

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 March 2022	09:30	Remotely by MS Teams ,

MARK CONAGHAN
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Andrew Johnston (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairi Kelly (Glasgow City Council); Councillor Jimmy Gray (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); Councillor Amanda Hawick (Shetland Islands Council) and Councillor Josh Wilson (South Lanarkshire Council)

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

Further Information

If you require further information in relation to this meeting please call 0141 618 7111.

Items of business

Apologies

Apologies from members.

Declarations of Interest

Members are asked to declare an interest in any item(s) on the agenda and to provide a brief explanation of the nature of the interest.

- | | | |
|-------------|---|----------------|
| 1 | Minute | 5 - 10 |
| | Minute of meeting of the Executive Sub-committee held on 18 February 2022. | |
| 2 | Chief Executive's Update Report to Chief Executive Officers Management Group (CEOMG) - February 2022 | 11 - 26 |
| | Report by Chief Executive of Scotland Excel. | |
| 3 | Revenue Budget Monitoring | 27 - 30 |
| | Joint report by Treasurer and Chief Executive of Scotland Excel. | |
| 4 | Update on the Contract Delivery Plan | 31 - 42 |
| | Report by Chief Executive of Scotland Excel. | |
| 5(a) | Contract for Approval: Pest Control Services and Associated Products (Update) | 43 - 56 |
| | Report by Chief Executive of Scotland Excel. | |
| 5(b) | Contract for Approval: Vehicle and Plant Hire | 57 - 78 |
| | Report by Chief Executive of Scotland Excel. | |
| 6(a) | Request for Associate Membership: Cireco (Scotland) LLP | 79 - 80 |
| | Report by Chief Executive of Scotland Excel. | |
| 6(b) | Request for Associate Membership: Clyde Gateway URC Limited | 81 - 82 |
| | Report by Chief Executive of Scotland Excel. | |
| 6(c) | Request for Associate Membership: Fife Golf Trust | 83 - 84 |
| | Report by Chief Executive of Scotland Excel. | |

**6(d) Request for Associate Membership: Scottish Ministers
acting through Social Security Scotland**

85 - 86

Report by Chief Executive of Scotland Excel.

7 Date of Next Meeting

Note that the next meeting of the Executive Sub-committee will be held at 9.30 am on 22 April 2022.



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 18 February 2022	09:30	Remotely by MS Teams,

Present

Councillor Charles Buchan (substitute for Provost Bill Howatson) (Aberdeenshire Council); Councillor Stephen Thompson (Dumfries & Galloway Council); Councillor Altany Craik (Fife Council); Councillor Jimmy Gray (Highland Council); Councillor Paul Di Mascio (North Lanarkshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Amanda Hawick (Shetland Islands Council).

Chair

Councillor Shaw, Convener, presided.

In Attendance

J Welsh, Chief Executive, H Carr, Head of Strategic Procurement, S Brannagan, Head of Customer and Business Services, L Campbell, Corporate Services Manager, L Richard, Strategic Procurement Manager, K Farley, Assistant Procurement Specialist, L Robertson, Project and Account Manager, S Christie, Commercial Manager, K Forrest, Office Manager, L Muir, Category Manager, and L Mooney, Senior Communications Specialist (all Scotland Excel); and L Mitchell, Managing Solicitor (Contracts and Conveyancing) and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Andrew Johnston (City of Edinburgh Council); Councillor Ruirí Kelly (Glasgow City Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Joe Cullinane (North Ayrshire Council).

Declaration of Interest

Councillor Craik declared an interest in item 4(a) for the reason that it related to Fife Council. Councillor Craik indicated that as he had declared an interest, he would leave the online meeting during any discussion and voting on the item.

Transparency Statement

Councillor Buchan indicated that he had a connection to item 4(b) by reason of a relative being an employee of Scottish Water. However, he indicated that he had applied the objective test and did not consider that he had an interest to declare.

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 28 January 2022.

DECIDED: That the Minute be approved.

Sederunt

Councillor Di Mascio and Councillor Hawick joined the meeting during consideration of the following item of business.

2 Fair Work and Living Wage Update

There was submitted a report by the Chief Executive of Scotland Excel providing an update on Fair Work practices, including the Living Wage.

The report intimated that Scotland Excel had been addressing Fair Work practices in procurement since the introduction of statutory guidance in October 2015 and, working within the applicable legislative framework, had been committed to encouraging suppliers/contractors to pay the real Living Wage.

The report advised that research showed that paying the real Living Wage helped businesses recruit and retain better staff, reduce absenteeism, encourage higher productivity and 93% of businesses had intimated that Living Wage accreditation had improved their reputation. To date legal advice and policy had allowed encouragement of the Living Wage but prohibited imposition. Those suppliers/contractors who do not pay the Living Wage cannot be penalised in the tender or subsequent contractual process and this had meant that public bodies were unable to make payment of the real Living Wage a mandatory requirement as part of a competitive procurement process.

In December 2020, the Scottish Government wrote to public bodies setting out the clear expectation that public sector partners must lead the way by embedding Fair Work in their organisations and through supply chains, including through procurement, by applying the five Fair Work First criteria in public procurement processes from April 2021.

The report noted that on 15 March 2021, the Scottish Government published a Scottish Procurement Policy Note (SPPN), SPPN 3/2021 setting out action for public bodies to apply Fair Work First criteria in regulated procurement processes that commenced

from 1 April 2021; on 24 September 2021, the Scottish Government published SPPN 6/2021 advising that Fair Work First had been expanded from five elements to seven elements and that SPPN 6/2021 superseded SPPN 3/2021, which had been withdrawn; and on 15 October 2021, the Director of Procurement & Property, Scottish Government, advised that the Scottish Government believed it would be possible to mandate the real Living Wage in public contracts where Fair Work First practices, including payment of the real Living Wage, was relevant to how the contract would be delivered; it did not discriminate amongst potential bidders; it was proportionate to do so; and the contract would be delivered by workers based in the UK. Additionally, the Minister for Business, Trade, Tourism and Enterprise announced that the Scottish Government would be implementing this change to all new contracts with immediate effect.

It was noted that the Scottish Government had advised that the content of SPPNs were not legal advice and should not be construed as such. Public bodies were advised to seek their own legal advice. It was hoped that the planned update of the current statutory guidance and SPPNs would provide clarification on the areas detailed in the report.

Scotland Excel had consistently applied Fair Work criteria and strongly promoted and encouraged payment of the real Living Wage and would continue to drive the relevant social, economic and environmental outcomes through procurement activity. Fair Work would continue to be included within the quality evaluation of all frameworks and the weightings attributed to each framework would be proportionate to the likely impact on quality for that particular framework and would therefore be assessed on a case-by-case basis. It was anticipated that this would continue to deliver improved employment conditions, better value frameworks and minimise potential for increased costs to councils.

In light of the most recent communication from the Scottish Government regarding their revised approach to mandating payment of the real Living Wage, Scotland Excel would now, on a contract-by-contract basis, look further into ways in which where appropriate it could, within the law, consider and mandate the real Living Wage.

The Head of Strategic Procurement intimated that a report would be submitted to a future meeting of the Executive Sub-committee in relation to Scotland Excel's approach to The Fairer Scotland Duty. Further that he would provide further clarity on the report to Councillor Hawick, out with the meeting, specifically in relation to reference made to mandating the real living wage where appropriate to do so.

DECIDED:

(a) That the report be noted;

(b) That it be noted that a report would be submitted to a future meeting of the Executive Sub-committee in relation to Scotland Excel's approach to The Fairer Scotland Duty; and

(c) That it be noted that the Head of Strategic Procurement would provide further clarity on the report to Councillor Hawick, out with the meeting, specifically in relation to reference made to mandating the real living wage where appropriate to do so.

Declaration of Interest

Councillor Di Mascio declared an interest in the following item for the reason that he was an owner/occupier in the industry. Councillor Di Mascio indicated that as he had declared an interest, he would leave the online meeting during any discussion and voting on the item. Councillor Di Mascio then left the meeting.

3 **Contract for Approval: Pest Control Services and Associated Products**

There was submitted a report by the Chief Executive of Scotland Excel relative to the award of the renewal framework for pest control services and associated products for the period 1 February 2022 until 31 January 2025, with the option to extend for up to 12 months until 31 January 2026. It was noted that, subject to approval and completion of a standstill period, it was intended that the framework would commence on or around 1 March 2022.

The framework covered the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories.

The report summarised the outcome of the procurement process for the framework which had been divided into two lots, as detailed in table 1 of the report.

The report advised that the framework had been advertised at a total value of £1 million per annum, which equated to an estimated spend of £4 million over the maximum four-year term of the framework and Appendix 1 to the report detailed the participation, spend and savings summary of those councils participating in the framework.

Tender responses had been received from 11 suppliers and Appendix 2 to the report provided a summary of the offers received. It was noted that all respondents had passed the first-stage qualification/selection assessment, however one bidder was non-compliant having failed to upload a pricing schedule and had been advised accordingly. Further, that one bid had been withdrawn.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the 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 five suppliers across the two lots, as outlined in Appendix 3 to the report.

Appendix 4 to the report detailed the approach taken by suppliers in relation to fair work practices and their position on the payment of the Real Living Wage.

The report intimated that, in accordance with Scotland Excel's established contract and supplier management programme, the framework had been classified as class D in terms of risk and spend, as detailed in Appendix 5 to the report.

DECIDED: That the award of the multi-supplier framework for pest control services and associated products, as detailed in Appendix 3 to the report, be approved.

Declaration of Interest

Councillor Craik having previously declared an interest in the following item, left the meeting and took no part in the discussion or voting thereon.

4(a) Request for Associate Membership: Fife Sports and Leisure Trust Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Fife Sports and Leisure Trust Limited had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Fife Sports and Leisure Trust to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation.

4(b) Request for Associate Membership: Scottish Water

There was submitted a report by the Chief Executive of Scotland Excel advising that Scottish Water had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

The Head of Customer and Business Services intimated that he would provide a written response to Councillor Hawick in relation to her query regarding the recommendation that a proposed public organisation would not pay a fee for membership and also around Scotland Excel resources being deployed towards associates and not core members.

DECIDED:

(a) That the application by Scottish Water to become an associate member of Scotland Excel, with no annual membership fee, be approved subject to completion and signing of the agreement documentation; and

(b) That it be noted that the Head of Customer and Business Services would provide a written response to Councillor Hawick in relation to her query regarding the recommendation that a proposed public organisation would not pay a fee for membership and also around Scotland Excel resources being deployed towards associates and not core members.

4(c) Request for Associate Membership: Thenue Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Thenue Housing Association had submitted an application to become an associate member of Scotland Excel.

The report provided details of the organisation and the legislative position in relation to the application.

DECIDED: That the application by Thenue Housing Association to become an associate member of Scotland Excel, with an annual membership fee of £4,461, be approved subject to completion and signing of the agreement documentation.

5 **Date of Next Meeting**

DECIDED: That it be noted that the next meeting of the Executive Sub-committee would be held at 9.30 am on 18 March 2022.

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Chief Executive's Update Report to Chief Executive Officers Management Group (CEOMG) – February 2022

1. Summary

The purpose of this report is to share the Chief Executive's Update Report which was issued to Council Chief Executives at the CEOMG on 16 February 2022.

2. Background

The Scotland Excel CEOMG meets quarterly. As part of the regular governance process the Chief Executive provides an update on the work of Scotland Excel. Following discussions with the Scotland Excel Convener, it was agreed that this report – and any future reports – will be shared with members of the Scotland Excel Executive Subcommittee following the CEOMG meeting. The report shown at Appendix 1 provided an update to the CEOMG for the period between November 2021 and February 2022.

3. Recommendations

Members are asked to note the report.

Scotland Excel

To: Chief Executive Officers Management Group

On: 16 February 2022

Chief Executive's Update Report

1. Introduction

The purpose of this report is to provide the group with an update on key developments within Scotland Excel since the last meeting of the Chief Executive Officers Management Group on 10 November 2021.

2. Summary

Since the group last met there have been a number of developments:

3. Framework Portfolio

3.1 Corporate Services (including Digital)

A meeting between Scotland Excel and the Scottish Local Government Digital Office (SLGDO), has been scheduled to determine the delivery schedule of a number of work packages. These packages include the following:

- Office 365 licencing
- Robotic Process Automation
- Internet of things ("IOT")
- Data Analytics
- STAMP

A Prior Information Notice ("PIN") has been issued for a national shared digital alarm receiving solution for telecare.

Scotland Excel and the SLGDO hosted an online event for new digital telecare suppliers to engage with our stakeholders, 90 of whom attended.

Scotland Excel has been in talks with Haven, a supported business, to determine if we can develop a solution with them for recycling and refurbishing redundant analogue telecare equipment. We have also engaged the TEC programme and the SLGDO in this opportunity.

The Social Care case management solution framework has been utilised by a number of councils who are in the final stages of mini competition call offs. Scotland Excel has provided advice in utilising this framework.

Other ICT development activity

Scotland Excel provides support to SEEMiS and a number of procurement packages are in the process of being delivered.

Corporate Developments

There have been a number of developments within the Corporate portfolio. Several contracts are in the final stages of development, including PPE, Library Books and Textbooks, Digital Publications, Repair of Catering Equipment and Water Coolers with tenders due to be released to the market in coming weeks. Other contracts in the initial stage of development include Fresh Meats, Cooked Meats and Fresh Fish and Washroom Solutions.

The team are also working on the management of contracts affected by the disruption to markets, including a number of exceptional price requests from suppliers across the portfolio. A User Intelligence Group has been arranged for February 2022 to update on some of the issues currently facing the food portfolio, including supply issues and pricing. Food price inflation over recent months is an area of growing concern. The Consumer Price Index (CPI) rose by 5.4% in the 12 months to December 2021, up from 5.1% in November, with food and drink being one of the largest contributors to the recorded increase.

Inflation predictions for the coming year have increased even higher, with many now referring to a 'cost of living crisis'. The Bank of England has revised previous predictions that inflation would not hit 5% until April 2022, now predicting it will hit 7% - the highest level since 1991.

3.2 Care Services

3.2.1 Adult and Older Peoples Care

National Care Home Contract (NCHC)

Fee negotiation meetings have taken place regularly since October to discuss the complex cost pressures facing care home services. A number of small sub-group meetings are also being held to explore specific pressures in more detail. An update is expected to be taken to COSLA Leaders in February setting out the key discussion points and seeking endorsement of negotiating parameters.

The work to review and re-design the NCHC has been postponed, at the request of partners, to enable those involved to prioritise the fee setting work. This important work will commence as soon as possible but may have to follow on from the conclusion of the fee setting process for 2022/23 (and begin in March or April).

Residential Rehabilitation

The Social Care Team was asked to consider supporting national work in relation to the commissioning of residential rehabilitation services for people with drug and alcohol addiction last year. Following engagement with local and central government colleagues it is anticipated that Scotland Excel will begin initial market research and engagement work in this area shortly. That work will involve working in partnership with a wide range of stakeholders to determine the preferred procurement solution. This will involve consideration of a wide range of options.

Care & Support

Following feedback from stakeholders the care & support framework was re-opened in October. Responses are currently being evaluated with post tender negotiations expected to take place in late February/early March where necessary. Successful new providers will be available to use on the framework from April.

Social Care Agency Workers

The current framework for the provision of social care agency workers (covering care workers, social workers and ancillary staff) is due to expire in August 2022 with the tender for replacement framework scheduled to be published in February.

A key objective of this renewal is to increase the level of participation from agencies, particularly smaller organisations which haven't historically participated in the national arrangement. It is hoped that increasing the number of providers will increase the availability of workers in comparison to capacity on the current framework. The general shortage of care workers, however, is anticipated to continue to cause difficulty for local authorities for some time.

3.2.2 Children's Services

Children's Residential Care & Education

The existing framework for children's residential care is due to expire this year. A short extension period (until 31 July) will be exercised with a replacement framework expected to go live on 1 August.

The replacement framework will involve a streamlined approach and application process designed to minimise the administrative burden on providers whilst ensuring appropriate standards are met.

Purchaser and provider short life working groups have been established to review the existing framework and to update documents as necessary, particularly to reflect relevant aspects of the work on The Promise.

3.3 Construction Transport and Environment

Construction markets and supply chains continue to be disrupted as a consequence of global economic conditions. By working closely with framework suppliers the indexation model is being used to predict trends, negotiate and manage price variation across our portfolio. The data gathered through framework uptake is being used to offer substitute products where appropriate, review price and supply issues and to inform Scotland Excel's work with economic development partners.

For 2022 the focus in this category will be on expanding and consolidating the portfolio. For construction materials the aim will be to simplify the procurement landscape for suppliers, buyers and contract managers. Expanding the portfolio to include a wider range of facilities management services will support our members to sustainably manage the built environment.

3.3.1 New Build

Delays across the Scottish public sectors capital programme have been evident since the initial lockdown of 2020. This has changed the timings of projects being built under the current framework with 15 currently active and a further 14 are in development.

Engagement with members has begun on the second generation of this framework. The focus of developments in the second generation will be on enhancing the mechanisms to construct sustainable residential buildings.

3.3.2 Electric Vehicle Charging Infrastructure

The Construction, Transport and Environment team have been working on the evaluation of the recently advertised framework for developing the charging infrastructure for electric vehicles. The evaluation is expected to be concluded in March with recommendations for award being reviewed at the March meeting of the Scotland Excel Executive Sub-Committee.

3.3.3 Property Repair, Maintenance and Refurbishment

Development of a new offering to our members is now underway with meetings to assess the most appropriate lotting structure for works to be carried out.

3.4 Contract Delivery Plan Update

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2022 will be approximately £2Billion. There are 74 current frameworks in the Scotland Excel contract portfolio, with twenty-nine of these frameworks to be renewed before 31 December 2022, as well as a number of new service areas being considered for collaborative contract development.

The overall efficiency benchmark across the whole portfolio for 2021 was 3.1% compared to a forecast of 2.5%. This efficiency figure will continue to be monitored throughout 2022.

The following contracts have been approved at Executive Sub Committee since November 2021:

Supply and Distribution of Milk

This framework will provide councils with a mechanism to procure a range of dairy products including whole milk, semi skimmed milk, skimmed milk, flavoured milk, organic milk and fresh cream. It will support the duties established by the Schools (Health, Promotion and Nutrition) Scotland Act 2007 and following standards set out by the Nutritional Requirements for Food and Drink in Schools (Scotland) Regulations 2020 alongside the Scottish Milk & Healthy Snack Scheme. It is anticipated that these products will be predominately used within schools, care homes, nurseries and corporate settings. The four recommended suppliers provide the choice, scope and range of dairy products required by councils as well as representing best value and providing geographical coverage. All four of the recommended suppliers are classified as SMEs, made up of a mix of small, and medium organisations.

Supply and Delivery of Musical Instruments

This framework will provide councils and other participating bodies with a mechanism to procure a wide range of musical instruments and associated accessories. The musical instruments to be supplied under this framework were previously included within Lot 7 of the Education Materials Framework, Schedule 12/20 which was tendered during summer 2021. However, as noted in the report to the Executive Sub-Committee of 18 June 2021, in order to adequately account for the impact of recent pandemic restrictions on retail businesses in this sector, and to ensure market preparedness for a tender, Scotland Excel did not proceed to award Lot 7, Musical Instruments. This procurement was subsequently undertaken as a separate exercise. Users of the framework are likely to include schools and nurseries, including those for children with Additional Support Needs. The 10 recommended suppliers offer best value and represent a mix of micro, small and medium organisations. The range of suppliers recommended for award provides coverage and competitive options for all participating councils as well as offering a degree of choice and capacity.

Supply and Delivery of Recycle and Refuse Containers

This framework is for the supply and delivery of various types of recycle and refuse containers to council depots and/or individual households is now available to all thirty-two councils as well as associate members and eligible public sector partners. The framework assists councils in delivering their statutory obligation to provide a waste management public service and meet targets associated with the “Waste (Scotland) Regulations 2012”,¹ Scotland’s “Zero Waste Plan”² and the Scottish Government and COSLA “Household Waste Recycling Charter” and Associated “Code of Practice”.³

¹ <http://www.legislation.gov.uk/sdsi/2012/9780111016657/contents>

² <https://www.gov.scot/publications/scotlands-zero-waste-plan/documents/>

³ <http://www.zerowastescotland.org.uk/sites/default/files/Household%20Recycling%20COP%20v2.pdf>

These twenty-three recommended suppliers offer best value and represent a mix of micro, small and medium organisations with all twenty-three suppliers classed as SME's. All twenty-three recommended suppliers are UK companies, and one is Scottish.

Supply Only and Supply & Distribution of Frozen Foods

This framework will provide councils with a mechanism to procure a range of frozen goods including but not limited to, poultry, seafood, meat, pizza, potato products, ice cream and desserts. Users of the framework are likely to include schools, nurseries, leisure centres, community centres, social work, council buildings and civic centres.

As with the current framework, manufacturers were able to bid directly on this tender, creating greater brand flexibility, locally sourced produce and an increase in sustainable products. Lot 1 (Supply Only) sought offers from Tenderers for individual product items. There was no limitation on the number of product items for which a tenderer could offer. Each product item and each offer was evaluated on its own merits as discrete and independent tenders, as outlined in the published tender documents. Lot 2 (Distribution) and Lot 3 (Supply and Distribution) were sub-divided into geographical sub-lots. This is the fourth-generation framework for the Supply Only and Supply and Distribution of Frozen and aims to maximise collaboration, consolidate demand and deliver best value, whilst enhancing the Scottish economy with direct bids from manufactures' permitted.

Supply & Delivery of Heavy and Municipal Vehicles

This framework is for the supply and delivery of various vehicle types, including, but not limited to, chassis, refuse collection vehicles, winter maintenance vehicles, road sweeping vehicles, and more general use vehicles for all 32 member councils in Scotland, as well as Associate Members and Tayside Contracts. This also includes specialist body building services as well as options for alternative fuelled vehicles (electric, hydrogen or hybrid etc.).

Market analysis and stakeholder engagement have highlighted how the pricing and supply of heavy vehicles is being adversely affected by the ongoing challenging market conditions faced by manufacturers and suppliers over the course of the last six to twelve-month period, primarily linked to the COVID-19 pandemic and the completion of the Brexit process. The main drivers affecting costs are, a demand for raw materials employed in the manufacturing processes of vehicles and their components, an increase in the price of steel, the global semiconductor chip shortage, significantly longer delivery lead times as a consequence of COVID-19 related factory closures, countries emerging from lockdown, back-logs and a market spike in product demand. Throughout the lifetime of this framework, this will be monitored and reported via the annual reporting process alongside regular review of market intelligence including indexation.

Tyres for Vehicle and Plant

This framework is for the supply only or supply & fitment of tyres for an extensive range of light, commercial or heavy vehicles, as well as grounds maintenance

equipment and plant. The associated services including fitting, inspection, compliant tyre disposal, fleet tyre management, as well as emergency roadside assistance are also included. The framework offers a full range of tyre types and sizes purchased by councils to deliver the various fleet services they provide end users.

It is forecast that tyres available via the new framework will be circa 10% more expensive than those on the previous framework. Market analysis had strongly indicated that an increase was anticipated, and this is representative of the ongoing challenging market conditions faced by suppliers over the course of the last year, linked to the Coronavirus pandemic and the completion of the Brexit process. The drivers affecting costs are mainly renewed demand causing prices for natural rubber to increase dramatically during 2021 and unusually high shipping costs.

Together with the indexation model the predicted market increase is 15% since January 2021, meaning the 10% increase provides councils the opportunity to maintain a cost avoidance of c.5% compared to market pricing. All recommended suppliers have agreed to the 12-month fixed price period at the start of the framework, with one recommended supplier offering a further fixed pricing period of an additional 12 months.

Energy Efficiency Contractors

This framework renewal will provide members with an effective and efficient method of upgrading existing housing stock with innovative energy efficiency measures to reduce carbon output and thereby household bills.

Enhancements to the framework include a new lotting structure designed to enable retrofitting of existing housing stock and the addition of a professional services lot. Tenderers were invited to offer for one, some or all sub-lots per council area. The scope of the framework aligns with how work orders will be awarded, encouraging bids from local contractors, SMEs and micro-businesses, increasing competition and providing capacity for call offs. The framework specification has been developed to take account of changes introducing requirements to meet standards set out under PAS2030 and PAS2035.

PAS 2035 covers how to assess dwellings for retrofit, identify improvement options, design and specify energy efficiency measures and monitor retrofit projects. PAS 2030, which was redeveloped in conjunction with PAS2035, covers the installation, commissioning and handover of retrofit projects.

Consideration was also given to PAS2060 (Carbon Neutrality) and PAS2050 (Environmental Standards) as it was important that both the circular economy and handling of waste should form part of our specification. The specification made clear consideration to the building structure, fire, acoustics, hygrothermal, and health and safety.

Throughout the development of this framework Scotland Excel has been working in collaboration with ESP to look at how the supply chain can develop to meet demand in coming years; a large part of this has focused on improving the quality and skills within the industry. So far, this collaboration has allowed us to identify

skill gaps within the market which has helped shape ESP's college curriculum in a bid to bridge the gaps. With a key objective of building a quality workforce that will help Scotland towards its net zero targets by 2045.

3.5 Supply Chain Disruption

Disruption to supply chains continues to be a strong focus of contract management activities. Inflation rose again in the 12 months to December to 5.4%, the highest rate in 30 years.

The impact of the volatility is felt in sourcing of a diverse range of materials; food, furniture, flooring, construction materials have all seen increases. Shipping costs and soaring energy prices are still cited as significant contributors to cost increases.

Poor harvests and labour shortages are also contributing to the rising costs with some analysts suggesting competitive employment markets are driving salaries up and these increases are also having an inflationary impact.

4. The Academy

The Academy is supporting the people development and organisational development of our local authorities and 30 public / third-sector organisations, with 1,077 registered learners accessing content on our Moodle platform and 90 learners engaged in accredited programmes - comprising four in procurement, two in leadership & management, three in project management. We are also delivering two combined procurement and leadership & management development programme cohorts across five NHS health boards.

A further 9 accredited programmes are planned to launch - comprising two in procurement, three in leadership & management, two in project management and two in business analysis & innovation, decision making and innovation.

The Academy won the Scottish Government's tender to deliver the three year national procurement and commercial training framework across the public-sector. The framework has been implemented very quickly with 19 people participating in the first workshop on the 14 January 2022.

The Academy has awarded 259 qualifications and 11 Chartered Managers to date, whilst engaging a total of 1,660 learners in development activities across the whole portfolio.

422 learners have participated in accredited programmes, 769 learners in one-hour online Stay Connected workshops and 469 learners in one-day development workshops.

The Academy team is working on a new schedule for 17 Stay Connected workshops and the launch of four hour online Evolve workshops, with phase#1 comprising 13 workshops. The Scotland Excel marketing team will launch a campaign communicating the Evolve workshops.

The Academy is also –

- Developing a programme to counter Serious Organised Crime in procurement for the Scottish Government.
- Developing and delivering a delegated procurement programme for Dumfries and Galloway council.
- Creating elearning content for Stirling Council.
- Developing and delivering a procurement and project management programme for Aberdeen Corporate Procurement Shared Service.

5. Projects Update

5.1 Dumfries and Galloway Council

The programme of work within Dumfries and Galloway Council aims to improve control and visibility of procurement spend by restricting delegations to services for a period to give time for a full improvement programme to be delivered.

Training sessions on developing procurement skills within the wider organisation have been held with a number of senior stakeholders across the Council and further sessions are being developed and tailored for staff who have Delegated Procurement Authority.

The dedicated Community Wealth Building project is in progress as part of the programme and focus is currently on identifying opportunities to increase local spend through existing Scotland Excel Framework suppliers and identifying potential opportunities for local suppliers to bid for future frameworks.

Semi structured interviews have taken place with key stakeholders including elected members to gather views on the journey so far in relation to procurement across the organisation including challenges faced, potential improvements and the strategic direction of procurement. Findings will be discussed with the Programme Lead.

5.2 South Lanarkshire Council

Scotland Excel has started the first part of the delivery of a transformation programme with South Lanarkshire Council. With the engagement of the Programme Manager, the programme initiation and governance documentation have been agreed with the South Lanarkshire Project Review Board and implemented.

As savings and efficiencies are a key element of the programme, a review of the Council's spend and contracts has commenced with the first set of savings opportunities already shared with the Review Group for comment. A pipeline of potential projects has been created with on-going analysis to identify on-going opportunities.

5.3 Stirling Council

Scotland Excel has been hosting a Head of Procurement for Stirling Council since December 2020. The development plan is progressing well with a number of achievements recently including a recruitment drive to fill long standing vacancies successfully completed. A new Procurement Strategy covering the next four years was approved by committee in November 2021. In December 2021 a new revised set of Contract Standing Orders was approved by Council.

The Community Wealth Building project is nearing completion of the main output documentation with a Community Wealth Building Charter and a supporting Commitment document drafted and going through internal governance. The vision is that the Charter will form an integral part of the Stirling Council Economic Recovery Strategy. Work has already started towards embedding the Community Wealth Building project, with initial contact made with the Forth Valley Chamber of Commerce to look at how to work better together to bring the benefits of Community Wealth Building to life.

In the coming months the development plan will move towards supporting the development of the Procurement Team where the Scottish Government Competency self-assessment framework will be undertaken by all members of the team which will enable the creation of a team training plan and also individual targeted personal development plans.

5.4 Tayside

The work with Tayside Councils was concluded in June 2019, thereafter some additional support to the councils was provided while they continued to explore related change projects. This is now concluded.

5.5 East Renfrewshire

Due to recent changes in resource, activity within the East Renfrewshire Programme is currently on hold. Recruitment is underway within the council for a Chief Procurement Officer and once complete Scotland Excel will liaise with the Officer and Chief Executive and agree how best to support the action plan and journey for the remainder of year 3 of the programme.

5.6 Flexible Procurement Services

There continues to be a growth in demand for Flexible Procurement services where Scotland Excel undertakes; a full procurement exercise on behalf of the customer; offers short term procurement resource under an agency model; provides procurement advice and guidance.

Our small team of procurement professionals are currently working with three Councils and two associate members in delivering a number of procurement exercises and related activity on their behalf.

We are also engaging with other organisations on new requests and liaising with them to determine how we can be of service whilst also building our pipeline of projects and resource requirements in the short, medium and long term.

5.7 City Property Glasgow (Investments) LLP

City Property Glasgow (Investments) LLP continues to engage with Scotland Excel as their 'Procurement Partner' with a number of tenders being prepared covering the waste streams from the Blochairn Food Market in the City.

The legal review of Terms and Conditions of contract for a General Waste recycling partner is now complete and the tender will be published during February.

A mini-competition from the Estate Management Services Crown Commercial Services (CCS) framework for the appointment of an agent for the sale of land in the Charing Cross area of Glasgow, formerly the site of Nye Bevan House, currently owned by City Property Glasgow (Investments) LLP, is now concluded and the business awarded to CBRE Ltd. Mobilisation of the contract has started.

5.8 Scottish Local Government Pension Scheme

The short life Focus Group determined an initial baseline of evidence (using materials previously commissioned by/presented to the Scheme Advisory Board SAB), to inform and provide input for the four business cases (one for each scheme structure option being considered) required by the SAB.

This initial evidence baseline was agreed by the SAB on 24th November 2021.

The next task was to identify the gaps in the evidence and how these could be addressed, to complete the baseline. Work with the Focus Group continued through to mid-January and a comprehensive gap analysis, and work activities required to address these gaps, has now been drafted. This is scheduled to be submitted to the SAB for their consideration on 23rd February.

5.9 Early Learning & Childcare (ELC) provision of 1140 hours – setting the sustainable rate

Scotland Excel has been involved with a number of councils to conduct a cost analysis of providing 1140 hours of Early Learning and Childcare provided by the private sector in their area. We will continue to liaise Scottish Government, COSLA and Improvement Service on related work in this important area of Scottish Government Policy and also how this analysis can be delivered in future years.

5.10 Improvement Service – Employability Services

Scotland Excel is providing support to the Improvement Service and Scottish Government for the development of a procurement process for employability services. UIG meetings have been held with councils, the Improvement Service and Scottish Government, to develop the strategy and procurement documentation.

Furthermore, meetings have been held with the Stakeholder Advisory Group. This group was created to support this process, reflecting the commitment to an inclusive and collaborative approach to procurement. The group provides constructive challenge, expertise and advice. The membership of the group has been drawn from a range of organisations with a variety of interests in employability in Scotland in the private, third and public sector.

Scotland Excel is progressing this project in line with key milestones and is working closely with both procurement and service members of the UIG to ensure the proposed procurement process meets with their requirements.

5.11 Community Wealth Building

Scotland Excel continues to work with Scottish Government and Local Authority partners, focussing on the 'Progressive Procurement' Community Wealth Building pillar.

A practice sharing workshop has been arranged for 8th February with Scotland Excel, Scottish Government and the four pilot councils to discuss their community wealth building journey including positive learnings and challenges faced.

A suite of templates has been developed and a toolkit is being created which will provide a repeatable model to be share with councils in support of their Community Wealth Building journeys.

Scotland Excel is engaging with a number of other councils on Community Wealth Building and we are planning stakeholder workshops with them to engage with their local authority officers. The workshops are designed to help to develop a shared understanding of local procurement and identify opportunities to use council spend to boost economic wellbeing in their area. It also highlights current good practice within the procurement sector and identifies potential future opportunities, challenges, and possible constraints on local procurement activity.

6. Climate Change

2021 was a busy year with COP26 and good progress made across the Climate and Procurement Forum. 2021 started off by Scottish Government publishing policy guidance on taking account of climate and circular economy considerations in public procurement, setting out expectations and signposting sources of support. This was followed in March by the joint ministerial call to action to local leaders to raise support and awareness around the imperative to take action and their role in

embedding climate objectives into public procurement, including the need to facilitate joined up ways of working to address whether we buy; what we buy; and how much we buy as well as how we buy as the major contributors to emissions. Also in March, the Climate Literacy for Procurers eLearning was released. Since its launch, the eLearning has been completed by more than 750 staff across the Scottish public sector, with it also being rolled out to non-procurers. Additionally, the eLearning, along with the wider suite of tools and guidance available on the refreshed Sustainable Procurement Tools platform, are being used far and wide by those outside Scotland and they have been shortlisted for a Scottish Public Sector Award. Looking ahead, Public Sector colleagues must continue to gather real examples and case studies to show traction, reporting on where they can demonstrate the following :-

- successfully embedded climate considerations in sector or local investment & funding decisions, including supporting governance arrangements;
- changed or mandated local or sector policy to facilitate climate action;
- demonstrated tangible outcomes where we have actively decided:
 - **NOT to buy** something to avoid carbon emissions;
 - or where we have made a conscious decision on **what we buy**;
 - or where we have embedded local controls or governance to manage demand and reduce our consumption so they are **not buying as much**.
- any other case studies where they have embedded climate and circular economy considerations in **how we buy**.

7. Associate Membership including new Members

There have been two new associate members since the last CEOMG:

Registers of Scotland
Visit Scotland

The total number of associate members of Scotland Excel currently stands at 122 for this reporting period. Since the last reporting period, Scotland Excel have been engaging with a few public bodies who have expressed an interest in membership to utilise the new engineering consultancy framework and the forthcoming electric vehicle charging contract.

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

**Report by:
Joint Report by the Treasurer and the Chief Executive**

Revenue Budget Monitoring Report to 4 February 2022

1. Summary

- 1.1 At the end of Period 11, Scotland Excel is projecting a break-even position by year-end in its Core activities and a £52k contribution to Project Reserves by year-end within Projects. Both Core and Projects budgets will be monitored closely for the remainder of the financial year to mitigate any significant variances. Further detail is provided at section 3.

2. Recommendations

- 2.1 It is recommended that members note the report.

3. Background

Core

- 3.1 At 4 February 2022, the year-to-date net expenditure for Core was (£0.613m), comprising gross expenditure of £3.302m, less gross income of (£3.915m).
- 3.2 The projection for the end of 2021/22 is a break-even position for Core, as it was at Period 9. There are some minor changes to the projected variances reported at Period 9, along with the following significant changes:

- **Employee Costs – £22k underspend**

The projected expenditure figure, which was an overspend of £19k at Period 9, has been revised to reflect the most up-to-date estimates and assumptions on spend. These include an adjustment in respect of the settled pay award for 2021/22 and adjustments in relation to recruitment delays in respect of the phased introduction of the revised staffing structure within Scotland Excel, as previously reported. Employee Costs will continue to be closely monitored throughout the remainder of the financial year.

- **Supplies and Services – £13k overspend**

The projected outturn, which was estimated as a £26k underspend at Period 9, reflects the most up-to-date estimates and assumptions on various items, including ICT licences and equipment, additional legal and recruitment costs as well as full-year estimates in respect of marketing, conferences, stationery and telephony. All Supplies and Services estimates assume no wholesale return to HQ for the remainder of the financial year.

- 3.3 Income and expenditure will continue to be monitored throughout the financial year and all projections and assumptions will be kept under review.
- 3.4 Appendix 1 provides an analysis of the actual spend to date along with projected net expenditure for 2021/22 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.

Projects

- 3.5 The year-to-date net expenditure for Projects is £0.262m, comprising gross expenditure of £1.304m and gross income of (£1.042m).
- 3.6 The projection for Projects at the end of 2021/22 is a surplus of £52k, which will be added to Project Reserves and ring-fenced for specific projects in 2022/23 and beyond. This follows an anticipated transfer to Core of £276k. The projected surplus includes a number of assumptions in relation to recruitment and salary costs, as well as a number of Consultancy projects coming to an end, including those with East Lothian and Tayside Procurement Consortium.
- 3.7 The projected spend in Employee Costs within Projects has reduced by £131k since Period 9, owing to the postponement of a project, a correction of employee costs miscoding, as previously reported, and on-going recruitment challenges in relation to other projects.
- 3.8 The movement in estimate for Supplies and Services and Support Costs reflects correction of earlier mis-categorisation, as well as expenditure adjustments in anticipation of no wholesale return to HQ for the remainder of the financial year.
- 3.9 The reduced level of projected income for projects since Period 9 of £74k relates mainly to the postponement of a project and revision of anticipated rebates accrued during 2021/22 for the Small Projects Project and the New Build Project.
- 3.10 Appendix 2 provides an analysis of the actual spend to date along with projected net expenditure for 2021/22 and includes a summary of movement in the Project reserves, as well as a glossary of terms.

REVENUE BUDGET MONITORING STATEMENT 2021/22
1 April 2021 to 4 February 2022

Core Operations	Budget as at Period 9	Year to Date Actual	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable	Prior Period Projection	Movement in Projection Adverse / (Favourable)
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,652	2,897	3,630	22	3,671	(41)
Property Costs	216	108	216	0	216	0
Transport Costs	20	0	1	19	1	0
Supplies and Services	292	173	305	(13)	266	39
Transfer Payments	14	11	14	0	14	0
Support Costs	266	113	272	(6)	272	0
Gross Expenditure	4,460	3,302	4,438	22	4,440	(2)
Council Requisitions	(3,770)	(3,682)	(3,770)	0	(3,770)	0
Associate Income	(180)	(190)	(179)	(1)	(180)	1
Income from Projects	(297)	(53)	(276)	(21)	(277)	1
Rebates	(213)	10	(213)	0	(213)	0
Gross Income	(4,460)	(3,915)	(4,438)	(22)	(4,440)	2
Drawdown from Reserves	0	(613)	0	0	0	0

Summary of in-year Movement in Reserves	£000s
Opening Revenue Reserve at 1 April 2021	249
Budgeted Draw on Reserves	0
Projected Year-end variance	0
Closing Revenue Reserve at 31 March 2022	249
% of Operating Income	5.6%

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Property Costs: Includes expenses directly related to the running of premises and land, eg rates, rents and leases, utilities, contract cleaning

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Support Costs: Includes central support charges e.g. Renfrewshire Council SLA and telephony recharges ('Administration Costs' in approved budget)

REVENUE BUDGET MONITORING STATEMENT 2021/22
1 April 2021 to 4 February 2022

Projects	Budget as at Period 9	Year to Date Actual	Projected Full Year Actual	Full Year Variance (Adverse) / Favourable	Prior Period Projection	Movement in Projection Adverse / (Favourable)
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	1,500	1,188	1,355	145	1,486	(131)
Transport Costs	7	0	0	7	0	0
Supplies and Services	52	112	120	(68)	51	69
Transfer Payments	2	4	4	(2)	5	(1)
Third Party Payments	268	0	81	187	174	(93)
Gross Expenditure	1,829	1,304	1,560	269	1,716	(156)
Income from Projects	(1,677)	(1,042)	(1,888)	211	(1,962)	74
Gross Income	(1,677)	(1,042)	(1,888)	211	(1,962)	74
Net Expenditure Sub-Total	152	262	(328)	480	(246)	(82)
Transfer to Core	252	0	276	(24)	277	(1)
Net Expenditure	404	262	(52)	456	31	(83)

Summary of in-year Movement in Reserves	£000s
Opening Revenue Reserve at 1 April 2021	772
Budgeted Draw on Reserves	(404)
Projected year-end variance	456
Closing Revenue Reserve at 31 March 2022	824
% of Operating Income	43.6%

Glossary

Employee Costs: Includes direct employee costs such as salary costs, overtime and indirect employee costs such as training, recruitment advertising

Transport Costs: Includes all costs associated with the provision, hire or use of transport, including travelling allowances, taxi and car hire costs and staff mileage

Supplies and Services: Includes all supplies and service expenses, such as ICT costs, and administrative costs such as stationery, postages, printing and advertising

Transfer Payments: Includes costs of payments for which no good or services are received in return e.g. Apprenticeship Levy

Third Party Payments: Includes payments to other agencies and organisations in return for services, e.g. CMI/SQA fees

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Update on the Contract Delivery Plan

1. Introduction

This report provides a progress update on the 2021/ 2022 contract delivery plan.

2. Progress to Date

As detailed in Appendices 1 – 4, the 2021/ 2022 contract delivery plan details new framework developments and renewals, framework extensions and frameworks with ongoing contract management only.

There are 72 current frameworks in the Scotland Excel contract portfolio, with 6 further new frameworks to be added and 32 of these frameworks to be renewed before 30 June 2023 (Appendix 1).

A further 19 of the frameworks on the current portfolio have extension options that are likely to be exercised, with 12 of these extensions already being approved.

The estimated forecast value of the Scotland Excel framework portfolio by 31 March 2022 will be approximately £2Billion.

Overall, efficiencies delivered to date in 2021/ 2022 are 2.3%, which is within the forecast range.

A summary of spend and forecast savings per council between October 2020 and September 2021 can be found in Appendix 5, with an average forecast efficiency of c.1.60%.

In addition to the activity detailed in Appendices 1 - 4, Scotland Excel is exploring the benefits of further collaborative procurement across high spend, critical service areas in the construction, corporate, ICT and social care teams.

The Care and Support Flexible Framework went live on 1 April 2020 (1318). The framework has currently 119 providers offering over 460 Services. The framework was re-opened in October 2021, enabling new providers to apply to join the framework from April 2022, and this is currently at final evaluation stage.

The Flexible Framework Agreement for the provision of Social Care Agency Workers is due to expire on 31 July 2022. The stakeholder engagement with commissioners and providers throughout December 2021 and January 2022, has informed the strategy to make improvements to the framework renewal, ongoing developments and implementation of the framework. A key aim of the strategy is to increase participation

from suppliers. An increased number of participating suppliers is anticipated to increase capacity in comparison to the existing framework. However, social care worker recruitment and retention is a national issue, the supply may continue to fail to meet demand particularly for certain roles and in harder to recruit areas. In addition, inflationary measures will require close monitoring against the framework fee rates so that they remain sustainable. The third-generation framework is anticipated to go live on 1 August 2022.

Negotiations in relation to the National Care Home Contract (NCHC) rates for 2022/23 are now close to reaching a conclusion. An offer will be made by Local Government to providers representatives to take to their providers.

The redesign of the NCHC will then be implemented with previously identified stakeholders being contacted to both update them and ensure continued commitment to this work with a planned initial meeting in April 2022.

Scotland Excel has been consulting with key stakeholders in relation to future plans for the national framework for Children's Residential Care & Education. This work sought to understand the potential impact on the sector of policy change coming from The Promise, and to determine how best to reflect this in the national arrangement. The renewal framework takes into consideration feedback gathered and the tender is due to be published in early March. The renewal framework is anticipated to go live on 1st August 2022.

Scotland Excel is providing support to the Improvement Service and Scottish Government for the development of a national procurement solution for Employability Services. User Intelligence Group (UIG) meetings have been held with councils, the Improvement Service and Scottish Government, to develop the strategy and procurement documentation. The Dynamic Purchasing System (DPS) opportunity was published in February 2022 and is anticipated to go-live from mid-May 2022. This national approach will sit alongside local commissioning and procurement arrangements.

Contract management and mobilisation of the New Build Residential Construction Framework continues in line with projections. Development for the next generation of this framework is at strategy stage with the award of this being planned for August 2023.

Scotland Excel has awarded the second-generation Energy Efficiency Contractors Framework which will provide members with an effective method of upgrading existing housing stock. Members can access a range of innovative energy efficiency measures to reduce carbon output and thereby household bills. There have been several enhancements to the framework which include a new lotting structure, the inclusion of a professional services lot and a per subplot per council area award encouraging bids from local contractors, SMEs and micro-businesses. Increased competition and capacity has been provided with 46 suppliers awarded a place on the renewal. Mobilisation activities have commenced to launch the framework and support early adopters of the renewal with their pipeline of retrofit works.

Food price inflation over recent months is an area of growing concern. Scotland Excel has received an unprecedented amount of pricing increase requests from suppliers in recent months. The Global Food index shows prices are surging, with Covid 19, Brexit, sustainability issues and bad weather all impacting the supply chain. Due to extreme weather the price of wheat is up 20%. The price of oats is increasing due to crops being down 44%. A major drought in Brazil is driving up coffee prices by 56% and sugar by 26%. The price of spices is also surging with ginger and garlic both up around 50%. We

are also seeing increased packaging costs, with pricing increasing 60% year on year, driven in part by high fuel costs. There is an increasing demand for cardboard packaging, driving prices up even further. Across the supply chain costs have increased due to the HGV driver crisis, and energy costs are increasing. Suppliers are reporting increases on essentials like milk, flour, oil, butter, and cheese.

The tender for The Supply & Delivery of Personal Protective Equipment (PPE) including Pandemic Recovery Items & Workwear is currently live with a closing date of Friday 18th March 2022. This tender has generated a large amount of interest in the market and has been accessed by 148 potential tenderers to date. The renewal framework is anticipated to go live on 1st June 2022. A second framework for Personal Protective Equipment to be reserved for supported businesses is also in development.

Tenders for the Supply and Delivery of Library Books and Textbooks, and Supply of Digital Publications and services are also live, with both renewal frameworks anticipated to go live on 1st August 2022.

Development work is underway for the renewal frameworks for the Supply & Distribution of Fresh Meats, Cooked Meats and Fresh Fish and Provision and Delivery of Washroom Solutions and Sanitary Products with both renewal frameworks anticipated to go live on 1st October 2022.

A new Category Manager has been appointed to oversee the management of the ICT and Digital category and to lead the development of sourcing strategies to deliver value for money and improved services for our members. The category manager will work with strategic partners such as the Digital Office for product/service development, research, innovation and working collaboratively to improve digital access across Scotland. Recruitment is under way to appoint procurement staff to support the category manager with project delivery.

3. Conclusion

Members are invited to note the progress made to date.

Appendix 1 – List of New or Renewal Contracts until June 2023

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Waste Composition Analysis	750,000	New Contract	Jun-21		May-21		5.50%	0%	Approved by Executive Sub Committee May 2021. Contract effective 09/06/2021
Digital Telecare	4,000,000	New Contract	Apr-21			Aug-21	5.5%		Approved by Executive Sub Committee August 2021
Musical Instruments	1,750,000	New Contract	Oct-21	Nov-21		Dec-21	5.5%	5%	Approved by Executive Sub Committee December 2021
Electric Vehicle Charging Points	20,000,000	New Contract	Aug-20	Feb-22		Apr-22	5.5%		Tender evaluation being finalised. For approval at April Exec Sub-Committee
Building Construction Consultancy	18,750,000	New Contract	May-21	Mar-22		Oct-22	2% - 4%		Initially merged with Engineering Consultancy but delayed due to separate service offering. Tender development nearing completion.
Property Repair, Maintenance and Refurbishment	100,000,000	New Contract	Dec-22				2%-4%		Strategy development.
Personal Protective Equipment (Supported Businesses)	TBC	New Contract	Aug-22				2% - 4%		Initial intention was to tender this as a lot within the main PPE contract, however after legal advice this will be tendered as a separate opportunity. In development
Employability Services	TBC	New Contract	Apr-22				N/A		The Flexible DPS was published in February 2022 and is anticipated to go-live from mid-May 2022.
National Shared Digital Alarm Receiving Centre	1,000,000	New Contract	Aug-22						In development
Online School Payments	3,000,000	Renew	Apr-20	Apr-21		Sep-21	2% - 4%		Approved by Executive Sub Committee September 2021
Vehicle Parts	12,000,000	Renew	Jan-21	Apr-21	Apr-21		2% - 4%	14%	Approved by Executive Sub Committee April 2021.
Education and Office Furniture	5,000,000	Renew	Mar-21	May-21	Jun-21	Aug-21	2% - 4%	1.27%	Approved by Executive Sub Committee June 2021.
Fostering and Continuing Care	34,000,000	Renew	Mar-21		Jun-21	Jul-21	N/A	N/A	Approved by Executive Sub Committee June 2021.
Organic Waste	12,000,000	Renew	Apr-21		Jun-21	July'21	2%-4%	0%	Approved by Executive Sub Committee June 2021.
Energy Efficiency Contractors	200,000,000	Renew	May-21	Nov-21		Feb-22	2% - 4%	0%	Approved by Executive Sub Committee January 2022
Frozen Foods	25,000,000	Renew	Jul-21	Dec-22		Jan-22	2% - 4%	1.80%	Approved by Executive Sub Committee January 2022
Education Materials	17,500,000	Renew	Aug-21	May-21	Jun-21		2% - 4%	0.50%	Approved by Executive Sub Committee June 2021.
Pest Control Services	1,500,000	Renew	Nov-21	Nov-21		Jan-22	2% - 4%	-10.50%	Approved by Executive Sub Committee February 2022
Heavy Vehicles	25,000,000	Renew	Jan-22		Jan-22		2% - 4%	0%	Approved by Executive Sub Committee January 2022. Standstill completed and award being completed.

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
Tyres for Vehicles and Plant	6,500,000	Renew	Nov-21	Jan-22	Jan-22	Jan-22	2% - 4%	-10%	Approved by Executive Sub Committee January 2022. Framework now operational.
Recycle and Refuse Containers	8,000,000	Renew	Nov-21	Dec-21	Jan-22	Dec-21	2% - 4%	-4%	Approved by Executive Sub Committee December 2021. Framework now operational.
Milk	9,000,000	Renew	Mar-22			Nov-21	2% - 4%	-2.10%	Approved by Executive Sub Committee November 2021
Outdoor Play and Sports Facilities	15,000,000	Renew	Mar-21	Mar-22		Aug-22	2% - 4%		Tender released, closing end March.
Personal Protective Equipment	10,000,000	Renew	Mar-21	Mar-22		Apr-22	2% - 4%		Tender is currently out to the market, schedule to close March 2022
Laundry Equipment	1,100,000	Renew	Nov-21			Not being renewed	2% - 4%		Opportunity Assessment was undertaken and showed limited spend and participation to date. Framework will not be renewed.
Bottled Gas	2,000,000	Renew	Nov-21	Not being renewed		Aug-22	2% - 4%		Opportunity Assessment was undertaken and showed limited spend and participation to date. Initial decision was not to renew framework however after further discussion this will now be renewed summer 2022
Steeplejack Services	1,750,000	Renew	Dec-21	Oct-21		Jun-22	2% - 4%		Strategy approved. Delays due to legal support.
Vehicle and Plant Hire	15,000,000	Renew	Nov-21	Feb-22		Mar-22	2% - 4%		Submitted for approval to Executive Sub-Committee, March 2022
Water Coolers	1,500,000	Renew	Jan-22	Feb-22		Apr-22	2% - 4%		Delays due to legal support
Repair of Catering Machines	2,000,000	Renew	Jan-22	Feb-22		Apr-22	2% - 4%		Tender is currently out to the market, schedule to close March 2022
Library Books & Textbooks	14,000,000	Renew	Feb-22	Mar-22		Apr-22	2% - 4%		Tender is currently out to the market, schedule to close March 2022
Digital Publications and Services	1,000,000	Renew	Feb-22	Mar-22		Apr-22	2% - 4%		Tender is currently out to the market, schedule to close March 2022
Trade Materials	10,000,000	Renew	Feb-22			Apr-23	2% - 4%		Regulation 72 extension approved until March 2023 to align with launch of merged Construction Materials renewal.
Children's Residential	158,300,000	Renew	Mar-22			Jun-22	n/a		Tender due to be published March 2022.
Fire Safety Products	2,500,000	Renew	Apr-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Roadstone	5,000,000	Renew	Jul-22			Oct-22	2%-4%		In strategy development
Salt for winter maintenance	16,250,000	Renew	Jul-22			Oct-22	2%-4%		In strategy development
Street Lighting Materials	35,000,000	Renew	Aug-22			Oct-22	2%-4%		In strategy development
Road Maintenance Materials	2,500,000	Renew	Sep-22			Jan-23	2%-4%		Pending

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Original Forecast Date	Previous Forecast Date	Delivered Date	Latest Forecast Date if Different	Forecast Savings Range	Delivered Savings Forecast	Comments
First Aid Materials	2,000,000	Renew	Sep-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Washroom Solutions	14,000,000	Renew	Sep-22				2%-4%		Strategy in development
Fresh Meats, Cooked Meats and Fresh Fish	40,000,000	Renew	Sep-22				2%-4%		Strategy in development
Commercial Catering Equipment	4,000,000	Renew	Oct-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Telecare Goods	9,000,000	Renew	Oct-22				2%-4%		Pending
Road Signage	1,250,000	Renew	Nov-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Hot Beverages	1,000,000	Renew	Dec-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Energy Advice	1,000,000	Renew	Dec-22				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Janitorial Products	12,000,000	Renew	Jan-22				2%-4%		Pending
Cleaning Equipment	2,000,000	Renew	Mar-23				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Vending Machines	1,000,000	Renew	Mar-23				2%-4%		Opportunity Assessment to be undertaken to confirm requirements/spend
Audio Visual Equipment	7,500,000	Renew	Mar-23				2%-4%		Pending
Grounds Maintenance Equipment	6,000,000	Renew	Mar-23				2%-4%		Pending
Light & Heavy Plant	10,000,000	Renew	Mar-23				2%-4%		Pending
Construction Materials	70,000,000	Renew	Apr-23				2%-4%		Opportunity Assessment
Asbestos related works and services	12,000,000	Renew	Jul-23				2%-4%		Pre-strategy
Lift Maintenance (OSS)	1,250,000	New Contract	Mar-20	Mar-21		Cancelled	5.5%		After consulting with members it is not a viable option to take forward as a tender exercise. Can be discussed further at commercial UIGs should this be a requirement
Swimming Pool Chemicals	1,250,000	Renew	Jan-22			Not being renewed	2% - 4%		Opportunity Assessment was undertaken and showed limited spend and participation to date. Framework will not be renewed.
Laundry Equipment	1,100,000	Renew	Nov-21			Not being renewed	2% - 4%		Opportunity Assessment was undertaken and showed limited spend and participation to date. Framework will not be renewed.

Appendix 2 – Flexible Contracts until June 2023

Service	Estimated Annual Collaborative Contract Opportunity	Activity	Anticipated Re-Opening Date	Comments
Care and Support	£140,000,000	Flexible Framework Agreement	In Progress	The framework is currently open for new providers to apply to join. It is anticipated that successful new providers will be able to offer services under the framework from April 2022
Care Homes For Adults With Learning Disabilities Including Autism	£26,500,000	Flexible Framework Agreement	TBC	The survey findings have indicated that there was sufficient interest to initiate discussions at a future User Intelligence Group (UIG) to further develop the framework and reopening pending market consultation.
Social Care Agency Workers	£20,000,000	Flexible Framework Agreement	TBC	Determined by the requirements of Purchasing Authorities. To be retendered, date to be confirmed with suppliers joining for 1st August 2022.
Bikeability Scotland Training Providers	£300,000	Dynamic Purchasing System (DPS)	N/A	New entrants may be approved at any point during the lifetime of the DPS
Recyclable and Residual Waste	£40,000,000	Dynamic Purchasing System (DPS)	N/A	New entrants may be approved at any point during the lifetime of the DPS
Digital Telecare	£4,000,000	Dynamic Purchasing System (DPS)	N/A	New entrants may be approved at any point during the lifetime of the DPS

Appendix 3 – Contracts with extension options and contract management activity ongoing until June 2023

Contract Description	Est Annual Value
Boiler Maintenance	£10,000,000
Grounds Maintenance Equipment	£6,000,000
Groceries and Provisions	£30,000,000
Fresh Bread Rolls and Bakery Products	£1,500,000
Fresh Fruit and Vegetables	£1,500,000
Hot Beverages (OSS)	£1,000,000
Energy Advice (OSS)	£1,000,000
Vending Machines (OSS)	£1,250,000
Cleaning Equipment (OSS)	£2,250,000
Alcoholic Beverages (OSS)	£1,250,000
Sheriff Officers (OSS)	£1,100,000
Technology Enabled Care	£6,300,000
Demolition Services	£18,000,000
New Build Residential Construction	£375,000,000
Catering Sundries	£6,000,000
Community Meals	£4,000,000
Building and Timber	£15,000,000
Electrical Materials	£20,000,000
Plumbing and Heating Materials	£22,500,000

Contracts which are shaded have been approved for extension

Appendix 4 - Contracts with no renewal or extension activity and contract management activity ongoing until June 2023

Contract Description	Est Annual Value	Contract Description	Est Annual Value
Bitumen Products	£12,000,000	Security Services and Cash Collection	£12,500,000
Waste Composition Analysis	£750,000	Social Care Case Management Solutions	£7,000,000
Vehicle Parts	£12,000,000	Vehicle Purchase RM6060	£10,000,000
Fostering and Continuing Care	£34,000,000	Waste Disposal Equipment	£1,250,000
Organic Waste	£12,000,000	Supply Teacher Booking System	£300,000
Engineering and Technical Consultancy	£17,125,000	Domestic Furniture and Furnishings	£26,000,000

Appendix 5 – Expenditure summary per Council: Oct’20 – Sept’21

Member Organisation	Actual Spend	Forecast Spend	Variance	% of Total Actual Spend	Sum of Estimated Saving	% Saving
The City of Edinburgh Council	£39,987,116	£33,109,640	120.8%	6.75%	£631,658	1.58%
Fife Council	£38,918,198	£113,830,198	34.2%	6.57%	£602,347	1.55%
Glasgow City Council	£36,769,386	£52,272,326	70.3%	6.20%	£639,506	1.74%
South Lanarkshire Council	£33,876,205	£68,353,317	49.6%	5.71%	£416,797	1.23%
Aberdeenshire Council	£29,420,195	£38,601,689	76.2%	4.96%	£346,644	1.18%
West Lothian Council	£27,501,229	£28,511,556	96.5%	4.64%	£287,389	1.05%
Associate Members	£27,061,048	£57,307,040	47.2%	4.57%	£394,177	1.46%
Aberdeen City Council	£26,396,618	£36,616,513	72.1%	4.45%	£421,544	1.60%
Falkirk Council	£25,675,741	£45,162,210	56.9%	4.33%	£822,473	3.20%
The Highland Council	£21,431,480	£28,557,287	75.0%	3.62%	£118,527	0.55%
North Lanarkshire Council	£21,407,270	£58,483,545	36.6%	3.61%	£438,544	2.05%
West Dunbartonshire Council	£21,021,843	£26,458,330	79.5%	3.55%	£358,234	1.70%
North Ayrshire Council	£20,641,389	£51,213,503	40.3%	3.48%	£263,685	1.28%
Dundee City Council	£20,535,563	£15,168,159	135.4%	3.46%	£247,799	1.21%
Renfrewshire Council	£17,443,568	£39,133,593	44.6%	2.94%	£437,176	2.51%
Dumfries and Galloway Council	£16,578,970	£13,303,746	124.6%	2.80%	£290,471	1.75%
East Lothian Council	£14,563,425	£13,467,970	108.1%	2.46%	£157,540	1.08%
Scottish Borders Council	£14,360,589	£13,365,241	107.4%	2.42%	£62,915	0.44%
Stirling Council	£12,877,596	£9,092,157	141.6%	2.17%	£134,166	1.04%
Perth and Kinross Council	£12,534,060	£10,935,017	114.6%	2.11%	£335,159	2.67%
East Ayrshire Council	£12,466,984	£16,487,438	75.6%	2.10%	£284,182	2.28%
South Ayrshire Council	£11,498,180	£20,140,062	57.1%	1.94%	£123,004	1.07%
Argyll and Bute Council	£10,957,999	£10,159,531	107.9%	1.85%	£240,646	2.20%
East Dunbartonshire Council	£10,929,791	£10,615,125	103.0%	1.84%	£188,626	1.73%
Tayside Contracts	£9,993,624	£12,126,059	82.4%	1.69%	£104,039	1.04%
Clackmannanshire Council	£9,837,832	£12,967,326	75.9%	1.66%	£169,446	1.72%
The Moray Council	£9,447,019	£23,340,404	40.5%	1.59%	£84,695	0.90%
Midlothian Council	£8,856,847	£12,085,461	73.3%	1.49%	£113,126	1.28%
East Renfrewshire Council	£8,399,837	£12,278,294	68.4%	1.42%	£327,736	3.90%
Inverclyde Council	£7,816,235	£8,011,690	97.6%	1.32%	£214,607	2.75%
Angus Council	£7,304,596	£17,136,460	42.6%	1.23%	£101,146	1.38%
Orkney Islands Council	£2,584,980	£2,263,771	114.2%	0.44%	£19,366	0.75%
Shetland Islands Council	£2,026,555	£3,131,691	64.7%	0.34%	£30,663	1.51%
Comhairle nan Eilean Siar	£1,656,528	£5,078,861	32.6%	0.28%	£77,666	4.69%
Total	£592,778,494	£918,765,208	64.5%	100%	£9,485,696	1.60%

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Tender: Pest Control Services and Associated Products

Schedule: 1221

Period: 1 February 2022 until 31 January 2025 with an option to extend for up to one further 12-month period until 31 January 2026

1. Introduction and Background

This recommendation is for the award of a renewal framework for Pest Control Services and Associated Products and supersedes the recommendations brought before members about this framework on 18 February 2022. The recommendations are contained in section 5 and Appendix 3 of this report.

As previously advised: The proposed framework was advertised for the period from 1 February 2022 to 31 January 2025. Subject to approval and completion of the standstill period, the framework is intended to commence on or around 1 April 2022.

The framework covers the removal of rats and mice, crawling insects, flying insects and the supply of pest control chemicals and accessories.

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

2. Scope, Participation and Spend

This framework was developed in conjunction with procurement and operational stakeholders from councils with the aim of supporting pest control services in indoor and outdoor council environments.

Following information from interested councils, an amended lotting structure for the renewal framework was agreed, as detailed in Table 1.

Table 1: Lotting Structure

Lot Number	Lot Name	Estimated % of Spend
Lot 1	Pest Control Services	75%
Lot 2	Pest Control Chemicals	25%

The lotting structure recognises the importance of councils being able to purchase pest control services and chemicals whilst allowing access for a range of suppliers to bid.

As detailed in Appendix 1, 29 councils have confirmed their intention to participate in this framework and all 32 councils were included in the advertised contract notice.

The framework was advertised at a total value of £1 million per annum, which equates to an estimated spend of £4 million over the maximum 4-year term of the framework. This advertised spend allows for increased participation from councils and associate members not currently utilising the framework.

3. Procurement Process

A Prior Information Notice (PIN) was published in relation to this framework on 13 July 2021 which resulted in expressions of interest from 25 companies. A number of supplier engagement meetings were held to understand the current marketplace, inform the supply base of Scotland Excel's intentions and to generate interest from bidders including SME's.

The Contract Notice was published via the Find A Tender and Public Contracts Scotland (PCS) portal on 15 November 2021, with the tender documentation being immediately available via the Public Contracts Scotland Tender (PCS-T) system. The tender exercise was conducted and concluded in accordance with the legal guidelines and procedures currently in place.

As this tender was developed by the Operational Supplies and Services team, the commercial user intelligence group steering group (CUIG-SG) have endorsed a 'fast-tracked' approach to opportunities meaning a more flexible approach to stakeholder engagement was taken. As a matter of best practice and to ensure that the framework aligned with the councils' requirements, a programme of consultation was conducted to understand their current purchasing practices and future requirements that could be covered by this framework. This information was used to generate the specifications and selection/award criteria.

Scotland Excel has taken cognisance of the current situation relative to the Coronavirus pandemic. Balancing the current situation with the need to provide a route to market for councils to obtain pest control services and associated products, Scotland Excel has determined to proceed with the tender exercise to

establish the above framework Scotland Excel has carefully monitored the situation throughout the period of the tender exercise and determined it was appropriate to undertake this renewal tender exercise and recommend the establishment of this framework.

The procurement exercise followed an open tender procedure to encourage maximum competition and participation. All suppliers were evaluated against the advertised selection criteria using the Single Procurement Document (SPD), and the stated award criteria of:

- Technical 20%
- Commercial 80%

Within the technical section, suppliers were required to evidence their knowledge and experience by responding to a series of technical areas which are detailed within table 2 below.

Table 2: Technical Section weighting

Description	Weighting
Fair Work Practices	2
Community Benefits	4
Sustainability, Stock Holding and Supply Chain	6
Customer Service, Service Delivery and Contract Management	8
Total score	20

Within the commercial section, bidders’ commercial scores were evaluated on a lot-by-lot basis in accordance with the published methodology.

The commercial section of the tender was worth 80 points.

4. Report on Offers Received

The tender document was downloaded by 19 organisations, with 11 tender responses received by the specified closing date and time. A summary of all offers received is provided in Appendix 2.

All respondents passed the first stage qualification/selection assessment. However, one bidder was non-compliant having failed to upload a pricing schedule and has been advised accordingly and one was withdrawn.

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

5. Recommendations

A “standstill” procedure commenced on the basis of recommendations approved by the February Executive Sub Committee. Following enquiries raised by contractors, the standstill procedure expired without any awards being made. These recommendations replace those previously submitted and apply the published tender evaluation methodology to all contractors.

Based on the evaluation undertaken, and in line with the advertised criteria and weightings set out above, it is recommended that a multi-supplier framework arrangement is awarded to 7 suppliers across two lots as outlined in Appendix 3.

The 7 recommended suppliers offer best value and represent a mix of small, medium and large companies.

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

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise based on available historic spend information, the outcome of which is detailed in Appendix 1.

The projected average on cost is 10.5%. which equates to an estimated total on cost of approximately £26,000 per annum across all councils based on current forecast spend levels. Given the market movement forecast of 10% over the period of the current framework as demonstrated in figure 1, the impact through transition to the new framework is more tangibly estimated at an on cost of 0.5%, or c.£1,240 across all councils.

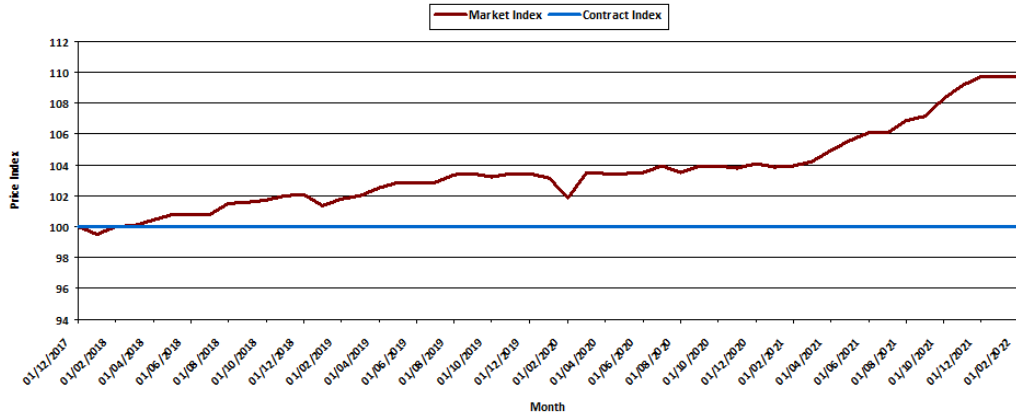
Figure 1 Indexation Report

Indexation Report - Pest Control Services



Schedule No: 1217
 Contract Title: Pest Control Services and Associated Products
 Contract Manager: June Baxter
 Start Date: 08/12/2017

Index	Type	Index Weighting (%)
Consumer Price Index	Standard	100



Notes:

The Contract Index tracks the general movement in contract prices and not the actual contract price paid. The Market Index tracks the general market movement against a weighted basket of relevant indices and not the current index levels. This report should be used as a guide only.

Produced by Scotland Excel - 03/02/2022

Price Stability

All recommended suppliers have agreed with the special conditions of framework which states that suppliers will hold their 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 and 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, Scotland Excel included method statements to cover sustainability, stock holding and supply chain management.

A range of sustainable measures were outlined by suppliers including the following examples: -

One supplier has set out on the journey to carbon neutrality with a 'declaration of commitment' made using the British standard PAS 2060 "Specification for

the demonstration of Carbon neutrality". In the period 1 January 21 – 30 June 21 they made a saving of 47 tonnes of CO2e by using electrical power sourced from wind, hydro and solar renewables.

Another supplier stated their ambition is for 100% of waste material to be reused, recycled or repurposed for energy by 2035. They are aiming to achieve this through some of the following initiatives:

- Continue to challenge suppliers to reduce and ultimately eliminate single-use, non-recyclable plastic.
- Pre-sort and recycle cardboard, paper, plastic, batteries, circuit boards, aerosols, vending cups and mobile phones.
- Recycle all old uniforms and PPE, with bins at each branch.
- In 2020 introduced several schemes to reduce paper usage, including Adobe Sign which has already accounted for over 4,000 documents (c.20,000 pieces of paper saved)

Community Benefits

Scotland Excel is committed to maximising community benefit delivery for its members. Suppliers were asked to commit to the delivery of community benefit initiatives, against pre-agreed spend thresholds outlined within the community benefits method statement. These are reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Councils will accrue 'community benefit points' based on their level of spend with a supplier. These 'points' correlate to a negotiable benefit that the council can elect to receive at any given point throughout the lifetime of the framework. Of the recommended suppliers, 6 have committed to delivering these benefits. Scotland Excel will continue to engage with all appointed suppliers to drive maximum adoption and delivery of community benefits where appropriate.

Within the published tender documents, suppliers were given a list of indicative community benefits that could be agreed with councils. Examples of these are:

- employability events and training sessions to council apprentices
- employability workshop or events in schools, college or community groups
- sponsorship of local sports teams and community events
- donations of products and vouchers
- recruitment of apprentices
- recruitment of full-time employees

Scotland Excel will monitor delivery of these commitments during the lifetime of the framework, and this will also be reported through ongoing contract management returns. Results reported on community benefits will be disseminated to councils on a 6 monthly basis

Fair Work Practices including the Real Living Wage

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, bidders were assessed on their approach to fair work practices and payment of the Real Living Wage to their workforce. Of the 7 recommended suppliers 4 currently pay the Real Living Wage - one supplier is fully accredited; one supplier is currently progressing with the accreditation process; one supplier has committed to gaining accreditation within the first two years of the framework; and one pays the real living wage to all employees, but not accredited. Three suppliers do not currently pay the real living wage. One supplier is a Sole Trader with no employees. Scotland Excel will continue to monitor their status and work with them to encourage a review of their approach.

Appendix 4 shows a breakdown of responses received from Tenderers on their approach to fair work practices and their position on the payment of the Real Living Wage.

7. Contract Mobilisation and Management

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

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend as detailed in Appendix 5, this framework is classified as class D. As such, it will require Annual supplier contact, annual surveys, and an optional annual UIG. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for our members.

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

8. Summary

This framework for pest control and associated products maximises collaboration, promotes added value and delivers best value in terms of price, quality, and service.

The Executive Sub Committee is requested to approve the recommendations detailed in Section 5 (Recommendations) of the report, to award this framework agreement as detailed in Appendix 3 (Scoring and Recommendations) which supersedes the recommendations brought before members about this framework on 18 February 2022.

Appendix 1 – Participation, Spend and Savings Summary 1221 Pest Control Services and Associated Products

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data	Indexation (%)	% Estimated Forecast Savings	Estimated Annual Savings (£)	Basis of Savings Calculation
Aberdeen City Council	Yes	01 March 2022	£1,017	Supplier MI	10.0%	-10.5%	-£107	Benchmark against current contract
Aberdeenshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Angus Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Argyll & Bute Council	Yes	01 March 2022	£25,131	Member Confirmed	10.0%	-10.5%	-£2,636	Benchmark against current contract
City of Edinburgh Council	Yes	01 March 2022	£13,470	Supplier MI	10.0%	-10.5%	-£1,413	Benchmark against current contract
Clackmannanshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Comhairle nan Eilean Siar	No	N/A	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Dumfries & Galloway Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Dundee City Council	No	N/A	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
East Ayrshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
East Dunbartonshire Council	Yes	01 March 2022	£17,116	Member Confirmed	10.0%	-10.5%	-£1,795	Benchmark against current contract
East Lothian Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
East Renfrewshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Falkirk Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Fife Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Glasgow City Council	Yes	01 March 2022	£138,000	Member Confirmed	10.0%	-10.5%	-£14,476	Benchmark against current contract
Highland Council	Yes	01 March 2022	£1,740	Supplier MI	10.0%	-10.5%	-£183	Benchmark against current contract
Inverclyde Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Midlothian Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Moray Council	Yes	01 March 2022	£12,695	Supplier MI	10.0%	-10.5%	-£1,332	Benchmark against current contract
North Ayrshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
North Lanarkshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Orkney Islands Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Perth & Kinross Council	No	N/A	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Renfrewshire Council	Yes	01 March 2022	£20,160	Supplier MI	10.0%	-10.5%	-£2,115	Benchmark against current contract
Scottish Borders Council	Yes	01 March 2022	£10,744	Supplier MI	10.0%	-10.5%	-£1,127	Benchmark against current contract
Shetland Islands Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
South Ayrshire Council	Yes	01 March 2022	£2,912	Supplier MI	10.0%	-10.5%	-£295	Benchmark against current contract
South Lanarkshire Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Stirling Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
West Dunbartonshire Council	Yes	01 March 2022	£5,020	Supplier MI	10.0%	-10.5%	-£527	Benchmark against current contract
West Lothian Council	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Tagside Contracts	Yes	01 March 2022	£0	Supplier MI	10.0%	-10.5%	£0	Benchmark against current contract
Totals			£247,904			-10.5%	-£26,005	
Associate Members	Yes	01 March 2022	£1,128	Supplier MI	10.0%	-10.5%	-£118	Benchmark against current contract
Totals			£249,032			-10.5%	-£26,123	

Appendix 2 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Location	Lots Tendered	Lots Awarded
D Anderson trading as Anderson Pest Prevention and Environmental Services	Micro	Moray	1	1
Caledonian Maintenance Services Limited	Medium	Glasgow	1	N/A
Contego Environmental Services Ltd	Medium	Newton Aycliffe	1	1
Excel Environmental Services Ltd.	Small	Paisley	1	N/A
Graham Environmental Services Limited	Small	Blairgowrie	1	N/A
Killgerm Chemicals Limited	Medium	Ossett	2	2
Horizon Environment Services Limited t/a Pestokill	Medium	Leigh	1	1
Rca Pest Services Ltd T/A Pest Solutions	Small	Hamilton	1	1
Rentokil Initial UK Ltd T/A Rentokil Pest Control UK	Large	Crawley	1	1
Terminix UK Ltd	Medium	Gloucester	1	1

Appendix 3 - Scoring and Recommendations

Lot 1 Pest Control Services		
Tenderer	Score	Awarded (Yes/No)
Contego Environmental Services Ltd	95.50	Yes
D Anderson trading as Anderson Pest Prevention and Environmental Services	79.90	Yes
Terminix UK Limited	79.84	Yes
Horizon Environment Services Limited T/A Pestokil	74.08	Yes
Rca Pest Services Ltd T/A Pest Solution	69.76	Yes
Rentokil Initial UK Ltd	62.51	Yes
Caledonian Maintenance Services Limited	55.56	No
Excel Environmental Services Ltd.	51.53	No
Graham Environmental Services Limited	N/C	No

Lot 2 Pest Control Chemicals		
Tenderer	Score	Awarded (Yes/No)
Killgerm Chemicals Limited	89.75	Yes

Appendix 4- List of Recommended Suppliers with Living Wage Status

Tenderer	Accredited	Currently progressing through Real Living Wage accreditation process	Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Real Living Wage to all employees, but not accredited	Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Real Living Wage
D Anderson trading as Anderson Pest Prevention and Environmental Services						Yes
Contego Environmental Services Ltd	Yes					
Killgerm Chemicals Limited						Yes
Horizon Environment Services Limited t/a Pestokill			Yes			
Rca Pest Services Ltd T/A Pest Solutions		Yes				
Rentokil Initial UK Ltd T/A Rentokil Pest Control UK						Yes
Terminix UK Limited				Yes		

Appendix 5 – Segmentation classifications

1221 Pest Control Services and Associated Products is classified as class D.

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

Class A

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

Class B

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

Class C

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

Class D

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

Class E

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

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Tender: Vehicle and Plant Hire

Schedule: 01/21

Period: 21 February 2022 to 20 February 2024 (with optional extensions for a further two twelve-month periods to 20 February 2026)

1. Introduction and Background

This recommendation is for the award of a fourth-generation framework for Vehicle and Plant Hire.

This proposed framework was advertised for the period from 21 February 2022 to 20 February 2024, with optional extensions for a further two twelve-month periods to 20 February 2026. Subject to approval and completion of a standstill period, the framework is intended to commence on or around 21 April 2022.

This framework covers the hire of vehicles and plant equipment on a variety of hire periods, namely; daily, weekly, monthly, 6 monthly, annually, 18 monthly or 2 yearly basis, to support the requirement of councils' fleet and roads departments. The use of hired equipment supplements existing council assets and assists with seasonal or intermittent demands. Currently, buying authorities also have an increased demand for hire of vehicles across various departments to support ongoing social distancing measures.

Vehicle and Plant hire has been identified as an area of potential risk regarding serious and organised crime. As such included in the tender was the declaration of non-involvement in serious and organised crime and declaration of non-involvement in human trafficking. All suppliers signed the requested documents.

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 their satisfaction with the current framework services and structure and endorsed

the inclusion of twelve lots as summarised in Table 1: Lotting Structure, below. This strategy is designed to align with council requirements, whilst also recognising the current structure of the market, as well as maximising opportunities for Small to Medium sized Enterprises (SMEs) within the sector. In addition, a range of alternatively fuelled vehicles has been included to help councils to deliver against their environmental sustainability targets.

Table 1: Lotting Structure

Lot No.	Description	Estimated % Spend through lot
1	Hire of Cars & Light Vehicles	24.5%
2	Hire of Minibuses / Buses	5.0%
3	Hire of Commercial Vehicles	16.0%
4	Hire of Gritters	3.0%
5	Hire of Refuse Collection Vehicles	11.5%
6	Hire of Plant - Excavation Equipment	11.5%
7	Hire of Plant - Road Surfacing Equipment	11.5%
8	Hire of Plant - Lifting Equipment	13.0%
9	Hire of Grounds Maintenance Equipment	< 5%
10	Hire of Sweepers	
11	Hire of Specialist Equipment	
12	Hire of Drainage Equipment	

As detailed in Appendix 1, 32 councils plus Tayside Contracts have confirmed their intention to participate in this framework renewal, and all have been listed in the contract notice as participants to allow access as required.

The framework was advertised with an estimated value of £60m over the 4-year period. This value has been derived from anticipated council spend, historical data and market analysis. This value was estimated to ensure there is sufficient capacity within the framework to accommodate any increased requirements or any unforeseen peaks in demand.

3. Procurement Process

Scotland Excel has taken cognisance of the current situation and market impact during the tender exercise of the Coronavirus pandemic, balancing the current situation with the need to provide a route to market for councils seeking the hire of vehicles and plant equipment, including given the increased demand for hire of vehicles across various council departments to support ongoing social

distancing measures whilst carrying out essential functions. Accordingly, Scotland Excel determined it was appropriate to undertake this tender exercise and to recommend the establishment of this framework at this time.

Scotland Excel consulted with a User Intelligence Group (UIG) to establish the framework. The UIG consists of representatives from participating members to support the development of the framework. The UIG endorsed the procurement route and overall strategy on 14 April 2021. In addition, a working group consisting of technical and procurement representatives was formed to support the development of the lot structure and core product lists as well as participate in the technical evaluation.

A Prior Information Notice (PIN) containing an invitation to a preliminary market consultation in accordance with Regulation 41 of the Public Contracts (Scotland) Regulations was published on 18 February 2021 via the Public Contracts Scotland (PCS) advertising portal which resulted in 137 expressions of interest. Suppliers were given the opportunity to provide Scotland Excel with information in relation to, but not limited to, market intelligence, market trends and sustainability initiatives to help inform the strategy, all in accordance with Regulation 41, Preliminary market consultation, of the Public Contracts (Scotland) Regulations 2015.

Thereafter, in order to ensure maximum competition and the inclusion for all potential suppliers to service the framework, the UIG agreed that an open tender process should be followed to establish the framework.

The Contract Notice was published via the Find A Tender (FTS) service and the Public Contracts Scotland (PCS) portal on 4 November 2021 with the tender documentation being made available for immediate download via the Public Contracts Scotland Tenders (PCS-T) system.

All suppliers were examined against selection criteria, using the Single Procurement Document (SPD) and award criteria, concurrently. The award criteria included technical and commercial sections that were evaluated against the following criteria and weightings.

Lots 1, 2, 3, 10, 11 & 12

Technical	35%
Commercial	65%

Lots 4, 5, 6, 7, 8 & 9

Technical	40%
Commercial	60%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to technical questions and method statements. These covered areas such as: operational processes, sustainability and environmental impact, fair work first and community benefits. In addition to these questions, bidders were also assessed in relation to their ability to provide a free delivery/collection radius. These are detailed below within Table 2.

Table 2: Technical Section Weighting

Questions	LOTS 1, 2, 3, 10, 11 & 12	LOTS 4, 5, 6, 7, 8 & 9
Method Statement 1 - Operational Processes		
<i>Operational Processes</i>	4	6
<i>Maintenance Processes</i>	4	4
<i>Breakdown Cover</i>	4	4
Method Statement 2 - Sustainability & Environmental Impact		
<i>Carbon Reduction</i>	4	4
<i>Waste Reduction</i>	2	2
<i>Technology Improvements</i>	3	4
<i>End of Life</i>	3	5
Community Benefits	4	4
Free radius from Depot for delivery/collection without charge	4	4
Workforce Matters		
Fair Work First	3	3
Total Score	35	40

Bidders were also asked to confirm which council areas they had the ability to service. To encourage bids from local SMEs and maximise the geographical coverage available through the framework, bidders could opt to service one, some or all council areas.

Within the commercial section, bidders were invited to offer on a lot by lot, item by item basis and provide prices against the various hire period options of daily, weekly, monthly, 6 monthly, annually, 18 monthly and 24 monthly for a selection of the most commonly hired 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. A retrospective rebate of 0.5% will be applied to all framework spend above £100,000 and will be tracked and managed with suppliers through reporting of the management information returns.

4. Report on Offers Received

The tender document was downloaded by 101 organisations, with 64 tender responses received. A summary of all offers received is provided in Appendix 2.

Two responses were deemed non-compliant for all lots in which they tendered, and one response was deemed partially non-compliant.

Suppliers who were non-compliant for all lots in which they tendered were advised that their offer would not be considered further. The supplier which is partially non-compliant was advised their offer would not be considered further for one lot and have been recommended for partial award to the framework.

All non-compliant offers are indicated in Appendix 3.

Based on the criteria and scoring methodology set out in the published tender documents, a full evaluation of the compliant offers was completed. Appendix 3 confirms 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 56 suppliers across the twelve lots as outlined in Appendix 3.

These 56 recommended suppliers can meet operational requirements across all geographical areas, provide a range of choice and capacity for council members, whilst also representing a mix of micro, small, medium and large organisations. 38 of the recommended suppliers are classed as SMEs, 9 as micro businesses, 9 as large businesses and 44 are Scottish suppliers.

6. Benefits

Savings

Scotland Excel carried out a benchmarking exercise comparing the rates offered for different hire periods for both cars and light vehicles, and the plant equipment detailed.

This benchmarking exercise took the current best prices for different hire periods and compared this with the best pricing submitted for these hire periods for the renewal framework, taking into account which suppliers have agreed to service each council.

Given current market conditions and analysis including our indexation model, it was anticipated that an increase for cars and light vehicles was likely, and benchmarking has confirmed an average increase of around 15%. This is representative of the ongoing challenging market conditions faced by suppliers over the course of the last year. The difficulties in obtaining new vehicles and the extremely long lead times for such vehicles has driven up the pricing in the used car market, and in the cost of hiring vehicles, as suppliers struggle to renew their assets.

Benchmarking for plant equipment, however, has demonstrated that an average saving of approx. 8% could be achieved by members. This saving will vary across different pieces of plant equipment and is directly related to the length of hire periods, with greater savings available for longer hire periods, over short-term spot hires. As such, across the framework, it is forecast that pricing will increase by an average of 7%.

Analysis of our Indexation model, which predicts framework performance against market movement, demonstrates that our previous framework pricing was approx. 12% below the market, as demonstrated in Figure 1 below. When this is considered with the 7% increase, it is forecast that there will an average of 5% cost avoidance against current market pricing.

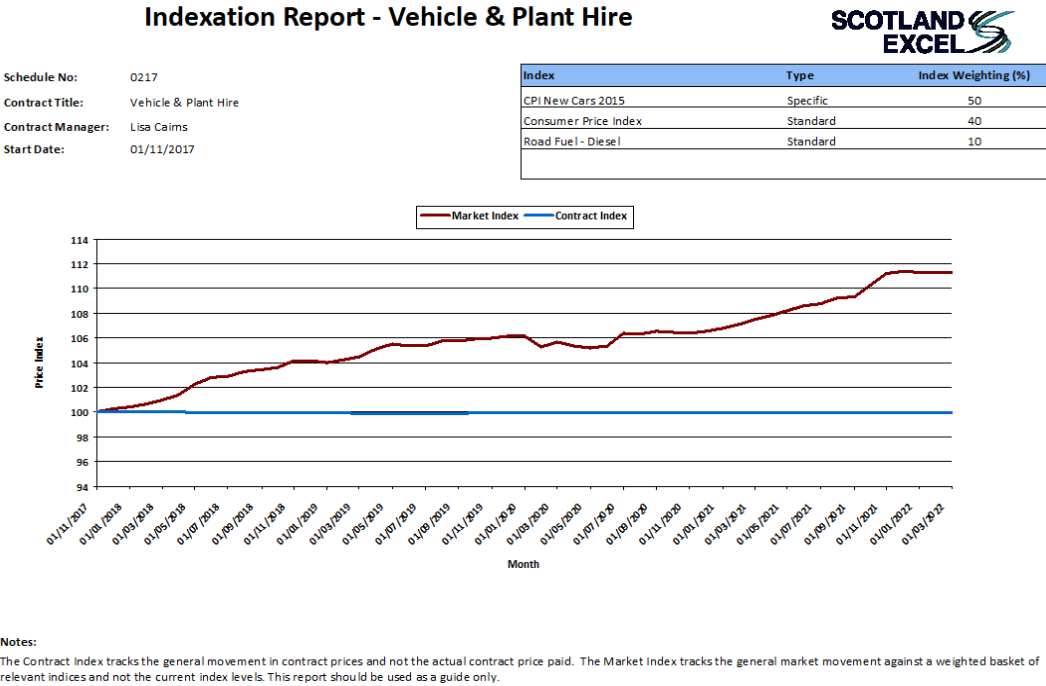


Figure 1: Vehicle and Plant Hire Indexation Report

Price Stability

All suppliers 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, 28 of the recommended suppliers have offered further additional fixed pricing periods of between 12 months and the lifetime of the framework.

Sustainable Procurement Benefits

Within the technical section of the tender, the sustainability and environmental impact method statement assessed bidders on how they would provide a positive environmental impact and support the Scottish Governments' Climate change policies for achieving Net Zero.

Bidders outlined a range of sustainable measures including:

- Programmes to further reduce and offset their Carbon Reduction
- Investment in newer technological equipment, namely electric or hydrogen
- End of life initiatives, including re-use of parts where possible.

21 of the recommended suppliers also have a documented policy on how their organisation will achieve Net Zero.

Community Benefits

Scotland Excel is committed to maximising community benefits delivered through the framework for our members and local communities.

As part of the tender process, suppliers were required to confirm whether they would comply with our community benefits approach for the lifetime of the framework and were scored on their ability to deliver it.

This approach is designed to deliver local community benefits based on individual members spend thresholds as well as an overall framework spend threshold to ensure the community benefits being delivered is maximised.

All 56 of the recommended suppliers confirmed their acceptance of the community benefits approach.

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

- We live in a Scotland that is the most attractive place for doing business in Europe
- We realise our full economic potential with more and better employment opportunities for our people
- Our young people are successful learners, confident individuals, effective contributors and responsible citizens;
- We reduce the local and global environment impact of our consumption and production.

Fair Work Practices including the Living Wage

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making.

Within the technical section suppliers were asked a question on their approach to fair work practices and payment of the Real Living Wage to their workforce. This question was in accordance with the applicable Scottish Government guidance on “Fair Work First in Scottish Procurement”.

Suppliers approach to fair work practices, included a range of positive work initiatives such as:

- Equal pay for work of equal value
- Training and development and apprenticeship programs
- Performance reviews
- Flexible working hours
- Providing channels for effective voice such as Employee working group, engaging with unions and other feedback mechanisms.

As detailed within Appendix 4, of the 56 recommended suppliers, 50 pay the Real Living Wage. Of these, 13 are accredited Real Living Wage Employers, 1 is currently progressing through the Living Wage accreditation process, 10 are committed to becoming accredited within two years and the remaining 26 suppliers are not accredited by the Living Wage Foundation but pay the Real Living Wage to all employees (except volunteers, apprentices and interns).

Scotland Excel will continue to monitor fair work practices including the Real Living Wage status during during the lifetime of the framework to ensure commitments are met.

7. Contract Mobilisation and Management

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

In accordance with Scotland Excel's established contract and supplier management programme, in terms of risk and spend as detailed in Appendix 5, this framework has been classified as class D. As such it will require annual supplier and user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with suppliers on a regular basis to manage the response to the pandemic and ensure continuity of this essential service delivery for our members.

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

8. Summary

This fourth-generation 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.

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
Vehicle and Plant Hire 02-21**

Member Name	Participation in Contract	Participation Entry Date	Estimated Annual Spend (£)	Source of Spend Data
Aberdeen City Council	Yes	Contract Start	£830,000	Council Confirmed
Aberdeenshire Council	Yes	Contract Start	£125,000	Council Confirmed
Angus Council	Yes	Contract Start	£182	Contract MI
Argyll & Bute Council	Yes	Contract Start	£390,571	Contract MI
City of Edinburgh Council	Yes	Contract Start	£2,084,432	Contract MI
Clackmannanshire Council	Yes	Contract Start	£30,000	Council Confirmed
Comhairle nan Eilean Siar	Yes	Contract Start	£20,205	Contract MI
Dumfries & Galloway Council	Yes	Contract Start	£145,180	Contract MI
Dundee City Council	Yes	Contract Start	£242,929	Contract MI
East Ayrshire Council	Yes	Contract Start	£379,360	Contract MI
East Dunbartonshire Council	Yes	Contract Start	£359,172	Contract MI
East Lothian Council	Yes	Contract Start	£246,993	Council Confirmed
East Renfrewshire Council	Yes	Contract Start	£206,682	Contract MI
Falkirk Council	Yes	Contract Start	£500,000	Council Confirmed
Fife Council	Yes	Contract Start	£511,508	Contract MI
Glasgow City Council	Yes	Contract Start	£1,647,946	Contract MI
Highland Council	Yes	Contract Start	£376,551	Contract MI
Inverclyde Council	Yes	Contract Start	£110,000	Council Confirmed
Midlothian Council	Yes	Contract Start	£64,112	Contract MI
Moray Council	Yes	Contract Start	£240,000	Council Confirmed
North Ayrshire Council	Yes	Contract Start	£200,000	Council Confirmed
North Lanarkshire Council	Yes	Contract Start	£335,059	Contract MI
Orkney Islands Council	Yes	Contract Start	£34,097	Contact MI
Perth & Kinross Council	Yes	Contract Start	£7,165	Contact MI
Renfrewshire Council	Yes	Contract Start	£425,903	Contract MI
Scottish Borders Council	Yes	Contract Start	£172,235	Contact MI
Shetland Islands Council	Yes	Contract Start	£0	Contract MI
South Ayrshire Council	Yes	Contract Start	£723,615	Contract MI
South Lanarkshire Council	Yes	Contract Start	£800,000	Council Confirmed
Stirling Council	Yes	Contract Start	£599,543	Contract MI
West Dunbartonshire Council	Yes	Contract Start	£76,983	Contract MI
West Lothian Council	Yes	Contract Start	£391,856	Contract MI
Tayside Contracts	Yes	Contract Start	£624,250	Contract MI
Totals			£12,901,529	

Appendix 2 – List of Suppliers with SME Status

Name of Supplier	SME Status	Location	Lot(s) Tendered	Lot(s) Awarded
ACL Hire Limited	Medium	Bathgate	1, 2, 3	1, 2, 3
Acre Industrial & Cleaning Services Limited	Small	Renfrewshire	12	12
Aebi Schmidt UK Ltd	Medium	Peterborough	4, 10	4, 10
Akro Plant Limited	Small	Livingston	6, 9	6
AMK Plant & Tipper Hire Limited	Small	Isle of Lewis	3, 6, 7	3, 6, 7
Andrews Sykes Hire Limited	Medium	West Midlands	12	12
Accident Repair Centre (Scotland) Limited	Small	Renfrewshire	1, 2, 3	1, 3
Arnold Clark Finance Limited.	Large	Glasgow	1, 2, 3	1, 2, 3
Brown Plant Hire Limited	Micro	Kilmarnock	6	6
Bryson Tractors Limited	Small	Lanarkshire	9	9
Bucher Municipal Limited	Large	Surrey	4, 10, 12	4, 10, 12
Car Hire Hebrides Ltd	Small	Isle of Lewis	1	-
Clee Hill Plant Limited	Medium	Derbyshire	6, 7	6, 7
Cooks Van Hire Limited	Micro	Melrose	1, 2	1, 2
Dawsonsgroup Bus and Coach Limited	Medium	Milton Keynes	2	2
Dawsonsgroup Sweepers Limited	Medium	Milton Keynes	3, 5, 6, 8, 10, 12	3, 5, 6, 8, 10, 12
Dawsonsgroup Vans Limited	Large	Milton Keynes	1	1
Doherty & Lafferty Limited	Small	Dumbarton	3, 6, 7, 8, 9, 10	3, 6, 7, 9
DR Plant Hire Ratho Limited	Micro	Ratho	7	7
Duncan Mackay and Sons Limited	Medium	Isle of Lewis	6	6
Econ Engineering Limited	Medium	North Yorkshire	4, 11	11
Enterprise Rent-A-Car UK Limited	Large	Surrey	1, 2, 3, 6, 8, 12	-
Euro Hiredrive Limited	Micro	Glasgow	1, 3	-
Finning (UK) Ltd.	Large	Staffordshire	6, 7	-
F.M.S. Vehicle Rental Limited	Small	Moray	1, 3	1, 3
Fraser C Robb Limited	Small	Glasgow	9	9
G. M. Leitch Ltd	Small	Inverness	8	8
GAP Group Limited	Medium	Gateshead	1, 6, 7, 8, 11, 12	6, 7, 8, 11, 12
Gary Lague Plant Hire	Micro	Huntly	3, 6, 7	3, 6
Hamilton Bros. (Engineering) Limited	Medium	Lanark	9	9
Hamilton Industrial Services Limited	Small	East Kilbride	12	12
Harris Vehicle Hire Ltd	Micro	Livingston	1, 2, 3	1, 2, 3
Hermiston Asphalt Hire Limited	Micro	Midlothian	6, 7, 10	-
Hillhouse Quarry Group Limited T/A MacAsphalt	Medium	Troon	7, 10	7
Hireway Rentals Ltd	Small	Glasgow	1	-
Hyndford Plant Limited	Micro	Lanark	6	6
James A. Cuthbertson, Limited	Small	Biggar	4	4

Jarvie Plant Limited * ¹	Medium	Grangemouth	1, 2, 3, 6, 7, 8, 9	1, 3, 6, 7, 8, 9
John McGeady Limited	Small	Blantyre	3, 6, 7, 8, 10	3, 6, 7, 8, 10
John Nixon Limited	Medium	Newcastle Upon Tyne	3, 6, 7, 8	-
Lomond Plant Limited	Medium	Falkirk	6	6
McFadyens Contractors (Campbeltown) Limited	Medium	Campbeltown	6	6
McNicoll Vehicle Hire Ltd.	Medium	Livingston	1, 2, 3	1, 2, 3
The MultiFuel Stove Company Limited	Micro	Galashiels	8	8
Multevo Limited	Small	Lancashire	4, 7, 9, 10, 11	4, 7, 11
MV Commercial Limited	Medium	Airdrie	1, 3, 6, 8	1, 3, 6, 8
Nationwide Platforms Limited	Medium	Leicestershire	8	8
Northgate Vehicle Hire Limited	Large	Darlington	1, 3	1, 3
Peter Vardy Limited	Large	Motherwell	1, 3	1, 3
Ravenhill Limited	Medium	Moray	9	9
Riverside Truck Rental Limited	Large	Lancashire	3, 5, 8, 10, 12	5, 10, 12
Roadside Vehicle Services Limited	Small	Paisley	1, 2, 3, 8	8
Robert McCarroll Limited	Small	Bishopbriggs	7	7
Romaquip Limited	Medium	Birr, Rep. of Ireland	4, 5	4, 5
S6 Hire Limited	Small	Dumfries	1, 3	-
Scotjet Limited	Small	Renfrewshire	12	12
Ian Hunter T/A St Boswells Mowers	Micro	St Boswells	6, 7, 8, 9	6, 7, 8, 9
Sunbelt Rentals Limited	Large	London	6, 7, 8, 9, 11	6, 7, 8, 11
Sweeney Plant & Vehicle Hire Ltd.	Small	Airdrie	1, 3, 6, 8	6
TIP Trailer Services UK Limited	Large	Cheshire	10, 12	10, 12
Vanlee Transport	Micro	Dennistoun	3, 4	3, 4
VMS (Fleet Management) Limited	Medium	Bury St Edmunds	1, 2, 3	1, 2, 3
W.H. Malcolm Limited	Large	Linwood	6, 8, 10	6, 10
Wm Hamilton & Sons Limited	Medium	Lanarkshire	3, 10	3, 10

¹ Consortium Bid comprised of:

Jarvie Plant Limited

J.P. Rentals Limited

Custom Operators Ltd.

Appendix 3 - Scoring and Recommendations

LOT 1 - Cars & Light Vehicles		
Supplier	SCORE	Awarded (Yes/No)
ACL Hire Limited	84.20	Yes
MV Commercial Limited	83.61	Yes
Harris Vehicle Hire Ltd	81.15	Yes
Cooks Van Hire Limited	75.51	Yes
Northgate Vehicle Hire Limited	70.33	Yes
Jarvie Plant Limited *	65.70	Yes
Arnold Clark Finance Limited.	61.75	Yes
Dawsongroup Vans Limited	60.81	Yes
McNicoll Vehicle Hire Ltd.	56.25	Yes
F.M.S. Vehicle Rental Limited	54.66	Yes
Accident Repair Centre (Scotland) Limited	53.96	Yes
VMS (Fleet Management) Limited	53.54	Yes
Peter Vardy Limited	53.00	Yes
Hireway Rentals Ltd	43.06	No
Euro Hiredrive Limited	42.44	No
Roadside Vehicle Services Limited	41.83	No
Car Hire Hebrides Ltd	36.13	No
Sweeney Plant & Vehicle Hire Ltd.	32.17	No
S6 Hire Limited	31.64	No
GAP Group Limited	28.29	No
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 2 - Minibuses / Buses		
Supplier	SCORE	Awarded (Yes/No)
ACL Hire Limited	88.46	Yes
Harris Vehicle Hire Ltd	73.47	Yes
McNicoll Vehicle Hire Ltd.	61.35	Yes
Dawsongroup Bus and Coach Limited	60.61	Yes
Cooks Van Hire Limited	60.47	Yes
Arnold Clark Finance Limited.	58.66	Yes
VMS (Fleet Management) Limited	54.18	Yes
Accident Repair Centre (Scotland) Limited	47.92	No
Jarvie Plant Limited *	45.32	No
Roadside Vehicle Services Limited	39.21	No
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 3 - Commercial Vehicles		
Supplier	SCORE	Awarded (Yes/No)
ACL Hire Limited	86.37	Yes
Wm Hamilton & Sons Limited	83.77	Yes
MV Commercial Limited	82.91	Yes
Harris Vehicle Hire Ltd	74.44	Yes
AMK Plant & Tipper Hire Limited	73.23	Yes
Northgate Vehicle Hire Limited	69.84	Yes
Dawsongroup Sweepers Limited	66.23	Yes
John McGeady Limited	62.11	Yes
Gary Largue Plant Hire	61.57	Yes
Doherty and Lafferty Limited	57.16	Yes
VMS (Fleet Management) Limited	56.30	Yes
Jarvie Plant Limited *	56.26	Yes
Vanlee Transport	55.65	Yes
McNicoll Vehicle Hire Ltd.	54.97	Yes
F.M.S. Vehicle Rental Limited	53.90	Yes
Arnold Clark Finance Limited.	52.73	Yes
Peter Vardy Limited	50.75	Yes
Accident Repair Centre (Scotland) Limited	49.17	Yes
Roadside Vehicle Services Limited	46.17	No
Riverside Truck Rental Limited	45.49	No
Sweeney Plant & Vehicle Hire Ltd.	42.63	No
John Nixon Limited	38.30	No
Euro Hiredrive Limited	37.80	No
S6 Hire Limited	29.42	No
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 4 - Gritters		
Supplier	SCORE	Awarded (Yes/No)
Romaquip Limited	87.26	Yes
James A. Cuthbertson, Limited	77.04	Yes
Aebi Schmidt UK Limited	68.21	Yes
Vanlee Transport	64.11	Yes
Bucher Municipal Limited	63.46	Yes
Multevo Limited	53.61	Yes
Econ Engineering Limited	Non-Compliant Bid	

LOT 5 - Refuse Collection Vehicles		
Supplier	SCORE	Awarded (Yes/No)
Romaquip Limited	90.35	Yes
Dawsongroup Sweepers Limited	88.21	Yes
Riverside Truck Rental Limited	87.24	Yes

LOT 6 - Plant – Excavation Equipment		
Supplier	SCORE	Awarded (Yes/No)
MV Commercial Limited	82.80	Yes
Sunbelt Rentals Limited	76.60	Yes
Jarvie Plant Limited *	76.27	Yes
Duncan Mackay and Sons Limited	74.34	Yes
GAP Group Limited	73.41	Yes
Brown Plant Hire Limited	72.77	Yes
AMK Plant & Tipper Hire Limited	72.60	Yes
Clee Hill Plant Limited	71.29	Yes
Ian Hunter T/A St Boswells Mowers	69.24	Yes
John McGeady Limited	66.29	Yes
Doherty and Lafferty Limited	64.66	Yes
Hyndford Plant Limited	62.78	Yes
Sweeney Plant & Vehicle Hire Ltd.	60.97	Yes
W.H. Malcolm Limited	60.80	Yes
Lomond Plant Limited	59.72	Yes
Dawsongroup Sweepers Limited	58.49	Yes
Akro Plant Limited	56.10	Yes
McFadyens Contractors (Campbeltown) Limited	53.26	Yes
Gary Largue Plant Hire	52.80	Yes
John Nixon Limited	45.66	No
Hermiston Asphalt Hire Limited	31.12	No
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	
Finning (UK) Ltd.	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 7 - Plant – Road surfacing Equipment		
Supplier	SCORE	Awarded (Yes/No)
Jarvie Plant Limited *	81.39	Yes
Ian Hunter T/A St Boswells Mowers	80.24	Yes
Clee Hill Plant Limited	74.37	Yes
John McGeady Limited	74.12	Yes
Sunbelt Rentals Limited	73.22	Yes
Multevo Limited	72.90	Yes
GAP Group Limited	71.91	Yes
DR Plant Hire Ratho Limited	71.15	Yes
Doherty and Lafferty Limited	69.58	Yes
AMK Plant & Tipper Hire Limited	66.25	Yes
Hillhouse Quarry Group Limited T/A MacAsphalt	62.87	Yes
Robert McCarroll Limited	60.86	Yes
John Nixon Limited	53.35	No
Hermiston Asphalt Hire Limited	52.47	No
Gary Largue Plant Hire	47.40	No
Finning (UK) Ltd.	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 8 - Plant – Lifting Equipment		
Supplier	SCORE	Awarded (Yes/No)
John McGeady Limited	89.33	Yes
Jarvie Plant Limited *	81.85	Yes
The MultiFuel Stove Company Limited	80.83	Yes
MV Commercial Limited	80.37	Yes
Ian Hunter T/A St Boswells Mowers	80.24	Yes
Roadside Vehicle Services Limited	80.16	Yes
G. M. Leitch Ltd	77.51	Yes
Nationwide Platforms Limited	73.68	Yes
Sunbelt Rentals Limited	71.92	Yes
Dawsongroup Sweepers Limited	68.79	Yes
GAP Group Limited	65.07	Yes
W.H. Malcolm Limited	56.74	No
John Nixon Limited	56.17	No
Doherty and Lafferty Limited	50.18	No
Riverside Truck Rental Limited	43.43	No
Sweeney Plant & Vehicle Hire Ltd.	32.58	No
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	

* Please see "FOOTNOTE 1", Appendix 2

LOT 9 - Grounds Maintenance Equipment		
Supplier	SCORE	Awarded (Yes/No)
Hamilton Bros. (Engineering) Limited	75.65	Yes
Ian Hunter T/A St Boswells Mowers	75.54	Yes
Bryson Tractors Limited	69.32	Yes
Doherty and Lafferty Limited	69.30	Yes
Ravenhill Limited	64.65	Yes
Jarvie Plant Limited *	64.27	Yes
Fraser C Robb Limited	59.20	Yes
Akro Plant Limited	55.13	No
Sunbelt Rentals Limited	52.60	No
Multevo Limited	38.11	No

* Please see "FOOTNOTE 1", Appendix 2

LOT 10 – Sweepers		
Supplier	SCORE	Awarded (Yes/No)
Wm Hamilton & Sons Limited	91.52	Yes
John McGeady Limited	88.14	Yes
Dawsongroup Sweepers Limited	86.73	Yes
Riverside Truck Rental Limited	83.22	Yes
TIP Trailer Services UK Limited	78.23	Yes
Bucher Municipal Limited	77.59	Yes
Aebi Schmidt UK Limited	77.50	Yes
W.H. Malcolm Limited	74.21	Yes
Hermiston Asphalt Hire Limited	64.99	No
Hillhouse Quarry Group Limited T/A MacAsphalt	59.21	No
Multevo Limited	56.15	No
Doherty and Lafferty Limited	38.51	No

LOT 11 – Specialist Equipment		
Supplier	SCORE	Awarded (Yes/No)
GAP Group Limited	86.91	Yes
Sunbelt Rentals Limited	64.37	Yes
Econ Engineering Limited	51.94	Yes
Multevo Limited	40.65	Yes

LOT 12 - Drainage Equipment		
Supplier	SCORE	Awarded (Yes/No)
Scotjet Limited	82.49	Yes
Bucher Municipal Limited	80.53	Yes
TIP Trailer Services UK Limited	79.30	Yes
Dawsongroup Sweepers Limited	78.64	Yes
GAP Group Limited	78.63	Yes
Riverside Truck Rental Limited	72.72	Yes
Acre Industrial & Cleaning Services Limited	61.16	Yes
Hamilton Industrial Services Limited	60.52	Yes
Andrews Sykes Hire Limited	54.43	Yes
Enterprise Rent-A-Car UK Limited	Non-Compliant Bid	

Appendix 4- List of Recommended Suppliers with Living Wage Status

Supplier	Accredited	Currently progressing through Real Living Wage accreditation process	Pay Real Living Wage to all employees, and committed to gaining accreditation over the initial 2 years of framework	Pay Real Living Wage to all employees, but not accredited	Neither accredited nor paying Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial 2 years of the framework	Neither accredited nor paying Real Living Wage
ACL Hire Limited		X				
Acre Industrial & Cleaning Services Limited			X			
Aebi Schmidt UK Ltd	X					
Akro Plant Limited			X			
AMK Plant & Tipper Hire Limited	X					
Andrews Sykes Hire Limited				X		
Accident Repair Centre (Scotland) Limited			X			
Arnold Clark Finance Limited.				X		
Brown Plant Hire Limited				X		
Bryson Tractors Limited				X		
Bucher Municipal Limited						X
Clee Hill Plant Limited				X		
Cooks Van Hire Limited	X					
Dawsongroup Bus and Coach Limited					X	
Dawsongroup Sweepers Limited				X		
Dawsongroup Vans Limited					X	
Doherty & Lafferty Limited				X		
DR Plant Hire Ratho Limited				X		
Duncan Mackay and Sons Limited				X		
Econ Engineering Limited				X		
F.M.S. Vehicle Rental Limited			X			
Fraser C Robb Limited	X					
G. M. Leitch Ltd				X		
GAP Group Limited				X		
Gary Largue Plant Hire			X			
Hamilton Bros. (Engineering) Limited				X		
Hamilton Industrial Services Limited				X		

Harris Vehicle Hire Ltd			X			
Hillhouse Quarry Group Limited T/A MacAsphalt	X					
Hyndford Plant Limited				X		
James A. Cuthbertson, Limited				X		
Jarvie Plant Limited *	X					
John McGeady Limited	X					
Lomond Plant Limited				X		
McFadyens Contractors (Campbeltown) Limited				X		
McNicoll Vehicle Hire Ltd.				X		
The MultiFuel Stove Company Limited				X		
Multevo Limited			X			
MV Commercial Limited				X		
Nationwide Platforms Limited	X					
Northgate Vehicle Hire Limited						X
Peter Vardy Limited						X
Ravenhill Limited				X		
Riverside Truck Rental Limited			X			
Roadside Vehicle Services Limited			X			
Robert McCarroll Limited				X		
Romaquip Limited	X					
Scotjet Limited	X					
Ian Hunter T/A St Boswells Mowers	X					
Sunbelt Rentals Limited	X					
Sweeney Plant & Vehicle Hire Ltd.			X			
TIP Trailer Services UK Limited	X					
Vanlee Transport				X		
VMS (Fleet Management) Limited				X		
W.H. Malcolm Limited						X
Wm Hamilton & Sons Limited				X		

Appendix 5 - Segmentation classifications

0121 Vehicle and Plant Hire is classified as class D.

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

Class A

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

Class B

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

Class C

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

Class D

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

Class E

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

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Request for Associate Membership of Scotland Excel by Cireco (Scotland) LLP

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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 are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Cireco (Scotland) LLP is a Limited Liability Partnership and arm's length external organisation supporting Fife Council. Cireco (Scotland) LLP provide waste management services to various clients delivered through Fife Council's public sector enterprise model.
- 2.2 Cireco (Scotland) LLP is an accredited real living wage employer.

3. Associate Membership Process

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Cireco (Scotland) LLP can be recommended for associate membership of Scotland Excel on the basis of the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

- 4.1 It is recommended to committee that Cireco (Scotland) LLP application to join Scotland Excel as an associate member be approved, with no annual fee subject to the agreement document.
- No fee will be charged due to their status as an arms-length external organisation of a local authority as their associate membership is considered as part of the overall local authority membership.



Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Request for Associate Membership of Scotland Excel by Clyde Gateway URC Limited

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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 are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Clyde Gateway URC (Urban Regeneration Company) Limited is a company limited by guarantee and a registered Scottish charity. Clyde Gateway URC Limited are an arms-length external organisation of Glasgow City Council and are responsible for driving inward investment and improvement for the people and communities across the east end of Glasgow and South Lanarkshire.
- 2.2 Clyde Gateway URC Limited pay the real living wage but are not accredited.

3. Associate Membership Process

3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.

3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Clyde Gateway URC Limited can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970, section 1 (1B)(c) as a public authority or body. Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.

3.3 Fees are determined in a number of ways:

Arms-Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

4.1 It is recommended to committee that Clyde Gateway URC Limited application to join Scotland Excel as an associate member be approved, with no annual fee subject to the agreement document.

No fee will be charged due to their status as an arms-length external organisation of a local authority as their associate membership is considered as part of the overall local authority membership.

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Request for Associate Membership of Scotland Excel by Fife Golf trust

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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 are in place for our members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Fife Golf Trust is a company limited by guarantee and a registered Scottish charity. Fife Golf trust is an arms-length external organisation of Fife Council and on their behalf, resources raised are invested into developing and improving the quality of all of our golf courses. Fife Golf Trust are committed to growing and developing the business which will deliver real improvements and benefits for existing and future golfers.

- 2.2 Fife Golf Trust is an accredited real living wage employer.

3. Associate Membership Process

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Fife Golf Trust can be recommended for associate membership of Scotland Excel on the basis of the Local Authorities (Goods and Services) Act 1970 section 1 (1B)(c). Namely, that it has functions that are public in nature or engages in activities of that nature so long as the purpose or effect of access to Scotland Excel's services is to facilitate its discharge of those functions or activities.
- 3.3 Fees are determined in a number of ways:

Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.

National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.

All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

- 4.1 It is recommended to committee that Fife Golf Trust application to join Scotland Excel as an associate member be approved, with no annual fee subject to the agreement document.

No fee will be charged due to their status as an arms-length external organisation of a local authority as their associate membership is considered as part of the overall local authority membership.

Scotland Excel

To: Executive Sub-Committee

On: 18 March 2022

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

Request for Associate Membership of Scotland Excel by Scottish Ministers acting through Social Security Scotland

1. Background

- 1.1 Scotland Excel operates an Associate programme to allow access to its frameworks and services to a wide range of other public service orientated bodies. Applications can be made for Associate Membership by organisations such as council arm's 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 are in place for members. Associates do not have the opportunity to influence the future contract delivery schedule which is reserved for the full local authority members.

Associate membership supports the wider aims of Scotland Excel by increasing overall spend against frameworks, providing additional income and supporting the goals of promoting excellent public procurement across Scottish organisations.

2. Organisation Background

- 2.1 Scottish Ministers acting through Social Security Scotland is an Executive Agency of the Scottish Government with the responsibility of managing the Scottish social security system effectively and in line with the principles in the Social Security (Scotland) Act 2018.
- 2.2 Scottish Ministers acting through Social Security Scotland is an accredited real living wage employer.

3. Associate Membership Process

- 3.1 Before any application is submitted for approval, a number of validation checks on the organisation are carried out. These include a review of the Memorandum & Articles of Association, the financial position and the type of contracts that the organisation is likely to access. It is confirmed that satisfactory validation checks have been completed in relation to this application.
- 3.2 Scotland Excel monitors all requests from applicants to become associate members to ensure that any legal requirements are met. In this case, Scottish Ministers acting through Social Security Scotland can be recommended for associate membership access in accordance with the Local Authorities (Goods and Services) Act 1970, section 1 (1B)(b) as a public authority or body.
- 3.3 Fees are determined in a number of ways:
- Arms Length External Organisations (ALEOs) related to local authority members pay no fee as this is covered within requisition fees.
- National Health Service (NHS) bodies, Colleges and Universities, and Non departmental bodies of the Scottish Government pay no fee under a reciprocal agreement that allows local authorities to utilise contracts created by the relevant procurement centres of expertise.
- All other associate fees are calculated on a standard methodology agreed by committee. e.g. Housing Associations pay based on the number of houses within their portfolio.

4. Recommendations

- 4.1 It is recommended to committee that Scottish Ministers acting through Social Security Scotland's application to join Scotland Excel as an associate member be approved, with no annual fee as part of the reciprocal agreement and subject to the agreement document.