Scotland Ltd, Pick Everard, Will Rudd Davidson (Edinburgh) Ltd, WYG Engineering Ltd, ACTS Partnership Ltd, Blackwood Partnership Ltd, Clancy Consulting Ltd, Davie + McCulloch Ltd, Forbes Leslie Network Ltd, Hurley Palmer Flatt Ltd, Ramboll UK Ltd, Rybka Ltd	Not known	01/01/1900	15/08/2016	30/09/2018
Out of area Residential Placement - Keilhill Children Services (921R)	Fairhurst, Mott MacDonald, Ove Arup & Partners Scotland Ltd,	£177,736	01/01/1900	01/07/2016	31/07/2017
Out of area Residential Placement - Spark of Genius (920K)	Pick Everard, Will Rudd Davidson (Edinburgh) Ltd, WYG Engineering Ltd	£53,607	01/01/1900	27/07/2016	31/03/2017
Residential Placement - Alba Place (921F)	Mott MacDonald	£226,998	01/01/1900	01/08/2016	31/03/2018
Foster Care - Aberlour Fostering (924K)	Ove Arup & Partners Scotland Ltd	£4,480	01/01/1900	01/11/2016	31/03/2018
Foster Care - Action for Children (Gael Og) (923L)	Pick Everard	£234,000	01/01/1900	01/04/2016	31/08/2019
Foster Care - Action for Children (Gael Og) (921J)	Will Rudd Davidson (Edinburgh) Ltd	£312,000	01/01/1900	01/04/2016	31/08/2020
Foster Care - Action for Children (Gael Og) (925J)	WYG Engineering Ltd	£468,000.	01/01/1900	01/04/2016	31/08/2020
Foster Care - Core Assets Scotland Ltd (FCA) (926C)	Core Assets Scotland Ltd (FCA)	£665,600	01/01/1900	01/04/2016	31/08/2024
Foster Care - Core Assets Scotland Ltd (FCA) (925I)	Core Assets Scotland Ltd (FCA)	£655,200	01/01/1900	01/04/2016	31/08/2025
Foster Care - Carevisions Fostering (927Z)	Carevisions Fostering	£429,000	01/01/1900	01/04/2016	31/08/2026
Foster Care - Aberlour Childcare Trust Moray Options (927T)	Aberlour Childcare Trust (Moray Options)	£373,505	01/01/1900	01/04/2016	31/08/2021
Foster Care - Aberlour Childcare Trust Moray Options (929Y)	Aberlour Childcare Trust (Moray Options)	£194,220	01/01/1900	01/04/2016	31/08/2019
Foster Care - Aberlour Childcare Trust Moray Options (932Z)	Aberlour Childcare Trust (Moray Options)	£1,645	01/01/1900	01/04/2016	31/10/2016
Foster Care - Aberlour Childcare Trust Moray Options (921M)	Aberlour Childcare Trust (Moray Options)	£651,456	01/01/1900	01/04/2016	31/08/2025
National Framework for Tablet Devices	XMA	Not known	01/01/1900	20/06/2016	19/06/2018
Integration and Mobile Integration Software	NDL-Metascybe Limited	£92,500	19/01/1900	01/04/2016	31/03/2021

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Contract					
Direct award from framework 14/0055 - Children's Residential Care and Education Services (Kibble Education & Care Centre) (923M)	Kibble Education & Care Centre	£65,035	01/01/1900	21/09/2016	31/07/2018
Mini Competition from 15/0028(F) Lot 2 Asbestos Removal	Enviraz (Scotland) Ltd	£114,450	23/02/2017	01/03/2017	05/04/2017
Cash Collection and Cash in Transit from Premises or Buildings of various types and On street and Off street car parks (including pay and display machines)	G4S Cash Services	£88,348	01/12/2016	01/12/2016	30/11/2020
Out of Area Residential Placement (Harmeny) (926B)	Harmeny Education Trust Limited	£1,083,628	01/01/1900	08/06/2016	31/03/2017
Electronic Payment Services	allpay	£208,000	14/04/2016	01/09/2016	31/08/2019
Housing with Care - Varis Court, Forres	Hanover Housing Association	£2,700,000	01/01/1900	26/10/2016	25/10/2019
Call Off from Framework 13/0032 - Cullen Community Centre High Level Stone and Roof Repairs (48376)	Zenith SAS	£134,000	05/10/2016	02/11/2016	25/01/2017
Supply & Delivery of Catering Sundries	Alliance Disposables, BFS Group, Brakes, Bunzl Catering, Bunzl UK T/A Lockhart, Instock, Nisbets, Unico	£180,000	01/01/1900	20/10/2016	31/07/2020
Technology Products (RM3733)	TBC	Not known	01/01/1900	17/02/2017	31/10/2018
Call Off from Framework 13/0032 - High Level Roof & Stonework Surveys, Council Buildings	Zenith SAS	£12,750	13/02/2017	13/03/2017	10/04/2017
SCAPE Call Off - Heating Replacement 16H103_16H106	Kier Construction Limited	£609,670	09/02/2017	22/02/2017	15/05/2017
Call Off from Framework 13/0032 - Stonework & Roof Replacement at 30-32 High Street, Elgin (11315)	Zenith Property Conservation	£142,282	17/02/2017	17/03/2017	14/04/2017
Direct award from framework 15/0042 - Engineering and Technical Consultancy	WSP UK Ltd	£24,729	21/03/2016	27/03/2017	09/06/2017

Subject	Supplier/s	Estimated Contract Value (at award stage)	Date of Award	Start Date	End Date
Vehicle Parts	A J Grant & Sons, Aebi Schmidt UK, A M Philip, Arnold Clarke, Brush Quicks, Clark Commercials, DAF Truck, Dennis Eagle, Dingbro, FAUN, Fleet Factors, Flying Penguin, Frank Nicol Farm and Garden, Farid Hillend, Kerr & Smith, National Windscreens, Northern Municipal, Prime Industrial, Scarab Sweepers, Taylor Engineering, The Trade Parts	£870,000	01/01/1900	01/01/2017	31/12/2020
Direct award from framework 15/0042 - Engineering and Technical Consultancy	Capita Property and Infrastructure Ltd (previously Capita Symonds Ltd)	£2,967	14/03/2017	14/03/2017	27/03/2017
Public Analyst Services	Aberdeen City Council	£29,082,000	01/01/1900	01/04/2016	31/03/2018
FMS Support and Maintenance	Advanced Business Solutions	£198,359	01/01/1900	01/03/2017	31/03/2018
One Scotland Mapping	Scottish Government	£299,284	01/01/1900	01/04/2016	01/01/2025
Call off from Framework 13/0032 - Milnes Primary School - Stonework and Roof Repairs (68064)	Darroch and Allan (Joiner and Builders Ltd)	£288,118	23/09/2016	09/01/2017	30/06/2017
Out of Area Residential Placement (Curo Salus) (929M)	Curo Salus	£270,40	03/03/2017	03/03/2017	31/03/2018
Mini Comp from 16/0033(F) Link Solutions IT - Vmware Maintenance renewal	Dacoll Ltd	£27,595	28/06/2016	01/07/2016	30/06/2019
Foster Care - Kibble Education & Care Centre (923M)	Kibble Education & Care Centre	£148,512	01/01/1900	06/03/2017	31/03/2018
Mini Comp from 14/0044 (F) Street Lighting Material - Carron	Maclean Electrical	£7,157	01/04/2016	04/04/2016	04/04/2016

APPENDIX 2

Update on the Action Plan for 2016/2017

MORAY COUNCIL STRATEGIC ACTION PLAN (SAP) 2016/17

SAP - SECTION 1 – Procurement Commercial Improvement Plan Measurements (PCIP)

Data Intelligence		
Task	Timetable	Update
Ensure that all reporting requirements of the Reform Act are in place - carried forward from previous year as Government guidance was not made available until March 2016	First annual report due post year end 2017/18 – however we will prepare a trial report post year end 2016/17	<i>This is the trial report</i>
Develop Contract Register database – to comply with Reform Act publishing requirements and provide an effective reporting tool	May 2016	<i>Accepted delivery from ICT of the new database March 2017. We have used that database to produce the data held on this report</i>
Carry out a customer satisfaction survey – internal (departmental support) and external (supplier experience)	Internal – Aug 2016 External – Oct 2016	<i>External surveys are now carried out post contract award. An internal survey was carried out during May 2017 following up on queries and contact from departments to the Payments Helpline.</i>

Leadership and Governance		
Task		
Reform Act Impact - Develop procedures, guidance, training modules and internal and external communication to reflect and inform changes	July 2016	<i>The change has been incremental to match publication of guidance by the Scottish Government. To date all requirements of the Act have been incorporated into our procedures, guidance and training</i>
Develop, consult and seek approval of the required Reform Act Procurement Strategy	Dec 2016	<i>Approved P & R 22nd November 2016</i>
Provide support for the Council's procurement element of the Moray Management Methods – to ensure our Procurement training programme satisfies requirements.	June 2016	<i>Training programme we have in place was reviewed and considered sufficient to meet requirements</i>
Support the Moray Council Construction Group to consider the outcomes of the national review and the potential impact on Moray Council processes	Long term project timetable to be determined by Group membership	<i>New section for the procurement procedures approved May 2017</i>
Develop annual DPAP allocation to include a targeted contract savings plan	November 2016	<i>Draft savings strategy developed</i>
Development & Tender		
Task		
Finalise process of contract award on e-Contract Management and e-Supplier Performance Measurement (new modules on PCS-Tender system)	July 2016	<i>Further consideration of the functionality available was found to be unsuitable for our current model of contract management</i>
Widen supported tender process to action supplier involvement at pre tender stage (not taken to award) – work partially completed but more is needed to develop process to utilise the data	May 2016	<i>A performance indicator has been developed to measure local suppliers involvement(see APPENDIX 2, D2)</i>

PR08 (procurement project strategy document) masterclass	Aug 2016	<i>Has been developed and forms part of the overall training programme</i>
Contract		
Task		
Develop Contract Management masterclass	May 2016	<i>Has been developed and forms part of the overall training programme</i>
Key purchasing processes		
Task		
Widen the e-invoicing solution to key suppliers within FMS	Aug 2016	<i>Live with 6 key suppliers (Oct 16) with another 6 in test. New ICT Gateway mandate submitted to ICT Board to consider the ad hoc processing of non-order related invoices</i>
Support the necessary work to ensure that Moray complies with the EU electronic processing directive by 2018 (including stores system transactions)	Long term project timetable to be determined by department	<i>The new requirements have been built into the requirements for the new Health & Social Care Moray (H&SCM) stores system.</i>

SAP SECTION 2 – Procurement Strategy Measurements

**Please note that the targets were developed for the 2017/18 Strategy*

a. Savings

The measure	*2017/18 Target	2016/17 Results	Will Demonstrate Comments
A1 Percentage of all council expenditure covered by contracts Total commercial spend – contract register annual estimated values for live contracts in year	95%	94.39%	Greater contractual exposure <i>On a par with previous year. Work ongoing with service heads to target off contract spend.</i>
A2 Value of procurement savings achieved through contracts live during the year	£1M	£1.009	The financial results from contracts <i>See section 4 of the report</i>
A3 Number of collaborative contracts awarded as a percentage of all commenced in year	40%	68.70%	Successful collaboration <i>Mainly due to our use of category A, B & O contracts</i>
A5 Percentage of contracts commenced in year that contain a contract benefit (all categories)	15%	27.83%	Increasing focus on non -financial benefits <i>Lead officers are now challenged at the strategy development stage to consider the inclusion of these benefits</i>

b. Contracts

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
B1 Percentage of planned activity taken to award during year	75%	76.5%	Improved procurement planning <i>On target but improvement is still required to ensure that planned procurements are effectively actioned and taken through to award stage</i>

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
B2 Percentage of unplanned to planned activity during the year	25%	11.4%	Measure to try and keep unplanned to a minimum <i>Resourcing unplanned activity is difficult and even at this level equates to 13 procurement projects in the year.</i>

c. Compliance

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
C1 All procurement activity is subject to compliance review – tenders, QQ, Account Payable (AP) transactions, requisitions	100%	100% for QQ and tenders 50% for AP transactions	Quality control <i>Work recommended on the AP compliance process in Dec 2016 – prior to that resources did not allow for this work to be undertaken</i>
C2 Percentage of Account Payable transactions over £5,000 checked that complied with procurement regulation during the year	75%	98.73%	Compliance management <i>An improving picture that does suggest that procurement regulations are now embedded in the organisation</i>
C3 Percentage of Account Payable transactions with a Purchase Order number (where relevant ie non-recurring) during year	75%	82.46%	Compliance management <i>As for C2 above</i>

d. Accessibility

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
D1 Percentage of contracts awarded during year awarded to SME's	30%	41.74%	SME access to our business – volume <i>A good result but one that does rely on SME engagement with our procurement process. We have work ongoing with our Supplier Development Forum colleagues and have developed new routes to market for construction to encourage SME activity.</i>

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
D2 Percentage value of annual spend with SME's for year	55%	49.68%	SME access to our business – value <i>As above</i>
D3 Percentage value of spend with Moray, Highland and Aberdeen council areas	50%	50.41%	“Local” access to our business – value <i>As above – the work undertaken for SME has a “local” focus</i>
D4 Number of “events” held or participated in during year	10	14	Procurement involvement in supplier development <i>Although it is hard to judge the number of events required in the year as this is determined by the proposed activity – this is a good result and reflects the focus the team give to this area.</i>

e. **Community Benefits**

The Measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
E1 Percentage of commenced contracts within the year that have a community benefit (non-cash benefit category 7 - Community)	20%	9.57%	Sustainable duty performance <i>We have a long way to go before the inclusion of community benefits becomes normal practice but all Lead Officers are challenged at strategy development stage to consider what can be included</i>
E2 Percentage of collaborative contracts commenced in the year that have a community benefit (non-cash benefit category 7 - Community)	20%	6.09%	Sustainable duty performance <i>Recent evidence shows that Scotland Excel are leading the way with contract benefits and therefore we expect this result to improve 2017</i>

f. **Sustainability**

The measure	2017/18 Target	2016/17 Results	Will Demonstrate Comments
F1 Percentage of contracts commenced in the year that have incorporated a sustainable target (non-cash benefit category 5 - environmental)	20%	6.09%	Sustainable duty performance <i>As for E1</i>
F2 Score on Flexible Framework (Scottish Government Sustainability Assessment)	Level 3	Level 3	Sustainable duty performance <i>We have reviewed our process and have adopted some of the level 4 practices but cannot meet all of the required outcomes</i>
F3 Prioritisation tool used to assess service priorities	100%	100%?	Sustainable duty performance <i>Adopted into our DPAP process late 2016 for service level priorities. Also now using this tool for individual contracts where appropriate</i>

SAP SECTION 3 – Procurement Strategy Measurements (no target)

The requirement for an annual Strategy and Report has also introduced a number of new measurements that have been under development during this year. However data has only just been recorded in such a way to allow for measurement and therefore we have no baseline from which to set a meaningful target. The measurements listed below fall into this category and whilst we will measure the outcome we have not set a target for this initial year but will do so for 2018/19.

a Savings

The measure	2016/17 Results	Will Demonstrate Comments
A4 Number of invoices received electronically as a percentage of total invoices processed in year	5.14%	Progress towards legislative compliance <i>Dependant on supplier engagement and at present difficult to measure as we can only report on invoices directly received by Payments</i>

b Contracts

B3 Percentage of successful suppliers who reported a positive procurement involvement for contract awarded in year	100%	Positive process for suppliers <i>External survey introduced during the year. Successful suppliers are asked to feedback on the procurement process, to date we have only received 4 surveys back, all with positive feedback</i>
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c Compliance

d Accessibility

The measure	2016/17 Results	Will Demonstrate Comments
D5 Number of local suppliers who register interest but do not follow through to tender	2	"Local" interest in our business which does not result in a tender bid <i>Of the 33 locally developed contracts we only had 2 suppliers who initially expressed an interest in the opportunity but did not then go on to tender</i>

The measure	2016/17 Results	Will Demonstrate Comments
D6 Percentage of lotted contracts awarded during year	6	Making it easier for “local” access <i>The contract register was only amended to include the recording of this target in Sept 16</i>

e Community Benefits

f Sustainability

APPENDIX 3

Extract from Contract Register based on data available at the contract award stage

NON CASH BENEFITS ACHIEVED IN 2016/17								
Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
ICON (Income Collection Open Network)	£639,085		PCS-T					
Provision of Radio Communication (Pan Grampian Shared Radio Network)	£762,400		Savings in procurement development time					
Development and Delivery of the Blue Badge Improvement Service	£40,000		Savings in procurement development time					
BT Calls/Lines via OGC	£240,000		Savings in procurement development time					
Supply and Delivery of Groceries and Provisions	£1,460,000		Savings in procurement development time					Donating food on a Qtly basis to Moray Food Bank
Portable Appliance Testing (PAT)	£73,368		Savings in procurement development time					
IT Consumables	£456,000		Savings in procurement development time		Electronic catalogues			
Supported Business Framework	Not known		Savings in procurement development time					
Catering Sundries	£45,000		Savings in procurement development time					
Provision of Winter Road Forecasting and Related Services	£166,666		Savings in procurement development time					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Cash Collection Services Framework	£45,092		Savings in procurement development time					
Electronic Homecare Monitoring and Scheduling Solutions	£394,744		Savings in procurement development time					
Electronic Payment Services	Not known		Savings in procurement development time					
Supply of Electricity	£14,029,998		Savings in procurement development time					
Educational Materials	£999,440		Savings in procurement development time					
Cars & Light Commercial Vehicles	£1,800,000		Savings in procurement development time					
Positive Behaviour Training	£60,000		PCS-T					
619171 - Keith Grammar School Upgrade Lighting and Lighting Controls in Yearly Phases	£542,507		PCS-T					
Biomass Agreements - Option 3	£384,316		Savings in procurement development time					
Media Services	£33,000		Savings in procurement development time					
Secure Care	Not known		Savings in procurement development time					
Frozen Foods	£655,508		Savings in procurement development time					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Schools & Community Buildings Framework	Not known		Savings in procurement development time			Sustainable construction		Apprentices
Call Off from Framework 14/0025 - Four Primary Schools Refurbishment Project (Millbank, Seafield, St Gerardines & Applegrove)	£9,368,020		Savings in procurement development time					
Building Materials	£530,000		PCS-T					
Authorising Engineer (Water) Consultancy	£24,534		PCS-T					
Media Services for the Moray Economic Partnership	£69,677		PCS-T					
Electrical Rewiring - Multi Supplier Framework	Not known		PCS-T					
Specialist Flat Roofing Multi Supplier Framework	Not known		PCS-T					
Stonework Repairs - Multi Supplier Framework	Not known		PCS-T					
Tyres for Vehicle and Plant	£438,000		Savings in procurement development time					
Recycle and Refuse Containers	£200,000		Savings in procurement development time					
Replacement Windows/Doors- Multi Supplier Framework	Not known		PCS-T					
Domestic Furniture Including White Goods	£938,952		Savings in procurement development time					
Provision of salary sacrifice schemes	£13,707		PCS-T					
Hire of Vehicle and Plant	£477,000		Savings in procurement development time					
Gas Boilers and Associated Distribution Pipework	Not known		PCS-T					
Smart Ticketing Initiative	£112,461		PCS-T					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Biomass Boilers and Associated Distribution Pipework	Not known		PCS-T					
Landscaping Supplies Framework	£503,000		PCS-T					
Heavy & Municipal Vehicles	£2,550,000		Savings in procurement development time					Training
Fresh Pasteurised Milk	£235,500		Savings in procurement development time					
Bathymetric and Topographic Survey on the River Findhorn	£150,000		PCS-T					
Civil Engineering Construction Framework	Not known		PCS-T					
Natural Gas Supply	£4,463,136	Added value - more for our money	Savings in procurement development time					
		process re-design						
Rights, Advocacy and Mediation Services for children and Young People	£450,000		PCS-T					
Insurance Services	£5,518,610		PCS-T					
Dredging Services Call Off Contract	Not known		PCS-T					
OT Aids and Equipment	£750,000		PCS-T					
Provision of Care & Support Packages for Individuals Framework Contract	£1,000,000		PCS-T					
Glass and Glazing	£160,000		PCS-T					
Microsoft Licensing Agreement for Schools	£82,102		Savings in procurement development time					
Design, Specification, Evaluation Services and Construction Supervision of a 25.7m Screw Dredger	£111,340		PCS-T					
Provision of Decoration Packs for Council Tenants	£388,582		PCS-T					
Road Marking Works	£161,127		PCS-T					
Burial Grounds Records	£44,635		PCS-T					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Small Extensions (Up to £750,000) - Multi Supplier Framework	Not known		PCS-T					
Nether Dallachy Landfill Site Leachate Removal and Disposal	£352,364		PCS-T					
IT Software (Microsoft Licences)	£667,097		Savings in procurement development time					
Digital Dictation System	£12,489		PCS-T					
External Wall Insulation to Properties at Milton Drive, Brodie Avenue, Buckie	£356,539		PCS-T					
IT Peripherals	£235,708		Savings in procurement development time					
Building and Timber Supplies	£79,000	Early payment discount	Savings in procurement development time					Training
Social and Care Agency Staff	Not known		Savings in procurement development time					
Salt for Winter Maintenance	£2,200,000		Savings in procurement development time					
Bird Control Service at Dallachy Landfill Site	£157,392		PCS-T					
Home Tutor Support	£180,000		PCS-T					
School Bus Contracts ME953C and ME953E Milnes High	£326,668		PCS-T					
Bus & Coach Private Hire - AD Hoc	£400,000		PCS-T					
Web Filtering	£72,750		PCS-T					
Banking and Income Services to the Council	£350,000		PCS-T					
Secure Disposal of Confidential Waste	£85,084		PCS-T			Waste		
Washroom Solutions	£87,204		Savings in procurement development time					
Wash/Dry Toilets Supply and Maintenance	£200,000		PCS-T					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Street Lighting Materials (SXL Contract No 1613)	Not known		Savings in procurement development time			Greenhouse gases		
Advertising Services	£500,436		PCS-T					
Older Persons Accommodated Respite	£500,000		PCS-T					
Supply of Fresh Fruit and Vegetables	£544,690		PCS-T			Greenhouse gases Waste		School visits CBC clause
Council New Build Phase 5	£22,078,500		PCS-T					
Telecare & Telehealth Technologies	£201,500		Savings in procurement development time					
Janitorial Products	£514,160		Savings in procurement development time					
Treatment of Biowaste	£2,700,000		PCS-T					
First Aid Supplies	£27,000		Savings in procurement development time					
Sheriff Officer Services	£750,000		PCS-T		e-invoicing			
Adventurous Activities	£97,500		PCS-T					
Provision of Care at Home	£7,000,000		PCS-T					
Maintenance Glazing	£65,000		PCS-T					
Travel & Accommodation Booking Service	£510,000		Savings in procurement development time					
Purchase of Heavy Plant Equipment	Not known		Savings in procurement development time					
Foster Care - Action for Children (Gael Og)	£655,200							Training
Foster Care - Core Assets Scotland Ltd (FCA)	£492,960							Training
Foster Care - Carevisions Fostering	£176,000							Training

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Foster Care - Aberlour Childcare Trust Moray Options	£840,000							Training
Building and Timber Supplies	£129,000	Early payment discount	Savings in procurement development time			Sustainable construction		School visits
Signage Materials	£108,000		Savings in procurement development time					
East End Primary School - Refurbishment of Heritage Centre Phases 1, 2 & 3	Not known		PCS-T					
Road Safety Barrier Supply	£16,500		PCS-T					
Carriageway Retexturing	£160,000		PCS-T		Consolidated Invoicing			
Care Homes for Adults with Learning Disabilities	Not known		Savings in procurement development time					
Ground Maintenance Equipment	Not known		Savings in procurement development time					
Provision of Local Bus Service	£177,840		PCS-T					
Provision of Occupational Health Service	£256,000		PCS-T					CBC clause
In Situ Road Surface Recycling	£400,000	process re-design	PCS-T		Consolidated Invoicing	Waste		
Nether Dallachy Landfill Site – Supply of Daily Cover Membrane	£120,000		PCS-T					
Presentation & Audio Visual Equipment	Not known		Savings in procurement development time	Rationalised lists	Electronic catalogues			
Security Services and Equipment Framework	Not known		Savings in procurement development time		Consolidated Invoicing			
Asbestos Survey & Removal	Not known		Savings in procurement development time					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Planned Maintenance and Reactive Repairs	£12,000,000		PCS-T					
Call Off from Framework 13/0027 - Proposed Renewal of Roofing at Elgin Community Centre (41201)	£111,709		PCS-T					
Publishing, Print, Design and Associated Services (PPDAS)	Not known		Savings in procurement development time					
Mini Comp from Framework 14/0057(F) Electronic Purchasing Card Solution (ePCS)	£306		Savings in procurement development time					
Gas Oil D (Liquid Fuels)	£2,999,705		Savings in procurement development time					
Supply of AutoCAD	£52,073		Savings in procurement development time					
Winter Maintenance Contractor Network	£40,000		PCS-T					
Engineering and Technical Consultancy	Not known		Savings in procurement development time					
Timber Supplies	£285,000		PCS-T					
Supply and Delivery of Plumbing Materials	£1,420,339		Savings in procurement development time					
Foster Care - Bachlaw (Brighter Horizons)	£32,972							Training
Print & Associated Services	£159,000		Savings in procurement development time					
Scottish Procurement - Client Device Framework SP-15-011 Lot 1 Mobile Client Devices	Not known		Savings in procurement development time					
Scottish Procurement - Client Device Framework SP-15-011 Lot 2 Thin Client Devices	Not known		Savings in procurement development time			Greenhouse gases		

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Scottish Procurement - Client Device Framework SP-15-011 Lot 4 Desktop Client Devices	Not known		Savings in procurement development time			Greenhouse gases		
Provision of Bakery Products	£33,310		Savings in procurement development time			Greenhouse gases		
Transport & Treatment of Dry Recyclates	-£1,048,000		PCS-T					
Mini Competition from 15/0040 Technology Products	£36,000		Savings in procurement development time					
Campus LAN Refresh - Maintenance	£16,776		PCS-T					
Supply of Water & Waste Water Services	£1,921,715		Savings in procurement development time			Greenhouse gases		
						Waste		
Residential Provision for Children & Young Persons on the Autism Spectrum	£2,800,000		PCS-T		Consolidated Invoicing			
Ad-hoc Passenger Transport	£166,000		PCS-T					
Service for Mental Health Peer Support	£184,046		PCS-T					
Call Off from Framework 14/0025 - Forres Academy Swimming Pool	£1,111,156		Savings in procurement development time					
Link Solutions IT	Not known		Savings in procurement development time					
Call Off from Framework 13/0029 - Boiler & BMS Upgrade Keith Grammer School (619172)	£142,415		PCS-T			Greenhouse gases		
Homes for Complex Needs, Lhanbryde	£2,112,551		PCS-T					
Supported Accommodation Based in Moray (Guildry House/Covesea Road)	£1,125,500		PCS-T					CBC clause
Mini Comp from 15/0022 Electrical Testing of Fixed Services	£250,000	process re-design	Savings in procurement development time			Waste		
Demolition of Bishopmill House – Elgin	£116,138		PCS-T					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Pilmuir Pump Station Operation and Maintenance Contract	£158,714		PCS-T					
Keith Household Waste Recycling Centre - Resurfacing & Concrete Works	£83,370		PCS-T					
Supply and Delivery of Electrical Materials	£1,365,000		Savings in procurement development time	Rebates - based on volume	Electronic catalogues			Training
IT Consumables	£180,000		Savings in procurement development time		Electronic catalogues			
Direct Award from 16/0008 Fixed Telephony Framework	£362,000	Added value - more for our money	Savings in procurement development time					
Mini Comp from 16/0033(F) - Link Solutions IT	£33,544		Savings in procurement development time					
Call off from 15/0051(D) Vehicle Lease - Electric Vehicles	£40,000	Price versus market savings	Savings in procurement development time			Greenhouse gases		
Call off from 15/0051(D) Vehicle Lease - Nissan Van	£14,208		Savings in procurement development time					
National Framework for Tablet Devices	Not known	Key commodity RPI	Savings in procurement development time	Specific contract issues				
		Added value - more for our money						
Mini Comp from 12/0096(F) - The Moray Council - Provision of IP Telephone Systems - Replacement of key telephone systems within schools with IP based	£29,795		Savings in procurement development time					
Groceries & Provisions	£1,645,116	Added value - more for our money	Savings in procurement development time					Fair Trade

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
Street Lighting – Bulk Renewal of Luminaires	£450,000	Price versus market savings	Savings in procurement development time			Greenhouse gases		CBC clause
Provision of Energy Performance Certificates	£75,667		PCS-T			Energy		
Call off from 16/0036(F) G Cloud Framework	£90,000	Cost removal - alternative results in no procurement	Savings in procurement development time					
Cash Collection and Cash in Transit from Premises or Buildings of various types and On street and Off street car parks (including pay and display machines)	£88,348		Savings in procurement development time			Greenhouse gases		
Dallachy Landfill Phase 6C Capping Works	£141,660		PCS-T			Energy		
Advocacy Service	£638,791		PCS-T					CBC clause
Domestic Furniture and Furnishings	£1,320,000		Savings in procurement development time					Apprentices
								Training
								CBC clause
Supply & Delivery of Catering Sundries	£180,000		Savings in procurement development time					School visits
Proposed Recladding and Asbestos Disposal, Vehicle Shed, Ashgrove	£213,040		PCS-T					
SCAPE Call Off - Heating Replacement 16H103_16H106	£609,670		Savings in procurement development time					Apprentices
Tomintoul Roads depot Reroofing (Contract Ref 11307)	£69,584							Training
Technology Products (RM3733)	Not known	Price versus market savings	Savings in procurement development time					

Contract Title	Estimated contract Value (at award stage)	Cost Avoidance (1)	Collaboration/tender process (2)	Rationalisation /Demand (3)	P2P process (4)	Environmental (5)	Social (6)	Community (7)
CCS Network Services	Not known		Savings in procurement development time					
General Stationery and Office Paper Framework	£564,000		Savings in procurement development time					
Engineering and Technical Consultancy	Not known		Savings in procurement development time					
Supply of Bitumen Products	£1,560,000.00							

APPENDIX 4

Although not formally contracted as a supported business previous discussions underway with H & SCM to see if this is a direction we could take in the future for these arrangements.

SUPPORTED BUSINESSES 2016/17
Moray Desk Top Publishing Ltd
Moray Reach Out - Training Places (This includes Buckie Yarn & Start II)
Moray Reach Out Waste Watchers
Out of the Darkness Theatre Co
Lochpark Rural Skills

APPENDIX 5

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
14/0031	C	Web Filtering	Web Filtering	extend				
09/0048	C	Elgin Traffic Management Framework Contract	Elgin Traffic Management Framework Contract	extend				
16/0027	C	Winter Maintenance Contractor Network	Winter Maintenance Contractor Network	relet	£26,000	Aug-17	01/10/2017	12mths
13/0041	C	Authorising Engineer (Water) Consultancy	Consultancy providing guidance, audits and annual training on Legionella and Water Hygiene Risk Management.	relet	£24,535	Aug-17	02/10/2017	36 mths
13/0027(F)	C	Specialist Flat Roofing Multi Supplier Framework	Specialist Flat Roofing Multi Supplier Framework	relet		Aug-17	21/10/2017	48mths
13/0032(F)	C	Stonework Repairs - Multi Supplier Framework	Stonework Repairs - Multi Supplier Framework	relet		Aug-17	31/10/2017	48mths

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
14/0023	C	Older Persons Accommodated Respite	5 respite rooms within registered care homes across the Moray local authority area or within 10 miles of the Moray local authority boundary	extend				
13/0044	C	Provision of salary sacrifice schemes	Provision of Childcare vouchers and Cycle to work scheme salary sacrifice across 2 lots, Lot 1 Childcare vouchers / Lot 2 Cycle 2 work schemes	extend				
14/0006	C	Supply of Fresh Fruit and Vegetables	Supply and delivery of fresh Fruit and Veg	extend				
14/0042	C	Road Safety Barrier Supply	Supply only of Road Safety Barrier (Vehicle Restraint Systems) Components	extend				
13/0046	C	Smart Ticketing Initiative	Supply, delivery, installation, maintenance of 23 vehicle mounted electronic ticket machines and 3 hand held electronic ticket machines.	relet	£112,461	Oct-17	01/01/2018	36mths
13/0059(F)	C	Landscaping Supplies Framework	Landscaping Supplies Framework	relet	£503,000	Nov-17	01/02/2018	48mths
14/0027(F)	C1	First Aid Supplies	Collaborative Contract for First Aid Supplies, Lead Authority Midlothian	extend				

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019

Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
			Council					
13/0022(F)	C	Civil Engineering Construction Framework	Moray Council is seeking to appoint a civil engineering contractor to assist with the effective delivery of the Capital and Revenue funded works	relet		Oct-17	17/03/2018	48mths
10/0029	C	LD Accommodation Based Service	Learning Disabilities Accommodation	?				
10/0143	C	Castlehill Sheltered Housing	Castlehill Sheltered Housing	relet	£365,255	Dec-17	01/04/2018	36mths
11/0090	C	Housing Support and Outreach	Woodside Close Buckie, Wellside Court, Forres	?				
11/0091	C	Care Home	Care Home - Castlehill	?				
11/0092	C	Care at Home & Housing Support - Collanard Court	Care at Home & Housing Support - Collanard Court	?				
11/0093	C	Care at Home & Housing Support - Cornerstone Moray Services	Care at Home & Housing Support - Cornerstone Moray Services	?				
12/0071(F)	C	Supply and maintain stairlifts, ceiling tracks and mobile hoists	Supply and maintenance of stairlifts, ceiling track hoists and mobile hoists, split into 3 lots,	relet	£558,163	Jan-18	01/04/2018	36mths

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
13/0014	C	Rights, Advocacy and Mediation Services for children and Young People	To provide a variety of independent rights, advocacy and mediation services for children and young people who will be users of targeted support services	extend				
13/0020	C	Very Sheltered Housing Support & Care - Chandlers Court	for the provision of Housing Support within Very Sheltered Complexes and to achieve, for older service users, an alternative to residential care by creating the opportunity for flexible, intensive care in the service users' own home.	?				
13/0072(F)	C	Provision of Care & Support Packages for Individuals Framework Contract	Framework Contract for the provision of Care & Support packages for individuals	relet		May-17	01/04/2018	48 mths
13/0087	C	Adventurous Activities	To provide advice and training on adventurous activities	extend				
14/0050	C	Maintenance Glazing	Maintenance Glazing	Re-let	£65,000	Jan-18	01/04/2018	36mths
16/0069	C	Home-based Respite	Provision of home-based respite care to support unpaid carers	extend				

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
17/0006	C1	Fixed Community Alarm Scheme	Provision of Monitoring & Associated Services for Fixed Community Alarm Scheme - Larch Court, Gurness Circle, Leys Road, Portgordon, Wallace Ave and Triple Scheme	Re-let	£80,000	Feb-18	01/04/2018	36mths
13/0054	C	Glass and Glazing	Supply and fit of ad-hoc glazing to domestic properties in Moray	Re-let	£160,000	Jan-18	03/04/2018	36mths
12/0086	C	Positive Behaviour Training	Moray Council have a requirement to ensure that all staff that deal with clients who can display challenging behaviour have sufficient training to enable them to turn this into positive behaviour. They are looking for a training provider who must be accredited by BILD to provide training for social care	Re-let	£60,000	Apr-18	03/06/2018	36mths
13/0053	C	Nether Dallachy Landfill Site Leachate Removal and Disposal	Nether Dallacy Landfill Leachate Removal and Disposal	Re-let	£352,364	May-17	01/07/2018	36mths
14/0040	C	Provision of Occupational Health Service	Occupational Health Service - provision of an Occupational Health Service to the Council	Extend				

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
14/0063	C	In Situ Road Surface Recycling	In Situ Road Surface Recycling	Extend				
14/0065	C	Carriageway Retexturing	Provision of Retexturing Works for HRA and Surface Dressed Carriageways	Extend				
14/0056	C	Direct Single Access to Drug & Alcohol Services in Moray	Direct Single Access to Drug & Alcohol Services in Moray	Extend				
13/0093	C	Bird Control Service at Dallachy Landfill Site	Bird Control Service at Dallachy Landfill Site	Extend				
15/0034	C	Pilmuir Pump Station Operation and Maintenance Contract	Pilmuir Pump Station Operation and Maintenance Contract	Extend				
14/0033	C	Ad-hoc Passenger Transport	Ad-hoc Passenger Transport	Re-let	£166,000	May-18	20/08/2018	48mths
11/0060	C	Passenger Vehicle Hire - School Transport, Community Services Transport & Public Bus Services	The Moray Council have a requirement for a number of contracts for the provision of hire of multi-seated vehicles with driver.	Re-let	£22,000,000	May-18	20/08/2018	48mths

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019

Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
14/0018	C	School Bus Contracts ME953C and ME953E Milnes High	Moray Council have a requirement for two contracts for the provision of hire of multi-seated vehicles with driver serving Milnes High School. The intention is to establish a contract that will run for 3 years.	Re-let	£326,668	May-18	20/08/2018	48mths
13/0074(F)	C	Bus & Coach Private Hire - AD Hoc	Framework contract for ad hoc coach hire	Re-let	£400,000	May-18	20/08/2018	48mths
14/0008	C	Secure Disposal of Confidential Waste	corporate disposal of confidential, personal, sensitive and commercially sensitive material on a regular scheduled and ad hoc basis.	Re-let	£85,084	Jul-18	29/09/2018	36mths
15/0029	C	Supply of AutoCAD	Supply of AutoCad	Re-let	£52,073	Aug-18	30/10/2018	36mths
14/0049	C	Provision of Fresh Meat	Provision of Fresh Meat	Extend				
14/0048(F)	C	Timber Supplies	Provision of Timber Fencing	Extend				

FUTURE REGULATED PROCUREMENT SUMMARY 2017 TO 2019								
Existing Contract Number	Contract Cat	Contract Title	Contract Description	New, Ext or Re-let	Estimate Value	Estimated Publication Date	Estimated Start Date	Contract Duration
14/0001	C	Treatment of Biowaste	Treatment of Biowaste	Extend				
13/0085	C	Audit Management	Audit Management	Re let	£13,460	Jan-19	10/03/2019	36mths
13/0045	C	Insurance Services	Insurance Services	Re-let	£5,518,610	Dec-18	01/04/2019	60mths