

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

<b>Date</b>	<b>Time</b>	<b>Venue</b>
Friday, 13 October 2017	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

KENNETH GRAHAM  
Clerk

### **Membership**

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman 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); Councillor Todd Ferguson (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Collette Stevenson (South Lanarkshire Council); and Councillor Amanda Westlake (Shetland Islands 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 [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.

## **Video Conferencing**

Should any member wish to participate using video conference, please contact Lesley Jones on 0141 618 7444.

## 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.

- |           |  |                |
|-----------|--|----------------|
| <b>1</b>  | <b>Update on the cost incurred to defend the legal challenge on the framework agreed for Demolition Services</b> | <b>5 - 6</b>   |
|           | Report by the Director of Scotland Excel   |                |
| <b>2</b>  | <b>Revenue Budget Monitoring Report</b>  | <b>7 - 10</b>  |
|           | Joint Report by the Treasurer and the Director of Scotland Excel   |                |
| <b>3a</b> | <b>Contract for Approval: Recycle and Refuse Containers</b>  | <b>11 - 22</b> |
|           | Report by Director of Scotland Excel   |                |
| <b>3b</b> | <b>Contract for Approval: Vehicle and Plant Hire</b>   | <b>23 - 38</b> |
| <b>3c</b> | <b>Contract for Approval: Supply and Delivery of Bottled Gas</b>   | <b>39 - 46</b> |
| <b>3d</b> | <b>Contract for Approval: Supply, Installation and Maintenance of Commercial Laundry Equipment</b>               | <b>47 - 54</b> |
| <b>4</b>  | <b>Request for Associate Membership of Scotland Excel by Viewpoint Housing Association Ltd</b>                   | <b>55 - 56</b> |
|           | Report by Director of Scotland Excel   |                |
| <b>5</b>  | <b>Operating Plan 2017/18 Update</b>   | <b>57 - 70</b> |
| <b>6</b>  | <b>Adult Supported Living/Care at Home Update</b>  | <b>71 - 74</b> |
|           | Report by Director of Scotland Excel   |                |
| <b>7</b>  | <b>Conference and Supplier Awards Project Update</b>   | <b>75 - 76</b> |
|           | Report by Director of Scotland Excel   |                |



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

### **Update on the cost incurred to defend the legal challenge on the framework agreement for Demolition Services**

#### **1 Introduction**

Following a discussion at the Scotland Excel Executive Sub Committee meeting held on 15<sup>th</sup> September 2017, it was requested that an update be provided at the next available meeting regarding on the final cost incurred defending the legal challenge against the award of the framework for Demolition Services. This paper provides a summary of the concluded position.

#### **2 Background**

In 2016, Scotland Excel and Renfrewshire Council were subjected to a legal challenge in the award of the framework agreement for Demolition Services. This was successfully defended at the Court of Session in September 2016.

Despite being awarded costs, the pursuer challenged this and when this failed both parties were unable to reach agreement in the value of costs to be recovered. This resulted in proceeding to a taxation hearing, following which a net payment of £29,900 was received by Scotland Excel.

Although we have a PI insurance policy, and the insurers agreed to underwrite the claim, the excess sum in the policy is £50,000. As such, the net cost incurred was £20,100.

Under the Scotland Excel terms and conditions of membership, clause 10.3, within Indemnity & Insurance, it is understood that additional costs incurred will be recovered from all member councils on a pro-rata basis in line with the terms of membership.

However, on the basis that there was less of a draw on reserves during 2016/17, primarily due to efficiencies made, it is proposed that the net cost is covered by current reserves. Given the low value that Scotland Excel holds in reserve, this represents an unusual circumstance, and as such it should not be concluded that this will become customary.

### **3 Recommendations**

Members are requested to note the concluded position of the successfully defended challenge.

## Scotland Excel

**To: Executive Sub Committee**

**On: 13 October 2017**

### Report by

**Joint Report by the Treasurer and the Director**

### Revenue Budget Monitoring Report to 15 September 2017

#### 1. Summary

- 1.1 Gross expenditure is £52,000 under budget and income is currently £6,000 over recovered which results in a net underspend of £58,000 for Scotland Excel. This is summarised in point 4:

#### 2 Recommendations

- 2.1 It is recommended that members consider the report.

#### 3 Budget Adjustments Since Last Report

- 3.1 There have been no budget adjustments since the last report.

#### 4 Budget Performance

<b>4.1 Current Position</b>	<b>Net Underspend £58,000</b>
<i>Previously Reported</i>	<i>Net Underspend £49,000</i>

The variance is due to an underspend in Employee Costs, an overspend in Contractor and others and an over recovery of Other Income.

Employee Costs are currently under spent due to:

- a number of staff currently on maternity leave,
- a Learning and Development post not currently filled,
- a Business Change Project Manager post not currently filled,
- IT Manager post not replaced,
- a number of staff exercising their right for flexible working.

Employee Costs will breakeven by the year end as the Learning and Development post and Business Change Project Manager will be filled shortly and three members of staff are due back from maternity leave in the near future.

Contractors and Others have an unbudgeted cost this year due to a requirement to complete and mobilise the Energy Efficiency Contractors contract.

The over recovery of Other Income relates to additional funding received from Invest in Renfrewshire for support of the graduate intern scheme.

All projects are currently projected to break even.

#### **4.2 Projected Year End Position**

The projected year end position is breakeven, against an approved draw down from reserves of £166,000.



**RENFREWSHIRE COUNCIL**  
**REVENUE BUDGET MONITORING STATEMENT 2017/18**  
1st April 2017 to 15th September 2017

JOINT COMMITTEE : SCOTLAND EXCEL

Description (1)	£000's	Agreed Annual Budget (2)	Year to Date Budget (3)	Year to Date Actual (4)	Adjustments (5)	Revised Actual (6) = (4 + 5) £000's	Budget Variance £000's      % (7)	
Employee Costs		2,944	1,156	1,097	0	1,097	59	underspend 5.1%
Property Costs		226	88	88	0	88	0	breakeven 0.0%
Supplies & Services		204	45	45	0	45	0	breakeven 0.0%
Contractors and Others		0	0	7	0	7	(7)	breakeven 0.0%
Administration Costs		297	72	72	0	72	0	breakeven 0.0%
Payments to Other Bodies		39	1	1	0	1	0	breakeven 0.0%
<b>GROSS EXPENDITURE</b>		<b>3,710</b>	<b>1,362</b>	<b>1,310</b>	<b>0</b>	<b>1,310</b>	<b>52</b>	<b>underspend 3.8%</b>
Contributions from Local Authorities		(3,484)	0	0	0	0	0	breakeven 0.0%
Other Income		(60)	(60)	(66)	0	(66)	6	Over-recovery 10.0%
<b>INCOME</b>		<b>(3,544)</b>	<b>(60)</b>	<b>(66)</b>	<b>0</b>	<b>(66)</b>	<b>6</b>	<b>over-recovery 10.0%</b>
<b>TRANSFER (TO)/FROM RESERVES</b>		<b>166</b>	<b>1,302</b>	<b>1,244</b>	<b>0</b>	<b>1,244</b>	<b>58</b>	<b>underspend 4.5%</b>

Opening Reserves	General Reserve	£000's
Budgeted Draw on Reserves	(368)	166
Projected Year End Overspend / (Underspend)	0	
Anticipated Closing Reserves	(201)	



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Recycle and Refuse Containers**

**Schedule: 01/17**

**Period: 3 November 2017 until 2 November 2020 (with option to extend until 3 November 2021)**

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

The current framework for Recycle and Refuse Containers will expire on 31 October 2017. This recommendation is for the award of a renewal framework which will operate from 3 November 2017 until 2 November 2020 (with an option to extend until 2 November 2021). This framework facilitates the purchase, supply and delivery of various container types to support councils in the delivery of waste and environmental services.

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) confirmed general high levels of satisfaction with the current framework services and endorsed the inclusion of seven lots as summarised in Table 1. These are designed to assist councils in delivering collection services to households for a host of materials collected in various mixes and by various methods, as well as providing suitable containers in urban areas, such as litter bins and containers for waste from commercial premises, including council properties, businesses and schools. The procurement strategy recognised the current market structure and aimed to maximise opportunity for SME's.

**Table 1: Lotting Structure**

Lot Number	Description	Estimated % of Spend
Lot 1	2 Wheeled Bins	61%
Lot 2	Wheeled and Non Wheeled Containers over 500 Litres	14%
Lot 3	Kerbside Boxes and Reusable Sacks	2%
Lot 4	Kitchen Waste	1%
Lot 5	Urban Waste	6%
Lot 6	Virgin and Recycled Sacks and Liners	5%
Lot 7	Compostable Sacks and Liners	11%

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

The contract was advertised with an estimated value of £50m over the 4 year period. The forecast annual spend for participating councils is circa £9m per annum.

### **3. Procurement Process**

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 7 April 2017. 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 9 Feb 2017, which resulted in expressions of interest from 44 organisations. 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 25 July 2017 with the tender documentation being made available for immediate download from 25 July 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	20%
Commercial	80%

Within the technical section, as well as confirming compliance to product specification, bidders were required to evidence their policies, processes and experience on areas including sustainability, community benefits and fair working practices. They were also provided the opportunity to offer additional services such as bin refurbishment and end of life/take back options, as well as additional fixed pricing or guarantees. Questions were also asked relating to added value, distribution only options and potential technological additions.

Bidders were also asked to confirm which councils they will be able to service.

Within the commercial section, bidders were invited to offer on a lot by lot basis and provide prices against a selection of most commonly used and highest spend products. Bidders were encouraged based on the evaluation methodology to bid on as wide a range of core products as possible. Pricing for all lots is fixed for 12 month periods as a minimum as well as the option for bidders to extend this period.

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

The tender document was downloaded by 35 organisations, with 22 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 supplier framework arrangement is awarded to 22 suppliers across the seven lots as outlined in Appendix 3.

The 22 recommended suppliers can meet requirements across all geographical areas providing a range of choice and capacity for council members. The recommended suppliers also represent a mix of micro, small, medium and large organisations, with 20 of the recommended suppliers classified as SMEs.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise for each council and the results of this benchmarking are detailed in Appendix 1.

The benchmarking exercise compared the best prices for each core product on the existing framework with the prices for the same products offered for the new framework.

Despite being a fourth generation framework, an overall saving figure has been achieved. The projected average saving across all councils is 1.2%, which equates to an estimated total saving of approximately £112k per annum based on current forecast spend levels. The projected annual savings per council compared to the previous framework ranges from £211 to £16,641. The level of saving achievable is linked to volume of spend, but also influenced significantly by level of spend on Lot 1 (2 wheeled bins), where the greatest improvement in prices offered was achieved.

It should be noted that each individual council could achieve further savings through conducting mini-competitions. In addition, the framework offers councils opportunities relating to added value and potential to integrate new technologies throughout the framework lifetime.

### **Price Stability**

Twelve suppliers have agreed to the minimum 12 month annual fixed price period whilst the remaining ten suppliers have offered extended fixed pricing periods beyond the 12 month minimum. 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 their organisation promotes social, economic and environmental areas. A range of sustainable measures were outlined by service providers including;

- Fleet/Vehicle Environmental Standards

- Carbon Footprint
- Waste Reduction

This procurement also evaluated bidders ability to offer practical solutions to aid with sustainability of products life cycles, including bin refurbishment options intended to sustain the life of the product and end of life/take back schemes for used bins that are no longer fit for purpose but could be recycled or reused for other purposes.

### **Community Benefits**

Bidders were also asked to detail and demonstrate their commitment to providing community benefits, that 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 regular basis. A range of community benefits dependent on achieved levels of spend were offered by bidders based around the following:

- Economic Impact
- Improving Employability
- Improving Education
- Improving Skills

Delivered via workshops, training, work experience, sponsorship, donation of time staff and materials and recruitment, including apprentices.

### **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 22 recommended suppliers, 16 confirmed payment of the Living Wage to their workforce, 1 has confirmed they are currently working through the accreditation process and a further 2 have pledged to do so within the first 2 years of the framework term.

- 2 are accredited Living Wage Employers
- 1 is working towards accreditation
- 2 have committed to gaining accreditation and paying the Living Wage to all employees over the initial two year period of the framework
- 14 are not accredited Living Wage Employers but pay the Living Wage to all employees
- 3 are not accredited Living Wage Employers and do not currently pay the Living Wage to all employees

Scotland Excel monitors Fair Work Practices including the Living Wage within its contract and supplier management process. Scotland Excel will work with the three suppliers who do not currently pay the Living Wage during the lifetime of the new framework to encourage their commitment to this as a minimum.

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

All councils and suppliers will be issued with a mobilisation pack containing all required details to launch the framework. Each supplier will be invited to a mobilisation meeting to outline 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 process, 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 supply and delivery of recycle and refuse containers aims to maximise collaboration, support local authorities to deliver the waste related services they provide as well as support waste management strategies and activities in compliance with the Zero Waste Plan and Waste (Scotland) Regulations 2012, as well as the delivery of 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 – Recycle and Refuse Containers 01-17

Member Name	Participate in Framework	Participation Entry Date	Estimated Annual Spend	Source of Spend	Forecast Saving %	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City	Yes	Contract Start	£435,137	Contract MI	1.24%	£5,396	Benchmarked Current Contract
Aberdeenshire	Yes	Contract Start	£664,363	Council Confirmed	1.24%	£10,966	Benchmarked Current Contract
Angus	Yes	Contract Start	£62,800	Council Confirmed	1.24%	£779	Benchmarked Current Contract
Argyll and Bute	Yes	Contract Start	£50,000	Council Confirmed	1.24%	£620	Benchmarked Current Contract
Clackmannanshire	Yes	Contract Start	£58,340	Contract MI	1.24%	£723	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	Contract Start	£25,329	Contract MI	1.24%	£314	Benchmarked Current Contract
Dumfries and Galloway	Yes	Contract Start	£155,000	Council Confirmed	1.24%	£1,922	Benchmarked Current Contract
Dundee City	Yes	Contract Start	£379,346	Contract MI	1.24%	£4,704	Benchmarked Current Contract
East Ayrshire	Yes	Contract Start	£220,475	Contract MI	1.24%	£2,734	Benchmarked Current Contract
East Dunbartonshire	Yes	Contract Start	£155,973	Contract MI	1.24%	£1,934	Benchmarked Current Contract
East Lothian	Yes	Contract Start	£112,750	Council Confirmed	1.24%	£1,398	Benchmarked Current Contract
East Renfrewshire	Yes	Contract Start	£66,500	Council Confirmed	1.24%	£825	Benchmarked Current Contract
Edinburgh City	Yes	Contract Start	£1,342,035	Contract MI	1.24%	£16,641	Benchmarked Current Contract
Falkirk	Yes	Contract Start	£280,000	Council Confirmed	1.24%	£3,472	Benchmarked Current Contract
Fife	Yes	Contract Start	£220,000	Council Confirmed	1.24%	£2,720	Benchmarked Current Contract
Glasgow City	Yes	Contract Start	£1,067,701	Contract MI	1.24%	£13,241	Benchmarked Current Contract
Highland	Yes	Contract Start	£190,000	Council Confirmed	1.24%	£2,356	Benchmarked Current Contract
Inverclyde	Yes	Contract Start	£157,000	Council Confirmed	1.24%	£1,947	Benchmarked Current Contract
Midlothian	Yes	Contract Start	£108,660	Contract MI	1.24%	£1,347	Benchmarked Current Contract
Moray	Yes	Contract Start	£57,864	Contract MI	1.24%	£718	Benchmarked Current Contract
North Ayrshire	Yes	Contract Start	£146,300	Council Confirmed	1.24%	£1,814	Benchmarked Current Contract
North Lanarkshire	Yes	Contract Start	£889,911	Contract MI	1.24%	£11,035	Benchmarked Current Contract
Orkney	Yes	Contract Start	£17,048	Contract MI	1.24%	£211	Benchmarked Current Contract
Perth and Kinross	Yes	Contract Start	£100,000	Council Confirmed	1.24%	£1,240	Benchmarked Current Contract
Renfrewshire	Yes	Contract Start	£286,000	Council Confirmed	1.24%	£3,546	Benchmarked Current Contract
Scottish Borders	Yes	Contract Start	£82,197	Contract MI	1.24%	£1,019	Benchmarked Current Contract
Shetland Isles	Yes	Contract Start	£123,310	Council Confirmed	1.24%	£1,529	Benchmarked Current Contract
South Ayrshire	Yes	Contract Start	£172,476	Contract MI	1.24%	£2,139	Benchmarked Current Contract
South Lanarkshire	Yes	Contract Start	£417,059	Council Confirmed	1.24%	£5,173	Benchmarked Current Contract
Stirling	Yes	Contract Start	£134,364	Contract MI	1.24%	£1,666	Benchmarked Current Contract
West Dunbartonshire	Yes	Contract Start	£150,000	Council Confirmed	1.24%	£1,860	Benchmarked Current Contract
West Lothian	Yes	Contract Start	£514,655	Contract MI	1.24%	£6,382	Benchmarked Current Contract
<b>TOTALS</b>			<b>£8,842,593</b>		<b>1.24%</b>	<b>£112,371</b>	



## Appendix 2 - SME Status

Supplier	Status
A&C Weber UK Ltd	Medium
Biobags (Scotland) Ltd	Medium
British Polythene Ltd	Large
Broxap Ltd	Medium
Craemer UK Ltd	Medium
Cromwell Polythene Limited	Medium
Egbert H Taylor & Co Ltd	Medium
ESE Ltd	Small
Eximex (UK) Ltd	Small
Glasdon UK Ltd	Medium
Imperial Polythene Products Ltd	Medium
J & HM Dickson Ltd	Small
Leafield Environmental Limited	Small
MGB Plastics	Medium
Peter Ridley Waste Systems	Micro
PLASTIC OMNIUM Urban Systems Limited	Large
Sphere Professional UK Ltd	Small
SSI Schaefer Ltd	Medium
Storm Environmental Ltd	Small
Straight plc	Small
Weir & Carmichael Ltd	Small
Wybone Limited	Medium



### Appendix 3 - Scoring and Recommendations

Lot 1 - 2 Wheeled Bins		
Supplier Name	Overall Total	
MGB Plastics*	93.50	
Craemer UK Ltd*	89.22	
SSI Schaefer Ltd*	87.73	
PLASTIC OMNIUM Urban Systems Limited*	84.12	
ESE Ltd*	79.01	
A&C Weber UK Ltd*	73.79	

Lot 2 - Wheeled and Non-Wheeled Containers over 500L		
Supplier Name	Overall Total	
Egbert H Taylor & Co Ltd*	89.83	
ESE Ltd*	76.78	
PLASTIC OMNIUM Urban Systems Limited*	75.80	
Straight plc*	74.79	
Storm Environmental Ltd*	72.91	
SSI Schaefer Ltd*	71.92	
Craemer UK Ltd*	71.74	
A&C Weber UK Ltd*	69.31	

Lot 3 - Kerbside Boxes and Reusable Sacks		
Supplier Name	Overall Total	
J & HM Dickson Ltd*	85.92	
Straight plc*	82.87	
Cromwell Polythene Limited*	81.18	
Weir & Carmichael Ltd*	76.55	
Sphere Professional UK Ltd*	75.86	

Lot 4 - Kitchen Waste		
Supplier Name	Overall Total	
Straight plc*	91.50	
Craemer UK Ltd*	82.17	
Egbert H Taylor & Co Ltd*	80.12	
Peter Ridely Waste Systems *	76.14	

Lot 5 - Urban Waste		
Supplier Name	Overall Total	
Broxap Ltd*	98.25	
Wybone Limited*	88.52	
PLASTIC OMNIUM Urban Systems Limited*	75.78	
Glasdon UK Ltd*	71.86	
Leafield Environmental Limited*	67.56	
A&C Weber UK Ltd	58.26	

Lot 6 - Virgin and Recycled Sacks		
Supplier Name	Overall Total	
Cromwell Polythene Limited*	93.00	
British Polythene Ltd*	79.61	
Sphere Professional UK Ltd*	68.78	
Eximex (UK) Ltd*	67.70	
Biobags (Scotland) Ltd*	64.47	
Imperial Polythene Products Ltd*	62.95	

Lot 7 - Compostable Sacks and Liners		
Supplier Name	Overall Total	
Cromwell Polythene Limited*	95.00	
Biobags (Scotland) Ltd*	70.88	
British Polythene Ltd*	63.76	
Sphere Professional UK Ltd*	62.26	
Imperial Polythene Products Ltd*	58.72	
Peter Ridely Waste Systems	42.01	

(\*) Denotes successful supplier



## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Vehicle and Plant Hire**

**Schedule: 02/17**

**Period: 1 November 2017 until 31 October 2021**

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

The current framework for Vehicles and Plant Hire will expire on 31 October 2017. This recommendation is for the award of a renewal framework which will operate from 1 November 2017 until 31 October 2021. This framework covers the hire of vehicles and plant equipment on a daily, weekly, monthly, 6 monthly or annual basis, to support the requirement of councils' fleet and roads departments.

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) confirmed a level of satisfaction with the current framework and endorsed the inclusion of twelve lots as summarised in Table 1. The lot for plant has been expanded and a lot for drainage has been added following councils request for a wider scope. This strategy is designed to 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**

<b><i>Lot Number</i></b>	<b><i>Description</i></b>	<b><i>Estimated % of Spend</i></b>
1	Cars & Light Vehicles	25%
2	Minibuses / Buses	5%
3	Commercial Vehicles	16%
4	Gritters	3%
5	Refuse Collection Vehicles	12%
6	Plant – Excavation Equipment	12%
7	Plant – Road Surfacing Equipment	12%
8	Plant – Lifting Equipment	12%
9	Grounds Maintenance Equipment	0.75%
10	Sweepers	0.75%
11	Specialist Equipment	0.75%
12	Drainage Equipment	0.75%

As detailed in Appendix 1, 30 councils plus Tayside Contracts have confirmed their intention to participate in this framework renewal. The following councils have no present requirement to use this new framework:

- Highland Council
- Shetland Islands Council

The above councils have their own 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 have the option to use the framework, all councils have been listed in the EU notice as participants so that they have the opportunity to use the Scotland Excel framework where it provides them with best value.

The contract was advertised with an estimated value of £60m over the 4 year period. The forecast annual spend for participating councils is circa £15m per annum. The framework covers the hire of cars & light vehicles, minibuses, commercial vehicles, gritters, refuse collection vehicles, plant equipment, sweepers and drainage equipment.

### **3. Procurement Process**

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 6 April 2017. In addition, a working group of technical



and procurement representatives was formed to review lot structure and core product lists and participate in the evaluation.

A Prior Information Notice (PIN) was published on 9 February 2017, which resulted in expressions of interest from 152 organisations. Thereafter, 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 14 July 2017 with the tender documentation being made available for immediate download from 17 July 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%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements which covered areas including; operational processes, maintenance processes, sustainability and community benefits. In addition to these questions, bidders were also assessed in relation to their breakdown cover and their ability to provide a free delivery/collection radius.

Bidders were also asked to confirm which council areas they had the ability to service.

Within the commercial section, bidders were invited to offer on a lot by lot basis and provide prices against the various hire period options of daily, weekly, monthly, 6 monthly and annually for a selection of the most commonly used vehicles and plant equipment.

Fixed pricing for 12 months was requested for all lots, with further options for bidders to confirm if they are willing to offer longer periods of fixed pricing or early settlement discounts.

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

The tender document was downloaded by 120 organisations, with 79 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 supplier framework arrangement is awarded to 69 suppliers across the twelve lots as outlined in Appendix 3.

The 69 recommended service providers can meet operational requirements across all geographical areas, a range of choice and capacity for council members, whilst also representing a mix of micro, small, medium and large organisations, with 52 of the recommended suppliers classified as SMEs.

## **6. Benefits**

### **Savings**

Scotland Excel conducted a benchmarking exercise for each council and the results of this benchmarking are detailed in Appendix 1.

The benchmarking exercise compared the current hire prices for each vehicle and item of plant equipment from each local authority's best priced supplier and with the best pricing submitted for the corresponding item on the new framework, taking into account which suppliers have agreed to service each council.

The projected savings per council range from 0.8% to 3.5%, which equates to an estimated total saving of approximately £336k per annum based on current forecast spend levels. The variance reported is due to several factors, primarily, a) council operational requirements and different policies on when or whether a council purchase new vehicles/equipment or hire vehicles/equipment to supplement their existing assets. This results in differing dependency levels from each local authority and therefore differing spend levels and b) geographical location and the suppliers tendering for each council. The nature of this commodity utilises the services of local SMEs on a regular basis to enable each council to obtain the vehicle or plant equipment they require. It would be anticipated that the reported savings figures are conservative and where councils can leverage the competitive pricing options for vehicles and plant, further additional savings could be realised.

It is worth noting that councils could achieve additional savings on occasions where they hire multiple pieces of plant at the same time, through the additional discounts offered by some of the recommended suppliers.

### **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.

In addition to the mandatory 12-month fixed pricing periods for all lots, 58 of the recommended suppliers have offered further additional fixed pricing periods of between 6 months and the lifetime of the framework.

### **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 their organisation promotes recycle, reuse and reduce initiatives to minimise the impact of the supply chain on the environment. A range of sustainable measures were outlined by service providers including;

- Fleet/Vehicle Environmental Standards
- Reducing Carbon Footprint
- Waste Reduction

### **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 dependent on spend levels were offered by bidders including:

- Sponsorship of local sports team
- Recruitment of modern apprentices
- Work experience to school children
- Donation to local children's charity
- Assist in community projects
- Offer training sessions to council apprentices
- Workshop/school/college event
- Work experience placements to school pupils
- Employability workshop or event

### **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 69 recommended service providers, 45 confirmed payment of the Living Wage to their workforce and 12 further suppliers have agreed to provide this same commitment within the initial two-year period of the Framework Contract.

- 10 are an accredited Living Wage Employer
- 3 are currently going through the process of becoming an accredited Living Wage Employer
- 9 have committed to gaining accreditation and paying the Living Wage to all employees over the initial two year period of the framework
- 35 are not accredited Living Wage Employers but pay the Living Wage to all employees
- 2 are not accredited Living Wage Employers and do not currently pay the Living Wage to all employees but commit to paying the Living Wage to all employees (except volunteers, apprentices and interns) within the initial two year period of the Framework Contract.
- 10 are not accredited Living Wage Employers and do not currently pay the Living Wage to all employees

Scotland Excel includes monitoring Fair Work Practices including the Living Wage within its contract and supplier management programme. Scotland Excel will work with these 12 suppliers during the lifetime of the new framework to encourage their commitment to pay all staff the Living Wage.

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

All service providers and participating members will be issued with a mobilisation pack containing all required details to launch the framework. Each service provider will be invited to a mobilisation meeting, if required, to outline 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 2 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for Vehicle & Plant Hire aims to maximise collaboration, support local authorities to deliver the various services they provide, 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 – Vehicles and Plant Hire 02-17

Member Name	Participate In Framework	Participation Entry Date	Est. Annual Spend	Source of Spend	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City	Yes	Contract Start	£700,000	Council Confirmed	2.92%	£20,417	Benchmarked Current Contract
Aberdeenshire	Yes	Contract Start	£164,600	Council Confirmed	2.92%	£4,801	Benchmarked Current Contract
Angus	Yes	Contract Start	£26,866	Council Confirmed	2.92%	£784	Benchmarked Current Contract
Argyll & Bute	Yes	Contract Start	£544,819	Contract MI	2.06%	£11,239	Benchmarked Current Contract
Clackmannanshire	Yes	Contract Start	£24,013	Council Confirmed	3.29%	£790	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	Contract Start	£28,485	Council Confirmed	0.93%	£266	Benchmarked Current Contract
Dumfries & Galloway	Yes	Contract Start	£144,958	Council Confirmed	2.97%	£4,312	Benchmarked Current Contract
Dundee City	Yes	Contract Start	£600,000	Council Confirmed	3.30%	£19,801	Benchmarked Current Contract
East Ayrshire	Yes	Contract Start	£870,077	Contract MI	2.32%	£20,219	Benchmarked Current Contract
East Dunbartonshire	Yes	Contract Start	£540,639	Contract MI	2.54%	£13,743	Benchmarked Current Contract
East Lothian	Yes	Contract Start	£180,000	Council Confirmed	3.29%	£5,922	Benchmarked Current Contract
East Renfrewshire	Yes	Contract Start	£395,000	Council Confirmed	2.32%	£9,179	Benchmarked Current Contract
Edinburgh City	Yes	Contract Start	£1,155,449	Contract MI	3.29%	£38,014	Benchmarked Current Contract
Falkirk	Yes	Contract Start	£450,000	Council Confirmed	3.35%	£15,077	Benchmarked Current Contract
Fife	Yes	Contract Start	£681,311	Council Confirmed	1.27%	£8,653	Benchmarked Current Contract
Glasgow	Yes	Contract Start	£847,482	Contract MI	2.54%	£21,543	Benchmarked Current Contract
Highland	No			Contract MI	2.91%	£0	Benchmarked Current Contract
Inverclyde	Yes	Contract Start	£60,000	Council Confirmed	2.18%	£1,305	Benchmarked Current Contract
Midlothian	Yes	Contract Start	£186,937	Council Confirmed	3.29%	£6,150	Benchmarked Current Contract
Moray	Yes	Contract Start	£135,000	Council Confirmed	2.91%	£3,924	Benchmarked Current Contract
North Ayrshire	Yes	Contract Start	£80,000	Council Confirmed	2.32%	£1,859	Benchmarked Current Contract
North Lanarkshire	Yes	Contract Start	£567,195	Contract MI	2.27%	£12,896	Benchmarked Current Contract
Orkney Islands	Yes	Contract Start	£20,000	Council Confirmed	1.77%	£354	Benchmarked Current Contract
Perth & Kinross	Yes	Contract Start	£44,606	Council Confirmed	3.29%	£1,468	Benchmarked Current Contract
Renfrewshire	Yes	Contract Start	£457,967	Contract MI	2.54%	£11,642	Benchmarked Current Contract
Scottish Borders	Yes	Contract Start	£205,723	Contract MI	3.49%	£7,174	Benchmarked Current Contract
Shetland Islands	No	-		Contract MI	0.80%	-	Benchmarked Current Contract
South Ayrshire	Yes	Contract Start	£300,000	Council Confirmed	2.32%	£6,971	Benchmarked Current Contract
South Lanarkshire	Yes	Contract Start	£1,000,000	Council Confirmed	2.27%	£22,737	Benchmarked Current Contract
Stirling	Yes	Contract Start	£769,955	Council Confirmed	3.35%	£25,798	Benchmarked Current Contract
Tayside Contracts	Yes	Contract Start	£247,528	Contract MI	3.30%	£8,169	Benchmarked Current Contract
West Dunbartonshire	Yes	Contract Start	£771,566	Contract MI	2.54%	£19,613	Benchmarked Current Contract
West Lothian	Yes	Contract Start	£364,180	Contract MI	3.29%	£11,981	Benchmarked Current Contract
<b>TOTALS</b>			<b>£12,564,356</b>		<b>2.6%</b>	<b>£336,801</b>	





## Appendix 2 - SME Status

Tenderer	SME Status	Location	Lots Tendered
AB2000 Limited	Medium	Glasgow	6,8,10
Acre Industrial and Cleaning Services Ltd	Medium	Houston	12
Aebi Schmidt UK Ltd	Medium	Peterborough	12
AHC Tools (Alloa Hire Centre Ltd)	Small	Tullibody	6
A M Phillip Trucktech Ltd	Medium	Forfar	1,2,3,5,9
Andrews Sykes Hire Limited	Large	Grangemouth	12
Aqua Specialist Environmental Services Ltd	Micro	Coatbridge	1,12
Arc Fleet Services T/A Accident Repair Centre (Scotland) Limited	Small	Greenock	1,2,3
ACL Hire Limited	Small	Bathgate	1,2,3,4,5 8
Arnold Clark Finance Ltd (Car & Van Rental)	Large	Stirling	1,2,3
Arvill Limited T/A ARVILL PLANT AND TOOL HIRE	Small	Airdrie	6,7,8,9
Ashtead Plant Hire Company Ltd	Large	Warrington	6,7,8,9,11
Avis Budget UK Ltd	Large	Bracknell	1
B&B Contracts Ltd	Micro	Lanark	3,5
BROWN PLANT HIRE LIMITED	Micro	Kilmarnock	6
Bryson Tractors Ltd	Small	Lanark	9
Cadzow Heavy Haulage Ltd	Small	Blantyre	8
Campbell Plant Hire Limited	Small	Inverness	6,7,8
Cardley Limited	Small	Darwen	7,8,9,11
Cebotec Ltd	Small	Falkirk	1,3
Clark Commercials (Aberdeen) Limited	Medium	Aberdeen	1,3
Clee Hill Plant Ltd	Medium	Glasgow	6,7
Cooks Van Hire Limited	Micro	Newtown St Boswells	1,2,3
C P Davidson & Sons Ltd	Medium	Chorley	4,5
DAMM Environmental Ltd	Medium	Glasgow	12
Dawsonrentals Sweepers A Division of Dawsonrentals Materials Handling Equipment Limited	Medium	Brighthouse	5,8,10,12
Doherty and Lafferty Ltd	Small	Dumbarton	3,4,6,7,9
Econ Engineering Ltd	Medium	Ripon	4,11
Elev8 Access Platforms Ltd	Small	Sheffield	8
ENTERPRISE RENT A CAR UK LTD	Large	Egham	1,2,3
Enviro-Clean (Scotland) Ltd	Medium	East Kilbride	7,8,10,12
Essential Fleet Services Limited	Large	Lincoln	All
Europcar Group UK Limited	Large	Leicester	1
Fairways (GM) Ltd.	Medium	Renfrew	9
FLEET MANAGEMENT SERVICES (UK) LIMITED	Small	Elgin	1,3
Frank Nicol Farm & Garden Machinery Ltd	Small	Dingwall	7,9,10,11
FRASER C ROBB LIMITED	Small	Glasgow	9
GAP Group Limited	Large	Glasgow	1,6,7,8
Groundwater Lift Trucks Ltd	Medium	Stonehaven	8

<b>Tenderer</b>	<b>SME Status</b>	<b>Location</b>	<b>Lots Tendered</b>
Gullivers Truck Hire Ltd	Large	Bristol	1,3,4,5,8,10,12
HAMILTON BROS ENGINEERING LTD	Medium	Bishopton	9
Hamilton Industrial Services Ltd	Small	East Kilbride	12
Hamilton Tarmac	Medium	Kilmarnock	3,7,8,10
Hertz (U.K.) Limited	Large	Glasgow	1,3
Hillhouse Quarry Group Ltd	Medium	Troon	7,10
HYNDFORD PLANT LTD	Micro	Lanark	6
J & A CROZIER	Micro	Cumbernauld	6
J & M MURDOCH & SON LTD	Medium	Glasgow	3,8,12
James Penman (Plant Hire) Ltd	Medium	Kirkcaldy	6
Jamieson Plant Hire and Contractors	Small	Maybole	6
Jarvie Plant Group Ltd	Medium	Grangemouth	1,2,3,6,7,8,9
John Nixon Ltd T/A Nixon Hire	Medium	Newcastle Upon Tyne	3,6,7,8
Lomond Plant Limited	Medium	Falkirk	6
M6 Vehicle Hire Limited	Small	Birmingham	5
Mac Asphalt Ltd	Medium	Paisley	7
Mulholland Plant Services Ltd	Small	West Calder	6,7,8
Multihog UK Ltd	Small	Darwen	7,9,11
Murdoch MacKenzie Construction Ltd	Small	Motherwell	10,12
MV Commercial Ltd	Medium	Livingston	3,6,8
Nationwide Platforms Limited	Large	Lutterworth	8
ND Brown Limited	Medium	Plean	1,3,6,7,10,12
Northgate Vehicle Hire Ltd	Large	Darlington	1,2,3
Outreach Ltd	Medium	Falkirk	8
PALMARIS PLANT HIRE LTD	Small	Aberdeen	6,7,8
Ravenhill Ltd	Medium	Elgin	6,7,9
Richard Murray Plant Hire	Small	Johnstone	10
Riverside Truck Rental Ltd	Large	Skelmersdale	1,3,5,8,10,12
Robert McCarroll Ltd	Small	Glasgow	7
Scot Group Ltd T/A Thrifty Car & Van Rental	Large	Exeter	1
SGM Contracts Limited	Small	Inverkeithing	9
SHB Hire Ltd	Large	Romsey	1,2,3,4,6,12
Sweeney Plant & Vehicle Hire LTD	Small	Airdrie	1,3,6,8
TOM Vehicle Rental Limited	Large	Airdrie	1,2,3
Toyota Material Handling UK Limited	Large	Glasgow	8
Trash UK LTD	Small	Evesham	5
Turner Hire Drive Ltd	Medium	Glasgow	1
Underground Inspection Services Ltd	Small	Blantyre	12
W. H. Malcolm Ltd	Large	Glasgow	6,8,10
Wm Hamilton & Sons Limited	Medium	Stonehouse	3,10

### Appendix 3 - Scoring and Recommendations (Asterisk (\*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 1 - Cars & Light Vehicles		
Tenderer	Score	
ACL Hire Limited*	88.11	
Cebotec Ltd*	84.83	
Northgate Vehicle Hire Ltd Vehicle Hire Ltd*	77.10	
TOM Vehicle Rental Limited*	71.68	
Fleet Management Services (UK) Limited*	68.62	
Turner Hire Drive Ltd*	68.43	
A M Phillip Trucktech Ltd*	68.17	
Cooks Van Hire Limited*	66.86	
ENTERPRISE RENT A CAR UK LTD*	66.21	
Jarvie Plant Group Ltd*	65.09	
Avis Budget UK Ltd*	64.06	
Arnold Clark Finance Ltd (Car & Van Rental)*	62.71	
Europcar Group UK Limited*	62.01	
Arc Fleet Services T/A Accident Repair Centre (Scotland) Limited*	61.26	
GAP Group Limited	58.74	
Aqua Specialist Environmental Services Ltd	55.64	
Hertz (U.K.) Limited	52.92	
SHB Hire Ltd	50.97	
ND Brown Limited	50.55	
Scot Group Ltd T/A Thrifty Car & Van Rental	46.23	
Sweeney Plant & Vehicle Hire LTD	43.86	
Essential Fleet Services Limited	43.16	
Gullivers Truck Hire Ltd	40.00	
Riverside Truck Rental Ltd	39.75	
Clark Commercials (Aberdeen) Limited	37.85	

Lot 2 - Minibuses / Buses		
Tenderer	Score	
ACL Hire Limited*	93.25	
Jarvie Plant Group Ltd*	68.56	
Cooks Van Hire Limited*	68.24	
TOM Vehicle Rental Limited*	65.60	
Northgate Vehicle Hire Ltd*	64.29	
Arnold Clark Finance Ltd (Car & Van Rental)*	60.84	
A M Phillip Trucktech Ltd*	60.65	
Arc Fleet Services T/A Accident Repair Centre (Scotland) Limited*	60.38	
ENTERPRISE RENT A CAR UK LTD*	58.18	
SHB Hire Ltd*	48.50	
Essential Fleet Services Limited	38.36	

Lot 4 - Gritters		
Tenderer	Score	
ACL Hire Limited*	93.25	
C P Davidson & Sons Ltd*	85.92	
Econ Engineering Ltd*	83.19	
Doherty and Lafferty Ltd*	79.44	
SHB Hire Ltd*	78.89	
Gullivers Truck Hire Ltd*	67.60	
Essential Fleet Services Limited	N/C	

Lot 3 - Commercial Vehicles		
Tenderer	Score	
Cebotec Ltd*	86.22	
ACL Hire Limited*	83.10	
J & M MURDOCH & SON LTD*	80.91	
MV Commercial Ltd*	76.26	
Doherty and Lafferty Ltd*	71.70	
Hamilton Tarmac*	69.92	
FLEET MANAGEMENT SERVICES (UK) LIMITED*	68.63	
ENTERPRISE RENT A CAR UK LTD*	68.60	
Wm Hamilton & Sons Limited*	66.69	
Cooks Van Hire Limited*	64.64	
Northgate Vehicle Hire Ltd*	63.10	
TOM Vehicle Rental Limited*	62.50	
Jarvie Plant Group Ltd*	61.60	
A M Phillip Trucktech Ltd*	60.68	
SHB Hire Ltd*	57.08	
ND Brown Limited*	54.76	
Sweeney Plant & Vehicle Hire LTD*	53.86	
Gullivers Truck Hire Ltd*	51.31	
Arnold Clark Finance Ltd (Car & Van Rental)*	49.41	
Riverside Truck Rental Ltd*	48.29	
Hertz (U.K.) Limited*	48.08	
Arc Fleet Services T/A Accident Repair Centre (Scotland) Limited*	47.96	
Essential Fleet Services Limited	44.62	
Clark Commercials (Aberdeen) Limited	36.06	
B&B Contracts Ltd	33.04	
John Nixon Ltd T/A Nixon Hire	N/C	

### Appendix 3 - Scoring and Recommendations continued. (Asterisk (\*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 5 - Refuse Collection Vehicles	
Tenderer	Score
ACL Hire Limited*	93.25
A M Phillip Trucktech Ltd*	89.25
M6 Vehicle Hire Limited*	83.64
C P Davidson & Sons Ltd*	83.25
B&B Contracts Ltd*	83.06
Essential Fleet Services Limited*	81.49
Trash UK LTD*	78.23
Riverside Truck Rental Ltd*	77.85
Gullivers Truck Hire Ltd*	75.18
Dawsonrentals Sweepers A Division of Dawsonrentals Materials Handling Equipment Limited*	74.73

Lot 6 - Plant - Excavation Equipment	
Tenderer	Score
MV Commercial Ltd*	92.00
Jamieson Plant Hire and Contractors *	88.75
GAP Group Limited*	86.35
Mulholland Plant Services Ltd*	81.83
Lomond Plant Limited*	79.10
W. H. Malcolm Ltd*	77.82
Ashtead Plant Hire Company Ltd*	76.82
Arvill Limited T/A ARVILL PLANT AND TOOL HIRE*	76.55
BROWN PLANT HIRE LIMITED*	74.08
Jarvie Plant Group Ltd*	72.46
Doherty and Lafferty Ltd*	71.51
Clee Hill Plant Ltd*	71.08
HYNDFORD PLANT LTD*	70.83
Sweeney Plant & Vehicle Hire LTD*	67.76
SHB Hire Ltd*	67.63
AHC Tools (Alloa Hire Centre Ltd)*	66.52
AB2000 Limited*	66.41
Campbell Plant Hire Limited*	65.93
ND Brown Limited*	64.02
PALMARIS PLANT HIRE LTD	53.20
Ravenhill Ltd	48.61
James Penman (Plant Hire) Ltd	40.11
J & A CROZIER	39.07
Essential Fleet Services Limited	N/C
John Nixon Ltd T/A Nixon Hire	N/C

Lot 7 - Plant - Road Surfacing Equipment	
Tenderer	Score
Enviro-Clean (Scotland) Ltd*	81.46
GAP Group Limited*	81.36
Mulholland Plant Services Ltd*	75.67
Multhog UK Ltd*	72.03
Campbell Plant Hire Limited*	70.62
Doherty and Lafferty Ltd*	70.54
Jarvie Plant Group Ltd*	70.44
Arvill Limited T/A ARVILL PLANT AND TOOL HIRE*	70.12
Clee Hill Plant Ltd*	69.71
Mac Asphalt Ltd*	69.07
Ashtead Plant Hire Company Ltd*	68.25
Cardley Limited*	67.79
Robert McCarroll Ltd*	62.46
Hillhouse Quarry Group Ltd*	53.98
Hamilton Tarmac*	49.73
Ravenhill Ltd	41.56
PALMARIS PLANT HIRE LTD	28.45
Essential Fleet Services Limited	N/C
Frank Nicol Farm & Garden Machinery Ltd	N/C
ND Brown Limited	N/C
John Nixon Ltd T/A Nixon Hires	N/C

### Appendix 3 - Scoring and Recommendations continued. (Asterisk (\*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 8 - Plant - Lifting Equipment		
Tenderer	Score	
Toyota Material Handling UK Limited*	89.80	
Gullivers Truck Hire Ltd*	83.08	
GAP Group Limited*	81.35	
Arvill Limited T/A ARVILL PLANT AND TOOL HIRE*	80.37	
Jarvie Plant Group Ltd*	79.28	
MV Commercial Ltd*	78.96	
Ashtead Plant Hire Company Ltd*	77.19	
W. H. Malcolm Ltd*	77.19	
Campbell Plant Hire Limited*	76.22	
Riverside Truck Rental Ltd*	76.08	
Cardley Limited*	74.29	
Hamilton Tarmac*	74.19	
Nationwide Platforms Limited*	70.49	
Enviro-Clean (Scotland) Ltd*	69.99	
Mulholland Plant Services Ltd*	69.70	
Outreach Ltd*	68.88	
PALMARIS PLANT HIRE LTD *	68.77	
Sweeney Plant & Vehicle Hire LTD*	66.76	
ACL Hire Limited*	64.52	
Elev8 Access Platforms Ltd*	62.03	
Groundwater Lift Trucks Ltd*	61.13	
Dawsonrentals Sweepers A Division of Dawsonrentals Materials Handling Equipment Limited*	58.73	
J & M MURDOCH & SON LTD	52.38	
AB2000 Limited	52.13	
Cadzow Heavy Haulage Ltd	44.42	
Essential Fleet Services Limited	N/C	
John Nixon Ltd T/A Nixon Hires	N/C	

Lot 9 - Grounds Maintenance Equipment		
Tenderer	Score	
Arvill Limited T/A ARVILL PLANT AND TOOL HIRE*	88.40	
A M Phillip Trucktech Ltd*	78.27	
FRASER C ROBB LIMITED*	75.01	
Ravenhill Ltd*	74.51	
Doherty and Lafferty Ltd*	73.16	
Ashtead Plant Hire Company Ltd*	70.79	
Jarvie Plant Group Ltd*	69.85	
SGM Contracts Limited*	69.70	
Bryson Tractors Ltd*	68.33	
Multhog UK Ltd	63.95	
HAMILTON BROS ENGINEERING LTD	63.29	
Fairways (GM) Ltd.	57.74	
Cardley Limited	57.73	
Frank Nicol Farm & Garden Machinery Ltd	56.35	
Essential Fleet Services Limited	N/C	

Lot 10 - Sweepers		
Tenderer	Score	
Murdoch Mackenzie Construction Ltd*	93.65	
W. H. Malcolm Ltd*	86.12	
Dawsonrentals Sweepers A Division of Dawsonrentals Materials Handling Equipment Limited*	83.95	
ND Brown Limited*	82.81	
Riverside Truck Rental Ltd_ Truck*	82.57	
Wm Hamilton & Sons Limited*	81.48	
Aebi Schmidt UK Ltd*	81.44	
Gullivers Truck Hire Ltd*	77.49	
Enviro-Clean (Scotland) Ltd*	76.28	
Richard Murray Plant Hire*	75.26	
Hamilton Tarmac*	74.69	
AB2000 Limited*	70.14	
Frank Nicol Farm & Garden Machinery Ltd	66.93	
Hillhouse Quarry Group Ltd	45.65	
Essential Fleet Services Limited	N/C	

**Appendix 3 - Scoring and Recommendations continued.** (Asterisk (\*) denotes recommended supplier, N/C denotes non-compliant supplier)

Lot 11 - Specialist Equipment	
Tenderer	Score
Ashtead Plant Hire Company Ltd*	88.90
Multhog UK Ltd*	74.49
Econ Engineering Ltd*	63.49
Cardley Limited*	55.41
Frank Nicol Farm & Garden Machinery Ltd	48.80
Essential Fleet Services Limited	N/C

Lot 12 - Drainage Equipment	
Tenderer	Score
Murdoch MacKenzie Construction Ltd*	92.80
Enviro-Clean (Scotland) Ltd*	92.03
Andrews Sykes Hire Limited*	74.98
Underground Inspection Services Ltd*	71.49
Acre Industrial and Cleaning Services Ltd*	67.03
ND Brown Limited*	66.83
Riverside Truck Rental Ltd*	66.58
Dawsonrentals Sweepers A Division of Dawsonrentals Materials Handling Equipment Limited*	63.66
Hamilton Industrial Services Ltd*	61.85
SHB Hire Ltd*	59.30
DAMM Environmental Ltd*	59.23
Gullivers Truck Hire Ltd*	57.06
J & M MURDOCH & SON LTD	55.07
Aqua Specialist Environmental Services Ltd	51.86
Essential Fleet Services Limited	N/C

## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Supply and Delivery of Bottled Gas**

**Schedule: 08/17**

**Period: 6 November 2017 until 5 November 2019 with an option to extend annually until 5 November 2021**

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

This framework has been developed by the Operational Supplies and Services Team with a “lighter touch” approach with key stakeholders which has resulted in shorter procurement cycles and a more flexible approach to stakeholder engagement. This delivers the aims of the team by reducing resource pressure on councils, consolidating demand and provides new collaborative procurement opportunities.

This recommendation is for the award of a new framework for the supply and delivery of bottled gas which will operate from 6 November 2017 to 5 November 2019 with the option to extend for up to two 1 year periods until 5 November 2021.

This framework will provide councils with a mechanism to purchase bottled gas and bulk gas requirements. The products covered within the framework will include industrial, food and beverage, medical and balloon gas. The framework was advertised at £8 million for the four year period.

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 commercial user intelligence group (CUIG) steering group endorsed the inclusion of six lots as summarised in Table 1. Estimated percentage of spend per lot is based on historical spend data however actually purchasing patterns may differ depending on council requirements.



Lot Number	Lot Name	Estimated %age of Spend
Lot 1	MIG	16%
Lot 2	Burning (Gas Welding)	16%
Lot 3	Heating	18%
Lot 4	Bulk	16%
Lot 5	Bulk Heating	18%
Lot 6	Miscellaneous Gases	16%

**Table 1: Lotting Structure**

The lotting structure recognises the importance of councils being able to purchase bottled gas products and gas in bulk form whilst allowing access for a range of suppliers to bid.

During the initial framework information request process for Scotland Excel Operational Supplies and Services frameworks, 75% of respondents indicated that they require this service within the first two years of small value contract activity.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 11 May 2017 which resulted in expressions of interest from 10 organisations. A number of supplier engagement meetings were held with suppliers to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

As the CUIG-SG endorsed a 'lighter-touch' approach to this opportunity, a more flexible approach to stakeholder engagement was taken.

As a matter of best practice and to ensure that the framework aligned with councils requirements, a program of consultation with councils was conducted to understand their current purchasing habits and future requirements that could be covered by this framework.

This information was used to generate the specifications, selection and award criteria.

To ensure maximum competition, an open tender process was followed to establish the framework. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 10 August 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 for all lots:

Commercial	80%
Technical	20%

Within the technical section for both lots, bidders were required to complete scored questions and method statement to evidence their knowledge and experience by responding to technical questions including servicing the framework requirements, supply chain sustainability issues, community benefits and fair work practices.

Within the commercial section, bidders were invited to offer for a basket of goods on a lot-by-lot basis.

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

The tender document was downloaded by 10 organisations, with 5 tender responses received.

A summary of all offers received and their SME status is provided in Appendix 1.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was completed. Appendix 2 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

Scotland Excel recognised, through feedback from the commercial UIG (CUIG) steering group that the local authorities required a robust collaborative framework to support their requirements for Bottled Gas.

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 3 suppliers across the six lots as outlined in Appendix 2.

The 3 recommended suppliers are all large organisations which provide the choice, scope and broad range of products required by councils as well as representing best value and providing geographical coverage.

## **6. Benefits**

### **Savings**

The projected savings per council were based on an average basket of goods tendered against the most competitive basket of goods tendered.

The projected average saving across all councils for Lots 3 and 5 is 15%. Given that lots 3 and 5 have a forecast spend of 36% of overall contract value, this leads to a forecast combined saving of 5%, or £100,000 based on anticipated spend levels.

As only a single compliant bid was received for the remaining lots this method of calculating savings could not be applied. However, it is expected that the pricing for these lots will be at least cost neutral and may show a small saving.

There is also a resource saving associated with Operational Supplies and Services frameworks for Councils.

Savings that can be achieved will depend on council's purchasing habits and the mix of products that councils require.

### **Price Stability**

Within all lots, the three recommended bidders have agreed with the special conditions of framework which states suppliers to hold the prices firm for the first 12 months of the contract.

After the initial 12 month period, suppliers may submit a price increase on an annual basis. Any price increase will not exceed the rate of the Consumer Price Index (CPI) increase in the preceding 12 months.

## **Sustainable Procurement Benefits**

### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework.

Community Benefits received as part of the tender submissions included employability events and sponsorship and donations to community events.

### **Fair Work Practices**

Bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 3 recommended suppliers, all 3 pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns).

## **Other Benefits**

This framework will provide reasonable delivery of Bottled Gas to Highland Council, Orkney Islands Council and Shetland Islands Council. An ability for the suppliers who are being awarded a place on the framework to subcontract to smaller local businesses has also been built in to the Terms and Conditions for this framework.

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

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments. Both suppliers 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 3 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for supply and delivery of bottled gas 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.



## Appendix 1 - SME Status

Tenderers	SME Status	Location	Lots Tendered
Air Products Public Limited Company	Large	Crew	1,2,3,4 & 6
Calor Gas Limited	Large	Warwick	3 & 5
Flogas Britain Limited	Large	Leicester	3 & 5

## Appendix 2 - Scoring and Recommendations

(Asterisk (\*) denotes recommended supplier)

Lot 1 - MIG	
Tenderer	Score
Air Products Public Limited Company *	89.05

Lot 2 - Burning (Gas Welding)	
Tenderer	Score
Air Products Public Limited Company*	89.05

Lot 3 - Heating	
Tenderer	Score
Calor Gas Limited*	95.25
Flogas Britain Limited*	66.71
Air Products Public Limited Company*	61.9

Lot 4 - Bulk	
Tenderer	Score
Air Products Public Limited Company*	89.05

Lot 5 - Bulk Heating	
Tenderer	Score
Calor Gas Limited*	95.25
Flogas Britain Limited*	89.06

Lot 6 - Miscellaneous Gases	
Tenderer	Score
Air Products Public Limited Company*	89.05



## Scotland Excel

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

**Tender: Supply, Installation and Maintenance of Commercial Laundry Equipment**

**Schedule: 09/17**

**Period: 6 November 2017 until 5 November 2019 with an option to extend annually until 5 November 2021**

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

This framework has been developed by the Operational Supplies and Services Team with a “lighter touch” approach with key stakeholders which has resulted in shorter procurement cycles and a more flexible approach to stakeholder engagement. This delivers the aims of the team by reducing resource pressure on councils, consolidating demand and provides new collaborative procurement opportunities.

This recommendation is for the award of a new framework for the supply, installation and maintenance of commercial laundry equipment which will operate from 6 November 2017 to 5 November 2019 with the option to extend for up to two 1 year periods until 5 November 2021.

This framework will provide councils with a mechanism to purchase laundry equipment, including installation, and services such as preventative maintenance and ad-hoc repairs. The framework was advertised at a value of £4.4 million for the four year period.

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 commercial user intelligence group steering group (CUIG-SG) endorsed the inclusion of two lots as summarised in Table 1.

<b>Lot Number</b>	<b>Lot Description</b>
1	Supply and Delivery (including installation and commissioning) of Commercial Laundry Equipment
2	Repairs and Maintenance of Commercial Laundry Equipment

**Table 1: Lotting Structure**

The lotting structure recognises the importance of councils being able to purchase new equipment and maintenance services, whilst also enabling them to service current laundry equipment that they have in their estate.

The Scotland Excel Operational Supplies and Services Team engaged with the councils to request requirements and anticipated timescales for tenders. Of all responses received, 75% of respondents confirmed they wanted the Operational Supplies and Services Team to tender this opportunity in the first two years of the team being in place.

### **3. Procurement Process**

A Prior Information Notice (PIN) was published on 11 May 2017 which resulted in expressions of interest from 17 organisations. A number of supplier engagement meetings were held with suppliers to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from SME's.

As the CUIG-SG endorsed a 'lighter-touch' approach to this opportunity, a more flexible approach to stakeholder engagement was taken.

As a matter of best practice and to ensure that the framework aligned with councils requirements, a program of consultation with councils was conducted to understand their current purchasing habits and future requirements that could be covered by this framework.

This information was used to generate the specifications, selection and award criteria.

To ensure maximum competition, an open tender process was followed to establish the framework. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 10 August 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 for all lots:

Commercial 80%

Technical 20%

Within the technical section for both lots, bidders were required to complete scored questions and method statement to evidence their knowledge and experience by responding to technical questions including servicing the framework requirements, supply chain sustainability issues, community benefits and fair work practices.

Bidders were able to submit commercial offers on a lot-by-lot basis. Within the commercial section for Lot 1, bidders were invited to offer for a basket of goods. Within Lot 2, bidders were invited to offer for a basket of services and a discount for manufacturer replacement parts.

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

The tender document was downloaded by 18 organisations, with 3 tender responses received. After review, approximately half of the organisations that downloaded the tender do not currently operate in the laundry market.

A summary of all offers received and their SME status is provided in Appendix 1.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the compliant offers received was completed. Appendix 2 confirms the scoring achieved by each bidder.

#### **5. Recommendations**

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 3 suppliers across the two lots as outlined in Appendix 2.

The 3 recommended suppliers are a mix of large and small organisations which provide the choice, scope and broad range of products and services required by councils as well as representing best value and providing geographical coverage.

#### **6. Benefits**

##### **Savings**

The savings were based on an average basket of goods tendered against the most competitive basket of goods (excluding supplementary add-ons) tendered for Lot 1. Scotland Excel anticipates that the majority of spend through the framework will be through Lot 1 due to the high value of the products available through this lot.

The projected average saving across all councils is 13% which equates to an estimated total saving of approximately £130,000 per annum, based on current spend forecasts.

Savings that can be achieved will depend on council's purchasing habits and the mix of products and services that councils require.

### **Price Stability**

Within all lots all bidders have agreed with the special conditions of framework which states suppliers to hold the prices firm for the first 12 months of the contract.

After the initial 12 month period, suppliers may submit a price increase on an annual basis. Any price increase will not exceed the rate of CPI (Consumer Price Index) increase in the preceding 12 months.

### **Sustainable Procurement Benefits**

#### **Community Benefits**

Bidders were asked to detail community benefit initiatives that they would commit to deliver during the life of the framework.

Community benefits received as part of the tender submissions included employability events and training sessions to council apprentices, sponsorship of local sports teams and community events, recruitment of apprentices and full time employees.

#### **Fair Work Practices**

For information, bidders were also asked to confirm their approach to fair work practices and the Scottish Living Wage. Of the 3 recommended suppliers, all pay the Scottish Living Wage or above to all employees (except volunteers, apprentices and interns).

#### **Other Benefits**

The framework will provide councils with a clear pricing and delivery charge structure, simplifying the purchase process and ensuring Best Value is achieved. In addition, the recommended suppliers include one small Scottish supplier, supporting the Scottish economy.

The framework also provides councils with the flexibility to combine their purchase and service requirements, further streamlining the procurement process.

Finally, this new framework supports councils by reducing workload and the resource pressure at councils, allowing council procurement teams to focus on other priorities whilst still providing best value for these requirements.

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

Each supplier will be invited to a mobilisation meeting to outline the operation of the framework, roles and responsibilities, management information requirements and community benefits commitments. Both suppliers 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 3 arrangement in terms of both risk and spend requiring annual supplier and user group reviews as appropriate.

## **8. Summary**

This framework for supply, installation, maintenance of commercial laundry equipment 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.



## Appendix 1 - SME Status

<b>Tenderers</b>	<b>SME Status</b>	<b>Location</b>	<b>Lots Tendered</b>
JLA Limited	Large	West Yorkshire	1 & 2
MAG Equipment Ltd	Small	West Yorkshire	1
Thain Commercial Ltd	Small	Lanarkshire	1 & 2

## Appendix 2 - Scoring and Recommendations

(Asterisk (\*) denotes recommended supplier)

<b>Lot 1 - Supply and Delivery (including installation and commissioning) of Commercial Laundry Equipment</b>	
<b>Tenderer</b>	<b>Score</b>
MAG Equipment Ltd*	87.75
JLA Limited*	83.69
Thain Commercial Ltd*	76.28

<b>Lot 2 - Repairs and Maintenance of Commercial Laundry Equipment</b>	
<b>Tenderer</b>	<b>Score</b>
JLA Limited*	94.50
Thain Commercial Ltd*	62.79





## **Scotland Excel**

**To: Executive Sub Committee**

**On: 13 October 2017**

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

#### **Request for Associate Membership of Scotland Excel by Viewpoint Housing Association 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 organisation, Viewpoint Housing Association Ltd has applied to Scotland Excel for associate membership. Viewpoint's focus is on sheltered accommodation and alarm based housing amongst other types

Viewpoint Housing Association Ltd are a not for profit organisation and Scottish Charity and they are also a Registered Social Landlord.

Viewpoint Housing Association Ltd 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, support services and care home services

Viewpoint Housing Association Ltd has 1313 self-contained units and 132 non self-contained units.

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.

Scotland Excel monitors all requests from arms length and other organisations to become associate members to ensure that any legal requirements are met. In this case Viewpoint Housing Association Ltd 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 Viewpoint Housing Association Ltd application to join Scotland Excel as an associate member be approved, at a £2,170 annual fee, subject to completion and signing of the agreement document.





# Operating Plan


2017 – 2018


Q1 Progress Report





# Goa1 1: Supporting the delivery of better and more effective public services

Strategic objectives	
1.1	Deliver a range of collaborative procurement and supplier development services which support customers at a strategic and operational level
1.2	Deliver a range of shared services which support customers in the development of their professional, organisational and commercial capability
1.3	Deliver a range of new shared services which support the effectiveness and efficiency of customer operations

Activity	Year 3 Priorities	RAG status	Progress summary
(a) Develop and implement a contract plan aligned to the strategic priorities of member authorities	<ul style="list-style-type: none"> <li>Resource and implement contract delivery plans including 11 'small value' contracts</li> <li>Develop and implement a procurement strategy for older people's care services</li> <li>Deliver an opportunity analysis for adult supported living and care at home commissioning</li> <li>Provide ICT procurement services for the local government Digital Office</li> <li>Support SEEMis with the procurement of a national education MI system</li> <li>Monitor CCS partnership and develop proposals for future procurement partnerships</li> <li>Review and update procurement strategies for all key category areas</li> </ul>		<ul style="list-style-type: none"> <li>The new team delivering 'small value' contracts is now well established, and development is underway for the first tranche of contracts which will be delivered in Q3. The Commercial UIG steering group is playing a key role in informing the activities of this team.</li> <li>A draft strategy for older people's care services was published for consultation in June 2017.</li> <li>Staff have been recruited to analyse opportunities for adult supported living and care at home commissioning. A User Intelligence Group will be established in Q2 to inform developments.</li> <li>A member of staff has been recruited to provide procurement support for the local government Digital Office and will take up their post in Q2.</li> <li>The contract notice for the SEEMis MI system was published in April, and supplier PQOs have been evaluated to select five bidders to proceed to the next stage.</li> <li>The Crown Commercial Services (CCS) partnership for light vehicles went live on 01 June 2017. Scotland Excel is continuing to liaise with CCS and local authority customers to ensure that the contract meets requirements.</li> <li>Review of category procurement strategies will commence in Q2 and updates are expected to be published at the end of Q3.</li> </ul>



(b) Develop and implement a strategy and plan for the delivery of contract and supplier management	<ul style="list-style-type: none"> <li>• Complete the roll out of the new CSM programme across the contract portfolio</li> </ul>		<ul style="list-style-type: none"> <li>• A schedule has been agreed for rolling out the new Contract &amp; Supplier Management programme across the contract portfolio. CSM surveys for the first tranche of contracts and will be issued in Q2.</li> </ul>
(c) Develop and implement a strategy and plan for improving supplier performance	<ul style="list-style-type: none"> <li>• Deliver the 2018 Supplier Excellence Awards</li> <li>• Incorporate supplier development into the 2018 Scotland Excel Conference</li> <li>• Pilot a KSM programme and extend to other key suppliers based on results</li> </ul>		<ul style="list-style-type: none"> <li>• Initial plans for the Supplier Excellence Awards have been developed and a project team assembled. The awards programme is expected to be launched to suppliers in September 2017, and the awards ceremony has been scheduled for 20 February 2018.</li> <li>• Plans for a Key Supplier Management (KSM) Programme will be developed in Q3. Benchmarks for selected suppliers will be recorded in Q4 based on CSM results, and the pilot will be rolled out from April 2018.</li> </ul>
(d) Manage the rollout of a new national procurement capability assessment to the local government sector	<ul style="list-style-type: none"> <li>• Complete the first cycle of PCIP assessments with participating councils</li> <li>• Consult on plans for a second cycle of PCIP assessments</li> </ul>		<ul style="list-style-type: none"> <li>• A second phase of 15 Procurement &amp; Commercial Improvement Programme (PCIP) assessments was completed in Q1. 31 Scottish local authorities have now participated in an assessment, and Scotland Excel is working with the remaining council to support their participation at a future date.</li> <li>• Scotland Excel is continuing to hold proactive discussions with central government, the PCIP project board and stakeholders on future PCIP plans.</li> </ul>
(e) Develop and implement a programme to lead and support the development of procurement and commercial capability	<ul style="list-style-type: none"> <li>• Develop and deliver a rolling programme of procurement capability and change services for local authorities</li> <li>• Deliver an Annual Conference to support development in Feb 2018</li> <li>• Deliver Scottish Government funded procurement improvement programme for housing associations</li> </ul>		<ul style="list-style-type: none"> <li>• A programme is being developed which encompasses Leading Change, Learning &amp; Development, and Organisational Development opportunities. This is being informed by PCIP outcomes and wider stakeholder consultation.</li> <li>• Initial plans for the Scotland Excel Annual Conference have been developed. The conference will co-locate with the Supplier Excellence Awards on 20-21 February 2018, and offer development sessions for both local authority and supplier delegates.</li> <li>• Following significant engagement with the sector in Q1, 51 housing associations have expressed an interest in participating in PCIP assessments.</li> </ul>

<p>(f) Develop and implement a 'procurement academy' to support professional capability and encourage new entrants to public procurement</p>	<ul style="list-style-type: none"> <li>• Roll out L &amp; D programmes in line with the strategy</li> <li>• Develop plans for delivering a L &amp; D programme for social care commissioning</li> <li>• Develop a proposal to support the Scottish Government's PPOT initiative</li> </ul>		<ul style="list-style-type: none"> <li>• A workshops and masterclasses programme has been developed and will be launched in Q2. A leadership &amp; management programme accredited by the Chartered Management Institute (CMI) will be rolled out more widely in Q3. Discussions are continuing with the Chartered Institute of Procurement &amp; Supply (CIPS) on options for Scotland Excel to deliver a work-based learning route to their qualifications.</li> <li>• Scotland Excel's social care team are scoping the development needs of the social care commissioning community to inform L &amp; D plans.</li> <li>• Scotland Excel continues to co-chair the Scottish Government's Professional Practice Strategic Forum which encompasses the Procurement People of Tomorrow (PPOT) initiative. During Q1, the organisation was involved in the development of a new Graduate Level Apprenticeship in Business Management, which includes a module for procurement.</li> </ul>
<p>(g) Develop and implement a shared service offering for councils which meets their requirements in a changing public sector landscape</p>	<ul style="list-style-type: none"> <li>• Develop a shared services strategy to inform future service development proposals</li> </ul>		<ul style="list-style-type: none"> <li>• A number of new shared services opportunities have been explored during Q1 including development of a model for supporting City Deal procurement, and additional chargeable services for housing associations.</li> </ul>



## Goa1 2: Being sustainable in everything we do

Strategic objectives	
2.1	Work with stakeholders to develop procurement strategies which support the delivery of national and local policy priorities
2.2	Deliver positive and measurable social, economic and environmental impact to local communities
2.3	Lead and support customers in the development and implementation of best practice in sustainable procurement



Activity	Year 3 Priorities	RAG status	Progress summary
(a) Develop and implement strategies for responding to procurement and/or public sector legislation	<ul style="list-style-type: none"> <li>Develop and implement plans to comply with GDPR regulations</li> <li>Monitor risks/opportunities arising from the Community Empowerment Act</li> <li>Engage with IJB Chief Officers to identify HSCI procurement opportunities</li> <li>Develop proposals to support councils with early learning and childcare procurement</li> <li>Update waste category strategy to align with legislative landscape</li> </ul>		<ul style="list-style-type: none"> <li>A review of requirements for the new General Data Protection Regulation (GDPR) will take place in Q2. A meeting will be arranged with the Information Commissioner's Office (ICO) to clarify the implications for Scotland Excel.</li> <li>Participation requests from community groups under the Community Empowerment Act have been limited to date, and therefore there are currently no major risks or opportunities arising for the sector.</li> <li>A social care procurement network has been established to support engagement with Integration Joint Board (IJB) Chief Officers. Further engagement opportunities are being incorporated into Scotland Excel's wider communication plan which will be completed in Q2.</li> <li>An opportunity assessment for early learning and childcare procurement completed and socialised with the Improvement Service and CEOMG. Further activity will depend on feedback from these stakeholders.</li> <li>The waste category strategy will be updated in December 2017.</li> </ul>
(b) Ensure Scotland Excel's collaborative frameworks support local and national government policy priorities	<ul style="list-style-type: none"> <li>Continue to support national policy outcomes in social care frameworks</li> <li>Continue to support the roll out of CRDG recommendations</li> </ul>		<ul style="list-style-type: none"> <li>Development activity is underway for the renewal of the children's residential care framework. A Prior Information Notice (PIN) was published in May and a stakeholder consultation exercise is planned for early Q2.</li> <li>Scotland Excel continues to participate in the Construction Review Delivery Group (CRDG) and attended a meeting in April. A roadmap of national construction contract opportunities has been developed in partnership with the cross-sector Collaborative Leads Group.</li> </ul>




(c) Ensure Scotland Excel's collaborative frameworks support positive local economic outcomes	<ul style="list-style-type: none"> <li>• Support SDP public procurement training for Scottish SMEs</li> <li>• Review options for including community benefits measures as part of the new CSM programme</li> <li>• Develop a strategy for supported businesses, including delivery of a business development event</li> </ul>		<ul style="list-style-type: none"> <li>• Scotland Excel has agreed to sponsor the Supplier Development Programme (SDP) national 'Meet the Buyer' event, which was postponed from June until September due to the general election. Opportunities to provide further support to SDP will be considered in Q3.</li> <li>• Options for including community benefit measures as part of the new CSM programme are being considered, with implementation expected by the end of Q3.</li> <li>• Scotland Excel continues to participate in the Supported Business Advisory Group chaired by Paul Wheelhouse MSP, and has been providing ad hoc advice and support to individual supported businesses. Planning for an event will begin in Q2.</li> </ul>
(d) Ensure Scotland Excel's collaborative frameworks support local government environmental duties and policies	<ul style="list-style-type: none"> <li>• Continue work with partners to align the waste category strategy with national programmes</li> <li>• Include measure for environmental impact within the new CSM programme</li> </ul>		<ul style="list-style-type: none"> <li>• Scotland Excel has been in discussion with Zero Waste Scotland (ZWS) to explore how waste frameworks could be aligned to complement ZWS aims.</li> <li>• Options for including environmental measures as part of the new CSM programme will be considered in Q3.</li> </ul>
(e) Champion the development and dissemination of best practice in sustainable procurement	<ul style="list-style-type: none"> <li>• Monitor the impact of Scotland Excel's sustainable procurement strategy</li> <li>• Work with national partners to develop enhancements to the national sustainable toolkit</li> <li>• Continue to evolve Scotland Excel's horizon scanning programme</li> </ul>		<ul style="list-style-type: none"> <li>• Scotland Excel is continuing to monitor the impact of its sustainable procurement strategy. Specific sustainability considerations and benefits are detailed within each contract award report.</li> <li>• In Q3, Scotland Excel will consider the implications of the Equality Duty and the potential for incorporating this within the national sustainable toolkit.</li> <li>• Horizon scanning meetings are continuing to take place quarterly to review the external environment and identify any new risks and opportunities.</li> </ul>



## Goa1 3: Placing customers at the heart of our business




Strategic objectives	
3.1	Work with customers to develop and implement bespoke plans for maximising the value of our services
3.2	Develop robust communications strategies which support customer engagement and position Scotland Excel and its customers as leaders in public procurement / shared services
3.3	Represent the views and needs of customers in the wider stakeholder environment



Activity	Year 3 Priorities	RAG status	Progress summary
(a) Develop and implement a portfolio of account management services that meet the collective and individual needs of local authority customers	<ul style="list-style-type: none"> <li>Continue to develop and implement improvements to account management services</li> </ul>		<ul style="list-style-type: none"> <li>Account managers are continuing to deliver Quarterly Business Reviews, and act as a key liaison between the organisation and customers. Further opportunities to improve account management services will be identified as the year progresses.</li> </ul>
(b) Develop and implement a stakeholder engagement strategy that support the delivery of first class customer experience across all of our services	<ul style="list-style-type: none"> <li>Complete the stakeholder engagement strategy</li> <li>Develop and implement a senior stakeholder engagement plan</li> <li>Initiate a customer care forum to support ongoing improvements to customer service</li> <li>Publish a report on the results of the 2017 customer satisfaction survey</li> <li>Develop a 'future digital' strategy to support online delivery of customer information and services</li> </ul>		<ul style="list-style-type: none"> <li>The stakeholder engagement strategy will be completed in Q3, and will close off this project. Tools developed as part of this project will be used to develop new senior stakeholder engagement plans.</li> <li>A high-level engagement plan for elected members was presented to the joint committee in June. Detailed plans will be developed for each senior stakeholder group in Q3.</li> <li>The customer care forum will be established in Q3 to oversee the implementation of the stakeholder engagement strategy, and respond to the findings of the customer satisfaction survey.</li> <li>Reports on the findings of the customer satisfaction survey were produced for senior stakeholders and staff during Q1. A full report on findings for procurement/technical stakeholders will be published in October 2017.</li> <li>Business requirements will be gathered in Q2 to support production of the future digital strategy.</li> </ul>




<p>(c) Develop and implement a corporate communications strategy that enhances and protects Scotland Excel's corporate reputation</p>	<ul style="list-style-type: none"> <li>• Complete the marketing and communication strategy</li> <li>• Develop and implement a plan to enhance Scotland Excel's profile and reputation</li> <li>• Continue to deliver marketing/communications initiatives to promote Scotland Excel services</li> </ul>		<ul style="list-style-type: none"> <li>• A marketing and communications strategy will be completed in Q2. This will explain the strategic approach used to develop the rolling schedule of marketing activities and the communications calendar.</li> <li>• A communications plan and calendar are in development and will be completed in Q2. This will bring together requirements for corporate communications, public affairs and stakeholder engagement activity identified through workshops with senior managers.</li> <li>• The marketing and communications team delivered a range of activities in Q1 including press releases and social media, materials for new joint committee members, and sponsorship of the Scottish Federation of Housing Associations (SFHA) Annual Conference.</li> </ul>
<p>(d) Develop and implement a model for associate members which delivers clear business and financial benefits to Scotland Excel and the membership base</p>	<ul style="list-style-type: none"> <li>• Continue to recruit housing associations in line with the associate member strategy</li> <li>• Develop an associate member offering for third sector organisations</li> </ul>		<ul style="list-style-type: none"> <li>• Five new associate members were recruited in Q1 including four housing associations.</li> <li>• Plans to develop an associate membership offering for the third sector will be developed in Q3.</li> </ul>
<p>(e) Develop and implement a programme for engaging with the wider public sector to ensure Scotland Excel has the right partnerships in place to support the needs of its customers</p>	<ul style="list-style-type: none"> <li>• Continue to host and/or attend forums to gather sector views and share information</li> <li>• Continue to represent the sector on matters relating to public procurement</li> <li>• Continue to engage with relevant stakeholders in the wider public sector environment</li> </ul>		<ul style="list-style-type: none"> <li>• Scotland Excel has continued to hold and/or attend forums for sector stakeholders during Q1. These have included steering groups for contract development, procurement capability and social care, as well as attendance at the Scottish Local Government Procurement Forum.</li> <li>• Scotland Excel has continued to represent sector interests at meetings during Q1. These have included government forums for collaborative procurement, construction, best practice and professional development.</li> <li>• Scotland Excel continues to engage with a wide range of stakeholders and partners. This activity will be formalised as part of the stakeholder engagement strategy.</li> </ul>

## Goa1 4: Becoming the partner of choice for delivering shared services

Strategic objectives	
4.1	Implement organisational development policies which support a highly skilled, motivated and engaged workforce
4.2	Implement best practice processes and technology which support the efficient and effective delivery of services to customers
4.3	Implement robust strategies, governance, risk management and funding models which demonstrate a measurable return on investment and secure Scotland Excel's future

Activity	Year 3 Priorities	RAG status	Progress summary
(a) Develop and implement a strategy to support staff recruitment, retention, development, performance and engagement	<ul style="list-style-type: none"> <li>Complete the development and implementation of an organisational development strategy</li> </ul>		<ul style="list-style-type: none"> <li>The project to develop and implement an Organisational Development strategy has continued to make progress during Q1. A framework for developing and documenting the strategy has been agreed, and work to develop plans for each of the key areas is continuing within project workstreams.</li> </ul>
(b) Develop and implement programmes to support the continuous improvement of business performance, systems and processes	<ul style="list-style-type: none"> <li>Agree and deliver 2017-18 internal transformation projects</li> <li>Implement a spend data management and reporting solution</li> <li>Continue to plan and implement the migration of the ICT infrastructure to a cloud environment</li> <li>Undertake assessment to renew CIPS accreditation</li> </ul>		<ul style="list-style-type: none"> <li>Scotland Excel's business change team is managing seven internal projects to support strategic goals and continuous improvement.</li> <li>Discussions are continuing with Spikes Cavell on spend data management requirements. A decision on commissioning this company to develop a specification will be made in Q2.</li> <li>All Scotland Excel staff were successfully migrated to Office 365 in Q1. This is delivered through a cloud-based server and supports secure access remotely from multiple devices.</li> <li>Plans to renew CIPS corporate accreditation will be implemented from Q2.</li> </ul>
(c) Ensure that Scotland Excel delivers its plans through effective governance, risk management and policies	<ul style="list-style-type: none"> <li>Explore options for governance models which support the future growth of Scotland Excel</li> </ul>		<ul style="list-style-type: none"> <li>Meetings have taken place with other public sector shared service organisations to understand their governance models and identify the risks/benefits of different approaches.</li> </ul>

(d) Develop and implement a strategy for gathering, analysing and distributing business intelligence within Scotland Excel and across the sector	<ul style="list-style-type: none"> <li>Expand the use of BI tools across the organisation to support internal/external delivery of data and reports</li> </ul>		<ul style="list-style-type: none"> <li>New business intelligence (BI) and reporting tools piloted in 2016-17 will be rolled out across the organisation in Q3.</li> </ul>
(e) Develop and implement a clear, transparent and sustainable funding and delivery model for Scotland Excel	<ul style="list-style-type: none"> <li>Hold 4 regional consultation workshops for new strategy development</li> <li>Develop a new corporate strategy for 2018-22</li> <li>Explore options for funding models to support the new strategy</li> </ul>		<ul style="list-style-type: none"> <li>Regional workshops to consult on the new strategy will take place in Q3 as part of senior stakeholder engagement plans.</li> <li>A draft timeline for developing the strategy has been created and work will commence in Q2.</li> <li>Scotland Excel is continuing to explore different funding models as part of its governance review, particularly ways in which the organisation could expand chargeable services and/or apply for funding grants.</li> </ul>

Report Key	
	Project or activity is currently stalled or significantly behind schedule
	Project or activity is progressing at a slower pace than anticipated and/or results have been weaker than expected
	Project or activity has been completed and/or is progressing in line with expected/agreed timelines and targets

## Key Performance Indicators

KPI	Link to outcomes	Q1 Status
No. & value of contracts delivered v plan	<ul style="list-style-type: none"> <li>Our services support the effective and efficient delivery of public services</li> </ul>	<ul style="list-style-type: none"> <li>4 contracts delivered, renewed or extended from 31 targeted</li> <li>£944m portfolio value against £1bn target by year end</li> </ul>
Percentage & value of savings v target (excluding social care)	<ul style="list-style-type: none"> <li>Our customers are satisfied with our services and achieve a measurable return on their investment</li> </ul>	<ul style="list-style-type: none"> <li>Average savings of 4.4% against a rolling 5% target (2015-18)</li> <li>£3m estimated saving in the last recorded quarter (Apr-Jun 2017)</li> </ul>
No. of PCIP assessments completed v schedule	<ul style="list-style-type: none"> <li>Our expertise supports continuous improvement in procurement performance</li> </ul>	<ul style="list-style-type: none"> <li>15 assessments completed against 15 targeted</li> </ul>
No. of Scottish suppliers & percentage SMEs	<ul style="list-style-type: none"> <li>Our services help to deliver positive and sustainable outcomes for communities and service users</li> </ul>	<ul style="list-style-type: none"> <li>413 Scottish suppliers of which 77.7% are SMEs</li> </ul>
No. of community benefits realised to date	<ul style="list-style-type: none"> <li>Our services support the implementation of national and local policy priorities</li> </ul>	<ul style="list-style-type: none"> <li>203 jobs</li> <li>168 apprenticeships</li> <li>28 work placements</li> <li>58,105 hours work experience</li> <li>3,321 hours volunteering/mentoring</li> <li>£153k value of other initiatives</li> </ul>
Customer satisfaction statistics & trends <sup>1</sup>	<ul style="list-style-type: none"> <li>Our customers are satisfied with our services and achieve a measurable return on their investment</li> </ul>	<ul style="list-style-type: none"> <li>82.4% of procurement stakeholders</li> <li>80.8% of senior stakeholders</li> </ul>
Website usage statistics & trends	<ul style="list-style-type: none"> <li>Our customers receive relevant communication and support</li> </ul>	<ul style="list-style-type: none"> <li>7,578 visitors in Q1</li> <li>16,649 user sessions in Q1</li> </ul>
Media coverage v target	<ul style="list-style-type: none"> <li>Our reputation demonstrates the value of collaboration</li> </ul>	<ul style="list-style-type: none"> <li>25 media items placed in Q1 against an annual target of 50</li> </ul>
Income from associate members v target	<ul style="list-style-type: none"> <li>Our reputation demonstrates the value of collaboration</li> </ul>	<ul style="list-style-type: none"> <li>£55.3k income against a £60k target</li> </ul>
Staff turnover v headcount	<ul style="list-style-type: none"> <li>Our people, policies, processes and technology optimise our value</li> </ul>	<ul style="list-style-type: none"> <li>2.5% staff turnover rate in Q1</li> <li>70 permanent staff</li> </ul>

Report issued: October 2017

<sup>1</sup> Percentage of respondents reporting their overall satisfaction as 'very good' or 'good' in the 2016-17 customer satisfaction survey





## Scotland Excel

**To: Executive Sub Committee**

**On: 13 October 2017**

**Report  
by  
Director Scotland Excel**

### Adult Supported Living/Care at Home update

#### **1 Introduction**

This report provides an update on the expansion of Scotland Excel's social care procurement shared service.

#### **2 Background**

Scotland Excel has a proven track record of working with councils to deliver collaborative social care procurement frameworks, which increase fee transparency, reduce duplication, provide enhanced monitoring of care providers, and support the delivery of social care and workforce policy outcomes.

Scotland Excel has recognised however that social care reform is now urgent, particularly with the demographic challenges that the nation faces from its rapidly ageing population.

As a result, Scotland Excel approached the Scottish Government for financial investment to expand its social care procurement shared service. This funding has allowed Scotland Excel to commence on an ambitious work programme that will ensure procurement plays its part in supporting the Scottish Government's flagship reform of health and social care.

The project aim is specifically to extend the benefits of collaborative procurement to two key areas of social care expenditure – Adult Supported Living and Care at Home. The project has several objectives:

- Adult supported living: To develop and roll out a national framework that increases transparency on fees and outcomes delivered to people accessing these services.
- Care at home: To explore the sustainability of current fee levels and the opportunity to standardise costs, support outcomes-based service delivery, and provide a centralised resource for monitoring the financial sustainability and workforce practices of providers.
- Expand the existing Scotland Excel Academy to deliver learning programmes to support Scottish Government legislation and guidance



including Health and Social Care Integration, Procurement of Care and Support Guidance, and Self-directed Support.

- To deliver operational efficiencies through consideration of a national vacancy tool.

### **3 Project Update**

The Scotland Excel project team was recruited in May 2017. Since project inception, Scotland Excel has been heartened by the level of support it has received from health and social care partnerships and provider representative organisations.

An initial meeting with commissioners attracted representation from 24 health and social care partnerships. Following detailed market analysis and project scoping with commissioners, Scotland Excel has now established two sub-groups, one for Supported Living Services and one for Care at Home. These sub-groups comprise both commissioner and provider representation. The sub-groups will focus on the following key areas:

- SDS and how this is managed in different localities
- Rates and how these are established, including consideration of whether the developing Scotland Excel cost of care calculator can be adapted for use
- Contract monitoring – assess how partnerships manage contracts and monitor outcomes, including systems used
- Technology – how we ensure that this is incorporated in to any future specification
- The consideration of various procurement options
- The design and implementation of innovative service models

As well as co-producing requirements with providers via the sub groups, Scotland Excel also plans to engage with providers via regional forums and drop in sessions. Scotland Excel also looks forward to shortly beginning engagement with people who use the services, including relevant advocacy groups.

### **4 Project Benefits**

The benefits of the Scottish Procurement Model are well recognised including; improved governance, operational efficiencies, implementation of policies and supporting local economies. It is anticipated that these benefits will be delivered as a result of this project. It is also envisaged that the following benefits will be delivered:



- Creating transparency and consistency within the social care market through national procurement frameworks paves the way for commissioning strategies which deliver innovation and service improvements.
- Centralised monitoring of social care provider financial stability can support continuity of care for vulnerable service users through early intervention
- A collaborative approach can help to standardise terms and conditions for social care employees and support positive workforce practices such as payment of the Living Wage and avoidance of zero hours' contracts.
- A national commissioning academy provides a trusted resource that enables practitioners to keep up-to-date with best practice, policy and legislation in a changing landscape.
- A national vacancy tool will improve the efficiency of practitioners by reducing time spent finding the right placement for individual service user needs.

## **5 Recommendations**

Members are asked to note the progress made regarding the Procurement of Social Care Services Project.





## **Scotland Excel**

**To: Executive Sub Committee**

**On: 29 September 2017**

**Report  
by  
Director Scotland Excel**

### **Conference and Supplier Awards Project Update Report**

#### **1 Introduction**

This event brings together Scotland Excel's Annual Conference and Supplier Awards to a single event in 2018. The conference will be located at the Radisson Blu, Glasgow on the 20th and 21st February 2018.

The Supplier Awards portion of our event provides an opportunity to recognise some of the suppliers helping to support the delivery of effective public services in partnership with Scotland Excel and the Scottish Local Authorities.

The conference offers the opportunity to share and shape best practice in the community fostering further innovation and collaboration across stakeholder groups which will be reflected in the content over the two days.

A core project team from across the organisation has been appointed and project development governance has been identified to ensure a supportive and efficient development environment.

#### **2 Background**

The project deliverables are identified as:

- Bringing together the Local Government Procurement Community to discuss and shape the Public Sector Procurement environment
- Providing an opportunity to share best practice from both within and out with the community.
- Celebrating the achievements of Framework Suppliers over a number of performance categories
- To contribute to and continue to grow the positive profile of Scotland Excel in order to encourage further supplier engagement and member support.

### **3 Project Update**

The project has identified 4 key work streams; Communications, Events Management, Supplier Awards and Conference, working together to develop and deliver the conference. The work streams are led by key staff in the organisation from the senior management, office services and communications teams.

The first milestone is delivered with the Supplier Awards campaign going live on 18 September 2017. This included the microsite (accessible from the Scotland Excel website homepage). The closing date for entries is 27 October 2017. An external judging panel with experts from each of the 9 categories has been identified. This has been supported by a comprehensive communications strategy utilising direct communication and digital media platforms.

Scotland Excel has taken the lead from a number of public sector conferences including CIPFA and COSLA and will for the first time pursue the opportunity to have conference sponsors.

### **4 Project Benefits**

Both Conference and Supplier Awards have been received well previously and expectation has grown. This ambitious project aims to deliver an event that will meet the identified project deliverables, take the opportunity to raise our profile to new and existing suppliers and deliver a relevant, valuable experience to our partners.

### **5 Recommendations**

Members are asked to note progress on the Conference and Supplier Awards and note the date within their diaries.