

## **Scotland Excel**

**To: Executive Sub-Committee**

**On: 10 December 2021**

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

**Tender: Supply and Delivery of Recycle and Refuse Containers**

**Schedule: 0721**

**Period: 9<sup>th</sup> December 2021 to 8<sup>th</sup> December 2024 (with option to extend for a one-year period until 8<sup>th</sup> December 2025)**

### **Introduction and Background**

This recommendation is for the award of the fourth-generation framework for the Supply and Delivery of Recycle and Refuse Containers.

This proposed framework was advertised for the period from 9<sup>th</sup> December 2021 to 8<sup>th</sup> December 2024 with the option to extend for up to a further one-year period until 8<sup>th</sup> December 2025. Subject to approval and completion of a standstill period, the framework is intended to commence on or around 4<sup>th</sup> January 2022.

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

### **1. Scope, Participation and Spend**

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

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

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

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of eight lots as summarised in Table 1. This framework has been revised from previous with the inclusion of a new additional lot catering for the refurbishment of bins, aimed at assisting councils in maintaining and extending the lifespan of existing stock. This lot structure continues to represent council requirements.

Lot No.	Description	Estimated % of Spend through lot
Lot 1	2 Wheeled Bins	53%
Lot 2	Wheeled and Non-Wheeled Containers overs 500L	20%
Lot 3	Kerbside Boxes and Reusable Sacks	1%
Lot 4	Kitchen Waste	1%
Lot 5	Urban Waste	7%
Lot 6	Virgin and Recycled Sacks and Liners	4%
Lot 7	Compostable Sacks and Liners	9%
Lot 8	Refurbishment of Bins	5%

As detailed in Appendix 1 – Participation and Spend Summary, all thirty-two councils are expected to participate in this framework.

The forecast annual spend for participating councils and associate members, with contingency for any unprojected spend, is £12.5 million per annum. This equates to an estimated spend of £50 million in total over the full 4-year term of the framework.

## 2. Procurement Process

A UIG consisting of representatives from participating councils endorsed the procurement strategy on 21 June 2021. In addition, a technical group consisting of appropriate officers was formed to assist in the development of technical specifications and participate in relevant elements of the evaluation process. The technical group, acting on behalf of the wider UIG, consisted of officers from Aberdeenshire, Clackmannanshire, South Lanarkshire and Renfrewshire Councils, as well as additional support at development stage from Stirling Council.

Scotland Excel has taken cognisance of the current situation and market impact during the tender exercise of the Coronavirus/COVID-19 pandemic, balancing the current situation with the need to provide a route to market for councils seeking the supply and delivery of recycle and refuse containers. Scotland Excel determined it was appropriate to undertake this tender exercise and to recommend the establishment of this framework.

A Prior Information Notice (PIN) was published on 13<sup>th</sup> April 2021, which resulted in expressions of interest from 29 suppliers. 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.

The Contract Notice was published via the Find A Tender and Public Contracts Scotland (PCS) portal on 6<sup>th</sup> September 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 law and procedures currently in force.

The procurement process followed the open tender process to ensure maximum competition and the inclusion for all potential providers to service the framework. All bidders 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:

Technical: 25%  
Commercial: 75%

Within the technical section, bidders were required to evidence their knowledge, experience and activities linked to their offer(s) by responding to questions relating to end of life/take back schemes (for applicable lots), fair work practices, sustainability, whilst Lot 1 bidders were also required to complete a Method Statement focused upon larger scale project delivery. Bidders were also assessed for any additional guarantee offered against products and their ability to provide community benefits. These are detailed below within Table 2.

**Table 2: Technical Section Weighting**

Criteria	Points							
	Lot 1	Lot 2	Lot 3	Lot 4	Lot 5	Lot 6	Lot 7	Lot 8
End of Life/Take Back Schemes	4	6	5	5	5	N/A	N/A	N/A
Fair Working Practices	4	5	5	5	5	6	6	6
Sustainability	4	5	5	5	5	6	6	6
Method Statement	4.5	N/A						
Additional Guarantee Period	4	4	5	5	5	6	6	7
Community Benefits	4.5	5	5	5	5	7	7	6
	<b>25</b>							

Within the commercial section, bidders were invited to offer on a lot by lot basis. Fixed pricing for six months periods was required for all lots and a retrospective rebate of 0.5% will be applied to framework spend above £100,000 (excluding the first £100,000) and will be calculated based upon all framework spend with the supplier reported through management information returns.

### **3. Report on Offers Received**

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

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

### **4. 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 twenty-three suppliers as outlined in Appendix 3.

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.

The range of suppliers recommended provides competitive options for all participating local authorities as well as offering a degree of product type and choice.

### **5. Benefits**

#### **Savings**

Following a benchmarking exercise of average offers received compared to average offers available under the previous framework that ran from November 2017 to November 2021, comparison indicated that products available via the new framework will be circa 4% more expensive than if purchased over the last four-year period under the previous arrangement. However, an increase was anticipated and is representative of the ongoing challenging market conditions faced by suppliers over the course of the last six to twelve-month period linked to the Covid pandemic and to a lesser extent, Brexit. The main drivers affecting costs are the demand for polymer used in the manufacturing process of plastic bins that is in high demand for the manufacture of PPE related products; a "Spike" in the price of steel as countries across the EU and beyond have emerged from lockdown situations; unusually high shipping container costs, a global issue linked in part to countries emerging from lockdown, back-logs at ports and spike in demand.

When analysing indexation that records and monitors the value of plastic, steel and shipping costs, an increase of 4% across this framework in comparison to previous years suggests a positive outcome in terms of a being a relatively modest increase when compared to the extreme levels reported via indexation

that is being absorbed by manufacturers, i.e. a 40% increase in the value of plastic compared to November 2020,<sup>4</sup> a 50% increase in the value of steel compared to November 2020<sup>5</sup> and a 78% increase in value of global shipping costs compared to November 2020.<sup>6</sup>

It should also be noted that preliminary market consultation undertaken with the supply base appears to suggest that the market challenges are anticipated to be temporary. As such, it is an expectation that throughout the lifetime of this framework, submitted offers will improve in the form of price reductions as the market settles to a more “normal” situation. This will be monitored and reported via the annual reporting process alongside regular review of market intelligence including indexation.

### **Price Stability**

All framework pricing is fixed for a minimum six-month period. This is a reduction from the twelve-month fixed pricing periods prescribed under the previous framework. The decision to lower the fixed pricing period from twelve to six months was taken to mitigate supplier concern regarding the challenging market conditions currently being experienced and encourage the most competitive offers possible. Following the initial six-month period all requests for price increases will be evaluated against prevailing market conditions and will be required to be supported by documentary evidence supporting any such request. Price decreases will be accepted at any time throughout the framework lifetime.

### **Sustainable Procurement Benefits**

Within the technical section of the tender, bidders were scored on responses to questions relating to sustainability and focused upon how bidders are delivering upon fleet/vehicle environmental standards, how they are reducing their carbon footprint and how their company has/is reducing waste. A range of responses were outlined by bidders including:

- Use of Euro 5 and Euro 6 standard vehicles as well as use of hybrid and electric vehicles within existing fleet.
- Carbon monitoring and policy/strategy to reduce and measure on an ongoing basis.
- Refined processes to minimise wastage within the manufacturing process, investment in waste management equipment and partnership with recycling companies to ensure any off-take materials are recycled.

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<sup>4</sup> Source: <https://pieweb.plasteurope.com/>

<sup>5</sup> Source: <http://steelbenchmarker.com/>

<sup>6</sup> Source: <https://fbx.freightos.com/>

In addition, during mobilisation stage and as a key element of contract management throughout the framework lifetime, Scotland Excel will continue to work with suppliers and council users to identify innovative actions that could positively impact sustainability goals and ensure that buyers are aware how decisions regarding purchases can potentially impact. For example, if a council opted to buy grey plastic bins, generally, the supplier may be able to commit a higher level of recycled content than in comparison to a bin of a more vibrant colour (which requires a higher level of virgin material to produce).

## **Community Benefits**

Scotland Excel is committed to maximising community benefit delivery for our members. Bidders were asked to confirm whether they were willing to comply with our community benefits approach for the lifetime of the framework. This approach is designed to deliver local community benefits based on individual member requirements. Twenty-one of the twenty-three bidders recommended for award confirmed their acceptance. Scotland Excel will work with all suppliers during the lifetime of the contract to ensure that councils are made aware of what benefits they can access.

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

- Improve access to local green space
- Improve the skill profile of the population
- Reduce underemployment
- Improve workplace learning
- Improve young people's participation
- Reduce waste generated

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

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

## **Fair Work Practices including the Real Living Wage**

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and is engaged in decision making. Within the technical section of the tender, bidders were assessed on their approach to fair work practices and asked to confirm their status in relation to the payment of the Real Living Wage to their workforce. Of the twenty-three recommended suppliers, two are accredited Real Living Wage employers, three commit to obtain accreditation during the lifetime of the framework and the

remainder - although not accredited - pay at least the Real Living Wage as a minimum to all employees. Details can be found in Appendix 4 – List of Recommended Suppliers Real Living Wage Status.

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

## **6. Contract Mobilisation and Management**

As part of the mobilisation process, all service providers 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 service providers 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 service provider and user group reviews as appropriate. During the current market conditions Scotland Excel will continue to engage with service providers on a regular basis to manage the response to the pandemic and ensure continuity of service delivery for our members.

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

## **7. Summary**

This fourth-generation framework for the Supply and Delivery of Recycle and Refuse Containers offers a relatively straight forward route to market to source an assortment of products commonly used by councils and others as a key element of their waste management activities. It provides a high level of choice and options that can be utilised regardless of how individual council strategies or Government policy develops over the course of the framework lifetime and offers competitive pricing in addition to community benefit opportunities, delivered by a largely sustainability conscious supply base.

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

**Appendix 1 – Participation and Spend Summary**  
**Supply and Delivery of Recycle and Refuse Containers 0721**

COUNCIL	PARTICIPATION STATUS	PARTICIPATION ENTRY DATE	ESTIMATED ANNUAL SPEND	SOURCE OF SPEND DATA
ABERDEEN CITY COUNCIL	YES	Contract start	£300,000	Council
ABERDEENSHIRE COUNCIL	YES	Contract start	£375,000	Council
ANGUS COUNCIL	YES	Contract start	£337,500	Council
ARGYLL & BUTE COUNCIL	YES	Contract start	£100,000	Council
CITY OF EDINBURGH COUNCIL	YES	Contract start	£450,000	MI
CLACKMANNANSHIRE COUNCIL	YES	Contract start	£20,500	Council
COMHAIRLE NAN EILEAN SIAR	YES	Contract start	£30,000	MI
DUMFRIES & GALLOWAY COUNCIL	YES	Contract start	£525,000	Council
DUNDEE CITY COUNCIL	YES	Contract start	£150,000	Council
EAST AYRSHIRE COUNCIL	YES	Contract start	£200,000	Council
EAST DUNBARTONSHIRE COUNCIL	YES	Contract start	£140,000	Council
EAST LoTHIAN COUNCIL	YES	Contract start	£156,500	Council
EAST RENFREWSHIRE COUNCIL	YES	Contract start	£92,500	MI
FALKIRK COUNCIL	YES	Contract start	£675,000	MI
FIFE COUNCIL	YES	Contract start	£250,000	Council
GLASGOW CITY COUNCIL	YES	Contract start	£1,600,000	Council
HIGHLAND COUNCIL	YES	Contract start	£125,000	Council
INVERCLYDE COUNCIL	YES	Contract start	£150,000	Council
MIDLoTHIAN COUNCIL	YES	Contract start	£125,000	MI
MORAY COUNCIL	YES	Contract start	£42,500	MI
NORTH AYRSHIRE COUNCIL	YES	Contract start	£150,000	Council
NORTH LANARKSHIRE COUNCIL	YES	Contract start	£600,000	Council
ORKNEY ISLANDS COUNCIL	YES	Contract start	£20,000	Council
PERTH & KINROSS COUNCIL	YES	Contract start	£650,000	Council
RENFREWSHIRE COUNCIL	YES	Contract start	£425,000	Council
SCOTTISH BORDERS COUNCIL	YES	Contract start	£67,500	Council
SHETLAND ISLANDS COUNCIL	YES	Contract start	£195,000	Council
SOUTH AYRSHIRE COUNCIL	YES	Contract start	£57,500	Council
SOUTH LANARKSHIRE COUNCIL	YES	Contract start	£500,000	MI
STIRLING COUNCIL	YES	Contract start	£165,750	Council
WEST DUNBARTONSHIRE COUNCIL	YES	Contract start	£80,000	Council

WEST LOTHIAN COUNCIL	YES	Contract start	£750,000	Council
<b>TOTAL</b>			<b>£9,505,250</b>	

## Appendix 2 - Summary of Offers Received

Name of Tenderer	SME Status	Location	Lot(s) Tendered	Lot(s) Awarded (in whole or in part)
BIO PACK LIMITED	Small	England	6,7	6,7
BROXAP LIMITED	Medium	England	5	5
CONTENUR (UK) LIMITED	Medium	England	1,2	1,2
CORAL PRODUCTS (MOULDINGS) LTD	Medium	England	1,3,4	1,3,4
CRAEMER UK LIMITED	Medium	England	1,2,4	1,2,4
CROMWELL POLYTHENE LIMITED	Medium	England	3,6,7	3,6,7
EGBERT H. TAYLOR & COMPANY LIMITED	Medium	England	2,8	2,8
ESE WORLD LIMITED	Small	England	1,2,4	1,2,4
IMPERIAL POLYTHENE PRODUCTS LIMITED	Small	England	1,2,3,4,6,7	1,2,3,4,6,7
J. & H.M. DICKSON LIMITED	Small	Glasgow and Strathclyde	3	3
LEAFIELD ENVIRONMENTAL LIMITED	Small	England	5	5
ONE51 ES PLASTICS (UK) LIMITED T/A MGB PLASTICS	Medium	England	1	1
OPALION PLASTICS LIMITED.	Medium	England	7	7
ORWAK EASI UK LIMITED	Small	England	1,2	1,2
OSCAR PRODUCTS LIMITED	Large	England	6	-
RIDLEY RECYCLING LIMITED T/A PETER RIDLEY WASTE SYSTEMS	Micro	England	4,7	4,7
SAI-PAC (UK) LIMITED	Small	England	3,6,7	3,6,7
SSI SCHAEFER LIMITED	Medium	England	1,4	1,4
STORM ENVIRONMENTAL LIMITED	Medium	England	2,8	2,8
STRAIGHT MANUFACTURING LIMITED	Medium	England	3,4	3,4
STREETSPACE LIMITED	Medium	England	5	-
THE COMPOST BAG COMPANY LTD	Medium	England	4,6,7	4,6,7
UK CONTAINER MAINTENANCE LIMITED	Small	England	8	8
WEIR & CARMICHAEL LIMITED	Small	England	3	3
WYBONE LIMITED	Medium	England	5	5

## Appendix 3 - Scoring and Recommendations

<b>Lot 1 - 2 Wheeled Bins</b>		
<b>Tenderer</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
CONTENUR (UK) LIMITED	93.16	Yes
SSI SCHAEFER LIMITED	91.61	Yes
ONE51 ES PLASTICS (UK) LIMITED T/A MGB PLASTICS	88.14	Yes
CORAL PRODUCTS (MOULDINGS) LTD	84.55	Yes
ESE WORLD LIMITED	79.86	Yes
CRAEMER UK LIMITED	79.52	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	71.99	Yes
ORWAK EASI UK LIMITED	69.19	Yes
<b>Lot 2 - Wheeled and Non-Wheeled Bins over 500L</b>		
<b>Tenderer</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
CONTENUR (UK) LIMITED	93.20	Yes
ESE WORLD LIMITED	89.18	Yes
STORM ENVIRONMENTAL LIMITED	89.26	Yes
CRAEMER UK LIMITED	81.91	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	81.21	Yes
ORWAK EASI UK LIMITED	80.36	Yes
EGBERT H. TAYLOR & COMPANY LIMITED	79.74	Yes
<b>Lot 3 - Kerbside Boxes and Reusable Sacks</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
STRAIGHT MANUFACTURING LIMITED	90.65	Yes
SAI-PAC (UK) LIMITED	89.17	Yes
CORAL PRODUCTS (MOULDINGS) LTD	87.83	Yes
WEIR & CARMICHAEL LIMITED	87.34	Yes
CROMWELL POLYTHENE LIMITED	85.11	Yes
J. & H.M. DICKSON LIMITED	83.24	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	76.15	Yes
<b>Lot 4 - Kitchen Waste</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
STRAIGHT MANUFACTURING LIMITED	90.76	Yes
CORAL PRODUCTS (MOULDINGS) LTD	82.62	Yes
RIDLEY RECYCLING LIMITED T/A PETER RIDLEY WASTE SYSTEMS	81.42	Yes
ESE WORLD LIMITED	77.37	Yes
SSI SCHAEFER LIMITED	73.86	Yes
THE COMPOST BAG COMPANY LTD	72.68	Yes
CRAEMER UK LIMITED	65.58	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	64.48	Yes
<b>Lot 5 - Urban Waste</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
LEAFIELD ENVIRONMENTAL LIMITED	91.26	Yes
BROXAP LIMITED	84.80	Yes
WYBONE LIMITED	81.58	Yes
STREETSPACE LIMITED	53.20	No
<b>Lot 6 - Virgin and Recycled Sacks and Liners</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
CROMWELL POLYTHENE LIMITED	91.34	Yes
SAI-PAC (UK) LIMITED	79.90	Yes
BIO PACK LIMITED	73.02	Yes
THE COMPOST BAG COMPANY LTD	72.74	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	68.80	Yes
OSCAR PRODUCTS LIMITED	60.05	No
<b>Lot 7 - Compostable Sacks and Liners</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
CROMWELL POLYTHENE LIMITED	91.34	Yes
THE COMPOST BAG COMPANY LTD	82.31	Yes
BIO PACK LIMITED	78.80	Yes
IMPERIAL POLYTHENE PRODUCTS LIMITED	75.71	Yes
SAI-PAC (UK) LIMITED	74.16	Yes
OPALION PLASTICS LIMITED.	67.81	Yes
RIDLEY RECYCLING LIMITED T/A PETER RIDLEY WASTE SYSTEMS	61.65	Yes
<b>Lot 8 - Refurbishment of Bins</b>		
<b>Supplier</b>	<b>Score</b>	<b>Awarded (in whole or in part) Yes/No</b>
UK CONTAINER MAINTENANCE LIMITED	86.92	Yes
STORM ENVIRONMENTAL LIMITED	73.07	Yes
EGBERT H. TAYLOR & COMPANY LIMITED	67.45	Yes

## Appendix 4 - List of Recommended Suppliers Real 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 two years of the framework	Pay Real Living Wage to all employees but not accredited	Neither accredited nor paying the Real Living Wage, but do commit to pay the Real Living Wage to all employees over the initial two years of the framework	Neither accredited nor paying Real Living Wage
BIO PACK LIMITED				Yes		
BROXAP LIMITED				Yes		
CONTENUR (UK) LIMITED				Yes		
CORAL PRODUCTS (MOULDINGS) LTD				Yes		
CRAEMER UK LIMITED				Yes		
CROMWELL POLYTHENE LIMITED	Yes					
EGBERT H. TAYLOR & COMPANY LIMITED				Yes		
ESE WORLD LIMITED				Yes		
IMPERIAL POLYTHENE PRODUCTS LIMITED				Yes		
J. & H.M. DICKSON LIMITED				Yes		
LEAFIELD ENVIRONMENTAL LIMITED				Yes		
ONESIES PLASTICS (UK) LIMITED T/A MGB PLASTICS			Yes			
OPALION PLASTICS LIMITED.				Yes		
ORWAK EASI UK LIMITED				Yes		
RIDLEY RECYCLING LIMITED T/A PETER RIDLEY WASTE SYSTEMS				Yes		
SAI-PAC (UK) LIMITED				Yes		
SSI SCHAEFER LIMITED				Yes		
STORM ENVIRONMENTAL LIMITED				Yes		
STRAIGHT MANUFACTURING LIMITED			Yes			
THE COMPOST BAG COMPANY LTD	Yes			Yes		
UK CONTAINER MAINTENANCE LIMITED			Yes			
WEIR & CARMICHAEL LIMITED				Yes		
WYBONE LIMITED				Yes		

## **Appendix 5 - Segmentation classifications**

0721 Supply and Delivery of Recycle and Refuse Containers 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.

End of Report