

Scotland Excel

To: Executive Sub-Committee

On: 19 March 2021

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

Tender: Booking of public sector employees (Supply teacher booking)

Schedule: 04/21

Period: 1 April 2021 to 31 March 2025

1. Introduction and Background

This framework allows the appointment of suppliers to a framework agreement for the booking of staff in current employment with local authorities for temporary vacancies.

SEEMiS Group LLP is a central body established by Scotland's local authorities with a remit to develop and service a national education management information system for all of Scotland's schools. It currently provides a module that allows local authorities to record the booking of supply teachers for temporary vacancies. This module will be retired by SEEMiS in July 2021 and local authorities are seeking a solution to replace this module with an increased scope that will allow for the booking of a variety of staff roles, however, it should be noted that the prime booking role is for Supply Teachers.

2. Scope, Participation and Spend

This framework is available to all councils but it is anticipated the main users of the current SEEMiS module will be first adopters. Confirmation of participating bodies is shown in appendix 1.

Two councils, South Lanarkshire, and East Renfrewshire councils have intimated that they do not intend to utilise the framework because they have other in-house solutions. It is expected that a few of the remaining councils may elect to utilise the framework after they have been contacted by Scotland Excel after mobilisation.

The diverse requirements of each council have made forecasting the expenditure unfeasible to produce on an individual council by council basis. The solutions offered are defined as Software As A Service (SAAS) and therefore costs are dependent on the number of users of the solution. Some councils have intimated

that they intend to increase the scope of any solution they procure to handle all shift bookings across the council's services, whilst others have indicated that they intend to use the application for supply teacher bookings only.

The requirements for West Dunbartonshire Council were used for the purposes of evaluation and the estimation of the potential value of the framework. The estimated value of the West Dunbartonshire Council opportunity was £15,000 per annum with setup costs between £5,000 - £10,000. The contract opportunity was therefore advertised with a value over the 4-year term of £1million.

SEEMiS currently provides the module used by most councils and it is included within each council's requisition fee. The complex coupling of the SEEMiS solutions modules mean that it is not possible to provide an estimate of the current costs to its members for any module, therefore savings cannot be calculated. A single instance of a solution for all members is not possible due to PVG restrictions on a per council instance, for example a teacher may be employed by 2 councils but under current legislation they must have PVG checks carried out by both councils.

3. Procurement Process

SEEMiS and the Scottish Local Government Digital Office ("SLGDO") approached Scotland Excel in February 2020 to assist with the replacement of the Teacher Booking module. A User Intelligence Group (UIG) was formed with representatives from the main users.

The worldwide pandemic impacted the planned procurement process as, understandably, Education departments focussed on other areas. In May 2020 the UIG sought to gather requirements for each council. An agile prioritisation technique (MoSCoW – Must have, Should have, Could have, Won't have) was used to establish the requirements of each council. This document was used to inform the basis of the minimum characteristics of any solution procured. Demonstrations of applications by FCSS, GroupCall and Just Education were also offered to Councils. Information regarding the national application used in Northern Ireland was also gathered.

The preferred procurement route for ICT applications is normally to "call off" from the Crown Commercial Service CCS G-Cloud framework, however the main suppliers identified for this niche procurement are not suppliers under that agreement. Therefore, the agreed procurement strategy was to tender using the Open procurement procedure, with a single lot.

The tender was weighted 60 % commercial and 40 % technical. Suppliers were asked to submit a Scotland Single Procurement Document ("SPD"), to provide costs for the full 4-year term and to provide technical responses.

The SPD is the new Qualification document for Bidder Selection that was previously fulfilled by the ESPD. Tenderers were required to satisfy minimum standards as stated in both the SPD and the contract notice.

The technical responses included the following areas:

- Servicing the contract (15 %)
- Delivery of the contract through its life (15%)
- Exiting the contract (5 %)
- Cyber Essentials (mandatory)
- Fair working practices (3 %)
- Community benefits (2 %)
- Minimum requirements for the solution (mandatory)

4. Report on Offers Received

Scotland Excel received 6 offers for this framework. 5 Tenderers submitted compliant offers, however, 1 Tenderer failed to submit a commercial offer and its offer was therefore non-compliant.

A summary of the offers received is provided in Appendix 2 and the scores awarded to each Tenderer is shown in Appendix 3.

5. Recommendations

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

Of these five recommended suppliers two are Scottish suppliers and three are small/micro suppliers. The recommended suppliers provide a wide choice for councils where they can select a supplier that currently provides a national solution focusing on supply teacher booking or select suppliers that have solutions that allow the booking of more resource types.

6. Benefits

Savings

As stated earlier in the report, anticipated savings cannot be calculated for councils as this service is currently provided as part of a requisition fee. Cost avoidance for councils by procuring through Scotland Excel has been achieved and it may be possible for councils to achieve savings through the transformation of existing service provision by reducing a substantial amount of manual work.

Price Stability

Four year license fees were sought to enable councils to submit bids for budget funding for the life of the framework. Two suppliers have offered static prices for the 4 years and of the recommended other suppliers price inflation has been linked to RPI.

Sustainable Procurement Benefits

Fair working practices was a scored element of this tender and all recommended suppliers pay at least the living wage, although most pay well in excess of this. One supplier for example has a policy of not paying less than £30,000 per annum to its employees. A summary of this can be found in appendix 4.

Community benefits was a scored element of the tender with Tenderers obliged to provide benefits for spend bands they might achieve over the life of the framework, also, benefits needed to be provided for their offer to be deemed compliant. Benefits that could be enjoyed from this framework include apprenticeships and work placements.

Other Benefits

Commitment to a rebate/discount structure has been secured from suppliers, which will benefit all participants. This framework will also provide a template to assist with the valuation of modules currently provided by SEEMiS.

7. Contract Mobilisation and Management

All Tenderers were required to complete 3 technical responses which detailed how they would service, deliver, and exit the contract. These responses will be passed to councils to assist with their selection of Supplier. It is highly probable that the councils will embark on limited trials with a preferred Supplier before awarding the call-off.

The contract segmentation tool developed by Scotland Excel scored the contract management value at 31 out of a max score of 100. The classification for this framework has been determined at E level which requires the following contract management activities - Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring. Appendix 5 summarises each of the management bands and associated contract management activities.

8. Summary

This framework offers councils the opportunity to collaborate together to realise licence cost savings but also to increase the scope of the solutions offered in other service areas.

A range of benefits have been delivered in relation to price stability, discounts, community benefit commitments and fair working practices. To mitigate the impact of rising costs through the lifetime of the framework rebates and volume discounts have been realised.

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

Appendix 1 – Participation, Spend and Savings Summary
04/21 Booking of public sector employees (Supply Teacher Booking)

Member Name	Participation in Contract	Participation Entry Date
Aberdeen City Council	Yes	01 April 2021
Aberdeenshire Council	No	
Angus Council	Yes	01 April 2021
Argyll & Bute Council	Yes	01 April 2021
City of Edinburgh Council	Yes	01 April 2021
Clackmannanshire Council	May through the life	
Comhairle nan Eilean Siar	May through the life	
Dumfries & Galloway Council	May through the life	
Dundee City Council	May through the life	
East Ayrshire Council	Yes	01 April 2021
East Dunbartonshire Council	Yes	01 April 2021
East Lothian Council	Yes	01 April 2021
East Renfrewshire Council	No	
Falkirk Council	May through the life	
Fife Council	May through the life	
Glasgow City Council	Yes	01 April 2021
Highland Council	May through the life	
Inverclyde Council	Yes	01 April 2021
Midlothian Council	May through the life	
Moray Council	May through the life	
North Ayrshire Council	May through the life	
North Lanarkshire Council	May through the life	
Orkney Islands Council	May through the life	
Perth & Kinross Council	May through the life	
Renfrewshire Council	May through the life	
Scottish Borders Council	May through the life	
Shetland Islands Council	May through the life	
South Ayrshire Council	May through the life	
South Lanarkshire Council	No	
Stirling Council	May through the life	
West Dunbartonshire Council	Yes	01 April 2021
West Lothian Council	May through the life	
Tayside Contracts	May through the life	
Totals		

Appendix 2 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Location	Lots Tendered
Alvius Ltd.	Medium	Tayside and Fife	1
Cloud Cover IT Services Limited	Small	Glasgow	1
eTeach UK Limited	Medium	England	1
Just Education Ltd	Micro	Manchester	1
Teacher Booker Ltd	Micro	England	1

Appendix 3 - Scoring and Recommendations

Lot 1 – Booking of employed staff		
Tenderer	Score	Awarded (Yes or No)
Teacher Booker Ltd	91.50	Yes
eTeach UK Limited	80.43	Yes
Just Education Ltd	80.25	Yes
Alvius Ltd.	68.84	Yes
Cloud Cover IT Services Limited	56.46	Yes
RDC Group Limited	N/C	No

Appendix 4- List of Recommended Suppliers with Living Wage Status

Tenderer	Accredited	Currently progressing through Real Living Wage accreditation process	Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Real Living Wage to all employees, but not accredited	Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Real Living Wage
Alvius Ltd			Yes			
Cloud Cover IT Services Limited		Yes				
eTeach UK Limited				Yes		
Just Education Ltd				Yes		
Teacher Booker Ltd					Yes	

Appendix 5 – Contract management classification

Class	Management requirements
A	Activities – Due to the unique and bespoke nature of the frameworks that fall within this class, a contract management plan to be developed and agreed with CSG.
B	Activities – Quarterly supplier contact, six monthly surveys, annual UIG, frequent support to councils, suppliers and external stakeholders requiring high level of procurement expertise, extensive contract monitoring
C	Activities – Six monthly supplier contact, six monthly to annual surveys, annual UIG, regular support to councils, suppliers and external stakeholders requiring procurement expertise, high contract monitoring
D	Activities – Annual supplier contact, annual surveys, optional annual UIG, ad-hoc support to councils, suppliers and external stakeholders potentially requiring procurement expertise, regular contract monitoring
E	Activities – Annual supplier contact (if required), optional annual surveys, no requirement for annual UIG, straightforward ad-hoc support to councils, suppliers and potentially requiring procurement assistance, basic contract monitoring