



**Scottish Environment Protection Agency  
Procurement Annual Report  
2018 - 2019**

## 1. Introduction

This Annual Report provides an account of SEPA's procurement activity for 2018/19.

## 2. Background and key statistics

The Scottish Procurement and Commercial Directorate of the Scottish Government commission an external body, Spikes Cavell, to conduct an annual national spend analysis programme and this is accomplished by organisations submitting specific transactional data for the relevant financial year to the Spikes Cavell Observatory, which manages data verification and final publication on the Scottish Procurement Information Hub (The Hub).

The financial analysis and procurement category of spend has been carried out by The Hub on data extracted from SEPA's finance and procurement system, Agresso. Table 1 summarises SEPA's key procurement statistics for the financial year 2018/19 and compares with the previous 2 years.

All figures in the Annual Report are exclusive of VAT at the current rate.

**Table 1**

Spikes Cavell Procurement Dashboard	Revenue & Capital FY 2018/19	Revenue & Capital FY 2017/18	Revenue & Capital FY 2016/17
Total value of transactions reported	£20,583,367	£18,834,124	£21,835,047
Number of transactions (Purchase Orders)	8,272	8,552	8,846
Expenditure with SMEs	£9,880,016 (48%)	£8,663,697 (46%)	£9,389,070 (43%)
Active supplier accounts in this period:	1,187	1,278	1,125
Total number of invoices	8,313	8,552	8,743

### 2.1 Tendering and contract activity

#### 2.1.1 Over Official Journal of the European Union Threshold

One Contract Notice was published in the Official Journal of the European Union (OJEU) Threshold in 2018/19.

Contract	Total term	Value over term	Awarded
LiDAR for the Outer Hebrides	9 months	£320,000	Sept-18

#### 2.1.2 Non-competitive actions

Threshold	FY 2018/19		FY 2017/18		FY 2016/17	
	Qty	Value	Qty	Value	Qty	Value
£5,000 - £20,833	60	£760,112	55	£673,957	47	£574,838
>£20,833	18	£786,977	23	£1,349,326	16	£732,522
<b>Total</b>	<b>84</b>	<b>£1,547,089</b>	<b>78</b>	<b>£2,023,283</b>	<b>63</b>	<b>£1,307,360</b>

Scottish Government is required to endorse non-competitive actions (NCAs) greater than £20,833 (excluding VAT) which do not relate to laboratory equipment or IS hardware/software maintenance

contracts. Of the 18 above this threshold, 7 were forwarded and received endorsement by Scottish Government at a value of £326,432.

### 2.1.3 Procurement activity

Procurement activity was undertaken in line with the Procurement Strategy by appropriately utilising collaborative frameworks, ensuring Small to Medium Enterprises (SMEs) and local businesses were given the best opportunity to compete for work by publishing Notices over £10,000 on SEPA's Buyer Profile <http://sepa.g2b.info/> or Public Contracts Scotland (PCS) <https://www.publiccontractsscotland.gov.uk>, and where possible, dividing contracts into Lots, for example, geographically whilst promoting the delivery of value for money.

Activity 2018/19					
Threshold	Tenders issued	Budget		Awarded (incl. NCA)	Award value
<£10,000	1	£7,500		31	£235,699
£10,000 - £49,999	40	£1,113,318		108	£2,490,284
£50,000 - £181,301	19	£1,601,826		19	£1,543,973
£181,302	3	£2,170,000		7	£4,059,587
<b>Totals</b>	<b>63</b>	<b>£4,892,644</b>		<b>165</b>	<b>£8,329,542</b>

### 2.1.4 Contract Notices published in 2018/17:

Site	Notices	2018/19	2017/18	2016/17
		Qty	Qty	Qty
PCS	Published in OJEU	1	2	1
	Non-EU	19	10	22
	Quick Quote service	40	40	29
SEPA Buyer Profile	Published	0	0	4
<b>Total</b>		<b>60</b>	<b>52</b>	<b>56</b>

The following table is a breakdown of contracts which were awarded reflecting the use of, for instance, collaborative frameworks (CAL) or Quick Quote (QQ), giving opportunities to SMEs and local businesses to bid. Non-competitive actions have been excluded.

Type	Description	Qty	Value
CAL	Called from a National Framework Contract	22	£3,755,371
FRA	SEPA Framework	2	£36,108
MIN	Mini competition carried out under local framework	8	£307,967
OJE	Contracts over the European threshold	2	£948,000
PUR	Contracts competitively tendered	27	£1,228,477
QQ	Contracts placed through PCS Quick Quote system	20	£506,530
<b>Total contracts</b>		<b>86</b>	<b>£6,782,453</b>

There were no regulated procurements i.e. >£50,000 which did not comply with the Procurement Strategy.

### 2.1.5 Savings and collaborative expenditure

Procurement continually strives to seek Best Value for the organisation. All tender evaluations consider environmental impact, equality and diversity, community benefits and whole life costing where appropriate.

The figures below represent the expenditure and benefits achieved through collaborative contracts and local contracts.

Contract category	FY 2018/19		FY 2017/18		FY 2016/17	
	Contract spend	% of Annual spend	Contract spend	% of Annual spend	Contract spend	% of Annual spend
Cat A <sup>1</sup> Contracted Spend	£2,931,964	14%	£2,363,257	13%	£1,574,810	7%
Cash Savings <sup>2</sup>	£301,781		£391,067		£962,998	
Cat B <sup>3</sup> Contracted Spend	£137,523	1%	£266,779	1%	£832,222	4%
Cash Savings	£17,828		£19,257		£57,222	
Cat C <sup>4</sup> Contracted Spend	£7,017,565	34%	£6,633,152	35%	£5,741,009	26%
Cash Savings	£258,560		£652,837		£269,950	
<b>Total Contracted Spend</b>	<b>£10,087,052</b>	<b>49%</b>	<b>£9,236,188</b>	<b>49%</b>	<b>£8,148,041</b>	<b>37%</b>
<b>Total Cash Savings</b>	<b>£578,169</b>		<b>£1,063,161</b>		<b>£1,290,170</b>	

### 3. Specific duties under Public Reform (Scotland) Act 2014

Under the Public Reform (Scotland) Act 2014, specific duties have been placed on procurement in terms of the Sustainable Procurement Duty (paragraph 9), Supported Businesses (paragraph 11), and Community Benefits (paragraph 25).

#### 3.1 Sustainable Procurement

All bids received for regulated procurements were evaluated using a 10% weighting on sustainability. In this Financial Year the following procurements were carried out with sustainability as a primary driver:

Solar Photo Voltaic Arrays (PV): 2 x 10kW solar photo voltaic arrays installed at Dingwall office that generate 12-14,000 kWh per year; 1 x 10 kW solar photo voltaic array installed at Fort William generating approximately 5,000 kWh electricity per year.

LED lighting installed at the Fraserburgh, Ayr and Glasgow offices, of which 50% were reused from Dingwall and 50% purchased as new.

Insulation installed in the roof void in the Glasgow office increasing energy efficiency.

Electric Vehicles: 6 (4 passenger) vehicles were purchased for the pool car fleet

An electric vehicle charging point was installed and commissioned at the Stirling office.

<sup>1</sup> Cat A are national contracts placed by Scottish Procurement and figures reflect actual spend /savings are calculated and recorded by them.

<sup>2</sup> Please note the cash savings quoted are not cash savings that SEPA has made in year, these are the savings calculated by Spikes Cavell for Scottish Government procurement.

<sup>3</sup> Cat B are contracts put in place by Scottish Procurement for use by "central government" family and figures reflect actual spend/savings recorded by them.

<sup>4</sup> Cat C are local contracts put in place by SEPA Procurement and figures reflect anticipated spend

### 3.2 Supported businesses

SEPA's use of supported businesses has been and continues to be limited due to several factors:

1. The nature of our regulated and non-regulated procurements do not have supported business suppliers.
2. The suppliers of PPE do not produce enough of the range that SEPA requires to make it 'value for money.'

However, SEPA has successfully used the laundry service provided by St. Jude's for several years with a value this financial year of £1,153.

### 3.3 Community benefits

Procurement are required to 'consider whether to impose community benefits requirements as part of the procurement' which has an estimated value of the contract equal to or greater than £4,000,000 over the term of the contract relating to '*training and recruitment*' or '*the availability of sub-contracting opportunities*' or '*otherwise intended to improve the economic, social or environmental wellbeing of the authority's area in a way additional to the main purpose of the contract in which the requirement is included*'.

In 2018/19, no regulated procurements equal to or over the £4,000,000 were initiated or awarded, however, availability for sub-contracting opportunities are permanently included in our tenders and continues to be successful under the Flood Risk Management Framework Agreement.

### 3.4 Small Medium Enterprises (SME)

As part of the public sector, SEPA acknowledges it has a role in contributing to Scotland's economic success. In an effort to encourage SME suppliers, we advertise through Public Contracts Scotland and our [Buyer Profile](#) portal.

## 4. Contract register

The Public Reform (Scotland) Act 2014 requires a register of current contracts to be published on the Internet.

SEPA's contract register is accessible on our website:

<https://www.sepa.org.uk/media/219435/contract-register.pdf>.

#### 4.1 Regulated contracts forward plan

Summary of contracts to commence in next 2 years, with a value greater than £50,000		
Contract	Value	Planned contract start date
<b>Procurements underway</b>		
Legal Services	£400k	December 2019
<b>Planned procurements</b>		
Ad-Hoc Environmental Radioactivity Monitoring	£180k	November 2020
Flood Risk Management	To be advised	June 2020
Data Logger Replacement Project	£200k	Q3 2019
Flood Warning Dissemination	£2m	TBA

#### 5. Procurement Strategy 2016/22

Procurement sought to drive the objectives of the Strategy by focusing on achieving progress through the key aims:

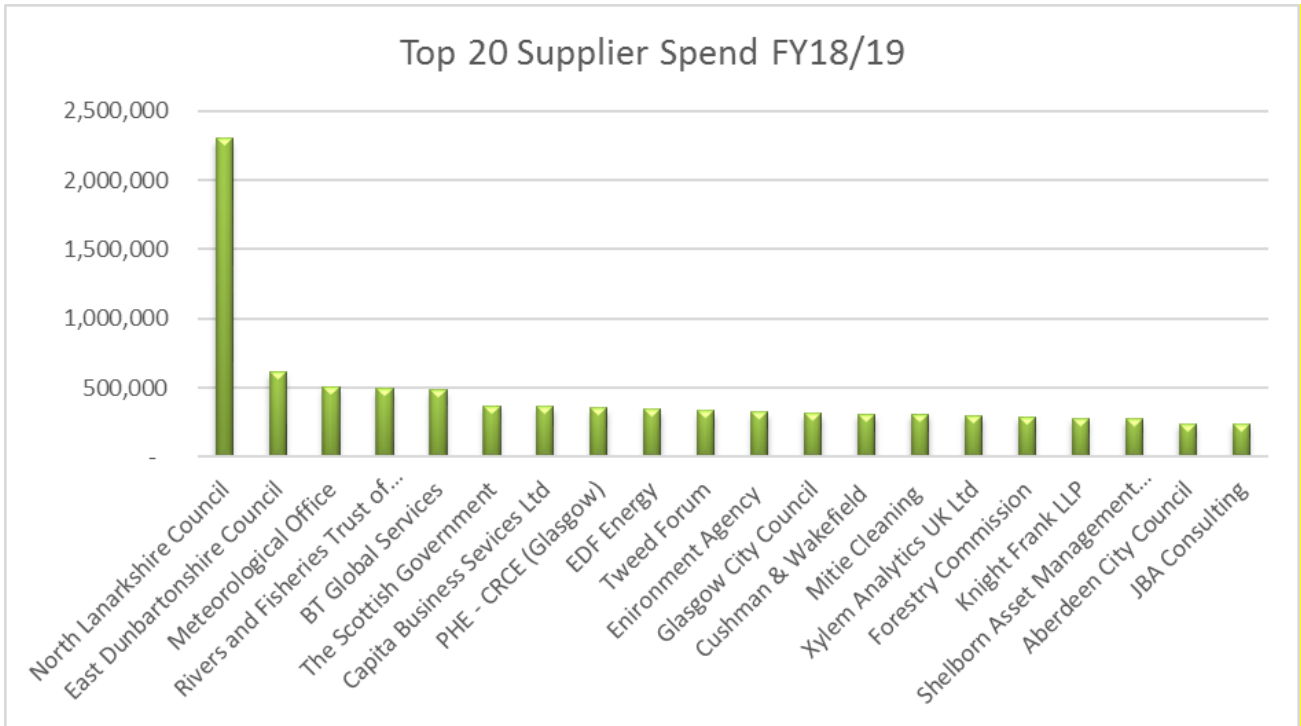
1. Improve **sustainability** undertaken when awarding contracts and managing contracts. A contract was awarded on 8 occasions to improve energy efficiency at SEPA offices. Solar photovoltaic arrays were installed at Dingwall and Fort William; lighting replaced with LEDS at Fraserburgh, Ayr and Glasgow; 6 electric cars added to the pool car fleet and an electric charging point installed and commission at the Stirling office.
2. Increase the use of **collaborative national contracts**. The expenditure against collaborative contracts has increased from 14% to 15% of overall spend.
3. Improve **procurement capability** across SEPA by delivering 2 training courses in contract management and specification writing as well as gaining access to the Scottish Government e-learning.
4. Maintain **compliance in processes and procedures** by keeping itself informed of and implementing current and pending applicable changes to EU, UK and Scottish procurement law by reviewing all Scottish Procurement Policy Notes issued by Scottish Government Procurement.

#### 6. Organisational spend activity FY 2018 - 19

##### i. Expenditure by Supplier

**Total spend:** £20,583, 367

**Top 20 suppliers:** £9,032,836 (44% of organisational total expenditure).



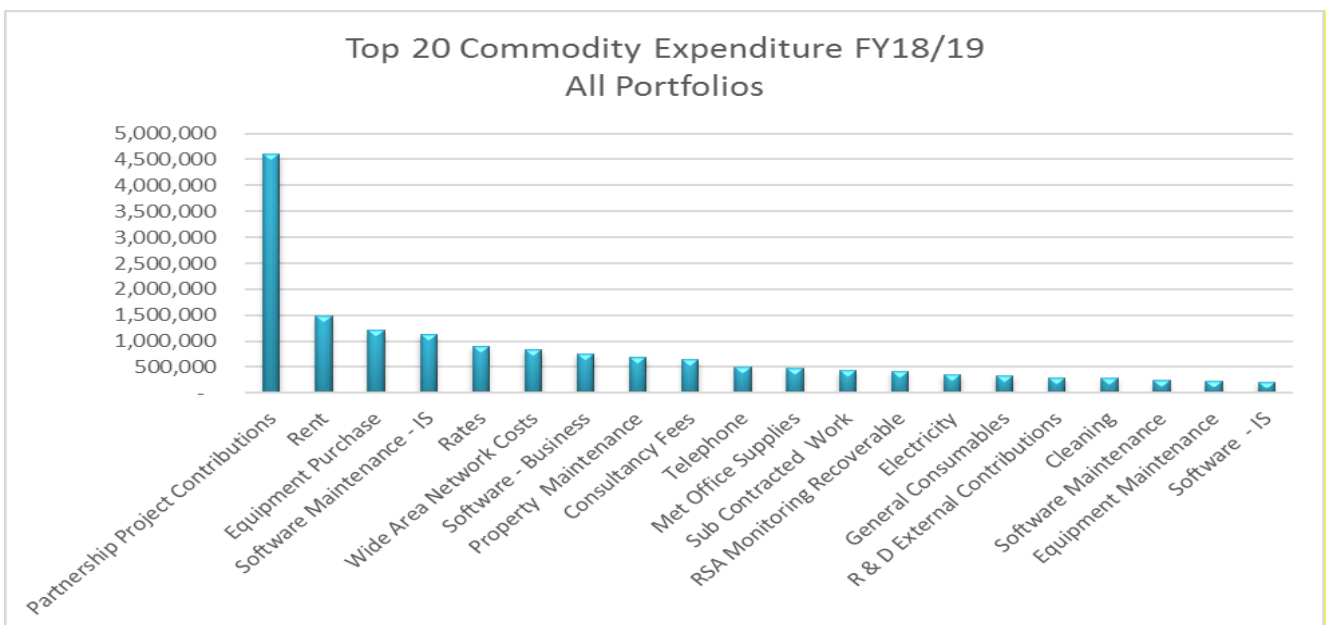
#### Key points

- North Lanarkshire Council relates to Water Environment Fund projects (£2,000,000) and rent/rates for Angus Smith Building (£300,728).
- East Dunbartonshire Council relates to a variety of Water Environment Fund projects (Glazert, Luggie Water, Park Burn, Allander Water)..
- Meteorological Office relates to spend on licences, RIMNET and supplies

#### Commodity expenditure

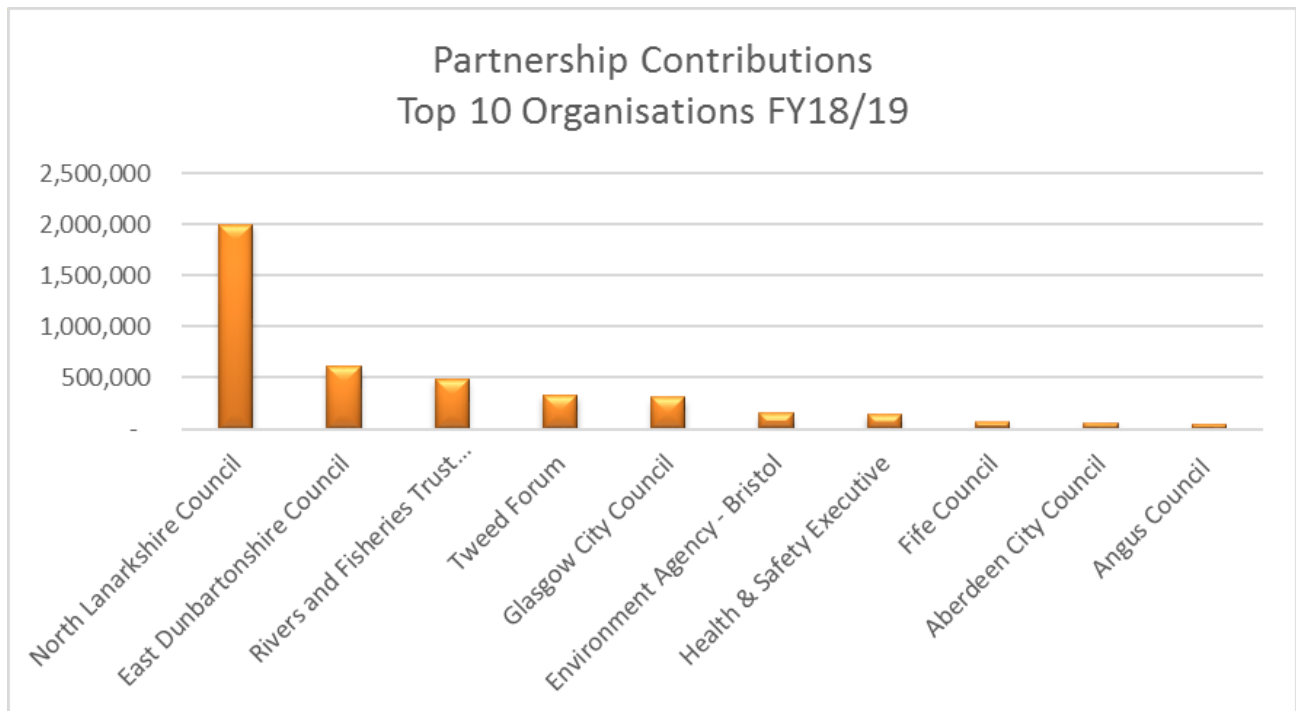
**Total spend:** £20,583,367

**Top 20 commodities:** £15,999,750 (78% of all spend).



## Key point

Overall highest expenditure relates to Partnership Project Contributions under the Water Environment Fund. The top 10 organisations to which this expenditure is attributed are provided below.



July 2019

**Stuart McGregor**  
**SEPA**  
**Chief Officer Finance**  
**Strathallan House**  
**Castle Business Park**  
**Stirling**  
**FK9 4TZ**

**Telephone: 01786 452440**



## Annex 2

### Contracts Awarded in FY18-19

#### Compliance and Beyond

Description	Date To	Ext (Mths)	Review Date	Final Value
Report on American Signal Crayfish	15/03/2019	0	15/03/2019	9,900.00
Laserfiche System Annual Support and Maintenance	27/05/2019	0	27/05/2019	28,212.00
Geofield Support and Maintenance 18/19	31/03/2019	0	30/01/2019	12,251.00
Cross Border Intelligence Sharing Platform	30/07/2018	0	30/07/2018	10,350.00
**Identify and Detect Waste Materials in Complex Environments Using Remote Sensing Techniques	28/02/2019	0	28/02/2019	39,260.23
**LSW Project B8 Pilot 4 Detection of Unknown Waste Sites in Central Scotland	31/10/2018	0	31/10/2018	96,245.00
Horizon Scanning EU Pilot	31/01/2019	0	31/01/2019	19,750.00

\*\* Externally funded

#### Circular Economy

Description	Date To	Ext (Mths)	Review Date	Final Value
Materials to Land Assessment	29/11/2019	0	29/11/2019	41,458.00
Netregs software support & maintenance	31/03/2020	0	31/01/2020	14,925.00
Assessment of Contamination of Food Waste Delivered to Composting Sites	29/03/2019	0	27/02/2019	22,157.50
WEF Restoration Videos	30/04/2019	0	30/04/2019	12,975.00
Gottar Water Weir Design	30/09/2019	0	01/08/2019	42,516.50
Reworking of Netregs e-learning tool	31/03/2019	0	10/03/2019	10,000.00
Analysis for Radon etc. in Bottled Water	31/05/2019	3	02/03/2019	14,523.50
RIMNET Background City Sampling (Round 3)	31/08/2019	0	02/07/2019	17,830.00
Assessment tool upgrade for VIBES	31/03/2019	0	31/03/2019	9,972.00
Air Sampling Units for Radioactivity Monitoring	31/05/2019	0	31/05/2019	55,053.00
Bronie Burn Weir (WEF)	18/01/2019	0	19/12/2018	26,995.80
Waste Quality Checking Service	09/09/2021	12	09/09/2021	30,000.00
Dounreay ISO and Bag Measurements	31/03/2020	0	31/03/2020	40,892.00
UKAS 2019 Surveillance visit	31/03/2020	0	31/01/2020	29,218.00
Leven Catchment - Behaviour Change Consultant	30/06/2019	0	31/05/2019	11,560.00

#### Evidence and Flooding

Description	Date To	Ext (Mths)	Review Date	Final Value
GNSS Reciever for SJM	31/03/2019	0	01/12/2018	12,429.00
Marine Sonde	31/03/2019	0	31/03/2019	19,044.00
Repair to YSI 6600 Sonde	31/03/2019	0	31/03/2019	9,922.00
Software support ( additional days, i-Konic)	20/03/2020	0	20/01/2020	14,200.00
Upgrade of SCAIL Combustion Screening Tool	15/03/2019	0	01/03/2019	12,500.00
AHER & VEN annual service-calibration	06/04/2019	0	05/02/2019	7,710.00

AHER Annual Service on Gasset DX4030 FTIR Analysers	04/04/2019	0	03/02/2019	7,951.00
Annual Calibration and service of Tecora Deltas and Echos	31/03/2019	0	31/03/2019	5,195.00
Optical Cuvettes for Aquakem Machines	31/03/2019	0	31/03/2019	9,875.50
eDNA Classification Tool	31/03/2019	0	31/03/2019	24,808.00
Lake Fish eDNA Classification Tool Development Extension	31/03/2019	0	31/03/2019	8,000.00
Interpolation Method & Testing of FEH13 rainfall	31/03/2019	0	30/01/2019	20,748.00
Flood Risk Management Appraisal Training	13/06/2019	0	14/05/2019	13,000.00
WISKI & KiDSM Installation Perth	29/03/2019	0	27/02/2019	8,066.54
FEH13 Rainfall Frequency Grids Licence	31/05/2019	0	01/04/2019	3,528.78
River Nith & Lochar Water Topo Survey	30/06/2019	0	31/05/2019	89,258.00
TuFlow software upgrade and maintenance	12/08/2019	0	13/06/2019	12,500.00
NFRA GIS Scripting Tool Modifications	31/05/2019	0	01/05/2019	17,568.75
DNA Analyser	31/03/2019	0	31/03/2019	26,557.00
Analysis of 2018 Rum Marine Benthic Invertebrate Samples	28/02/2019	0	29/01/2019	24,830.00
PURE Flash Storage Expansion	01/07/2019	0	02/05/2019	87,716.70
Commvault Software Annual Maintenance	30/06/2019	0	01/05/2019	11,334.00
Mobile Air Quality Exhibit	31/03/2020	0	31/03/2020	59,760.00
Emergency Repair Equipment Deployment Tube SJM	30/09/2018	0	30/09/2018	14,696.00
Spotfire & Attivio Software maintenance	22/02/2020	0	24/12/2019	75,728.50
SEPA SWAN IoT Partnership Project Delivery	31/03/2019	0	31/03/2019	20,833.00
Met office Evaporation Data License Renewal	31/01/2020	0	02/12/2019	5,236.00
MIKE Marine Modelling Software Maintenance Agreement	23/02/2020	0	25/12/2019	16,107.84
Provision of FIS Marine Data for Scotland	30/05/2022	0	30/05/2022	12,000.00
Annick Water & River Ayr Survey	31/07/2019	0	01/07/2019	39,909.00
LiDAR for Outer Hebrides	31/08/2019	0	01/08/2019	348,000.00
Rainfall Observing Service	31/03/2021	0	01/03/2021	6,700.00
LIMS System S&M	31/01/2020	0	01/01/2020	47,849.00
Additional Servers for IS/EQ	30/04/2019	0	30/04/2019	49,827.40
Additional Server Blades - ThinkSystem SN55	31/05/2019	0	17/05/2019	26,220.58
Mind Manager License for 200 users	25/03/2020	0	25/01/2020	9,102.00
VMware Licences and Support	22/07/2021	0	23/05/2021	192,796.60
Maintenance of Storage Infrastructure	28/02/2020	0	28/02/2020	56,619.80
Virtualisation of Workstations	31/05/2019	0	17/05/2019	62,851.71
Server Infrastructure Maintenance	01/03/2020	0	01/01/2020	24,844.38
Aerial Imagery	28/01/2020	0	29/12/2019	14,099.00
Oracle ULA Support/Maintenance Agreement 2018/19	28/01/2020	0	29/11/2019	83,051.00
Annual Maintenance of Citrix Netscaler Appliances and SD Wan Appliances	29/06/2019	0	30/05/2019	8,337.89
Nethelpdesk S&M	25/03/2020	0	24/02/2020	26,437.15
Serengeti Licence Renewal	25/02/2020	0	26/01/2020	26,811.00
Lenovo Laptops (Hydrology)	31/03/2019	0	01/03/2019	31,796.10
iPads & accessories	31/03/2019	0	31/03/2019	16,938.05
Panasonic Toughbook Tablets	31/03/2019	0	31/03/2019	17,500.00
Dell Latitude Replacement Pool Laptops	31/03/2019	0	31/03/2019	41,330.40

Microsoft Enterprise Agreement	31/03/2020	24	31/01/2020	925,590.15
Veeam Availability Suite Enterprise Plus	31/03/2020	0	31/03/2020	56,333.80
Azure Cloud Services - Digital Licencing	30/09/2019	0	31/08/2019	12,500.00
Patch manager Software Update Module	31/03/2020	24	01/03/2020	17,066.00
Patch Manager Licences	29/06/2019	0	30/05/2019	6,755.00
Analysis of Benthic Diatom Analysis	01/02/2019	0	03/12/2018	11,600.00
Determining the Species Composition of Diatom Samples Using Metabarcoding	31/03/2020	0	01/03/2020	24,108.00
Winter Flooding Campaign 2018/19	31/03/2019	0	31/03/2019	30,000.00
Polloch Gauging Station	30/09/2018	0	31/08/2018	51,890.77
Newton bridge Gauging Station	30/09/2018	0	31/08/2018	12,050.00
Aberuthven Gauging Station	01/11/2018	0	02/10/2018	32,274.03
Woodend Gauging Station	30/09/2018	0	31/08/2018	34,558.03
Bathymetric LiDAR Development	31/03/2019	0	01/03/2019	20,830.00
South East Coastal Survey	31/10/2018	0	01/10/2018	49,999.00
Bathing Signage Repair and Maintenance	31/12/2018	0	31/12/2018	15,000.00
Bathing Water Signage Repair	31/05/2018	0	31/05/2018	5,185.00
Winch Upgrade Manual to Electric 2018/19	31/03/2019	0	30/01/2019	9,195.93
Cableway Electric Winch Replacement 2018-19 Programme	31/03/2019	0	30/01/2019	24,242.00
Kinbuck Gauging Station	30/11/2018	0	31/10/2018	29,532.65
Cableway Manual Winch Replacement 2018-19 Programme	31/03/2019	0	30/01/2019	16,027.00
Load Limiter	22/03/2019	0	20/02/2019	22,000.00
Cable Fox Phase 2	31/03/2019	0	31/03/2019	46,083.33
Cableway equipment trial (Fox Cable)	31/03/2019	0	31/03/2019	10,000.00
Boleside Winch Hut Replacement	01/11/2018	0	02/10/2018	29,370.00
Earlston Gauging Station	31/03/2019	0	01/03/2019	28,920.00
Noise Monitoring Equipment	31/03/2019	0		0.00
Autoclave unit	31/03/2019	0	31/03/2019	15,571.76
Autoclave Unit	31/03/2019	0	31/03/2019	14,412.00
Marine Nutrients Analyser	31/05/2019	0	01/05/2019	41,540.00
Low Flows Enterprise Support & Maintenance	30/03/2020	0	30/01/2020	10,674.00
Groundwater logger upgrades	31/03/2019	0	31/03/2019	21,890.00
CD Software for LC-MS	31/03/2019	0	31/03/2019	14,515.00
Gaidrew Gauging Station Rebuild	01/03/2019	0	30/01/2019	33,875.00
Hydrometry Data Loggers Purchase	31/03/2019	0	31/03/2019	38,937.75
Upgrade and Refurbishment of Thistle's Shaft Encoders	18/01/2019	0	04/01/2019	13,458.00
Software Upgrade Serengeti	31/03/2019	0	30/01/2019	14,500.00
Airborne Hazard Emergency Response Service	18/04/2019	0	17/02/2019	6,300.00
Server Maintenance Seic	31/12/2019	0	01/11/2019	20,175.48
Resource Sheduler Support and Maintenance	31/03/2020	0	31/03/2020	9,659.29
Lab Pure WaterSystem Maintenance	13/02/2020	0	15/12/2019	5,517.28
GC-MS support & maintenance	16/08/2020	0	18/04/2020	63,000.00
GC-MS Purchase & Install	31/03/2019	0	01/12/2018	79,527.80
ICP Maintenance	05/09/2019	0	07/06/2019	15,580.00
UVVis Spectrophotometers Maintenance	22/01/2020	0	23/11/2019	6,948.00
Lab Glasswasher	31/03/2019	0	31/03/2019	16,530.00

Additional Warranty for LCQ Exactive Focus MS Instrument	30/06/2019	0	30/06/2019	5,432.41
Turbo Vaps Replacement	31/03/2019	0	31/03/2019	17,500.00
Support and Maintenance Contract for Laboratory LCMS units	08/07/2019	0	10/03/2019	31,618.00
Support and Maintenance Contract for Laboratory LCMS units	08/07/2019	0	09/05/2019	9,950.00
BOD Analysers, maintenance contract	05/02/2020	0	07/12/2019	8,400.00
Nutrient Analyser maintenance	01/05/2019	0	02/03/2019	17,510.00
LC -MS Support & maintenance	30/06/2019	0	01/05/2019	21,667.00
Stack Emission Monitoring Programme	31/03/2021	12	31/12/2020	204,000.00
Stack Emission Monitoring Programme	31/03/2021	12	31/12/2020	184,000.00
Stack Emission Monitoring Programme	31/03/2021	12	31/12/2020	93,820.00
Infoworks Software from FRM	14/03/2019	0	13/01/2019	5,000.00
InfoWork Software S&M	14/03/2020	0	13/02/2020	5,155.00
ISIS Flood Modeller Pro Software Support and Maintenance 18/19	31/03/2019	0	31/03/2019	19,582.50
Findhorn Lossie & Burn of Mosset Flood Forecasting System	31/03/2019	0	01/03/2019	39,975.50
Video Conference Maintenance	21/11/2019	0	22/09/2019	15,610.00
Egress Hybrid Cloud Infrastructure Software Support & Maintenance	31/03/2019	0	30/01/2019	10,125.00
Professional Services, install, config and maintenance of secure network	19/03/2020	0	19/01/2020	19,995.00
Egress Encryption Software support	25/02/2020	0	27/12/2019	11,210.40
Cisco Webex Cloud	20/03/2022	0	20/03/2022	20,897.59
Data Centre Hosting	01/10/2019	0	02/08/2019	26,711.17
Proofpoint Licensing	30/09/2019	0	01/08/2019	27,394.20
Cisco Support	10/03/2020	0	10/01/2020	19,274.32
S02 Analyser	31/03/2019	0	31/03/2019	10,585.00
Particulate Analyser	31/03/2019	0	31/03/2019	52,160.00

## Performance and Innovation

Description	End date	Ext (Mths)	Review date	Value (Ex. VAT)
Internal Audit Services	31/03/2021	36	31/12/2020	293,200.00
Magazine Promo Activity	30/03/2019	0	30/03/2019	10,660.00
NLA Licence	23/09/2019	0	23/09/2019	7,301.45
Swiftwater Training	04/07/2021	12	05/05/2021	44,415.00
SEPA Library & Information Service Annual Subs	03/05/2019	0	04/03/2019	17,773.00
Communications Management System	31/10/2021	12	02/08/2021	81,800.00
Law Society Subscriptions/Certificates	31/10/2019	0	01/09/2019	13,965.00
Insurance Brokerage Services	28/02/2022	36	30/11/2021	15,495.00
Temp legal Services for EU Exit	31/03/2019	0	31/03/2019	7,473.60

## People and Property

Description	Date To	Ext (Mths)	Review Date	Final Value
Vehicle Purchase - Renault Zoes x 6	31/03/2019	0	31/03/2019	114,476.79
Ayr Office Lighting Project	31/03/2019	0	31/03/2019	46,345.00
E-Volt Car Charger	31/03/2019	0	31/03/2019	28,352.00
Photo Voltaics Installation (Ft. William & Dingwall)	31/03/2019	0	31/03/2019	40,000.00
Psychometric Testing and Assessment Centres	03/09/2021	12	06/05/2021	140,000.00
Personal Resilience Training	23/02/2021	18	25/11/2020	18,900.00
First Aid Training	30/11/2021	0	02/08/2021	30,000.00
Provision of Defibrillators	31/03/2019	0	31/03/2019	14,310.00
Furniture & Associated Services	31/03/2019	0	31/03/2019	20,000.00
Estates Maintenance	25/03/2022	24	25/11/2021	1,500,000.00
Estates Professional Services	31/03/2022	0	01/12/2021	200,000.00
Door Replacement & Landscaping	31/03/2019	0	31/03/2019	30,000.00
Purchase of Learning Management System	16/05/2020	0	17/03/2020	58,500.00

## Finance

Description	Date To	Ext (Mths)	Review Date	Final Value
Agresso Maintenance 2019	30/04/2020	0	30/04/2020	39,355.43
Agresso support & maintenance	31/03/2020	0	31/01/2020	9,677.14
Prodacapo Support and Maintenance	31/03/2020	0	01/03/2020	8,552.00
Agresso Support Contract	30/06/2021	12	01/04/2021	180,000.00