



SCOTTISH
FIRE AND RESCUE SERVICE

Working together for a safer Scotland

**ANNUAL PROCUREMENT REPORT
FOR THE PERIOD
1st APRIL 2020 – 31ST MARCH 2021**

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Section 1: Introduction

- 1.1 The Scottish Fire and Rescue Service (SFRS) is the world's fourth largest fire and rescue service, committed to ensuring the safety and wellbeing of the people of Scotland. We are a national organisation delivering our front-line services locally from three strategically positioned hubs based in the North, West and East of the country.
- 1.2 The strategic priorities for the Scottish Fire and Rescue Service (SFRS) set out within the Fire and Rescue Framework for Scotland 2016 and the SFRS Strategic Plan 2019-2022 sets out our commitments to the delivery of a first-class fire and rescue service for all the people of Scotland.
- 1.3 In delivering our services we recognise the significant role we play in helping to achieve the Scottish Government's purpose, which is to focus government and public services on creating a more successful country by increasing sustainable economic growth and providing opportunities for all of Scotland to flourish.
- 1.4 An Annual Operating Plan is produced each year to support the delivery of the SFRS Strategic Plan and uphold corporate values.
- 1.5 In accordance with its legislative obligations under the Procurement Reform (Scotland) Act 2014, the SFRS publishes a Corporate Procurement Strategy which is maintained by the SFRS Finance and Procurement Department and it aligns procurement activity with the SFRS Corporate Plan and Annual Operating Plan.
- 1.6 As required under section 15 of the Procurement Reform (Scotland) Act 2014 ("the Act"), the SFRS publishes an Annual Procurement Report, as required by section 18 of the Act.
- 1.7 The Annual Procurement Report monitors the authority's regulated procurement activities against delivery of its procurement strategy.

- 1.8 The Scottish Fire and Rescue Service is pleased to publish its Annual Procurement Report for the period 1st April 2020– 31st March 2021. The content of this Report covers all regulated procurements completed during this period and details how those procurements supported the objectives included within our Corporate Procurement Strategy.
- 1.9 The success in delivery of the Corporate Procurement Strategy is achieved only by working in partnership with colleagues across the Service and this positive commitment and contribution from all Directorates is highlighted within this report. We look forward to the continuation of this collaborative approach in the delivery of our new procurement strategy.
- 1.10 This report details six main areas, the first five cover mandatory reporting with the sixth discretionary, these being:
- i. Summary of Regulated Procurement Completed
 - ii. Review of Regulated Procurement Compliance
 - iii. Community Benefits Summary
 - iv. Supported Business Summary
 - v. Future Regulated Procurement
 - vi. Procurement Performance Analysis
- 1.11 We also take the opportunity within the report to detail the key achievements of our Procurement Team and our key priorities for the Team in financial year 2020-21.

John Thomson

Acting Director of Finance and Procurement

Section 2: Summary of Regulated Procurement

- 2.1 Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 requires organisations to include: “a summary of the regulated procurements that have been completed during the year covered by the report”
- 2.2 The Procurement Reform (Scotland) Act Section 18 states that relevant bodies must prepare an annual procurement report on its regulated procurement activities as soon as reasonably practical after the end of the financial year. A regulated procurement as defined by the Act is any procurement for supplies or services with a value more than £50,000 and for works contracts with a value over £2million.
- 2.3 A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call offs from existing framework agreements.
- 2.4 Wherever possible, the SFRS, has sought to make use of national, sectoral and local collaborative contracts and frameworks.
- 2.5 SFRS regulated procurement within the reporting period was undertaken across 6 categories of spend:
- i. Fleet
 - ii. Personal Protective Equipment
 - iii. Operational Equipment
 - iv. Property and Facilities
 - v. ICT
 - vi. Corporate
- 2.6 Table 1 below summaries the regulated procurement awarded by the Scottish Fire and Rescue Services in the period 1st April 2020 – 31st March 2021.

Table 1. Summary of Regulated Procurement

Number of Regulated Procurements Awarded	34
Total estimated value of awarded regulated procurements	£42,825,742

- 2.7 Full details of these regulated procurements can be found in Appendix A together with details of all other procurements with a value below those thresholds detailed in paragraph 2.2 above.

Section 3: Review of Regulated Procurement Compliance

- 3.1 Section 17 of the Procurement Reform (Scotland) Act 2014 requires that regulated procurements be carried out in accordance with the organisation's procurement strategy, so far as reasonably practical.
- 3.2 Section 18(2) states that an annual procurement report must include, at 18(2)(b), "a review of whether those procurements complied with the authority's procurement strategy" and, at 18(2)(c), "to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply".
- 3.3 The reporting period covers the final year of the Scottish Fire and Rescue Service Procurement Strategy, which was approved by the Board of the Scottish Fire and Rescue Service in December 2018. This Strategy sets out the basis for all procurement activity across the SFRS and it ensures that our procurement activity is undertaken in an efficient and customer focused manner which adds values whilst ensuring compliance with legislative duties. It is aligned to the Scottish Model of Procurement, as devised by the Scottish Government with the aim of promoting the power of public spending to deliver genuine public value beyond simply cost and /or quality on procurement. A new Procurement Strategy for the period 1st April 2021 – 31st March 2024 has been approved by our Board as detailed later in this report.
- 3.4 The Procurement Strategy sets out the basis for all procurement activity across the SFRS and it continues to ensure that procurement activity supports delivery of the SFRS Strategic Plan and Annual Operating Plan. The Strategy also reflects the SFRS legal obligation to ensure compliance with Procurement legislation and associated Statutory Guidance across its procurement activity.
- 3.5 The Corporate Procurement Steering Group (CPSG), which is chaired by the Director of Finance and Contractual Services, provides a strategic and corporate overview of the procurement activity of the SFRS and the delivery of the Corporate Procurement strategy. During the reporting period, the remit of the CPSG was adopted by the

Good Governance Board, which will provide oversight and assurance on the SFRS procurement activity moving forward.

3.6 The SFRS has adopted the Scottish Governments Procurement Journey methodology and uses contract strategy templates to ensure new purchase requirements consider all aspects of the Board's procurement strategy.

3.7 All Procurements progressed by the Procurement Team and undertaken in the reporting period observed the following four themes as fully detailed within our Procurement Strategy:

i. **Value for Money and Efficiency**

The benefits of collaborating with partner organisations is recognised and the SFRS Procurement Team continually seek new opportunities to undertake joint working where possible. In the reporting period, approximately 83% of total contract spend was through collaborative contracts.

Work continues to further develop relationships with the wider UK Fire and Service for the procurement of common goods and services, with SFRS continuing to make use of National Frameworks for key operational personal protective equipment and front-line vehicles.

When responding to the COVID-19 pandemic, the SFRS utilised national frameworks for Disposable PPE established by Kent Fire and Rescue through the auspices of the National Fire Chiefs Council (NFCC) and Scottish Government thereby ensuring the supply of key items of PPE.

Work also continues with partners such as Scottish Government, Transport Scotland, Scottish Enterprise and the Energy Savings Trust, to explore future opportunities for collaboration and innovation within our Fleet Category.

We continue to work with our existing contractors to develop our low carbon infrastructure within SFRS properties and over the reporting period we have invested approximately £1.50m in support of initiatives to assist in the delivery of our Carbon Management Plan which has been developed to assist not only with the SFRS response to the climate emergency by reducing carbon emissions, but also in driving down heat waste and costs.

Spend and contract analysis continues to inform the planning of our procurement. The outcome of the analysis assists in the development of a rolling three-year programme of work which is agreed with stakeholders. The programme of work is submitted to the Corporate Procurement Steering Group (CPSG) for approval and is monitored for progress at regular intervals by the Group and the Capital Monitoring Forum. As detailed earlier in the report, the GGB will adopt this oversight role in future years.

In the reporting period, the procurement activity undertaken by the SFRS can be summarised as follows (full details are listed in Appendix A):

Procurement Type	Nos.	Projected Total Value (£)
Regulated Procurement	34	£42,825,742
Framework Call-Offs (Below £50,000)	40	£765,856
Property contracts (below £2,000,000)	4	£708,015
Quote	25	£488,944
Covid Activity	14	£120,117
Non-competitive Action	14	£211,364
TOTAL	131	£45,120,038

The SFRS is committed to exploring collaborative opportunities with partner organisations across all sectors within the public sector, and makes full use of relevant collaborative opportunities available through Scottish Government,

Crown Commercial Services, National fire Chief Council (NFCC), Scotland Excel and other UK wide public sector purchasing consortia. Such collaboration assists the SFRS to achieve both cash and non-cash savings within its procurement activity, reduces the burden of risk and the number of resource intensive local tenders, and contract and supplier management is shared.

In undertaking our own procurement activity and in using collaborative frameworks, the SFRS achieved cashable savings of £1.77m within the reporting period.

We are committed to paying suppliers on time and we understand the importance of prompt payment to our supply base. We act in a responsible and sustainable manner so prompt payment is a priority. Our on-time payment performance is as follows:

Payment Term	Level Achieved
Payment within 30 days	97%
Payment within 10 days	82%

The SFRS is committed to supplier inclusion, and we seek to conduct our procurement activity with a wide range of providers including Small and Medium Enterprises (SMEs), and third sector, including supported business. We continue to build upon our relationship with the Supplier Development Programme to encourage the ongoing use of SME's in the delivery of SFRS requirements. In financial year 2020/21, 46.15% (£36.30million) of the SFRS total spend was with suppliers based in Scotland, which represented an increase of 3.90% on the previous reporting period. SME's represent 62% of the 920 suppliers used in the reporting period.

End user involvement and consultation continues to be key to the development of Commodity Strategies and Tender Documents to ensure that technical specifications meet their needs and can be clearly understood by suppliers.

Market engagement is undertaken in all relevant procurement activity and is used to assist understanding of market capability to address the SFRS needs and to inform the development of the specification and ensure that the procurement route chosen and the Invitation to Tender requirements are appropriate and well-developed.

ii. **Enhancing Capability**

Within the reporting period we have continued to build upon the outcome of the last PCIP assessment where the SFRS achieved the highest F1 banding and we maintain progress with the improvement plan which was developed in response to the assessment. We have completed the assessment of contract management levels for existing contracts and we continue to implement our contract management policy, which was approved by the GGB, taking account of recognised best practice within the wider Scottish public-sector environment. Our approach proposes a proportionate and tailored approach to contract management which reflects the criticality of the supply or service and the potential impact on the resources required to undertake and monitor. The SFRS contract management model is intended to ensure contracts are performed as intended and issues can be identified and addressed at an early stage.

Key strategic contracts are actively managed by Client Departments supported by Procurement which includes scheduled meetings with the relevant suppliers. Other contracts require to receive oversight at agreed regular intervals to ensure the service requirements are being achieved. Works contracts are subject to oversight by a project manager from Property Services until the work is completed and signed-off as such.

Decisions to extend / re-tender or modify contract involve engagement with Client Department and are progressed in accordance with legislative requirements and subject to relevant governance approval within the SFRS.

The Procurement Team continue to be dedicated to specific category workstreams and directorates, ensuring a focus is maintained on stakeholder engagement and category management.

In preparation for the procurement audit undertaken in Feb / March 2021, all procurement practice notes (PPN's) were reviewed and updated to ensure that the SFRS procurement governance regime remains fit for purpose and delivers tangible benefits to end users of the procurement service. The audit outcome report confirmed that our procurement procedures were aligned with the national best practice, identifying roles and responsibilities of SFRS' staff and governance bodies involved in procurement processes and that they were appropriately updated, recorded and accessible to all relevant staff

We continue to seek opportunities to expand our partnership working and maintain our Associate Membership with Scotland Excel and the Supplier Development Programme.

We have used a Project Bank Account in the refurbishment project being undertaken at our training facilities in Portlethen. To date SFRS have made payments amounting to £4.6million through the PBA. We have 11 sub-contractors signed up to the PBA as well as the main contractor. Due to the success with the PBA on this project, the SFRS has been asked to provide support to other public bodies by Scottish government on how to successful set up and manage a PBA. The SFRS PBA Champion was also requested to present to NHS colleagues on the subject.

Training continues to be delivered to end users and investment in training is recognised as key to ensuring the continued development of the SFRS competence and capability in undertaking procurement activity. Training in the reporting period was delivered remotely taking account of the impact of the global pandemic.

The SFRS continues to invest in the Procurement Team, supporting team members to progress through a recognised professional qualification as

recognised by the Chartered Institute of Procurement and Supply. Senior members of the team continue with their studies in relation to Post Graduate Diploma / Masters in Public Procurement Law and Policy.

A review of the Procurement Structure was undertaken with the creation of 4 Procurement Specialist posts, and three fixed term Trainee Procurement Officer posts. These posts reflect the continued investment in the procurement function by the SFRS and further enhances the capability and skills of the existing Procurement Team as well as providing an enhanced career path within the profession within the SFRS.

Directorates continue to undertake the Quick Quote Process relating to low risk / low value procurement between £4,000 - £50,000 supported by the Procurement Team. All staff involved in this activity receive training and instruction prior to registration on Public Contracts Scotland with refresher training provided as necessary.

We continue to encourage fair and open competition and SME engagement by advertising contract opportunities above £50,000 via the public Contract Scotland website.

The SFRS continues with its support of central government and national collaborative procurement activities through the use of relevant collaborative contracts / framework agreements. We are members of the Procurement Collaboration Group and associated Cluster Group Forums.

iii. **Governance and Risk**

Within the reporting period we developed a new Procurement Strategy which has now been approved by our Board and subsequently published. The Strategy aims to be outwardly orientated, seeking to work with others, in support of our continuous improvement in this area. Externally, we will work to maintain and enhance key collaborative relationships with the Scottish Government and other Scottish public bodies, our emergency service partners in Scotland, and the National Fire Chiefs Council (NFCC) at UK level. We aim to continue to develop our engagement with the Supplier Development Programme and local authority partners, seeking to enhance the accessibility of our contracts and listen to the Voice of the Supplier. Internally, we will work to increase engagement, listening to the Voice of the Customer, and those who ultimately use the goods, works and service we procure.

The remit of the Corporate Procurement Steering Group (CPSG), was adopted by the Good Governance Board (GGB) which is jointly sponsored by the Director of Strategic Planning, Performance and Communications (SPPC) and the Acting Director of Finance and Procurement. The GGB keep under review the SFRS procurement processes and governance arrangements to ensure compliance with procurement legislation and its role is key to the successful implementation of procurement governance and the adoption of good practice across the SFRS.

In addition, the SPS's internal auditors (Azets) conducted an audit in February /March 2021 looking at procurement and tendering procedures in place at the SFRS for procuring goods and services. The audit review considered how procurement processes are communicated, monitored and comply with best practice and the Procurement Reform (Scotland) Act 2014.

The audit concluded that the SFRS had a robust Procurement Strategy which was supported by procurement procedures to ensure delivery of the strategy in compliance with applicable legislation, regulatory frameworks and best practice. It was noted that the SFRS procurement processes were well designed and covered all routes of the Scottish Government Procurement Journey.

Two areas of moderate risk were noted, with these being addressed by the time the final audit report was presented to the Audit and Risk Assurance Committee.

Procurement governance was monitored throughout the reporting period to account for the continued impact of the global pandemic to ensure the impact on the supply chain and procurement of key goods and services was minimised whilst still ensuring compliance with governance requirements.

Progress continued with the delivery of the “Red Flag Procurement Fraud Action Plan” in accordance with the plan previously presented to ARAC which detailed the SFRS current position and the improvements being undertaken to enhance existing controls.

The Procurement Team completed Fraud Awareness Training delivered by Chartered Institute of Public Finance and Accountancy (CIPFA) and targeted training on Fraud Awareness was delivered to the wider organisation.

The governance processes relating to works contracts were reviewed and improvement actions were identified which will be developed and embedded into relevant procurement activity in financial year 2021/22

The Procurement Team's continue to engage with customers to reinforce the application of the procurement governance model and ensures that regulated procurement is undertaken in accordance with the legal and procedural framework.

iv. **Sustainability**

The SFRS recognise our responsibility to carry out all our procurement activities in an environmentally and socially responsible manner whilst achieving value for money on a whole life basis. We are committed to observing our sustainable procurement duty as stated within the Procurement Reform (Scotland) Act 2014 and continue to review and update our internal policies and procedures to reflect our legal duty and to ensure the proper consideration of how best we can improve the social, environmental and economic wellbeing of our communities through our procurement activity.

In support of our commitment to our sustainable procurement duty, we have a nominated a Sustainable Procurement Champion who is responsible for ensuring compliance with legislation across the service and the promoting the adoption of sustainable procurement practices.

Our new [procurement strategy](#) 2021-2024 re-iterates our commitment to ensure the consideration of issues that may assist in improving the economic, social and environmental wellbeing of the communities that we serve. We will seek to achieve this through: carbon reduction, accessibility for SME's, supporting community wealth building; engaging supported businesses; fair work practices; championing equality; diversity and ethical trading; delivering community benefits; and ensuring health, safety and wellbeing. We have made a commitment that sustainability will represent at least 25% of the evaluation criteria in relevant regulated procurements

Our procurement activity is undertaken in an open, fair and transparent manner. All relevant regulated procurement activity is advertised on Public Contracts Scotland ensuring that all suppliers have an equal opportunity to participate in the procurement activity undertaken by the Service.

The Procurement Team utilise the Sustainable Procurement Toolkit to assist early stage strategic planning at a Category level, to identify and embed relevant and proportionate requirements in its procurement activity, ensuring a range of economic, social and environmental benefits are acted upon. Use of the toolkit will also assist in recovery from Covid-19 in a socially-inclusive and environmentally sustainable way, and assist SFRS meeting its Climate Change

Response Plan in addition to assisting in the delivery of Scottish Government National Outcomes.

We are committed to the inclusion and consideration of community benefits in all relevant procurement activity and our procurement governance model provides a framework to ensure consideration is given to the three key areas of economic, environmental, and social factors when undertaking our procurement activity. It is against these three areas that consideration is given when undertaking pre-market engagement and completing the Commodity Strategy, which together with the development of targeted outcomes, will ensure that sustainability is integrated into the procurement process in a proportionate manner.

Market engagement is undertaken where appropriate, to ensure that SFRS consult and engage with the market when planning our procurement activity to ensure that suppliers are aware of SFRS requirements and to inform the market to issues such as our commitment to Fair Work provisions.

SFRS has successfully introduced project bank accounts with a main contractor which is designed to pay sub-contractors at the same time as main contractors in relevant procurement activity. To date in the refurbishment project at our training facilities at Portlethen, we have payments amounting to £4.6million through the PBA. We have 11 sub-contractors signed up to the PBA as well as the main contractor.

SFRS is an Accredited Living Wage employer. As well as ensuring that SFRS pays its own employees the current Living Wage, it will continue to ensure that its procurement activity contributes to maintaining Fair Work provisions including Living Wage for supplier staff working in SFRS sites. All relevant procurement activity includes criteria to address Fair Work Practices.

SFRS continues to consider Equality and Diversity in its procurement activity and the need to comply with the Equality Act 2010. SFRS has, where appropriate, included undertakings in all relevant procurement activity in the contract award criteria and/or the conditions pertaining to contract performance, with impact assessments being undertaken where these are

required for the project under consideration. The Sustainability Prioritisation Tool used by the Procurement Team provide specific guidance to inform decisions about equality matters within tenders & contracts. During the reporting period, the Procurement Team completed in-house training on Equality and Diversity.

The SFRS has already been recognised by Stonewall Scotland as a Diversity Champion, and continues to work closely with Stonewall and other partners to encourage people from all walks of life to consider a career with the service. We are also part of the Stonewall Good Practice Programme to support effective organisational collaboration and partnership working to drive excellence in the provision of public service to LGBT communities in Scotland.

The SFRS recognises the importance of ensuring that it continues to comply with the Health and Safety at Work Act 1974 and that our contractors are familiar with this legislation, understand their responsibilities and operate safe systems of work. The SFRS continues to check and monitor contractors understanding of their responsibilities. For relevant contracts, the SFRS addresses specific Health and Safety issues as they relate to the contract requirement. Relevant contractors are also required to demonstrate and ensure compliance with the CDM Regulations 2015.

Our procurement processes are applied in a manner which facilitates the involvement of small and medium-sized enterprises (SME), Supported Business and third sector bodies. We continue to maintain our membership of the Supplier Development Programme (SDP) which offers free training, advice and information to SME's and the Third Sector on public procurement matters. We continue to support both national and regional "Meet the Buyer" events. For the procurement of the new Hard Facilities Management contract, we engaged with the SDP to undertake a Supply Chain Engagement Planning Session alerting the market to the opportunity to work with the SFRS and to encourage local SMEs (Small & Medium Enterprises) to be part of the main contractor supply chain.

The SFRS is a member of the Scottish Free Trade Forum and our standard procurement process includes consideration of what Fair Trade provisions or equivalent could apply appropriately in the delivery of the contract provision.

Our Soft Facilities management contractor, Sodexo has a similar commitment to Fairtrade which is detailed in Section 4 of this report.

The SFRS utilises the guidance provided by Government Buying Standards (GBS) when specifying a range of goods. GBS set out relevant sustainability provisions including in terms of ethical sourcing. When procuring timber which is required for training purposes, the SFRS requires our contractor to provide product which is certified as being sourced from legal and sustainable sources. Timber supplied to the SFRS must be accredited to meet either the Forest Stewardship Council (FSC) or the Program for the Endorsement of Forest Certification (PEFC). Conformity to this requirement is monitored throughout the contract duration.

SFRS procurement activities continue to promote and explore opportunities to engage with the Supported Business sector for Reserved Contracts wherever there is synergy between SFRS requirements and the goods or services offered by this sector. Our success in involving Supported Businesses in our procurement activity is detailed in Section 4 (Community Benefits) and Section 5 (Supported Business Summary). In financial year 2020-21, this included the award of a contract to Capture-all Ltd for our document scanning requirements as well as the continuation for the supply of uniforms by Haven for the Youth Volunteer Scheme which SFRS operates.

SFRS is currently engaging through our Local Senior Officers (LSO's) as part of our partnership working with local authorities to support Community Wealth Building Projects. Progressive procurement is a core principle to help develop local supply chains of businesses likely to support local employment and keeping wealth in communities. The SFRS Procurement Team will actively support LSO's to provide subject matter expertise as part of these projects.

The Scottish Government's National Performance Framework sets out National Outcomes and Sustainable Development Goals which include a number in relation to Climate Change and Environment / carbon management. The SFRS Sustainability Team champions climate emergency and waste management activity, and oversee progress against our Climate Change Response Plan

2045 across the service. Within the reporting period, the SFRS has invested £1.50m and has worked with our existing contractors to deliver 72 individual projects to support the delivery of our Carbon Management Plan. Projects are targeted to improve energy efficiency across our property portfolio and have included installation of solar panels at an additional 15 sites, the upgrading of system controls, and other measures to ensure the more efficient use of energy.

Our Carbon Management Plan 2020-2025 was approved in December 2020 and details how the SFRS intends to achieve a further 30% carbon reduction from our 2015/16 baseline figure by 2025 through the delivery of 15 identified projects over 4 key investment themes (listed below) funding dependant:

- Energy Waster Reduction
- Low Carbon Energy
- Renewable Energy Generation
- Energy Efficiency

Should all projects be funded and progress, it is anticipated that the SFRS will have achieved a 50% reduction in carbon emissions from our baseline position, leaving the balance of 50% to be delivered in the remaining 20 years to 2045, as set out in our Climate Change Response Plan

SFRS continues to grow a comprehensive national electric vehicle (EV) fleet and associated charging network. SFRS received over £2 million of funding from the Scottish Government as part of the Switched-on Fleets initiative for the procurement of electric vehicles and charging infrastructure and we have invested significantly in our fleet by increasing our current provision of electric cars by 62 to an overall total of 107. The electric cars have been introduced for firefighters in rural communities to help reduce carbon emissions and these additional vehicles will be distributed among various rural hub stations and used by personnel to support retained and volunteer firefighters.

To support the roll-out of the electric fleet, we have increased our charging infrastructure to 98 charge points based at 61 Scottish sites, which will be increased as funding becomes available.

We continue to work in partnership with Scottish Government, Transport Scotland and Scottish Enterprise, to understand the feasibility of the market to deliver a zero-emissions fire appliance and how this can be best introduced into the Service. We anticipate commencing the formal procurement process for a low emissions fire appliance in financial year 2021/22

We continue with a programme to minimise environment impact of our heavy fleet. Both our current 18 tonne chassis cabs contract and the new Medium Adaptable Rescue Pumps contracts will contribute significantly to our efforts to decarbonise and minimise impact on the environment of our heavy fleet as vehicles will conform to the Euro 6 Emissions Standard

Euro 6 is the sixth incarnation of the European Union directive to reduce harmful pollutants from vehicle exhausts and aims to reduce levels of harmful exhaust emissions including nitrogen oxide (NOx), carbon monoxide (CO), hydrocarbons (THC and NMHC) and particulate matter (PM). NOx is a harmful pollutant that is often blamed for damaging the environment, and has also been proven to have serious health implications. Particulate matter, meanwhile, is a local pollutant that has also been linked to health and respiratory problems. The knock-on effect of reducing these pollutants can also mean improved fuel economy and lower CO2 emissions.

As they are introduced, new vehicles with the Euro 6 Standard will improve the current fleet performance which currently averages Euro 4 compliance.

The powered rescue equipment now being procured by SFRS took account of innovation and improvement in the product area when the User Intelligence Group developed the specification. The equipment supplied is lightweight and adaptable to many applications thanks to the replaceable rechargeable battery system. These modern battery-powered rescue tools offer maximum power coupled with complete independence from power units, with the tools now being independently operated without the need of separate power units (sealed system). This method of operation and deployment also enhancing fire fighter safety.

The rechargeable battery technology on the powered rescue equipment guarantees a long service life and enables flexible work even in areas that are difficult to access. The click-on/click-off system enables a rapid battery change within just a few seconds - without the loss of valuable time on scene.

The cutters have replaceable blade inserts designed to chip off when the cutter blade hits a very hard material, allowing the blade to continue to slide smoothly and only requires the replacement of inserts and not the complete blades thereby minimising waste.

The SFRS also invested significantly in boats during the reporting period and This replacement program now provides a standardised fit for purpose asset portfolio across all the water rescue capability stations. These new boats packages have been specifically designed by the User Intelligence Group (UIG) to meet the needs of the operational environments our crews are deployed in. The specification took account of such matters as developments in areas such as increased outboard motor performance, transom wheels to allow easier movement and deployment of craft over rough terrain, additional navigation lights all of which allows easier and safer deployment to meet the changing environment our fire fighters and the communities of Scotland are encountering.

We have delivered a comprehensive national waste and recycling contract as part of our Soft Facilities Management Contract which enables waste and recycling stream management and reductions in associated carbon emissions. In the reporting period, 897 tonnes of waste were removed from SFRS sites, a reduction of 40 tonnes from the previous reporting period, with 86% of this waste diverted from landfill.

Section 4 Community Benefits Summary

- 4.1 Section 18(2)(d) of the Procurement Reform (Scotland) Act 2014 states that it is mandatory for an annual procurement report to include “a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report”.
- 4.2 Section 25 of the Procurement Reform (Scotland) Act 2014 mandates that all contracting authorities “must consider whether to impose community benefit requirements as part of the procurement” when the estimated contract value is greater than or equal to £4,000,000. However, as stated in SFRS Standing Orders for the Regulation of Contracts, we aim to consider community benefit requirements in procurement exercises with a value greater than £1,000,000 where deemed relevant.
- 4.3 The SFRS Procurement Strategy clearly states the organisation’s commitment to the inclusion and consideration of Community Benefits in all relevant procurement activity.
- 4.4 The following key projects highlight SFRS continued commitment to deliver community benefits through the delivery of relevant procurement activity:

i. Enhancement of Electric Fleet and EV Charging Infrastructure

We continue with investment in our electric fleet and in collaboration with Partner Bodies we have expanded our EV Charging Infrastructure.

Through funding provided by the Scottish Government’s Switched on Fleets initiative for the procurement of electric vehicles and charging infrastructure, a circuit of 98 charge points at 61 rural fire stations have been installed to support a new fleet of electric vehicles for firefighters in rural communities across Scotland to support the decarbonisation of the Scottish Fire and Rescue Service’s fleet.

In the reporting period we have procured an additional 62 electric cars taking out overall total to 107

Our approach to expanding our EV Fleet is consistent with the SFRS aim to minimise the environmental impact of our activities and reduce carbon emissions. The approach by the SFRS will support the services aim to be a leading driving force within the public sector for embracing the Scottish Government's Climate Change Plan and assisting in the delivery of National Outcomes.

ii. Youth Volunteer Scheme Uniform Contract

We continue to use Haven for the supply of PPE and uniforms for the Youth Volunteer Scheme. The contract with Haven was a direct award made through the Scottish Government supported business framework and highlights SFRS commitment to the inclusion of the sector within our procurement activity.

The Youth Volunteer Scheme continues to contribute towards improving local outcomes, integration, addressing inequalities and inclusion for young people in society.

iii. Career Ready / The Career Academy Foundation

A key priority of the SFRS Youth Employment Strategy is to create opportunities for young people of all backgrounds and to engage with SFRS as a prospective employer at an early stage. This allows SFRS to raise its profile as an employer, inform schools and young people about the many careers it can offer, challenge misconceptions around roles and who carries them out.

Career Ready is a UK wide charity and currently runs its programme of work placements and one to one mentoring currently in 133 schools across 14 Local Authority areas in Scotland. The Career Ready programme offers SFRS the opportunity to meaningfully engage with school students and increase their understanding of the wide-ranging career options available within SFRS. The programme also offers SFRS staff personal development opportunity as a volunteer mentor.

The Career Ready Scheme was piloted in 2018/19 and further roll out of the scheme within SFRS was approved by the SFRS Staff Governance Board Meeting in June 2020.

The Scheme involves students to undertake a 4-week internship with SFRS which is designed to expose them to a range of roles within SFRS, allowing them to learn about career opportunities available, as well as develop work-related skills and readiness for the world of work

The Partnership working with Career Ready meets with the key priority of the SFRS Youth Employment Strategy to create opportunities for young people of all backgrounds which aligns with Scottish Government Fair Work principles and youth employment agenda.

iv. Soft Facilities Management

As part of our Soft Facilities Management Contract which is delivered by Sodexo, we have developed a comprehensive national waste and recycling contract which enables waste and recycling stream management and reductions in associated carbon emissions. In the reporting period, 897 tonnes of waste were removed from SFRS sites, a reduction of 40 tonnes from the previous reporting period, with 86% of this waste diverted from landfill.

Sodexo have a clear commitment to Fairtrade and support Fairtrade Fortnight, spotlighting the Fairtrade products that they use. Financial assistance is donated through their Coffee Growers Fund to support more than 200 beneficiaries across seven small producer organisations who are certified by the Fairtrade Foundation to represent and promote the interests, empowerment and development of its members and their communities.

The social impact of Sodexo's contract performance can be measured through the following measures which are in place:

- Flexible working practices- Hours flexible to suit circumstances
- Scottish Living Wage minimum in contract
- Use of SME for COVID19 cleans across contract

- Staff retention
- Mental Health First Aid Training
- Staff welfare 24/7 Helpline (Talk)
- Talent succession training

Sodexo also have adopted a Social Impact Pledge with 4 key themes:

- People
- Planet
- Partners
- Places

In the reporting period this has involved planner litter picks across the SFRS and local communities by the cleaning teams and Headquarters staff. Sodexo staff have also participated in community and charitable events with fundraising for the Firefighters Charity. Local recruitment also continues.

v. Replacement Programme and Standardisation of Water Rescue Boats

Our firefighters are tackling the effects of climate change, in terms of wildfires and flooding, and we invested significantly in new water rescue boats which will be mobilised to assist with any incidents involving persons in difficulty whether this be in open water or flooding incidents.

Water rescue trained firefighters practice techniques with a wide range of specialist equipment that enable us to perform rescues safely and effectively and these new boats will enhance their capabilities and the communities which we service.

vi. Carbon Management Initiatives

We aim to reduce our carbon emissions by an average of 6% per annum and we recognise that we will need to identify and invest in new approaches to carbon savings as delivering the required reductions will become increasingly challenging.

A number of improvements were undertaken across our property portfolio in support of our Carbon Management Plan and our climate Change Response Plan 2045.

Seventy-two individual projects were completed with an investment of £1.5million made in property upgrades.

Projects included the installation of solar technology at the following sites across Scotland:

- Balmossie Fire Station
- Boness Fire Station
- Dunfermline Fire Station
- SFRS HQ, Cambuslang
- Dyce Fire Station and North SDA HQ
- Elgin Fire Station
- Falkirk Fire Station
- Inverness Asset Resource Centre
- Dundee Asset Resource Centre
- Knightswood Fire Station
- Methil Fire Station
- North Anderson Drive (Aberdeen), Fire Station
- Oban Fire Station / District Offices
- Peterhead Fire Station
- Tighnabruaich and Kames Fire Station

Smart heating controls, upgraded boiler systems, improved zoning of heating systems and other measures to improve energy efficiency were also undertaken at numerous sites.

vii. Portlethen Training Facilities Refurbishment

Refurbishment of our training facilities at Portlethen progressed during financial year 2020-21. This project highlights our continued investment in training facilities, which is intended to enable appropriate training to be delivered as locally as possible, minimising disruption to family life and other employment.

SFRS for the first time introduced a Project Bank Account (PBA) on a major SFRS construction project. The PBA requires payments made directly and simultaneously by SFRS to members of the construction supply chain involved in the Project and supports prompt payment which assist firms involved in construction projects with their cashflows, this has been particularly important over the reporting period when accounting for the impact of the global pandemic.

To date SFRS have made payments amounting to £4.6million through the PBA. We have 11 sub-contractors signed up to the PBA as well as the main contractor.

Due to the success with the PBA on this project, the SFRS has been asked to provide support to other public bodies by Scottish Government on how to successful set up and manage a PBA. The SFRS PBA Champion was also requested to present to NHS colleagues on the subject.

Key performance information for the project is detailed in Appendix Bi and includes data related to the social impact of the projects in terms of work experience, engagement with schools/higher education, adult employment opportunities, apprenticeships and diversity.

A summary of the community benefits that have been delivered is listed below:

- Local school and college visits e.g. delivering careers talks, curriculum support, literacy support, safety talks
- No. of apprenticeships on the contract that have either been completed during the year, or that will be supported by the organisation to completion in the following years - Level 2,3, or 4+
- No. of hours dedicated to support young people into work (e.g. CV advice, mock interviews, careers guidance) - (under 24 y.o.)
- No. of weeks spent on meaningful work placements or pre-employment course; 1-6 weeks student placements (unpaid)

Robertson's also had a project target to create 12% social value on the project but they have exceeded that target and have achieved 30.68%, this is made up of social and economic value.

In the reporting period, Robertson's have successfully delivered the following outcomes on the project:

- Employed a new start administrator on the project
- Undertook Insights into construction with Department of Work and Pensions
- Worked with 2 foundation apprentices from Portlethen Academy interested in accounting (NT8)
- Worked with 4 foundation apprentices from Alford and Portlethen Academy.
- Attended a virtual career fair with North East Scotland College
- Worked with various High Schools for careers advice
- Supported two trainee Quantity Surveyors at Napier university both working on this project
- Supported 4 apprentices with CHES (electrical sub-contractor)
- Delivered careers advice to a number of candidates from Portlethen Academy and Station House Media Unit, Foyer, Developing the Young Workforce, Skills Development Scotland, Department of Work and Pensions & Barnardos
- Ran a virtual 4-week work placement programme with Station House Media Unit, Foyer & Barnardos
- Ran a virtual work placement, "Bringing Construction to You" with pupils from St Machar
- Supported two placements from Alford and Portlethen Academy
- Supported charity events Robertson Walk
- Supported Mental Health Awareness Campaign

viii. **McDonald Road Refurbishment**

A complete reconfiguration and refurbishment is currently underway at McDonald Road Fire Station in the City of Edinburgh. The Scottish Ambulance Service will also have a significant presence on completion of the project as they increase the complement of first responders based here underlining our joint commitment to partnership working. The upgrade is primarily for an efficient and operational fire station, but this extends to other functions in the building. The investment will provide a modern environment for support staff, reflecting our corporate identity.

A new Museum of Fire which will feature a state of the art educational facility also forms part of the project. The museum will focus on the work of firefighting and firefighters, past and present, telling compelling stories that will interest the visitors.

The Museum of Fire main objectives are:

- To celebrate the rich heritage of Scotland's fire service
- To explore how transformation and innovation has always been essential to effective firefighting
- To reflect the diverse challenges of firefighting across Scotland
- To share firefighters' unique ways of life
- To promote community safety and education

Key performance information for the project is detailed in Appendix Bii and includes data related to the social impact of the projects in terms of work experience, engagement with schools/higher education, adult employment opportunities, apprenticeships and diversity.

A summary of the community benefits that have been delivered is listed below:

- There has been 13 local people employed on the project.
- Trainee Site Manager was employed who was previously not in employment, education or training (NEETs).
- Introduction to the industry workshop with Pilrig Park Secondary School x2.
- Supported activities in relation to Considerate Constructors Big Build challenge at Corstorphine Primary.
- Hosted a drop-in session for disengaged pupils for Craigmount High.
- Hosted a site visit for Action for Children.

- Supported a careers fair at Portobello High School.
- Delivered an introduction to the industry workshop with Castlebrae High.
- Ran a virtual introduction to Robertson & career routes in the industry for Leith Academy.
- Provided 1:1 mentoring for a Pilrig Park Secondary School pupil.
- Supported two employees completing their CIOB Chartership and one completing the RICS programme.
- Supported 7 apprentices (1 x Robertson, 1 x Burnfield Demolition, 1 x Wingate Electrical & 4 x MMM Joinery).
- Supported the SFRS Partnership Youth Programme with Craigroyston High School.
- Delivered an employability workshop on site for Pilrig Park Additional Support Needs.
- Delivered an intro to the industry workshop on site for Pilrig Park Secondary School.
- Introduction to the industry workshop for Castlebrae High via Action for Children.
- Robertson employee presented at a CIOB employer event re careers in the industry.
- Supported Developing the young Workforce (DYW) virtual Scottish Apprenticeship Roadshow.
- Jet Academy pupil on placement 1 day a week for 6 weeks.
- Broughton High School pupil on placement for 1 week.
- St Thomas High School pupil on placement for 1 week.
- Pilrig Park pupil completed 3-day virtual work placement – Bringing Construction to You.
- 4 Edinburgh College HND Construction Management students on placement for 1 week.
- 1 Forth Valley College HND Construction Management student completed 1-week placement.
- 1 Heriot Watt University student work experience.
- 1 Edinburgh University student work experience.
- Falkirk College student joined the project for eight weeks work experience after their previous joinery company paid him off. After his 8 weeks they secured full time employment with MMM joinery as an apprentice.

Section 5 Supported Business Summary

- 5.1 Section 18(2) (e) of the Procurement Reform Act requires organisations to include a “summary of any steps taken to facilitate the involvement of supported businesses in regulated procurement during the year covered by the report”.
- 5.2 A supported business is defined in Regulation 21 of The Public Contracts (Scotland) Regulations 2015 and means “an economic operator whose main aim is the social and professional integration of disabled or disadvantaged persons and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.
- 5.3 SFRS recognise that the inclusion of Supported Business in SFRS procurement activity is a key aspect in delivering its Sustainable Procurement Duty and have a clear commitment to this contained within its Procurement Strategy.
- 5.4 SFRS continues to engage with the Sector and seeks to identify new opportunities to encourage such organisations to bid for contract opportunities going forward. In financial year 2020-21, this involved a new contract being awarded to Capture-All Ltd for the provision of Secure Documentation Scanning and Destruction Services.
- 5.5 From the 1st April 2020 to 31st March 2021, the SFRS total spend with supported businesses was £130,114, representing 50% increase on the spend in the previous financial year:

Supported Business	Value (£)
Capture-All Ltd	£59,368
Haven Products Limited	£48,090
Ulster Supported Business	£15,935
Lady Haig Poppy Factory	£6,721
Total	£130,114

Section 6 Future Regulated Procurement

- 6.1 Section 18(2)(f) of the Procurement Reform (Scotland) Act 2014 states it is mandatory that an annual procurement report must include “a summary of the regulated procurements the authority expects to commence in the next two financial years.”
- 6.2 Future regulated procurements have been identified via the following means:
- Current contracts on the SFRS contracts register that will expire and need to be extended or re-let over the next three years.
 - New procurements identified via future work plans provided by SFRS Directorates.
 - New procurements identified via anticipated work plans for service transformation.
 - Projects identified from Capital Programme approved by the Board of Scottish Fire and Rescue Service on 25th March 2021.
- 6.3 A full list of procurements which are anticipated to be carried out in the next three years is detailed in Appendix C

Section 7 Procurement Performance Analysis

7.1 Procurement Spend

7.1.1 Total non-salary spend for the reporting period (1st April 2020 – 31st March 2021) was approximately £90.15 million (exclusive of VAT) which can be broken down as follows:

Category of Spend	Value (£) Million
In-scope Spend	78.10
Out of Scope Spend	11.50
Below £4,000	0.55
Total	90.15

Notes:

- i. “Out of Scope” spend includes payments to local authorities, pension authorities, government bodies etc.
- ii. “In-scope spend” is spend which the organisation can directly influence through the co-ordination and regulation of the SFRS procurement activity.
- iii. Below £4,000 spend amounted to £0.55million, a reduction of 14% on the previous financial year. This amount was excluded from the final analysis of spend as shown in the table in paragraph 7.1.2, as it was undertaken in accordance with relevant procurement guidance regarding below £4,000 spend.
- iv. Purchase Card spend of £0.13million is not included in the above total. This spend is monitored on a monthly cycle to ensure use is consistent with the Purchase Card Policy.

7.1.2 In-scope spend can be broken down as follows:

Category of Spend	1 st April 20 – 31 st March 2021		KPI Target
	Value (£) Million	%	
Contract Spend	73.10	93.60	95.00%
Non- Contract	5.00	6.40	
Total	78.10	100.00%	

- i. Non-contract spend was reduced by £0.50million (9%) from the previous financial year figure
- ii. It is anticipated that with contracts due to be awarded in the 1st quarter of financial year 2020-21 together with planned procurements already commenced, approximately £0.84million of the outstanding non-contract spend will be addressed financial year 2020-21 with full benefit being seen in financial year 2021-22. The remaining areas of non-contract spend are planned to be addressed in current financial / future years. Where resources and priorities permit, the workplan will be revised to enable this to be addressed sooner.
- ii. Appendix C details the projects that the SFRS anticipates will be progressing in financial years 2020-21 / 2021-22 / 2022-23 that will assist in the delivery of the Capital Programme and addressing remaining areas of non-contract spend.

7.1.3 A total of 920 suppliers were used in the reporting period across the in-scope spend, a reduction of 13.50% on the previous financial year. These can be broken down as follows:

Category	Numbers of Suppliers	KPI Target
Contract	219	
Non-contract	242	
Below £4,000	459	
Total	920	800

7.1.4 Contract spend against the top 50 supplier's amounts to approximately 90% of total contract spend.

7.1.5 Below £4,000 spend was reduced by 14% from £0.64million to £0.55million, reflecting the continued consolidation of spend into longer term contracts.

7.1.6 Below £4,000 continues to be analysed to see how best it can be undertaken in a manner which supports adherence to current procurement governance and support spend with local SME's and other procurement initiatives linked to Local Community Wealth Building initiatives

7.1.7 Approximately 83% of total contract spend was through collaborative contracts.

7.1.8 Total savings of £1.77million were achieved through the use of contracts and procurement activity undertaken by the SFRS Procurement Team.

7.2 KEY ACHIEVEMENTS

- 7.2.1 The primary focus for SFRS procurement activity in financial year 2020-21 has been to ensure the continuity of supply for key goods, services and works against the agreed workplan during the period of the global pandemic when all the Procurement Team continued to work from home. Thirty-four regulated procurements with a potential value of £42.82 million over the contract term were awarded during the reporting period.
- 7.2.2 Forty call-offs were made from frameworks with a value below £50,000 with an estimated potential value of £0.76million over the contract term were awarded during the reporting period
- 7.2.3 Twenty-five quotations with an estimated potential value of £0.48 million over the contract term were awarded during the reporting period.
- 7.2.4 Non-Competitive Action (NCA) processes were undertaken on 14 occasions with an aggregated value of £0.21 million and their continued use reflects the need to maintain “business as usual” in several key areas where due to operational and business needs there is limited scope for competition. The NCA processes followed the approval route as stated in the Standing Orders for the Regulation of Contracts.
- 7.2.5 Cash savings of £1.77million were delivered across all procurement activity.
- 7.2.6 Non-contract spend continues to be addressed with a 9% reduction in the previous year’s figure being delivered.
- 7.2.7 The key contract for Water Rescue Boats was awarded which will involve result in standardisation of assets across all our water rescue capability stations.
- 7.2.8 Procurement governance was updated in preparation of internal audit exercise which was undertaken in February / March 2021.
- 7.2.9 Internal Audit outcome report was published and concluded that the SFRS had a robust Procurement Strategy which was supported procurement procedures to ensure delivery of the strategy in compliance with applicable legislation, regulatory frameworks and best practice. It was noted that the SFRS procurement processes

were well designed and covered all routes of the Scottish Government Procurement Journey. The two areas of improvement that we noted have been progressed.

7.2.10 Actions related "Procurement Red Flag Action Plan, which was developed in response to the Audit Scotland Report, were progressed.

7.3.11 Our new Procurement Strategy for the period 1st April 2021 – 31st March 2024 was completed and submitted for approval.

7.3.12 We supported Finance colleagues with the development of the Benefits Tracker system, contributing procurement savings both cashable and non-cash savings.

7.3.13 Collaboration opportunities continued to be maximised with partner organisations such as NFCC, Scottish Government, Scotland Excel, other Emergency Services and Crown Commercial Services to ensure the best use of SFRS resources.

7.3.14 Guidance was developed in relation to contract and supplier Management and all levels of contract management mapped out, which will ensure a consistent approach across the service and address a key improvement action within the PCIP Action Plan.

7.3.15 We provided support through our Local Senior Officers (LSO's) as part of our partnership working with local authorities to support Community Wealth Building Projects.

7.3.16 The rolling workplan was revisited and refreshed for the period 1st April 2021 – 31st March 2024.

7.3.17 Training support continued to be provided to the Procurement Team with short courses completed in relation to Fraud Awareness and Case Law updates amongst others.

7.3.18 To maintain awareness of the of the subject matter, the SFRS Equality and Diversity Team provided training to procurement colleagues.

7.3.19 The Procurement Team structure was reviewed and enhanced with the introduction of 4 Procurement Specialist roles and 3 Trainee Procurement Officer (Fixed Term) posts.

7.3.20 The Procurement Team continued to be supported Key projects awarded or commenced during the reporting period have included the following:

Provision of Hard Facilities Management

18 Tonne Chassis Cab,

Aerial Ladder Platforms

Leased Electric Vehicles

HAZMAT Scientific Advisory Services Lot 1 Response and Reach Back Services,

HAZMAT Scientific Advisory Services Lot 2 HAZMAT Training Services

HAZMAT Scientific Advisory Services Lot 3 Detection, Identification and Monitoring Training

Provision of Support Vehicles

Workshop Consumables

Water Rescue Boats

Powered Rescue Equipment

Light Portable Pumps

Safe Working at Height Equipment

Cleaning Materials

Bottled Water

Furniture for Home Working

Provision of Face Masks

Supply of Disposable PPE

Strategic Consultancy

Cisco ELA

ISDN and PSTN Lines

Gazetteer Support

Wide Area Network

7.3 PROCUREMENT PRIORITIES IN FINANCIAL YEAR 2021-22

- 7.3.1 Our new procurement strategy for the period 1st April 2021 – 31st March 2022 contains an Action Plan for 2021/22 and revised KPI's to monitor progress against the action plan. A copy of this Action Plan can be viewed by using the following link.
https://www.firescotland.gov.uk/media/2289898/procurementstrategy2021_2024v1.0.pdf
- 7.3.2 In 2021-22 the focus for procurement will be ensuring business as usual for SFRS through the delivery of contractual arrangements to meet the organisation's needs with prioritisation given to the delivery of the Capital Programme. Appendix C details future procurements for years 2020-21 / 2021-22 / 2022-23. We will work with our customers to ensure that the rolling three-year workplan continues to meet the needs and expectations.
- 7.3.3 Key projects to be awarded will be the new provision for Hard Facilities Management which will have a commencement date of 1st April 2022. Progress will also continue with the preparation of for a procurement process for an ICT system in relation to People, Training, Finance and Assets (PTFA) will commence.
- 7.3.4 We will implement system for the recording of Community Benefits delivered through our procurement activity to assist with the reporting of this.
- 7.3.5 We will continue with our support of the SDP and attend Virtual Meet the Buyer Events during the current global pandemic to alert and encourage SME's to the participate in our procurement activity.
- 7.3.6 Our commitment to sustainability will continue and we will monitor of level of performance and the actions required to embed good practice against the requirements of the Flexible Framework
- 7.3.7 SFRS is currently engaging through our Local Senior Officers (LSO's) as part of our partnership working with local authorities to support Community Wealth Building Projects. Procurement will continue to actively support LSO's to provide subject matter expertise as part of these projects.

- 7.3.8 Non-contract spend will be further analysed to better understand how outstanding areas can be addressed and we will engage with Directorates to address this.
- 7.3.9 The Category Teams will continue to explore opportunities for the SFRS to collaborate with our public-sector partners and benchmark to ensure that collaborations provide best value
- 7.3.10 We will continue to engage with all Directorates and deliver an annual “Voice of the Customer” workshop to best understand how we can improve and best support end users of the service.
- 7.3.11 We will Progress Climate Change Actions arising from Scottish Government Procurement Forums
- 7.3.12 Changes to the Procurement Team structure shall be embedded to ensure that it remains relevant to business needs
- 7.3.13 All relevant team members will complete Climate Literacy e-learning and Sustainability Training to best understand how to include such areas within relevant procurement activity.
- 7.3.14 Further development of Procurement iHub site will be undertaken with publication of all Procurement governance and procedures to aid SFRS understand procurement performance and improve transparency.
- 7.3.15 We will engage with colleagues to develop an SFRS Internet Page for Procurement to aid suppliers access workplan, governance arrangements and to understand our performance.
- 7.3.16 In conjunction with Supplier Development Programme, develop “How to do Business with SFRS” guidance for inclusion of SFRS internet site.
- 7.3.17 Standing Orders for the Regulation of Contracts and associated procurement governance documents will be updated.
- 7.3.18 Training events will be attended to enable the Procurement Team to enable them to understand the nature of the procurement legislative reform post EU exit.

7.3.19 Our governance procedures for Works contracts will be updated and will begin work to embed Scottish Government Construction Manual.

7.3.20 The PCIP Action Plan shall be completed in preparation for the next round of PCIP assessment.

7.3.21 Actions required within the reporting period for Procurement Red Flag Action Plan shall be completed.

Section 8

For further information on our annual report or any other information on the procurement work that we're doing in SFRS please contact:

John Thomson

Acting Director of Finance and Procurement

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APPENDIX A (i) - LIST OF REGULATED PROCUREMENTS AWARDED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F5A-011-2021	Provision on Interim Staff Services	Venesky Brown Recruitment Limited	Call Off from Framework	£115,374	13/01/2020	31/03/2021	31/03/2021
F5A-105-1920	Provision of Strategic Consultancy	Accenture UK Ltd	Call Off from Framework	£99,528	26/05/2020	25/05/2022	25/05/2020
T4C-010-1920	Provision of Workshop Consumables	Dingbro Ltd	Restricted	£530,000	02/06/2020	01/06/2023	01/06/2024
F5A-034-1920	Provision of ISDN and PSTN Lines	Gamma Telecom Limited	Call Off from Framework	£641,650	03/06/2020	02/06/2023	01/02/2025
F1C-164-2021	Supply of Disposable PPE	Lyreco	Framework	£180,000	01/07/2020	31/03/2021	30/09/2021
F5A-038-2021	Provision of Interim IT Staff Services	Venesky Brown Recruitment Limited	Call Off from Framework	£56,297	20/07/2020	30/06/2021	30/06/2021
T3A-005-2021	Provision of Skills for Justice Level 5	Gardiner Associates Training and Research	Open	£87,750	01/09/2020	31/08/2023	31/08/2024
T4C-018-2020	Provision of 18tonne Chassis Cabs	Scania UK Ltd	Framework	£22,026,032	01/09/2020	06/01/2023	06/01/2023
F4A-143-1920	Provision of Vehicle Hire Services	Enterprise Rent-A-Car UK Limited	Call Off from Framework	£120,000	01/09/2020	31/08/2023	31/08/2024
F5A-057-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£53,432	07/09/2020	30/06/2021	30/06/2021
F5A-056-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£53,432	07/09/2020	24/09/2021	24/09/2021
T3C-019-2021	Psychometric Testing Services	Cubix Ltd	OJEU Open Procedure	£260,383	14/09/2020	13/09/2024	13/09/2026

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F4C-008-2021	Provision of Support Vehicles	Mercedes Benz Western Commercial	Call Off from Framework	£262,695	24/09/2020	23/09/2023	23/09/2023
F4A-066-2021	Provision of Vehicles for Rural Full Time Post Officers	Arnold Clark Motor Group	Call Off from Framework	£236,916	05/10/2020	04/10/2027	04/10/2027
T2C-109-1920	Safe Working at Height Equipment	Lyon Equipment Ltd	OJEU Open Procedure	£700,000	06/10/2020	06/10/2024	06/10/2024
F5A-103-1920	Provision of Wide Area Network	MLL Telecom Ltd	Call Off from Framework	£2,904,069	07/12/2020	06/12/2024	06/12/2027
F5A-009-2021	Provision of Cisco ELA	Insight Direct (UK) Ltd	Call Off from Framework	£303,531	21/12/2020	20/12/2023	20/12/2023
F4C-083-2021	Provision of Leased Electric Vehicles	Kinto UK Limited	Call Off from Framework	£711,215	23/12/2020	22/12/2023	22/12/2023
T1C-060-1920	Water Rescue Boats, Outboards and Trailers	Safequip Ltd	OJEU Restricted Procedure	£617,000	19/01/2021	31/03/2023	31/03/2025
T2A-067-2021	Provision of Light Portable Pumps	Godiva Limited	OJEU Open Procedure	£2,480,589	20/01/2021	19/01/2023	19/01/2025
F3C-088-1920	Secure Document Scanning and Destruction	Capture-All Ltd	Call Off from Framework	£60,117	26/01/2021	31/07/2021	31/07/2021
T3A-071-2021	Provision of Service Delivery Modelling Programme (SDMP) Consultancy	Operational Research in Health Ltd ORH	Open	£100,000	28/01/2021	27/01/2023	26/01/2024
F1A-149-2021	Provision of COVID19 Related PPE Consumables (Face Coverings)	Hunter Apparel Solutions Limited	Framework	£99,050	01/02/2021	31/01/2022	31/01/2023
T2A-067-2021	Provision of Radiation Protection Service	Bureau Veritas UK Limited	Open	£56,800	01/02/2021	01/02/2023	01/02/2025
F4A-138-1920	Provision of Aerial Ladder Platforms	Rosenbauer UK Ltd	Call Off from Framework	£1,582,941	01/02/2021	31/01/2024	31/01/2026

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
T5A-073-2021	Maintaining Firefighter Mobilising Resilience	R3-iot Limited	Open Procedure (Below OJEU)	£30,000	15/02/2021	31/12/2021	31/03/2021
F5A-116-2021	Provision of Interim IT Staff Services	Harvey Nash (Scotland)	Call Off from Framework	£108,412	15/02/2021	31/12/2021	31/12/2021
F4A-119-2021	Provision of Small Pool Vans for Fleet	Mercedes Benz Western Commercial	Call Off from Framework	£135,500	15/02/2021	14/02/2024	14/02/2021
T4C-002-1920	End of Life Vehicles	Various	Framework	£110,000	01/03/2021	28/02/2025	28/02/2025
T3A-017-2021	Provision of HAZMAT Scientific Advisory Services Lot 1 Response and Reach Back Services	Glasgow Scientific Services	OJEU Open Procedure	£705,583	01/04/2021	31/03/2024	31/03/2026
T3A-017-2021	Provision of HAZMAT Scientific Advisory Services Lot 2 HAZMAT Training Services	Tactical Hazmat Ltd	OJEU Open Procedure	£432,764	01/04/2021	31/03/2024	31/03/2026
T3A-017-2021	Provision of HAZMAT Scientific Advisory Services Lot 3 Detection, Identification and Monitoring Training	Glasgow Scientific Services	OJEU Open Procedure	£449,550	01/04/2021	31/03/2024	31/03/2026
F5A-015-2021	Provision of Gazetteer Support	Bramble Hub Limited	Call Off from Framework	£345,133	01/04/2021	31/03/2024	30/03/2026
T2C-052-2021	Powered Rescue Equipment	Weber Rescue UK Ltd.	OJEU Open Procedure	£6,170,000	01/05/2021	31/03/2023	31/03/2025
Total				£42,825,742			

APPENDIX A (ii) - LIST OF FRAMEWORK CALL-OFFS (BELOW £50,000) AWARDED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F5A-010-2021	Provision of Interim Staff Services	Lorien Resourcing Limited	Call Off from Framework	£39,707	10/02/2020	28/08/2020	28/08/2020
F4A-006-2021	Provision of a Provided Car for SLT	BMW	Call Off from Framework	£38,784	21/06/2020	21/06/2024	21/06/2024
F4C-035-2021	Provision of Vehicle Journey Log Books	Harlow Printing Limited	Call Off from Framework	£2,912	08/07/2020	07/07/2023	07/07/2024
F4A-046-2021	Provision of Ford Ranger Double Cab 4x4 Vehicles	Ford Motors UK	Call Off from Framework	£19,888	27/07/2020	26/07/2025	26/07/2025
F3A-047-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£17,684	30/07/2020	25/09/2020	25/09/2020
F4C-036-2021	Provision of Vehicle Daily Walk Around Checks Books	Barr Printers Ltd	Call Off from Framework	£7,560	31/07/2020	30/07/2023	30/07/2024
F5A-050-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£20,868	24/08/2020	30/06/2021	30/06/2021
F3A-049-2021	Provision of Interim Professional Staff Services	Harvey Nash Scotland	Call Off from Framework	£12,288	28/09/2020	19/03/2021	19/03/2021

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F5A-059-2021	Provision of ArcGIS Upgrade and Migration to AWS Services	ESRI (uk) Limited	Call Off from Framework	£23,790	05/10/2020	31/10/2020	31/10/2020
F4C-008-2021	Provision of Electric Vehicles for Evaluation	Arnold Clark Motor Group	Call Off from Framework	£49,318	05/10/2020	04/10/2027	04/10/2027
F5A-062-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£7,431	07/10/2020	28/05/2021	28/05/2021
Q3C-069-2021	Interim H&S Admin Staff	Pertemps Recruitment	Call Off from Framework	£11,505	19/10/2020	26/03/2021	26/03/2021
F5A-077-2021	Provision of Interim IT Staff Services	Venesky Brown Recruitment Limited	Call Off from Framework	£16,640	02/11/2020	31/03/2021	31/03/2021
F3A-068-2021	Provision of SRO Training	Elite Training and Consultancy	Call Off from Framework	£894	06/11/2020	06/11/2020	06/11/2020
F5A-078-2021	Provision of Interim Staff Services	Lorien Resourcing Limited	Call Off from Framework	£34,879	16/11/2020	24/09/2021	24/09/2021
F5A-081-2021	Provision of Interim Staff Services	Venesky Brown Recruitment Limited	Call Off from Framework	£44,462	16/11/2020	30/06/2021	30/03/2021
Q5A-060-2021	Provision of Trailer Mounted Scaffold Tower	Monkey Tower Limited	Call Off from Framework	£6,980	24/11/2020	24/11/2020	24/11/2020

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F5A-086-2021	Provision of Power PDF Licences and Associated Maintenance	Softcat	Call Off from Framework	£13,785	07/12/2020	06/12/2021	06/12/2022
F3C-075-2021	Office Chairs	Sharp Business Systems UK Plc	Call Off from Framework	£24,927	07/12/2020	31/03/2022	31/03/2022
F5A-087-2021	Provision of ICT Training Courses	QA Limited	Call Off from Framework	£27,294	07/12/2020	31/03/2021	31/03/2021
F5A-084-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£37,200	07/12/2020	31/03/2021	31/03/2021
F3A-093-2021	Provision of Senior Responsible Officer Training (2)	Elite Training and Consultancy	Call Off from Framework	£1,790	15/12/2020	31/03/2021	31/03/2021
F5A-101-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£15,877	05/01/2021	02/07/2021	02/07/2021
F3C-082-2021	Home Working Furniture	Apleona Workspace	Call Off from Framework	£17,863	05/01/2021	31/03/2022	31/03/2022
F5A-090-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£28,830	05/01/2021	30/06/2021	30/06/2021
F5A-091-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£28,830	05/01/2021	30/06/2021	30/06/2021

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
Q3C-09669-2021	Interim H&S Adviser Staff (3 posts)	Pertemps Recruitment (2) + Harvey-Nash (1)	Call Off from Framework	£27,002	21/01/2021	26/03/2021	26/03/2021
F5A-102-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£20,210	25/01/2021	30/06/2021	30/06/2021
F3A-098-2021	Provision of Cardiovascular Equipment	Core Health and Fitness	Call Off from Framework	£20,000	26/01/2021	25/01/2022	25/01/2022
F5A-108-2021	Provision of Interim Staff Services	ASA Recruitment	Call Off from Framework	£18,600	04/02/2021	31/03/2021	31/03/2021
F5A-112-2021	Provision of Interim Staff Services	ASA Recruitment	Call Off from Framework	£7,600	08/02/2021	31/03/2021	31/03/2021
F5A-114-2021	Provision of Interim IT Staff Services	Lorien Resourcing Limited	Call Off from Framework	£7,121	15/02/2021	30/06/2021	30/06/2021
F5A-113-2021	Provision of Interim IT Staff Services	Venesky Brown Recruitment Limited	Call Off from Framework	£15,477	15/02/2021	30/06/2021	30/06/2021
F5A-118-2021	Provision of Vehicle Inventory App (Consultancy Services)	ESRI (uk) Limited	Call Off from Framework	£10,755	23/02/2021	31/03/2021	31/03/2021
F6C-137-2021	Legal Advisory Services NEC4 FM Contract Production	Harper MacLeod	Call Off from Framework	£7,000	26/02/2021	31/03/2021	31/03/2021

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
F3A-092-2021	Provision of Managing Successful Projects (2)	Elite Training and Consultancy	Call Off from Framework	£11,635	01/03/2021	05/03/2021	05/03/2021
F5A-133-2021	Provision of Interim IT Staff Services	ASA Recruitment	Call Off from Framework	£7,920	08/03/2021	31/03/2021	31/03/2021
F3A-134-2021	Provision of Interim Professional Staff Services	ASA Recruitment	Call Off from Framework	£14,309	15/03/2021	02/07/2021	01/03/2022
F4A-138-2021	Provision of Provided Car for SLT	BMW Group	Call Off from Framework	£39,242	16/03/2021	16/03/2024	16/03/2024
F6C-146-2021	External Review of the Hard FM ITT	Harper MacLeod	Call Off from Framework	£7,000	25/03/2021	31/03/2021	31/03/2021
Total				£765,856			

APPENDIX A (iii) - LIST OF PROPERTY CONTRACT AWARDED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
N/A	Inverness Asset Resource Centre	Compass Building and Construction Services	Quote	£265,790	8/12/20	On Completion	On Completion
N/A	Stirling Fire Station Dorm	Ashwood Scotland	Quote	£129,587	18/01/21	On completion	On completion
N/A	Alloa Fire Station Dorm	Ashwood Scotland	Quote	£145,206	1/03/21	On completion	On completion
N/A	Replacement of Doors and Windows	JRM Property Services	Quote	£167,432	1/03/21	On completion	On completion
Total				£708,015			

APPENDIX A (iv) - LIST OF QUOTATIONS AWARDED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
Q5A-117-1920	Provision of Applian X Systems	Aculab PLC	Quotation	£9,934	13/04/2020	12/04/2022	12/04/2022
Q5A-141-1920	Provision of WAN Re-Tender Specification	Farrpoint Limited	Quotation	£16,650	04/05/2020	21/08/2020	21/08/2020
Q3C-012-2021	Provision of Specialist Medical Equipment	Baymed Healthcare Limited	Quotation	£42,500	01/06/2020	31/05/2023	31/05/2025
Q5A-031-2021	Provision of Cyber Security Training	Cybsafe Limited	Quotation	£24,231	31/07/2020	30/07/2021	30/07/2021
Q3A-034-2021	Provision of Fire Retardant Textiles	Thomas Kneale & Co Ltd.	Quotation	£49,999	03/08/2020	02/08/2021	02/08/2021
Q3A-039-2021	Provision of Bulk Calcium Hydroxide	Lhoist UK Ltd	Quotation	£5,694	24/08/2020	23/08/2023	23/08/2025
Q2C-146-2021	Water Rescue Manikins	Aero Healthcare Ltd	Quotation	£15,664	27/08/2020	27/08/2020	27/08/2020
Q5A-020-2021	Provision of Commvault Maintenance and Support	Proact IT Group	Quotation	£30,970	01/09/2020	31/08/2021	31/08/2021
Q5A-030-2021	Provision of LucidChart Renewal	Software Box Ltd	Quotation	£3,838	29/09/2020	28/09/2021	28/09/2020
Q5A-021-2021	Provision of ITIL Maturity Assessment	Pink Elephant Limited	Quotation	£26,235	02/10/2020	01/10/2021	01/10/2021
Q1C-076-2021	Single Length Belts with Detachable Buckle	Hunter Apparel Solutions Limited	Quotation	£23,280	26/11/2020	26/11/2024	26/11/2024
Q3C-094-2021	Provision of Functional Fitness Equipment	Origin Fitness t/a Anytime Leisure	Quotation	£17,240	18/01/2021	17/01/2022	17/01/2022
Q5A-104-2021	Provision of Additional HP Servers	Insight Direct (UK) Ltd	Quotation	£6,523	01/02/2021	31/03/2024	31/03/2024
Q3A-095-2021	Provision of Security Services	McClumpha Associates	Quotation	£49,586	15/02/2021	31/03/2021	31/03/2021

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
Q3C-079-2021	Provision of Business Continuity Training Course	B C Training	Quotation	£32,025	22/02/2021	31/03/2021	31/03/2021
Q2A-115-2021	Rank Markings for Structural Firefighting Tunics	Stitch-tech	Quotation	£11,851	25/02/2021	25/02/2023	25/02/2023
Q3C-111-2021	Provision of Positive Pressure Ventilation Training Units Lot 1	Ruth Lee Training	Quotation	£15,796	26/02/2021	25/02/2024	25/02/2024
Q3C-111-2021	Provision of Flashover Training Units Lot 2	Red Sauce Ltd t/a Red Protects	Quotation	£15,108	26/02/2021	25/02/2024	25/02/2024
Q3C-042-2021	Undertaking of research to develop a of Firefighter Simulation Test	Bentom Consultancy Ltd	Quotation	£29,980	01/03/2021	31/03/2022	31/03/2022
Q3A-120-2021	Provision of 24 Hour Control Room Ergonomic Chairs	Online Ergonomics Ltd	Quotation	£6,060	01/03/2021	28/02/2023	28/02/2023
Q5A-028-2021	Provision of Manage Engine AD Manager	Boxxe Limited	Quotation	£4,869	13/03/2021	12/03/2022	12/03/2022
Q5A-024-2021	Provision of Squared Up	Insight Direct (UK) Ltd	Quotation	£7,252	16/03/2021	15/03/2022	15/03/2022
Q5A-097-2021	Provision of Sharegate Licence Renewal	Phoenix Software	Quotation	£4,835	26/03/2021	25/03/2022	25/03/2022
Q2C-121-2021	Sharp End Protection Kits	Speedings Ltd	Quotation	£34,620	26/03/2021	26/03/2023	26/03/2023
Q5A-023-2021	Provision of Manage Engine AD (Self Service Password)	Phoenix Software	Quotation	£4,204	01/04/2021	31/03/2022	31/03/2022
Total				£488,944			

APPENDIX A (iv) - LIST OF COVID PROCUREMENT ACTIVITY COMPLETED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Projected Initial Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
COV1C-150-2021	Supply of Disposable Aprons	Aero Healthcare Ltd	COVID19	£660 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-151-2021	Supply of Disinfectant Wipes	Apex Chemicals	COVID19	£3,766 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-152-2021	Supply of Disposable Chemical Suits	ARCO	COVID19	£12960 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-153-2021	Supply of Disposable Respirators	ARCO	COVID19	£18032 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-154-2021	Supply of Disposable Aprons	Booker Cash and Carry	COVID19	£619 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-155-2021	Supply of Disposable Respirators	Bunzl Greenham	COVID19	£9,700 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-156-2021	Supply of Disposable Masks and Gloves	Hunter Apparel Solutions Limited	COVID19	£21,395	01/04/2020	31/03/2021	31/03/2021
COV1C-157-2021	Supply of Disinfectant Wipes	MedTree	COVID19	£2503 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-158-2021	Supply of Hand Sanitiser	Professional Beauty Systems	COVID19	£9,380 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-159-2021	Supply of Disposable Aprons and Sleeve Protectors	Prometheus Medical	COVID19	£3,250 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-160-2021	Supply of Disinfectant Spray	Unico	COVID19	£707 (initial requirements)	01/04/2020	31/03/2021	31/03/2021

Reference	Contract	Supplier	Procedure	Projected Initial Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
COV1C-161-2021	Supply of Reusable Face Coverings	Ballyclare Limited	COVID19	£24,745 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-162-2021	Supply of Type 11R Masks	Booker Cash and Carry	COVID19	£6,800 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
COV1C-163-2021	Supply of Disinfectant	Medimark Scientific	COVID19	£5,600 (initial requirements)	01/04/2020	31/03/2021	31/03/2021
Total				£120,117			

Note: Contract Start Date / Contract End Date reflects the period during which the supplier was used to procure essential COVID19 related consumables in accordance with SFRS internal procurement governance.

APPENDIX A (iv) - LIST OF NON-COMPETITIVE ACTIONS (NCA) AWARDED IN FINANCIAL YEAR 2020-21

Reference	Contract	Supplier	Procedure	Total Contract Value	Contract Start Date	Contract Expiry Date	Contract Expiry Date (inclusive of any extensions)
2C-020-2021	Provision of Draeger XAM3500 Gas Monitors	Draeger UK Ltd	NCA	£8,108	18/05/2020	18/05/2021	18/05/2021
3C-041-2021	NILO Training	London Fire Brigade	NCA	£24,525	22/06/2020	21/06/2023	21/06/2023
2C-130-2021	Annual Service of Mass Decontamination Units	PPS Ltd	NCA	£14,000	14/08/2020	13/08/2021	13/08/2021
3C-065-2021	Skills for Justice Membership	Skills for Justice	NCA	£8,945	17/09/2020	16/09/2021	16/09/2021
3C-064-2021	Collective Learning Partnership	City of Glasgow College	NCA	£24,000	17/09/2020	16/09/2021	18/09/2021
3C-063-2021	Fire Knowledge Magazine Subscription	Fire Knowledge	NCA	£6,617	22/09/2020	21/09/2023	21/09/2023
3C-080-2021	CBRN Training Provision	West Midlands Police	NCA	£12,000	26/10/2020	25/10/2023	25/10/2023
NC3C-105-2021	Provision of Accredited Training	The Consultation Institute	NCA	£20,000	25/01/2021	24/01/2022	24/01/2022
NC5C-110-2021	Provision of OC Voice Recorders and Support	SVL Business Solutions	NCA	£12,000	01/02/2021	31/01/2022	31/01/2022
2C-126-2021	Repairs of Mass Decontamination Structures & Boiler Systems	JDR Products	NCA	£24,205	17/02/2021	17/02/2021	17/02/2022
NC6C-136-2021	Provision of a Timber Cabin	Logspan Ltd	NCA	£7,009	01/03/2021	01/03/2021	01/03/2021
NC3A-147-2021	Provision of Home Fire and Safety Visit Request Line	Commlink	NCA	£3,551	23/04/2021	22/06/2021	22/06/2021
2C-129-2021	Provision of Air Bags	Angloco Ltd	NCA	£22,604	31/08/2020	31/08/2020	31/08/2020
2C-033-2021	Total Care Package for Hapsite	Inficon Ltd	NCA	£23,800	29/05/2020	28/05/2021	28/05/2021
Total				£211,364			

APPENDIX Bi: PERFORMANCE DATA PORTLETHEN

PI Title	Score	Data	Target
Social			
C10 PI - Fair Payment	N/A	N/A	100% of payments to tier 2 made within 19 days of the Due Date
PI - Fair Payment (Client payments made on time)	100%	100%	Client payments made on time
PI - Fair Payment (Tier 2 payments made within 19 days)	100%	100%	Tier 2 payments made within 19 days
C13 PI - Considerate Constructor	40.00	40.00	38
S1 PI - Local Labour	50.00%	50.00	20% to be within 10 miles from site, 40% within 20 miles from site, 75% to be in range 0-40 miles from site
PI - Local Labour (20% to be within 10 miles from site)	40.57%	40.57%	20% to be within 10 miles from site
PI - Local Labour (40% to be in range 0-20 miles from site)	47.29%	47.29%	40% to be in range 0-20 miles from site
PI - Local Labour (75% to be in range 0-40 miles from site)	57.30%	57.30%	75% to be in range 0-40 miles from site
S2 PI - Local Spend	100.00%	Within 10 miles: 41.78% Within 20 miles: 50.17% Within 40 miles: 100.00%	20% within 10 miles, 40% within 20 miles, 75% within 40 miles
PI - Local Spend (Within 10 miles)	41.78%	41.78%	Within 10 miles
PI - Local Spend (Within 20 miles)	50.17%	50.17%	Within 20 miles
PI - Local Spend (Within 40 miles)	100.00%	100.00%	Within 40 miles
S3 PI - SME Engagement	100.00%	100.00%	85% of total number of suppliers to be SMEs
S4 PI - SME Spend	100.00%	100.00%	85% of subcontractor's value to be SME's
S5 PI - Micro Business Engagement	0.00%	0.00%	10% of total number of suppliers to be Micro Businesses

S6 PI - Micro Business Spend	0.00%	0.00%	10% of subcontractor's value to be Micro Businesses
Lectures at local schools	0.00%	0	1
V2 – Social Value	12.33%	12.33	10
No. of BAME black, Asian and minority ethnic into employment	0.00%	0	2
No. of BAME black, Asian and minority ethnic Completing Apprenticeships	0.00%	0	0
No. of BAME black, Asian and minority ethnic in Work Experience over 16	0.00%	0	1
Number of Women into employment	0.00%	0	2
Work experience under 16 years	0.00%	0	1
University/college visits	0.00%	0	2
Number of apprentices created	0.00%	0	1
Number of adults employed	0.00%	0	2
Number of adult employment opportunities created	0.00%	0	2
Graduate recruitment	0.00%	0	0

Charity Work	0.00%	0	1
CIOB/ICE/RICS/CIBSE/APM etc – Starts	0.00%	0	1
Catalyst Companies	N/A	N/A	
CIOB/ICE/RICS/CIBSE/APM etc – Completions	0.00%	0	1
University/college sponsorship of students	0.00%	0	0
Degree/HNC or similar – Starts	0.00%	0	1
No. of BAME black, Asian and minority ethnic in Work Experience Under 16	0.00%	0	0

Degree/HNC or similar – Completions	0.00%	0	1
No. of BAME black, Asian and minority ethnic Starting Apprenticeships	0.00%	0	1
NVQ (any level) – Starts	0.00%	0	5
No. of BAME black, Asian and minority ethnic achieving professional or academic qualifications	0.00%	0	1
NVQ (any level) – Completions	0.00%	0	3
Community Engagement	0.00%	0	1
No. of Women in Work Experience Under 16	0.00%	0	0
School leaver recruitment	N/A	N/A	1
No. of Women in Work Experience Over 16	0.00%	0	1
School visits/workshops	0.00%	0	2
Number of Women Starting Apprenticeships	0.00%	0	1
PI – Social Value (TOMS)	N/A	N/A	
Number of Women Completing Apprenticeships	0.00%	0	0
Work experience over 16 years	0.00%	0	4
Number of Women achieving professional or academic qualifications	0.00%	0	1
Work placement during university/college courses	0.00%	0	2
Lectures at local universities/colleges	0.00%	0	1
Number of apprentices completed	0.00%	0	1
Environmental			
C12 PI - Waste diverted from landfill	99.98%	99.98%	96% diverted from landfill
PI-5b Impact on biodiversity - Construction	N/A	N/A	8

Mains Water Use	N/A	N/A	5.3m3/£100k
Commercial Vehicle Movements	3.32	3.32	16.5/£100k
Energy Use - Product	N/A	N/A	2940kg CO2e/100m2
Atentu - Post Occupancy Support	100.00	Yes	Offered
Energy use - Process	219.73	453.28	2940kg CO2e/100m2
BREEAM assessment rating on all new buildings	100.00	NA	Very Good

APPENDIX Bii. PERFORMANCE DATA MCDONALD ROAD REFURBISHMENT

PI Title	Score	Data	Target
Social			
C10 PI - Fair Payment	N/A	N/A	100% of payments to tier 2 made within 19 days of the Due Date
PI - Fair Payment (Client payments made on time)	100%	100%	Client payments made on time
PI - Fair Payment (Tier 2 payments made within 19 days)	100%	100%	Tier 2 payments made within 19 days
C13 PI - Considerate Constructor	42.00	42.00	38
S1 PI - Local Labour	100.00%	100.00	20% to be within 10 miles from site, 40% within 20 miles from site, 75% to be in range 0-40 miles from site
PI - Local Labour (20% to be within 10 miles from site)	40.44%	40.44%	20% to be within 10 miles from site
PI - Local Labour (40% to be in range 0-20 miles from site)	58.92%	58.92%	40% to be in range 0-20 miles from site
PI - Local Labour (75% to be in range 0-40 miles from site)	96.54%	96.54%	75% to be in range 0-40 miles from site
S2 PI - Local Spend	100.00%	Within 10 miles: 71.43% Within 20 miles: 78.13% Within 40 miles: 88.15%	20% within 10 miles, 40% within 20 miles, 75% within 40 miles
PI - Local Spend (Within 10 miles)	71.43%	71.43%	Within 10 miles
PI - Local Spend (Within 20 miles)	78.13%	78.13%	Within 20 miles
PI - Local Spend (Within 40 miles)	88.15%	88.15%	Within 40 miles
S3 PI - SME Engagement	95.24%	95.24%	85% of total number of suppliers to be SMEs
S4 PI - SME Spend	98.77%	98.77%	85% of subcontractor's value to be SME's

S5 PI - Micro Business Engagement	4.76%	4.76%	10% of total number of suppliers to be Micro Businesses (monitor only)
S6 PI - Micro Business Spend	1.84%	1.84%	10% of subcontractor's value to be Micro Businesses (monitor only)
Lectures at local schools	133.33%	4	3
V2 – Social Value	8.89%	8.89	5
No. of BAME black, Asian and minority ethnic into employment	0.00%	0	1
No. of BAME black, Asian and minority ethnic Completing Apprenticeships	0.00%	0	1
No. of BAME black, Asian and minority ethnic in Work Experience over 16	100.00%	1	1
Number of Women into employment	500.00%	5	1
Work experience under 16 years	150.00%	3	2
University/college visits	233.33%	7	3
Number of apprentices created	233.33%	7	3
Number of adults employed	650.00%	26	4
Number of adult employment opportunities created	520.00%	26	5

Graduate recruitment	100.00%	1	1
Charity Work	0.00%	0	2
CIOB/ICE/RICS/CIBSE/APM etc – Starts	300.00%	3	1
Catalyst Companies	100.00%	1	
CIOB/ICE/RICS/CIBSE/APM etc – Completions	100.00%	1	1
University/college sponsorship of students	100.00%	1	1
Degree/HNC or similar – Starts	300.00%	3	1

No. of BAME black, Asian and minority ethnic in Work Experience Under 16	0.00%	0	1
Degree/HNC or similar – Completions	100.00%	1	1
No. of BAME black, Asian and minority ethnic Starting Apprenticeships	0.00%	0	1
NVQ (any level) – Starts	38.89%	7	18
No. of BAME black, Asian and minority ethnic achieving professional or academic qualifications	0.00%	0	1
NVQ (any level) – Completions	18.75%	3	16
Community Engagement	100.00%	1	1
No. of Women in Work Experience Under 16	0.00%	0	1
School leaver recruitment	N/A	N/A	1
No. of Women in Work Experience Over 16	150.00%	3	2
School visits/workshops	125.00%	5	4
Number of Women Starting Apprenticeships	0.00%	0	1
PI – Social Value (TOMS)	N/A	N/A	
Number of Women Completing Apprenticeships	0.00%	0	1
Work experience over 16 years	88.89%	8	9
Number of Women achieving professional or academic qualifications	0.00%	0	1
Work placement during university/college courses	160.00%	8	5
Lectures at local universities/colleges	50.00%	1	2
Number of apprentices completed	0.00%	0	1
Environmental			
C12 PI - Waste diverted from landfill	95.70%	95.70%	96% diverted from landfill

PI-5b Impact on biodiversity - Construction	N/A	N/A	8
Mains Water Use	1.85	1.85	5.3m3/£100k
Commercial Vehicle Movements	3.33	3.33	16.5/£100k
Energy Use - Product	N/A	N/A	2940kg CO2e/100m2
Atentu - Post Occupancy Support	100.00	Yes	Offered
Energy use - Process	388.60	256.30	2940kg CO2e/100m2
BREEAM assessment rating on all new buildings	100.00	NA	Very Good

APPENDIX C: LIST OF FUTURE REGULATED PROCUREMENTS**FINANCIAL YEAR 2021 - 2022****FLEET**

Title	Projected Value
Supply and Fit of Tyres, Consumables and Associated Services	£204,733
Provision of Liquid Fuels	£1,800,000
Fuel Cards	£1,375,000
Provided Cars	£70,000
Vehicle Telematics Equipment and Related Services	£20,000
Light Fleet including transition to ULEVs	£1,750,000
Front Line Appliance New Programme	£7,000,000
Wildland Fire Fighting Vehicles	£500,000
Low Carbon Appliance	£500,000
Emergency Services Mobile Communications Project Vehicle Conversion	£500,000
Fire Investigation Unit	£400,000
Water Tankers	£300,000
Vehicle Conversion (electrical systems: lightbars etc)	£151,000
Vehicle Services: Services / Maintenance / Repair	£600,000
Fuel Management System	£7,500
Fleet Mechanics Training	£10,000
Heavy Rescue Training	£7,000

PPE / EQUIPMENT

Title	Projected Value
Disposable PPE	TBC
Provision of Combined Cold Cutting and Ultra High-Pressure Fire Fighting Equipment / Spares	TBC
Incident Command Tabards	TBC
Provision of Foul Weather PPE	TBC
Provision of Powered Respirator Protective Suit (PRPS)	TBC
Provision of MTFA PPE	TBC
Provision of Gas Tight Suit (GTS)	£150,000
Chemline Subscription	£40,000
Total Care Package for Hapsite	£35,000
Provision of BA Boards and Associated Equipment	£20,000
Annual Service of Mass Decontamination Units	£20,000
Provision of Trauma Bags	£16,000
Fire Fighting Hose	TBC
Wildland Fire Fighting Equipment	TBC
Water Rescue Capability	£1,278,000 over 2 years
Air bags	£250,000
Foam	TBC
Thermal Image Cameras	TBC
Lighting	£20,000
Miscellaneous PPE	£195,000
BA Compressor Maintenance and Air Analysis	£180,000
Supply of Batteries	£25,000
Small Tools / Hardware	£97,011
Hydraulic Cutting Gear	£60,000
Lifejackets (supply / Maintenance)	£28,000
Mannikins (Various)	£12,000

Title	Projected Value
Baseball Hats / Beanie Hats / Socks	£19,000
Caps / Insignia	£12,000
Helmet Storage Bags	£11,000
Maintenance / Calibration Services	£10,000
Tarpaulins	£3,000
Spillcare Products	£4,100
Catering Equipment	£19,000
Backpack Sprayers	£43,000
Provision of Annual Testing and Certification of Earthing Poles and Cables	£4,000

PROPERTY AND FACILITIES

Title	Projected Annual Value
Provision of Hard Facilities Management (carry forward from 2020/21)	£16,875,000
Provision of SMART Asset Management Platform	TBC

ICT

Title	Projected Annual Value
Digital Fireground Radios	TBC
Cyber - App Patching tools	TBC
Security Incident & Event Management Solution	TBC
ESMCP Requirements	TBC
OI Tablets	TBC
Replacement of Direct Access Solution	TBC
Station End Kit	£512,000
Firewall Replacements	£101,466
Provision of Egress Renewal	£54,094
Provision of Server Maintenance	£50,000
Calltouch Licences & Support	£41,446
Commvault Maintenance & Support	£36,832
Provision of Dell Boomi	£170,000
Mobile Telephony (Voice & Data Services)	£478,800
Provision of Test Management and Reporting Tool (Support/Maintenance)	£46,787
Provision of Application Patching	£26,964
Chemdata	£35,920
Telephony Maintenance - Edinburgh OC	£14,793
48ch Wordnet Voice Recorder Rental & Support	£11,000
Web Proxy	£146,640
Nintex NCAP 100 Workflows	£138,000
Performance Management System	£101,000
Microsoft Licensing Agreement EA (inc Premier Support & MDM)	£4,772,367
Ivanti ITSM tool	£160,970
Provision of Cisco Prime	£103,787
Project Management Software	£41,648

Title	Projected Annual Value
Pluralsight	£23,247
Johnstone OC Voice Recorder Support	£11,000
Cisco TMS	£47,867
VMware WORKSPACE 3yr SUBS	£39,531
ArcPRO Solutions	£33,635
Provision of Maintenance of Airwatch System	£25,000
Provision of Loadbalancer Support and Maintenance	£20,000
ApplianX Support Service	£9,934
ShareGate License - Desktop 5 users	£5,200
ManageEngine ADManager Plus Prof. Licence 1 year with Help	£4,869
ManageEngine - ADSelf-Service Plus	£4,204
Squared Up for SCOM V3 Enterprise 1 Year	£4,125
24x7 Support for SMA 6200 250 Users Stackable	£3,999
LucidChart Licenses	£3,984

CORPORATE

Title	Projected Value
PTFAS Project	TBC
Provision of a Home Fire and Safety Visit Request Line	£16,000
LearnPro Community Learning Management System & App Annual Licence	£6,000
Electrical Awareness Training	TBC
Fire Engineering Diploma	TBC
Fire Engineering Degree	TBC
Fire Retardant Bedding	TBC
Fire Safety Modules	£350,000
Franking Machines	£20,000
Stationery	TBC
Legal Services	£90,000
Geodemographic Dataset	£15,750
Media Services	£300,000
Fire Risk Engineering diploma and degree courses	TBC
CPD course provision for both FE and FI	TBC
Fire Safety Recognised Prior Learning courses	£45,000
Courier Services	TBC
Innovation in AI Predictive Analysis	TBC
Business Intelligence Platform	TBC
Provision of Accredited Training	£20,000
End of Life Vehicles for Training	£100,000
Psychometrics	£52,076
Counselling Services	£34,550
Occupational Health Services	£34,407
Inspection and Maintenance of Gymnasium Equipment	£16,086
Ill Health Retiral Review and Referral Services	£15,000

Title	Projected Value
Drug and Alcohol Screening	£25,000
Immunisation	£710,408
Leadership Development Services	£356,000
Physiotherapy Services	£50,000
Fire Safety Modules	£ 30,000
Prescription Glasses / Frames	£26,000
Audiometry Equipment	£10,000
Job Vacancy Advertising Portal	£10,000
Psychometric Assessments for Leadership Development	£9,000
Spirometry and Audiometry	£5,000
External Document Storage	£ 5,000

FINANCIAL YEAR 2022-2023

FLEET

Title	Projected Value
Fuel Site Maintenance Services	£3,000
Workshop Equipment Maintenance and Calibration	£45,205
Vehicle Spares	£750,000

PPE / EQUIPMENT

Title	Projected Value
Provision of Medical Oxygen and Industrial Gases	£130,000
Hotpack Meals	£70,000
Medical Supplies and Defibrillators	TBC
Provision of Self Contained Breathing Apparatus	TBC
Provision of Youth Volunteer and Fire Skills Uniforms	150,000
Ladders	1,600,000
Asset Mgt Stat Compliance Engineering Inspections	175,000

PROPERTY

Title	Projected Value
Energy Management software and bureau Service	£150,000

ICT

Title	Projected Value
Microsoft Licensing Agreement EA (inc Premier Support & MDM)	£4,772,367
Technology One Finance System (VEAT)	£548,322
Provision of Cisco ELA	£303,531
Provision of Paging Devices	£301,695
Provision of ArcGIS Development EA	£180,000
Provision of Hosting Services	£160,000
Provision of Fireground Radio Maintenance	£ 120,000
Qlikview Maintenance	£76,260
FME Support & Maintenance	£ 9,693
Enterprise MAX Loadbalancers Tech Supp	£ 3,900

FINANCIAL YEAR 2023-24**FLEET**

Title	Projected Value
Workshop Consumables	£ 132,500.00
Hazmat, DIM, and Radiation Protection Training	£ 235,194.33
Oils Lubricants and Anti-Freeze	£ 117,000.00

PPE / EQUIPMENT

Title	Projected Value
Structural Fire Kit	TBC
Fire Service Uniform	TBC
Fire Service Undress / Ceremonial Uniform	TBC
SWAH	TBC

CORPORATE

Title	Projected Value
Provision of Smoke, Heat and CO Alarms Detection	TBC
Business Cards	TBC
Insurance Services	TBC
Internal Audit Services	£100,000
Post Incident Support Services	£98,000
Employee Services	£160,000
Timber for Operational /Training Requirements	£120,000
Retirement Tallies	TBC

ICT

Title	Projected Value
Provision of Portable Satellite Communication Terminals and Associated Services	£ 121,500.00
Managed Print Service	£ da725,000.00

APPENDIX D: PROCUREMENT PERFORMANCE MEASURES

	Performance Measure	2020/2021
1	Total Savings Achieved	£1.77m
2	Customer Satisfaction Survey	Not Measured
3	Supplier Satisfaction Survey	Not Measured
4	Percentage procurement spend that is channelled through a collaborative contract	83%
5	Percentage Spend with contracted suppliers (on contract)	93.58%
6	Total spend with SMEs	31% (£24,380,615)
7a.	Percentage of procurement officers who hold the professional procurement qualification, Member of Chartered Institute of Purchasing and Supply (MCIPS):	63%
7b.	Percentage of procurement officers with an appropriate procurement qualification	100%
7c.	Percentage of procurement spend actively influenced by a procurement professional	100%
8	Percentage procurement staff undertaking formal training	46%
9	Percentage of purchase orders/ to total number of (in scope) invoices	71.86%
10	Number of electronic invoices/total number of (in scope) invoices	Not Measured
11.	Number of supported business contracts	4
12.	*Number of procurement milestones achieved during period against plan	96.11%
13.	Number of in-scope live trade suppliers on the system	920

* Project milestones is based on the planned procurements to be commenced and delivered in financial year 2020-21 against the actual number of projects commenced / delivered. It does not include projects originally planned for delivery but have not been commenced and/or completed in agreement with Client Department either for reasons of priority or resource (Client).