

# Report

Report to:	<b>Finance and Corporate Resources Committee</b>
Date of Meeting:	<b>6 December 2023</b>
Report by:	<b>Executive Director (Finance and Corporate Resources)</b>

Subject:	<b>Notification of Contracts Awarded: 1 April 2023 to 30 September 2023 and Proposed Contract Award to Routes to Work South</b>
----------	---

## 1. Purpose of Report

1.1. The purpose of the report is to:-

- ◆ provide notification to Committee, in accordance with Standing Orders on Contracts, of contracts awarded by Finance and Corporate Resources during the period 1 April 2023 to 30 September 2023
- ◆ seek approval for the award of a contract to Routes to Work South for 2023/2024

## 2. Recommendation(s)

2.1. The Committee is asked to approve the following recommendation(s):-

- (1) that details of the contracts awarded be noted; and
- (2) that the contract award to Routes to Work South be approved.

## 3. Background

3.1. It is a requirement of Clauses 21.8 and 22.5 of the Standing Orders on Contracts that details of the acceptance of all tenders above £50,000 be reported retrospectively to the relevant Committee for noting, other than those under Clause 21.3 where the award is not the lowest in a price only tender, or costs exceed the approved financial provision. In these instances, a report is submitted to the appropriate Committee and subsequent authority to award is granted by that Committee.

3.2. This report also seeks approval for a contract award to Routes to Work South (RTWS), as required under Standing Orders on Contracts.

## 4. Contract Awards

4.1. The details of contracts awarded for the period 1 April 2023 to 30 September 2023, on the basis of lowest offer and/or most economically advantageous offer submitted, is provided at Appendix 1.

## 5. Contract authorisation: Routes to Work South

5.1. Standing Order 3.7 of the Council's Standing Orders on Contracts, requires Committee authority to be obtained for the award of a contract using the 'Teckal' exemption.

- 5.2. A 'Teckal' contract is a legal exemption to the public procurement rules where a public authority does not have to tender a public contract and the contract can be awarded directly by the Council to a separate legal entity, in this case RTWS, subject to certain requirements being met.
- 5.3. The 3 requirements to justify the use of the 'Teckal' exemption for the award of this contract are:-
- ◆ the Council exercises control over RTWS similar to that it exercises over its own departments
  - ◆ RTWS carry out over 80% of their activities for the Council; and
  - ◆ there is no private sector ownership in RTWS

All the relevant requirements to justify the award of this contract using the 'Teckal' exemptions are met.

- 5.4. RTWS is a registered company in Scotland with charitable status that delivers a range of employability programmes, supporting unemployed residents into further education, training and employment on behalf of South Lanarkshire Council. RTWS were established in 2001 and the Council is the sole member of the company.
- 5.5. Authorisation is sought for award of contract reference SLC/FC/23/065 to RTWS for a total value of £2,063,000, as set out below.

***Table 1 RTWS programme and contract deliverables 2023/24***

<b>Programme</b>	<b>Value</b>	<b>Funding source</b>
Gateway to Employment	£943,000	Shared Prosperity Fund
Making it Work	£500,000	Tackling Child Poverty
Youth Employability Groupwork	£300,000	No-one Left Behind
Pre-employment sector-based training	£250,000	Tackling Child Poverty
EK Hub	£70,000	Shared Prosperity Fund
<b>Total</b>	<b>£2,063,000</b>	

## **6. Employee Implications**

- 6.1. There are no employee implications arising from this report.

## **7. Financial Implications**

- 7.1. Appropriate budgetary provision is available for each of the contracts in Appendix 1.
- 7.2. The costs of the RTWS programmes detailed above for 2023/2024 are met entirely by the Council's externally funded employability grants.

## **8. Climate Change, Sustainability and Environmental Implications**

- 8.1. There are no Climate Change, Sustainability and Environmental Implications arising from the information presented in this report.

## **9. Other Implications**

9.1. There are no direct risks in terms of the information contained in this report.

## **10. Equality Impact Assessment and Consultation Arrangements**

10.1. This report does not introduce a new policy, function or strategy nor recommend a change to an existing policy, function or strategy and therefore, no impact assessment is required.

10.2. There is also no requirement to undertake any consultation in terms of the information contained in this report.

**Paul Manning**

**Executive Director (Finance and Corporate Resources)**

1 November 2023

### **Link(s) to Council Values/Priorities/Outcomes**

- ◆ Accountable, effective, efficient and transparent

### **Previous Reference**

- ◆ Finance and Corporate Resources Committee, 28 June 2023

### **List of Background Papers**

- ◆ Standing Orders on Contracts

### **Contact for Further Information**

If you would like to inspect the background papers or want further information, please contact:-

Emma Smith, Corporate Procurement and Transactions Manager

Ext: 5329 (Tel: 01698 455329)

E-mail: [emma.smith@southlanarkshire.gov.uk](mailto:emma.smith@southlanarkshire.gov.uk)

## Contracts Awarded by Finance and Corporate Resources over £50,000 in value

Contractor	CRN	Value of Contract Awarded	Date of Award	Brief Description	Contract Period
Fujitsu Services	SLC/PS/FINCOR/22/149	£411,509.40	07/04/2023	ConSol Annual Maintenance and Technical Support	01/04/2023 - 31/03/2024 (Extension 31/03/2025)
Linets	SLC/PS/FINCOR/23/015	£64,102.50	24/04/2023	Legal Online Research Package - Annual Subscription	01/04/2023 - 31/03/2026
Figtree systems (Europe) Ltd	SLC/PS/FINCOR/21/133	£335,688.80	28/04/2023	Figtree Risk Management Information System	09/05/2023 - 08/05/2028 (Extension 08/05/2033)
Disclosure Scotland	SLC/FC/23/024	£825,000.00	03/05/2023	Disclosure Checks	01/05/2023 - 30/04/2033
South Lanarkshire College	SLC/FC/23/021	£238,758.00	08/05/2023	Multiply Programme	08/05/2023 - 31/03/2025 (Extension 31/03/2026)
Critiqom Ltd.	SLC/PS/FINCOR/23/013	£3,643,014.00	26/05/2023	Provision of Volume Mailing and Associated Services	01/06/2023 – 30/06/2025 (Extension 30/06/2027)
ID Computer Software Ltd	SLC/PS/FINCOR/22/083	£62,530.00	26/05/2023	Grantvisor and BizVisor Software	01/04/2023 – 31/03/2026 (Extension 31/03/2028)
Physicare	SLC/PS/FINCOR/23/012	£420,000.00	07/06/2023	Provision of Employee Physiotherapy Services	08/06/2023 - 07/06/2024 (Extension 07/06/2025)

Pam Wellbeing Ltd	SLC/PS/FINCOR/ 21/050	£811,504.40	15/06/2023	Mini competition under Lot: 1 of Crown Commercial Services RM6182 Occupational Health, Employee Assistance Programme and Eye Care Services Framework	01/07/2023 - 30/06/2026 (Extension 30/06/2028)
Capita Business Services Ltd	SLC/PS/FINCOR/ 22/139	£2,163,904.00	30/06/2023	Integrated Housing & Property Management System (IHPMS)	01/07/2023 - 01/07/2030 (Extension 01/07/2033)
Capita Business Services Ltd	SLC/PS/FINCOR/ 22/081	£504,427.50	10/07/2023	Provision, Support and Maintenance of eLearning and Development Platform	01/08/2023 - 31/07/2024 (Extension 31/07/2025)
Paper Shredding Services Ltd	SLC/PS/FINCOR/ 22/007	£50,575.00	11/07/2023	Secure Destruction of Confidential Waste	11/07/2023 - 10/07/2026 (Extension 10/07/2028)
Aon UK Ltd	SLC/PS/FINCOR/ 22/070	£395,424.00	07/08/2023	Tenants Contents Insurance	01/10/2023 - 30/09/2026
Edenred (UK Group) Ltd	SLC/FC/23/052	£178,471.23	25/08/2023	Employee Discounts Scheme	01/10/2023 - 11/08/2027
Gravitas Group Ltd	SLC/FC/23/018	£203,125.00	25/08/2023	IT Project Delivery Management	28/08/2023 - 27/12/2024 (Extension 27/06/2025)
Pilcher Consulting Services Ltd	SLC/FC/23/064	£147,500.00	04/09/2023	IT Project Management Resource	30/08/2023 - 31/05/2024
Lyreco UK Ltd	SLC/FC/23/039	£3,600,000.00	18/09/2023	General Stationery and Office Paper	01/07/2023 - 30/06/2027 (Extension 30/06/2028)
APS Group (Scotland) Ltd	SLC/PS/FINCOR/ 22/142	£75,000.00	22/09/2023	Blue Badge Digital Service Blue Badge Printing and Fulfilment Services	05/02/2023 - 04/02/2026
Totalmobile Ltd	SLC/FC/23/022	£1,978,092.90	26/09/2023	Home Care Workforce Scheduling	16/10/2023 - 16/10/2026 (Extension 16/10/2027)
A.M.1. Consulting Ltd	SLC/FC/23/067	£486,178.00	28/09/2023	IT Implementation Resource	01/10/2023 - 31/05/2024

### Contract Extensions over £50,000 in value

Contractor	CRN	Value of Contract Awarded	Date of Extension	Brief Description	Contract Extension period
E2E-Assure Ltd	SLC/PS/FINCOR/17/061	£683,650.00	05/05/2023	Provision of ICT Managed Security	01/07/2023 - 30/06/2026
Gravitas Group Ltd	SLC/PS/FINCOR/22/055	£163,002.00	20/06/2023	Provision of Capita Support	22/06/2023 - 21/12/2023
Claremont Office Furniture	SLC/PS/FINCOR/17/103	£2,450,000.00	29/06/2023	Supply, Delivery and Installation of Office Furniture and Supported Needs Furniture	04/07/2023 - 03/07/2025
CRB Cunninghams Ltd	SLC/PS/FINCOR/18/069	£527,353.91	30/06/2023	Cashless Catering Solution	01/07/2023 – 30/06/2025
Allpay.net Limited	SLC/PS/FINCOR/20/003	£525,156.80	30/08/2023	Electronic Payment Services	01/09/2023 – 30/08/2024
Mastek Systems Company Ltd	SLC/PS/FINCOR/21/089	£4,545,130.00	28/09/2023	Oracle SI partner	28/09/2023 - 22/09/2024
South Lanarkshire College	SLC/PS/FINCOR/20/114 MC	£208,888.00	28/09/2023	ACE Rural – Access Choices & Employability Non Contractual Extension	01/10/2023 – 30/09/2024