

## Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

| Date                     | Time  | Venue                 |
|--------------------------|-------|-----------------------|
| Friday, 19 February 2021 | 09:30 | Remotely by MS teams, |

KENNETH GRAHAM  
Clerk

### Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Alister Mackinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Councillor John Shaw (Convener): Councillor Paul Di Mascio (Vice Convener)

### Apologies

Apologies from members.

### Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

## Items of business

- |             |  |                |
|-------------|--|----------------|
| <b>1</b>    | <b>Minute</b>  | <b>3 - 8</b>   |
|             | Minute of meeting of the Executive Sub-committee held on 29 January 2021.                                    |                |
| <b>2</b>    | <b>Contract for Approval: Domestic Furniture and Furnishings</b>   | <b>9 - 22</b>  |
|             | Report by Chief Executive of Scotland Excel.   |                |
| <b>3(a)</b> | <b>Request for Associate Membership of Scotland Excel by Ark Housing Association Limited</b>                 | <b>23 - 24</b> |
|             | Report by Chief Executive of Scotland Excel.   |                |
| <b>3(b)</b> | <b>Request for Associate Membership of Scotland Excel by Cathcart &amp; District Housing Association Ltd</b> | <b>25 - 26</b> |
|             | Report by Chief Executive of Scotland Excel.   |                |
| <b>3(c)</b> | <b>Request for Associate Membership of Scotland Excel by Highlands and Islands Enterprise</b>                | <b>27 - 28</b> |
|             | Report by Chief Executive of Scotland Excel.   |                |
| <b>4</b>    | <b>Update on the Contract Delivery Plan</b>  | <b>29 - 38</b> |
|             | Report by Chief Executive of Scotland Excel.   |                |



## Minute of Meeting Scotland Excel Executive Sub-committee

| Date                    | Time  | Venue                 |
|-------------------------|-------|-----------------------|
| Friday, 29 January 2021 | 09:30 | Remotely by MS teams, |

### Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council); and Councillor Collette Stevenson (South Lanarkshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, G Muir, Senior Procurement Specialist, G Sutherland, Senior Procurement Specialist and C Taylor, Housing Services Manager (all Scotland Excel); M Conaghan, Legal and Democratic Services Manager and K O'Neill, Assistant Democratic Services Officer (both Renfrewshire Council).

### Apologies

Councillor Graham Hutchison (Edinburgh Council) and Councillor Joe Cullinane (North Ayrshire Council).

### Declarations of Interest

There were no declarations of interest intimated prior to the commencement of the meeting.

## 1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 11 December 2020.

**DECIDED:** That the Minute be approved.

## 2 Revenue Budget Monitoring

There was submitted a revenue budget monitoring report by the Treasurer and the Chief Executive of Scotland Excel for the period 1 April to 11 December 2020.

The report intimated that Scotland Excel was projecting a breakeven position by year-end in its core activities and a £227,000 overspend by year-end within projects, which would result in a drawdown from project reserves. Further detail was provided in section 3 of the report.

Appendix 1 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the revenue reserve. Appendix 2 to the report provided an analysis of the actual spend to date along with projected net expenditure for 2020/21 and included a summary of movement in the project reserves.

**DECIDED:** That the report be noted.

### 3(a) Contract for Approval: Supply and Delivery of Social Care Case Management Solutions Software

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a collaborative framework for the supply of Social Care Case Management Solutions Software which would operate for a period of four years, commencing from the framework commencement date, anticipated to be 15 February 2021. This date would be confirmed on award.

The report intimated that the project to consider a collaborative approach to procuring a renewed Social Care Case Management System had been identified by the Scottish Local Government Digital Office in conjunction with Scotland Excel and this presented an opportunity for Scotland Excel to provide national collaborative solutions which would drive value through the consolidation of spend, whilst alleviating the resource challenge associated with this type of procurement exercise for local authorities.

The framework had been divided into three lots as detailed in table 1 of the report and had been advertised at an estimated maximum value of £28 million for the four-year term. The report summarised the outcome of the procurement process.

The framework would allow councils to call-off directly or use a mini-competition process if required under all lots. There were currently a number of councils that had established project teams to review current processes and procedures involved in social care service delivery and these councils anticipated that a new case management system would be an integral component to support and deliver improved ways of working. During the evaluation process, nine councils had expressed an interest in participating in the framework and it was anticipated that a further eleven councils might consider a replacement social care system during the lifetime of the

framework and would include this as one of their procurement options.

Tender responses had been received from seven tenderers and Appendix 1 to the report provided a summary of the offers received and their SME status. Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers had been carried out and Appendix 2 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework be awarded to five service providers across the lots as outlined in Appendix 2 to the report.

Appendix 3 to the report detailed the approach taken by bidders in relation to fair work practices and their position on the payment of the Real Living Wage; and Appendix 4 to the report provide a summary of segmentation classifications.

**DECIDED:** That the award of the multi-supplier framework for the supply and delivery of Social Care Case Management Solutions Software, as detailed in Appendix 2 to the report, be approved.

### **3(b) Contract for Approval: Engineering and Technical Consultancy Framework**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of a renewal framework agreement for engineering and technical consultancy which would operate from 18 March 2021 to 17 March 2025.

The framework would provide councils and other participating bodies a mechanism to procure a wide range of civil engineering and associated technical consultancy services and would provide efficiency to councils when both engaging consultants and forming construction contracts.

The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into nine lots as detailed in table 1 of the report and due to the historic annual spend and the continuing increase in uptake of the framework it had been advertised at £17.125million per annum. Appendix 1 to the report detailed the participation, spend and savings summary of those 31 councils participating in the framework together with those associate members who had confirmed their intention to participate. It was noted that Orkney Islands Council had their own arrangement in place which they intended to continue operating.

Tender responses had been received from 66 tenderers but one late offer had been excluded in accordance with the rules defined in the tender documentation. Appendix 2 to the report provided a summary of the offers received from the 65 compliant tenderers.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 65 compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each tenderer.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, and ensuring that best value, capacity and coverage was secured, it was recommended that a multi-supplier framework be awarded to 31 suppliers across nine lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the position on the payment of the Real Living Wage; and Appendix 5 to the report provide a summary of segmentation classifications.

**DECIDED:** That the award of the multi-supplier framework for the supply of engineering and technical consultancy, as detailed in Appendix 3 to the report, be approved.

## **4 Associate Member Update Report**

There was submitted a report by the Chief Executive of Scotland Excel providing an update on Scotland Excel associate membership, as detailed in Appendix 1 to the report.

The report intimated that Scotland Excel associate membership was classified into five main groups, housing associations, Council arm's length organisations (ALEOs), transport bodies, organisations utilising reciprocal arrangements (Scottish Government and education), and other bodies and table 1 of the report detailed the breakdown of associate members per group.

The growth of associate membership was detailed in figure 1 of the report; the income breakdown of associate members as at January 2021 was detailed in figure 2 of the report; the increase in the number of housing associations was detailed in figure 3 of the report; the current fee split of associate members was detailed in figure 4 of the report; and the associate members income growth for 2013 to 2020 was detailed in figure 5 of the report.

In response to the COVID-19 pandemic in April 2020, Scotland Excel implemented a temporary free associate membership programme to support the efforts of any public body or third sector organisation looking to secure continuity of service or assisting in recovery after lockdown. It was noted that 36 organisations took advantage of this offer and figure 6 of the report detailed the geographical spread and the sector of those organisations.

**DECIDED:** That the progress made with regard to the ongoing work with current associate members be noted and that members encourage suitable organisations to apply for membership.

### **Sederunt**

Councillor Stevenson left the meeting prior to consideration of the following item of business.

#### **5(a) Request for Associate Membership: Fairfield Housing Association Limited**

There was submitted a report by the Chief Executive of Scotland Excel advising that Fairfield Housing Association Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Fairfield Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £771, be approved subject to completion and signing of the agreement documentation.

#### **5(b) Request for Associate Membership: Shetland's Transport Partnership (ZetTrans)**

There was submitted a report by the Chief Executive of Scotland Excel advising that Shetland's Transport Partnership (ZetTrans) had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

**DECIDED:** That the application by Shetland's Transport Partnership (ZetTrans) to become an associate member of Scotland Excel, with an annual membership fee of £500, be approved subject to completion and signing of the agreement documentation.

#### **6 Date of Next Meeting**

**DECIDED:** That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 19 February 2021.





## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 February 2021**

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

**Tender: Domestic Furniture and Furnishings**

**Schedule: 2019**

**Period: 1 February 2021 until 31 January 2024 with an option to extend up to 12 months until 31 January 2025**

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

This recommendation is for the award of the third-generation renewal framework for Domestic Furniture and Furnishings.

The current framework will expire on 28 February 2021 after an additional extension period. This was put in place to provide supplier relief and to ensure continuity of service to member councils during the first impacts of the coronavirus (COVID-19) pandemic in line with applicable law and guidance.

This proposed renewal framework was advertised for the period from 1 February 2021 until 31 January 2024 with the option to extend for up to 12 months until 31 January 2025 and it is intended to commence on 2 March 2021.

This framework will provide councils and other participating bodies with a mechanism to procure a comprehensive range of domestic furniture and furnishings, enabling people to live independently or to be supported in temporary accommodation via the Scottish Welfare Fund.

### **2. Scope, Participation and Spend**

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of two lots as summarised in Table 1. This lot structure encompasses requirements for both new and reuse furniture markets.

**Table 1: Lotting Structure and Estimated Spend**

| Lot Number | Description     | Estimated % of Spend Through Lot |
|------------|-----------------|----------------------------------|
| 1          | New Furniture   | 95%                              |
| 2          | Reuse Furniture | 5%                               |

The lotting structure was designed to be representative of the marketplace and member purchasing patterns as well as maximising opportunities for Small to Medium Sized Enterprises (SMEs) to bid.

Lot 1 was structured to allow councils a 'one-stop-shop' approach to ensure urgent requirements are fulfilled and minimise any disruption to the daily lives of people receiving the goods. Lot 2 was specifically structured to encourage third sector organisations and SMEs within the reuse market to competitively tender. To align with the reuse market, the lot was split into four product categories: flooring, hard furnishings, soft furnishings and white goods, and bidders could offer for one, any, or all of the product categories.

As detailed in Appendix 1, 31 councils have confirmed their intention to participate in this framework. Shetland Islands have confirmed that they do not currently intend to participate as they have their own local arrangement in place, however the framework was advertised to allow for use by all councils. In addition to councils, Advanced Procurement for Universities and Colleges (APUC) and several housing associations have indicated their intention to participate.

Taking into account forecast annual spend for participating members, with contingency, the total projected contract value is £105 million. This includes the additional £38 million allocated by the Scottish Government to local authorities to administer the Scottish Welfare Fund.

### **3. Procurement Process**

A UIG consisting of representatives from participating members agreed the procurement strategy. In addition, a working group consisting of technical and procurement representatives was formed to review technical specifications and the core product list.

Scotland Excel has taken cognisance of the current situation and impact during the tender exercise of the Coronavirus/COVID-19 outbreak. Balancing the current situation with the need to provide a route to market for councils seeking the supply of domestic furniture and furnishings, and considering those council projects that may require to be undertaken in the future, Scotland Excel determined it was appropriate to undertake this renewal tender exercise and to recommend the establishment of this framework.

A Prior Information Notice (PIN) was published on 13 December 2019 and suppliers were invited to meet with Scotland Excel to inform the strategy. This framework was advertised in the Official Journal of the European Union (OJEU) and the Public Contracts Scotland (PCS) portal on 19 November 2020. The tender process was conducted using the Public Contracts Scotland Tender (PCS-Tender) system.

The procurement process followed an open tender process to ensure maximum competition and the inclusion for all potential suppliers to service the framework. All bidders were examined against selection criteria, using the European Single Procurement Document (ESPD) and award criteria, concurrently. The award criteria included technical and commercial sections that were evaluated against the following criteria and weightings:

#### Lot 1: New Furniture

Technical: 30%  
Commercial: 70%

#### Lot 2: Reuse Furniture

Technical: 50%  
Commercial: 50%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements. These statements covered service delivery and contract management, supply chain risk, environmental sustainability, quality control and stock management and community benefits and fair work practices.

**Table 2: Lot 1 Technical Section Weighting**

| Question    | Description                                | Weighting |
|-------------|--|-----------|
| 1           | Service Delivery and Contract Management   | 8         |
| 2           | Supply Chain Risk                          | 4         |
| 3           | Environmental Sustainability               | 8         |
| 4           | Community Benefits and Fair Work Practices | 10        |
| Total Score |  | 30        |

**Table 3: Lot 2 Technical Section Weighting**

| Question    | Description                                | Weighting |
|-------------|--|-----------|
| 1           | Service Delivery and Contract Management   | 15        |
| 2           | Quality Control and Stock Management       | 15        |
| 3           | Supply Chain Risk                          | 5         |
| 4           | Community Benefits and Fair Work Practices | 15        |
| Total Score |  | 50        |

Within the commercial section, bidders' commercial scores were evaluated on a lot by lot basis and for lot 2 also divided into four product groupings. Bidders were invited to offer unscored discounts for non-core items or for single source supply as well as unscored additional related services.

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

Offers were received by seven bidders. A summary of the 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 offers received was completed. Appendix 3 confirms the scoring achieved by each bidder in each lot, and for lot 2 in each product grouping.

#### **5. Recommendations**

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

Of these seven recommended suppliers four are classed as SMEs, three as micro businesses and all seven are Scottish suppliers. The recommended suppliers provide the choice, scope and range of domestic furniture and furnishings required by councils as well as representing best value and providing geographical coverage.

#### **6. Benefits**

##### **Benchmarking**

Scotland Excel conducted a benchmarking exercise for each member, the results are detailed in Appendix 1. The projected average on-cost across members equates to 3.2%. Bidders cited the unprecedented market conditions including both the pandemic, requiring investment for impacted delivery operations, and Brexit which has increased cost variations from the supply chain.

Throughout contract management and the competitive tendering exercise every effort has been made to avoid costs and improve best value for our members through negotiation. This revised the initial cost impact from 4.15% to the 3.2% reported. In the current framework no increases were received for the first three years, with rates being adjusted into the last year in response to the uncertain and disrupted market conditions, as reflected in the indexation in Appendix 1.

Scotland Excel will continue to work closely with awarded suppliers and our members to ensure sustainable rates for these essential goods, an ongoing high quality of service delivery and to negotiate to manage costs when the impact of the current market conditions eases.

A range of discounts have been offered, with three bidders offering a non-core discount ranging from 6%-30% and three bidders offering single source discount ranging from 2%-10%. Based on historic spend patterns it is likely that several members' costs will be lessened by the application of single source discounts.

### **Price Stability**

The framework applies twelve months fixed pricing for both lots. All requests for price increases will be evaluated against prevailing market conditions and require to be supported by documentary evidence.

### **Sustainable Procurement Benefits**

A sustainability method statement assessed suppliers in relation to their corporate approach to sustainability to maximise recycling, reuse and redistribution. This method statement was written and evaluated by industry experts Sustainable Procurement Limited. A range of sustainable measures and practices were outlined by suppliers including:

- A supplier who invested 10,000 square feet of their branches for recycling and waste disposal, and now recycles 100% of its waste;
- The provision of a furniture and appliance removal and disposal service to ensure unwanted goods are recycled and disposed of responsibly;
- A target to reduce carbon emissions by 10% over the lifetime of the framework;
- The implementation of a supplier code of conduct that insists supply chain partners operate in the most environmentally conscious manner possible;
- Ongoing commitments to the diversion of materials from landfill that will see over 1000 tonnes diverted over the lifetime of the framework, and;
- Application of a takeback scheme for the purpose of reuse, repair, refurbishment and remanufacturing of products.

The inclusion of a lot for reuse furniture offers councils and means of implementing circular economy practises when purchasing domestic furniture. This lot was first introduced on the current generation of the framework and proved to be a success. Several local authorities adopted trial period runs of purchasing reuse items as well as new from the framework, and each of these trial periods resulted in long term supply arrangements. More than £1million was spent via the consortium of reuse suppliers awarded to the lot, putting reuse furniture in thousands of homes around Scotland, which was recognised and promoted by the Scottish Government in 2019.

Suppliers bidding for the lot had their Revolve certification (or equivalent) reviewed and validated by Zero Waste Scotland. Revolve is a quality standard for the reuse market.

## **Community Benefits**

Scotland Excel strives to improve the economic, social or environmental wellbeing of members, and all recommended suppliers have committed to delivering community benefits for the duration of the framework. Bidders were asked to detail community benefits initiatives they would commit to deliver during the lifetime of the framework. An encouraging and innovative range of community benefit commitments were offered by bidders including:

- The creation of 18 full-time jobs from target groups such as long-term unemployed and young people;
- The employment of 8 Modern Apprentices;
- The employment of 2 Modern Apprentices with additional support needs;
- 3 temporary paid employment opportunities will be created for young people aged 16-29 by working with the Community Jobs Scotland programme, with 50% of these being for vulnerable groups (care leavers; ex forces; ex-offenders; mental health issues; literacy needs etc);
- The delivery of 4,000 hours of work experience delivered across the various target groups, for each year of the contract;
- Delivering a minimum of 10 school business talks, 250 mock interviews, and support up to 500 young people with the compilation of CV's. A 6-week paid internship for 2 Further Education (FE) pupils will be offered for each year of the framework;
- 20 volunteering opportunities, and;
- The donation of £6,000 per-year to local community initiatives.

The Domestic Furniture and Furnishings framework has delivered outstanding community benefits over the course of its current and previous generations. It has won multiple accolades at a national level and was nominated for a World Procurement Award in 2016. It has proved a strong example of how procurement can make a positive impact to society. With the community benefit commitments outlined above it is anticipated that this trend will continue for the next iteration of the framework and, even in the current market conditions, demonstrates that best practice sustainable procurement initiatives have been embedded in this framework.

Delivery of commitments made will be monitored throughout the lifetime of the framework.

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

Scotland Excel and it's 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 how they will commit to fair work practices.

All bidders support equal opportunities and actively support flexible working patterns. Other benefits included training and development opportunities, healthcare and commitments to modern apprenticeships and development of young, unemployed and underprivileged people.

Bidders were also asked to confirm their Real Living Wage status which is set out in Appendix 4. Two suppliers are an accredited Real Living Wage Employer, one is currently going through the process of becoming an accredited Living Wage Employer and commit to gaining accreditation over the initial two-year period of the Framework Contract. Three suppliers stated they are not an accredited Real Living Wage Employer but pay the Real Living Wage to all employees (except volunteers, apprentices and interns) and one is not an accredited Living Wage Employer but commit to gaining accreditation over the initial two year period of the Framework Contract.

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

## **Other**

The framework will deliver a range of further benefits.

Through ongoing engagement with the British Association of Supported Employment (BASE) the lot 1 core list was developed to include a range of unscored additional supported business lines. Bidders were asked to confirm a price for these items, which was required to be sourced from a supported business, to establish supply chain relations. Of the recommended bidders, three have offered for these lines and members will have the option to procure these goods through this generation of the framework, with supported businesses operating as a second-tier supplier.

Several dual specification products, with a “standard” and “advanced” version, have been incorporated into the core list, so members can select the appropriate product for the environment in which the furniture is to be situated at the corresponding price bracket. This was delivered in partnership with an appointed safety expert, who also reviewed the specifications to ensure these were appropriate with amended standards following the UK’s exit from the EU.

Terms and conditions have also been revised in accordance with Brexit and enhanced to include new requirements on product recall, which was managed on several occasions in the current framework.

Finally, supplier engagement has resulted in offers from two new entrants, one an SME and one a micro business, offering additional competition and coverage in a specialised, niche-market.

## **6. Contract Mobilisation and Management**

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

Scotland Excel will monitor commitments given as part of the tender submission, for example, the Real living wage status and community benefits.

Mobilisation will be used to gain further insight on new supply chains that have been formed with supported businesses. All suppliers whose commercial offerings included items marked as to be sourced from supported businesses will be asked for further details. Stakeholder engagement with the British Association of Supported Employment (BASE) will continue.

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 C. As such, it will require six monthly supplier and 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, ensure continuity of service delivery and minimise the cost impacts for our members.

## **7. Summary**

This third-generation framework for Domestic Furniture and Furnishings maximises collaboration and delivers best value in terms of price, quality and service.

A range of benefits have been delivered in relation to price stability, discounts, sustainable procurement commitments, enhanced specification and terms, growth of supported business through the supply chain and further competition with two new entrants to the framework. Every effort has been made to mitigate the impact of rising costs through the unprecedented market conditions outlined in this report and this will continue to be actively managed through the lifetime of the framework.

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



## Appendix 1: Participation and Spend

| 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                       | 01 May 2021              | £1,077,016                 | Validated by Council                  | -2.8%          | 0.4%                         | 4,738                        | Benchmarked current framework |
| Aberdeenshire Council       | Yes                       | 01 May 2021              | £748,281                   | Validated by Council                  | -2.8%          | -4.2%                        | -31,421                      | Benchmarked current framework |
| Angus Council               | Yes                       | Framework start date     | £328,075                   | Validated by Council                  | -2.8%          | -0.5%                        | -1,589                       | Benchmarked current framework |
| Argyll & Bute Council       | Yes                       | Framework start date     | £56,114                    | Validated by Council                  | -2.8%          | -2.5%                        | -1,391                       | Benchmarked current framework |
| City of Edinburgh Council   | Yes                       | Framework start date     | £2,927,880                 | Validated by Council                  | -2.8%          | -4.7%                        | -137,268                     | Benchmarked current framework |
| Clackmannanshire Council    | Yes                       | Framework start date     | £256,115                   | Scotland Excel Management Information | -2.8%          | -0.2%                        | -502                         | Benchmarked current framework |
| Comhairle nan Eilean Siar   | Yes                       | Framework start date     | £5,000                     | Validated by Council                  | -2.8%          | -3.2%                        | -158                         | Average saving                |
| Dumfries & Galloway Council | Yes                       | Framework start date     | £738,774                   | Validated by Council                  | -2.8%          | -5.1%                        | -37,875                      | Benchmarked current framework |
| Dundee City Council         | Yes                       | Framework start date     | £0                         | Validated by Council                  | -2.8%          | -3.2%                        | 0                            | Average saving                |
| East Ayrshire Council       | Yes                       | Framework start date     | £613,986                   | Scotland Excel Management Information | -2.8%          | -1.0%                        | -6,405                       | Benchmarked current framework |
| East Dunbartonshire Council | Yes                       | Framework start date     | £402,236                   | Scotland Excel Management Information | -2.8%          | -3.1%                        | -12,525                      | Benchmarked current framework |
| East Lothian Council        | Yes                       | Framework start date     | £426,621                   | Validated by Council                  | -2.8%          | -4.4%                        | -18,645                      | Benchmarked current framework |
| East Renfrewshire Council   | Yes                       | Framework start date     | £310,672                   | Validated by Council                  | -2.8%          | 0.6%                         | 1,724                        | Benchmarked current framework |
| Falkirk Council             | Yes                       | Framework start date     | £1,003,356                 | Validated by Council                  | -2.8%          | -4.2%                        | -41,985                      | Benchmarked current framework |
| Fife Council                | Yes                       | Framework start date     | £2,088,861                 | Validated by Council                  | -2.8%          | -5.3%                        | -110,288                     | Benchmarked current framework |
| Glasgow City Council        | Yes                       | Framework start date     | £26,373                    | Validated by Council                  | -2.8%          | 3.3%                         | 866                          | Benchmarked current framework |
| Highland Council            | Yes                       | Framework start date     | £987,181                   | Scotland Excel Management Information | -2.8%          | -4.9%                        | -48,391                      | Benchmarked current framework |
| Inverclyde Council          | Yes                       | Framework start date     | £65,413                    | Scotland Excel Management Information | -2.8%          | -10.6%                       | -6,959                       | Benchmarked current framework |
| Midlothian Council          | Yes                       | Framework start date     | £271,452                   | Validated by Council                  | -2.8%          | -9.2%                        | -25,059                      | Benchmarked current framework |
| Moray Council               | Yes                       | Framework start date     | £236,601                   | Validated by Council                  | -2.8%          | 0.1%                         | 166                          | Benchmarked current framework |
| North Ayrshire Council      | Yes                       | Framework start date     | £1,287,091                 | Validated by Council                  | -2.8%          | -4.5%                        | -58,562                      | Benchmarked current framework |
| North Lanarkshire Council   | Yes                       | Framework start date     | £2,284,261                 | Scotland Excel Management Information | -2.8%          | -4.9%                        | -112,839                     | Benchmarked current framework |
| Orkney Islands Council      | Yes                       | Framework start date     | £0                         | Validated by Council                  | -2.8%          | -3.2%                        | 0                            | Average saving                |
| Perth & Kinross Council     | Yes                       | Framework start date     | £552,816                   | Scotland Excel Management Information | -2.8%          | -3.6%                        | -19,921                      | Benchmarked current framework |
| Renfrewshire Council        | Yes                       | Framework start date     | £1,101,921                 | Validated by Council                  | -2.8%          | -5.6%                        | -61,603                      | Benchmarked current framework |
| Scottish Borders Council    | Yes                       | Framework start date     | £425,086                   | Validated by Council                  | -2.8%          | -2.1%                        | -8,911                       | Benchmarked current framework |
| Shetland Islands Council    | No                        | Framework start date     | £0                         | Validated by Council                  | -2.8%          | -3.2%                        | 0                            | Average saving                |
| South Ayrshire Council      | Yes                       | Framework start date     | £913,635                   | Validated by Council                  | -2.8%          | -4.9%                        | -44,959                      | Benchmarked current framework |
| South Lanarkshire Council   | Yes                       | Framework start date     | £2,840,364                 | Validated by Council                  | -2.8%          | 1.9%                         | 55,059                       | Benchmarked current framework |
| Stirling Council            | Yes                       | Framework start date     | £344,897                   | Validated by Council                  | -2.8%          | -0.2%                        | -833                         | Benchmarked current framework |
| West Dunbartonshire Council | Yes                       | 01 July 2022             | £665,413                   | Validated by Council                  | -2.8%          | -6.2%                        | -40,983                      | Benchmarked current framework |
| West Lothian Council        | Yes                       | Framework start date     | £1,265,092                 | Validated by Council                  | -2.8%          | -0.6%                        | -7,321                       | Benchmarked current framework |
| Tayside Contracts           | Yes                       | Framework start date     | £0                         | Validated by Council                  | -2.8%          | -3.2%                        | 0                            | Average saving                |
| <b>Totals</b>               |                           |                          | <b>£24,250,585</b>         |                                       |                | <b>-3.2%</b>                 | <b>-773,839</b>              |                               |
| Associate Members           | Yes                       | Framework start date     | £445,182                   | Validated by Council                  | -2.8%          | -1.3%                        | -5,787                       | Benchmarked current framework |
| <b>Totals</b>               |                           |                          | <b>£24,695,767</b>         |                                       |                | <b>-3.2%</b>                 | <b>-779,626</b>              |                               |

## Appendix 2: Summary of Offers Received

| Name of Tenderer                     | SME Status | Location     | Lots Tendered |
|--------------------------------------|------------|--------------|---------------|
| CF Services Limited                  | Small      | Glasgow      | 1             |
| Community Resources Network Scotland | Micro      | Stirling     | 2             |
| Gavhas Ltd                           | Micro      | Glasgow      | 1             |
| New Two Limited                      | Small      | Glasgow      | 1             |
| Oscorp Inverclyde Limited            | Small      | Port Glasgow | 1             |
| Spruce Carpets Ltd                   | Micro      | Glasgow      | 2             |
| The Furnishing Service Limited       | Medium     | Glasgow      | 1             |

### Appendix 3: Scoring and Recommendations

| Lot 1 New Furniture            |       |                  |
|--------------------------------|-------|------------------|
| Bidder                         | Score | Awarded (Yes/No) |
| The Furnishing Service Limited | 93.68 | Yes              |
| CF Services Limited            | 92.00 | Yes              |
| New Two Limited                | 89.11 | Yes              |
| Gavhas Ltd                     | 63.45 | Yes              |
| Oscorp Inverclyde Limited      | 61.00 | Yes              |

| Lot 2 Reuse Furniture - Hard Furnishings |       |                  |
|--|-------|------------------|
| Bidder                                   | Score | Awarded (Yes/No) |
| Community Resources Network Scotland     | 95.00 | Yes              |

| Lot 2 Reuse Furniture - Soft Furnishings |       |                  |
|--|-------|------------------|
| Bidder                                   | Score | Awarded (Yes/No) |
| Community Resources Network Scotland     | 95.00 | Yes              |

| Lot 2 Reuse Furniture - White Goods  |       |                  |
|--------------------------------------|-------|------------------|
| Bidder                               | Score | Awarded (Yes/No) |
| Community Resources Network Scotland | 95.00 | Yes              |

| Lot 2 Reuse Furniture -Flooring |       |                  |
|---------------------------------|-------|------------------|
| Bidder                          | Score | Awarded (Yes/No) |
| Spruce Carpets Ltd              | 62.50 | Yes              |

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

| Bidder                               | Accredited | Currently progressing through Real Living Wage accreditation process | Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework | Pay Real Living Wage to all employees, but not accredited | Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework | Neither accredited nor paying Real Living Wage |
|--------------------------------------|------------|--|---|---|--|--|
| CF Services Limited                  | YES        |  |   |   |  |  |
| Community Resources Network Scotland |            |  |   | YES   |  |  |
| Gavhas Ltd                           |            | YES  |   |   |  |  |
| New Two Limited                      |            |  |   | YES   |  |  |
| Oscorp Inverclyde Limited            |            |  | YES   |   |  |  |
| Spruce Carpets Ltd                   |            |  |   | YES   |  |  |
| The Furnishing Service Limited       | YES        |  |   |   |  |  |

## **Appendix 5 – Segmentation classifications**

2019 Domestic Furniture and Furnishings is classified as class C

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.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 February 2021**

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

### **Request for Associate Membership of Scotland Excel by Ark Housing Association Limited**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Ark Housing Association Limited are a specialist housing provider in fourteen local authority areas across Scotland. Ark Housing has 332 properties ranging from homes that are specially adapted for tenants who may experience difficulties due to physical or medical conditions but also to tenants who do not require social care support. Ark Housing Association Limited is a Registered Society and a Scottish charity. It is also a Registered Social Landlord.
- 2.2 Ark Housing Association Limited are a real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Ark Housing Association Limited qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Ark Housing Association Limited application to join Scotland Excel as an associate member be approved, with an annual fee of £500 subject to the agreement document.



## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 February 2021**

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

### **Request for Associate Membership of Scotland Excel by Cathcart & District Housing Association Ltd**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Cathcart & District Housing Association Ltd are a community-controlled housing association based in Cathcart, Glasgow, and a provider of affordable homes made up of traditional tenements and modern flats with 417 properties across their district. Cathcart & District Housing Association Ltd is a Registered Society and a Scottish charity. It is also a Registered Social Landlord.
- 2.2 Cathcart & District Housing Association Ltd are a real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Cathcart & District Housing Association Ltd qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Cathcart & District Housing Association Ltd application to join Scotland Excel as an associate member be approved, with an annual fee of £625 subject to the agreement document.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 February 2021**

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

### **Request for Associate Membership of Scotland Excel by Highlands and Islands Enterprise**

#### **1. Background**

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's length organisations, community groups, charities, housing associations and voluntary organisations which are a public body or a body that engages in activities of a public nature.

Organisations apply to Scotland Excel for Associate Membership to allow them to access the frameworks for goods and services which are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

#### **2. Organisation Background**

- 2.1 Highlands and Islands Enterprise are the economic and development agency for the North & West of Scotland. The organisation works in a diverse region which extends from Shetland to Argyll, and from the Outer Hebrides to Moray, covering more than half of Scotland's land mass.

Highlands & Islands Enterprise are a Scottish Government executive non-departmental public body (NDPB) and applied for associate membership as a public body constituted by the Enterprise and New Towns (Scotland) Act 1990.

- 2.2 Highlands and Islands Enterprise are an accredited real living wage employer.

### **3. Associate Membership Process**

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Highlands and Islands Enterprise qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970, section 1 B)(b). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

### **4. Recommendations**

- 4.1 It is recommended to committee that Highlands and Islands Enterprise application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 19 February 2021**

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

### **Update on the Contract Delivery Plan**

#### **1. Introduction**

This report provides a progress update on the 2020/2021 contract delivery plan, with visibility of contracting activity in the first half of 2021/2022.

#### **2. Progress to Date**

As detailed in Appendices 1 – 3, the contract delivery plan details framework renewals, new developments, framework extensions and frameworks with ongoing contract management only.

There are currently 74 frameworks in the Scotland Excel portfolio, and by 31 March 2021 will remain at approximately £2Billion. Overall, efficiencies delivered to date in 2020/2021 are 2.9%, which is slightly above the forecast range.

A summary of spend and forecast savings per council between October 2019 and September 2020 can be found in appendix 5, with an average forecast efficiency delivered in this period of c.2%.

In addition to the activity detailed in Appendices 1-4, Scotland Excel is exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction, corporate and social care teams. This will be further developed in the coming months.

The Fostering and Continuing Care framework has been in operation since 25 March 2017 and has to date performed well against expectations. The current framework was due to expire in March 2021. In view of the severe impact on normal business practices resulting from the current COVID 19 outbreak, Scotland Excel extended the current framework in accordance with Regulation 72 of the Public Contracts Regulations (Scotland) 2015. The agreed 3-month extension allows time for market recovery and stakeholder engagement in advance of any tender. The tender is due to be released in February 2021 with the intention to move to contract award in July 2021.

The renewal of the Engineering & Technical Consultancy is being finalised with 31 suppliers awarded to the framework. This will provide councils and other participating bodies an effective mechanism to procure a wide range of civil engineering and associated technical consultancy services. In doing so, it will provide efficiency to councils when both engaging consultants and forming construction contracts. The suppliers awarded (11 of them being SME's) provide nationwide coverage and are well placed to support service continuity for potential difficulties that may arise from any on-going implications of COVID-19.

The framework for New Build Residential Housing has been extended for one year until 31 July 2022. It was anticipated that tendering activity over the early part of the framework would be relatively low as members required time to transfer their procurement over to the new framework. Unfortunately, due to the impact of COVID-19 over the last year, a number of projects start dates and tendering timelines have been delayed. However, activity is now increasing and to date five projects totaling £46 million have been awarded through the framework, with a further 11 currently undergoing a direct award process or mini competition.

In relation to the Social Care Case Management System development, the 29<sup>th</sup> January Scotland Excel Executive Sub-Committee approved award to five service providers. It is expected that this framework will go live in February.

An understanding of current ICT system and applications in use across councils is being collected through Scotland's Technical Asset Management Platform (STAMP). This will enable greater visibility of current contract requirements across councils, and in turn support the development of a collaborative contract plan for digital services. Procurement, transformation and IT leads will be invited to a series of meetings during February and March to demonstrate the functionality of STAMP and to offer advice, support and assistance on implementation and usage.

The project for Artificial Intelligence (AI)/ Robotics Process Automation is ongoing to review potential collaborative contracting areas of opportunity across the councils. Scotland Excel held an initial meeting in mid-January with the purpose of forming an appropriate User Intelligence Group (UIG) to take things forward for member councils. A survey has been sent to those in attendance asking current position, plans and budget commitment.

Regarding the development of Online School Payments framework, incorporating new elements of the catering management system, this is going through its final stages of strategy development with technical input from member councils. It is expected that this will be tendered by end March 2021 and 'go live' is planned for July 2021.

Scotland Excel was asked by SEEMiS to assist councils in procuring a solution to replace a module for supply teacher bookings. Subsequent to UIGs the scope of the procurement was changed to be that of a more generic booking solution that might encompass a number of booking requirements. A tender was issued on 25th January for the creation of a framework agreement with a 'go live' date planned for April 2021.

The project to develop a Dynamic Purchasing System (DPS) to support the delivery of digital telecare is underway. Key requirements include that the new contracts allow entry to new suppliers on a regular basis, and that products and services comply with standards agreed by the Digital Office and other stakeholders. It is anticipated that the DPS will be available for councils to call off from late April.

### **3. Conclusion**

Members are invited to note the progress made to date.

## Appendix 1 – List of contracts to be renewed in 2020/21 including those extended into 2021/22

| Service                               | Estimated Annual Collaborative Contract Opportunity | Activity | Original Forecast Date | Previous Forecast Date | Delivered Date | Latest Forecast Date if Different | Forecast Savings Range | Delivered Savings Forecast | Comments  |
|---------------------------------------|---|----------|------------------------|------------------------|----------------|-----------------------------------|------------------------|----------------------------|---|
| Groceries and Provisions              | 30,000,000  | Renew    | May-20                 |                        | Mar-20         |                                   | 2% - 4%                | 1.4%                       | Framework is live   |
| Demolition                            | 18,000,000  | Renew    | Aug-20                 |                        | Jun-20         |                                   | 2% - 4%                | 0.0%                       | Framework is live   |
| Catering Sundries                     | 4,000,000   | Renew    | Aug-20                 |                        | Jun-20         |                                   | 2% - 4%                | 4.9%                       | Framework is live   |
| Online School Payments                | 3,000,000   | Renew    | Apr-20                 | Apr-21                 |                | Jul-21                            | 2% - 4%                |                            | Initial reschedule to April 2020 due to low customer demand. Re-profiled from April - July 2021 due to extended market engagement post COVID-19 |
| Domestic Furniture and Furnishings    | 20,000,000  | Renew    | Nov-20                 | Feb-21                 |                |                                   | 2% - 4%                |                            | Recommendations to be presented to Executive Sub Committee on 19 February 2021  |
| Vehicle Parts                         | 12,000,000  | Renew    | Jan-21                 | Apr-21                 |                | May-21                            | 2% - 4%                |                            | Framework currently in mobilisation phase   |
| Bitumen Products                      | 12,000,000  | Renew    | Mar-21                 |                        | Dec-20         |                                   | 2% - 4%                | 6.0%                       | Recommendations presented to Executive Sub Committee on 11 December 2020  |
| Education and Office Furniture        | 5,000,000   | Renew    | Mar-21                 | May-21                 |                | Aug-21                            | 2% - 4%                |                            | Plan delayed due to COVID-19  |
| Outdoor Play and Sports               | 17,500,000  | Renew    | Mar-21                 |                        |                | Dec-21                            | 2% - 4%                |                            | Strategy in development. Forecast date revised to reflect prioritisation of other work areas  |
| Engineering and Technical Consultancy | 18,125,000  | Renew    | Mar-21                 |                        | Jan-21         |                                   | 2% - 4%                | 3.7%                       | Recommendations presented to Executive Sub Committee on 29 January 2021   |
| Fostering and Continuing Care         | 34,000,000  | Renew    | Mar-21                 |                        |                | Jul-21                            | N/A                    |                            | Plan delayed due to COVID-19  |
| Organic Waste                         | 12,000,000  | Renew    | Apr-21                 |                        |                | Jul-21                            | 2% - 4%                |                            | Plan delayed due to COVID-19  |
| Energy Efficiency Contractors         | 200,000,000   | Renew    | May-21                 |                        |                | Nov-21                            | 2% - 4%                |                            | Strategy in development. Commencement date revised due to COVID 19  |



## Appendix 2 – List of new contracts to be developed and delivered in 2020/2021

| Service                               | Estimated Annual Collaborative Contract Opportunity | Activity     | Original Forecast Date | Previous Forecast Date | Delivered Date | Latest Forecast Date if Different | Forecast Savings Range | Delivered Savings Forecast | Comments  |
|---------------------------------------|---|--------------|------------------------|------------------------|----------------|-----------------------------------|------------------------|----------------------------|---|
| Electric Vehicle Charging Points      | 10,000,000  | New Contract | Aug-20                 | May-21                 |                | Oct-21                            | 5.5%                   |                            | Plan delayed due to COVID-19  |
| Social Care Case Management Solutions | 7,000,000   | New Contract | Aug-20                 | Nov-20                 | Jan-21         | Jan-21                            | 5.5%                   | 0.0%                       | Recommendations presented to Executive Sub Committee on 29 January 2021   |
| Swimming Pool Contractors (OSS)       | 2,000,000   | New Contract | Oct-19                 | Mar-21                 |                | Mar-22                            | 5.5%                   |                            | Project initially delayed due to COVID-19 discussions ongoing to confirm anticipated uptake and viability                   |
| Lift Maintenance (OSS)                | 1,250,000   | New Contract | Mar-20                 | Mar-21                 |                | Mar-22                            | 5.5%                   |                            | Project initially delayed due to COVID-19 discussions ongoing to confirm anticipated uptake and viability                   |
| Construction and Building Consultancy | 10,000,000  | New Contract | May-21                 |                        |                | Jan-22                            | 2% - 4%                |                            | Initially merged with Engineering Consultancy but delayed due to separate service offering. Strategy Consultation commenced |
| Waste Composition Analysis            | 750,000   | New Contract | Jun-21                 |                        |                |                                   | 5.5%                   |                            | Tender released   |
| Digital Telecare                      | 4,000,000   | New Contract | Apr-21                 |                        |                |                                   | 5.5%                   |                            | DPS being published by March  |
| Supply Teacher Booking System         | 300,000   | New Contract | Apr-21                 |                        |                |                                   | 5.5%                   |                            | Currently being Tendered  |

### Appendix 3 – Flexible Contracts in 2020/2021

| Service   | Estimated Annual Collaborative Contract Opportunity | Activity                        | Anticipated Re-Opening Date | Comments   |
|---|---|---------------------------------|-----------------------------|--|
| Care and Support  | £140,000,000  | Flexible Framework Agreement    | Oct-20                      | Ongoing mobilisation and award process underway.   |
| Care Homes For Adults With Learning Disabilities Including Autism | £26,500,000   | Flexible Framework Agreement    | TBC                         | A survey issued to Councils/HSCPs on September 2020. The findings suggest that, there is low levels of interest to re-open the framework, as anticipated reopening date December 2020, revised date to be planned 2021 |
| Social Care Agency Workers  | £20,000,000   | Flexible Framework Agreement    | Apr-21                      | Determined by the requirements of Purchasing Authorities   |
| Bikeability Scotland Training Providers                           | £300,000  | Dynamic Purchasing System (DPS) | N/A                         | New entrants may be approved at any point during the lifetime of the DPS   |
| Recyclable and Residual Waste                                     | £40,000,000   | Dynamic Purchasing System (DPS) | N/A                         | New entrants may be approved at any point during the lifetime of the DPS   |

#### Appendix 4 – Contracts with extension options and contract management activity ongoing in 2020/2021

##### Contracts with extension options in 2020/21

| Contract Description              | Est Annual Value |
|-----------------------------------|------------------|
| Asbestos                          | £12,000,000      |
| Boiler Maintenance                | £10,000,000      |
| Bottled Gas                       | £2,000,000       |
| Digital Publications and Services | £1,000,000       |
| Fire Safety Products (OSS)        | £2,500,000       |
| First Aid Materials (OSS)         | £2,000,000       |
| Grounds Maintenance Equipment     | £6,000,000       |
| Laundry Equipment (OSS)           | £1,100,000       |
| Library Books & Textbooks         | £14,000,000      |
| Milk                              | £9,000,000       |
| New Build Residential             | £375,000,000     |
| Pest Control (OSS)                | £1,500,000       |
| Power Tools                       | £681,818         |
| Steeplejacks Services (OSS)       | £1,750,000       |
| Swimming Pool Chemicals (OSS)     | £1,250,000       |
| Technology Enabled Care           | £6,300,000       |
| Trade Materials                   | £10,000,000      |
| Water Coolers (OSS)               | £1,500,000       |

*Contracts which are shaded have been approved for extension*

**Contracts with no renewal or extension activity and contract management activity ongoing in 2020/21**

| <b>Contract Description</b>               | <b>Est Annual Value</b> | <b>Contract Description</b>              | <b>Est Annual Value</b> |
|---|-------------------------|--|-------------------------|
| Audio Visual                              | £7,500,000              | Janitorial Products                      | £12,000,000             |
| Alcoholic Beverages                       | £1,250,000              | Light and Heavy Plant                    | £10,000,000             |
| Building and Timber                       | £15,000,000             | Plumbing and Heating Materials           | £22,500,000             |
| Buildings Related Engineering Consultancy | £10,000,000             | Road Maintenance Materials               | £2,500,000              |
| Catering Sundries                         | £6,000,000              | Road Signage Materials                   | £1,250,000              |
| Cleaning Equipment (OSS)                  | £2,250,000              | Roadstone                                | £5,000,000              |
| Commercial Catering Equipment (OSS)       | £4,000,000              | Salt for Winter Maintenance              | £16,250,000             |
| Community Meals                           | £4,000,000              | Secure Care                              | £17,500,000             |
| Education Materials                       | £17,500,000             | Security Services and Cash Collection    | £12,500,000             |
| Electrical Materials                      | £20,000,000             | Sheriff Officers (OSS)                   | £1,100,000              |
| Energy Advice (OSS)                       | £1,000,000              | Vehicle Purchase RM6060                  | £15,000,000             |
| Fresh Bread, Rolls and Bakery Products    | £1,500,000              | Vending Machines (OSS)                   | £1,250,000              |
| Fresh Fruit and Veg                       | £6,000,000              | Washroom Solutions and Sanitary Products | £3,500,000              |
| Fresh Meat, Cooked Meats and Fresh Fish   | £10,000,000             | Waste Disposal Equipment                 | £1,250,000              |
| Groceries and Provisions                  | £30,000,000             | Street Lighting Materials                | £35,000,000             |
| Hot Beverages (OSS)                       | £1,000,000              |  |                         |

## Appendix 5 – Expenditure summary per Council: Oct 2019 – Sep 2020

| Member Organisation           | Actual Spend        | Forecast Spend      | Variance   | % of Total Actual Spend | Estimated Saving   | % Saving     |
|-------------------------------|---------------------|---------------------|------------|-------------------------|--------------------|--------------|
| The City of Edinburgh Council | £45,882,255         | £34,441,865         | 133.20%    | 7.93%                   | £679,266           | 1.48%        |
| Fife Council                  | £44,226,411         | £108,958,597        | 40.60%     | 7.64%                   | £676,260           | 1.53%        |
| Glasgow City Council          | £37,012,148         | £50,372,857         | 73.50%     | 6.40%                   | £744,736           | 2.01%        |
| South Lanarkshire Council     | £30,985,405         | £65,101,402         | 47.60%     | 5.36%                   | £417,554           | 1.35%        |
| Associate Members             | £29,899,572         | £52,786,421         | 56.60%     | 5.17%                   | £338,548           | 1.13%        |
| Aberdeenshire Council         | £29,845,624         | £38,747,166         | 77.00%     | 5.16%                   | £557,917           | 1.87%        |
| Aberdeen City Council         | £25,867,981         | £35,256,465         | 73.40%     | 4.47%                   | £431,099           | 1.67%        |
| West Lothian Council          | £25,056,530         | £28,262,377         | 88.70%     | 4.33%                   | £343,049           | 1.37%        |
| North Lanarkshire Council     | £23,412,795         | £52,440,089         | 44.60%     | 4.05%                   | £479,943           | 2.05%        |
| Falkirk Council               | £23,396,639         | £43,468,329         | 53.80%     | 4.04%                   | £921,068           | 3.94%        |
| The Highland Council          | £19,671,917         | £25,726,610         | 76.50%     | 3.40%                   | £190,296           | 0.97%        |
| Dundee City Council           | £18,733,146         | £15,232,378         | 123.00%    | 3.24%                   | £279,026           | 1.49%        |
| West Dunbartonshire Council   | £17,838,532         | £25,646,016         | 69.60%     | 3.08%                   | £393,909           | 2.21%        |
| Renfrewshire Council          | £17,640,433         | £37,174,593         | 47.50%     | 3.05%                   | £473,454           | 2.68%        |
| North Ayrshire Council        | £16,036,925         | £48,517,114         | 33.10%     | 2.77%                   | £231,541           | 1.44%        |
| East Lothian Council          | £14,409,677         | £13,644,957         | 105.60%    | 2.49%                   | £293,295           | 2.04%        |
| South Ayrshire Council        | £13,782,110         | £18,513,263         | 74.40%     | 2.38%                   | £228,107           | 1.66%        |
| East Ayrshire Council         | £13,328,742         | £15,262,443         | 87.30%     | 2.30%                   | £271,532           | 2.04%        |
| Perth and Kinross Council     | £12,646,788         | £9,680,424          | 130.60%    | 2.19%                   | £365,381           | 2.89%        |
| Dumfries and Galloway Council | £12,422,745         | £11,730,698         | 105.90%    | 2.15%                   | £269,704           | 2.17%        |
| The Moray Council             | £11,181,702         | £23,501,488         | 47.60%     | 1.93%                   | £149,037           | 1.33%        |
| Scottish Borders Council      | £10,966,565         | £12,808,022         | 85.60%     | 1.90%                   | £236,883           | 2.16%        |
| East Dunbartonshire Council   | £9,946,429          | £9,829,649          | 101.20%    | 1.72%                   | £222,271           | 2.23%        |
| Angus Council                 | £9,103,125          | £16,414,266         | 55.50%     | 1.57%                   | £184,130           | 2.02%        |
| Stirling Council              | £8,885,156          | £11,368,017         | 78.20%     | 1.54%                   | £120,658           | 1.36%        |
| Argyll and Bute Council       | £8,770,087          | £10,049,010         | 87.30%     | 1.52%                   | £250,890           | 2.86%        |
| Tayside Contracts             | £8,438,401          | £13,576,273         | 62.20%     | 1.46%                   | £364,325           | 4.32%        |
| East Renfrewshire Council     | £8,364,225          | £11,510,546         | 72.70%     | 1.45%                   | £413,705           | 4.95%        |
| Clackmannanshire Council      | £8,254,393          | £12,832,390         | 64.30%     | 1.43%                   | £167,957           | 2.03%        |
| Inverclyde Council            | £7,876,844          | £9,267,675          | 85.00%     | 1.36%                   | £210,655           | 2.67%        |
| Midlothian Council            | £7,709,845          | £11,883,712         | 64.90%     | 1.33%                   | £148,700           | 1.93%        |
| Shetland Islands Council      | £2,751,616          | £3,063,347          | 89.80%     | 0.48%                   | £36,081            | 1.31%        |
| Orkney Islands Council        | £2,308,705          | £2,524,800          | 91.40%     | 0.40%                   | £28,159            | 1.22%        |
| Comhairle nan Eilean Siar     | £1,920,407          | £5,162,642          | 37.20%     | 0.33%                   | £127,412           | 6.63%        |
| <b>Total</b>                  | <b>£578,573,875</b> | <b>£884,755,901</b> | <b>N/A</b> | <b>100%</b>             | <b>£11,246,548</b> | <b>1.94%</b> |

