APPENDIX 1

Annual Procurement Report

1st April 2021 – 31st March 2022



Contents

Section 1 – Introduction and Purpose 3
Section 2 – Context 3
Section 3 – Format and Content 4
Section 4 – Spend and Savings/Benefits Position 5
Section 5 - Summary of Regulated Procurements Completed 6
Section 6 – Local Businesses & SMEs 7
Section 7 – Summary of Regulated Procurement Compliance 11
Section 8 – Sustainable Procurement Duty, Climate Duties 13
Section 9 – Community Benefits 17
Section 10 – Fair Work and Real Living Wage 18
Section 11 – Invoice Payment Performance 19
Section 12 – Supported Businesses 20
Section 13 – Pipeline 21
Section 14 – Milestones/Achievements and Improvement Activity 21
Section 15 – Annual Review of Procurement & Commercial Strategy 23
Section 16 – Other Priorities/Moving Forward 23

List of Appendices 28
Appendix 1A - Summary of Regulated Procurement Activity 28
Appendix 1B - Community Benefits 28
Appendix 1C - Future Regulated Procurements (Pipeline) 28
Annex A - Scottish Government Statutory Return 28

Section 1 – Introduction and Purpose

Fife Council is the third largest local authority in Scotland, with an annual third party spend in excess of £500 million and is responsible for delivering all local government services in the Kingdom. It is acknowledged that we are living in very challenging times and we aim to ensure all procurement activity provides best value to the council. We recognise this is not just about cost and quality, but about the best balance of cost, quality and sustainability.

Fife Council is a public sector contracting authority and as such is required to produce an Annual Procurement Report detailing all of its regulated procurement activity. This report summarises the council's regulated procurement activity throughout 2021/2022. A regulated procurement is any procurement for public supplies or services with a value of over £50,000 and for public works with a value of over £2 million.

This report has been prepared as the Annual Procurement Report for the period of financial year 2021/22, to meet the requirements of the Procurement Reform (Scotland) Act 2014 whereby all councils who are required to prepare a procurement strategy must also prepare an annual report on the regulated procurements completed during that year.

Section 2 – Context

2.1 Procurement & Commercial Strategy

In January 2019, Fife Council's Policy and Co-ordination Committee approved a five-year Procurement & Commercial Strategy for implementation in April 2019. This strategy was prepared to reflect current legislation as well as committed policies of Fife Council, it also stretches the procurement function to help meet some wider aims and objectives of the Council.

The aspirations set out in the strategy are ambitious yet reflective of the journey that Fife Council and the procurement function has been (and continues to be) on.

This Annual Procurement Report presents performance and progress against policy objectives as well as mandatory reporting elements as dictated by the Procurement Reform (Scotland) Act 2014. This and previous year's Annual Procurement Reports reflect mandatory reporting elements as well as recognised Fife Council priorities.

Our **vision** for the Fife Council procurement team is as follows:

A professional procurement service providing an expert strategic and solution-based service which utilises a commercial focus by collaborating with stakeholders and markets, to achieve best value by improving delivery of services and contributing to the Fife economy.

2.2 Procurement in Fife Council

The Procurement function is part of Revenue and Commercial Services and is an 'enabling' support service, within the Council's Finance and Corporate Services Directorate.

The operating model for Procurement is a part-centralised function with a strategic focus on the generation of financial and non-financial benefits, effective supplier management, robust demand challenge, compliance, fraud prevention, and continuous improvement.

The Procurement function utilises a category management approach with a structured sourcing programme. Categories of spend have been segmented into the following areas:

- Construction*
- Corporate & Facilities Management*
- Fleet, Plant, Hire & Environmental*
- ICT; Utilities; and Security
- Social Care
- Transportation & Travel

*Procurement activity is delegated to authorised individuals within the service area for construction works related activity and some Facilities Management services, however process guidance is provided by the central Procurement function and established governance is in place to aid consistency and compliance.

Section 3 – Format and Content

The undernoted sections provide the quantitative detail required as part of the statutory reporting, and where appropriate some additional narrative and qualitative information to supplement the content. There are some additional sections to report on Fife Council policy commitments as set out in the Procurement and Commercial Strategy.

It is noted that the formal reporting requires information on regulated activity, however it is sometimes difficult to separate regulated from non-regulated, therefore some figures and content refer to all formal procurement activity but presenting the information in this way provides a more accurate reflection of actual activity across the board.

Section 4 – Spend and Savings/Benefits Position

4.1 Snapshot – statutory reporting and context (Table 1)

Spend and Savings Summary	Source/Note	2021/22 £m/%
a) Total procurement spend for the period covered by the annual procurement report.	Oracle Accounts Payable Transactions Report (Spikes Cavell)	502.74
b) Total procurement spend with SMEs during the period covered by the annual procurement report.		254.08 (2322 suppliers)
c) Total procurement spend with Third sector bodies during the period covered by the report.		63.93 (243 suppliers)
d) Percentage of total procurement spend through collaborative contracts	Spend - Category A (Scottish Procurement)	27.78
	Spend - Category B (Scotland Excel)	38.43
	Spend - Other national/regional collaborative*	80.28
	Total	146.49
	Percentage	29%

*includes National Care Home Contract (via COSLA) and Crown Commercial Services (UK Government).

4.2 – Savings and Benefits

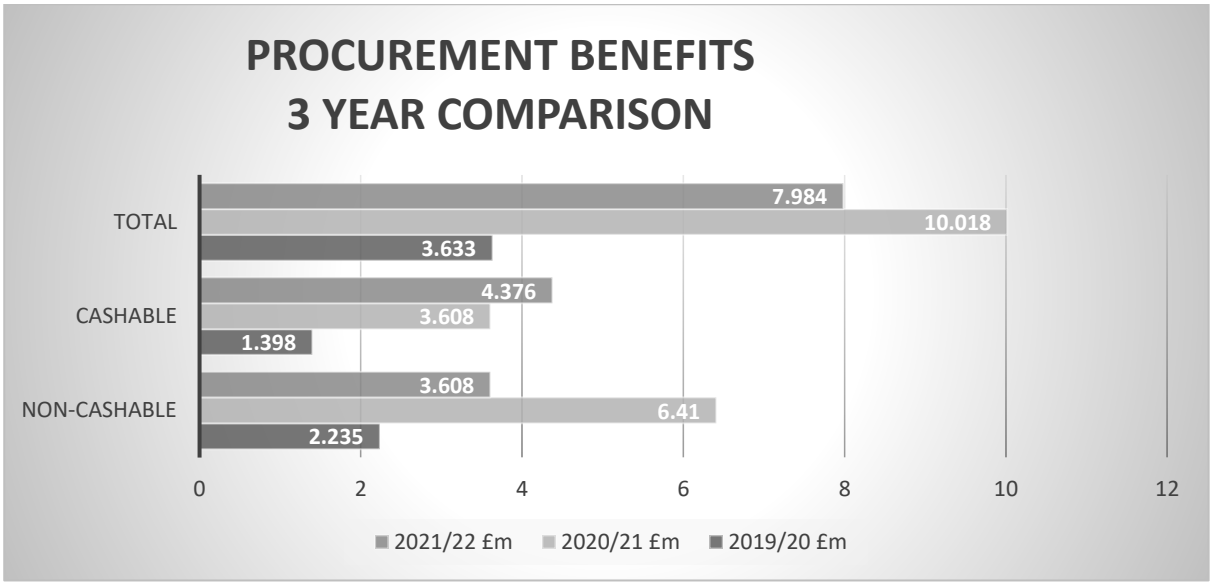
4.2.1 Procurement captures savings and benefits in accordance with a defined Benefits Realisation Policy. This policy is then applied by procurement staff recording benefits achieved on the benefits tracker spreadsheet which is then in turn verified by Finance before any benefits are deemed as made.

4.2.2 Procurement benefits for financial year 2021-2022 have been verified at £7.984m, as illustrated below (Figure 1):

Total Benefits					
2021-22 Procurement Benefits					
	Qtr 1 £m	Qtr2 £m	Qtr 3 £m	Qtr 4 £m	Total £m
Delivered	**2.424**	**0.859**	**1.262**	**3.440**	**7.984**
Cashable	1.911	0.662	0.686	1.116	4.376
Cost Avoidance	0.513	0.196	0.575	2.323	3.608

4.2.3 Within Figure 1, there will be multi-year contracts. The benefits will be recurring for the length of these contracts; therefore some benefits may have already been reported in previous years.

4.2.4 Figure 2 – Comparison of benefits reported over last 3 years illustrating in excess of £20m of benefits have been realised over that period.



4.2.5 It is noted that benefits were significantly higher in 2020/21. £5.1m of those benefits were in relation to COVID pandemic, i.e. cost avoidance in the form of reduction of construction claims, suspension of services including supplier relief claims as well as benchmarking of pricing of PPE.

Section 5 - Summary of Regulated Procurements Completed

Fife Council maintains a contract register which captures high level contract detail information in line with the requirements of procurement legislation, it also contains additional information that is captured to aid policy reporting.

The below table (Table 2) provides the statutory reporting detail on the procurement activity over the reporting period.

Total number of regulated contracts awarded within reporting period	140 regulated procurement exercises (385 contract awards (suppliers))
Total value of regulated contracts awarded within the report period	£410.75m
Total number of 'contracts' awarded via PCS N.*B. each supplier awarded to a contract is considered a contract, hence the higher figures*	567

Appendix 1A provides summary of regulated procurement activity as required for statutory reporting.

During the reporting period there were circa. 762 active contracts on the register – this does not include un-regulated one-off tender activity such as sub-contract packages. This figure is subject to change throughout the year but was representative of position in March 2022.

Section 6 – Local Businesses & SMEs

6.1 – Context and Approach

In relation to Scottish and Fife Council policy, there is a strong desire to support Small to Medium Enterprises (SMEs), particularly local companies and/or those within the supply chain. Additionally, Fife Council is a Living Wage Accredited employer which comes with obligations around making effort to encourage relevant contractors to pay the Real Living Wage as a minimum. For this reason, activity in these areas are specifically reported on in addition to the minimum expected content.

Whilst locality of organisations is easily identified (assuming only focussing on organisations with head office based locally), businesses who are trading as SMEs are not always categorised as such in data sources. This therefore makes accurate capture of this information difficult but is improving year on year.

It should also be noted that local businesses may benefit from non-local procurement spend either through depots/employment within the local authority area, or through their onward supply chain. It is not currently feasible to quantify this.

6.2 – Local Contracts Awarded

The below provides analysis of contracts awarded via Public Contracts Scotland (the national public sector procurement portal for advertising and awarding contracts). This portal is used for both regulated and unregulated procurement activity. The images below illustrate that 48% of contracts awarded are to businesses that are registered as trading from Fife.

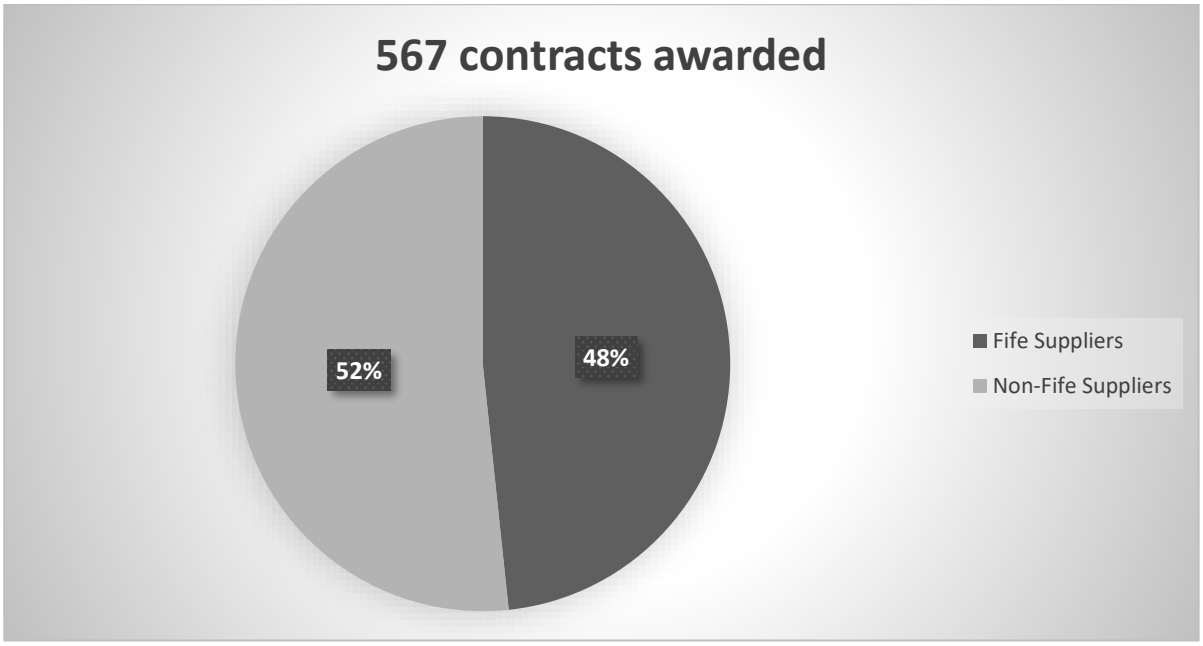


Figure 3 – analysis of PCS contract award notices 1st April 2021-31st March 2022

6.3 Small to Medium Enterprises (SMEs)

The chart below illustrates the contract awards in terms of the size of the organisation. 88% of contracts have been awarded to organisations from Micro size (1-9 employees), Small (10-49 employees) and Medium size (50-149 employees) Enterprises.

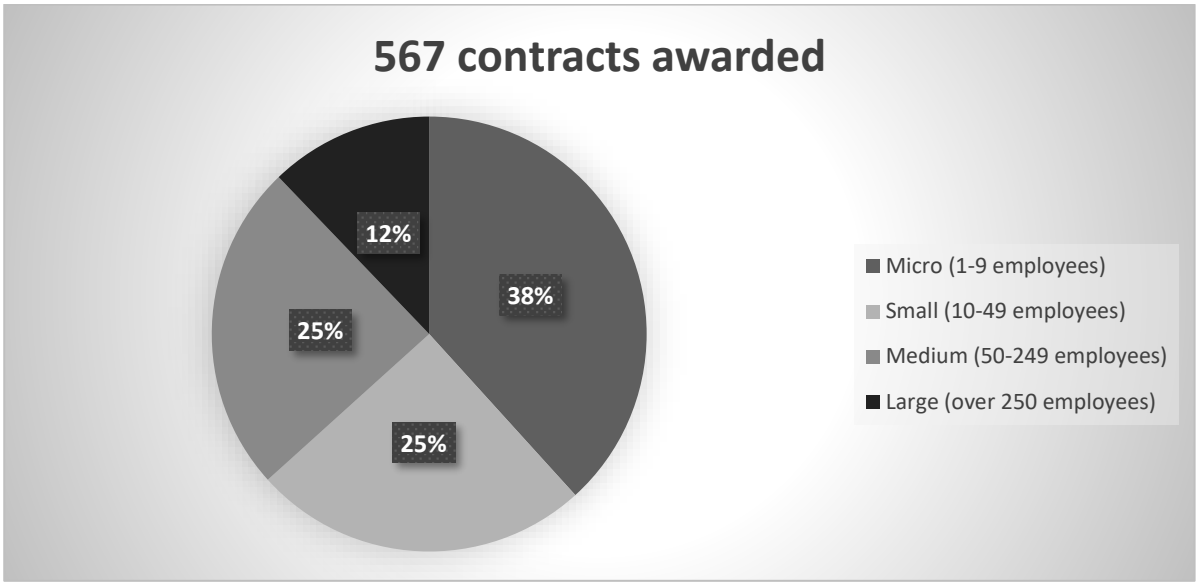


Figure 4 – SME Status per awarded contract, source PCS contract award notices 1st April 2021 - 31st March 2022.

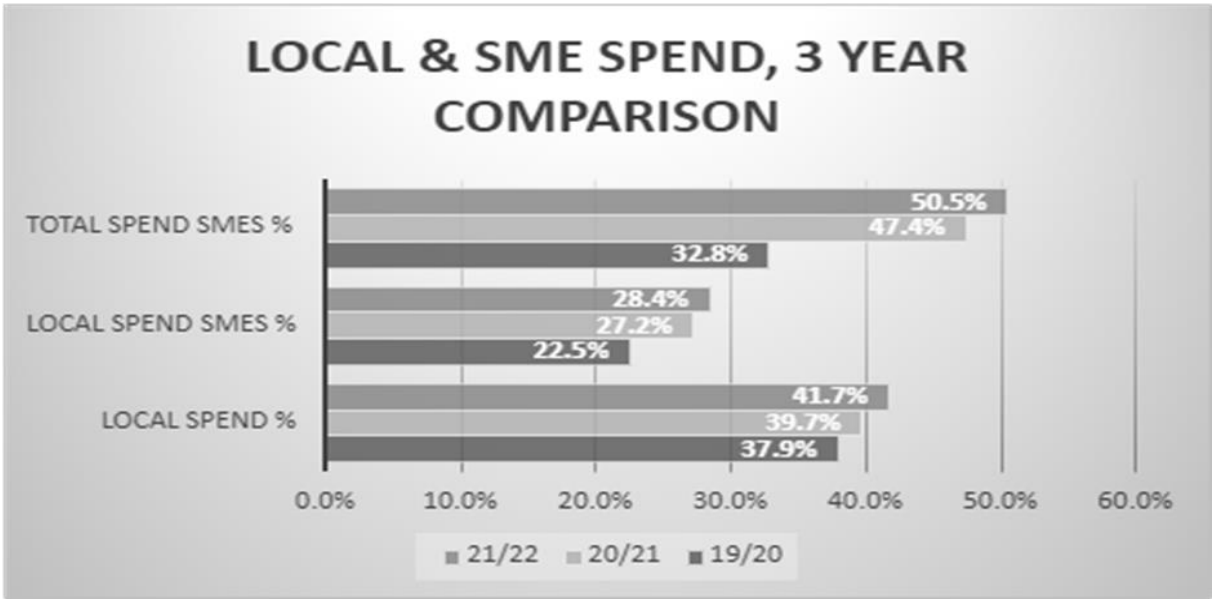
6.4 Statutory Reporting (Table 3)

Regulated	
Number of unique suppliers across (140) regulated contracts	377
Number of (unique) suppliers awarded with contracts during reporting period that are SMEs	293 (78%)
Number of (unique) suppliers awarded with contracts during reported period that are Third Sector bodies	14

6.5 Fife Council Spend – local and SME status (Table 4)

	2021/22 £M	**%**
Total Fife Council Spend	502.74	
Total spend with suppliers based within Fife local authority boundary area	208.67	41.7
Total spend with SMEs (where SME status is known, i.e. out of £455.2m)	254.08	50.5
Total spend with Fife SMEs (where SME status is known, i.e. out of £455.2m)	142.74	28.4
*National Reporting methodology – Spikes Cavell (national public sector procurement tool) presents percentage of spend with SMEs against total spend where supplier size is known rather than overall spend. *SME spend where size of organisation is known = 254.1m* *Total spend where size of organisation is known = 455.2m*		55.8

6.5.1 Figure 5 - 3-year comparison



6.6 Spend Distribution by Location

Whilst the Reform and Recovery, Community Wealth Building agenda seeks to maximise procurement spend within its local area, it is recognised that Fife is already a high performer in that regard and strives for continuous improvement. However, it is often the case that organisations within the Scottish markets require multi-regional customer bases to make them sustainable, therefore it is never going to be feasible to have all spend within an individual local authority area. The undernoted table provides a breakdown of location of spend and illustrates that 76.9% of Fife Council's spend is with Scottish based organisations.

6.6.1 Table 5 Spend Distribution by location

Region (Scottish Definition)	Total Value (£)	Total (%)	Suppliers (Number)
Scotland - Tayside Central and Fife	228.05	45.6%	2289
Scotland - Glasgow and Strathclyde	70.80	14.2%	398
Scotland - Edinburgh and Lothians	41.40	8.3%	379
Scotland - Forth Valley	39.41	7.9%	112
Scotland - Aberdeen and North-East	2.52	0.5%	31
Scotland - South	1.06	0.2%	20
Scotland - Highlands and Islands	1.04	0.2%	31
Outwith Scotland	115.65	23.1%	1262

Source – Spikes Cavell

6.7 Scotland Excel – Local Supplier Reporting

Scotland Excel manage a portfolio of national frameworks for the local authority sector. Over the reporting period, there were 35 Fife based suppliers on 24 Scotland Excel frameworks (increase of 2 local suppliers from 2020/21). This also provides wider opportunity for these suppliers to supply out with Fife Boundaries. Collective spend with Fife suppliers through these frameworks was £25.34m. £5.32m of this spend was from Fife Council.

6.8 Supplier Development Programme

Fife Council, in conjunction with colleagues in Economic Development have active participation with the Supplier Development Programme (SDP).

The Supplier Development Programme working together with Local Authorities and other public bodies to provide business support in all aspects of tendering. By assisting

businesses to become tender ready for public procurement, all-round efficiency, sustainability, and market potential is improved.

Whilst Fife businesses can access this service and hopefully improve their chances of winning Fife Council business, this also enhances their opportunity to bid for business out with Fife to further strengthen their market position.

The below table (Table 6) provides figures of registration with the Programme as well as participation in Meet the Buyer events:

Council Area	**Companies Registered in 2021/22**	**Total Companies Registered**
Fife	84	1007
Number of Businesses Participating in SDP Events & Activities (2021/2022) - Meet the Buyer Fife (45) - Meet the Buyer National (18) - Meet the Buyer North (8) - Meet the Buyer Ayrshire (1) - Meet the Buyer Forth Valley (6) - Meet the Buyer Lanarkshire (1) - Virtual Surgeries (2)		
Over the reporting period, Procurement representatives exhibited at the below events: - 8th June 2021 – Meet the Buyer National - 7th September 2021 – Meet the Buyer North - 4th November 2021 – Meet the Buyer Fife (Dunfermline Learning Campus and Levenmouth Railway Link Supply Chain Opportunities) - 22nd March 2022 – Fife and Tayside Virtual Surgeries		

Section 7 – Summary of Regulated Procurement Compliance

Table 7

Number of regulated contracts awarded within the period that complied with Procurement Strategy (and/or Scheme of Tender Procedures)	139
Number of regulated contracts awarded within the period that did not comply with Procurement Strategy (and/or Scheme of Tender Procedures)	1

7.1 Out of the 140 contracts awarded, there were 19 direct awards during the reporting period, 18 of these were still considered compliant as were awarded in accordance with specific criteria in Fife Council's Scheme of Tender Procedures and/or the Procurement Regulations. 1 contract was let outwith a framework as originally planned due to technicalities with the framework

conditions meaning this did not represent best value to Fife Council. Full detail was documented and approved within the internal Procurement governance arrangements.

7.2 Supplier Relief

7.2.1 COVID-19 has had a significant impact on businesses of all sizes, and due to restrictions imposed, many suppliers were unable to fulfil their contractual obligations. In many cases, the services were simply not required from the council due to the lockdown situation, therefore there was no impact in terms of service delivery, however, contractual payments therefore came into question. Whilst costs were already budgeted for, any such payments would be in breach of the Financial Regulations as would be payments for goods/services not received.

7.2.2 The Government recognised that suppliers' financial viability, ability to retain staff and their supply chain could be put at risk. A procurement policy note was issued (SPPN 05/2020 – Supplier Relief) requesting that public bodies should act to support their suppliers so that they are better able to cope with the crisis and resume normal service delivery and fulfil their contractual obligations when the outbreak is over. The note provided guidance on steps that could be taken to provide supplier relief under existing contracts.

7.2.3 Forms of supplier relief that can be considered/provided are as follows:

- Advance payment or advance interim payment for goods or services prior to delivery
- Amendment of contract deliverables such as performance/timescale etc.
- Continue payment notwithstanding reduced or non-performance
- Bring forward orders and associated payments

7.2.4 The scheme was administered by a sub-group of senior officers under delegated authority obtained from Policy and Coordination committee on 6th April 2020 (and extended authority at Fife Council meeting of 23rd September 2021). The remit of the group was to identify and apply supplier relief in accordance with Scottish Government Guidance.

7.2.5 The following table (Table 8) summarises the approvals of key supplier relief made for claims made for periods between 1st July 2021 up to 31st March 2022.

N.B Last year's Annual Procurement Report included relief decisions approved up to 30th June 2021

Table 8 – Supplier Relief Claim Approvals

Sector/Provider(s)	Type of Relief	Financial Value
Respite/Day Care	Payment notwithstanding reduced/ non-performance	£0.58m

Section 8 – Sustainable Procurement Duty, Climate Duties

8.1 – Context (Public Sector Climate Change Duties)

8.1.1 Fife Council recognises its responsibility to carry out its procurement activities in an economically, environmental and socially responsible manner. Fife Council's Procurement Strategy includes a commitment to purchase goods, materials and services that minimise or reduce the impacts of its activities on the local and global environment, including whole life costing, energy efficiency, supply chain management and sustainably sourced products.

8.1.2 As part of fulfilment of the 'Public Sector Climate Change Duties', the Council has a duty to provide a return for its 'Public Bodies Duties Report' (PBDR). Procurement feed into this with responses to specific questions (Part 5 of the return), and an example of the content is provided in the following sections:

8.1.3 ***How have procurement policies contributed to compliance with climate change duties:***

Fife Council is a major procurer of goods and services within Fife. The embodied carbon of our up and downstream supply chain is likely to be a significant contributor to Fife-wide carbon emissions and to emissions further afield.

To assist in the reduction of these emissions and other environmental impacts of the Council's Procurement activities, Corporate Procurement continues to utilise the Scottish Government's 'Procurement Journey' guidance in terms of best practice. This includes considerations such as sustainability and climate change mitigation, and consideration and use of various tools that are provided to be utilised with the goods/services/works procurement activity.

The tools available that aid sustainable considerations include

- Flexible Framework assessment tool
- Prioritisation Tool
- Life Cycle Impact Mapping Tool
- Sustainability Test
- E – Learning modules

Mainstreaming these best practice principles into our procurement activities will contribute to our continual compliance with climate change duties.

Procurement is embedded within the Climate Fife Sustainable Energy and Climate Action Plan (2020–2030) and are represented across the eight key areas.

Fife Council shall consider/support:

- the use of whole life cost where appropriate.
- the use of Sustainable Procurement Duty Tools that aid the prioritisation of sustainability to achieve maximum benefits within all regulated procurements and also to prioritise and focus on those categories of spend that offer the greatest potential sustainable outcomes.
- the use of the Scottish Government Flexible Framework Self-Assessment Tool (FFSAT) to ascertain the level of performance of sustainable procurement across the Council. This tool will provide a clear action plan that will set out how, and by when, improvements in sustainable procurement will be made.
- The environmental impact of construction projects as appropriate, including a sustainability policy for design and construction.
- Encourage recycling and reuse of materials through waste management plans in order to minimise waste to landfill.
- The use of low energy equipment and environmentally friendly chemicals,
- Maximise use of materials from sustainable sources in accordance with government buying standards; and
- Support corporate initiatives/working groups in relation to the sustainability agenda where supplies/services are relevant and undertake any associated procurement activity, e.g. Food4Fife Partnership, Local Procurement Group and elimination of single use plastics.
- Continue to feed into and work with colleagues in the development of Climate Fife Sustainable Energy and Climate Action Plan (2020 – 2030) and in particular the areas directly affected by Procurement.

8.1.4 ***How has procurement activity contributed to compliance with climate change duties?***

Regulated procurement requires the consideration and application, where applicable and appropriate, of the Sustainable Procurement Duty in all procurements as per the Procurement Reform (Scotland) Regulations 2016 and the Public Contracts (Scotland) Regulations 2015. The Procurement Service works with Fife Council services to develop contract terms and procurement criteria. Procurement weightings are developed in negotiation between the procurement team and client services.

Client services can and do, consider direct and indirect carbon emissions (i.e., supply chain emissions, provenance, and manufacturing methods) within their procurement specifications, but these must be balanced against other procurement criteria so that the requirements are proportional and are not so specific as to effectively reduce options down to only one supplier as this could be seen as raising barriers to business.

Examples of procurement activities which have contributed to our compliance with climate change duties in the reporting year include (Table 9):

Description/Commitment	Examples/confirmation of compliance
Alternative Fuelled vehicles including Electric Vans and Pool Cars as part of the Council's Fleet Replacement Programme	Fife Council's fleet currently has 74 electric vehicles (55 are full electric and 19 hybrids).
Continued use of a collaborative framework to support the increase of the number of charge points allowing wider use of electric vehicles and positively contributing to our climate change commitment.	104 units currently in place (public and fleet) 2021 - 22 20 new units were installed and to date (2021 – 2022) there are 7 new units installed. A further 16 new units are scheduled for completion in 2022 - 23.
Heavy Goods Vehicles generally contain in excess of 90% recyclable materials which can be reclaimed at the end of the vehicle's life and the primary goal of the Euro VI (or latest Euro Engine) emissions standards is to reduce harmful emissions from vehicles	EURO 6 is the current standard and vehicles purchased must adhere to this. Scotland Excel Framework includes sustainable procurement within the technical section of the tender and a range of sustainable measures were outlined by suppliers including Fleet/environmental Standards Reducing carbon footprint Waste reduction Vehicle and waste prevention
LED lighting, LED street lighting and luminaires programmes have resulted in carbon and CO2 reductions.	Fife Council currently has 35,886 LED street lighting lanterns (approx. 52.8% of the network) and this is an increase of 917 since 2020 - 21. Energy consumption for unmetered street lighting including lit signs, bollards and traffic signals was: - 2021 - 22 = 9,207,443 kwh 2021 - 22 = 9,043,204 kwh This is a reduction of 164,239 kwh and approximately 241 tonnes of CO2.

Construction projects to be designed and constructed to be 'Net Zero' which will incorporate sustainable features which will reduce energy consumption and carbon emissions.	Dunfermline Learning Campus is being constructed to 'Passivhaus' standards/ certification which will assist the Council in reducing energy consumption and carbon emissions. Project us working towards Net Zero.
All vehicles used on bus contracts must not be older than 20 years and must be manufactured on or after 1 October 2000. All taxi contracts use vehicles in line with the Council's Licensing requirements (no older than 10-12 years old). Minibuses must be no older than 15 years old.	Transport contracts (160 + Taxis, Bus and Coach) require membership of the ECO Stars Fleet Recognition Scheme. Ongoing discussions with Contractors, the Climate Change Team and ECO Stars to seek ways in which Fife Council can strengthen the Council's commitments in future tender requirements. Focus will be mainly on minimum Euro emission standards, increased percentage of quality scoring devoted to environmental aspects and the use of Eco Star ratings as a scored quality criterion.
Contracts must provide Fife Council with copies of declarations of conformity or conformity certificates.	Timber contracts requirements - Ability to provide detail for chain of custody and certification on advice notes and invoices for materials.

Note - this list presents an illustrative sample of Fife Council contracts where procurement activity sought to reduce emissions as part of the procurement criteria and is not necessarily exhaustive.

Other examples of corporate Sustainable Procurement support and ongoing work includes: -

- Continuing the promotion of the Scottish Government's Sustainable Procurement Toolkit within all Fife Council procuring areas.
- Promotion of Sustainable Procurement e-learning modules within Corporate Procurement and other Fife Council Delegated Procuring Areas (DPA) and continuing to explore options with the Sustainability Team colleagues in relation to combining the Sustainable Procurement e-learning and Climate Literacy e-learning.
- Focus on payment of Real Living Wage and Fair Work Practices.

8.2 Single Use Plastics

8.2.1 The commitment to support the elimination of single use plastics within Fife Council has continued, albeit there have been challenges resulting from the pandemic impacting on the programme.

8.2.2 Procurement provides the management information to maintain the Single Use Plastics Register to support this work.

Section 9 – Community Benefits

9.1 – Context and Approach

9.1.1 Fife Council recognises that public procurement contracts can help realise a wide range of social and environmental benefits, including more and better employment opportunities.

9.1.2 Community benefits can help contribute to local and national outcomes relating to employability, skills and the reduction of inequality.

9.1.3 In the context of the Procurement Reform (Scotland) Act 2014, a community benefit requirement is a contractual requirement imposed by a contracting authority –

(a) Relating to:
    (i) Training and recruitment
    (ii) The availability of sub-contract opportunities, or
(b) Which is otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included.

9.1.4 Community Benefit Clauses (CBCs) are clauses within contracts requiring tenderers to commit to undertaking some form of social benefit as part of the contract. These clauses are aimed at tackling issues in training, employment, economic regeneration and the environment through investment in local communities.

9.1.5 For major works projects, Fife Council committed to:

- Due consideration of whether to impose community benefit requirements as part of the procurement and if so, provide a summary of what it intends to include, and if not, provide a justification of why not deemed appropriate. Where included, Fife Council will include in the award notice a statement of the benefits it considers will be derived from those requirements.

9.1.6 The above is a mandatory requirement in accordance with the Procurement Reform (Scotland) Act 2014, however Fife Council's policy goes beyond the minimum requirement and gives consideration of community benefits for goods/services contracts as well as major works projects, where deemed proportionate and relevant to do so.

9.2 Statutory Reporting

9.2.1 Table 10

Total number of regulated contracts awarded with a value of £4m or greater		23
Total number of regulated contracts awarded with a value of £4m or greater that contain Community Benefit requirements		6
Total number of regulated contracts awarded with a value of less than £4m that contain Community Benefit requirements		29
Community Benefit Type	**No.**	**£ value (where quantified)**
Number of jobs	67.82	£190,410
Number of apprenticeships	138.14	£51,599
Number of work placements	529	£66,327
Number of qualifications achieved through training	1	N/A
Other community benefit(s) fulfilled such as: • SME and third sector spend (sub-contract/supply chain)	1.57	£223,282
• Social Value Rebate (including donations, charitable work etc.)	2	£8,838
• Environmental & Ethical	N/A	N/A
• Skills and Training (Workshops, Careers advice etc.	150	N/A
Total	**889.53**	**£540,456**
In some cases, in the above and in Appendix 1B some entries do not contain either individual details (people) or financial values (£s). Some entries are valued in weeks i.e. Skill and Training. **Benefits not delivered in 2021–22 but identified will be expected to be delivered in subsequent years of the contract duration.**		

9.2.2 Appendix 1B provides summary detail of community benefits recorded as delivered over the reporting period.

Section 10 – Fair Work and Real Living Wage

10.1 – Context and Approach

10.1.1 With a view to supporting the strategic aim of providing ***Opportunities for all***, Fife Council considers payment of the Real Living Wage to be a significant indicator of an employer's commitment to fair work practices and that payment of the Real Living Wage is one of the clearest ways that an employer can demonstrate that it takes a positive approach to its workforce.

10.1.2 The Council considers 'workforce matters' in connection with their contracts if the services provided have the effect of employees being considered an in-direct employee of Fife Council and/or if there is known or perceived history of unfair work practices.

10.2 – Position/Statutory Reporting (Table 11)

Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	130
Number of unique suppliers who have committed to pay the Real Living Wage in the delivery of a regulated contract awarded during the period.	203
Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	52
Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract during the period	11

10.3 – Other Council Commitments

10.3.1 As part of the Procurement & Commercial Strategy, Fair Work is further promoted within procurement activity by seeking commitment to our Construction Charter and Ethical Care Charter where applicable.

10.3.2 The Construction Charter is included in relevant construction related contracts to acknowledge the council aspiration and expectations for contractors to practice in their organisation also. The strategy also acknowledges that the council is opposed to blacklisting, and there is no evidence that any of our contractors practice blacklisting.

10.3.3 Similarly, the Ethical Care Charter is incorporated into relevant procurement exercises for homecare related services.

Section 11 – Invoice Payment Performance

11.1 – Context

11.1.1 Fife Council is committed to ensuring that businesses are paid on time because it is understood how important it is to pay businesses promptly once a service has been performed or goods delivered. Late payment is particularly detrimental to SMEs, third sector bodies and supported businesses. Fife Council also mandates via contract conditions that main contractors must pay their sub-contractors and suppliers promptly in an effort to ensure cashflow is positive throughout the supply chain.

11.1.2 Late payment legislation places a statutory duty on all public bodies to pay commercial debt within 30 days. Legislation also allows businesses to claim interest and recovery costs if goods and services are not paid for on time.

11.2 – Position

313,850 invoices have been received during the reporting period, and 294,504 (93.8%) of these were paid within 30 days.

11.3 – Supplier Portal

11.3.1 The Fife Council Oracle system has a Supplier Portal. This functionality allows suppliers to have their own unique login to their account details within the Council's system and the ability to review order, payment and catalogue status/details. Some suppliers use this functionality to create their own invoices via the system, which when matched to an existing order and matched receipt, will automatically pay. This creates efficiency for the council as the invoice does not need to be handled in any manner by council personnel (unless there is a mismatch).

11.3.2 During the reporting period, 69 suppliers submitted 19,721 invoices that were processed via this method.

11.4 – eInvoices

11.4.1 Fife Council utilises the Scottish Government's eInvoicing solution which provides a platform that accepts a range of invoice formats that can be automatically processed for matching and payment. It is intended to provide an easy, consistent and standard platform for suppliers to the public sector and is compliant with relevant Directive requirements. There are no costs and should be no technology changes for suppliers to issue invoices through the system.

11.4.2 During the reporting period, 16,202 eInvoices have been processed via this method.

Section 12 – Supported Businesses

12.1 – Context and Approach

12.1.1 Before carrying out a regulated procurement, Fife Council includes consideration of how the process can facilitate the involvement of Supported Businesses. The involvement of Supported Businesses is considered at strategy stage. Completion of contract strategies are mandatory for all regulated procurement exercises; therefore, effort is made to consider supported businesses in all regulated procurements.

12.1.2 During the reporting period, 2 significant contracts were awarded to Fife's Supported Business, Matrix Fife as follows:

Table 12

Contract Description	Total Contract Value (Approx.)
Refurbishment and Hygienic Cleaning of Medical Aids	£495,564
Furniture and Furnishings for New Care Homes	£120,388

12.2 – Spend with Supported Businesses

Table 13

Supported Business	2021/22
Dovetail Enterprises	£147,188
Matrix Fife	£193,162
The Lady Haig's Poppy Factory	£4,085
Total spend with Supported Businesses	**£344,435**

Section 13 – Pipeline

Table 14

Total number of regulated procurements expected to commence in the next two financial years	274

*(as of October 2022) NB, this is subject to change and refreshed 'Pipeline' is published on fife.gov website regularly.

Appendix 1C provides the Pipeline of procurements expected to commence in the next two financial years. Note this is continually updated and available publicly on the Fife Council website.

Section 14 – Milestones/Achievements and Improvement Activity

14.1 Context

14.1.1 Over the reporting period there has been a number of milestones and improvements including the following:

- Successful closure of the Commercialisation Programme with 2 main outcomes delivered. (Final Progress Report was presented to the Environment, Finance & Communities Scrutiny Committee on 2nd November 2021).
- Continued delivery of significant procurement benefits reported.
- Ongoing monitoring and pro-active activity associated with supply chain disruption and pricing volatility to minimise impacts to Council services. This has included significant additional procurement activity to resolve in areas such as Transportation with the need to manage unprecedented driver shortages and contractors ceasing trading. In addition, efforts made to minimise supply chain disruption to construction programmes of

work through increased collaborative working, forward planning and agile responses by internal services and supply base.

- Continued review of Supplier Relief Scheme and subsequent formal closure of the scheme with due diligence checks undertaken as well as remobilisation of services as applicable.
- Held a workshop on Protecting Vulnerable Groups (PVG) for procurement staff to ensure adequate safeguards are built-in to all Council contracts.
- Working with CoSLA on establishment of a national specification for Secure Care Transport.
- Focus on compliance issues, in areas such as transport, Social Care and Corporate/FM as well as the increased visibility of third party external spend and consistency brought to procurement governance within construction areas.

14.2 Internal Audits & Counter-Fraud in relation to Procurement Activity

14.2.1 Over the reporting period, there has been one Internal Audit/Fraud Risk Review carried out that were linked to procurement activity, and this was a review of the Replacement Bathroom & Shower Installations Framework. Enterprise & Environment – Replacement Bathroom & Shower Installations Framework, no evidence to suggest impropriety, but there were three recommendations for improvement to processes.

14.2.2 There continues to be a close relationship with the Council's Corporate Fraud Team, with instances of suspected fraud/corruption and irregularity being referred to the Team for investigation as and when appropriate. The Corporate Fraud Team also provides advice and guidance, and shares relevant intelligence from national groups/the wider public sector, with a view to mitigating the risk of fraud/corruption and irregularity.

14.2.3 Engagement with Internal Audit was conducted as part of stakeholder consultation exercise to help inform the 2022/23 Internal Audit Plan. Planned audit activity which might have a procurement involvement is as follows:

- Care in the Home (Contracts with, and payments to, Care providers for clients' care in the home.
- Procurement Cards (Corporate review of the internal controls in place to manage and monitor the use of procurement cards, including the authorisation of card transactions.)
- Purchase Ordering (Review of the requisition, approval and ordering arrangements in place within Oracle for non-contract spend below £5,000.)

14.2.4 Procurement will also assist with any involvement of other audit activity, including any unplanned work in audit/fraud investigation as necessary.

Section 15 – Annual Review of Procurement & Commercial Strategy

15.1 The Procurement Reform (Scotland) Act 2014 requires contracting authorities to review its procurement strategy annually. This report provides a mechanism to report on its review which is conducted to assess whether the procurement activity and priorities remain in alignment to the council's broader priorities.

15.2 The review concluded that the commitments and priorities all remained relevant, however due to prevalent risks and impacts, there is acknowledgement that some areas will require increased focus to support the council (and Scotland)'s broader objectives as follows:

15.3 **Supply Chain Impacts** - Continued monitoring and proactive activity to manage emerging/known impacts of multiple disruptions to supply chains.

15.4 **Financial Savings/Benefits**

15.4.1 Budget pressures remain a significant challenge for Fife Council. Any identified opportunities around efficiencies relating to third party spend will continue to be pursued.

15.4.2 An 'Opportunities Pipeline' is maintained within the Procurement team, where potential opportunities are logged and progressed accordingly. There is currently £4.131m worth of potential opportunities identified on this pipeline.

15.4.3 As a result of continued inflation rises, it is recognised that cost reduction on a like for like basis is unlikely to be achieved, and whilst any opportunities for financial savings shall be pursued, efforts will be focussed on minimising price impacts and keeping abreast of market conditions.

15.4.4 Consideration shall also be given on inclusion of a Public Sector Rebate where deemed appropriate to generate income for the Council.

15.5 **Supporting Local Businesses, SMEs and Third Sector** - Due to the local economic impact of external events (COVID-19 pandemic and other geo-political events), it is recognised that procurement has a part to play in supporting economic recovery. This is addressed further in 'Priorities moving forward' section below.

Section 16 – Other Priorities/Moving Forward

16.1 'Buy Local', Community Wealth Building

16.1.1 The council has committed to developing a community wealth building agenda in Fife with a focus on strategies in relation to an inclusive growth economy and community-led delivery.

16.1.2 Procurement features as one of the five main strands of this work, termed ‘Progressive Procurement’.

16.1.3 Progressive procurement of goods and services is a means through which benefits can be achieved for local people and place.

1. Identify opportunities to increase the supply chain of local enterprises to enable increased local spend to create jobs, contributing to a multiplier effect which in turn creates additional jobs via increased demand for local goods and services.
2. Review the Fife elements of the national Supplier Development Programme to support increased capacity for delivery of local supply chain opportunities.

16.1.4 The second strand ‘Fair Employment and Just Labour Markets’ is also relevant in procurement activity in relation to our approach with Fair Work in relevant tender exercises. Following updated guidance from Scottish Government, mandating of payment of the Real Living Wage is incorporated into procurement activity where feasible to do so.

16.1.5 The ultimate aim is to ensure that Community Wealth Building is embedded into procurement process as a key driver of purchasing decisions, within a legal framework.

16.1.6 Procurement is committed to support this work and is actively involved in the applicable reform groups and Boards as appropriate.

16.1.7 As part of the Progressive Procurement strand, we are continuing to develop the Councils approach to the consideration of Community Benefits within both regulated and non-regulated procurement activity and this includes: -

- Corporate Procurement representation on Local Procurement Group and formal governance groups for the reform work.
- Corporate Procurement representation on Food4Fife Partnership and the Fife Food Procurement Working Groups. The Food4Fife Partnership will progress Fife’s food vision, food partnership, and food strategy.
- Continuing engagement with Economic Development and support of national, regional and local Meet the Buyer Events
- Continuing the use of a Community Benefits recording system (Cenefits)
- Representation on the Dunfermline Learning Campus project’s Community Benefits Working Group
- Consideration of training and development needs in relation to Sustainable Procurement.
- Consider opportunity around a front-end portal for community groups to express their needs where there may be opportunity for these to be met via a community benefit from a public sector contract. Similarly, this could provide a platform for suppliers (current and perspective) to identify options/matches for community benefits that they could potentially deliver.

16.2 Supporting the Climate Emergency Reform Activity

16.2.1 Fife Council's Corporate Procurement is working with climate change colleagues to contribute to the Addressing the Climate Emergency (ACE) Action Plan in relation to sustainable procurement. The action plan includes consideration of:

- Passenger Transport (inclusion of decarbonisation and environmental management practices in bus and coach contracts, and revised approach to inclusion of community benefits).
- Food Procurement
- Levenmouth Circular Economy
- Employee Training
- Establishing links between the ACE Board and Community Wealth Building
- Investigating methods of measuring Scope 3 CO2 emissions from procurement activity with Fife Council climate colleagues and other procuring partners i.e. Fife College, NHS Fife and St. Andrews University

16.2.2 Food Fife Partnership Projects

Fife Council's Corporate Procurement is continuing to be represented on the Food Fife Partnership and is working with internal Council colleagues and Fife partners, specifically procurement, to draft a Food Procurement Strategy.

16.2.3 Fife Council's Corporate Procurement is working with internal colleagues to co – ordinate local food pilots to enhance and encourage both producers and distributors to engage with Fife Council to supply locally sourced/produced to the pilot areas.

16.3 Continuous Improvement/Team Development

16.3.1 Development of the procurement team will continue, through formal training/development such as use of Scotland Excel's Academy (individual workshops and/or CIPS/other accredited learning) and continued knowledge transfer efforts. This will be structured through a competency review framework (national Procurement Development Framework) as well as use of the corporate 'Our People Matter' approach.

16.3.2 There is also a need to review the form of contract used for applicable building and engineering contracts. Options around the purchase of licences and associated training for the latest suite of NEC (New Engineering Contracts), i.e. NEC4 shall be considered.

16.3.3 Discussion with key areas/stakeholders in the Council and applicable Trusts shall be had with a view to reviewing processes and procedures in terms of procurement activity to ensure it is in accordance with legislation and best practice, for example through the Town Centre Capital Delivery Group, Fife Coast & Countryside Trust, and Fife Historic Buildings Trust.

16.3.4 From a process point of view, it is intended that some current processes be reviewed to ensure practice is maximising the intended benefit, such as the following:

- Prompt Payment
- Fair Work First (including mandate of payment of the Real Living Wage in appropriate contracts).
- Procurement Governance – review of Summary Report template, Evaluation Forms and Procurement Review Board approach etc.
- Cyber Security in Contracts
- Fraud & Serious Organised Crime
- Public Sector Rebates
- Review of Terms and Conditions of Contract (corporate and sector specific, e.g. ICT and Social Care).

16.4 National Approach/Issues

16.4.1 The Public Procurement Group has agreed a set of priorities, high level aims and aspiration delivery statements for all public procurement leaders in Scotland – the 'Public Procurement Priorities'. These demonstrate commitment to using the power of procurement to deliver and influence outcomes that are good for the people of Scotland. They also support the commitments set out in the government's National Performance Framework, the Programme for Scotland and the national Economic Recovery Implementation Plan.

16.4.2 The Public Procurement Priorities are as follows:

- Leadership and Visibility
- Sustainable Economic Recovery
- Supply Chain Resilience (Public Sector)
- Maximise the Impact of the Sustainable Procurement Duty
- Climate Emergency
- Achieving Professional Excellence
- Using Systems to Drive Sustainable Outcomes and Support Reporting

16.4.3 Whilst the principles of these priorities by in large already feature in the Procurement and Commercial Strategy, these are not articulated explicitly as such. It is presumed that progress against these priorities will be expected to be reported in future years, therefore consideration of an action plan to supplement the strategy will be had.

16.4.4 **National Care Service**

Procurement shall continue to input to discussions and implement actions in relation to the National Care Service as appropriate.

16.4.5 **Covid-19 Inquiry**

Procurement shall assist with the national inquiry as required.

16.4.6 In addition, given the closure of the Supplier Relief Scheme, and subsequent due diligence undertaken to ensure payments were used in accordance with set conditions, a closure report will be presented to the (now disbanded) Welfare Sub-Group to confirm output/conclusions of this review, and any onward decision/activity required thereafter.

16.5 Procurement Structure/Delegated Procurement Authority

16.5.1 A review of the Procurement team structure is required to ensure it remains fit for purpose to deliver its strategic objectives and operational statutory requirements. It is aimed to have this reviewed for implementation in the next financial year. Consideration of succession planning and talent growth will form part of these plans.

16.5.2 Established governance and ongoing collaborative working with the Delegate Procuring areas shall continue to ensure compliance as well as alignment of processes and strategy.

16.5.3 There is also a need to complete a gap analysis and agree roles and responsibilities around Contract & Supplier Management between Procurement and the Health & Social Care Partnership.

16.6 Review/Update Scheme of Tender Procedures

The Scheme of Tender Procedures are subject to a review every 3 years. Whilst reviews have been undertaken routinely throughout the last 3 years, there will be a formal review of the content and any revision will be presented to Fife Council for consideration in accordance with the Council Standing Orders.

16.7 Technology in Procurement

16.7.1 Oracle Cloud/Procure to Pay (P2P) Processes

Given the investment in the Oracle Cloud system, it is important to ensure that the functionality is used to its full potential and that efficiencies are maximised. Focused effort will be made in conjunction with the Business Management Innovation Unit to continue this work.

In addition to efficiencies, any risk management capabilities using technology will be explored in an effort to combat any opportunity for procurement related fraud activity.

16.7.2 Power BI/other solutions

Despite the Oracle Cloud system providing strong data in terms of spend activity, due to the qualitative aspects of reporting in procurement activity, many spreadsheets require to be maintained – Contract Register, Pipeline, Benefits Tracker to name a few. This is not as efficient as it could be and requires manual effort to update and create dashboards etc. A 'back to basics' review of the spreadsheets currently in place will be undertaken to determine how to improve this activity.

In addition, now that Power BI is available in the Council, investigation of how this could help and/or enhance the data information that we need to report on.

Whilst there has been successful implementation of the Cenefits system (recording of delivered community benefits), there is scope to consider technology to support the front-end (community and supplier view) and this shall be progressed through the Community Wealth Building Support Group (as referenced in Section 15.2.1).

16.8 Customer Experience

As a result of feedback received from customer areas, it is clear that the complex procurement process can be daunting for those who have had little or no experience. A need has been identified to consider supports, such as e-learning, training etc. for different roles within the process.

List of Appendices

Appendix 1A - Summary of Regulated Procurement Activity

Appendix 1B - Community Benefits

Appendix 1C - Future Regulated Procurements (Pipeline)

Annex A - Scottish Government Statutory Return

Report Contact:
Caroline MacDonald, Procurement Service Manager
Fife Council, Fife House, Glenrothes, KY7 5LT

Email: caroline.macdonald@fife.gov.uk

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
11401	Kelty Day Care Service (Extension)	Direct Award	Fife Council	£489,896	Capability Scotland	Large	Part-Local
10437	Foster and Continuing Care (Extension)	FC Framework	Fife Council	£1,110,000	Aberlour Childcare	Large	Part-Local
11584	Council Tax and Benefits (Orbis) (Extension)	Direct Call-Off	CCS	£692,555	Northgate Public Services (UK) Ltd	Large	Outwith Fife
11461	Robotic Process Automation (Extension)	Direct Award	Fife Council	£450,000	Blue Prism	Small	Outwith Fife
12687	32 tonne tipper	Mini-Comp	Scot. Excel	£120,200	Lothian DAF	Large	Outwith Fife
LUSI0027	Postal Services (excluding 1st Class Mail & Packages)	Direct Call-Off	CCS	£96,397	Whistl UK Ltd	Large	Outwith Fife
11084	Stratheden Re-Design (Extension)	Mini-Comp	Fife Council	£1,000,692	Kingdom Support and Care CIC	Large	Local
EF0013	Replacement Vans for Building Services	Direct Call-Off	CCS	£972,796	Ford Motor Company	Large	Part-Local
LUSI 029	Informix Licences	Call-Off	Scottish Procurement	£65,852	Softcat Ltd	Large	Outwith Fife
LUSI0018	Biomass Supply, Operation and Maintenance	Open Procedure	Fife Council	£2,276,558	Alternative Heat	Medium	Part-Local
12216	Sheriff Officer and Debt Collection Service	Direct Call-Off	Scot. Excel	£262,995	Scott & Co	Medium	Outwith Fife
					George Walker & Co T/A Walker Love	Medium	Outwith Fife
					Alex M Adamson	Small	Outwith Fife
CM0006	Supply and Installation of Windows and Doors	Open Procedure	Fife Council	£30,000,000	CMS Window Systems	Medium	Part-Local
12261	Supply of Heating Kits (Extension)	Mini-Comp	Scot. Excel	£550,000	Wolesely UK Ltd	Large	Part-Local
EF0015	Skip Collection Vehicles	Mini-Comp	Scot. Excel	£4,761,860	Lothian DAF	Large	Outwith Fife
EF0017	Replacement Road Sweeper	Direct Call-Off	Scot. Excel	£83,916	Scarab	Medium	Outwith Fife
972	Repair & Maintenance of Swimming Pools (Extension)	Open Procedure	Fife Council	£750,000	CMM Pools	Small	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
10261	Care at Home (Extension)	Open Procedure	Fife Council	£180,000	1st Homecare Ltd	Large	Local
					ACASA Care Ltd	Small	Local
					ACS Care at Home Ltd	Small	Part-Local
					ARK Housing	Large	Part-Local
					Avenue Care Services	Medium	Local
					Avicenna Care Ltd	Micro	Local
					Capability Scotland	Large	Part-Local
					CarePlus (Scotland) Ltd	Small	Local
					Constance Care	Large	Part-Local
					Community Integrated Care	Large	Part-Local
					Cornerstone Community Care	Large	Part-Local
					Crossroads Fife Central	Small	Local
					Prestige Nursing	Medium	Local
					Enable Scotland	Medium	Part-Local
					Gibson Training and Care	Small	Local
					Hillcrest Futures	Large	Part-Local
					Keylink Services	Small	Part-Local
					Key Housing	Large	Part-Local
					Kingdom Support & Care CIC	Large	Local
					Leonard Cheshire	Large	Part-Local
					Cera Care	Large	Part-Local
					Oran Homecare Ltd	Small	Local
					Quarriers	Large	Part-Local
					Rainbow Services (UK)	Small	Part-Local
					Real Life Options	Large	Part-Local
					Scottish Autism	Medium	Part-Local
					Sense Scotland	Large	Part-Local
					Sevacare (UK) Ltd	Large	Part-Local
					The Richmond Fellowship	Large	Part-Local

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
12604	Supply of PPE and Sanitising/Cleaning Products during COVID-19 pandemic only (Extension of DPS)	Open Procedure	Fife Council	£3,000,000	Various	Various	Various
12604	Supply of PPE and Sanitising/Cleaning Equipment during COVID19 pandemic only (Mini Competition 2)	Mini-Comp	Fife Council	£565,286	Aspire Industrial	Micro	Outwith Fife
					TR Bonnyman	Small	Outwith Fife
					AST Global	Small	Local
					Fleet Factors	Medium	Outwith Fife
					CambCol	Medium	Outwith Fife
					Instock Disposables	Medium	Outwith Fife
					Connect T/A PPE4Care	Medium	Outwith Fife
					Corston Sinclair	Small	Outwith Fife
					Unico	Medium	Outwith Fife
					Baca Workwear & Safety	Medium	Outwith Fife
10237	Hire of equipment, plant & vehicles (Extension)	Open Procedure	Fife Council	£4,640,000	Speedy Asset Services	Large	Part-Local
					Nixon Hire	Large	Outwith Fife
					Double A Trading	Small	Local
					Robert Purvis Plant Hire	Small	Local
					Gap Group Ltd	Large	Part-Local
					Jarvie Plant Ltd	Medium	Part-Local
					Vale Engineering York	Small	Outwith Fife
					Sandy Allan	Small	Local
					Strathore Plant Hire	Medium	Local
					E&J Douglas	Small	Local
					Willsweep Limited	Small	Outwith Fife
					James Penman Plant	Small	Local
					Murdo Mackenzie	Small	Outwith Fife
					Robert Houston & Sons	Small	Local
					Tayforth Machinery	Small	Part-Local

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
12604	Supply of PPE and Cleaning/Sanitising products during COVID-19 pandemic only (DPS) (Extension)	Open Procedure	Fife Council	£2,500,000	Various	Various	Various
12259	Replacement Bathroom & Shower Installations (Extension)	Restricted Procedure	Fife Council	£980,000	Mctear Contracts	Medium	Part-Local
12153	Waste Disposal and Data Management System	Open Procedure	Fife Council	£114,330	VWS Software Solutions	Medium	Outwith Fife
10681	Fife In-College Support Service (Extension)	Direct Award	Fife Council	£2,099,709	Fife College	Large	Local
					SRUC Elmwood	Large	Part-Local
LUSI 026	Verint Support	Direct Call-Off	KCS	£870,000	Boxxe Ltd	Large	Outwith Fife
1362	Supply of PPE & Workwear	Mini-Comp	Scot. Excel	£2,000,000	The Arco Group	Large	Outwith Fife
					Lion Safety	Small	Outwith Fife
					Bunzl Greenham	Medium	Outwith Fife
					Alexandra Workwear	Medium	Outwith Fife
					Stax	Medium	Outwith Fife
					Engineering Agencies	Medium	Local
					Scott Direct	Medium	Outwith Fife
LUSI 035	SAN Support	Direct Call-Off	CCS	£130,000	MTI Ltd	Large	Outwith Fife
11478	Kitchen Installation Tender (Extension)	FC Framework	Fife Council	£3,600,000	Bell Group	Large	Part-Local
					Everwarm	Large	Part-Local
CW0028	Civil & Structural Consultancy, Anstruther Care Home	Mini-Comp	Fife Council	£54,582	Clyde Design	Small	Outwith Fife
CW0034	Civil & Structural Consultancy Abbey View Community Centre	Mini-Comp	Fife Council	£35,531	Clyde Design	Small	Outwith Fife
CW0031	Purchase of Leased Huts	Direct Award	Fife Council	£723,705	Sibcas	Medium	Outwith Fife
10054	Supply of Retail Sporting Goods for Resale within Fife Sports and Leisure Trust (Extension)	Open Procedure	Fife Council	£290,000	SportMax	Small	Outwith Fife
11682	Analytic Tool for Reducing Rent Arrears (Extension)	Direct Call-Off	CCS	£343,022	Mobysoft	Large	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
CFM0039	Offshore Wind Structures Resource	Direct Award	Fife Council	£67,500	Scottish Engineering	Small	Part-Local
LUSI 022	Bereavement Digitisation	Direct Call-Off	CCS	£131,250	Plotbox Ltd	Large	Outwith Fife
LUSI0008	Supply and Installation of Local Area Network	Competitive with Negotiation	Fife Council	£3,004,489	Charterhouse Voice & Data Ltd	Medium	Outwith Fife
LUSI 037	Clearswift Licences	Direct Call-Off	Scottish Procurement	£150,000	Softbox Ltd	Large	Outwith Fife
11537	Electrical Testing and Rewire (Extension)	Restricted Procedure	Fife Council	£16,000,000	Moffat Electrical Projects	Medium	Local
11352	Heating Installation Services to Domestic Properties inc MCS	FC Framework	Fife Council	£16,500,000	Mctear Contracts	Medium	Part-Local
					British Gas	Large	Outwith Fife
10626	House Clearance And Cleaning & Associated Services	Open Procedure	Fife Council	£5,600,000	Orbis Protect Ltd	Large	Outwith Fife
					VPS (UK) Ltd	Large	Outwith Fife
					Flexi Clean Group	Medium	Outwith Fife
LUSI 030	Commvault Licences and Support	Direct Call-Off	Scottish Procurement	£150,000	Softcat Ltd	Large	Outwith Fife
CM0014	Supply of Plumbing and Heating Kits for Methil Care Village	Mini-Comp	Scot. Excel	£113,871	William Wilson Ltd	Medium	Local
CFM002	Provision of Legal Servicing, Support, Advice & Representation: General Legal Services & Court of Session Work	Open Procedure	Fife Council	£920,000	Harper MacLeod	Large	Outwith Fife
CW0006	Seating for Adam Smith Theatre	Open Procedure	Fife Council	£159,108	Audience Systems Ltd	Small	Outwith Fife
CFM0018	Cleaning of Bins, Bin Chutes and Associated Storage Areas	Open Procedure	Fife Council	£237,068	Orbis Initial UK	Large	Part-Local
EF0019	16 tonne RCV	Direct Call-Off	Scot. Excel	£147,919	Farid Hillend	Medium	Local
CFM0046	Business Engagement Executive for DYW Fife	Direct Award	Fife Council	£114,888	Fife Chamber of Commerce	Micro	Local

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
12114	Provision of Printwork (Extension)	Mini-Comp	Scottish Procurement	£200,000	Pandaprint Colour & Digital Printers	Small	Local
					Barr Printers Ltd	Small	Local
					J Thomson Colour	Small	Outwith Fife
EF0014	Bird Of Prey Provision	Open Procedure	Fife Council	£167,000	NBC Environmental Ltd	Medium	Part-Local
LUSI 034	Application Monitoring Tool	Direct Call-Off	CCS	£53,000	Dynatrace	Large	Outwith Fife
CFM0023	Provision of Merchant Services	Direct Call-Off	CCS	£234,000	Worldpay UK Ltd	Large	Outwith Fife
12424	Independent Professional Observer	Open Procedure	Fife Council	£108,000	Giffordgate - Clare	Micro	Outwith Fife
CFM0033	Provision of Voting and Engagement Services for Pension Fund	Direct Call-Off	City of Edinburgh Council	£63,000	Hermes Equity	Large	Outwith Fife
P995855	Monitoring Services for Water Quality Testing (including Legionella)	Direct Call-Off	Fife Council	£416,250	IWS	Large	Part-Local
P995987	Maintenance and Repairs to Central Battery Installations	Open Procedure	Fife Council	£375,000	JD & Hamilton	Micro	Local
10001	Actuarial Service (Extension)	Open Procedure	Fife Council	£300,000	Hymans Robertson	Large	Outwith Fife
AT9882	Framework for C14 Lighting Installation Works up to	Open Procedure	Fife Council	£1,000,000	Lightways	Medium	Outwith Fife
					T&N Gilmartin	Medium	Local
11952	Supply and Delivery of Groceries	Direct Call-Off	Scot. Excel	£4,500,000	William Yule & Son	Small	Local
					Adamson Drinks	Small	Local
11300	Oracle Support (Extension)	Call-Off	CCS	£1,600,000	Evosys	Large	Outwith Fife
LUSI 011	Supply of Yotta System	Call-Off	CCS	£200,000	Yotta Ltd	Medium	Outwith Fife
CM0011	CO2 Monitors	Call-Off	Scot. Excel	£37,800	Holland House Electrical	Medium	Part-Local
11952	Supply and Delivery of Groceries	Direct Call-Off	Scot. Excel	£4,500,000	William Yule & Son	Small	Local
					Adamson Drinks	Small	Local
AT9882	Framework for C14 Lighting Installation Works up to	Open Procedure	Fife Council	£1,000,000	Lightways	Medium	Outwith Fife
					T&N Gilmartin	Medium	Local

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
12604	Supply of PPE & Sanitising products during Covid-19 pandemic only (Mini Competition 03)	Mini-Comp	Fife Council	£274,115	Streamline Corporate	Small	Outwith Fife
					Lyreco	Large	Outwith Fife
					Corston Sinclair	Small	Outwith Fife
					Aspire Industrial	Small	Outwith Fife
					DTS Trading	Small	Outwith Fife
					Instock Disposables	Medium	Outwith Fife
					Unico	Medium	Outwith Fife
					Scientific Laboratories	Medium	Outwith Fife
					Creative Activity	Small	Outwith Fife
					Lion Safety	Small	Outwith Fife
					Baca Workwear & Safety	Medium	Outwith Fife
					SMI	Medium	Outwith Fife
1200	Supply & Delivery of Road Construction Material (Extension)	Open Procedure	Fife Council	£12,000,000	Breedon	Large	Part-local
					Cemex	Large	Part-local
					Tarmac	Large	Part-local
					Collier Quarrying and Recycling	Small	Local
					Tillicoultry Quarries	Medium	Part-local
					Angle Park	Small	Local
					Skene Group	Medium	Part-local
10340	North Fife Local Buses (Extension)	Modification	Fife Council	£7,659,940	A1 Minibus & Coach Services	Small	Local
					Moffat & Williamson Ltd	Medium	Local
					Xplore Dundee	Large	Outwith Fife
					Stagecoach	Large	Local
10346	North Fife School Buses (Extension)	Modification	Fife Council	£19,800,000	Moffat & Williamson Ltd	Medium	Local
					Stagecoach	Large	Local
					Xplore Dundee	Large	Outwith Fife
					A1 Minibus & Coach Services	Small	Local
					Festival Travel (Scotland) Ltd	Micro	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
11195	South Fife Local Buses (Extension)	Modification	Fife Council	£3,720,804	Stagecoach	Large	Local
					First Scotland East Limited	Large	Outwith Fife
					Bay Travel Coaches Ltd	Medium	Local
					Moffat & Williamson Ltd	Medium	Local
					A1 Minibus & Coach Services	Small	Local
10349	South Fife School Buses (Extension)	Modification	Fife Council	£34,598,914	Bay Travel Coaches Ltd	Medium	Local
					Festival Travel (Scotland) Ltd	Micro	Outwith Fife
					First Scotland East Limited	Large	Outwith Fife
					Merlin Travel	Small	Local
					Prentice Westwood	Small	Outwith Fife
					Stagecoach	Large	Local
EF0024	Vehicle Activated Signs for Standing Stane Road	Open Procedure	Fife Council	£94,714	Clearview Intelligence	Medium	Outwith Fife
LUSI 046	Total Mobile	Direct Call-Off	CCS	£1,031,000	Total Mobile	Large	Outwith Fife
12331	Education Taxis DPS - Summer 21 Mini-Competitions	Mini-Comp	Fife Council	£4,052,893	Various (101 suppliers)	All SMEs	Local
10365	Lifts and Hoists Framework Agreement	Open Procedure	Fife Council	£1,400,000	Advanced Stairlists	Micro	Local
					W Munro (Rehab) Ltd	Small	Outwith Fife
CFM0056	Purchase Installation & Maintenance for Balwearie Fitness Equipment	Direct Call-Off	ESPO	£100,000	Origin Fitness	Medium	Outwith Fife
LUSI0051	Mobile Services	Direct Call-Off	CCS	£1,915,164	Telefonica UK Limited	Large	Outwith Fife
10315	Minor Works Framework (Extension)	Open Procedure	Fife Council	£1,200,000	Kingdom Maintenance	Small	Local
EF0031	Winter Maintenance Provision	Quick Quote	Fife Council	£49,570	Inex Works Group Ltd	Small	Part-Local
EF0034	Purchase of 9 Nissan Leafs (ex lease)	Direct Award	Fife Council	£153,250	Days Fleet	Small	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
LUSI0040	Compliance Document Management System (CDMS)	Direct Award	Fife Council	£164,835	Corgi Technical	Large	Outwith Fife
CFM0061	Insurance for Fife Council unoccupied properties and FRS landfill sites	Direct Award	Fife Council	£2,500,000	The White Rock	Medium	Outwith Fife
12541	Staging for Rothes Halls	Direct Award	Fife Council	£162,372	SICO	Medium	Outwith Fife
P081375	Maintenance and Repairs of Passenger Lifts Framework	Open Procedure	Fife Council	£700,000	Consult Lifts	Small	Outwith Fife
					TK Elevator UK Ltd	Large	Outwith Fife
					Caltech Lifts	Small	Outwith Fife
CW0036	Civil & Structural Engineering Consultancy, Fife Interchange North	Open Procedure	Fife Council	£46,985	Kiloh Associates	Small	Outwith Fife
CW0052	Affordable Housing (Cardenden Requirement)	Direct Award	Fife Council	£63,848	RB Grant Ltd	Small	Local
					Sanday Allan Blacksmith	Small	Local
					Insulated Render	Small	Outwith Fife
					Discovery Fire	Small	Outwith Fife
					Stuart King Architecture & Design	Small	Local
EF0027	Replacement Vehicles for Grounds Maintenance	Direct Call-Off	CCS	£343,750	Ford Motor Company	Large	Part-Local
CFM0045	Meal Concepts	Direct Call-Off	ESPO	£210,000	Pasta King	Medium	Outwith Fife
CFM0044	Sandwiches and Food To Go	Direct Call-Off	ESPO	£300,000	PJ Foods	Medium	Outwith Fife
11030	Hire of plant and development works at Lochhead Landfill Site (Extension)	Open Procedure	Fife Council	£20,879,000	Landfill Services	Small	Local
P995839	Maintenance, Repairs & Emergency Call Outs for Automatic Doors & Roller Shutters	Direct Award	Fife Council	£170,000	Alpha Doors & Shutters	Small	Outwith Fife
CFM0040/078	Refurbishment and Hygienic Cleaning of Medical Aids	Direct Award	Fife Council	£495,564	Matrix Fife	Large	Local

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
EF0040	Supply of Summer Bedding Plants	Open Procedure	Fife Council	£38,111	Craigmarloch Nurseries	Small	Outwith Fife
CFM0036	Provision of a Funeral and Undertaking Service	Open Procedure	Fife Council	£252,000	Stewart Funeral	Micro	Outwith Fife
1445	Timber Preservation Framework (Extension)	Open Procedure	Fife Council	£4,000,000	The Preservation Company	Small	Local
					Richardson & Starling	Medium	Local
12376	Supply & Installation of External Ramps	Open Procedure	Fife Council	£1,950,000	Garvock Services Ltd	Micro	Local
LUSI0058	Mind of My Own App	Direct Award	Fife Council	£61,174	Mind of My Own	Small	Outwith Fife
11027	Supply and Installation of Window Blinds (Extension)	Open Procedure	Fife Council	£420,230	Val-U Blinds	Small	Local
					Bell Group	Large	Part-local
					Stewarts Blinds	Micro	Outwith Fife
CFM0013	Supply of Education Materials	Mini-Comp	Scot. Excel	£5,560,000	Findel Education Ltd	Large	Outwith Fife
					TTS Group	Large	Outwith Fife
					YPO	Large	Outwith Fife
					ESPO	Large	Outwith Fife
					WF Enterprises	Medium	Outwith Fife
					Bishop Sport	Medium	Outwith Fife
					Foams	Medium	Outwith Fife
					Anderson Scientific	Medium	Outwith Fife
					Clyde Paper	Medium	Outwith Fife
					GHP	Medium	Outwith Fife
					Hamelin	Medium	Outwith Fife
					Invinos	Medium	Outwith Fife
					KCS	Medium	Outwith Fife
					Muddy Faces	Medium	Outwith Fife
					Newitts	Medium	Outwith Fife
					Sci Chem	Medium	Outwith Fife
					Seawhite	Medium	Outwith Fife
					RM Consortium	Large	Outwith Fife
					Cosy Direct	Medium	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
P995899	Servicing and Repair to Commercial Refrigeration Equipment	Call-Off	Scot. Excel	£70,000	Lovat's Catering	Small	Local
P995950	Servicing and Repairs to Commercial Catering Equipment	Call-Off	Scot. Excel	£180,000	Lovat's Catering	Small	Local
LUSI0006	Supply of Gas	Direct Call-Off	Scottish Procurement	£8,800,000	Total Gas and Power	Large	Outwith Fife
LUSI 067	Road AI	Direct Call-Off	Scottish Procurement	£86,000	Softcat Ltd	Large	Outwith Fife
EF0035	Purchase of Leased Vehicle	Direct Award	Fife Council	£225,216	Link Asset Services	Large	Outwith Fife
11509	Maintenance of traffic signals (Extension)	Mini-Comp	CCS	£708,950	Dynniq UK Ltd	Large	Part-Local
EF0041	Purchase of 6 grass mowing machines	Mini-Comp	Scot. Excel	£203,940	Gammie Groundcare	Small	Outwith Fife
12156	Supply & Delivery of First Aid Products (Extension)	Direct Call-Off	Scot. Excel	£118,056	Wallace Cameron	Medium	Outwith Fife
LUSI0068	Demand Responsive Transport Solution Upgrade	Competitive with Negotiation	Fife Council	£16,000	Trapeze Group (UK) Ltd	Medium	Outwith Fife
10731	Children's Residential Care and Education Services (Extension)	Extension	Fife Council	£44,000,000	Starley Hall School	Medium	Local
11733	HRA Business Plan (Extension)	Direct Award	Fife Council	£40,000	Arneill Johnston	Small	Outwith Fife
10722	Provision of Consultancy for the Fife Macmillan Improving the Cancer Journey (Extension)	Direct Award	Fife Council	£85,988	National Services Scotland, Information Services Division	Large	Outwith Fife
CFM0006	Provision of Employee Physiotherapy	Open Procedure	Fife Council	£240,000	Connect Health	Small	Part-Local
	Provision of Employee Counselling	Open Procedure	Fife Council	£240,000	TCS Group	Medium	Part-Local
CM0005	Supply of Kitchens	Direct Call-Off	Scot. Excel	£790,000	JTC Group	Large	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
CFM0007	Provision of Occupational Health	Call-Off	ESPO	£279,516	People Asset	Medium	Part-Local
12500	Vehicle Conversions	Mini-Comp	CCS	£1,000,000	Bott Ltd	Large	Outwith Fife
SC0022	Fostering & Continuing Care	Call-Off	Scot. Excel	£20,000,000	Aberlour Child Care Trust	Large	Part-Local
					Action for Children	Large	Part-Local
					Barnardo's	Large	Part-Local
					Carevisions Fostering Ltd	Small	Part-Local
					Carolina House Trust	Small	Part-Local
					Foster Care Associates Scotland Ltd	Small	Part-Local
					Dean & Cauvin Young People's Trust	Small	Part-Local
					Foster Care Connect Ltd	Micro	Part-Local
					Fostering People Scotland Ltd	Micro	Part-Local
					Fostering Relations Ltd	Micro	Part-Local
					Fosterplus (Fostercare) Ltd	Small	Part-Local
					St. Andrews Children's Society Ltd	Small	Part-Local
					SWIIS Foster Care Scotland Ltd	Medium	Part-Local
					The Adolescent and Children's Trust (TACT)	Medium	Part-Local
					The National Fostering Agency (Scotland) Ltd	Medium	Part-Local
CFM0035	Trust Accounts and Advice	Direct Call-Off	Fife Council	£90,000	Henderson Logie LLP	Medium	Outwith Fife
CW0070	Play Park Annual Inspections	Mini-Comp	Scot. Excel	£62,910	Play Service Ireland	Small	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
P995850	Servicing, Repairs & Monitoring of Intruder Alarms and Door Entry Systems	Variation	Fife Council	£1,284,000	Security & Fire Systems	Small	Local
10606	Youth Justice Service for Children and Young People (Extension)	Open Procedure	Fife Council	£975,524	SACRO	Large	Part-Local
LUSI066	Autodesk Licences	Mini-Comp	KCS	£380,276	Pheonix Software Ltd	Large	Outwith Fife
CFM0049	Supply & Distribution of Milk	Direct Call-Off	Scot. Excel	£2,800,000	Muller	Large	Outwith Fife
12604	Supply of PPE, Cleaning and Sanitising Equipment during COVID-19 Benchmarking	Mini-Comp	Fife Council	£100,000	Instock Disposables	Medium	Outwith Fife
1348	Lyreco Supply of General Office Stationary (Extension)	Call-Off	Scottish Procurement	£1,200,000	Lyreco	Large	Part-Local
CM0015	Tourism Signage - Forth Bridges Area	Open Procedure	Fife Council	£295,000	Paul Hogarth Company Limited	Small	Outwith Fife
EF0044	Purchase of machinery for Fife Golf Trust	Mini-Comp	Scot. Excel	£55,300	The Double A Trading	Small	Locl
				£17,806	Fairways	Medium	Outwith Fife
CFM0052	Care Home Furniture and Furnishings	Direct Award	Fife Council	£120,388	Matrix Fife	Large	Local
11322	Liabilities & Miscellaneous Insurance (Extension)	Open Procedure	Fife Council	£4,558,950	Risk Management	Medium	Outwith Fife
				£83,111	Zurich Municipal	Large	Outwith Fife
10321	Insurance - Property	Open Procedure	Fife Council	£4,167,078	Zurich Municipal	Large	Outwith Fife
	Insurance - Motor, Airside, PA			£2,283,705	Risk Management	Medium	Outwith Fife
	Insurance - Fine Art			£60,072	Axa Art	Medium	Outwith Fife
CFM0061	Insurance for unoccupied buildings and FRS waste sites (Extension)	Open Procedure	Fife Council	£2,500,000	The White Rock	Medium	Outwith Fife
10205	Rating and Valuations (Extension)	Open Procedure	Fife Council	£150,000	GVA	Large	Outwith Fife
CFM0071	Alcoholic Beverages	Call-Off	Scot. Excel	£225,000	Tennents	Large	Outwith Fife
LUSI0061	Provision of an Office 365 Back Up System	Call-Off	KCS	£44,202	Pheonix Software	Large	Outwith Fife

Contract Ref./No.	Contract Title	Procedure	Initiating Contract Owner	Contract Value (inc. extensions) (note 1)	Supplier Name(s)	Supplier Size (note 2)	Locality of Supplier (note 3)
11953	Provision of Fresh Fruit and Vegetables (Extension)	Call-Off	Scot. Excel	£2,800,000	Carruthers	Large	Outwith Fife
10724	Supply & Delivery of Fresh Meats, Cooked Meats and Fresh Fish (Extension)	Direct Call-Off	Scot. Excel	£2,000,000	Campbell Brothers	Medium	Outwith Fife
CFM0080	University of Hull Consultancy	Direct Award	Fife Council	£50,000	Lampada Digital	Large	Outwith Fife
LUSI0052	COMIS Replacement System (TotalMobile award only)	Direct Call-Off	CCS	£689,340	Total Mobile	Large	Outwith Fife
10607	Supply & Delivery of Frozen Foods (Extension)	Direct Call-Off	Scot. Excel	£7,200,000	William Yule & Son	Small	Local
CM0019	Amenity Units - Tarvit Mill	Open Procedure	Fife Council	£1,949,760	Healthmatic	Medium	Outwith Fife
LUSI0005	Supply of Electricity	Direct Call-Off	Scottish Procurement	£40,000,000	EDF Energy	Large	Outwith Fife
LUSI0007	Supply of Water	Direct Call-Off	Scottish Procurement	£12,800,000	Business Stream	Large	Outwith Fife

Note 1 - Value stated is approximate value over the potential lifetime of the contract. Unless one-off purchase, most contracts are mutli-year, and typically 4 years but some contracts might be up to 7/8 years.

Note 2 - Size Definitions: Sole Trader (self-employed individual); Micro (<10 employees); Small (10-49 employees); Medium (50-249 employees); Large (>250 employees)

Note 3 - Locality Definitions: Local (Fife Supplier (HQ base in Fife)); Part Local (have depot/staff in fife but organisation not based in Fife); Outwith Fife (all business outwith Fife)

APR Reporting Category	Contract Description	Benefit Description	Committed Units (where provided)	Committed Value (where provided)
Jobs (Priority Groups)	Cleaning and sanitising of Bin Chutes, bins and associated storage areas	Employment up to 2 full time staff	2	
	Dunfermline Learning Campus - Enabling Works	SFT1 No. of local direct employees (FTE) hired or retained	6.82	£190,410
		SFT2 % of local people employed on contract (FTE)	54	
		SFT3 Local jobs advertised	5	
Appreticeships (Priority Groups)	Dunfermline Learning Campus - Enabling Works	SFT20 No. of weeks of apprenticeships on the contract	104.14	£21,599
	City Deals - Industrial Units	Employment of Apprentices	2	
	Building Services (Internal)	Delivery of Apprenticeships by Building Services	30	
	Electrical Testing - Public Buildings (PA Testing)	Electrical operational team have opportunities for 2 young people from Waid Academy to a week of work experience.	2	
	Templehall Nursery Refurbishment	Apprenticeships		£30,000
Work Placements (Priority Groups)	Supply 6 Grass Moving Machines	Work experience	1	
	Dunfermline Learning Campus - Enabling Works	SFT11 No. of hours dedicated to support young people into work	528	£66,327
Qualifications (Priority Groups)	City Deals - Industrial Units	SVQ Level 3 - Production of Glass and Fabrication	1	
Other - Skills and Training	Social Care Agency Workers	Delivery of free training for 150 people	150	
Other - Social Value Rebate	Electrical Testing - Public Buildings (PA Testing)	Christmas (2021) appeal - Donation to Glenrothes Foodbank		£250
	Uplift and Disposal of IT Equipment	Donation to charity		£250
	Specialised Paper	Donation of Exercise Books (£350) to School and Sanitisation Products (£150) to Fife based charity		£500
	Children's Residential Care and Education	Cheque to Fife Charities Trust/Education to support STEM/Community-based Education project/Fife Charity(s)		£1,500
	Uplift and Disposal of IT Equipment	Donation to Charity		£100

APR Reporting Category	Contract Description	Benefit Description	Committed Units (where provided)	Committed Value (where provided)
Other - Social Value Rebate	Amazon Smile Orders	Donations to Fife Gingerbread against individual orders		£291
	Uplift and Disposal of IT Equipment	Donation to Charity (Homestart Kirkcaldy)		£222
	Uplift and Disposal of IT Equipment	Donation to a Local Charity (Home Start Glenrothes)		£250
	Uplift and Disposal of IT Equipment	Charity Cheque Donation		£230
	Uplift and Disposal of IT Equipment	Charitable Donation to The Friendship Cabin		£200
	Uplift and Disposal of IT Equipment	Donation to Local Charity (Crossroads Fife)		£250
	Uplift and Disposal of IT Equipment	Donation to Charity		£220
	Electrical Testing - Public Buildings (PA Testing)	Electrical Works carried out for Charity/Community minus materials costs (Materials provided FOC)		
		Donation of Selection Boxes to Fife Foodbank		
	Electrical Testing - Public Buildings (PA Testing)	The organisation sponsored the Glenrothes Strollers to assist them with their new kit and a cheque was sent to the Football team		
	Supply & Delivery of Education Materials	On the 1st of October 2021 Rosslyn school received worth of SEN and Sensory equipment for their garden		£300
	Uplift and Disposal of IT Equipment	Donation to Local Charity (Love Oliver)		£75
	North Fife Local Bus Framework	Fares Freeze	1	
	Building Services Frameworks	Cottage Family Christmas Appeal - Hampers and distribution		
		Cottage Family Centre - Painting of mural on nursery wall	1	
		Cottage Family Centre - Community Food Parcels		
	Hire of Equipment Plant and Vehicles	Loan of scaffolding tower to Andy's Man Club		£3,000
	Specialised Paper	Exercise books and learning materials to an education facility and sanitisation products to a Fife based charity		£500
	Supply of Electrical Materials (through SXL Framework)	Donation to local charity (Dunniker Golf Club Juniors)		£200
	Servicing & Repair of Warden Call Equipment	BACS transfer to Glenrothes Foodbank		£500

APR Reporting Category	Contract Description	Benefit Description	Committed Units (where provided)	Committed Value (where provided)
Other - SME and Third Sector		SFT27 Meet the buyer' events held to highlight local supply chain opportunities		£3,844
	Dunfermline Learning Campus - Enabling Works	SFT1a No. of local people (FTE) on contract (supply chain only)	1.57	£43,780
	Building Services - Realm Construction	Local Supplier Spend i.e. Plant & Materials		£175,658

Note - this is indicative only and subject to continuous update. Some contracts have optional extensions which may be utilised. Refreshed pipeline is published on https://www.fife.gov.uk/kb/docs/articles/business2/doing-business-with-us on a regular basis.

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Corporate/FM Category			
Milk Bar Fridge Hire and Accessories	Fife Council Contract	01/02/2023	£ 66,000
Provision of Frozen Foods	Scotland Excel Framework	01/10/2024	£ 7,200,000
Pre-Packed Cakes and Biscuit Products at Coffee Kiosks	Fife Council Contract	01/04/2023	£ 700,000
Fresh Meats, Cooked Meats and Fresh Fish	Scotland Excel Framework	01/07/2023	£ 2,000,000
Fresh Fish to Group Homes and Commercial Premises	Fife Council Contract	23/05/2026	£ 170,000
Fresh Fruit and Vegetables	Scotland Excel Framework	01/04/2023	£ 1,500,000
Community Meals	Scotland Excel Framework	01/09/2023	£ 1,300,000
Vending Services FSLT	TBC	01/09/2023	
Coffee and Coffee Related Products	Scotland Excel Framework	01/08/2024	£ 880,000
Catering Sundries/Disposables	Scotland Excel Framework	01/08/2024	£ 880,000
Groceries & Provisions	Scotland Excel Framework	01/05/2024	£ 8,000,000
Alcohol and Beverages	Scotland Excel Framework	01/08/2023	£ 400,000
Sandwiches and Food to Go	ESPO Framework	01/12/2024	£ 415,000
Meal Concepts	ESPO Framework	02/12/2024	£ 280,000
Transcription/Translation/Interpretation	Fife Council Contract	01/08/2023	£ 640,000
Housing Customer Satisfaction Survey	Fife Council Contract	01/10/2023	£ 50,000
Provision of Print Services	Scottish Procurement Framework	01/02/2023	£ 150,000
Exhibition Services	Fife Council Contract	01/01/2023	£ 160,000
Marketing Services	Scottish Procurement Framework	01/12/2022	
Advertising and Public Notices	Scottish Procurement Framework	11/07/2024	£ 120,000
Media Services	Scottish Procurement Framework	01/12/2022	£ 136,576
School Travel Passes & Accompanying Documentation	Fife Council Contract	07/06/2023	£ 34,000
Cleaning Equipment	Scotland Excel Framework	01/05/2023	
Provision of Window Cleaning Services	Fife Council Contract	01/02/2023	£ 60,000
Janitorial Products	Scotland Excel Framework	01/09/2023	£ 1,000,000
Vehicle Steam Cleaning	Fife Council Contract	01/02/2023	£ 500,000
Cleaning of Bins, Bin Chutes and Bin Storage Areas	Fife Council Contract	30/07/2023	£ 320,000
Heavy Duty Laundry Equipment inc. R&M	Fife Council Contract	01/02/2023	£ 540,000

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Cash in Transit (including Car Park Collections)	Scotland Excel Framework	01/07/2025	£ 215,921
Pre Loaded Financial Cards	Crown Commercial Services Framework	01/06/2023	£ 8,500,000
Payment Services	Procurement for Housing Framework	01/12/2022	£ 500,000
Accounting for Trusts	Fife Council Contract	01/01/2023	£ 100,000
Merchant Services	Crown Commercial Services Framework	01/05/2023	£ 120,000
Global Custodian/Performance	Fife Council Contract	01/11/2023	£ 800,000
Rating and Valuations		01/04/2023	£ 250,000
Single Person Discounts	Fife Council Contract	01/11/2022	£ 50,000
Purchasing Cards	Crown Commercial Services Framework	01/02/2023	£ 8,500,000
Banking Service	Crown Commercial Services Framework	01/04/2024	£ 300,000
Sheriff Officer/Debt Collection	Scotland Excel Framework	01/04/2024	£ 180,000
Fife Council Insurance Contracts	Fife Council Contract(s)	01/04/2023	£ 16,000,000
General Office Stationery and Equipment	Scottish Procurement Framework	01/04/2023	£ 1,200,000
Specialised Paper and Wide Format Media	Fife Council Contract	01/03/2025	£ 400,000
CEC Management qualification (ILM)	Fife Council DPS	01/11/2022	£ 80,000
Employee Benefits Package		02/04/2023	£ 7,700
Provision of Social Workers	Scotland Excel Framework	31/03/2023	£ 1,200,000
Temporary & Interim Staff Services	Scottish Procurement Framework	13/04/2023	£ 1,100,000
Business Support for Kirkcaldy Business Incubator and Dunfermline Business Centre	Fife Council Contract	23/11/2023	£ 127,500
Business Support for Fife Renewables Innovation Centre	Fife Council Contract	23/11/2023	£111.600.00
Sexual Abuse Supporting Children & Young People: Foster Carers Sexual Abuse Training.	Fife Council DPS	01/04/2024	£ 8,700
Assessing Children who present with Sexual Abuse Supporting Children & Young People: Management & Risk reduction approach (MARRS).	Fife Council DPS	01/04/2024	£ 12,240
Performance & Care Excellence	Fife Council DPS	01/04/2024	£ 15,120
Professional Development Award (PDA) in Housing Law Advice	Fife Council DPS	04/05/2024	£ 93,000
Business Engagement Executive for DYW Fife	Fife Council Contract	01/08/2023	£ 114,888
Hygienic Cleaning of Medical Aids	Fife Council Contract	04/01/2024	£ 495,565

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Supply & Installation of Bed Pan Washers with Inclusive Maintenance	Fife Council Contract	01/02/2023	£ 26,000
Medical Aids for Health Professionals to Fife Council Community Equipment Stores	Fife Council Contract	02/11/2022	£ 6,600,000
Maintenance & Servicing of Electric Profiling Beds	Fife Council Contract	02/07/2023	£ 83,692
First Aid Products	Scotland Excel Framework	01/04/2023	£ 176,000
Medical Assessment for Taxi Drivers and Pension Appeals	Fife Council Contract	01/05/2024	£ 48,000
Early Learning & Childcare Funded Partnerships 3 year	Fife Council Contract	15/08/2023	£ 2,200,000
Provision of Educational Materials	Scotland Excel Framework	02/02/2023	£ 5,560,000
Building and Timber Materials (Education)	Scotland Excel Framework	01/07/2023	£ 180,000
Maintenance & Servicing of Laser Equipment	Fife Council Contract	31/10/2024	£ 25,000
Water Quality Testing	Fife Council Contract	01/09/2023	£ 64,000
Swimming Pool Chemicals		15/02/2023	£ 312,000
Business Travel Services	Fife Council Contract	01/04/2023	£ 10,000
Fitness Equipment	ESPO Framework	01/02/2024	£ 1,100,000
Document Scanning & Storage	Fife Council Contract	01/01/2023	
Promotional Items	Fife Council Contract	01/04/2023	£ 40,000
Security Shredding Service	Fife Council Contract	01/12/2022	£ 50,000
Resale of Sporting Goods for Fife Sports Leisure Facilities	Fife Council Contract	01/04/2023	£ 290,000
Provision of a Removals and Storage Service	Fife Council Contract	01/08/2025	£ 450,000
Provision of General Legal Services & Court of Session Work	Fife Council Contract	01/07/2024	£ 920,000
The Community Trade Hub Project	Fife Council Contract	01/12/2022	£ 33,000
Electoral Canvassing	Fife Council Contract	01/03/2023	
Provision of Domestic Whitegoods for Commercial Premises	TBC	01/04/2023	£ 200,000
Supply, Installation, Repair & Alteration of Window Blinds	Fife Council Contract	01/02/2024	£ 420,230
Rollerboards	Fife Council Contract	01/09/2023	£ 150,000
Chair Services for Child Protection Committee	Fife Council Contract	01/12/2022	£ 60,000
HRA & GFHA Business Plans	Fife Council Contract	01/11/2022	£ 115,000
Child Protection Committee Case Reviews	Fife Council Contract	14/12/2023	£ 20,000
Independent Professional Observer	Fife Council Contract	01/09/2023	£ 72,000
Annual Inspection of Play Parks & Gym Equipment	Crown Commercial Services Framework	01/12/2022	£ 45,000

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Memorial Plaques and Path Kerbers	Fife Council Contract	01/06/2023	£ 88,000
Provision of a Funeral and Undertaking Service	Fife Council Contract	01/02/2025	£ 131,848
Children's Clothing	Fife Council Contract	01/07/2023	
Provision of PPE and Workwear	Scotland Excel Framework	01/07/2023	£ 1,500,000
Provision of Winter Warmer Packs	Fife Council Contract	01/11/2022	£ 30,500
Environment, Waste, Fleet & Plant			
Provision of Tipping Service	Fife Council Contract	01/01/2023	£ 130,000
Transportation of Leachate	Fife Council Contract	01/01/2023	
Trees, Plants and Shrubs	Fife Council Contract	01/01/2023	
Horticultural Materials	Fife Council Contract	01/01/2023	£ 267,004
Glass Waste Recycling Provision	SXL Framework/DPS	01/01/2023	
Hire of Plant and Development Works at Lochhead Landfill Site	Fife Council Contract	01/06/2023	
Textile Recycling Provision	SXL Framework/DPS	01/12/2022	
Public Analyst Service for FRS	Fife Council Contract	01/11/2022	
Fuel Cards	Crown Commercial Services Framework	01/01/2023	£ 360,000
Vehicle Recovery Service	Fife Council Contract	01/04/2023	£ 185,000
Coachwork Repair Services	Fife Council Contract	01/10/2022	£ 840,000
Maintenance of Traffic Signals, Light Controlled Pedestrian Crossings, Vehicle Actuated and Variable Message Signs	Crown Commercial Services Framework	01/05/2024	£ 525,000
Vehicle Auctions	Extension/Fife Council Framework	01/04/2024	INCOME
Hire and Relocation of Welfare and Secure Cabins	Fife Council Contract	01/03/2024	£ 483,368
Liquid Fuels	Crown Commercial Services/Scottish Government Framework	01/04/2023	£ 6,000,000
Logistics, Mail & Utilities			
Postal Services	Framework Direct Call off	15/05/2023	
Non-Half Hourly Electricity and Gas Meter Services	Fife Council Contract	01/05/2023	
Electricity	Framework Direct Call off	31/03/2024	
Water	Framework Direct Call off	31/03/2024	
Energy Efficiency Programme Management	Framework Mini Comp	28/02/2024	
Gas	Framework Direct Call off	31/03/2025	
Biomass Supply and Maintenance	Fife Council Contract	09/05/2025	
Postal Services	Framework Direct Call off	15/05/2023	
Hybrid Mail	Framework Direct Call off	01/04/2023	

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Social Care			
Care & Support at Home for Adults & Older People	Fife Council Contract	01/05/2023	£ 48,000,000
CAH - Adult Supported Living	Fife Council Contract	01/05/2023	£ 136,000,000
Children's Residential Care & Education Services	Scotland Excel Framework	01/10/2022	£ 9,000,000
Advocacy	Fife Council Contract	01/04/2023	£ 1,377,487
Youth Justice Service	Fife Council Contract	01/04/2023	£ 975,000
Care Homes for Adults with LD	Scotland Excel Framework	16/09/2023	
Care Homes for Adults	Fife Council Contract		
Group Living	Fife Council Contract		£ 13,500,000
Fostering and Continuing Care	Scotland Excel Framework	01/07/2025	£ 34,000,000
Secure Care	Scotland Excel Framework	01/04/2025	£ 4,000,000
National Care Home Contract	Fife Council Contract	06/05/2023	£ 50,600,000
Free Personal Care	Fife Council Contract	01/04/2023	£ 6,750,000
Free Personal Care External to Fife	Fife Council Contract	01/04/2023	£ 1,120,000
Stratheden Re-design, Mini Comp under 10261	Fife Council Contract	01/06/2023	£ 1,500,000
Kelty Day Care Service	Fife Council Contract	24/04/2023	£ 1,000,000
Care and Support Services for 5 Service Users (Lynebank)	Fife Council Contract	03/11/2024	£ 6,200,000
Fife in-College Support Service	Fife Council Contract	01/08/2027	£ 3,600,000
Travel & Transportation			
DPS: Adhoc Bus & Coach Hires	DPS Mini-competition	ongoing	£ 3,500,000
DPS: Education Taxis & Minibuses	DPS Mini-competition	ongoing	£ 27,000,000
Secure Care Transport Framework	Fife Council Contract	01/01/2023	£ 180,000
Social Work Taxis Framework	Fife Council Contract	01/08/2023	£ 8,000,000
DPS: North Fife School Bus Services	DPS Mini-competition	15/08/2023	£ 9,700,000
DPS: North Fife Local Bus Services	DPS Mini-competition	15/08/2023	£ 7,100,000
DPS: South Fife Local Services	DPS Mini-competition	15/08/2023	£ 3,800,000
DPS: South Fife School Services	DPS Mini-competition	15/08/2023	£ 17,200,000
Education Taxi & Minibus Framework	Fife Council Contract	01/08/2024	£ 2,000,000
DPS: Mid Fife Local Services	DPS Mini-competition	19/08/2024	£ 4,400,000
DPS: Mid Fife School Services	DPS Mini-competition	19/08/2024	£ 11,700,000
Transportation Works			
C29 Site Sampling	Fife Council Contract		
C9 Reinstatement of carriageways	Fife Council Contract		£ 2,200,000
Provision of a Tipping Service	Fife Council Contract		£ 360,000
Harbour and Bridge Maintenance	Fife Council Contract		
Construction Materials Category			
Glass	Fife Council Contract		£ 143,400
Ladders	Fife Council Contract	Dec-23	
Electrical Materials	Scotland Excel Framework		£ 9,600,000
Kitchens	Scotland Excel Framework	Feb-23	
Doors	Scotland Excel Framework	Apr-23	

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Laminated Wall Panels	Scotland Excel Framework		
Building Materials	Scotland Excel Framework		
Roofing Materials	Scotland Excel Framework		
Sheet & Timber Materials	Scotland Excel Framework		
Fencing Materials	Scotland Excel Framework		
Plumbing Materials	Scotland Excel Framework		£ 4,000,000
Heating Kits	Scotland Excel Framework		£ 5,200,000
Gas Spares	Scotland Excel Framework		£ 900,000
Bathrooms	Scotland Excel Framework		£ 800,000
General Ironmongery	Scotland Excel Framework		
Adhesives, Sealants and Silicones	Scotland Excel Framework		
Paint & Paint Sundries	Scotland Excel Framework		
Decorating Scheme	Scotland Excel Framework		
Fire Extinguishers & Safety Materials	FC Contract/Mini Comp off SXL framework		
Construction Works **Note - those referenced as Building Services Main Contractor are being delivered in-house. Sub-Contract opportunities may be available but there is no guarantee of external delivery requirement outwith existing frameworks/contracts**			
Dunfermline Learning Campus	Being delivered through Hubco, possibility of sub-contract opportunities	ongoing	£ 120,000,000
Abbeyview Community Centre	Building Services Main Contractor	Q3-2022	£ 7,500,000
Strathkinness Primary School (DSM) - Replace electric heating		Q2 2024	£ 300,000
Anstruther Care Home		Q1 2024	£ 5,307,000
Glenrothes Golf Course - Create New Hub		Q4 2024	£ 650,000
Canongate PS - Electric Heat to Pump Conversion		Q4 2024	£ 500,000
Kirkcaldy Galleries - Renew Roof Coverings/potential redesign of roof and drainage		Q2 -2023	£ 400,000
Cupar Care Home		late 21	£ 5,307,000
Cowdenbeath Leisure Centre - Redesign Phase 2		Nov-21	£ 4,000,000
Levenmouth - Business Units Ph 2		Early 22	£ 2,250,000
Fife Interchange Business Unit		Mid 22	£ 9,000,000
Security Screen and Remote Alarm Service	Scotland Excel Framework		£ 225,000
Timber Panel Construction Framework	Scotland Excel Framework		£ 4,500,000

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Grass Sports Pitch Maintenance	Crown Commercial Services Framework		£ 240,000
Civil & Structural Engineering Framework	Fife Council Contract		£ 850,000
Fire Suppression	Scotland Excel Framework		£ 1,200,000
Scaffolding & Associated Services	Fife Council Contract		
Core Cutting Framework Agreement	Fife Council Contract		
Minor Builder Works	Scotland Excel Framework	late 22	£ 1,200,000
Drainage	Scotland Excel Framework		
Heating Installations	Fife Council Contract		£ 15,000,000
Electrical Testing & Rewiring	Fife Council Contract	Early 23	£ 16,000,000
Kitchen Installations Services	Fife Council tender/CCS Call off	Early 23	£ 3,600,000
New Build Residential Construction	Scotland Excel Framework	Early 23	
Building Construction Consultancy	Fife Council Contract		£ 100,000,000
Street Lighting Materials	Scotland Excel Framework	Q3 2023	
Repair, Maintenance & Refurbishment	Scotland Excel Framework		£ 300,000
ICT **Note - there is no guarantee that these will be progressed - these entries are at pre-assessment stage and will go through an internal TIME review to determine if, when and how they will proceed.**			
Adobe AAG ETLA 3 Year Subscription	Framework Direct CallOff	28/03/2023	
Adobe VIP Agreement	Framework Direct CallOff		
ANPR (Recycling Centres)	Fife Council Contract		
Articulate	Fife Council Contract	27/12/2022	
Asset Inventory Capture	Framework Direct Call Off	30/09/2023	
Assyst	Framework Direct CallOff	31/11/2022	
Auto Desk Subscription	Fife Council Contract	19/03/2022	
Blue Badges	Framework Direct CallOff	31/12/2022	
Business Objects Maintenance	Framework Direct CallOff	18/12/2027	
Cashless Catering & Online Payments	Framework Direct CallOff	31/01/2023	
Catering Management Solution	Framework Direct CallOff	30/04/2025	
Civica Payments	Framework Direct CallOff	31/01/2022	
CivicaAPP (was FLARE)	Fife Council Contract	31/03/2023	
Cloud Based Payments Service	Framework Direct CallOff	28/02/2023	
Community Benefits - Cenefits System	Framework Direct CallOff	01/02/2023	
Commvault - Commvault licenses	Framework Direct CallOff	30/06/2023	
Conquest License Renewal - Transportation -	Framework Direct CallOff	28/02/2023	
Corporate Information Request System - AXLR8.com	Framework Direct CallOff	17/08/2023	
Employee App	Framework Direct CallOff	06/03/2023	
Collections Management System	Framework Direct CallOff	01/04/2023	
Enterprise Forms Server eForm System	Framework Direct CallOff	30/06/2023	

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Evalu8	Framework Direct CallOff	22/01/2023	
Excel4Apps	Framework Direct CallOff	23/01/2023	
Fixed Telephony	Framework Direct CallOff	24/01/2023	
Fully Managed Education MDM	Framework Direct CallOff	18/10/2024	
IT Factoring System	Framework Direct CallOff	31/01/2023	
Leisure Management System	Framework Direct CallOff	30/11/2027	
Lone and remote working solution with integrated alarm receiving centre	Framework Direct CallOff	31/03/2025	
Microsoft Campus Agreement	Framework Direct CallOff	31/05/2023	
Voice & Core Network Support	Framework Direct CallOff	30/11/2022	
Mobile Services	Framework Direct CallOff	30/09/2023	
Dynatrace	Framework Direct CallOff	29/07/2023	
Netloan	Framework Direct CallOff	28/11/2022	
Promaster	Framework Direct CallOff	30/11/2022	
IES	Framework Direct CallOff	18/12/2022	
Oracle Consultancy for Oracle Cloud	Framework Direct CallOff	31/01/2023	
RentSense	Fife Council Contract	24/03/2023	
Isoma	Framework Direct CallOff	29/03/2023	
Orbis - Council tax system	Framework Direct CallOff	31/03/2023	
RingGo - cashless parking	Framework Direct CallOff	31/03/2023	
Imperial Parking	Framework Direct CallOff	31/03/2023	
IDOX	Framework Direct CallOff	31/03/2023	
Infoblox	Framework Direct CallOff	31/03/2023	
PowerSuite	Framework Direct CallOff	31/03/2023	
TotalMobile	Framework Direct CallOff	31/03/2023	
Sypro	Framework Direct CallOff	31/03/2023	
Tranman - Fleet Management	Framework Direct CallOff	31/03/2023	
Parents Evening Booking System	Framework Direct CallOff	31/03/2023	
Visual Files	Framework Direct CallOff	31/03/2023	
Oracle Software Support	Framework Direct CallOff	31/03/2023	
HL1 / Tamis	Framework Direct CallOff	31/03/2023	
PGSA (Ordanance Survey)	Framework Direct CallOff	31/03/2023	
MyToolkit	Framework Direct CallOff	04/04/2023	
AP Forensics	Framework Direct CallOff	30/04/2023	
Informix	Framework Direct CallOff	30/04/2023	
RedSky Progression	Framework Direct CallOff	30/04/2023	
Project Online / Edison 365	Framework Direct CallOff	30/04/2023	
Democracy Counts	Framework Direct CallOff	30/05/2023	
F5 Switches	Framework Direct CallOff	07/05/2023	
Oracle Hardware Support	Framework Direct CallOff	28/05/2023	
SAN Cisco Support	Framework Direct CallOff	31/05/2023	
PlotBox - bereavement Digitisation	Framework Direct CallOff	27/06/2023	
Learning Nexus	Framework Direct CallOff	31/07/2023	
NNDR / FQV	Framework Direct CallOff	31/07/2023	
ESRI GIS	Framework Direct CallOff	26/08/2023	

Description	Anticipated Type of Procurement	Anticipated Start of Procurement Activity or Contract Start Date	Anticipated Total Value (where known)
Yotta	Framework Direct CallOff	31/08/2023	
PSOS - Parks Street and Open Spaces system	Framework Direct CallOff	30/10/2023	
Pentana	Framework Direct CallOff	12/11/2023	
Citizens Access (Orbis)	Framework Direct CallOff	31/12/2023	
Oracle Inventory & Warehouse Management	Extension of agreement	02/01/2024	
Oracle Cloud	Extension of agreement	02/01/2024	
PTX Bottomline	Framework Direct CallOff	28/02/2024	
Microsoft SQL	Framework Direct CallOff	31/03/2024	
Community Equipment Management Solution	Framework Direct CallOff	31/03/2024	
SIP Pipe	Framework Direct CallOff	31/03/2024	
Gartner Subscription	Framework Direct CallOff	31/03/2024	
Badgemaker	Framework Direct CallOff	20/04/2024	
ForcePoint	Framework Direct CallOff	31/05/2024	
SolarWinds	Framework Direct CallOff	29/06/2024	
Housing Property Factoring	Framework Direct CallOff	05/07/2024	
Small Plant & Tool Hire Solution	Framework Direct CallOff	11/07/2024	
Cisco Hardware and Software Support	Framework Direct CallOff	01/12/2022	

ANNEX A

Annual Procurement Report Template

[NOTE: reference to contract is also to be construed as meaning a framework agreement]

1. Organisation and report details	
a) Contracting Authority Name	Fife Council
b) Period of the annual procurement report	1st April 2021 – 31st March 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? *(Yes / No)*	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	140
b) Total value of regulated contracts awarded within the report period	£410.75m
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	377
i) how many of these unique suppliers are SMEs	293
ii) how many of these unique suppliers how many are Third sector bodies	14
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	139
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	1
4. Community Benefit Requirements Summary	
Use of Community Benefit Requirements in Procurement:	
a) Total Number of regulated contracts awarded with a value of £4 million or greater.	23
b) Total Number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	6
c) Total Number of regulated contracts awarded with a value of less than £4 million that contain Community Benefit Requirements	29
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	67.82
e) Number of Apprenticeships Filled by Priority Groups	138.14

ANNEX A

f) Number of Work Placements for Priority Groups	529
g) Number of Qualifications Achieved Through Training by Priority Groups	1
h) Total Value of contracts sub-contracted to SMEs	£223,282
i) Total Value of contracts sub-contracted to Social Enterprises	N/A FC does not record this (included in above figure)
j) Total Value of contracts sub-contracted to Supported Businesses	N/A FC does not record this (included in above figure)
k) Other community benefit(s) fulfilled	£8,838

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that included a Fair Work First criterion.	130
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	203
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period.	52
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract during the period.	11

6. Payment performance

a) Number of valid invoices received during the reporting period.	313,850
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms.)	94%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	140
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

ANNEX A

7. Supported Businesses Summary	
a) Total number of regulated contracts awarded to supported businesses during the period	2
b) Total spend with supported businesses during the period covered by the report, including:	£344,435
i) spend within the reporting year on regulated contracts	Included in above
ii) spend within the reporting year on non-regulated contracts	Included in above
8. Spend and Savings Summary	
a) Total procurement spend for the period covered by the annual procurement report.	£502.74m
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£254.08m
c) Total procurement spend with third sector bodies during the period covered by the report.	£63.93m
d) Percentage of total procurement spend through collaborative contracts.	29%
e) Total targeted cash savings for the period covered by the annual procurement report	£20m of benefits (cashable and non-cashable) over 3 years
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	N/A
f) Total delivered cash savings for the period covered by the annual procurement report	£4.376m
i) delivered cash savings for Cat A contracts	N/A
ii) delivered cash savings for Cat B contracts	N/A
iii) delivered cash savings for Cat C contracts	N/A
g) Total non-cash savings value for the period covered by the annual procurement report	£3.608m
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	274
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£830m