

## **Notice of Meeting and Agenda Scotland Excel Executive Sub-Committee**

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 30 June 2017	00:00	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

KENNETH GRAHAM  
Clerk

### **Meeting Details**

Please note that the Scotland Excel Executive Sub-committee meeting will be held immediately following the meeting of the Scotland Excel Joint Committee.

Membership of the Executive Sub-committee will be decided by the Joint Committee and the elected member representing those Councils should attend the Executive Sub-committee meeting.

### **Further Information**

This is a meeting which is open to members of the public.

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at [www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

### **Members of the Press and Public**

Members of the press and public wishing to attend the meeting should report to the customer service centre where they will be met and directed to the meeting.

## Items of business

### 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.

#### **1 Contract for Approval: Treatment of Organic Waste 3 - 16**

Report by Director of Scotland Excel.

#### **2 Contract for Approval: Supply and Delivery of Education 17 - 36**

### Materials

Report by Director of Scotland Excel.

#### **3 Contract for Approval: Supply Only and Supply and 37 - 50**

### Distribution of Frozen Foods

Report by Director of Scotland Excel. Updated Appendix 1 in documents section at foot of page.

#### **4 Request for Associate Membership of Scotland Excel**

##### **4(a) Abbeyfield Scotland Limited 51 - 52**

Report by Director of Scotland Excel.

##### **4(b) Cadder Housing Association 53 - 54**

Report by Director of Scotland Excel.

##### **4(c) Clydebank Housing Association 55 - 56**

Report by Director of Scotland Excel.

##### **4(d) Ferguslie Park Housing Association 57 - 58**

Report by Director of Scotland Excel.

##### **4(e) South East of Scotland Transport Partnership 59 - 60**

Report by Director of Scotland Excel.

#### **5 Date of Next Meeting**

Note that the next meeting of the Scotland Excel Executive Sub-committee will be held at 10.45 am on Friday, 15 September 2017, in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.

**Scotland Excel****To: Executive Sub Committee****On: 30 June 2017****Report  
by  
Director Scotland Excel****Tender: Treatment of Organic Waste****Schedule: 08/16****Period: 1 August 2017 until 31 March 2020 with an option to extend for a further 12 month period****1. Introduction and Background**

The current framework for Treatment of Organic Waste expired on 31<sup>st</sup> March 2017. The provision of an informal extension was arranged to bridge the interim period until the 30<sup>th</sup> July 2017. This proposed renewal framework will operate from 1<sup>st</sup> August 2017 until 31<sup>st</sup> March 2020 with an option to extend for a further 12 month period until 31<sup>st</sup> March 2021.

This renewal is a second generation framework arrangement for this service, and will assist councils in delivering their statutory obligation to provide an essential waste management service in line with the Waste (Scotland) Regulations 2012, Zero Waste Scotland's Zero Waste Plan (2010) and Circular Economy Strategy for Scotland (2016). Under the current regulations, local authorities in Scotland are required to provide a minimum level of service covering key recyclable materials, including garden and food waste for householders.

**2. Scope, Participation and Spend**

As part of the strategy development, the User Intelligence Group (UIG) confirmed general high levels of satisfaction with the current framework services, and endorsed retaining three lots as summarised in Table 1. This strategy is designed to closely align with council requirements, whilst also recognising the current structure of the market place, as well as maximising opportunities for SME participation.

**Table 1: Lotting Structure**

Lot Number	Description	Estimated % of Spend
Lot 1	Food waste	22%
Lot 2	Garden waste	40%
Lot 3	Co-mingled food and garden waste	38%

As detailed in Appendix 1, 21 councils have confirmed their intention to participate in this framework. In addition, Perth & Kinross Council and South Lanarkshire Council, have made awards under the last framework for a period that will take them beyond the future framework period.

The following councils have indicated no present need to use this new framework for the following reasons:

- Aberdeen City Council waste management services are managed by SUEZ as part of a long term arrangement until 2025.
- Comhairle Nan Eilean Siar, Fife Council, Orkney Islands Council and Shetland Islands Council: have their own in house arrangements to treat organic waste.
- Dumfries and Galloway Council, East Ayrshire Council, Moray Council and North Ayrshire Council: have pre-existing own contract arrangements in place and do not currently intend to participate, but they reserve the right to access it during the lifetime of the framework.

To ensure that all 32 councils had the option to use the framework, however, all councils were listed in the Contract Notice for the framework.

The forecast annual spend for participating councils is £10m per annum, equating to an estimated £40m over the term of the framework. A key objective of the framework is to attract service providers for the treatment of organic waste and to ensure flexibility and growth for all councils. To this end, a contingency was incorporated into this framework to allow increased expenditure and the framework was advertised at £48m for the full 4 year term.

### **3. Procurement Process**

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 15<sup>th</sup> September 2016. In addition, a working group of technical and procurement representatives was formed to review technical specifications and participate in the evaluation.

A Prior Information Notice (PIN) was published on 8<sup>th</sup> August 2016, which resulted in expressions of interest from 28 organisations. As a result of this considerable and very positive interest, meetings were held with potential bidders, including both incumbent and new providers, during which a number of areas were covered, including ability to service, servicing processes, market trends, community benefits and sustainability.

Thereafter, in order to ensure maximum competition, the UIG agreed that an open tender process should be followed to establish the framework.

The Contract Notice was published via the Official Journal of the European Union and the Public Contracts Scotland portal (PCS) on 27<sup>th</sup> February 2017 with the tender documentation being made available for immediate download from 1<sup>st</sup> March 2017, via the Public Contracts Scotland Tenders (PCS-T) system.

The procurement process followed a two stage tendering procedure. At the first stage, tender European Single Procurement Document (ESPD) responses were assessed against financial capability, technical/professional capability and business probity requirements. Bidders were required to pass this stage to be eligible for award. At the second stage, offers were evaluated against the following criteria and weightings.

Technical	25%
Commercial	75%

Bidders could bid to service one or more lots with up to 3 offers per lot. The additional bids were encouraged to ensure sufficient geographical coverage, available capacity and to ensure that the councils have the choice of waste treatment facilities and/or reception points where waste could be delivered. Each lot and each offer was evaluated on its own merit.

Within the technical section, bidders were required to evidence their knowledge and experience by submitting method statements which covered a number of areas including: sustainability, community benefits and fair work practices. Bidders also had to complete a method statement describing how they would deliver the service, including:

- 1) Site details and future plans;
- 2) contract management and mobilisation;
- 3) reception, bulk collection and haulage;
- 4) treatment process, outputs and
- 5) contingencies and reporting information.

Within the commercial section, bidders were invited to offer on a lot by lot basis. Fixed pricing for 12 months was required for all lots. Bidders were also invited to offer early settlement discount for payments received prior to 21 days from date of receipt of invoice.

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

The tender document was downloaded by twenty organisations, with eleven tender responses received. 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 carried out. Appendix 3 sets out the scoring achieved by each bidder.

#### **5. Recommendations**

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, it is recommended that a multi service provider framework arrangement is established with eleven service providers across the three lots as outlined in Appendix 3.

These eleven recommended service providers offer best value for all geographical areas and a range of choice and capacity for council members.

#### **6. Benefits**

##### **Savings**

Scotland Excel has conducted a benchmarking exercise based on current tonnage forecast of councils comparing current contractual direct call off rates with the contractual direct call off rates submitted for the new framework.

Rates are in the form of a “gate fee” which includes, but is not exclusive to, the costs of handling and processing waste from reception to completion of the treatment process.

The benchmarking exercise took the current providers’ rates for each lot and compared them to the providers’ rates for each lot submitted for the new framework.

The result of this benchmarking is listed in Appendix 1. Based on the rate comparison data and the spend information available, the projected average additional cost across all participating councils is 1.4%. However, this is derived from a broad range of projected values from a circa 32% saving to a circa 16% cost. The key influencing factors within this range are the preferred processing

mechanisms, the lot selected from the framework and the contamination level that exist.

These costs / savings for each council area are largely dependent on council operational requirements, geographical location of processing facilities to minimise both logistic costs and degradation of organic materials, treatment type and market demand for output material.

The key influence on the current pricing is the combination of the volume of the organic waste which requires treatment coupled with the availability of treatment capacity. The tonnage of organic material for treatment has increased due to the change in legislation which requires higher degree of separation of waste stream and therefore separate treatment requirements. Treatment facilities charging mechanisms correlate with the level of contamination that exist within the waste stream with higher contamination attracting higher processing fees.

It should be noted, however, that each individual council could achieve additional savings through conducting mini-competitions.

The success of this framework will be measured on participation, level of actual spend, level of service and the convenience of a framework option from which councils can draw down that allows the delivery of treatment services that assist in councils meeting their legislative requirements and recycling targets.

### **Price Stability**

All service providers have agreed to the 12 month fixed price period at the start of the framework. Provision thereafter is for price reviews every 12 months to accommodate market fluctuations. All requests for price increases will be evaluated against prevailing market conditions and supporting documentary evidence.

### **Sustainable Procurement Benefits**

Within the technical section of the tender, the sustainability method statement assessed bidders in relation to their corporate approach to sustainability and how they promote recycle, reuse and reduce initiatives to minimise the impact of their service on the environment. A range of sustainable measures were outlined by service providers including;

- Reduction of waste footprint by the recycling of all general waste, reducing energy consumption in operational processes.
- Sustainability and innovative initiatives in processes and use of machines powered by green energy.

- Carbon management including management of routes, efforts to reduce vehicle emissions from haulage by using local supply base and adoption of the latest model delivery vehicles with Euro 5/6 engines.

### **Community Benefits**

Bidders were also asked to detail and demonstrate their commitment to providing community benefits, and this will be further discussed during framework mobilisation and reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a six monthly basis. A range of community benefits were offered by bidders including:

- Assisting with Yearly Household Waste & Recycling Service awareness raising campaigns.
- Open Door experience for general public and local school children.
- Provision of printed materials for waste awareness events.
- Recruitment of apprentices.
- Donation of prizes to school prize events linked to the waste industry e.g. Chemistry or Biology.
- Provision of weekly and monthly work experience placements to pupils or council apprentices.
- New graduate intern position created for a university graduate.
- Recruitment of new members of staff.
- Sponsorship and support of charities, local sports teams, community projects and events.
- Career events for schools/colleges.
- Provision of an educational workshop for local farmers on the benefits of PAS100 compost compared to other fertilisers.
- Mentoring SMEs.
- Donation of compost to householders and community groups.

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

Bidders were asked a question on their approach to fair work practices and the Scottish Living Wage status. Of the 11 recommended service providers, 8 confirmed payment of the Living Wage to their workforce:

- 3 are accredited Living Wage Employers.
- 1 has committed gaining accreditation over the initial two year period of the framework
- 4 are not accredited Living Wage Employers but pay the Living Wage to all employees (except volunteers, apprentices and interns).

Scotland Excel includes monitoring Fair Work Practices including the Living Wage within its contract and supplier management programme. Scotland Excel



will encourage all awarded providers who do not yet pay the Scottish Living Wage to achieve this.

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

Each service provider will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments. All service providers and participating members will be issued with a mobilisation pack containing all required details to launch the framework.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for the treatment of organic waste aims to maximise collaboration, support local authorities waste management strategies and activities in compliance with the Zero Waste Plan and the Waste (Scotland) Regulations 2012 and their delivery of best value. The essence of this framework is to make the most efficient use of resources by maximising recycling and recovery of resources instead of treating them as waste. A range of benefits can be reported in relation to savings, price stability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to establish this framework by making awards to the tenderers as detailed in Appendix 3.



# Appendix 1 – Participation, Spend and Savings Summary - Treatment of Organic Waste 08/16

Member Name	Participate In Framework	Participation Entry Date	Validated Spend	Source of Spend	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	No						
Aberdeenshire Council	Yes	Contract Start	£818,000	Council Confirmed	-5.1%	-£41,500	Benchmarked Current Contract
Angus Council	Yes	Contract Start	£159,400	Council Confirmed	25.2%	£40,200	Benchmarked Current Contract
Argyll & Bute Council	Yes	Contract Start	£126,739	Council Confirmed	3.1%	£3,869	Benchmarked Current Contract
Clackmannanshire Council	Yes	Contract Start	£150,775	Council Confirmed	10.0%	£15,075	Benchmarked Current Contract
Comhairle nan Eilean Siar	No						
Dumfries & Galloway Council	No						
Dundee City Council	Yes	Contract Start	£120,780	Council Confirmed	31.8%	£38,430	Benchmarked Current Contract
East Ayrshire Council	No						
East Dunbartonshire Council	Yes	Contract Start	£272,108	Council Confirmed	7.9%	£21,624	Benchmarked Current Contract
East Lothian Council	Yes	Contract Start	£372,875	Council Confirmed	-4.4%	-£16,281	Benchmarked Current Contract
East Renfrewshire Council	Yes	Contract Start	£493,400	Council Confirmed	7.5%	£37,150	Benchmarked Current Contract
Edinburgh City Council	Yes	Jan-18	£625,000	Council Confirmed	-5.0%	-£31,250	Benchmarked Current Contract
Falkirk Council	Yes	Apr-20	£199,250	Council Confirmed	25.2%	£50,250	Benchmarked Current Contract
Fife Council	No						
Glasgow Council	Yes	Contract Start	£1,430,000	Council Confirmed	-15.4%	-£220,000	Benchmarked Current Contract
Highland Council	Yes	Contract Start	£102,000	Council Confirmed	-1.7%	-£1,700	Benchmarked Current Contract
Inverclyde Council	Yes	Contract Start	£184,994	Council Confirmed	-9.7%	-£18,000	Benchmarked Current Contract
Midlothian Council	Yes	Contract Start	£212,500	Council Confirmed	-5.0%	-£10,625	Benchmarked Current Contract
Moray Council	No						
North Ayrshire Council	No						
North Lanarkshire	Yes	Contract Start	£249,063	Council Confirmed	25.2%	£62,813	Benchmarked Current Contract
Orkney Islands Council	No						
Perth & Kinross Council	No						
Renfrewshire Council	Yes	Contract Start	£588,944	Council Confirmed	6.0%	£35,168	Benchmarked Current Contract
Scottish Borders Council	Yes	Contract Start	£185,999	Council Confirmed	-15.6%	-£29,012	Benchmarked Current Contract
Shetland Islands Council	No						
South Ayrshire Council	Yes	Jul-18	£326,000	Council Confirmed	-4.5%	-£14,750	Benchmarked Current Contract
South Lanarkshire Council	No						
Stirling Council	Yes	Sep-18	£518,078	Council Confirmed	-1.7%	-£8,722	Benchmarked Current Contract
Tayside Contracts	No						
West Dunbartonshire Council	Yes	Apr-19	£283,700	Council Confirmed	-4.8%	-£13,600	Benchmarked Current Contract
West Lothian Council	Yes	Contract Start	£229,550	Council Confirmed	-3.4%	-£7,916	Benchmarked Current Contract
<b>TOTALS</b>			<b>£7,649,153</b>		<b>-1.4%</b>	<b>-£108,778</b>	



## Appendix 2 - SME Status

Bidder's Name	SME Status	Location	Lots Tendered
Barr Environmental Limited	Medium	Glasgow & Strathclyde	1,2,3
Billy Bowie Special Projects Limited	Medium	Glasgow & Strathclyde	1,2,3
Energen Biogas Ltd	Medium	Glasgow & Strathclyde	1
Forth Resource Management Limited	Small	Edinburgh & Lothians	1,2,3
GP Plantscape Limited	Medium	Glasgow & Strathclyde	1,2,3
Keenan (Recycling) Ltd	Medium	Aberdeen & North East	1,2,3
Levenseat Limited	Medium	Edinburgh & Lothians	1,2,3
Scottish Water Horizons Ltd	Medium	Glasgow & Strathclyde	1
Earnside Energy Ltd	Small	England	1,2,3
William Tracey Limited	Large	Glasgow & Strathclyde	1,2,3
William Munro Construction (Highland) Limited	Medium	Highlands & Islands	2



### Appendix 3 - Scoring and Recommendations

Lot 1 - Food Waste	Offer	Score
Energen Biogas Ltd	Offer 1	99.00
Earnside Energy Ltd	Offer 1	90.82
Scottish Water Horizons Ltd	Offer 1	84.33
Levenseat Limited	Offer 1	69.80
GP Plantscape Limited	Offer 1	65.97
William Tracey Limited	Offer 2	60.94
William Tracey Limited	Offer 1	60.56
Barr Environmental Limited	Offer 1	59.48
Barr Environmental Limited	Offer 2	59.48
Keenan (Recycling) Ltd	Offer 1	56.60
Barr Environmental Limited	Offer 3	55.11
Keenan (Recycling) Ltd	Offer 2	54.48
William Tracey Limited	Offer 3	46.07
Forth Resource Management Limited*	Offer 1	46.04
Billy Bowie Special Projects Limited	Offer 1	37.21

Lot 3 - Co-mingled food and garden waste	Offer	Score
Levenseat Limited	Offer 1	95.43
GP Plantscape Limited	Offer 1	94.70
Earnside Energy Ltd	Offer 1	87.94
Barr Environmental Limited	Offer 1	87.47
Barr Environmental Limited	Offer 2	87.47
Forth Resource Management Limited*	Offer 1	82.50
William Tracey Limited	Offer 2	81.84
William Tracey Limited	Offer 1	80.96
Barr Environmental Limited	Offer 3	79.83
Billy Bowie Special Projects Limited	Offer 1	79.06
Keenan (Recycling) Ltd	Offer 1	76.27
Keenan (Recycling) Ltd	Offer 2	74.15
William Tracey Limited	Offer 3	60.10

\*Award deferred until bidder has obtained all necessary consents for its site(s)

Lot 2 - Garden Waste	Offer	Score
Keenan (Recycling) Ltd	Offer 2	91.87
Forth Resource Management Limited	Offer 1	81.85
GP Plantscape Limited	Offer 1	79.26
Earnside Energy Ltd	Offer 1	76.12
Barr Environmental Limited	Offer 1	74.25
Barr Environmental Limited	Offer 2	74.25
Levenseat Limited	Offer 1	71.14
Keenan (Recycling) Ltd	Offer 1	67.20
Keenan (Recycling) Ltd	Offer 3	66.83
Barr Environmental Limited	Offer 3	65.54
William Tracey Limited	Offer 2	63.69
William Tracey Limited	Offer 1	62.82
William Munro Construction (Highland) Limited	Offer 1	55.15
William Tracey Limited	Offer 3	42.69
Billy Bowie Special Projects Limited	Offer 1	38.99





## **Scotland Excel**

**To: Executive Sub Committee**

**On: 30 June 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Supply and Delivery of Education Materials**

**Schedule: 09-16**

**Period: 1 August 2017 until 31 July 2019 (with the option to extend for up to two 12 month periods until 31 July 2021)**

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

The current framework for education materials will expire on 30 June 2017. This recommendation is for the award of a renewal framework which will operate from 1 August 2017 to 31 July 2019 with the option to extend for up to two 1 year periods until 31 July 2021.

This framework will provide councils with a mechanism to procure a range of educational materials, including but not limited to, arts and crafts, board, card and paper, exercise books, homework diaries, science equipment and sports equipment. Users of the framework are likely to include schools and nurseries, including those catering for children with additional support needs.

The renewal incorporates a number of enhancements to the current framework including the use of sub-lots, creating opportunities for SME's to bid as well as a simplified rebates structure.

Also incorporated into the framework were products for additional support needs, Higher and Advanced Higher requirements to ensure it met the requirements of individual learners.

The framework was developed to support the Curriculum for Excellence (CfE), around its four capacities:

- Successful learners;
- Confident individuals;
- Responsible citizens; and
- Effective contributors.

The report summarises the outcome of the procurement process for this national framework arrangement.

## 2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of nine lots as summarised in Table 1.

**Table 1: Lotting Structure**

Lot No.	Description	Estimated % Spend through lot
1	General Education Materials	34%
2	Arts and Craft Materials	11%
3	Board, Card and Paper	5%
4	Exercise Books	11%
5	Early Learning Materials	14%
6	Bespoke Homework Diaries	2%
7	Music Instruments	10%
8	Scientific equipment	8%
9	Sports Equipment	5%

This lotting structure recognises the current structure of the market place and was designed to more closely align with council requirements. It was designed to maximise the number of products that are available for councils to purchase, ensuring that every child's learning and development requirements are met and support the Curriculum for Excellence agenda in schools and nurseries.

Lot 1 General Education Materials has been included for councils as a "one-stop shop" to allow councils an easy method of procuring commonly purchased items in arts and crafts, board, card and paper, early learning materials and sports equipment.

Lots 2 to 9 provide councils with access to more specialist suppliers and continued to maximise opportunities for SMEs with two of the lots, Lot 5 Early Learning Materials and Lot 7 Music Instruments, including sub-lots to further encourage SME participation.

As detailed in Appendix 1, 32 councils have confirmed their intention to participate in this framework.

Based on the historical spend of councils; the framework has a forecast spend of circa £15 million per annum. However, to allow for additional expenditure from grant or attainment funding, and increased spend with specialist suppliers not currently captured by the framework, the framework was advertised at £17.5 million per annum. However it should be noted that no guarantee of any level of business is given.

### 3. Procurement Process

A Prior Information Notice (PIN) was published for this tender on 23 September 2016 which resulted in expressions of interest from 49 organisations. A supplier engagement meeting was held to inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

The UIG consisting of procurement and technical representatives from the participating councils endorsed the procurement strategy on 4<sup>th</sup> October 2016. A working group of technical representatives from the councils was also formed to review the technical specifications and establish the technical criteria to adopt during the tender process. This group also played an integral role in evaluating technical responses from bidders.

To ensure maximum competition, the UIG agreed that an open tender process should be followed to establish the renewal framework. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 10 April 2017. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

The procurement process followed a two stage tendering procedure. Stage one, Qualification was conducted using the European Single Procurement Document (ESPD). Within the ESPD tenderers are required to answer a number of exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management.

At the second stage of the process, the offers were evaluated against the following criteria and weightings:

- All Lots
  - Technical 20%
  - Commercial 80%

Within the technical section for Lot 1, bidders were required to evidence their knowledge and experience by responding to technical questions including servicing the framework requirements, supply chain sustainability issues and community benefits. There was also a scored question concerning fair work practices.

Within the technical section for Lot 2 to 9, bidders were required to evidence their knowledge and experience by responding to technical questions including how they would provide reliable and responsive service, customer service and community benefits that they would deliver.

Within the commercial section for all lots, apart from Lot 5 and 7, bidders were invited to offer for a basket of goods on a lot-by-lot basis. For each lot, bidders were also invited to offer a retrospective rebate.

For Lot 5 Early Learning Materials, the lot was split into sub-lots. There were 9 sub-lots and bidders could bid for one, any or all of these. Bidders were invited to offer for a basket of goods for each of the product groupings.

For Lot 7 Music Instruments, the lot was split into sub-lots. There were 6 sub-lots and bidders could bid for one, any or all of these. Bidders were invited to offer for a basket of goods for each of the product groupings based on a discount off of manufacturers recommended retail price.

For each of the lots or product groupings, all bidders, bar one, bid products and prices that were applicable to all of Scotland.

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

The tender document was downloaded by 70 organisations, with 36 tender responses received.

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**

Scotland Excel recognised, through UIG feedback and management information, that the current framework lacked specialist suppliers who were able to support such a diverse range of requirements.

In order to ensure that this renewal framework met the widest possible range of needs and supported the curriculum for excellence in schools, Scotland Excel included, within the contract notice, an envisaged number of suppliers of 30 to encourage a wide range of suppliers to bid, increasing the product range available via the framework.

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 30 suppliers across the nine lots as outlined in Appendix 3.

The 30 recommended suppliers provide the choice, scope and broad range of products required by councils as well as representing best value and providing geographical coverage. These suppliers also represent a range of specialist suppliers that can offer a diverse range of products for nurseries and for children with additional support needs.

The recommended suppliers also represent a mix of small, medium and large organisations, with 19 of the recommended suppliers classified as SMEs. Within these, 9 suppliers are Micro businesses, with less than 9 employees.

## **6. Benefits**

### **Savings**

In the previous framework, over 30,000 different products were purchased which made benchmarking every previously purchased product unmanageable.

Therefore, Scotland Excel conducted a benchmarking exercise for councils based on previously purchased products that formed Lot 1, General Education Materials, which had the highest volume and value lines. This approach was endorsed by the UIG at the strategy stage.

As all member councils spent the majority of their budgets with one of two suppliers – Findel Education Ltd and YPO – it was agreed that the benchmark would be based on their current prices. For each supplier, their current framework pricing was compared to the pricing they submitted in the tender.

The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all councils is 6.9%, which equates to an estimated total saving of approximately £1.14 million per annum, based on current spend forecasts. The projected savings per council range from a saving of 10.9% for councils that predominantly use Findel Education Ltd, to a saving of 0.4%, for councils that predominantly use YPO.

It should be noted that these savings are representative of a small proportion of products that will be purchased through the framework and may not be representative of the individual product mix required by each school. However, the benchmark illustrates the potential for savings to be delivered through the framework, based on current purchasing habits and council's current suppliers.

In addition to these savings, a retrospective rebate of up to 8% was offered by suppliers, offering further savings to individual councils. Councils may also seek non-core or sole supply discounts from suppliers which were requested in the tender, the details of which will be shared at individual council mobilisation meetings.

### **Price Stability**

As part of the Special Terms and Conditions of the contract, all bidders were asked to hold core pricing for twelve months.

### **Sustainable Procurement Benefits**

This framework incorporates a number of sustainability aspects, including a method statement for all Lot 1 suppliers regarding supply chain sustainability, waste reduction, environmental considerations and end-of-life processes as well as transportation considerations.

For Lot 1, bidders provided details on their sourcing strategies, including sourcing fair trade and ethical products, and how they audit international suppliers that they use.

With regards to their environmental impact, bidders detailed how they have minimised the packaging required in deliveries and maximised recycling of waste generated by their operations. In addition, bidders provided details on how they can consolidate deliveries, reducing their carbon footprint. One bidder confirmed that, as a result of sustainable initiatives, they are now a “zero to land fill” company.

Bidders also provided details of delivery methods, including the trialing of electric and hybrid vehicles, route planning and how they incorporated environmental factors into their own subcontract activity for delivery partners.

### **Community Benefits**

Bidders were asked to detail community benefit initiatives in line with the Scottish Government’s National Outcomes that they would commit to deliver during the lifetime of the framework. Various types of community benefit commitments were made including:

- National Outcome B - We realise our full economic potential with more and better employment opportunities for our people.
  - Three new members of staff to be employed dependent on framework spend
  - Opportunities for work placements in Music Repair, Graphic Design, Production, Administration, Printing and Print Finishing
- National Outcome C - We are better educated, more skilled and more successful, renowned for our research and innovation.
  - 10 employability workshops to be run in schools
  - 13 donations of product vouchers to support apprentices, each worth £250
- National Outcome D - Our young people are successful learners, confident individuals, effective contributors and responsible citizens.
  - Support for science clubs with donations to support pupils undertaking STEM (Science, Technology, Engineering and Maths) projects in these clubs
  - Free of charge borrowing of high value science equipment for Science Fairs or Career Days
  - Workshops for teachers and educational staff to support Higher and Advanced Higher curriculum requirements
  - 15 sponsorships of local sports teams or community events, each to the value of £250
- National Outcome G – We have tackled the significant inequalities in Scottish society.
  - Music instrument loan scheme for disadvantaged children

- Sponsorship for charity “Big Noise” that focuses on providing opportunities for vulnerable children from disadvantaged backgrounds
- National Outcome H - We have improved the life chances for children, young people and families at risk.
  - Working directly with music educators in socially deprived areas providing sponsorship and events with a donation of £2000 for instruments
  - 26 donations of materials and/or labour to support community projects in local authorities

Scotland Excel will support 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 six monthly basis.

### **Fair Work Practices**

For information, bidders were asked to confirm their approach to fair work practices and their Scottish Living Wage status. Within Lot 1, Fair Work Practices was a scored element of the technical section.

Of the 30 recommended suppliers, 24 pay the living wage or above to all employees (except volunteers, apprentices and interns) and 2 further suppliers have agreed to provide this same commitment within the initial two year period of the Framework Contract.

The recommended suppliers also incorporate a number of other initiatives to support their workforce, most notably:

- 18 offer flexible working and/or career breaks;
- 5 have arranged development schemes for graduates and apprentices;
- 5 offer development programmes for all staff;
- 20 offer on-going training opportunities for staff;
- 16 stated that they do not use zero hour contracts for any staff members; and
- 2 offer employees free lunches or provide canteen facilities free of charge.

Scotland Excel includes monitoring Fair Work Practices including the Scottish Living Wage within its contract and supplier management programme. Scotland Excel will work with all awarded suppliers who do not yet pay the Scottish Living Wage to achieve this.

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

In accordance with Scotland Excel’s established contract and supplier management programme, this framework has been classified as a level 2 arrangement in terms of both risk and spend requiring as a minimum bi-annual



supplier meetings. Suppliers with high levels of spend will require quarterly meetings and be managed using Key Supplier Management tools within the PCS-Tender system.

The UIG will be convened on a regular basis throughout the framework period.

Achievement of key performance indicators as outlined in the tender, such as on-time deliveries, continuous improvement measures, sustainable practices and pricing stability will be finalised and agreed at contract award.

## **8. Summary**

This framework for supply and delivery of education materials aims to maximise collaboration, promote added value and deliver best value to schools and councils across Scotland. 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 to the suppliers as detailed in Appendix 3.



## Appendix 1 – Participation, Spend and Savings Summary

### Supply and Delivery of Education Materials 09-16 – Saving based on Lot 1 Benchmark

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	1st August 2017	£739,990	Contract MI	10.9%	£80,511	Benchmarked Using Current Market Rates
Aberdeenshire Council	Yes	1st August 2017	£732,333	Contract MI	10.9%	£79,678	Benchmarked Using Current Market Rates
Angus Council	Yes	1st August 2017	£352,182	Contract MI	10.9%	£38,317	Benchmarked Using Current Market Rates
Argyll & Bute Council	Yes	1st August 2017	£262,432	Contract MI	10.9%	£28,553	Benchmarked Using Current Market Rates
City of Edinburgh Council	Yes	1st August 2017	£1,247,291	Contract MI	10.9%	£135,705	Benchmarked Using Current Market Rates
Clackmannanshire Council	Yes	1st August 2017	£121,639	Contract MI	0.4%	£409	Benchmarked Using Current Market Rates
Comhairle nan Eilean Siar	Yes	1st August 2017	£97,748	Contract MI	10.9%	£10,635	Benchmarked Using Current Market Rates
Dumfries & Galloway Council	Yes	1st August 2017	£500,402	Contract MI	10.9%	£54,444	Benchmarked Using Current Market Rates
Dumfries City Council	Yes	1st August 2017	£320,650	Contract MI	0.4%	£1,315	Benchmarked Using Current Market Rates
East Ayrshire Council	Yes	1st August 2017	£390,564	Contract MI	0.4%	£1,601	Benchmarked Using Current Market Rates
East Dunbartonshire Council	Yes	1st August 2017	£280,796	Contract MI	10.9%	£30,551	Benchmarked Using Current Market Rates
East Lothian Council	Yes	1st August 2017	£323,021	Contract MI	0.4%	£1,324	Benchmarked Using Current Market Rates
East Renfrewshire Council	Yes	1st August 2017	£482,604	Contract MI	0.4%	£1,979	Benchmarked Using Current Market Rates
Falkirk Council	Yes	1st August 2017	£471,447	Contract MI	10.9%	£51,293	Benchmarked Using Current Market Rates
Fife Council	Yes	1st August 2017	£1,393,476	Contract MI	10.9%	£151,610	Benchmarked Using Current Market Rates
Glasgow City Council	Yes	1st August 2017	£1,763,589	Contract MI	0.4%	£7,231	Benchmarked Using Current Market Rates
Highland Council	Yes	1st August 2017	£761,226	Contract MI	10.9%	£82,821	Benchmarked Using Current Market Rates
Inverclyde Council	Yes	1st August 2017	£237,980	Contract MI	0.4%	£976	Benchmarked Using Current Market Rates
Midlothian Council	Yes	1st August 2017	£256,227	Contract MI	10.9%	£27,877	Benchmarked Using Current Market Rates
North Ayrshire Council	Yes	1st August 2017	£436,996	Contract MI	0.4%	£1,792	Benchmarked Using Current Market Rates
North Lanarkshire Council	Yes	1st August 2017	£1,115,447	Contract MI	10.9%	£121,361	Benchmarked Using Current Market Rates
Orkney Islands Council	Yes	1st August 2017	£92,657	Contract MI	10.9%	£10,081	Benchmarked Using Current Market Rates
Perth & Kinross Council	Yes	1st August 2017	£476,350	Contract MI	10.9%	£51,827	Benchmarked Using Current Market Rates
Renfrewshire Council	Yes	1st August 2017	£518,790	Contract MI	10.9%	£56,444	Benchmarked Using Current Market Rates
Scottish Borders Council	Yes	1st August 2017	£264,722	Contract MI	0.4%	£1,085	Benchmarked Using Current Market Rates
Shetland Islands Council	Yes	1st August 2017	£49,464	Contract MI	10.9%	£5,382	Benchmarked Using Current Market Rates
South Ayrshire Council	Yes	1st August 2017	£362,376	Contract MI	10.9%	£39,427	Benchmarked Using Current Market Rates
South Lanarkshire Council	Yes	1st August 2017	£806,612	Contract MI	0.4%	£3,307	Benchmarked Using Current Market Rates
Stirling Council	Yes	1st August 2017	£232,152	Contract MI	0.4%	£952	Benchmarked Using Current Market Rates
The Moray Council	Yes	1st August 2017	£238,147	Contract MI	10.9%	£25,910	Benchmarked Using Current Market Rates
West Dunbartonshire Council	Yes	1st August 2017	£300,000	Member Provided	10.9%	£32,640	Benchmarked Using Current Market Rates
West Lothian Council	Yes	1st August 2017	£800,000	Member Provided	0.4%	£3,280	Benchmarked Using Current Market Rates
<b>Totals</b>			<b>£16,429,310.00</b>		<b>6.9%</b>	<b>£1,140,407.54</b>	



## Appendix 2 – Offers Received and SME Status

Tenderers	SME Status	Location	Lots Tendered
Agenta Education Ltd	Micro	Corby	5
Anderson Scientific Ltd	Micro	Cardross	8
Band Supplies Limited	Small	Glasgow	7
Bishop Sports and Leisure Ltd	Small	Slough	9
CPP Trading Group Ltd, t/a Clyde Paper and Print	Small	Glasgow	3, 4
Community Products (UK) Ltd. t/a Community Playthings	Medium	Robertsbridge	5
Dawsons Music Ltd	Medium	Warrington	7
Eduzone Ltd	Micro	Cuffley	5
ESPO Joint Committee of Local Authorities	Large	Enderby	1, 2, 3, 4, 5
Findel Education Ltd	Large	Cheshire	1, 2, 3, 4, 5, 6, 8, 9
Foams 4 Sports Ltd	Small	Ashton U Lyne	9
Grosvenor House Papers Limited	Small	Kendal	2, 3, 4, 6
Haydock Music Ltd	Micro	Milngavie	7
HDC (Scotland and NI) Ltd	Small	Inchinnan	6
K G MUSIC LTD	Small	Dunfermline	7
BGR Musical Instruments Ltd t/a Biggars Music	Micro	Glasgow	7
Newitt and Company Limited	Medium	Flaxton	9
Normans (Burton Upon Trent) Ltd	Medium	Burton Upon Trent	7
Anderson & Partners t/a Penstripe (Penstripe)	Small	Leeds	6
Rainbow Musical Instruments Ltd.	Micro	Dundee	7
Red Dog Music Limited	Small	Edinburgh	7
Rimmers Music Ltd	Small	Leyland	7
Specialist Crafts Ltd	Medium	Leicester	2
Stringers of Edinburgh Ltd	Micro	Edinburgh	7
The Consortium for Purchasing and Distribution	Large	Trowbridge	1, 2, 3, 4, 5, 6, 9
The Wind Section Ltd	Micro	Edinburgh	7
Timstar Laboratory Suppliers Ltd	Medium	Cheshire	8
TTS Group Ltd	Large	Kirkby-in-Ashfield	1, 2, 3, 4, 5, 9
W ENTERPRISES (ABDN) LTD	Micro	Aberdeen	3
YPO Joint Committee of Local Authorities	Large	Wakefield	1, 2, 3, 4, 5, 7, 8, 9

Non-Compliant Bids - Tenderer Name	Lots Tendered
Spectrum Educational	1, 2, 3, 5
Wallace Bagpipes Ltd	7
Nexus The Educators Connection Ltd	2, 5
Oxford University Press	5
Interactive Learning Psychological Services Limited	5
Rae Macintosh Musicroom	7



### Appendix 3 - Scoring and Recommendations

<b>Lot 1 General Education Materials</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	95.38
The Consortium for Purchasing and Distribution*	64.04
YPO - Joint Committee of Local Authorities*	58.85
TTS Group Ltd*	48.85
ESPO - Joint Committee of Local Authorities	Non-compliant

<b>Lot 2 Arts and Crafts Materials</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	69.05
YPO - Joint Committee of Local Authorities*	61.86
ESPO - Joint Committee of Local Authorities*	51.74
TTS Group Ltd*	47.76
Specialist Crafts Ltd*	45.65
Grosvenor House Papers Limited	Non-compliant

<b>Lot 3 Board, Card and Paper</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
CPP Trading Group Ltd t/a Clyde Paper and Print*	56.64
YPO - Joint Committee of Local Authorities*	56.59
The Consortium for Purchasing and Distribution*	51.97
W ENTERPRISES (ABDN) LTD*	45.92
Grosvenor House Papers Limited*	44.90
TTS Group Ltd*	39.25
ESPO - Joint Committee of Local Authorities	Non-compliant

<b>Lot 4 Exercise Books</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution *	70.47
YPO - Joint Committee of Local Authorities*	62.97
CPP Trading Group Ltd t/a Clyde Paper and Print*	62.58
Grosvenor House Papers Limited*	58.10
TTS Group Ltd*	48.49
ESPO - Joint Committee of Local Authorities	Non-compliant

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 5 Early Learning Materials</b>	
<b>Nursery Equipment and Teaching Aids Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	40.93
YPO - Joint Committee of Local Authorities*	27.62
TTS Group Ltd*	24.73
Eduzone Ltd*	22.81
ESPO - Joint Committee of Local Authorities*	22.02

<b>Lot 5 Early Learning Materials</b>	
<b>Handwriting Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
YPO - Joint Committee of Local Authorities*	60.81
The Consortium for Purchasing and Distribution*	59.14
TTS Group Ltd*	51.82
ESPO - Joint Committee of Local Authorities*	48.81

<b>Lot 5 Early Learning Materials</b>	
<b>Numeracy Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	48.80
YPO - Joint Committee of Local Authorities*	45.97
ESPO - Joint Committee of Local Authorities*	31.62
TTS Group Ltd*	26.53
Agentia Education Ltd*	25.17

<b>Lot 5 Early Learning Materials</b>	
<b>Time Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	68.46
YPO - Joint Committee of Local Authorities*	50.03
Eduzone Ltd*	48.58
ESPO - Joint Committee of Local Authorities*	46.44
TTS Group Ltd*	38.92
Agentia Education Ltd*	14.96

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 5 Early Learning Materials</b>	
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<b>Language and Literacy Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	54.92
YPO - Joint Committee of Local Authorities*	53.59
ESPO - Joint Committee of Local Authorities*	40.63
TTS Group Ltd*	38.82
Eduzone Ltd*	38.19

<b>Lot 5 Early Learning Materials</b>	
<b>Play Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	75.36
YPO - Joint Committee of Local Authorities*	54.67
Eduzone Ltd*	45.34
ESPO - Joint Committee of Local Authorities*	40.79
TTS Group Ltd*	40.56

<b>Lot 5 Early Learning Materials</b>	
<b>Construction Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	70.38
YPO - Joint Committee of Local Authorities*	49.67
ESPO - Joint Committee of Local Authorities*	44.51
TTS Group Ltd*	40.36
Eduzone Ltd*	40.18

<b>Lot 5 Early Learning Materials</b>	
<b>Outdoor Toys and Learning Materials Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	68.34
YPO - Joint Committee of Local Authorities*	43.61
TTS Group Ltd*	32.88
Eduzone Ltd*	27.00
ESPO - Joint Committee of Local Authorities*	Non-compliant

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 5 Early Learning Materials</b>	
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<b>Natural Wood Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	70.42
TTS Group Ltd*	42.84
YPO - Joint Committee of Local Authorities*	27.59
Community Products (UK) Ltd. t/a Community Playthings*	23.76
ESPO - Joint Committee of Local Authorities*	21.91

<b>Lot 6 Bespoke Homework Diaries</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
HDC (Scotland and NI) Ltd*	66.05
Anderson and Partners t/a Penstripe*	55.88
The Consortium for Purchasing and Distribution*	33.65
Grosvenor House Papers Limited*	30.72

<b>Lot 7 Music Instruments</b>	
<b>Wind Instruments Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Band Supplies Ltd*	90.50
Haydock Music Ltd*	88.11
The Wind Section Ltd*	78.65
Normans (Burton Upon Trent) Ltd*	69.16
Dawsons Music Ltd*	67.35
YPO - Joint Committee of Local Authorities*	65.25
Rimmers Music Ltd*	64.92
K G MUSIC LTD*	58.46
BGR Musical Instruments Ltd*	49.02
Rainbow Musical Instruments Ltd.	Non-compliant
Red Dog Music Ltd	Non-compliant

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 7 Music Instruments</b>	
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<b>Brass Instruments Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Band Supplies Ltd*	90.50
The Wind Section Ltd*	71.32
Haydock Music Ltd*	71.24
Rimmers Music Ltd*	66.60
Normans (Burton Upon Trent) Ltd*	60.26
YPO - Joint Committee of Local Authorities*	58.34
Dawsons Music Ltd*	53.96
K G MUSIC LTD*	42.30
BGR Musical Instruments Ltd*	41.75
Rainbow Musical Instruments Ltd	Non-compliant
Red Dog Music Ltd	Non-compliant

<b>Lot 7 Music Instruments</b>	
<b>String Instruments Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Stringers of Edinburgh Ltd*	93.03
Band Supplies Ltd*	90.50
Haydock Music Ltd*	88.63
The Wind Section Ltd*	83.55
Rimmers Music Ltd*	82.18
K G MUSIC LTD*	75.30
Dawsons Music Ltd*	73.58
Normans (Burton Upon Trent) Ltd*	71.86
Rainbow Musical Instruments Ltd.*	69.76
YPO - Joint Committee of Local Authorities*	68.49
BGR Musical Instruments Ltd*	58.07
Red Dog Music Ltd	Non-compliant

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 7 Music Instruments</b>	
<b>Percussion Instruments Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Band Supplies Ltd.*	90.15
The Wind Section Ltd*	90.06
Haydock Music Ltd*	89.00
Dawsons Music Ltd*	80.54
Rimmers Music Ltd*	77.22
Normans (Burton Upon Trent) Ltd*	76.16
YPO - Joint Committee of Local Authorities*	72.21
K G MUSIC LTD*	60.15
Stringers of Edinburgh Ltd	Non-compliant
Red Dog Music Ltd	Non-compliant
BGR Musical Instruments Ltd	Non-compliant
Rainbow Musical Instruments Ltd.	Non-compliant

<b>Lot 7 Music Instruments</b>	
<b>Rock and Pop Band Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Haydock Music Ltd*	89.00
Stringers of Edinburgh Ltd*	80.67
The Wind Section Ltd*	80.40
Band Supplies Ltd*	77.13
Normans (Burton Upon Trent) Ltd*	68.74
YPO - Joint Committee of Local Authorities*	65.65
Red Dog Music Ltd*	63.51
K G MUSIC LTD*	61.93
Dawsons Music Ltd*	61.28
Rimmers Music Ltd*	60.30
Rainbow Musical Instruments Ltd*	40.04
BGR Musical Instruments Ltd*	37.89

<b>Lot 7 Music Instruments</b>	
<b>Scottish Instruments Product Grouping</b>	
<b>Tenderer</b>	<b>Score</b>
Stringers of Edinburgh Ltd*	96.92
The Wind Section Ltd*	85.55
Haydock Music Ltd*	76.26
K G MUSIC LTD*	70.12
Band Supplies Ltd*	52.95
Red Dog Music Ltd	Non-compliant

<sup>1</sup> Asterisk (\*) denotes recommended suppliers

<b>Lot 8 Scientific Equipment</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
Timstar Laboratory Suppliers Ltd*	55.42
Anderson Scientific Limited*	53.81
YPO - Joint Committee of Local Authorities*	43.42

<b>Lot 9 Sports Equipment</b>	
<b>Tenderer</b>	<b>Score</b>
Findel Education Ltd trading as Hope Education*	93.50
The Consortium for Purchasing and Distribution*	58.56
YPO - Joint Committee of Local Authorities*	54.86
Newitt and Co Ltd*	47.14
Bishop Sports and Leisure Ltd*	45.62
Foams 4 Sports Ltd*	43.43
TTS Group Ltd*	42.94

<sup>1</sup> Asterisk (\*) denotes recommended suppliers



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 30 June 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Supply Only and Supply & Distribution of Frozen Foods**

**Schedule: 10/16**

**Period: 1 July 2017 until 30 June 2019 (with the option to extend for up to two 1 year periods until 30 June 2021)**

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

The current framework for frozen foods will expire on 30 June 2017. This recommendation is for the award of a renewal framework which will operate from 1 July 2017 to 30 June 2019 with the option to extend to 30 June 2021.

This framework will provide councils with a mechanism to procure a range of frozen goods including but not limited to, poultry, seafood, meat, pizza, potato products, ice cream and desserts. Users of the framework are likely to include schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres.

The renewal incorporates a number of enhancements to the current framework. These include manufacturers being able to bid directly – creating greater brand flexibility, locally sourced produce and an increase in sustainable products.

The report summarises the outcome of the procurement process for this national framework arrangement.

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

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of three lots as summarised in Table 1.

**Table 1: Lotting Structure**

<b>Lot No.</b>	<b>Description</b>	<b>Estimated % Spend through lot</b>
1	Supply Only	50%
2	Distribution	10%
3	Supply & Distribution	40%

This lotting structure recognises the current landscape of the market place, and is designed to more closely align with council requirements. The lotting strategy continued to maximise opportunities for SMEs.

The framework was advertised to enable access by all 32 councils in Scotland. As detailed in Appendix 1, 29 councils and Tayside Contracts have confirmed their intention to participate in this framework. Orkney Islands Council has confirmed that they will not participate as they currently have their own arrangement in place. Glasgow City Council and Stirling Council may migrate to the framework when existing supply arrangements conclude.

Historical spend data would suggest a forecast framework spend of c. £17.5m per annum, but this was advertised with a potential value of £25 million per annum. This takes into account growth through the Scottish Government's "One Scotland Programme for Government 2014-15", which will see current provision of free nursery hours double resulting in nursery children being provided with a free lunch, as well as migration of non-participating councils. It should be noted however that no guarantee is given of any business or any level of business under the framework.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 22 September 2016 resulting in expressions of interest from 38 companies. Market engagement led to 12 supplier meetings, which helped inform the delivery strategy in areas such as ability to service, market trends, community benefits and sustainability were discussed as well as inclusion of potential products and specifications.

The User Intelligence Group (UIG), consisting of procurement and technical representatives from the participating councils, endorsed the procurement strategy at regional events in October and November 2016. A working group of technical representatives from the councils was formed to review the specifications and the technical criteria to adopt during the tender process. This group also played an integral role in evaluating technical responses from bidders.

To ensure maximum competition, the UIG agreed that an open tender process should be used and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 1 March 2017. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

The procurement process followed a two stage tendering procedure. Stage one, Qualification, was conducted using the European Single Procurement Document (ESPD). Within the ESPD, tenderers are required to answer a number of exclusionary questions along with questions on insurance, financial standing, quality management, health and safety and environmental management.

At the second stage of the process offers were evaluated against the following criteria and weightings:

- Lot 1
  - Technical 14%
  - Commercial 86%
- Lot 2 and Lot 3
  - Technical 19%
  - Commercial 81%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to the main technical questions, which included areas such as supply chain traceability and recycling packaging of products, as well as questions regarding the bidders approach in reducing food waste. In addition to these questions, lot specific technical questions were also asked in relation to the service they will deliver and what commitments they would make in respect of community benefits.

Within the commercial section for lot 1, bidders were invited to offer a net delivered price to distributor for each of the products they were able to supply on the core product list (these products account for approximately 85% of the overall spend). The products bid for were available for supply to all of Scotland.

The commercial section for lot 2 required bidders to offer a distribution percentage on-cost for each geographic council sub-lot.

Finally, within the commercial section for lot 3, bidders were invited to offer a net delivered price for each of the core products used by councils. Bidders also had the ability to offer variant pricing for individual geographic council sub-lots due to the varying distribution requirements of each council.

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

The tender document was downloaded by 30 organisations, with 12 tender responses received.

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 criteria and weightings set out above, it is recommended that a multi supplier framework agreement is awarded to 11 suppliers across the three lots as outlined in Appendix 3.

For the recommended suppliers, Renfrewshire Council's Environmental Services has assessed self-audit documentation, as well as the latest audit reports from relevant Food Enforcement Authorities to ensure that they comply with the relevant legislation and have robust processes in place for managing a contract of this nature. All relevant reports were considered satisfactory and compliant with requirements.

The 11 recommended suppliers provide the choice, scope and range of frozen foods required by councils as well as representing best value and providing geographical coverage. These 11 suppliers also represent a mix of small, medium and large organisations, with 8 of the recommended suppliers classified as SMEs.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise for each council based on the available historic information. The results of this benchmarking are detailed in Appendix 1.

The projected average saving across all councils is 3.5%, which equates to an estimated total saving of approximately £616k per annum based on current forecast spend levels. The projected savings per council ranges from a cost of -4.8% to a saving of 20.5%. These costs / savings are largely dependent on the menus adopted by each council, the sustainability of the products they are using and the suppliers tendering for each council.

### **Price Stability**

Within lot 1 and lot 3, all bidders agreed to hold both core and non-core pricing for six months. Furthermore, 2 suppliers agreed to provide fixed pricing on both elements for nine months and 5 suppliers agreed to provide fixed pricing on both elements for 12 months.

For lot 2, all bidders have agreed to hold their percentage on-cost for distribution fixed for the duration of the framework.

### **Sustainable Procurement Benefits**

Scotland Excel worked alongside Sustainable Procurement Ltd and Zero Waste Scotland during strategy and tender development to establish the most relevant sustainable factors for inclusion in the framework. As a result, bidders were asked to complete method statements on assisting councils with recycling, prevention of food waste and innovative solutions to recycling of packaging.



Some solutions offered in recycling of non-food waste included free uplift of cardboard packaging and fire-proof storage provided for councils where packaging can't be collected at time of delivery, "upcycling" of pallets for garden furniture or wood to provide heating in homes. Up to date reports / newsletters can also be provided regarding sustainable packaging developments e.g. Hand held containers, reusable pallets, reusable containers-dunnage, pallet wraps to replace shrink wrap, compostable containers. Examples of solutions for food waste included use of the food recovery hierarchy (source reduction, feed hungry people, feed animals, industrial use, composting and landfill / incineration). Bidders also offered for excess stock to be donated to communities (where safe for consumption) or passed back to the supply chain where they have established programmes for re-use or recycling the products. Finally, food waste disposal training can be offered to schools which would include creating compost from potential wastage which can be used in working gardens and linked to the curriculum.

Definitions of "country of origin of Scotland" and "manufactured in Scotland" were included within the tender to allow both elements to be monitored and recorded correctly. The origin of all products was captured through the tender process and this will be tracked during the life of the framework through quarterly management information returns.

The framework has also seen an increase in the number of sustainably sourced meat and fish products increase from 45% to 72%. Further sustainable benefits are likely to be captured through the life of the framework through planned core product reviews to further increase the number of locally sourced products.

### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework in line with the Scottish Government's National Outcomes.

Responses received included:

- National Outcome D – Our young people are successful learners, confident individuals, effective contributors and responsible citizens
  - School visits to discuss health and wellbeing, sustainable planet and food handling and hygiene
  - Support of theme days
  - Work experience and traineeships
  - Interview assistance and feedback
- National Outcome F – We live longer, healthier lives
  - Provide help and support around a sustainable diet by working with councils on local issues such as poverty, obesity, diabetes etc. and encourage the sampling of healthy foods
  - Advice and assist with menu planning including nutritional analysis
  - Sponsorship for local sports and activities
- National Outcome L – We value and enjoy our built and natural environment and protect it and enhance it for future generations

- Employees supporting local community group initiatives such as gardening projects
- National Outcome M – We take pride in a strong, fair and inclusive national identity
  - Support staff volunteering with befriending initiatives
  - Promote jobs for young people / women in warehousing, logistics and driving
  - Sponsor equipment for local communities projects growing their own food
- National Outcome N – We reduce the local and global environmental impact of our consumption and production
  - Engage with schools on their Eco-Schools programme
  - Working with local companies in order to reduce food miles and increase provenance of products
  - Donations to local food banks

Scotland Excel will support 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 six monthly basis.

### **Fair Work Practices**

For information, bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 11 recommended suppliers, 3 pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns) and two further suppliers have agreed to provide this same commitment within the initial two year period of the Framework Contract.

The recommended suppliers also incorporate a number of other initiatives to support their workforce, most notably:

- 5 suppliers offer flexible working; and
- 5 offering development programmes for all staff.

Scotland Excel includes monitoring Fair Work Practices including the Living Wage within its contract and supplier management programme. Scotland Excel will work with all awarded suppliers who do not yet pay the Living Wage Foundation to encourage them to achieve this.

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

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 1 arrangement in terms of both risk and spend requiring as a minimum quarterly supplier meetings. The UIG will be convened on a regular basis throughout the framework period.

Achievement of key performance indicators as provided in the tender, such as the number of environmentally sourced products, development of SMEs /

Scottish Economy and recycling quotas will be finalised and agreed at contract award.

## **8. Summary**

This framework for supply only and supply & distribution of frozen foods aims 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 to the suppliers as detailed in Appendix 3.



## Appendix 1 – Participation, Spend and Savings Summary

### Frozen Foods 10-16

Member Name	Participation in Contract	Participation Date	Estimated Annual Spend (£)	Source of Spend Data	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 July 2017	£660,376	Contract MI - Confirmed by Member	4.5%	£29,597	Benchmarked Current Contract
Aberdeenshire Council	Yes	01 July 2017	£1,144,764	Contract MI - Confirmed by Member	10.7%	£122,235	Benchmarked Current Contract*
Angus Council	Yes	01 July 2017	£20,478	Contract MI - Confirmed by Member	4.8%	£986	Benchmarked Current Contract*
Argyll & Bute Council	Yes	01 July 2017	£480,311	Contract MI - Confirmed by Member	4.8%	£22,906	Benchmarked Current Contract
City of Edinburgh Council	Yes	01 July 2017	£930,527	Contract MI - Confirmed by Member	3.3%	£30,765	Benchmarked Current Contract
Clackmannanshire Council	Yes	01 July 2017	£283,852	Contract MI - Confirmed by Member	5.8%	£16,364	Benchmarked Current Contract*
Comhairle nan Eilean Siar	Yes	01 July 2017	£189,524	Contract MI - Confirmed by Member	0.8%	£1,430	Benchmarked Current Contract*
Dumfries & Galloway Council	Yes	01 July 2017	£356,344	Contract MI - Confirmed by Member	10.3%	£36,803	Benchmarked Current Contract*
Dundee City Council	Yes	01 July 2017	£4,356	Contract MI - Confirmed by Member	20.5%	£892	Benchmarked Current Contract
East Ayrshire Council	Yes	01 July 2017	£220,152	Contract MI - Confirmed by Member	-4.1%	£9,086	Benchmarked Current Contract
East Dunbartonshire Council	Yes	01 July 2017	£575,379	Contract MI - Confirmed by Member	4.4%	£25,265	Benchmarked Current Contract
East Lothian Council	Yes	01 July 2017	£379,820	Contract MI - Confirmed by Member	3.9%	£14,947	Benchmarked Current Contract
East Renfrewshire Council	Yes	01 July 2017	£392,658	Contract MI - Confirmed by Member	2.5%	£9,718	Benchmarked Current Contract*
Falkirk Council	Yes	01 July 2017	£549,668	Contract MI - Confirmed by Member	6.8%	£37,418	Benchmarked Current Contract
Fife Council	Yes	01 July 2017	£1,588,207	Contract MI - Confirmed by Member	1.1%	£17,845	Benchmarked Current Contract
Glasgow City Council	TBC	TBC		Member Provided			
Highland Council	Yes	01 July 2017	£951,670	Contract MI - Confirmed by Member	3.5%	£33,308	Benchmarked Current Contract
Inverclyde Council	Yes	01 July 2017	£317,891	Contract MI - Confirmed by Member	-4.8%	£15,134	Benchmarked Current Contract
Midlothian Council	Yes	01 July 2017	£365,594	Contract MI - Confirmed by Member	0.4%	£1,463	Benchmarked Current Contract
North Ayrshire Council	Yes	01 July 2017	£217,264	Contract MI - Confirmed by Member	6.3%	£13,605	Benchmarked Current Contract
North Lanarkshire Council	Yes	01 July 2017	£1,456,623	Contract MI - Confirmed by Member	3.2%	£47,206	Benchmarked Current Contract*
Orkney Islands Council	No						
Perth & Kinross Council	Yes	01 July 2017	£47,921	Contract MI - Confirmed by Member	1.2%	£564	Benchmarked Current Contract*
Renfrewshire Council	Yes	01 July 2017	£697,420	Contract MI - Confirmed by Member	-0.9%	£6,265	Benchmarked Current Contract*
Scottish Borders Council	Yes	01 July 2017	£435,994	Contract MI - Confirmed by Member	-0.8%	£3,458	Benchmarked Current Contract
Shetland Islands Council	Yes	TBC	£100,000	Member Provided	3.5%	£3,500	Average Benchmark
South Ayrshire Council	Yes	01 July 2017	£425,006	Contract MI - Confirmed by Member	2.6%	£11,095	Benchmarked Current Contract
South Lanarkshire Council	Yes	01 July 2017	£1,690,000	Contract MI - Confirmed by Member	4.5%	£76,867	Benchmarked Current Contract
Stirling Council	Yes	TBC	£201,000	Member Provided	3.5%	£7,000	Average Benchmark
The Moray Council	Yes	01 July 2017	£201,778	Contract MI - Confirmed by Member	4.3%	£8,727	Benchmarked Current Contract
West Dunbartonshire Council	Yes	01 July 2017	£316,488	Contract MI - Confirmed by Member	8.8%	£27,964	Benchmarked Current Contract*
West Lothian Council	Yes	01 July 2017	£843,316	Contract MI - Confirmed by Member	2.7%	£22,350	Benchmarked Current Contract*
Tayside Contracts	Yes	01 July 2017	£1,691,722	Contract MI - Confirmed by Member	1.7%	£29,367	Benchmarked Current Contract*
<b>Totals</b>			<b>£17,736,103</b>		<b>3.5%</b>	<b>£616,244</b>	

Asterisk (\*) denotes confirmation TBC

## Appendix 2 - SME Status

Company Name	SME Status	Location	Lots Offered
Brake Bros Ltd	Large	Kent	2 and 3
Country Park Foods Ltd t/a Newsholme Food Group	Small	Huddersfield	1
Delice de France Ltd t/a Aryzta Food Solutions	Large	Bellshill	1
Downies of Whitehills	Small	Whitehills	1
Green Gourmet Ltd	Small	Stonehouse	1
Hatley's Farm Foods Ltd	Small	Nelson	1
Marlow Foods Ltd t/a Quorn Foods	Large	Stokesley	1
McCain Foods (GB) Ltd	Large	Scarborough	1
Reids Food Service Ltd	Medium	Dalry	2 and 3
Shetland Freezer and Food Centre Limited	Small	Lerwick	2 and 3
The UK Foodhall Ltd	Medium	Shrewsbury	1
William Yule and Son Limited	Small	Kirkcaldy	2 and 3

### Appendix 3 - Scoring and Recommendations (Asterisk (\*) denotes recommended supplier)

LOT 1 - SUPPLY ONLY						
Supplier Name	Items Bid for	Items Awarded	Items Awarded Score Range	Items Not Awarded	Items Not Awarded Score Range	
Country Park Foods Ltd t/a Newsholme Food Group *	8	5	89.75	3	4.75	
Delice de France Ltd t/a Anyta Food Solutions*	42	16	89.88	26	4.88	
Downies of Whitehills*	8	8	94.88	0	N/A	
Green Gourmet Ltd*	35	31	93.47 - 96.38	4	11.38 - 83.78	
Hartley's Farm Foods Ltd	6	0	N/A	6	4.13	
Marlow Foods Ltd t/a Quorn Foods*	8	7	90.75	1	5.75	
McCain Foods (GB) Ltd *	20	18	89.38	2	4.38-78.65	
The UK Foodhall Ltd*	33	19	87.00	14	2.00 - 87.00	

Council	Supplier	Lot 2	Lot 3
Aberdeen City Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Angus Council - Non School Meals	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
City of Edinburgh Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Comhairle nan Eilean Siar	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Dundee City Council - Non School Meals	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
East Dunbartonshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
East Renfrewshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

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<sup>1</sup> Lot 2 – Distribution and Lot 3 Supply & Distribution

Council	Supplier	Lot 2	Lot 3
Aberdeenshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Argyll & Bute Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Clackmannanshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Dumfries & Galloway Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
East Ayrshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd*	97.40	87.37
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
East Lothian Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A
Council	Supplier	Lot 2	Lot 3
Falkirk Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A



Council	Supplier	Lot 2	Lot 3
Fife Council	Brake Bros Ltd*	94.97	94.74
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited*	91.13	91.13

Council	Supplier	Lot 2	Lot 3
Highland Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Midlothian Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
North Lanarkshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Perth & Kinross Council - Non School Meals	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Scottish Borders Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
South Ayrshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Glasgow City Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Inverclyde Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
North Ayrshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd*	97.40	94.77
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Orkney Islands Council	Brake Bros Ltd	N/A	N/A
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Renfrewshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Shetland Islands Council	Brake Bros Ltd	N/A	N/A
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited*	92.50	91.50
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
South Lanarkshire Council	Brake Bros Ltd*	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	William Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Stirling Council	Brake Bros Ltd *	94.97	94.76
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	Willaim Yule & Son Limited *	91.13	91.13

Council	Supplier	Lot 2	Lot 3
The Moray Council	Brake Bros Ltd *	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	Willaim Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
West Lothian Council	Brake Bros Ltd *	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	Willaim Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
Tayside Contracts	Brake Bros Ltd *	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	Willaim Yule & Son Limited	N/A	N/A

Council	Supplier	Lot 2	Lot 3
West Dunbartonshire Council	Brake Bros Ltd *	98.75	97.75
	Reids Food Service Ltd	N/A	N/A
	Shetland Freezer and Food Centre Limited	N/A	N/A
	Willaim Yule & Son Limited	N/A	N/A



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 30 June 2017**

### **Report by Director Scotland Excel**

#### **Request for Associate Membership of Scotland Excel by Abbeyfield Scotland Ltd**

## **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel, applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

## **2 Application**

Following work carried out with them as part of a review of procurement capability within the organization, Abbeyfield Scotland Ltd has applied to Scotland Excel for associate membership.

Abbeyfield Scotland provide safe, secure quality accommodation where older people can maintain their independence but benefit from a little help and enjoy companionship and company.

Abbeyfield Scotland are registered:

- As a social landlord with The Scottish Housing Regulator
- As a charity with the Office of the Scottish Charities Regulator
- With the Care Inspectorate for the provision of housing support services

Abbeyfield Scotland has 14 self-contained units, 16 non self-contained units and 142 bed spaces.

To ensure the efficient and cost effective delivery of these services they have approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Abbeyfield Scotland qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Abbeyfield Scotland's application to join Scotland Excel as an associate member be approved, at a £500 fee, subject to completion and signing of the agreement document.



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 30 June 2017**

### **Report by Director Scotland Excel**

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

## **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

## **2 Application**

Following work carried out with them as part of a review of procurement capability within the organisation Cadder Housing Association has applied to Scotland Excel for associate membership.

Cadder Housing Association was established in 1993 and is a community based social housing landlord that aims to provide high quality housing and services to our tenants and other customers. The organisation evolved through 2 large scale housing transfers from Scottish Homes in 1994 and 1998. The Association now owns 641 properties and provides a factoring management services to 411 owner occupiers.

The Association is a registered "Not for Profit" organisation and a registered charity, where any surpluses made are re-invested in the upkeep and maintenance of the local area and properties, also to ensure the provision of high quality services in their work.

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To ensure the efficient and cost effective delivery of these services the association has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Cadder Housing Association qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Cadder Housing Association's application to join Scotland Excel as an associate member be approved, at a £961 fee, subject to completion and signing of the agreement document.



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 May 2016**

### **Report by Director Scotland Excel**

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

## **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

## **2 Application**

Following work carried out with them as part of a review of procurement capability within the organisation Clydebank Housing Association has applied to Scotland Excel for associate membership.

Clydebank Housing Association was established by local residents in 1984 and working in partnership with the Housing Corporation and with the Local Authority, set out to improve housing and regenerate the central and east areas of the town. The Association was registered with the Housing Corporation in January 1985 and now manages 1,077 properties.

In the earlier years, the development work was concentrated on the modernisation of the tenements in the town centre. When this work was finished, the association embarked on a programme of new building to provide more new houses and flats for rent and for shared ownership. Today the association's aim to provide good quality, affordable housing remains to the forefront.

The association aim to be able to provide a mix of homes in a variety of sizes and types, both to cope with current housing need and to allow for transfers from one type of housing to another as needs change, as children are born, grow up and leave home, or as older residents find they need a more sheltered environment.

To ensure the efficient and cost effective delivery of these services the association has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Clydebank Housing Association qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Clydebank Housing Association's application to join Scotland Excel as an associate member be approved, at a £1,612 fee, subject to completion and signing of the agreement document.





## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 May 2016**

### **Report by Director Scotland Excel**

#### **Request for Associate Membership of Scotland Excel by Ferguslie Park Housing Association**

## **1 Introduction**

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

## **2 Application**

Following work carried out with them as part of a review of procurement capability within the organisation Ferguslie Park Housing Association has applied to Scotland Excel for associate membership.

Ferguslie Park Housing Association is a Registered Social Landlord with its entire assets based in Ferguslie Park, Paisley. It is the largest social landlord on the estate with some 800 existing properties and more in development.

The Association acts as more than a landlord within the community of Ferguslie Park and the Association oversees local regeneration projects, training and employment projects and community participation initiatives.

With its partners in the local community and local and national government, the Association invests in the physical, social and economic regeneration of Ferguslie Park.

To ensure the efficient and cost effective delivery of these services the association has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case Ferguslie Park Housing Association qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970, section 1(1B), namely that the organisation is not a public body, but it has functions of a public nature or engages in activities of that nature and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the Ferguslie Park Housing Association's application to join Scotland Excel as an associate member be approved, at a £1,204 fee, subject to completion and signing of the agreement document.

## Scotland Excel

To: Executive Sub Committee

On: 10 February 2017

### Report by Director Scotland Excel

#### Request for Associate Membership of Scotland Excel by South East of Scotland Transport Partnership

## 1 Introduction

In addition to the 32 local authorities who are full members of Scotland Excel applications can be made for Associate Membership by organisations such as council arms 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 we have in place for our full members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

## 2 Application

The South East of Scotland Transport Partnership (SEStran) is the statutory Regional Transport Partnership for the South East of Scotland and is one of seven statutory Regional Transport Partnerships covering the whole of Scotland, which were created under the Transport (Scotland) Act 2005.

SEStran encompasses eight local authorities: City of Edinburgh, Clackmannanshire, East Lothian, Falkirk, Fife, Midlothian, Scottish Borders and West Lothian.

Within the partnership area there is a huge diversity of transportation issues, from urban congestion to rural public transport and from ferry ports to airports. SEStran aims to address these issues and work towards a more sustainable and efficient transport network. SEStran contributes to a varied range of transport projects and events as well as partnership working with various organisations.

To ensure the efficient and cost effective delivery of these services the association has approached Scotland Excel and requested approval to become an associate member with access to our contracts.

### **3 Legislative Position**

Before any application is submitted to committee for consideration checks are made into the organisation including scrutiny of the Memorandum & Articles of Association, finances and the type of contracts that the organisation wishes to access. Membership commences once committee has approved the application and a Membership Agreement between Scotland Excel and the organisation is signed. The Membership Agreement protects Scotland Excel and Renfrewshire Council in the event of default by the Associate Member in any contract.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met as not all such organisations are fully funded from their local authority, in this case SEStran qualify for membership as they in accordance with the Local Authorities (Goods and Services) Act 1970 namely that the organisation is a public body and the purpose of accessing Scotland Excel's services is to facilitate the discharge of those functions and activities.

### **4 Recommendation**

It is recommended to committee that the SEStran's application to join Scotland Excel as an associate member be approved, at an annual fee of £500, subject to completion and signing of the agreement document.