

## Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 25 January 2019	10:45	Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley

### Present

Provost Norman Macdonald (Comhairle Nan Eilean Siar); Councillor Altany Craik (Fife Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

### By Video Conference

Provost William Howatson (Aberdeenshire Council).

### Chair

Councillor Shaw, Convener, presided.

### In Attendance

J Welsh, Director, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer & Business Services, I Calder and L Muir (both Senior Procurement Specialists), J Baxter, G Mooney and A Kowalsica (all Senior Procurement Officers) and A Fraser, IT Infrastructure Officer (all Scotland Excel); and A MacArthur, Head of Finance, M Conaghan, Legal & Democratic Services Manager, C McCourt, Finance Business Partner' D Low, Senior Committee Services Officer and N O'Brien, Assistant Committee Services Officer (all Renfrewshire Council).

## **Apologies**

Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Bailie Norman MacLeod (Glasgow City Council); and Councillor Collette Stevenson (South Lanarkshire Council).

## **Declarations of Interest**

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

### **1 Minute**

There was submitted the Minute of the meeting of the Executive Sub-committee held on 7 December 2018.

**DECIDED:** That the Minute be approved.

### **2 Revenue Budget Monitoring**

There was submitted a joint revenue budget monitoring report by the Treasurer and the Director of Scotland Excel for the period 1 April to 7 December 2018.

The report intimated that gross expenditure was £9,000 under budget and income was currently £14,000 under recovered which resulted in a net overspend of £5,000.

**DECIDED:** That the report be noted.

### **3(a) Contract for Approval: Supply and Delivery of Grounds Maintenance Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of grounds maintenance equipment which would operate from 1 March 2019 until 28 February 2022, with the option to extend for up to one year until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework covered the supply and delivery of an extensive range of commonly purchased grounds maintenance equipment.

The framework had been divided into 13 lots as detailed in table 1 of the report and had been advertised with an estimated value of £24 million over the four-year period.

It was noted that 30 councils and Tayside Contracts had confirmed their intention to participate in the framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report. Highland Council had their own arrangement in place and West Dunbartonshire Council had no requirement to use the framework at present.

Tender responses had been received from 27 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 26 suppliers across the 13 lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of grounds maintenance equipment, as detailed in Appendix 3 to the report, be approved.

### **3(b) Contract for Approval: Supply and Delivery of Light and Heavy Plant**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework agreement for the supply and delivery of light and heavy plant which would operate from 1 March 2019 until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework covered the supply and delivery of an extensive range of commonly purchased light and heavy plant equipment.

The framework had been divided into 16 lots as detailed in table 1 of the report and had been advertised with an estimated value of £40 million over the four-year period. It was anticipated that 31 councils plus Tayside Contracts would participate in the framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report.

Tender responses had been received from 18 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder. There were no offers received for lots 13, 14 and 15 and it was noted that the products included in these lots had, in the past, been hired and had not been included in the previous framework. The intention of including these products had been to establish a purchase option should it be required in the future.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to 16 suppliers across the 16 lots as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of light and heavy plant, as detailed in Appendix 3 to the report, be approved.

### **3(c) Contract for Approval: Supply and Delivery of Janitorial Products**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for the supply and delivery of janitorial products which would operate from 1 March 2019 until 28 February 2023.

The report summarised the outcome of the procurement process for this national framework agreement and intimated that the framework provided councils with a mechanism to procure a range of janitorial products and included a one-stop-shop lot giving councils the option to choose a sole supplier for their requirements via a mini competition or by direct award.

The framework had been divided into four lots as detailed in table 1 of the report and had been advertised with an estimated value of £12 million per annum. It was noted that 31 councils had confirmed their intention to participate in this framework and the participation, spend and savings summary for each was detailed in Appendix 1 to the report. Shetlands Island Council currently had other arrangements in place and would therefore not be participating in this framework.

Tender responses had been received from 23 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report. It was noted that all suppliers passed the first stage assessment, however, Rexel UK Limited was non-compliant in the second stage of the lot 3 commercial assessment.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder.

Based on the evaluation undertaken, and in line with the criteria and weightings set out in the report, it was recommended that a multi-supplier framework arrangement be awarded to seven suppliers across the four as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply and delivery of janitorial products, as detailed in Appendix 3 to the report, be approved.

### **3(d) Contract for Approval: Supply, Delivery and Installation of Audio-visual Equipment**

There was submitted a report by the Director of Scotland Excel relative to the award of a renewal framework for the supply, delivery and installation of audio-visual equipment which would operate from 1 April 2019 until 31 March 2023.

The report summarised the outcome of the procurement process for this national framework arrangement and intimated that the framework would provide councils with a mechanism to procure a range of audio-visual equipment. The renewal framework incorporated a number of enhancements including, for the first time, a lot for additional support needs and the option to hire equipment for events.

The framework had been divided into five lots as detailed in table 1 of the report and had been advertised with an estimated value of £7.5 million per annum. It was noted that all 32 councils had confirmed their intention to participate in this framework and the participation, spend and savings summary for each was detailed in Appendix 1 to

the report.

Tender responses had been received from 22 suppliers and a summary of the offers received together with their SME status was detailed in Appendix 2 to the report. It was noted that all suppliers passed the first stage assessment, however, two suppliers, FES Support Services Limited and Lairds of Troon were non-compliant in the second stage lot 1 commercial assessment.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of compliant offers had been carried out and Appendix 3 to the report detailed the scoring achieved by each bidder.

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

Appendix 4 to the report detailed suppliers with Living Wage status at point of tender.

**DECIDED:** That the award of the framework agreement for supply, delivery and installation of audio-visual equipment, as detailed in Appendix 3 to the report, be approved.

### **3(e) Treatment and Disposal of Recycle and Residual Waste**

Under reference to item 3(e) of the Minute of the meeting of this Sub-committee held on 24 August 2018 there was submitted a report by the Director of Scotland Excel providing an update on the progress of the tender to set up a Dynamic Purchasing System (DPS) for the treatment and disposal of recyclable and residual waste. The report also sought that authority be delegated to the Director of Scotland Excel to appoint new entrants to the DPS during its lifetime, as detailed in the report.

The report intimated that the DPS had been divided into 22 lots, as detailed in figure 1 of the report, and had been advertised with an estimated value of £200 million over its lifetime.

It was noted that 26 councils had awarded contracts under the previous Scotland Excel arrangement which expired on 31 May 2018. The scope and breadth of services available through the DPS, as well as the structure and flexibility of the process to award and ability to allow new entrants throughout its lifetime, would help to ensure participation remained high.

The Contract Notice, which had issued on 11 December 2018, detailed the required services the DPS sought and invited service providers to complete a qualification process, which if successful in passing, would grant them access to contract opportunities issued under the DPS. Appendix 1 to the report detailed those service providers who had adequately evidenced their ability to meet the defined qualification criteria and who had requested access to the DPS.

When awarding contracts, councils would be able to issue an Invitation to Tender to those recommended service providers granted access to the DPS and evaluate technical and commercial responses as required for their own individual operational needs and service requirements.

A detailed mobilisation plan would be delivered to councils as their current contract arrangements concluded and they migrated to the DPS. Various tools to assist in directing councils how to use the DPS would include user guides, training and direct support as well as associated document templates including contract terms and conditions and technical questions. The DPS terms and conditions outlined the requirement for service providers to provide management information to Scotland Excel on a quarterly basis or as required. Scotland Excel would on at least an annual basis confirm that all documents and licences linked to qualification criteria remained live and correct.

A key outcome of the DPS route to market was a facility to allow new entrants offering services throughout the lifetime of the arrangement and thereby not 'lock-out' new service providers who could meet the regulatory requirements and potentially offer best value to Councils. Following commencement of the DPS, a second Contract Notice would be issued inviting new entrants to complete the qualification process and this invitation would remain open throughout the lifetime of the DPS. Approval of new entrants would be the responsibility of Scotland Excel.

The Public Contracts (Scotland) Regulations 2015 required that service providers putting themselves forward to be granted access to the DPS must be informed of their success or failure within a maximum of 10 days following completion and submission of the qualification documents. In order to remain compliant with this statutory requirement it was essential that Scotland Excel evaluated and notified respondents of the outcome within the required time period. The report proposed that authority be granted to the Director of Scotland Excel to approve such decisions and that the Executive Sub-committee be updated on the status of available service providers on an annual basis through the Annual Procurement Report.

**DECIDED:**

(a) That authority be delegated to the Director of Scotland Excel, or the Head of Strategic Procurement, in the Director's absence, to approve the evaluation outcome of initial respondents and any new entrants that completed the qualification process for entry to the DPS during its lifetime, ensuring compliance with the applicable procurement rules including the statutory 10-day maximum period for evaluation and notification of outcome; and

(b) That the Executive Sub-committee be updated on the status of available service providers on an annual basis through the Annual Procurement Report.

#### **4 IT Acceptable Use Policy**

There was submitted a report by the Director of Scotland Excel relative to the implementation of an IT Acceptable Use Policy within Scotland Excel, a copy of which was appended to the report.

The report intimated that this policy set out a number of proactive and preventative measures in connection with employees' use of IT equipment and covered a number of areas including access control; internet and email use; and remote working. All employees would be given a copy of this policy and it would become part of the organisations induction process.

**DECIDED:** That the IT Acceptable Use Policy be noted.

## 5 Update on the Contract Delivery Plan

There was submitted an update report by the Director of Scotland Excel relative to the progress of the 2018/19 contract delivery plan.

The report intimated that the contract delivery plan comprised framework renewals, new developments, framework extensions and frameworks with ongoing contract management only and appendices 1 to 3 to the report provided further details.

The report highlighted that contract delivery remained active with 65 current frameworks in the Scotland Excel portfolio, five of which were to be renewed before 31 March 2019; and a further ten frameworks on the current portfolio had extension options, all of which had already been approved.

Scotland Excel was exploring the benefits of further collaborative procurement across high spend, critical service areas of adult social care and construction and in 2018/19 would deliver a new sourcing strategy for care home services for older people; had agreed a strategy with Councils and issued the first of a two-stage tender procedure in December 2018 in connection with the first generation new build residential construction framework aimed to support council delivery of new affordable houses in line with Strategic Housing Investment Plans (SHIPs); and working in partnership with the Digital Office had released a Prior Information Notice (PIN) for market engagement across a range of projects to drive digital transformation across Scotland; and issued a further PIN notice to notify the market place regarding a replacement Social Work Case Care Management System.

It was noted that overall, efficiencies delivered to date were 4.4% which was above the 2% to 4% forecast savings range.

**DECIDED:** That the report be noted.

## 6 Date of Next Meeting

**DECIDED:**

(a) That it be agreed that the meeting of the Executive Sub-committee scheduled for 10.45 am on 22 February 2019 be cancelled due to lack of substantive business; and

(b) That it be noted that the next meeting of the Executive Sub-committee would be held at 10.45 am on 22 March 2019 in Scotland Excel Meeting Room 1, Renfrewshire House, Cotton Street, Paisley.