

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 18 November 2022**

**Report by:  
Chief Executive of Scotland Excel**

**Tender: Supply and Delivery of First Aid Materials**

**Schedule: 1022**

**Period: 09 January 2023 until 08 January 2026 with the option to extend for a period of up to 12 months until 08 January 2027**

### **1. Introduction and Background**

This recommendation is for the award of the second-generation renewal framework for the Supply and Delivery of First Aid Materials.

This framework has been developed by the Operational Supplies and Services Team with a streamlined approach with key stakeholders, which has resulted in shorter procurement cycles and a more flexible approach to stakeholder engagement. This improves the outcomes for councils by reducing resource pressure on councils, consolidating demand and provides new collaborative procurement opportunities.

This framework will provide councils and other participating bodies with a mechanism to follow the Health and Safety (First-Aid) Regulations 1981 and to procure a range of first aid materials for the workplace and the community. The framework will include, but is not limited to, first aid kits, gloves, ice & heat packs, wipes & tissues, hand sanitiser & soap, dressings & plasters, and other associated products.

This proposed framework will be for a period of three years from 9 January 2023 until 8 January 2026 with the option to extend for a period of up to 12 months until 8 January 2027.

This report summarises the outcome of the procurement process for this national framework arrangement and presents recommendations for award.

## 2. Scope, Participation and Spend

As part of the strategy development, the commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of two lots as summarised in Table 1.

**Table 1: Lotting Structure**

<b>Lot Number</b>	<b>Description of sections</b>	<b>Estimated %age of Spend</b>
Lot 1	First Aid Materials & Associated Products	80%
Lot 2	Automated External Defibrillators (AEDs)	20%

The lot structure remains unchanged from the previous generation with a greater emphasis on the products listed within Lot 1.

As detailed in Appendix 1, 32 councils have confirmed their intention to participate in this framework, with all councils included in the advertised contract notice.

The framework was advertised at a total value of £1.5 million per annum, which equates to an estimated spend of £6 million over the maximum 4-year term of the framework. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework.

## 3. Procurement Process

A Prior Information Notice (PIN) was published on 15 July 2022 which resulted in expressions of interest from 26 companies. A number of supplier engagement meetings were held on the basis of Regulation 41 (Preliminary Market Consultation) of the Public Contracts (Scotland) Regulations 2015 to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from Small to Medium Sized Enterprises (SMEs).

Thereafter, the Contract Notice was published via the Find A Tender and Public Contracts Scotland (PCS) portal on 22 September 2022, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the law and procedures currently in force.

As a matter of best practice and to ensure that the framework aligned with councils' requirements, a programme of consultation was conducted to understand their service requirements, the technical aspects of these services and their current purchasing practices and the future requirements that could be covered by this framework. This information was used to generate the specifications and selection/award criteria.

Scotland Excel has taken cognisance of the current situation relative to the Coronavirus pandemic. Balancing the current situation with the need to provide a route to market for councils to obtain first aid materials, Scotland Excel has determined to proceed with the tender exercise to establish the above framework. Scotland Excel has carefully monitored the situation throughout the period of the tender exercise and determined it was appropriate to undertake this renewal tender exercise and recommend the establishment of this framework.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation. All suppliers were evaluated against the advertised selection criteria using the Single Procurement Document (SPD), and the stated award criteria of:

1. Technical 20%
2. Commercial 80%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to a series of technical areas which are detailed within table 2 below:

**Table 2: Technical Criteria**

Description	Weighting
Fair Work First	5
Community Benefits	5
Contract Management and Customer Service	5
Sustainability	5
<b>Total score</b>	<b>20</b>

The commercial section of the tender was worth 80 points. Points were awarded in the commercial section based on comparison of all offers received, whilst accounting for the tenderer's response to the commercial award criteria. In both lots, tenders were evaluated on the basis of a 'basket of goods'. Tenderers required to submit a price for at least 80% of the goods listed within the schedule of offer(s), otherwise their offers would have been deemed non-compliant and removed from the evaluation process.

Following a full evaluation of all compliant offers, scoring was completed in accordance with the published tender evaluation methodology, and a score was calculated for each tenderer

#### **4. Report on Offers Received**

The tender document was downloaded by 31 organisations, with 8 tender responses received by the specified closing date and time. A summary of all offers received is provided in Appendix 2.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was completed. Appendix 3 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 3 suppliers across two lots as outlined in Appendix 3.

The 3 recommended suppliers offer best value and represent a mix of small, medium and large organisations. By taking an inclusive approach this will provide members with a greater offering.

The range of suppliers recommended provides coverage for all awarding framework lots and competitive options for all participating bodies as well as offering a degree of choice and capacity.

The Executive Sub Committee is accordingly requested to approve the recommendation to award this framework as detailed within Appendix 3 (Scoring and Recommendations).

#### **6. Benefits**

##### **Savings**

Scotland Excel has conducted a benchmarking exercise comparing current costs against the costs submitted within the renewal tender. The result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 4.5%, which equates to an estimated total saving of approximately £41k per annum based on current forecast spend levels. In addition, analysis of our indexation model shows that the current framework costs are around 10% lower than the marketplace.

##### **Price Stability**

The framework applies 12 months fixed pricing to all lots. Thereafter, all requests for price increases will be evaluated according to the Terms and Conditions of the framework and require to be supported by documentary evidence.

## **Rebate**

A rebate of 0.5% payable to Scotland Excel will be applied to framework spend above £100,000 (excluding the initial £100,000) and will be calculated based upon all framework spend with the supplier reported through management information returns.

## **Sustainability**

Within the technical section of the tender, Scotland Excel included a sustainability related method statement, which included questions on the following:

- Waste
- Transportation
- Supply Chain

Responses received as part of the tender exercise are summarised, below:

One supplier requires that all supplier delivery vehicles are Fleet Operator Recognition Scheme (FORS) accredited and compliant with low emission zones (LEZ). In January 2022 they switched their pallet haulier to a company that has a progressive climate programme.

One supplier's premises is built on a brownfield site, meaning the building is highly insulated, low on fuel consumption, has an eco-heat air source and a rainwater harvesting system used to function their waste system.

Further responses included lowering carbon emissions from delivery vehicles through automatic consolidation of shipments, at the request of customers, reducing the frequency of deliveries and by picking up shipments from suppliers on return journeys to prevent extra deliveries and "empty running".

Scotland Excel will continue to monitor any changes in legislation that may affect the framework during its lifetime and will work with successful suppliers and councils to implement these.

## **Community Benefits**

Scotland Excel is committed to maximising community benefits delivery for our members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. Of the recommended suppliers, all 3 have committed to delivering these benefits. Scotland Excel will continue to engage with all appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- employability workshop or events in schools, college or community groups
- sponsorship of local sports teams and community events
- donations of products and vouchers
- recruitment of full-time employees

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework, and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a 6 monthly basis.

### **Fair Work First including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, bidders were assessed on their approach to fair work practices and payment of the Real Living Wage to their workforce. Of the 3 recommended bidders, all pay the Real Living Wage, with 1 supplier being accredited, as detailed in Appendix 4 - List of Recommended Suppliers with Living Wage Status.

Scotland Excel will continue to monitor Fair Work First including the Real Living Wage status during contract and supplier management activities.

## **7. Contract Mobilisation and Management**

As part of the mobilisation process, all suppliers will be offered a contract mobilisation meeting to outline the operation of the framework, including roles and responsibilities, management information and community benefit commitments. Both suppliers and participating members will be issued with a mobilisation pack containing all required details to utilise the framework.

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend as detailed in Appendix 5, this framework is classified as class D. As such, it will require annual supplier meetings and surveys, and annual user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for our members.

Meetings and engagement undertaken with suppliers will adhere to all applicable health and safety guidelines.

## **8. Summary**

This second-generation framework for the Supply and Delivery of First Aid Materials continues to maximise collaboration, promote added value and deliver best value. A range of benefits can be reported in relation to savings, price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award this framework agreement as detailed in Appendix 3 (Scoring and Recommendations).





## Appendix 1 – Participation, Spend and Savings Summary

### Supply and Delivery of First Aid Materials 1022

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	09 January 2023	£0	Suppliers MI	10%	4.5%	£0	Benchmarked Current Framework
Aberdeenshire Council	Yes	09 January 2023	£404	Suppliers MI	10%	4.5%	£18	Benchmarked Current Framework
Angus Council	Yes	09 January 2023	£12,541	Suppliers MI	10%	4.5%	£564	Benchmarked Current Framework
Argyll & Bute Council	Yes	09 January 2023	£24,122	Suppliers MI	10%	4.5%	£1,085	Benchmarked Current Framework
City of Edinburgh Council	Yes	09 January 2023	£17,991	Suppliers MI	10%	4.5%	£810	Benchmarked Current Framework
Clackmannanshire Council	Yes	09 January 2023	£100	Suppliers MI	10%	4.5%	£5	Benchmarked Current Framework
Comhairle nan Eilean Siar	Yes	09 January 2023	£18,435	Suppliers MI	10%	4.5%	£830	Benchmarked Current Framework
Dumfries & Galloway Council	Yes	09 January 2023	£8,610	Suppliers MI	10%	4.5%	£387	Benchmarked Current Framework
Dundee City Council	Yes	09 January 2023	£42,566	Suppliers MI	10%	4.5%	£1,915	Benchmarked Current Framework
East Ayrshire Council	Yes	09 January 2023	£59,634	Suppliers MI	10%	4.5%	£2,684	Benchmarked Current Framework
East Dunbartonshire Council	Yes	09 January 2023	£26,615	Suppliers MI	10%	4.5%	£1,198	Benchmarked Current Framework
East Lothian Council	Yes	09 January 2023	£29,685	Suppliers MI	10%	4.5%	£1,336	Benchmarked Current Framework
East Renfrewshire Council	Yes	09 January 2023	£71,223	Suppliers MI	10%	4.5%	£3,205	Benchmarked Current Framework
Falkirk Council	Yes	09 January 2023	£15,956	Suppliers MI	10%	4.5%	£718	Benchmarked Current Framework
Fife Council	Yes	09 January 2023	£777	Suppliers MI	10%	4.5%	£35	Benchmarked Current Framework
Glasgow City Council	Yes	09 January 2023	£174,720	Suppliers MI	10%	4.5%	£7,862	Benchmarked Current Framework
Highland Council	Yes	09 January 2023	£2,221	Suppliers MI	10%	4.5%	£100	Benchmarked Current Framework
Inverclyde Council	Yes	09 January 2023	£46,536	Suppliers MI	10%	4.5%	£2,094	Benchmarked Current Framework
Midlothian Council	Yes	09 January 2023	£337	Suppliers MI	10%	4.5%	£15	Benchmarked Current Framework
Moray Council	Yes	09 January 2023	£6,312	Suppliers MI	10%	4.5%	£284	Benchmarked Current Framework
North Ayrshire Council	Yes	09 January 2023	£13,555	Suppliers MI	10%	4.5%	£610	Benchmarked Current Framework
North Lanarkshire Council	Yes	09 January 2023	£67,915	Suppliers MI	10%	4.5%	£3,056	Benchmarked Current Framework
Orkney Islands Council	Yes	09 January 2023	£0	Suppliers MI	10%	4.5%	£0	Benchmarked Current Framework
Perth & Kinross Council	Yes	09 January 2023	£16,612	Suppliers MI	10%	4.5%	£748	Benchmarked Current Framework
Renfrewshire Council	Yes	09 January 2023	£16,924	Suppliers MI	10%	4.5%	£762	Benchmarked Current Framework
Scottish Borders Council	Yes	09 January 2023	£9,737	Suppliers MI	10%	4.5%	£438	Benchmarked Current Framework
Shetland Islands Council	Yes	09 January 2023	£0	Suppliers MI	10%	4.5%	£0	Benchmarked Current Framework
South Ayrshire Council	Yes	09 January 2023	£16,637	Suppliers MI	10%	4.5%	£749	Benchmarked Current Framework
South Lanarkshire Council	Yes	09 January 2023	£51,706	Suppliers MI	10%	4.5%	£2,327	Benchmarked Current Framework
Stirling Council	Yes	09 January 2023	£1,679	Suppliers MI	10%	4.5%	£76	Benchmarked Current Framework
Tayside Contracts	Yes	09 January 2023	£2,596	Suppliers MI	10%	4.5%	£117	Benchmarked Current Framework
West Dunbartonshire Council	Yes	09 January 2023	£77,094	Suppliers MI	10%	4.5%	£3,469	Benchmarked Current Framework
West Lothian Council	Yes	09 January 2023	£51,670	Suppliers MI	10%	4.5%	£2,325	Benchmarked Current Framework
<b>Totals</b>			<b>£884,910</b>					
Associate Members	Yes	09 January 2023	£18,429	Suppliers MI	10%	4.5%	£829	Benchmarked Current Framework
<b>Totals</b>			<b>£903,339</b>				<b>£40,650</b>	

## Appendix 2 – List of Tenderers with SME Status

Appendix 2 details: all organisations who submitted a valid offer as part of the tender process, their SME status, location and the lots for which they have bid.

This appendix should comprise of one table, detailing all tenderers in alphabetical order, as is shown below:

<b>Tenderer's Name</b>	<b>SME Status</b>	<b>Location</b>	<b>Lots Tendered</b>	<b>Lots Awarded</b>
Aero Healthcare Ltd	Small	Horsham	1 & 2	1 & 2
Arco Limited	Large	Hull	1 & 2	1
Boyd Group (Scotland) Limited	Small	Dumfries, Dumfries & Galloway	1	N/A
Crest Medical Limited t/a Wallace Cameron International	Medium	Warrington	1 & 2	N/A
Fast-Aid Products Limited	Small	Loanhead, Midlothian	1	1
Pro Health Solutions Ltd	Micro	Altrincham	2	N/A
Reliance Medical Ltd	Medium	Stoke-on-Trent	1 & 2	N/A
Scientific Laboratory Supplies Limited	Large	Yorkshire	1	N/A

### Appendix 3 - Scoring and Recommendations

Appendix 3 shows the final score each tenderer received for each lot.

<b>Lot 1 – First Aid Materials &amp; Associated Products</b>		
<b>Tenderer</b>	<b>Score</b>	<b>Award: Yes/No</b>
Fast-Aid Products Limited	98.75	Yes
Arco Limited	96.73	Yes
Aero Healthcare Ltd	90.11	Yes
Crest Medical Limited t/a Wallace Cameron International	73.19	No
Scientific Laboratory Supplies Limited	72.95	No
Boyd Group (Scotland) Limited	71.79	No
Reliance Medical Ltd	71.45	No

<b>Lot 2 – Automated External Defibrillators (AEDs)</b>		
<b>Tenderer</b>	<b>Score</b>	<b>Award: Yes/ No</b>
Aero Healthcare Ltd	98.75	Yes
Crest Medical Limited t/a Wallace Cameron International	70.51	No
Reliance Medical Ltd	69.17	No
Pro Health Solutions Ltd	66.00	No
Arco Limited	64.31	No

#### Appendix 4 – List of Suppliers with Living Wage Status at Point of Tender

Supplier	Accredited	Progress towards accreditation	Committed to gaining accreditation over the first 2 years of framework	Not accredited but pay Real Living Wage	Neither accredited nor paying Real Living Wage but commit to paying within the initial 2 years	Neither accredited nor paying Real Living Wage
Aero Healthcare Ltd	X					
Arco Limited				X		
Fast-Aid Products Limited				X		

## **Appendix 5 – Segmentation classifications**

1022 Supply and Delivery of First Aid Materials is classified as class D.

There are five segmentation classifications and these classifications are rated from Class A to Class E. Each classification has contract and supplier management activities associated with it based on pre-determined weighted criteria.

### **Class A**

Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.

### **Class B**

Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring.

### **Class C**

Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring.

### **Class D**

Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring.

### **Class E**

Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring.