

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 07 December 2018	09:45	City Chambers, Glasgow City Council, 80 George Square, Glasgow, G2 1DU

KENNETH GRAHAM
Clerk

Membership

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

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

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 <http://renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx>

For further information, please either email 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 reception 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 | Minute | 3 - 6 |
| | Submit Minute of meeting of the Executive Sub-committee held on 23 November 2018. | |
| 2(a) | Contract for Approval: Supply, Delivery and Installation of Hot Beverage Machinery and Supplies | 7 - 16 |
| | Report by Director of Scotland Excel. | |
| 2(b) | Contract for Approval: Provision of Energy Advice | 17 - 34 |
| | Report by Director of Scotland Excel. | |
| 3 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 10.45 am on 25 January 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 23 November 2018	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

Present

Councillor Charles Buchan (Aberdeenshire Council) (substitute for Provost William Howatson); Bailie Norman MacLeod (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Westlake (Shetland Islands Council) and Councillor Collette Stevenson (South Lanarkshire Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement and S Brannagan, Head of Customer & Business Services (all Scotland Excel); and A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager and D Low, Senior Committee Services Officer (all Renfrewshire Council).

Apologies

Provost Bill Howatson, (Aberdeenshire Council); Councillor Angus Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson. (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council) and Councillor Alister Mackinnon (Highland Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 26 October 2018.

DECIDED: That the Minute be approved.

2 Revenue Budget Monitoring

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 12 October 2018.

The report intimated that gross expenditure was £4,000 under budget and income was currently £10,000 under recovered which resulted in a net overspend of £6,000.

DECIDED: That the report be noted.

3(a) Request for Associate Membership - East Kilbride and District Housing Association Limited

There was submitted a report by the Director of Scotland Excel advising that East Kilbride and District Housing Association had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by East Kilbride and District Housing Association to become an associate member of Scotland Excel, at an annual membership fee of £790, be approved subject to completion and signing of the agreement documentation.

3(b) Request for Associate Membership - Link Group Limited

There was submitted a report by the Director of Scotland Excel advising that Link Group Limited had submitted an application to become an associate member of Scotland Excel.

DECIDED: That the application by Link Group Limited to become an associate member of Scotland Excel, at an annual membership fee of £10,680, be approved subject to completion and signing of the agreement documentation.

4 Funding 2019/20 Update

There was submitted a report by the Director of Scotland Excel providing an update on the funding strategy for fiscal period 2019/20 set out in the Funding Model Review report approved at the meeting of the Joint Committee held on 29 June 2018.

The report provided an update on the progress made by Scotland Excel to maximise income through consultancy services; new build housing; learning and development through the Scotland Excel Academy; rebates; and associate member expansion. It was anticipated that consultancy services, learning & development and associate

member expansion would generate income in 2019/20 with the other two areas contributing in subsequent years. Having implemented the hybrid funding approach approved by the Joint Committee in June 2018, the report anticipated that a requisition increase of 2% would be required for 2019/20.

DECIDED:

(a) That the progress made since June 2018 be noted; and

(b) That the contents of the report be endorsed and that it be noted that an updated report would be submitted to the meeting of the Joint Committee to be held on 7 December 2018.

5 Risk Register Update

There was submitted a report by the Director of Scotland Excel providing an update on the risk register maintained to assess threats and risks that could impact on the delivery of Scotland Excel's organisational objectives and the actions identified to mitigate such risks.

It was proposed that in future the risks included in the register be ranked in order of degree of risk and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported. This was agreed.

DECIDED:

(a) That in future the risks included in the register be ranked in order of degree of risk (highest to lowest) and that each risk indicate the level of movement between the previously reported risk ranking and the new risk ranking being reported; and

(b) That the report otherwise be noted.

6 Employee Absence Management Report

There was submitted a report by the Director of Scotland Excel relative to employee absence statistics for Scotland Excel. The report advised of the absence levels for the period ending 31 October 2018, the previous six and 12 months and provided information relating to the absence statistics and reasons.

DECIDED: That the report be noted.

7 Meetings of Scotland Excel Executive Sub-committee in 2019

There was submitted a report by the Clerk relative to proposed dates and venues for meetings of the Executive Sub-committee in 2019.

DECIDED: That the dates and venues for meetings of the Executive Sub-committee in 2019 as detailed in the report, be approved.

8 Date of Next Meeting

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.45am on 7 December November 2018 in Glasgow City Chambers, George Square, Glasgow.



Scotland Excel

To: Executive Sub Committee

On: 07 December 2018

Report by Director Scotland Excel

Tender: Supply, Delivery and Installation of Hot Beverage Machinery and Supplies

Schedule: 16/18

Period: 14 January 2019 until 13 January 2022, with the option to extend for up to an additional 12 month period until 13 January 2023

1. Introduction and Background

This recommendation is for the award of a new framework for the Supply, Delivery and Installation of Hot Beverage Machinery and Supplies, which will operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional 12 month period until 13 January 2023.

The requirement for this framework opportunity has been identified through consultation with commodity User Intelligence Groups (UIGs) from the Corporate portfolio. This presents an opportunity for Scotland Excel to provide a collaborative and focused approach to providing a framework for these products whilst alleviating the resource challenge associated with these types of procurement exercises for councils.

The framework was advertised at a value of £4 million over the four-year period.

This 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 UIG endorsed the inclusion of a single lot containing 4 sub lots as summarised in table 1.

The lot structure will provide a mechanism for councils to procure a range of hot beverage machinery as well as associated consumables. This includes, but is not limited to, Bean to Cup Coffee Machines, Filter Coffee Machines, Desktop Pod Coffee Machines, Traditional Barista Coffee Machines, Bulk Brew Equipment, Tea, Coffee and Hot Chocolate and associated products.

Table 1: Lotting Structure

Sub Lot No.	Description	Estimated % Spend through sub lot
1.1	Machine Purchase and Lease	25%
1.2	Machine Rental	25%
1.3	Associated Consumables	25%
1.4	Maintenance and Repair	25%

3. Procurement Process

A Prior Information Notice (PIN) was published on 26 June 2018 with 39 companies expressing an interest in the opportunity. As a result of these expressions of interest, 10 meetings were held with potential suppliers to discuss the scope of the framework.

As a matter of best practice and to ensure that the framework aligned with council requirements, consultation was conducted to understand their service requirements and current purchasing practices.

To ensure maximum competition, an open tender process was used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 20 September 2018. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) system.

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 were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

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

Commercial 80%
Technical 20%

Tenderers were required to indicate which sub lots they were bidding for, and the councils which they had an ability to service.

Tenderers were invited to bid on the following basis;

- In the Commercial Section, a national net delivered product price & national net installation price for each product listed for each lot as well as call-out rates for maintenance and repair within the schedule of offer;

- In the Technical Section, scored method statements on fair work practices, customer service, ethically sourced products and sustainability. In addition to these method statements, a scored question was also asked in relation to the commitments bidders would make in respect of community benefits.

Table 2: Scoring Breakdown

Question		Maximum Score Available
Commercial 80%		
Technical 20%	Community Benefits	3
	Fair Work Practices	3
	Customer Services	6
	Ethically Sourced Products	2
	Sustainability	6

4. Report on Offers Received

The tender document was accessed by 42 organisations, with 20 of these submitting an offer.

A summary of all offers received from tenderers, and their SME status is outlined in Appendix 1.

Following a full evaluation of compliant offers, scoring was completed in accordance with the published tender evaluation methodology, and an overall lot commercial score was calculated for each tenderer. The overall lot commercial score was calculated by totaling each sub lot score and dividing this combined score by the number of sub lots for which the tenderer offered.

Appendix 2 confirms the overall scoring achieved by each tenderer which forms the basis of the recommendations contained in this report.

5. Recommendations

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a multiple supplier framework agreement is awarded to the 18 tenderers outlined in Appendix 2.

Of the 18 recommended suppliers;

- 4 are classified as a medium sized business;
- 7 are classified as a small business, and;
- 4 are classified as a micro business.

Of the 18 recommended suppliers, 15 are based in Scotland, supporting the Scottish economy.

These suppliers provide the range of products and services required by local authorities, as well as representing best value and meeting all technical specifications.

6. Benefits

Savings

The projected average saving across all councils is forecasted at 6.3%, which equates to an estimated saving of approximately £60,000 per annum, based on current spend forecasts. This projection was calculated by benchmarking the lowest offer received against the second lowest offer received.

Savings that can be achieved will depend on a local authority's purchasing patterns.

Price Stability

Suppliers have accepted as part of the terms & conditions of the framework that they will hold prices firm for the first 12 months of the contract.

After the initial 12 month period, suppliers may submit a request for a price variance on an annual basis. Suppliers may submit a price decrease at any time throughout the duration of the framework.

Sustainable Procurement Benefits

Community Benefits

Tenderers were asked to detail community benefit initiatives that they would commit to deliver throughout the duration of the framework. All 18 recommended suppliers have confirmed their commitment to Scotland Excel's community benefits approach for this framework.

Examples of benefits which may be offered as part of this framework included; fundraising event for external charities/initiatives, work placements to school students, employability workshops or events in a school, college or group, sponsorship of a sports team or community event and recruit a person and/or modern apprentice.

Scotland Excel will support delivery of these commitments during the lifetime of the framework through the contract and supplier management programme. These benefits will also be reported through six monthly contract management returns.

Fair Work Practices

Tenderers were also asked to confirm their approach to fair work practices and the Living Wage, details of which can be found in Appendix 3. All recommended suppliers for this framework, with the exception of one, pay all staff the Living Wage or above or have made a commitment to do so within two years.

Sustainability

Tenderers were asked to detail their approach to sustainability, and were asked how their organisations reduced waste, considered the environmental impact of transportation, and demonstrated that their products came from sustainable, reliable, and approved sources.

Offers included a range of recycling initiatives including the use of recyclable compostable drinking cups as well as reusable drinking cups to reduce plastic consumption.

Suppliers also advised that they utilised route planning technologies to reduce mileage, as well as the increased adoption of Euro 6 standard vehicles within their fleets for the delivery of products.

In addition to this, suppliers provided details on how they monitor stock holding. Suppliers advised they regularly conduct supplier assessments to ensure fair working practices and ensure their suppliers are conforming to ISO 14001 regulations.

An important element of this tender exercise was identifying ethically sourced products. Suppliers were asked to detail any product accreditation or certification they had, for example triple certification, when a supplier is certified by Fairtrade, Rainforest Alliance and the Soil Association. Of the 18 recommended supplies, 11 have stipulated that they are certified with at least one of the above, and 3 have stipulated that they are triple certified.

Suppliers were also asked to offer either budget, mid or premium coffee or hot chocolate and it was stipulated that all premium products offered had to be ethically sourced and organic.

All suppliers recommended for award onto the framework responded that they are committed to providing a sustainable service.

7. Contract Mobilisation and Management

Suppliers and participating members will be issued with a mobilisation pack containing information relating to the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend. As such, Scotland Excel will review

the framework with suppliers as appropriate, whilst monitoring management information and community benefits associated with this framework.

8. Summary

This framework for the Supply, Delivery & Installation of Hot Beverage Machinery and Supplies aims to maximise collaboration, consolidate demand and deliver best value. A range of benefits can be reported in relation to savings, price stability, community benefits and sustainably sourced products.

The Executive Sub Committee is requested to approve the recommendation to award placings on this framework to the suppliers as detailed in Appendix 2.

Appendix 1 – List of Tenderers with SME status

Tenderer	SME Status	Location	Sub Lots Tendered
Bewley's Tea and Coffee UK Limited	Large	High Wycombe, England	1.1, 1.2, 1.3, 1.4
Brodie Melrose Drysdale & Co. Limited	Small	Musselburgh, East Lothian	1.1, 1.2, 1.3, 1.4
Caber Coffee Limited	Small	Aberdeen, Aberdeen City	1.1, 1.2, 1.3, 1.4
CG Coffee Limited	Micro	Glasgow, Glasgow City	1.1, 1.2, 1.3, 1.4
Coffee Conscience Ltd	Micro	Langbank, Renfrewshire	1.1, 1.2, 1.3, 1.4
Early Bird Catering Limited	Micro	Aberdeen, Aberdeen City	1.1, 1.2, 1.3, 1.4
Eden Springs UK Limited	Large	Blantyre, South Lanarkshire	1.1, 1.2, 1.3, 1.4
Excel Vending Limited	Small	East Kilbride, South Lanarkshire	1.1, 1.3, 1.4
Ipex Investments Limited t/a Capital Vending	Small	Livingston, West Lothian	1.1, 1.2, 1.3, 1.4
Karing International Ltd	Small	Barrhead, East Renfrewshire	1.1, 1.3, 1.4
Lyreco UK Limited	Large	Telford, England	1.1, 1.2, 1.3, 1.4
Matthew Algie & Company Limited	Medium	Glasgow, Glasgow City	1.1, 1.2, 1.3, 1.4
Miko Coffee (Scotland) Limited	Medium	East Kilbride, South Lanarkshire	1.1, 1.2, 1.3, 1.4
Myrtle Coffee Services Limited	Small	Kirkcaldy, Fife	1.1, 1.2, 1.3, 1.4
Scotbev Supplies Limited	Small	Bo' Ness, West Lothian	1.3
Selecta UK Limited	Large	London, England	1.1, 1.2, 1.3, 1.4
Tchibo Coffee International Limited	Medium	Epsom, England	1.1, 1.2, 1.3
Templeman Retailing and Vending Limited	Medium	Belshill, North Lanarkshire	1.1, 1.2, 1.3, 1.4
The Loch Ness Coffee Company Limited	Medium	Drumnadrochit, Inverness	1.1, 1.2, 1.3, 1.4
We Love Coffee Limited	Micro	East Kilbride, South Lanarkshire	1.1, 1.3, 1.4

Appendix 2 - Scoring and Recommendations

Supply, Delivery and Installation of Hot Beverage Machinery and Supplies		
Tenderer	Score	Awarded
Myrtle Coffee Services Limited	88.44	Yes
Excel Vending Limited	86.71	Yes
Lyreco UK Limited	77.02	Yes
Eden Springs UK Limited	75.84	Yes
Coffee Conscience Ltd	75.65	Yes
We Love Coffee Limited	73.39	Yes
Bewley's Tea and Coffee UK Limited	72.01	Yes
Caber Coffee Limited	64.15	Yes
Brodie Melrose Drysdale & Co. Limited	64.11	Yes
Matthew Algie & Company Limited	62.19	Yes
Early Bird Catering Limited	60.66	Yes
The Loch Ness Coffee Company Limited	59.97	Yes
CG Coffee Limited	59.89	Yes
Karing International Ltd	58.39	Yes
Templeman Retailing and Vending Limited	57.39	Yes
Tchibo Coffee International Limited	57.06	Yes
Scotbev Supplies Limited	56.59	Yes
Ipex Investments Limited t/a Capital Vending	55.47	Yes
Selecta UK Limited	49.87	No
Miko Coffee (Scotland) Limited	48.61	No

Appendix 3 – List of Recommended Suppliers with Living Wage Status

Supplier	Accredited	Progress towards accreditation	Committed to gaining accreditation over the first 2 years of framework	Not paying Living Wage but committed to doing so within 2 years	Neither accredited nor paying Living Wage
Bewley's Tea and Coffee UK Limited			Yes		
Brodie Melrose Drysdale & Co. Limited	Yes				
Caber Coffee Limited			Yes		
CG Coffee Limited			Yes		
Coffee Conscience Ltd			Yes		
Early Bird Catering Limited			Yes		
Eden Springs UK Limited			Yes		
Excel Vending Limited		Yes			
Ipex Investments Limited t/a Capital Vending	Yes				
Karing International Ltd			Yes		
Lyreco UK Limited		Yes			
Matthew Algie & Company Limited					Yes
Miko Coffee (Scotland) Limited			Yes		
Myrtle Coffee Services Limited				Yes	
Scotbev Supplies Limited			Yes		
Selecta UK Limited	Yes				
Tchibo Coffee International Limited			Yes		
Templeman Retailing and Vending Limited	Yes				
The Loch Ness Coffee Company Limited			Yes		
We Love Coffee Limited			Yes		



Scotland Excel

To: Executive Sub Committee

On: 07 December 2018

**Report
by
Director Scotland Excel**

Tender: Provision of Energy Advice

Schedule: 17-18

Period: 14 January 2019 until 13 January 2022, with the option to extend for up to an additional 12 month period until 13 January 2023

1. Introduction and Background

This recommendation is for the award of a new framework for Energy Advice, which will operate from 14 January 2019 until 13 January 2022, with the option to extend for up to an additional one-year period until 13 January 2023.

The requirement for this procurement has been identified through consultation with commodity User Intelligence Groups (UIGs) within the Construction portfolio. This presents an opportunity for Scotland Excel to provide a collaborative and focused approach to providing a framework for this service whilst alleviating the resource challenge associated with procurement exercises for councils.

The framework was advertised at a value of £4 million over the four-year period.

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

2. Scope, Participation and Spend

As part of the strategy development for this framework the UIG endorsed the inclusion of 32 geographical lots representing each local authority area.

It is envisaged that the framework will be utilised by local authorities and associate members in order to help improve fuel poverty for tenants and residents.

3. Procurement Process

A Prior Information Notice (PIN) was published on 23 July 2018 with 29 companies expressing an interest in the opportunity. As a result of these expressions of interest, 11 meetings were held with potential suppliers to discuss the scope of the framework.

As a matter of best practice and to ensure that the framework aligned with local authority requirements, consultation was conducted to understand their service requirements.

To ensure maximum competition an open tender process was used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 28 September 2018. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) system.

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 were required to answer a set of exclusionary questions along with providing details and/or acknowledgement of insurance, financial standing, quality management, health and safety, and environmental management policies and/or procedures.

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

Commercial	70%
Technical	30%

Tenderers were required to indicate which lots that they were bidding for. As the tender was lotted geographically, this also indicated an ability to service.

Tenderers were invited to bid on the following basis;

- In the Commercial Section, a price was requested for an initial home visit lasting up to 2 hours with examples of the type of areas expected to be covered within the visit detailed in the specification;
- In the Technical Section, as outlined in Figure 1, scored method statements on contract management & customer service, fair work practices and community benefits.

Figure 1: Scoring Breakdown

Section	Question	Maximum Score Available
Commercial 70%		
Technical 30%	contract management & customer service	20
	fair work practices	5
	community benefits	5

4. Report on Offers Received

The tender document was accessed by 24 organisations with 9 of these submitting an offer.

Despite significant engagement with the marketplace, unfortunately, 2 lots failed to attract any bids. Those lots were:

Lot 22 - Orkney Islands Council Area
Lot 26 - Shetland Islands Council Area.

Scotland Excel will continue to liaise with these councils following award of this framework, including offering assistance with any future local procurement processes.

A summary of all offers received from tenderers, and their SME status is outlined in Appendix 1.

5. Recommendations

Based on the evaluation undertaken in line with the criteria and weightings set out above, it is recommended that a multiple supplier framework agreement is awarded to the 9 tenderers outlined in Appendix 2.

All recommended suppliers are SMEs, with 1 of these being classified as a micro business. Appendix 1 outlines the location of tenderers who submitted an offer, with all of them being based in Scotland.

These suppliers provide the range of services required by local authorities, as well as representing best value and meeting all technical specifications.

6. Benefits

Savings

Recently the Scottish Government have changed the way in which grants relating to energy efficiency is to be used. Previously it was all geared towards improvement works but now up to 15% of this funding is to be used to provide practical energy advice and advocacy. As a result, this tender is a new procurement opportunity for these services within local authorities and this is also the first time that energy advice has been procured in this way. Therefore, no benchmarking can be conducted at this time. However, due to the nature of the advice being provided, monetary savings will be achieved by tenants within local authorities by tackling their fuel poverty and energy efficiency.

Price Stability

Tenderers have accepted as part of the terms & conditions of the framework that they will hold prices firm for the first 24 months of the framework.

After the initial 24 months fixed pricing periods offered, suppliers may submit a request for a price variance on an annual basis. Suppliers may submit a price decrease at any time throughout the duration of the framework.

Sustainable Procurement Benefits

Community Benefits

Tenderers were asked to detail community benefit initiatives that they would commit to deliver throughout the duration of the framework depending on spend levels.

Community benefits received as part of the tender submissions included; sponsorship, work experience placements, employability workshops, training sessions and the recruitment of modern apprentices and/or staff members.

Fair Work Practices

Tenderers were also asked to confirm their approach to fair work practices and the Living Wage, details of which can be found in Appendix 3. All recommended suppliers for this framework pay the Living Wage or above.

Sustainability

This service will assist in removing vulnerable householders from fuel poverty by providing advocacy advice with utility providers, ensuring metering issues are dealt with, educating householders on optimum heating regimes and making sure householders are on the best tariff with utility providers.

Other Benefits

Successful offers have also been received from 4 Scottish social enterprises and also 4 companies with charitable status.

In one of the social enterprises 15% staff have a declared disability and 35% staff live within the 20% most deprived areas as defined by the Scottish Index of Multiple Deprivation.

7. Contract Mobilisation and Management

Both suppliers and participating members will be issued with a mobilisation pack containing information relating to the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments.

In accordance with Scotland Excel's established contract and supplier management programme, this framework has been classified as a level 3 arrangement in terms of both risk and spend. As such, Scotland Excel will review the framework with suppliers as appropriate, whilst monitoring management information and community benefits associated with this framework.

8. Summary

This framework for the Provision of Energy Advice aims to maximise collaboration, consolidate demand and deliver best value. Benefits can be reported in relation to price stability, sustainability and community benefits.

The Executive Sub Committee is requested to approve the recommendation to award placings on this framework to the suppliers as detailed in Appendix 2.

Appendix 1 – Offers Received & SME Status

TENDERER	SME STATUS	LOCATION	LOTS TENDERED
Argyll, Lomond and the Islands Energy Agency (Allenergy) (Company Registration Number SC211429)	Small	Oban	4
Changeworks Resources for Life (Company Registration Number SC103904)	Medium	Edinburgh	4, 10, 12, 14, 16, 18, 25, 32
Energy Agency (Company Registration Number SC191428)	Medium	Ayr	1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 23, 24, 25, 27, 28, 29, 31 & 32
Greener Kirkcaldy Ltd (Company Registration Number SC371318)	Small	Kirkcaldy	14
MPC Energy Ltd (Company Registration Number SC533343)	Micro	Clydebank	4, 9 & 31
Scarf (Company Registration Number SC094819)	Medium	Aberdeen	1, 2, 3, 7, 19 & 23
Social Enterprise Direct (Company Registration Number SC415583)	Small	Glasgow	5, 8, 9, 11, 13, 15, 17, 20, 21, 24, 27, 29, 30 & 31
The Wise Group (Company Registration Number SC091095)	Medium	Glasgow	5, 9, 11, 13, 15, 17, 21, 24, 28, 29 & 31
Tighean Innse Gall Limited (Company Registration Number SP2410RS)	Small	Stornoway	30

Appendix 2 - Scoring and Recommendations

Lot 1 - Aberdeen City Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	48.37	Yes

Lot 2 - Aberdeenshire Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	50.93	Yes

Lot 3 - Angus Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	50.93	Yes

Lot 4 - Argyll & Bute Council Area		
Tenderer	Score	Awarded to Lot
MPC Energy Ltd	72.50	Yes
Argyll, Lomond and the Islands Energy Agency (Allenergy)	56.50	Yes
Changeworks Resources for Life	43.84	No
Energy Agency	38.33	No

Lot 5 - Clackmannanshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
Energy Agency	26.35	No

Lot 6 - Dumfries & Galloway Council Area		
Tenderer	Score	Awarded to Lot
Energy Agency	85.00	Yes

Lot 7 - Dundee City Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	48.37	No

Lot 8 - East Ayrshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
Energy Agency	32.02	No

Lot 9 - East Dunbartonshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
MPC Energy Ltd	36.55	No
Energy Agency	26.35	No

Lot 10 - East Lothian Council Area		
Tenderer	Score	Awarded to Lot
Changeworks Resources for Life	88.75	Yes
Energy Agency	63.30	Yes

Lot 11 - East Renfrewshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
Energy Agency	32.02	No

Lot 12 - City of Edinburgh Council Area		
Tenderer	Score	Awarded to Lot
Changeworks Resources for Life	88.75	Yes
Energy Agency	57.23	Yes

Lot 13 - Falkirk Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
Energy Agency	26.35	No

Lot 14 - Fife Council Area		
Tenderer	Score	Awarded to Lot
Greener Kirkcaldy Ltd	93.75	Yes
Changeworks Resources for Life	44.29	No
Energy Agency	33.90	No

Lot 15 - Glasgow City Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	57.37	Yes
Energy Agency	26.35	No

Lot 16 - Highland Council Area		
Tenderer	Score	Awarded to Lot
Changeworks Resources for Life	88.75	Yes
Energy Agency	83.83	Yes

Lot 17 - Inverclyde Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	57.37	Yes
Energy Agency	26.35	No

Lot 18 - Midlothian Council Area		
Tenderer	Score	Awarded to Lot
Changeworks Resources for Life	88.75	Yes
Energy Agency	58.63	Yes

Lot 19 - Moray Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	50.93	Yes

Lot 20 - North Ayrshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
Energy Agency	32.02	No

Lot 21 - North Lanarkshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
Energy Agency	26.35	No

Lot 22 - Orkney Islands Council Area		
Tenderer	Score	Awarded to Lot
No Bids		

Lot 23 - Perth & Kinross Council Area		
Tenderer	Score	Awarded to Lot
Scarf	92.50	Yes
Energy Agency	50.93	Yes

Lot 24 - Renfrewshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	57.37	Yes
Energy Agency	32.02	No

Lot 25 - Scottish Borders Council Area		
Tenderer	Score	Awarded to Lot
Energy Agency	85.00	Yes
Changeworks Resources for Life	80.42	Yes

Lot 26 - Shetland Islands Council Area		
Tenderer	Score	Awarded to Lot
No Bids		

Lot 27 - South Ayrshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
Energy Agency	32.02	No

Lot 28 - South Lanarkshire Council Area		
Tenderer	Score	Awarded to Lot
The Wise Group	90.00	Yes
Energy Agency	52.87	Yes

Lot 29 - Stirling Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	51.47	Yes
Energy Agency	26.35	No

Lot 30 - Western Isles Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
Tighean Innse Gall Limited	74.54	Yes

Lot 31 - West Dunbartonshire Council Area		
Tenderer	Score	Awarded to Lot
Social Enterprise Direct	96.25	Yes
The Wise Group	57.37	Yes
MPC Energy Ltd	36.55	No
Energy Agency	26.35	No

Lot 32 - West Lothian Council Area		
Tenderer	Score	Awarded to Lot
Changeworks Resources for Life	88.75	Yes
Energy Agency	63.07	Yes

Appendix 3 – Living Wage

TENDERER	Accredited	Currently progressing through Living Wage accreditation process	Committed to gaining accreditation over the first 2 years of the framework	Pay Living Wage to all employees (except volunteers, apprentices and interns) but not accredited	Neither accredited nor pay Living Wage
Argyll, Lomond and the Islands Energy Agency (Allenergy)				Yes	
Changeworks Resources for Life	Yes				
Energy Agency	Yes				
Greener Kirkcaldy Ltd	Yes				
MPC Energy Ltd				Yes	
Scarf	Yes				
Social Enterprise Direct	Yes				
The Wise Group	Yes				
Tighean Innse Gall Limited				Yes	

