

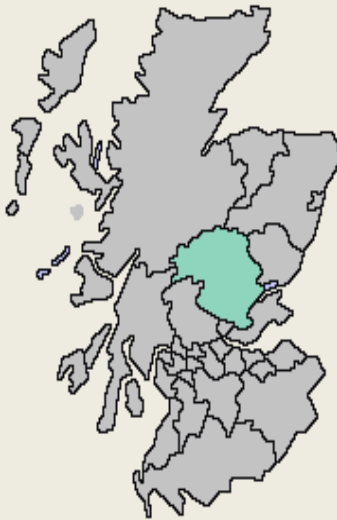


# Procurement Strategy

## 2021-2023



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Perth & Kinross Council adopts a strategic approach to the development and management of the supply chain which supports services to the communities of Perth and Kinross. This document sets out the ways in which the Council's strategic objectives will be met and value achieved through its purchasing decisions.



## Foreword

The Council continues to deal with rising demand, at a time when our budget is reducing. We have a strong track record of managing our finances and delivering efficiency savings, which means that while we are facing an uncertain future, we can do so with confidence in our ability to meet the challenge.

This strategy builds on the commitment we have made to developing how we approach our supply chains. The development of skills and new approaches to sourcing help us contribute to a more prosperous, fair and sustainable economy and support the achievement of better outcomes for our communities.

This Procurement Strategy 2021-2023 sets out how the Council will take the next steps to direct its external spend on goods, services and works to meet our objectives. As with our earlier Strategies the focus will be on the work we need to do to achieve savings, meet our legal obligations and to deliver wider local economic, environmental, and social benefit in communities.

Councillor Lyle  
Leader of the Council

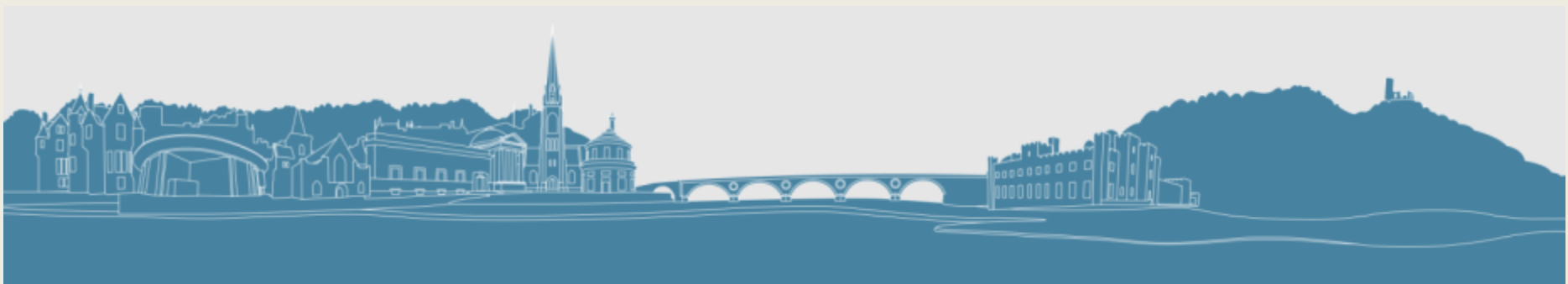


Barbara Renton  
Interim Chief Executive



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## 1. Executive Summary

All public bodies which spend more than £5 million in a financial year are required to prepare or revise their procurement strategy annually.

The strategy recognises that effective, well constituted procurement work can positively support the achievement of objectives set out in the [Community and Corporate plans for Perth and Kinross](#) and sets out the focus of improvement work in the coming year. In future years, our strategies will consider how the needs of communities can continue to be met through support from a procurement service which makes the most effective use of the available resources.

Our improvement work undertaken in the last 3-4 years has laid a strong foundation of procurement practices on which to build. In the coming years we will continue to focus on how that can be used to secure additional social value from the way in which we work with our supply chain; supporting our strategic objectives of:

**Giving every child the best start in life**

**Supporting people to lead independent, healthy, and active lives**

**Developing educated, responsible, and informed citizens**

**Creating a safe and sustainable place for future generations**

**Promoting a prosperous, inclusive, and sustainable economy**

How we manage the agreements and relationships we have with third parties plays a key role in achieving success under each of these themes. Using our procurement capability to strengthen the support we give to local employment, how we work with the third sector and supported businesses will help us to meet and exceed those objectives.

## 2. Vision for procurement

The Council works toward a vision for procurement which aims:

***“To achieve commercial excellence in our procurement activities and ensure that we deliver Best Value services to the communities of Perth and Kinross.”***

***“To do so in an effective, efficient, ethical and sustainable way that delivers local economic, environmental and social benefits.”***

To meet those aims we will continue to work on enhancing the social value we achieve from working with our supply chain. We will do this by:

- Maximising the use of Community Wealth building clauses in our contracts to support the needs of communities in our area
- Optimising the way we work with supported businesses and social enterprises to respond to the needs of a broad range of people in local communities
- Ask about the Fair Work practices of all third parties with which we contract, with a view to encouraging the participation of employers in the development of a Fairer Perth and Kinross

The overarching aim for all expenditure is to deliver the most effective solutions to support innovation, growth and fairness in our area. We will continue to play a part in meeting the recommendations made by the Fairness Commission for Perth and Kinross, one of the stated aims of which is:

***Inclusive economic growth creates opportunities for everyone and fairly distributes the benefits of increased prosperity across society, both in monetary and non-monetary terms. The Community Planning Partnership should maximise the opportunities of inclusive economic growth initiatives by applying a high weighting to social value criteria for all procurement and contracting arrangements for goods and services.***

### 3. Context

The purpose of this strategy is to set out how Perth & Kinross Council will direct its expenditure on goods, services and works to meet the needs of the communities it serves.

The Council's intent for delivering on our part of the Community Plan is set out in our [Corporate Plan](#). It demonstrates the Council's commitment to improving services, enhancing the quality of life of our citizens and making best use of public resources. It gives a commitment to deliver excellence through developing our people, modernising our organisation and working constructively in partnership with other bodies to deliver high quality services to our local communities.

Procurement has a key role in sourcing the goods, services and infrastructure needed to realise these objectives. Throughout the delivery of this strategy, we will continue to explore ways of using the defined procurement procedures in creative, collaborative, and innovative ways to meet our strategic objectives.

All procurement work undertaken supports the Council's decision making and budgeting processes. The Contract Delivery Plan provided at section 12 with this Strategy document sets out all planned procurement activity required to deliver the priorities for which the budget was set. Links are made in the document to relevant information published on the [Council website](#).

In pulling all these policy areas together, the common thread is how our spending decisions support us in improving the economic, social and environmental wellbeing of our area.

### Working across agencies and sectors

How we work with other public bodies is a key part of maximising efficiencies in procurement processes and outcomes. For procurement matters we are already involved in several collaborative arrangements, including an award winning local collaborative procurement approach with Dundee City Council, Angus Council and Tayside Contracts called the [Tayside Procurement Consortium](#) (TPC ).



Since 2008, the Tayside Procurement Consortium has been leading the Council's local collaborative approach to contracting with the two other Tayside Councils and Tayside Contracts, and the Council will continue in the coming years to explore how it can build on the existing approach to collaborative procurement and contracting in Tayside.

## 4. Aims, Objectives and Key Priorities

The agreed themes for our Procurement development are:

- **Savings** – ensuring we optimise the money spent in working with third parties to deliver public services
- **Systems** – enhancing our process and tools used to ensure the approach we take is as efficient as possible
- **Sustainability** – using the spend we have available to make the greatest impact possible on the social, environmental and economic wellbeing of our area.

Our focus will remain, broadly on these same themes. It is always important for the way in which public money is spent to focus on ensuring value for money is achieved. Recognition that this value does not come from low prices but from the balance of cost, quality outcomes and timely delivery is critical to achieving responsible and responsive public procurement.

How we use technology, now and in the future, is a key aspect of efficient public spending. A sound contracting portfolio is underpinned by how we manage performance and evaluate risk. An agile approach to extracting and then analysing the data we hold in a range of systems will be key. Our aim will be to provide management information on every strategic contract held with a view to making good decisions about how value will be achieved.

The introduction of the Procurement Reform Act in Scotland highlights the critical relationship between delivery of policy and public spending. Each year, Perth & Kinross Council invests around £235m in services for people, place making and effective local government. Ensuring that this money has the best possible impact locally is part of responsible procurement. Building contracts which reflect the needs of local communities and connect businesses to those outcomes is at the heart of public procurement.

To ensure that each contract makes the best possible contribution to the aims set out above, it is important that we have the right infrastructure in place. The following table provides information in respect of each area of improvement.

The Council's Head of Finance has responsibility for procurement improvement and delivery of the Council's procurement objectives.



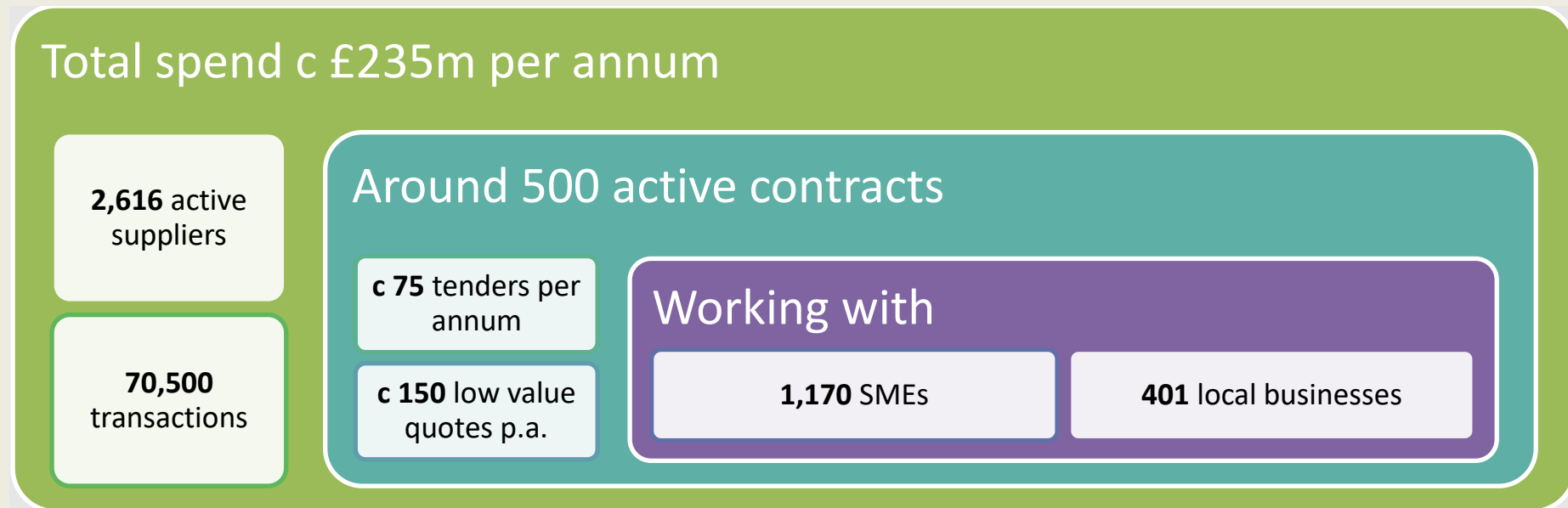
Strategic Aim	How we will do it
<p><b>Savings</b></p> <p>To deliver savings and Best Value whilst improving outcomes for our communities through our procurement activities</p>	<ul style="list-style-type: none"> <li>• By incorporating <b>social value</b> requirements in appropriate contracts</li> <li>• By working together and in <b>collaboration with others</b> to identify opportunities for economies of scale</li> <li>• By <b>engaging early with suppliers</b> and the <b>people who use public services</b> to help develop contract specifications that more accurately reflect service users' requirements</li> <li>• By embedding the <b>measurement of benefits</b> achieved through procurement and reporting regularly of what has been achieved – in cash and non-financial terms</li> </ul>

Strategic Aim	How we will do it
<p><b>Systems</b></p> <p>To embed a more innovative and commercially focused approach to procurement across the Council to simplify processes, deliver best value and reduce risk</p>	<ul style="list-style-type: none"> <li>• By standardising and <b>simplifying</b> our procurement processes and documentation</li> <li>• By improving the Council's approach to contract and supplier management to ensure that contracts are <b>delivering value and innovation</b> throughout their life cycle</li> <li>• By publishing regular <b>performance and compliance reports</b> for review by senior management and elected members</li> <li>• By engaging with those affected by the procurement work we do, including individual citizen, community representatives, businesses, and charities which offer services.</li> </ul>

Strategic Aim	How we will do it
<p data-bbox="219 264 450 304"><b>Sustainability</b></p> <p data-bbox="219 344 674 560">To secure maximum social value from the Councils' considerable spend with third parties by embedding sustainable procurement as "business as usual"</p>	<ul data-bbox="721 264 2018 536" style="list-style-type: none"><li>• By thinking innovatively and strategically about how the Council spend can best meet the needs of communities, using a range of <b>options for delivery</b></li><li>• By <b>early engagement</b> with key stakeholders to seek input</li><li>• By maximising the <b>use of Community Benefit clauses</b> in all appropriate contracts</li><li>• By designing contract strategies to <b>maximise accessibility</b> to suppliers of all sizes</li></ul>

## 5. Spend

Recent financial years' overall procured spend has averaged around £235 million per annum. This figure is a compilation of all the work we do with third party suppliers, including commissioned services, our infrastructure projects and the procurement of goods and services.



Where possible, we will consider how best to work in partnership across the whole public sector. Collaborative approaches to spending are a key part of maximising efficiencies in procurement processes and outcomes. Our Strategy for delivering an effective portfolio of contracts includes use of contracts formed by the Tayside Procurement Consortium, Crown Commercial Services, Scotland Excel, and the Procurement Team of the Scottish Government.

To further enhance our collaboration, we also work with the [East Central HubCo](#) territory partners; [Amber Blue](#) and more recently with the [Scottish Procurement Alliance](#) and [Scape Procure](#) to deliver elements of our Capital programme. These mechanisms afford us efficient and effective means of identifying routes to delivering on some of our larger infrastructure projects and we will continue to explore opportunities to optimise collaboration.

## 6. Financial Information

### Budget Information

The Council agrees its Financial Plan building on previously approved Plans and considered future funding levels, increasing costs and rising demand over the short to medium term, as far as they may impact on Perth & Kinross Council.

Each of the budgeted activities in the Financial plan typically result in procurement work, which we aim to capture in the Council's **Contract Delivery Plan** which can also be viewed on the Council's website.

### Contracts Register

A key dataset published by the Council is the Contracts Register. The register presents information on all the contracts awarded by Perth & Kinross Council as well as a record of those collaborative contracts being used by the Council. A searchable format of the Register can be viewed [here](#).

There is a statutory duty on public bodies which spend more that £5m per annum to produce a register of this type. The publication supports Scottish Government plans for open contracting. The search functions on Public Contracts Scotland can be used as a data source for exploring the contracting plans of a wide range of public bodies, including Perth & Kinross Council.

## 7. Recommendations

### Enhancing the outcomes we achieve through our Improvement Plan

In [Section Four](#) we laid out our high level aims and objectives for this strategy and delivery of these will be managed through an operational procurement business plan.

This section draws out the most significant enhancements we aim to make in the coming year.



### Work in partnership with suppliers to enhance the social value we achieve

#### Community Wealth Building

We are focused on developing our approach to how we access, manage and monitor the use of [community benefits](#) in our contracts. The work we have done so far aspires to link the needs of communities with the benefits offered by suppliers when bidding for Council contracts. It is hoped that this will deliver the best possible social value for the communities of Perth and Kinross, while building partnerships between businesses and community groups.

We also aim to create more opportunities to access the goods and services offered by organisations which identify as [supported businesses](#). Such organisations have employment policies which mean that at least 30% of their workforces are people who are experiencing disadvantage in terms of their employability. Perth & Kinross Council already use a number of supported businesses and will continue to expand on this going forward.

Another area of focus will be how we work with existing or emerging [social enterprises](#) in Scotland. This sector of the business community has significant potential to support the changing landscape for public services in Scotland. We will continue to work locally to understand how this approach can benefit communities within Perth and Kinross and we will do this by engaging with registered social enterprises to understand more about the potential that can help achieve local aims. Where evidence suggests the social sector may have a significant offer and role, we will consider smaller-sized contracts and in all contracting work, we will seek to ensure that value is the primary means of assessment: this includes environmental and social value.

### Fair Work

In the work which is carried out to establish contracts we are committed to work with our third party providers to promote the value of Fair Work for all. We consider all dimensions of the Fair Work Framework to be relevant in the wide range of working environments in which Council contracts operate.

The ways in which Fair Work practices will impact on the quality of the contract will differ, depending on the nature and size of the contract. Different elements of the Fair Work Framework will be more relevant to target in some contracts, depending on areas of risk and the likely impact of Fair Work on the quality of the contract.

Our processes for selecting suppliers include requirements for prospective contractors to provide information on their approaches to various elements the Fair Work agenda. We ensure that those bidding for our contracts are compliant with employment law, as well as make suitable arrangements for sound health and safety and wellbeing of those working on the contract; or affected by the work carried out.

Our consideration of Fair Work will allow us to explore practices in respect of recruitment, retention and the types of employment contracts in use. Through our use of community benefit clauses our approach to skills development and training opportunities is growing, with the positive impact being recorded in our [Annual Report](#). This aligns to the aspiration to run our construction contracts in a manner that is consistent with the Construction Charter, and we will work with contractors to advance this agenda. We also acknowledge existing national agreements in place in the construction sector and will strive to work with the contractors exhibiting high standards in respect of workforce practices.

As an Accredited Living Wage employer, Perth & Kinross Council will also encourage third parties working on our behalf to pay the Real Living Wage. Procurement exercises carried out in recent years have successfully secured living wage payments to employees working on our behalf. We will continue to ask our prospective suppliers about their approach to Fair Work and to encourage fair work practice.

### Environmental Impact

Perth & Kinross Council have identified the need for a proactive approach to transform around the way we buy, use and dispose of single use materials generated from the organisation's service delivery.

Procurement and Waste Service colleagues are continuing to work jointly to review:

- The single use materials in scope (e.g., single use: plastic or paper-based cups/cutlery/tableware; water bottles; straws; paper towels; other consumables, such as aprons used in care; foil trays etc.);
- Identify alternative reusable material options and related servicing requirements;
- A full life costing assessment of disposable vs reusable by type;
- The financial implications or savings derived from purchasing or implementing new materials and practices;

### Enhance the ways in which we offer support to businesses.

We will work with the local business community to identify appropriate support mechanisms to ensure all those interested in becoming more familiar with Council requirements and its procurement processes have the information they need. Support offered to businesses, including the third sector, is primarily carried out in one of three ways; provision of information, provision of training and the provision of feedback.

**Published information** aims to make the procurement work of the Council more transparent. Each new contract, directly procured, will be advertised on the national advertising portal. This portal also facilitates the publication of our Contract Register and the Contract Delivery Plan. Together these tools can be used to improve the transparency around Council procurement activity. **Events** which suppliers might attend could be contract specific or more general. General events include an annual national Meet the Buyer Event and an annual Tayside Meet the Buyer event

A programme of **training** for businesses is offered in conjunction with the Supplier Development Programme. The programme for has been structured to ensure local bidders are able to easily access local events. These training sessions will include access to Council procurement staff to answer more specific questions about local opportunities.

Every participant in a procurement exercise, including collaborative procurement, is already invited to participate in a [feedback](#) session on the process followed. This offer is made to facilitate two way feedback about the ways in which the process can be improved or the way any given company engaged in the process can build on their experience.

We will continue to develop the support offered based on what businesses tell us is useful.

**Explore opportunities for greater collaborative working across Tayside particularly, but also across the whole public sector generally.**

The Council already has a strong track record on working collaboratively on procurement. The principle vehicles for collaborative procurement are set out in [Section 5](#) of this strategy. Our next steps will be to develop our partnership working by building on the sound work we are already doing through Tayside Procurement Consortium to work in a way which is beneficial to all three councils.



## 8. Monitoring, Reviewing and Reporting performance

### Reporting

Progress on the delivery of the Council's Procurement strategy and an Annual report on procurement activity is considered by Council committee on an annual basis.

### Monitoring

Regular updates on this strategy are provided to senior management, with each directorate reviewing their contractual arrangements as part of their own performance monitoring. Updates on progress being made to meet the aims and objectives set out in [Section Four](#) of this strategy and on the execution of the recommendations in [Section Six](#) will be made through the annual reporting regime.

### Review process

This strategy will next be reviewed in 2023.

## 9. Strategy Ownership and Contact Details

Procurement is included in the portfolio of the Chief Operating Officer

The Council's Procurement Team sits within Corporate & Democratic Service, within the Finance Division led by the Head of Finance who has responsibility for the provision of a professional procurement service, ensuring that legislation, agreed policies, professional standards, procedures and principles are followed.

### Contact details

Perth & Kinross Council  
2 High Street  
Perth  
PH1 5PH  
01738 475521  
[contracts@pkc.gov.uk](mailto:contracts@pkc.gov.uk)

## 10. Policies, Tools and Procedures

### Policy - Developing our Supply Chain

The Council fully considers how the following matters can be addressed, where appropriate, in its procurement activities:

- The payment of a living wage in relevant contracts.
- The inclusion of community benefits requirements.
- The engagement and involvement of those affected by the procurement exercise.
- The promotion of compliance by contractors and sub-contractors with Health and Safety at Work legislation.
- The procurement of fairly and ethically traded goods and services.
- In relation to procurement activities relating to food, the Council will consider how to procure sustainably grown food which represents value for money whilst improving the health, wellbeing and education of communities in our area and promoting the highest standards of animal welfare.
- The payment of invoices in line with contractual terms throughout the supply chain.



Each of the icons above provides a link to more detailed information on the policy area via [www.pkc.gov.uk](http://www.pkc.gov.uk) .

## Policies, Tools and Procedures continued

### Tools

We will use as many of the tools available to us as are practical to ensure we engage with those affected by our procurement. Some routes to engage with communities and businesses include:

Local Action Partnerships working within communities across the Perth and Kinross area

Where appropriate we will signpost businesses to the national support tool: the [Supplier Journey](#)

We will facilitate access to training in procurement processes or systems when we make changes to our practice.

We are members of the Supplier Development Programme which provides a range of [free tender training workshops](#)

We will work with those affected by our procurement to ensure our communication with businesses and suppliers continues to improve.

Our Contracts Register will be maintained to ensure that we are transparent about the contracts we use.



## Policies, Tools and Procedures continued

### Procedures

#### Tendering

How the Council undertakes procurement is set out in our Contract Rules. These rules outline the governance we need to follow when putting a contract in place. We are required by these rules and legislation to carry out procurement in a fair, transparent and non-discriminatory way.

The Council will identify the most efficient route to market for all requirements. This will mean that a range of collaborative vehicles may be used. Award notices will be published for use of frameworks exceeding a value of £50,000.

When a new competitive procedure is required we will follow this structure:

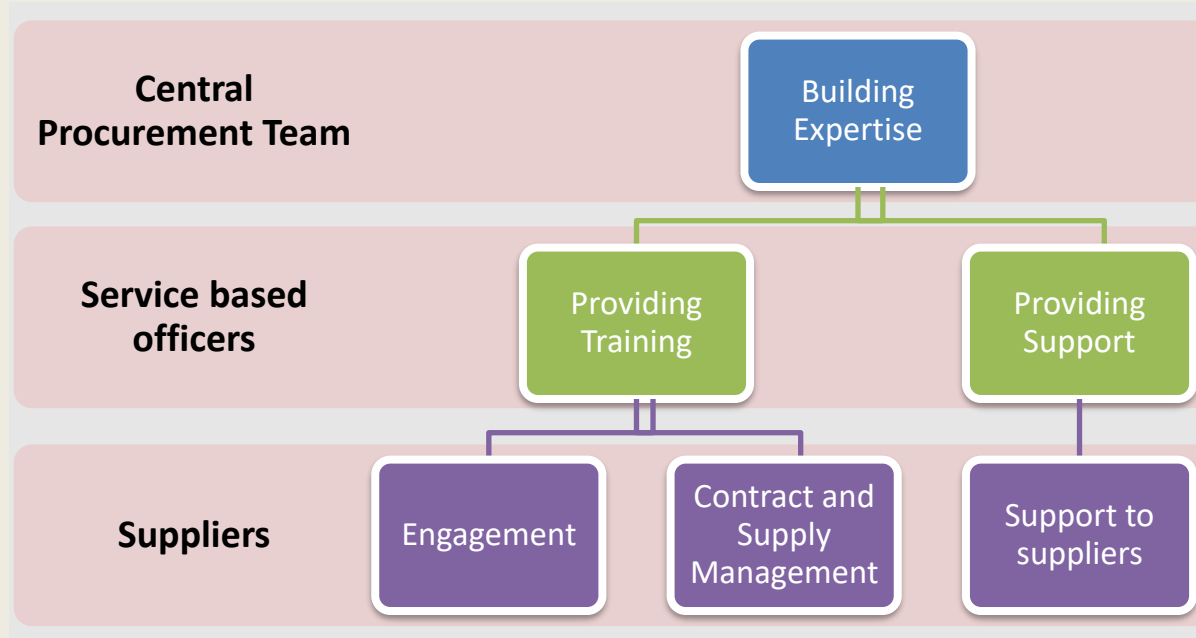
- Those above a Regulatory defined threshold <https://www.gov.scot/publications/new-eu-procurement-thresholds-from-1-january-2020/> must be **tendered** following the [Public Contracts \(Scotland\) regulations 2015](#).
- Contracts between **£50,000** and the above Regulatory threshold must follow the procurement approach as set out in [Procurement \(Scotland\) Regulations 2016](#).
- For contracts valued between **£5,000** and **£50,000** we will invite **quotations** from a minimum of 3 bidders.

In each case we will use [Public Contracts Scotland](#) as the portal for advertising our requirements.

All requirements regardless of possible procurement routes will be included in both the Council's Contract Delivery Plan and in the published Contract Register.

## 11. Developing Procurement Activity

The next steps to enhancing performance at this Council are built around six key areas of focus, across three main groups of stakeholders.





## Perth & Kinross Council Contract Delivery Plan 2021-22

This plan sets out the anticipated procurement activity for the next 24 months. The year given indicates the timescale in which we plan to issue a tender for the goods, service or works for which we need to contract.

This plan will be published on the Council website from November 2021.

It is intended that all Contracts marked with an \* are collaborative contracts with at least one other Local Authority.

It is intended that all Contracts marked \*\* will be a call-off from an existing National framework.

<b>Bins and recycling</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11471	Waste Services - Expenditure	Re-processing of Mixed Paper and Card	2021
PKC10033	Waste Services - Expenditure	Dry Mixed Recyclates	2023
PKC11168	Waste Services - Expenditure	Organic Waste	2021
PKC11461	Waste Services - Expenditure	Plasterboard	2021
PKC11527	Waste Services - Expenditure	Processing of Inert Waste	2023
PKC11189	Waste Services - Expenditure	Recycle & Refuse Containers	2021*
PKC11496	Waste Services - Expenditure	Storage Containers	2021*

<b>Bins and recycling</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11203	Waste Services - Expenditure	Waste Brokerage Service	2022*
PKC10816	Waste Services - Expenditure	Waste labels - garden waste	2023
PKC10810	Waste Services - Income Generating	Automotive Batteries	2022
PKC11528	Waste Services - Income Generating	Processing of Glass	2022**
PKC11605	Waste Services - Income Generating	The Collection and Treatment of Waste Electrical and Electronic Equipment (Weee) and Household Batteries	2021
PKC10809	Waste Services - Income Generating	Timber	2022

<b>Business and trade</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11175	Consultancy	Market research	2022*
PKC11180	Regeneration and city centre management	Creative & Digital marketing services	2021*
PKC11178	Regeneration and city centre management	Events & Video Production	2022*
PKC11439	Regeneration and city centre management	Harbour Commercial Partner	2021
PKC11166	Regeneration and city centre management	Print	2022*
PKC10571	Regeneration and city centre management	Public Relations	2022*



<b>Council departments</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC10391	Council departments	Banking Services	2022
PKC11219	Council departments	Confidential shredding	2022*
PKC11186	Council departments	Election Services	2021*
PKC11582	Council departments	Employee Experience	2021
PKC11455	Council departments	Training	2021*
PKC11468	Council departments	Security Testing	2021
PKC10041	Council departments	Servicing Contracts	2021
PKC10045	Council departments	Stationery and Office Paper	2021*
PKC11663	Council departments	Vending Machines	2021*

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11170	Construction	Energy Efficiency Contractors	2021*
PKC11500	Consultancy	Biodiversity Study	2021
PKC11576	Consultancy	Cemetery Soil Sample	2021
PKC11510	Consultancy	Climate Change Strategy	2021
PKC11661	Consultancy	COP26 AQ Campaign	2021**
PKC11660	Consultancy	Local Heat and Energy Efficiency Strategy	2021**
PKC11515	Consultancy	Professional Consultancy Services	2021*
PKC11581	Consultancy	South Inch Overflow Survey	2021**
PKC11575	Consultancy	Topographical Survey	2021**
PKC11511	Consultancy	Traffic Modelling for Parking in Crieff	2021
PKC11216	Environmental Health	Funeral services	2022*

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11498	Fleet	Fleet 21/22	2021**
PKC11499	Fleet	Fleet 22/23	2022**
PKC11167	Fleet	Personal and Protective Equipment	2021*
PKC11494	Greener Living	Air Quality Monitoring	2021**
PKC11495	Greener Living	Air Quality Monitoring equipment trial	2021**
PKC11185	Greener Living	Horticultural Products	2021*
PKC11159	Greener Living	Outdoor Play Equipment & Artificial Surfaces	2021*
PKC11558	Greener Living	Signage	2021*
PKC11601	Greenspace	Primrose Park, Auchterarder - park upgrade	2021**
PKC11600	Greenspace	Wallace Park, Glenfarg - trim trail	2021**
PKC11544	Ground and verge maintenance	7092 NIGP Golf Path	2021**
PKC11545	Ground and verge maintenance	7092 NIPAS Play Surfacing	2021**
PKC11543	Ground and verge maintenance	Amenity Greenspace	2022
PKC11585	Ground and verge maintenance	Fairview School Site upgrade	2021**
PKC11553	Grounds works	Sewer Connection Works	2021
PKC11664	Planning and Building	Perth, People, Place	2021**
PKC11417	Structures/Flooding	20/21 PRINCIPAL BRIDGE INSPECTIONS PACK B1 - MEWPS	2021
PKC11587	Structures/Flooding	A823 Glendevon Bridge - repair and strengthening	2021
PKC11123	Structures/Flooding	A93/03 Queens Bridge RC Repairs	2021
PKC11614	Structures/Flooding	Braes of Foss & Nether Fordun Repair Works	2021
PKC11569	Structures/Flooding	Bridge Repairs Work - Glendevon Bridge	2021
PKC10894	Structures/Flooding	C429/00 C05 Dunkeld Golf Course Culvert Replacement	2021
PKC11529	Structures/Flooding	masonry repair pack – JM21/22	2021
PKC11125	Structures/Flooding	Old Perth Bridge Drone Special Inspection 21/22	2021
PKC11598	Structures/Flooding	Principal Inspections of Structures	2021

<b>Environment</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11483	Structures/Flooding	Structures Framework	2021
PKC11514	Structures/Flooding	Various Scour Protection and Parapet Repairs	2021
PKC11555	Technology	Asset Management System	2022**
PKC11586	Technology	Climate Change Website	2021
PKC11541	Technology	Data Collector - Electricity Contract	2021
PKC11507		Auchterarder Common Muir	2021

<b>Health and social care</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11599	Social Care	24/7 support in own home	2021**
PKC11560	Social Care	Core and Cluster Rattray	2021
PKC11162	Social Care	Fostering and Continuing Care Services	2021*
PKC11212	Social Care	Social Care Agency Workers	2022*
PKC11224	Social Care	Tech Enablement Services	2022*
PKC10825	Support for adults and older people	Children's Residential Care	2022*
PKC11236	Support for children, young people and families	Provision of Intensive Family Support	2022
PKC11534	Technology	Activity monitoring system	2021
PKC11531	Technology	Volunteer App	2021
PKC11087	Social Care	Care at Home 2022	2022
PKC11480	Social Care	PPE	2021**

<b>Housing</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11577	Consultancy	Compliance and Servicing Review	2021
PKC11542	Consultancy	Digital inclusion Support	2021
PKC11491	Consultancy	Feasibility & Masterplan	2021
PKC11492	Consultancy	PKC Design Guide	2021
PKC11564	Consultancy	Sure Team	2021
PKC11463	Homelessness	Youth Homelessness Support	2021
PKC11171	Housing Maintenance	Communal entrance door sets	2021**
PKC11574	Housing Maintenance	Domestic Fire Sprinkler Systems	2021**
PKC11218	Housing Maintenance	Domestic Gas Boiler Maintenance	2022**
PKC11597	Housing Maintenance	Electrical Installation Condition Reports	2021**
PKC11580	Housing Maintenance	Energy Efficiency	2021**
PKC11656	Housing Maintenance	Energy performance Certificates	2021**
PKC10995	Housing Maintenance	Housing term maintenance	2022
PKC11196	Housing Maintenance	Power Tools	2022**
PKC11546	Housing Maintenance	Structural Engineering Services	2021
PKC11195	Housing Maintenance	Trade Materials	2022*
PKC11457	Housing Maintenance	Void Property - Energy Suppliers	2021
PKC11288	Technology	Mag-Net Solutions	2021
PKC11548	Housing Maintenance	Environmental Improvements	2021**

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11596	Consultancy	Provision of a Security Maturity Assessment	2021
PKC11615	Technology	AutoCAD Software Renewal	2022
PKC11158	Technology	AV maintenance	2021
PKC11616	Technology	Blue Badge Case Management system	2022
PKC11618	Technology	Citrix Licence Estate Renewal Software	2022
PKC11622	Technology	Electoral Services	2023*
PKC11202	Technology	Email security	2022
PKC11240	Technology	Environmental Health Administration and Support System	2021
PKC10076	Technology	Hardware: - Desktop Client Device, Thin client devices, Mobile Client Devices, Workstation Client Devices, Tablet Client Devices	2021*
PKC11625	Technology	Hosted Web Mapping System (32 Authorities)	2021
PKC11626	Technology	Housing Online, My Housing Options and Task Manager	2022
PKC11284	Technology	Information at Work Solution	2021
PKC11658	Technology	Information at Work Solution	2022
PKC11266	technology	IP CCTV Communication Link	2021
PKC11136	Technology	IT Peripherals	2022
PKC11161	Technology	Library Management System	2021*
PKC11268	Technology	Maintenance & Support Services for Enterasys Equipment	2022
PKC10559	Technology	Network/Infrastructure: Dark fibre PH - 2HS	2023
PKC10785	Technology	Network/Infrastructure: Annual maintenance & support – Uninterruptable Power Supply (UPS)	2023
PKC11641	Technology	Network/Infrastructure: Maintenance & support - Firewall environment	2023
PKC11271	Technology	Network/Infrastructure: Supply of Telephony services	2023
PKC11653	Technology	Online Engagement Platform	2023
PKC11621	Technology	Open Data Platform	2021

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11632	Technology	Out of Warranty Support for Server, SAN and Storage Devices	2022
PKC11633	Technology	Parking 3Sixty	2022
PKC11535	Technology	Perth City Wifi renewal	2021
PKC11552	Technology	Purchase of sensors - legionella, footfall, housing	2021
PKC11637	Technology	Roads and Greenspace Asset Management System	2021
PKC11640	Technology	Secure mail data transfer solution	2022
PKC11639	Technology	Software: Annual subscription - Secure Email Gateway	2022
PKC10796	Technology	Software: Annual subscription - Network Scanning Tool	2021
PKC10783	Technology	Software: Annual subscription, maintenance & support - Network monitoring solution	2021
PKC11273	Technology	Software: Application maintenance & support - Desktop client management tool	2022
PKC11267	Technology	Software: Application maintenance & support – IT Business & Asset Management Solution	2023
PKC10780	Technology	Software: Application maintenance & support - Mobile Device Management Software	2022
PKC11617	Technology	Software: Application maintenance & support - Business Process Modeller	2021
PKC11649	Technology	Software: Application maintenance & support - Gazetteer Management Solution	2023
PKC11260	Technology	Software: Licences, implementation, maintenance & support - Customer online service portal	2021
PKC11635	Technology	Software: Provision, support and maintenance of anti-virus solution	2023
PKC11272	Technology	Software: Web filtering solution	2022
PKC11465	Technology	Speech Enabled Auto Attendant System	2021
PKC11250	Technology	Supply of Guest Internet Connection	2021
PKC11254	Technology	Supply of maintenance and support for Mitel Telecommunication System	2023*

<b>Corporate IT</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11645	Technology	Supply of Vehicle Telematics and Tracking System	2021
PKC11646	Technology	Supply, Delivery, Installation of Audio Visual Equipment	2022*
PKC11647	Technology	Support & Maintenance for Housing API open transactions	2022
PKC11276	Technology	Support and Maintenance for Citrix Appliances	2022
PKC11229	Technology	Support and maintenance for Planning System	2021
PKC10557	Technology	Support and Maintenance for Storage Area Network (SAN) Solution	2022
PKC11650	Technology	Symphony iMatch Subscription incl. installation	2023
PKC11659	Technology	Technical Consultancy, Data & Analytics Program	2022
PKC11205	Technology	Value Added Reseller (IT Services)	2022*
PKC11182	Technology	Web GIS	2021
PKC11199	Technology	Web Security	2022
PKC11567	Technology	Website Quality Assurance Service	2021

<b>Property</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11209	Construction	Housebuilding	2022**
PKC11169	Construction	Modular buildings	2021*
PKC11452	Construction	WS 2 SPA AS2 Asbestos Remediations	2021**
PKC11453	Construction	WS 3 SPA AS2 Asbestos Ad Hoc Surveys	2021**
PKC11419	Consultancy	WS 1 SPA AS2 Asbestos Management Surveys	2021**
PKC11220	Public Buildings	Boiler maintenance	2022*
PKC11190	Public Buildings	Bottled Gas	2021**
PKC11204	Public Buildings	Fire Safety Products	2022*

<b>Property</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11188	Public Buildings	Steeplejack Services	2021*
PKC11214	Public Buildings	Washroom Solutions	2022*
PKC11191	Public Buildings	Water Coolers and Associated Consumables	2022*

<b>Roads, transport and parking</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11172	Fleet	Grounds Maintenance Equipment	2021*
PKC11198	Fleet	Heavy Vehicles	2022*
PKC11184	Fleet	Tyres	2021*
PKC11183	Fleet	Vehicle & Plant Hire	2021*
PKC11525	Roads and pavements	Bike Repair Station	2021
PKC11489	Roads and pavements	Broxden Park and Ride – Junction improvements	2021
PKC11223	Roads and pavements	CCTV	2022*
PKC11472	Roads and pavements	CCTV Condition Survey	2021
PKC11488	Roads and pavements	Crown Inn Wynd Car Park, Auchterarder – Extension	2021
PKC11557	Roads and pavements	Culvert Investigation works	2021
PKC11526	Roads and pavements	OLEV EV Charge points	2021
PKC11522	Roads and pavements	P & K Temporary 20mph	2021
PKC11486	Roads and pavements	Perth City Centre – Slabbed footway – various locations	2021
PKC11200	Roads and pavements	Roads Maintenance	2022*
PKC11157	Roads and pavements	Roads Maintenance Materials	2021*
PKC11207	Roads and pavements	Roadstone	2022*
PKC11213	Roads and pavements	Salt for Winter Maintenance	2022*



<b>Roads, transport and parking</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11221	Roads and pavements	Signage	2022*
PKC11490	Roads and pavements	Smart technology Push buttons	2021
PKC11484	Roads and pavements	Speed reduction measures 2	2021
PKC11206	Roads and pavements	Street Lighting Materials	2022*
PKC11211	Roads and pavements	Street Lighting Services - Bulk Renewal of Luminaires	2022
PKC11487	Roads and pavements	Tay Street, Perth – Slabbed footway	2021
PKC11215	Roads and pavements	Traffic Signal Maintenance	2022*
PKC11210	Roads and pavements	Weather Forecasting	2022*

<b>Schools and learning</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11118	Construction	Comrie PS - Alterations	2021**
PKC11122	Construction	Perth Grammar - Various Works	2021**
PKC11516	Construction	School Improvements	2021**
PKC10573	Consultancy	Market Research	2021
PKC11194	Education	Catering Equipment Repairs & Maintenance	2022*
PKC11222	Education	Commercial Catering Equipment (supply, delivery & installation)	2022*
PKC11179	Education	Education Materials	2021*
PKC11217	Education	First Aid Materials	2022*
PKC11176	Education	Frozen Foods	2021*
PKC11192	Education	Library Books & Textbooks	2022*
PKC11201	Education	Maintenance of Sports Equipment	2022*
PKC11208	Education	Meats - Fresh, Prepared & Cooked (incl. Fresh Fish)	2022*

<b>Schools and learning</b>			
<b>Delivery Plan Reference</b>	<b>Category</b>	<b>Contract</b>	<b>Expected Award Date</b>
PKC11160	Education	Mediation Services	2021
PKC11197	Education	Milk	2022*
PKC11177	Sport, sports clubs and leisure centres	Fitness Equipment	2021*
PKC11155	Sport, sports clubs and leisure centres	Maintenance of Inflatable Play equipment	2021*
PKC11274	Sport, sports clubs and leisure centres	Swimming Pool Chemicals	2021*
PKC11193	Technology	Digital Publications and Services	2022*

## Glossary

This glossary includes an expanded definition of some of the procurement terms used in the Procurement Strategy.

TERM	DEFINITION
<b>Best Value (BV)</b>	The Local Government in Scotland Act 2003, placed a statutory duty of Best Value upon local authorities in the discharge of their functions. The principles make clear that Councils have a duty to "make arrangements to secure continuous improvement in the way in which our functions are exercised, having regard to a combination of economy, efficiency and effectiveness". This improvement involves consideration of costs, making the most of money spent, and making sure that services meet the needs of communities and authorities' priorities.
<b>Commissioning</b>	The process of ensuring that services are provided effectively meets the needs of the population. Often a complex process with responsibilities ranging from assessing client needs, prioritising outcomes, procuring products and services, and managing the relationships with providers of services.
<b>Commissioned Services</b>	This term is used to describe services for which a third party organisation has been engaged to manage delivery.
<b>Community Benefits</b>	Community benefits are defined in legislation as a contractual requirement imposed by a contracting authority: relating to training and recruitment, the availability of sub-contracting opportunities or 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.
<b>Contract</b>	A legally binding agreement put in place to perform services, to provide products or to carry out works. For a contract to be formed one party must make an offer, which in turn has been accepted with a consideration being exchanged, usually money.
<b>Contracts Register</b>	Published database of the contracts let and used by Perth and Kinross Council. The Contracts Register is updated automatically each time a contract is awarded through the PCS portal.
<b>Public Contracts Scotland</b>	A national advertising website where all Scottish public sector organisations can publicise their contract opportunities. This platform links to OJEU and ensures all contract notices for Scottish Public Sector contracts may be reviewed in one place.
<b>Public Contracts (Scotland) Regulations</b>	Public procurement law regulating the purchasing by Scottish public sector bodies of contracts for goods, works or services for contracts above values defined by the EU Directive for Public Procurement.
<b>Procurement</b>	The process of sourcing goods, services or contracts for construction works.
<b>Scotland Excel</b>	A national collaborative buying initiative representing the 32 Scottish local authorities.
<b>Scottish Procurement</b>	Part of the Scottish Procurement and Commercial Directorate of the Scottish Government, Procurement Scotland is responsible for developing and implementing contracts for the use of all Scottish public sector organisations.

TERM	DEFINITION
<b>Small and Medium sized Enterprises (SMEs)</b>	Firms that employ less than 250 people and have a turnover of less than £50m.
<b>Social enterprises</b>	A firm created with the delivery of social value as part of the core purpose, with profits or surpluses being used to advance that purpose.
<b>Social Value</b>	The process through which services to be bought, or the way they are going to buy them, could secure these benefits for their area or stakeholders.
<b>Specification</b>	A description of the essential technical requirements for goods or services to be delivered under a contract, including the method for checking that the requirements have been met.
<b>Stakeholders</b>	Individuals, groups or organisations that are affected by and/or have an interest in a particular issue or organisation e.g. customers, partners, employees, shareholders, and government.
<b>Supply Chain</b>	The flow of resources into and out of the organisation. The public sector chain can be said to start with the suppliers of to each layer of our suppliers and ends with the customers – the private citizens within our area.
<b>Supplier Development Programme</b>	A local authority partnership programme established to offer small and medium sized enterprises (SMEs) the opportunity to grow and diversify through procurement.
<b>Supported Business</b>	A supported business draws at least 30% of the workforce from the most disadvantaged groups in our communities.
<b>Sustainable Development</b>	Development which meets the needs of the present without compromising the ability of future generations to meet their own needs' e.g. the environmental and social impact of today's actions that may affect the ability of future generations.
<b>Sustainable Procurement</b>	The application of sustainable development principles to procurement (see above).
<b>Tayside Procurement Consortium (TPC)</b>	The Tayside Procurement Consortium delivers contracts for the three Tayside local authorities, Angus Council, Dundee City Council and Perth and Kinross Council. More information on the consortium's activity can be found <a href="#">here</a>
<b>Thresholds</b>	The financial threshold above which certain procedural aspects of the procurement Regulations become mandatory.