

Scotland Excel

To: Executive Sub-Committee

On: 18 June 2021

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

Tender: Supply and Delivery of Education Materials

Schedule: 12/20

Period: 1 August 2021 until 31 July 2024 with an option to extend for up to 12 months until 31 July 2025

1. Introduction and Background

This recommendation is for the award of the third-generation renewal framework for the Supply and Delivery of Education Materials.

This proposed renewal framework was advertised for the period from 1 August 2021 until 31 July 2024 with the option to extend for up to 12 months until 31 July 2025.

This framework will provide councils and other participating bodies with a mechanism to procure a wide 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 for children with additional support needs.

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. This lot structure remains similar to the current framework. Previously Board, Card and Paper, and Exercise Books, were included as two separate lots however these have been amalgamated to one lot. Furthermore, there has been an additional lot included for a range of additional support needs products. This revised lot structure represents council requirements, whilst also recognising the structure of the marketplace.

Table 1: Lotting Structure

Lot No.	Description	Estimated % Spend through lot
1	General Education Materials	10%
2	Arts and Craft Materials	15%
3	Board, Card, Paper and Exercise Books	10%
4	Bespoke Homework Diaries	2%
5	Early Learning Materials	35%
6	Additional Support Needs (ASN) Products	5%
7	Musical Instruments	10%
8	Scientific Equipment	8%
9	Sports Equipment	5%

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

The forecast annual spend for participating councils is £18.6 million per annum. This equates to an estimated spend of £74.4 million over the maximum 4-year term of the framework.

3. Procurement Process

All 32 councils were invited to an online pre-strategy UIG, held on the 19th and the 20th of August 2020 using Microsoft Teams. The objective of the meetings was to discuss the development of the renewal of both Scotland Excel's education materials and education and office furniture frameworks and any changes in councils' requirements.

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 4 November 2020. In addition, a working group consisting of technical and procurement representatives was formed to review technical specifications and participate in the evaluation.

Scotland Excel has taken cognisance of the impact of the COVID-19 pandemic in relation to this tender. Balancing this with the need to provide a route to market for councils seeking the continuation of supply of education materials in order to meet their statutory functions, and considering those council projects that may require to be undertaken in the future, Scotland Excel determined it was appropriate to undertake this renewal tender exercise and to recommend the establishment of this framework.

A Prior Information Notice (PIN) was published on 28 September 2020, which resulted in expressions of interest from 53 organisations. Prospective bidders were given the opportunity to engage in meetings and provide Scotland Excel with information in relation to, but not limited to; market intelligence, market trends, sustainability initiatives and community benefits to help inform the strategy.

The Contract Notice was published via the Find A Tender and Public Contracts Scotland (PCS) portal on 26 March 2021, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system.

As such, the tender exercise commenced after the UK withdrawal from the European Union and was conducted and concluded in accordance with the law and procedures currently in force.

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

Technical: 30%
Commercial: 70%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including: Service Delivery and Contract Management, E-catalogue and Catalogue Management, Transport and Delivery Logistics, Environmental Practices and Sustainability, Supply Chain, Added Value and Innovation and Fair Work Practices. Bidders were also assessed in terms of their ability to provide Community Benefits. These are detailed below within Table 2.

Table 2: Technical Section Weighting

Question	Description	Weighting
1	Service Delivery and Contract Management	4
2	E-Catalogue and Catalogue Management	4
3	Transport and Delivery Logistics	4
4	Environmental Practices and Sustainability	4
5	Supply Chain, Added Value and Innovation	4
6	Fair Work Practices	4
7	Community Benefits	6
Total Score		30

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. As detailed in the tender, bidders were also required to supply a stated percentage of product lines for certain lots. This cost effective approach will enable councils to obtain greater economies of scale when ordering a combination of goods.

Lot 1 (General Education Materials) is intended to be a “one-stop-shop” for councils that wish to consolidate their spend.

Only those bidders who meet the two following requirements will be eligible to be awarded a place on Lot 1 (General Education Materials):

- Bidders have submitted a successful compliant bid for four out of the six lots listed below:
 - Lot 2 – Arts and Craft Materials;
 - Lot 3 – Board, Card, Paper and Exercise Books;
 - Lot 5 – Early Learning Materials;
 - Lot 6 – Additional Support Needs (ASN) Products;
 - Lot 8 – Scientific Equipment; and
 - Lot 9 – Sports Equipment.
- They have responded 'yes' to the question "Lot 1 – General Education Materials" within the Technical Envelope.

4. Report on Offers Received

The tender document was downloaded by 52 organisations, with 25 tender responses received by the specified closing date and time. A summary of all offers received is provided in Appendix 2.

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

5. Recommendations

Based on the evaluation undertaken, and in line with the advertised criteria and weightings summarised above, it is recommended that a multi-supplier framework arrangement is awarded to 21 suppliers across eight of the nine lots as outlined in Appendix 3.

In order to adequately account for the impact of recent pandemic restrictions on retail businesses in this sector, and to ensure market preparedness for a tender in line with government advice, Scotland Excel are not proceeding to award Lot 7, Musical Instruments, and have informed affected bidders via PCS-Tender. The UIG has also been informed of this decision. Scotland Excel will look to carry out a tendering exercise for this lot in the coming weeks, in line with applicable law and guidance, to minimise disruption to our stakeholders.

The 21 recommended suppliers offer best value and represent a mix of small, medium and large organisations.

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

6. Benefits

Savings

Scotland Excel has conducted a benchmarking exercise comparing current prices paid with the prices submitted against the new framework. It was agreed with the UIG that benchmarking would only be carried out across a common basket of products as this covered the majority of spend from the current framework. The benchmarking exercise took a basket of products for suppliers from the current framework and compared a representative basket of products for the same suppliers against the submitted prices received for the renewal framework. The result of this benchmarking is listed in Appendix 1. The projected average saving across all councils is 0.5%, which equates to an estimated total saving of approximately £93k per annum.

Price Stability

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

Sustainable Procurement Benefits

Within the technical section of the tender, an environmental practices and sustainability method statement assessed suppliers in relation to their corporate approach to environmental practices, sustainability and how they manage the reduction of unnecessary waste, ensure recycling and reuse of packaging is carried out where possible, intended to reduce the use of single use plastics (SUP's) and identify alternatives to these products. A range of sustainable measures were outlined by suppliers including:

- A 'zero waste to landfill' status.
- 'On demand' packaging solution meaning all cartons are perfectly made to size giving a 45% overall reduction in cardboard usage.
- Working with market leaders in an aim to become climate neutral by 2025 and fully business neutral by 2030.
- Reducing SUP's and moving to biodegradable products where possible.

Community Benefits

Scotland Excel is committed to maximising community benefit delivery for our members. Bidders were asked to confirm whether they were willing to comply with our community benefits approach for the lifetime of the framework. This approach is designed to deliver local community benefits based on individual member spend thresholds and all 21 recommended suppliers have confirmed their acceptance.

The community benefits approach focused on supporting the Scottish Government's National Performance Framework, and the benefits delivered should support, but are not limited to, the following indicators:

- Improve the skill profile of the population
- Improve levels of educational attainment
- Increase the proportion of young people in learning, training or work
- Improve people's perception of the quality of public services
- Reduce children's deprivation
- Increase cultural engagement

Suppliers have agreed to report ongoing delivery of community benefits to Scotland Excel on a six-monthly basis.

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

Fair Work Practices including the Real Living Wage

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and engaged in decision making. Within the technical section of the tender, bidders were assessed on their approach to fair work practices and payment of the Real Living Wage to their workforce. Of the 21 recommended bidders, 16 pay the Real Living Wage, as detailed in Appendix 4 - List of Recommended Suppliers with Living Wage Status.

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

7. Contract Mobilisation and Management

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

The framework has been established using a % discount off Recommended Retail Price (RRP) to ensure councils have access to the required variety and scope of products. Scotland Excel will work with awarded suppliers to compile e-catalogues and Punch-Out information to support councils to utilise this framework.

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend as detailed in Appendix 5, this framework is classified as class C. As such, it will require six-monthly supplier meetings and surveys, and annual user group reviews as appropriate. During

the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for our members.

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

8. Summary

This third-generation framework for the Supply and Delivery of Education Materials continues to maximise collaboration, facilitate the procurement of a vast array of educational materials, promotes added value and delivers best value in terms of price, quality and service.

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

Appendix 1 – Participation, Spend and Savings Summary

Supply and Delivery of Education Materials 12/20

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 August 2021	£611,207	Scotland Excel Management Information	0.5%	0.5%	£3,056	Benchmarked Current Framework
Aberdeenshire Council	Yes	01 August 2021	£1,268,509	Scotland Excel Management Information	0.5%	0.5%	£6,343	Benchmarked Current Framework
Angus Council	Yes	01 August 2021	£252,939	Scotland Excel Management Information	0.5%	0.5%	£1,265	Benchmarked Current Framework
Argyll & Bute Council	Yes	01 August 2021	£515,445	Scotland Excel Management Information	0.5%	0.5%	£2,577	Benchmarked Current Framework
City of Edinburgh Council	Yes	01 August 2021	£1,196,933	Scotland Excel Management Information	0.5%	0.5%	£5,985	Benchmarked Current Framework
Clackmannanshire Council	Yes	01 August 2021	£184,180	Scotland Excel Management Information	0.5%	0.5%	£921	Benchmarked Current Framework
Comhairle nan Eilean Siar	Yes	01 August 2021	£82,379	Scotland Excel Management Information	0.5%	0.5%	£412	Benchmarked Current Framework
Dumfries & Galloway Council	Yes	01 August 2021	£378,157	Scotland Excel Management Information	0.5%	0.5%	£1,891	Benchmarked Current Framework
Dundee City Council	Yes	01 August 2021	£700,211	Scotland Excel Management Information	0.5%	0.5%	£3,501	Benchmarked Current Framework
East Ayrshire Council	Yes	01 August 2021	£430,229	Scotland Excel Management Information	0.5%	0.5%	£2,151	Benchmarked Current Framework
East Dunbartonshire Council	Yes	01 August 2021	£508,440	Scotland Excel Management Information	0.5%	0.5%	£2,542	Benchmarked Current Framework
East Lothian Council	Yes	01 August 2021	£630,439	Scotland Excel Management Information	0.5%	0.5%	£3,152	Benchmarked Current Framework
East Renfrewshire Council	Yes	01 August 2021	£691,605	Scotland Excel Management Information	0.5%	0.5%	£3,458	Benchmarked Current Framework
Falkirk Council	Yes	01 August 2021	£509,971	Council Confirmed	0.5%	0.5%	£2,550	Benchmarked Current Framework
Fife Council	Yes	01 August 2021	£988,528	Council Confirmed	0.5%	0.5%	£4,943	Benchmarked Current Framework
Glasgow City Council	Yes	01 August 2021	£1,895,983	Scotland Excel Management Information	0.5%	0.5%	£9,480	Benchmarked Current Framework
Highland Council	Yes	01 August 2021	£807,559	Scotland Excel Management Information	0.5%	0.5%	£4,038	Benchmarked Current Framework
Inverclyde Council	Yes	01 August 2021	£172,236	Scotland Excel Management Information	0.5%	0.5%	£861	Benchmarked Current Framework
Midlothian Council	Yes	01 August 2021	£159,345	Scotland Excel Management Information	0.5%	0.5%	£797	Benchmarked Current Framework
Moray Council	Yes	01 August 2021	£174,224	Council Confirmed	0.5%	0.5%	£871	Benchmarked Current Framework
North Ayrshire Council	Yes	01 August 2021	£655,473	Scotland Excel Management Information	0.5%	0.5%	£3,277	Benchmarked Current Framework
North Lanarkshire Council	Yes	01 August 2021	£931,248	Scotland Excel Management Information	0.5%	0.5%	£4,656	Benchmarked Current Framework
Orkney Islands Council	Yes	01 August 2021	£71,862	Scotland Excel Management Information	0.5%	0.5%	£359	Benchmarked Current Framework
Perth & Kinross Council	Yes	01 August 2021	£750,543	Scotland Excel Management Information	0.5%	0.5%	£3,753	Benchmarked Current Framework
Renfrewshire Council	Yes	01 August 2021	£714,365	Scotland Excel Management Information	0.5%	0.5%	£3,572	Benchmarked Current Framework
Scottish Borders Council	Yes	01 August 2021	£249,594	Council Confirmed	0.5%	0.5%	£1,248	Benchmarked Current Framework
Shetland Islands Council	Yes	01 August 2021	£110,642	Scotland Excel Management Information	0.5%	0.5%	£553	Benchmarked Current Framework
South Ayrshire Council	Yes	01 August 2021	£1,029,865	Scotland Excel Management Information	0.5%	0.5%	£5,149	Benchmarked Current Framework
South Lanarkshire Council	Yes	01 August 2021	£762,394	Scotland Excel Management Information	0.5%	0.5%	£3,812	Benchmarked Current Framework
Stirling Council	Yes	01 August 2021	£242,668	Council Confirmed	0.5%	0.5%	£1,213	Benchmarked Current Framework
West Dunbartonshire Council	Yes	01 August 2021	£195,247	Scotland Excel Management Information	0.5%	0.5%	£976	Benchmarked Current Framework
West Lothian Council	Yes	01 August 2021	£772,438	Council Confirmed	0.5%	0.5%	£3,862	Benchmarked Current Framework
Totals			£18,644,858			0.5%	£93,224	

Appendix 2 – Summary of Offers Received

Name of Tenderer	SME Status	Location	Lot(s) Tendered	Lot(s) Awarded
Band Supplies Limited*	Small	Glasgow, Glasgow City	7	Not Proceeding to Award
Bishop Sports & Leisure Ltd	Small	Slough, Berkshire	9	9
CPP Trading Group Ltd t/a Clyde Paper & Print	Small	Glasgow, Glasgow City	3	3
Collaborate & Innovate Ltd t/a Cosy Direct	Medium	Tutbury, England	5	5
ESPO (Leicestershire County Council t/a ESPO)	Large	Enderby, Leicester	1,2,3,5,6,7,8 and 9	1,2,3,5,6,8 and 9
Findel Education Limited t/a Hope Education	Large	Hyde, Cheshire	1,2,3,5,6,8 and 9	1,2,3,5,6,8 and 9
Foams 4 Sports Ltd	Small	Ashton U Lyne, Lancashire	9	9
Frederick Hyde Ltd t/a Chamberlain Music*	Medium	Haslemere, Surrey	7	Not Proceeding to Award
Grosvenor House Papers Ltd	Medium	Kendal, Cumbria	3 and 6	3 and 6
Hamelin Brands Limited	Medium	Red Lodge, Suffolk	3	3
Haydock Music Limited*	Micro	Milngavie, Glasgow City	7	Not Proceeding to Award
Inc Dot Com Limited	Small	York, North Yorkshire	4	4
Inivos Limited t/a Edulab	Medium	London, England	8	8
Kent County Council t/a KCS	Large	Aylesford, Kent	1,2,3,5,6 and 9	1,2,3,5,6 and 9
K G Music Limited t/a Kenny's Music*	Small	Dunfermline, Fife	7	Not Proceeding to Award
Muddy Faces Ltd	Small	Sheffield, South Yorkshire	5	5
Newitt & Co Limited	Medium	York, Yorkshire	9	9
Scientific and Chemical Supplies Limited	Small	London, England	8	8
Scientific Laboratory Supplies Limited	Medium	Hessle, East Yorkshire	8	8
Seawhite of Brighton Limited	Medium	Brighton, East Sussex	2 and 3	2 and 3
RM Educational Resources Ltd t/a Consortium	Large	Kirkby-in-Ashfield, Nottingham	1,2,3,5 and 9	1,2,3,5 and 9
RM Educational Resources Ltd t/a TTS	Large	Kirkby-in-Ashfield, Nottingham	1,2,3,5,6 and 9	1,2,3,5,6 and 9
W Enterprises (ABDN) Limited	Micro	Kingswells, Aberdeen	3	3
WF Education Group Limited	Medium	Shrewsbury, England	8 and 9	8 and 9
YPO (Yorkshire Purchasing Organisation)	Medium	Wakefield, West Yorkshire	1,2,3,4,5,6,7,8 and 9	1,2,3,4,5,6,8 and 9

* FOOTNOTE 1

Asterisk denotes where suppliers only bid for Lot 7, Musical Instruments. Lot 7 is not proceeding to award, as detailed in the foregoing report.

Appendix 3 - Scoring and Recommendations (Lots proceeding to award)

LOT 1 – GENERAL EDUCATION MATERIALS		
Tenderer	SCORE	Awarded (Yes/No)
ESPO (Leicestershire County Council t/a ESPO)	N/A	Yes
Findel Education Limited t/a Hope Education	N/A	Yes
Kent County Council t/a KCS	N/A	Yes
RM Educational Resources Ltd t/a Consortium	N/A	Yes
RM Educational Resources Ltd t/a TTS	N/A	Yes
YPO (Yorkshire Purchasing Organisation)	N/A	Yes

LOT 2 – ARTS AND CRAFT MATERIALS		
Tenderer	SCORE	Awarded (Yes/No)
RM Educational Resources Ltd t/a Consortium	97.50	Yes
YPO (Yorkshire Purchasing Organisation)	88.68	Yes
ESPO (Leicestershire County Council t/a ESPO)	84.02	Yes
Findel Education Limited t/a Hope Education	74.99	Yes
RM Educational Resources Ltd t/a TTS	74.82	Yes
Seawhite of Brighton Limited	71.75	Yes
Kent County Council t/a KCS	70.36	Yes

LOT 3 – BOARD, CARD, PAPER AND EXERCISE BOOKS		
Tenderer	SCORE	Awarded (Yes/No)
YPO (Yorkshire Purchasing Organisation)	98.50	Yes
RM Educational Resources Ltd t/a Consortium	90.78	Yes
Findel Education Limited t/a Hope Education	77.99	Yes
CPP Trading Group Ltd t/a Clyde Paper & Print	76.30	Yes
Kent County Council t/a KCS	74.27	Yes
Grosvenor House Papers Ltd	71.29	Yes
ESPO (Leicestershire County Council t/a ESPO)	71.07	Yes
RM Educational Resources Ltd t/a TTS	69.77	Yes
Seawhite of Brighton Limited	68.27	Yes
Hamelin Brands Limited	65.56	Yes
W Enterprises (ABDN) Limited	61.31	Yes

LOT 4 – BESPOKE HOMEWORK DIARIES		
Tenderer	SCORE	Awarded (Yes/No)
Inc Dot Com Limited	89.50	Yes
YPO (Yorkshire Purchasing Organisation)	80.01	Yes

LOT 5 – EARLY LEARNING MATERIALS		
Tenderer	SCORE	Awarded (Yes/No)
RM Educational Resources Ltd t/a Consortium	97.50	Yes
Findel Educational Limited t/a Hope Education	93.81	Yes
YPO (Yorkshire Purchasing Organisation)	83.25	Yes
RM Educational Resources Ltd t/a TTS	79.08	Yes
ESPO (Leicestershire County Council t/a ESPO)	77.95	Yes

Collaborate & Innovate Ltd t/a Cosy Direct	75.15	Yes
Kent County Council t/a KCS	74.45	Yes
Muddy faces Ltd	51.59	Yes

LOT 6 – ADDITIONAL SUPPORT NEEDS (ASN) PRODUCTS

Tenderer	SCORE	Awarded (Yes/No)
Findel Education Limited t/a Hope Education	98.00	Yes
ESPO (Leicestershire County Council t/a ESPO)	75.90	Yes
YPO (Yorkshire Purchasing Organisation)	72.31	Yes
RM Educational Resources Ltd t/a TTS	65.08	Yes
Kent County Council t/a KCS	62.79	Yes
Grosvenor House Papers Ltd	55.94	Yes

LOT 8 – SCIENTIFIC EQUIPMENT

Tenderer	SCORE	Awarded (Yes/No)
Inivos Limited t/a Edulab	90.50	Yes
Scientific Laboratory Supplies Limited	84.86	Yes
WF Education Group Limited	76.23	Yes
Scientific and Chemical Supplies Limited	70.70	Yes
ESPO (Leicestershire County Council t/a ESPO)	67.08	Yes
YPO (Yorkshire Purchasing Organisation)	66.68	Yes
Findel Education Limited t/a Hope Education	64.25	Yes

LOT 9 – SPORTS EQUIPMENT

Tenderer	SCORE	Awarded (Yes/No)
YPO (Yorkshire Purchasing Organisation)	98.50	Yes
Findel Education Limited t/a Hope Education	94.59	Yes
RM Educational Resources Ltd t/a Consortium	93.42	Yes
RM Educational Resources Ltd t/a TTS	85.44	Yes
ESPO (Leicestershire County Council t/a ESPO)	85.43	Yes
WF Education Group Limited	83.54	Yes
Kent County Council t/a KCS	78.64	Yes
Bishop Sports and Leisure Ltd	72.73	Yes
Foams 4 Sports Ltd	70.37	Yes
Newitt & Co Limited	68.73	Yes

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
Bishop Sports & Leisure Ltd				Yes		
CPP Trading Group Ltd t/a Clyde Paper & Print	Yes					
Collaborate & Innovate Ltd t/a Cosy Direct		Yes				
ESPO (Leicestershire County Council t/a ESPO)				Yes		
Findel Education Limited t/a Hope Education						Yes
Foams 4 Sports Ltd				Yes		
Grosvenor House Papers Ltd						Yes
Hamelin Brands Limited				Yes		
Inc Dot Com Limited	Yes					
Inivos Limited t/a Edulab			Yes			
Kent County Council t/a KCS				Yes		
Muddy Faces Ltd						Yes
Newitt & Co Limited				Yes		
Scientific and Chemical Supplies Limited				Yes		
Scientific Laboratory Supplies Limited	Yes					
Seawhite of Brighton Limited				Yes		
RM Educational Resources Ltd t/a Consortium						Yes
RM Educational Resources Ltd t/a TTS						Yes
W Enterprises (ABDN) Limited	Yes					
WF Education Group Limited				Yes		

YPO (Yorkshire Purchasing Organisation)	Yes					
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Appendix 5 – Segmentation classifications

1220 Supply and Delivery of Education Materials is classified as class C.

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

Class A

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

Class B

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

Class C

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

Class D

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

Class E

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