

Scotland Excel

To: Executive Sub-Committee

On: 18 June 2021

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

Tender: Supply, Delivery & Installation of Education & Office Furniture

Schedule: 0620

Period: 1 September 2021 until 31 August 2025

1. Introduction and Background

This recommendation is for the award of the third-generation renewal framework for the Supply, Delivery & Installation of Education & Office Furniture.

The current framework will expire on 31 August 2021 after an additional extension period. This was put in place to provide supplier relief and to ensure continuity of service to member councils during the first impacts of the coronavirus pandemic in line with applicable law and guidance.

This proposed renewal framework was advertised for the period from 1 September 2021 until 31 August 2025 and it is intended to commence on 1 September 2021.

This framework will provide councils and other participating bodies with a mechanism to procure a range of furniture suitable for classrooms, pre-5 environments, dining rooms, flexible learning and workspaces, office environments, meeting rooms and reception areas.

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) endorsed the inclusion of six lots as summarised in Table 1.

Table 1: Lotting Structure and Estimated Spend

Lot No.	Lot Description	Estimated % of Expenditure per Lot
1	Education Furniture	31%
2	Education Dining Furniture	8%
3	Pre-5 Furniture	7%
4	Education Full Kit Out	Spend for the full kit out lots will be assigned against each individual lot depending on the type of item purchased
5	Office Furniture	54%
6	Office Full Kit Out	Spend for the full kit out lots will be assigned against each individual lot depending on the type of item purchased

The lotting structure was designed to be representative of the marketplace and member purchasing patterns as well as maximising opportunities for Small to Medium Sized Enterprises (SMEs) to bid.

As detailed in Appendix 1, all 32 councils have confirmed their intention to participate in this framework. In addition to councils, Scottish Prison Service (SPS) have indicated their intention to participate.

The forecast annual spend for participating councils and associate members, with contingency, is £8 million per annum. This equates to an estimated spend of £32 million over the full 4-year term of the framework.

3. Procurement Process

A UIG consisting of representatives from participating members agreed the procurement strategy. In addition, a working group consisting of technical and procurement representatives was formed to review the evaluation methodology and the product groupings.

Scotland Excel has taken cognisance of the COVID-19 outbreak to this tender exercise. Balancing this with the need to provide a route to market for councils seeking the supply of education and office furniture, Scotland Excel determined it was appropriate to undertake this tender exercise and recommend the establishment of this framework.

A Prior Information Notice (PIN) was published on 31 August 2020 and suppliers were invited to meet with Scotland Excel to inform the strategy. This framework was advertised via the Find a Tender service and the Public Contracts Scotland (PCS) portal on 3 March 2021. The tender process was conducted using the Public Contracts Scotland Tender (PCS-Tender) system.

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

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

Technical: 30%
Commercial: 70%

Within the technical section, bidders were required to evidence their knowledge and experience by responding to method statements. These statements covered service delivery and contract management, supply chain risk, sustainability, community benefits and fair work practices. A breakdown of the score allocation can be found in Table 2.

Table 2: Technical Section Scoring

Component	Max Score
Method Statement 1 - Service Delivery and Contract Management	6
Method Statement 3 - Supply Chain Risk	4
Method Statement 4 - Emissions from Products, Packaging Impacts and Useful Life of Materials, Components, Products and Packaging	5
Method Statement 5 - Transport Strategy and Innovation for Delivery Logistics	2
Method Statement 6 - Reuse of Packaging Materials for Original Purpose	2
Method Statement 7 - Community Benefits	5
Method Statement 8 - Involvement of Supported Businesses in Contract Delivery	3
Method Statement 9 - Fair Work Practices	3
Total	30

Within the commercial section, bidders commercial scores were evaluated on a lot by lot basis.

Successful submissions for Lot 4 (Education Full kit Out) and 6 (Office Full Kit Out) were on the basis of a bidder's submission for the related supplies lot, namely Lot 1 (Education Furniture) for Lot 4 and Lot 5 (Office Furniture) for Lot 6. As a result, no standalone scores were awarded in connection with Lot 4 or 6. The eligibility requirements for bidders seeking appointment to Lot 4 or 6 are set out further, below.

Only those bidders who met the following requirements were eligible to be awarded a place on Lot 4:

- Submission of a price for a minimum of 80% of the items within the basket of goods for Lot 1;
- Successful bid for Lot 1; and
- A "Yes" response to the technical question on their willingness to provide a full kit out service for Lot 4.

Only those bidders who met the following requirements were eligible to be awarded a place on Lot 6:

- Submission of a price for a minimum of 80% of the items within the basket of goods for Lot 5;
- Successful bid for Lot 5; and
- A “Yes” response to the technical question on their willingness to provide a full kit out service for Lot 6.

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

4. Report on Offers Received

The tender was accessed by 58 organisations, with 26 tender responses received by the specified closing date and time. A summary of 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 offers received was completed. Appendix 3 confirms the scoring achieved by each bidder in each lot.

5. Recommendations

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 twenty-one suppliers across six lots as outlined in Appendix 3.

The recommended suppliers provide the choice, scope and range of education and office furniture required by councils as well as representing best value and providing geographical coverage.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise and the results are detailed in Appendix 1.

Due to the impact of the COVID-19 pandemic on the use of workplaces and the current uncertainty around the future of the office furniture market, Scotland Excel agreed with the UIG that it would not include office furniture within the benchmark.

Accordingly, benchmarking has been carried out comparing current pricing for the products from the education lots of the current framework for education and office furniture (Lot 1, 2, 3, 4, 5 and 6) with the prices received for the education lots of the new framework (Lot 1, 2 and 3). The lowest priced supplier's pricing,

that has the ability to service each council, has been compared to the current framework pricing.

The projected average savings across all the lots (including Lot 5) and across all councils is 1.27% which equates to an estimated total saving of approximately £84k per annum.

The contract index for the current framework remains below the market index by approximately 3% as reported in Appendix 1, indicating that market pricing is on average around 3% higher than the contract pricing.

Price Stability

The framework has twelve months fixed pricing. All requests for price increases will be evaluated against prevailing market conditions and require to be supported by documentary evidence.

Sustainable Procurement Benefits

Within the technical section of the tender, three method statements assessed suppliers in relation to their corporate approach to sustainability and how they promote recycle, reuse and reduce initiatives to minimise the impact of their supply chain on the environment. A range of sustainable measures were outlined by suppliers including:

- Use of recycled content within products
- Processes to support the reuse of packaging
- Services to extend the useful life of products, such as take-back furniture schemes to repair and remanufacture products
- Transport strategies to reduce the environmental impact of transportation
- Adoption of alternatively fuelled vehicles, namely hybrid or electric, to reduce carbon emissions

Community Benefits

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

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

- Improve the skill profile of the population
- Improve levels of education attainment
- Improve workplace learning
- Improve young people's participation

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

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

Fair Work Practices including the Real Living Wage

Scotland Excel and its members are committed to the delivery of high-quality public services and recognise that this is dependent on a workforce that is well-rewarded, well-motivated, well-led, has access to appropriate opportunities for training and skills development, are diverse and engaged in decision making. Within the technical section of the tender, bidders were assessed on how they will commit to fair work practices. A range of practices were outlined by suppliers including:

- Modern Apprenticeships and training programmes to support the development of Scotland's young workforce
- Training and development opportunities for staff
- Adoption of flexible working approaches

Bidders were also asked to confirm their Real Living Wage status, and of the 21 recommended suppliers, 14 currently pay the Real Living Wage, with a further 2 committing to do so within 2 years. A breakdown of this is set out in Appendix 4. Scotland Excel will continue to monitor Fair Work Practices including the Real Living Wage status during contract and supplier management.

7. Contract Mobilisation and Management

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

Additionally, Scotland Excel will organise a mobilisation event in collaboration with some of the members of the technical panel formed to develop and evaluate the tender.

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 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 third generation framework for the Supply, Delivery & Installation of Education & Office Furniture continues to maximise collaboration and facilitate the procurement of a range of furniture suitable for classrooms, pre-5 environments, dining rooms, flexible learning and workspaces, office environments, meeting rooms and reception areas. Moreover, it promotes added value and delivers best value in terms of price, quality and service.

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

Appendix 1: Participation and Spend

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	Framework Start Date	£265,083	Scotland Excel MI	3.00%	1.27%	£3,367	Benchmarked Current Framework
Aberdeenshire Council	Yes	Framework Start Date	£203,179	Scotland Excel MI	3.00%	1.27%	£2,580	Benchmarked Current Framework
Angus Council	Yes	Framework Start Date	£24,807	Scotland Excel MI	3.00%	1.27%	£315	Benchmarked Current Framework
Argyll & Bute Council	Yes	Framework Start Date	£19,801	Council Confirmed	3.00%	1.27%	£251	Benchmarked Current Framework
City of Edinburgh Council	Yes	Framework Start Date	£535,507	Scotland Excel MI	3.00%	1.27%	£6,801	Benchmarked Current Framework
Clackmannanshire Council	Yes	Framework Start Date	£29,510	Scotland Excel MI	3.00%	1.27%	£375	Benchmarked Current Framework
Comhairle nan Eilean Siar	Yes	Framework Start Date	£49,350	Council Confirmed	3.00%	1.27%	£627	Benchmarked Current Framework
Dumfries & Galloway Council	Yes	Framework Start Date	£260,084	Scotland Excel MI	3.00%	1.27%	£3,303	Benchmarked Current Framework
Dundee City Council	Yes	Framework Start Date	£93,605	Scotland Excel MI	3.00%	1.27%	£1,189	Benchmarked Current Framework
East Ayrshire Council	Yes	Framework Start Date	£13,066	Scotland Excel MI	3.00%	1.27%	£166	Benchmarked Current Framework
East Dunbartonshire Council	Yes	Framework Start Date	£92,070	Scotland Excel MI	3.00%	1.27%	£1,169	Benchmarked Current Framework
East Lothian Council	Yes	Framework Start Date	£450,406	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£5,720	Benchmarked Current Framework
East Renfrewshire Council	Yes	Framework Start Date	£329,675	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£4,187	Benchmarked Current Framework
Falkirk Council	Yes	Framework Start Date	£285,159	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£3,622	Benchmarked Current Framework
Fife Council	Yes	Framework Start Date	£396,740	Scotland Excel MI	3.00%	1.27%	£5,039	Benchmarked Current Framework
Glasgow City Council	Yes	Framework Start Date	£188,866	Scotland Excel MI	3.00%	1.27%	£2,399	Benchmarked Current Framework
Highland Council	Yes	Framework Start Date	£86,273	Scotland Excel MI	3.00%	1.27%	£1,096	Benchmarked Current Framework
Inverclyde Council	Yes	Framework Start Date	£43,478	Scotland Excel MI	3.00%	1.27%	£552	Benchmarked Current Framework
Midlothian Council	Yes	Framework Start Date	£87,074	Scotland Excel MI	3.00%	1.27%	£1,106	Benchmarked Current Framework
Moray Council	Yes	Framework Start Date	£53,284	Council Confirmed	3.00%	1.27%	£677	Benchmarked Current Framework
North Ayrshire Council	Yes	Framework Start Date	£328,250	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£4,169	Benchmarked Current Framework
North Lanarkshire Council	Yes	Framework Start Date	£340,545	Scotland Excel MI	3.00%	1.27%	£4,325	Benchmarked Current Framework
Orkney Islands Council	Yes	Framework Start Date	£1,981	Scotland Excel MI	3.00%	1.27%	£25	Benchmarked Current Framework
Perth & Kinross Council	Yes	Framework Start Date	£558,456	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£7,092	Benchmarked Current Framework
Renfrewshire Council	Yes	Framework Start Date	£238,443	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£3,028	Benchmarked Current Framework
Scottish Borders Council	Yes	Framework Start Date	£116,593	Council Confirmed	3.00%	1.27%	£1,481	Benchmarked Current Framework
Shetland Islands Council	Yes	Framework Start Date	£13,246	Scotland Excel MI	3.00%	1.27%	£168	Benchmarked Current Framework
South Ayrshire Council	Yes	Framework Start Date	£976,029	Council Spend Compared with Scotland Excel MI	3.00%	1.27%	£12,396	Benchmarked Current Framework
South Lanarkshire Council	Yes	Framework Start Date	£118,039	Scotland Excel MI	3.00%	1.27%	£1,499	Benchmarked Current Framework
Stirling Council	Yes	Framework Start Date	£127,326	Council Confirmed	3.00%	1.27%	£1,617	Benchmarked Current Framework
West Dunbartonshire Council	Yes	Framework Start Date	£61,621	Scotland Excel MI	3.00%	1.27%	£783	Benchmarked Current Framework
West Lothian Council	Yes	Framework Start Date	£253,782	Council Confirmed	3.00%	1.27%	£3,223	Benchmarked Current Framework
Tayside Contracts	Yes	Framework Start Date	£8,069	Scotland Excel MI	3.00%	1.27%	£102	Benchmarked Current Framework
Totals			£6,649,397			1.27%	£84,447	
Associate Members	Yes	Framework Start Date	£118,349	Scotland Excel MI	3.00%	1.27%	£1,503	Benchmarked Current Framework
Totals			£6,767,746			1.3%	£85,950	

Appendix 2: Summary of Offers Received

Name of Tenderer	SME Status	Location	Lots Tendered	Lots Awarded
Active Office Scotland Limited	Small	Kilmarnock, Scotland	5	5
Alpha Marketing Scotland Limited	Medium	Belfast, Northern Ireland	1, 2, 3, 4, 5, 6	1, 3, 4, 5, 6
Azzurro Limited	Small	Airdrie, Scotland	5, 6	5, 6
City Gate Construction (Scotland) Limited	Medium	Linwood, Scotland	1, 3, 4	N/A
Claremont Office Furniture Limited	Small	Glasgow, Scotland	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6
Community Products (UK) Limited t/a Community Playthings	Medium	Robertsbridge, England	3	3
Complete Business Solutions Group Limited	Large	Wakefield, England	1, 2, 3, 4, 5, 6	1, 3, 4, 5, 6
Eightspace LLP	Medium	Crawley, England	1, 4, 5, 6	1, 4, 5, 6
Elite Office Supplies Limited	Medium	Airdrie, Scotland	5, 6	N/A
Equip4Work Ltd	Medium	Strafford, England	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6
Findel Education Limited t/a Hope Education	Large	Acrington, England	1, 2, 3, 4, 5, 6	2, 3
Gopak Limited	Small	Hythe, England	2	N/A
Langstane Press Limited	Medium	Aberdeen, Scotland	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6
McLaughlin & Harvey Limited	Large	Newtonabbey, Northern Ireland	1, 2, 3, 4, 5, 6	2, 5, 6
Morleys (Bicester) Ltd	Large	London, England	1, 2, 3, 4	1, 2, 3, 4
North Central Office Ltd	Small	Glasgow, Scotland	1, 2, 4, 5, 6	5, 6
Professional Office Supplies Limited t/a POS Group	Small	Motherwell, Scotland	5	N/A
Qubiti Ltd	Micro	Dumfries, Scotland	5, 6	N/A
Saxen Ltd	Small	Newmilns, Scotland	5, 6	5, 6
Sharp Business Systems UK PLC	Medium	Wakefield, England	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6
Spaceright Europe Limited	Medium	Glasgow, Scotland	2, 3	2, 3

Spaces Taylored Ltd	Micro	Dundee, Scotland	1, 2, 4, 5, 6	1, 2, 4
Caley Print & Stationery Limited t/a The Caley Group	Small	Glasgow, Scotland	5, 6	5, 6
RM Educational Resources Ltd t/a Consortium TTS	Large	Milton Abindon, England	1, 2, 3, 5	1, 2, 3
Wagstaff Bros., Limited	Medium	London, England	1, 2, 3, 4, 5, 6	1, 3, 4
YPO (Yorkshire Purchasing Organisation)	Medium	Wakefield, England	1, 2, 3, 4, 5, 6	1, 2, 3, 4, 5, 6

Appendix 3: Scoring and Recommendations

Lot 1 Education Furniture		
Bidder	Score	Awarded (Yes/No)
Langstane Press Limited	97.50	Yes
Sharp Business Systems UK PLC	93.33	Yes
Claremont Office Furniture Limited	74.23	Yes
Spaces Taylored Ltd	71.49	Yes
Morleys (Bicester) Ltd	70.95	Yes
YPO (Yorkshire Purchasing Organisation)	70.83	Yes
Equip4Work Ltd	62.05	Yes
Eightspace LLP	59.59	Yes
Complete Business Solutions Group Limited	58.88	Yes
RM Educational Resources Ltd t/a Consortium TTS	56.69	Yes
Wagstaff Bros., Limited	55.83	Yes
Alpha Marketing Scotland Limited	53.02	Yes
McLaughlin & Harvey Limited	51.47	No
Findel Education Limited t/a Hope Education	48.47	No
North Central Office Ltd	46.74	No
City Gate Construction (Scotland) Limited	Non-Compliant	No

Lot 2 Education Dining Furniture		
Bidder	Score	Awarded (Yes/No)
Spaceright Europe Limited	94.00	Yes
Sharp Business Systems UK PLC	86.31	Yes
Langstane Press Limited	82.61	Yes
Morleys (Bicester) Ltd	80.18	Yes
YPO (Yorkshire Purchasing Organisation)	79.40	Yes
Equip4Work Ltd	79.39	Yes
Claremont Office Furniture Limited	79.09	Yes
Findel Education Limited t/a Hope Education	78.48	Yes
Spaces Taylored Ltd	77.43	Yes
RM Educational Resources Ltd t/a Consortium TTS	75.63	Yes
McLaughlin & Harvey Limited	74.72	Yes
Complete Business Solutions Group Limited	71.32	No
Wagstaff Bros., Limited	69.00	No
North Central Office Ltd	67.68	No
Alpha Marketing Scotland Limited	67.10	No
Gopak Limited	Non-compliant	No

Lot 3 Pre-5 Furniture		
Bidder	Score	Awarded (Yes/No)
Sharp Business Systems UK PLC	97.00	Yes
Langstane Press Limited	86.81	Yes
Morleys (Bicester) Ltd	72.08	Yes
Claremont Office Furniture Limited	70.56	Yes
Spaceright Europe Limited	70.40	Yes
Equip4Work Ltd	64.41	Yes
Complete Business Solutions Group Limited	62.29	Yes
YPO (Yorkshire Purchasing Organisation)	61.32	Yes
Wagstaff Bros., Limited	59.66	Yes
RM Educational Resources Ltd t/a Consortium TTS	59.02	Yes
Alpha Marketing Scotland Limited	57.52	Yes
Community Products (UK) Limited t/a Community Playthings	52.33	Yes
Findel Education Limited t/a Hope Education	51.38	Yes
City Gate Construction (Scotland) Limited	Non-compliant	No
McLaughlin & Harvey Limited	Non-compliant	No

Lot 4 Education Full Kit Out	
Bidder	Awarded (Yes/No)
Alpha Marketing Scotland Limited	Yes
City Gate Construction (Scotland) Limited	No
Claremont Office Furniture Limited	Yes
Complete Business Solutions Group Limited	Yes
Eightspace LLP	Yes
Equip4Work Ltd	Yes
Findel Education Limited t/a Hope Education	No
Langstane Press Limited	Yes
McLaughlin & Harvey Limited	No
Morleys (Bicester) Ltd	Yes
North Central Office Ltd	No
Sharp Business Systems UK PLC	Yes
Spaces Taylored Ltd	Yes
Wagstaff Bros., Limited	Yes
YPO (Yorkshire Purchasing Organisation)	Yes

Lot 5 Office Furniture		
Bidder	Score	Awarded (Yes/No)
Sharp Business Systems UK PLC	97.00	Yes
Langstane Press Limited	96.59	Yes
Claremont Office Furniture Limited	75.61	Yes
Azzurro Limited	75.53	Yes
McLaughlin & Harvey Limited	71.92	Yes
Active Office Scotland Limited	69.24	Yes
YPO (Yorkshire Purchasing Organisation)	68.32	Yes
Alpha Marketing Scotland Limited	65.44	Yes
Eightspace LLP	65.22	Yes
Complete Business Solutions Group Limited	64.82	Yes
Equip4Work Ltd	63.19	Yes
Caley Print & Stationery Limited t/a The Caley Group	60.52	Yes
North Central Office Ltd	60.21	Yes
Saxen Ltd	59.09	Yes
Wagstaff Bros., Limited	55.41	No
Qubiti Ltd	54.23	No
Spaces Taylored Ltd	53.78	No
Elite Office Supplies Limited	53.26	No
RM Educational Resources Ltd t/a Consortium TTS	51.63	No
Professional Office Supplies Limited t/a POS Group	51.58	No
Findel Education Limited t/a Hope Education	48.00	No

Lot 6 Office Full Kit Out	
Bidder	Awarded (Yes/No)
Alpha Marketing Scotland Limited	Yes
Azzurro Limited	Yes
Caley Print & Stationery Limited t/a The Caley Group	Yes
Claremont Office Furniture Limited	Yes
Complete Business Solutions Group Limited	Yes
Eightspace LLP	Yes
Elite Office Supplies Limited	No
Equip4Work Ltd	Yes
Findel Education Limited t/a Hope Education	No
Langstane Press Limited	Yes
McLaughlin & Harvey Limited	Yes
North Central Office Ltd	Yes
Qubiti Ltd	No
Saxen Ltd	Yes
Sharp Business Systems UK PLC	Yes
Spaces Taylored Ltd	No
Wagstaff Bros., Limited	No
YPO (Yorkshire Purchasing Organisation)	Yes

Appendix 4: List of Recommended Suppliers with Real Living Wage Status at Point of Tender

Bidder	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
Active Office Scotland Limited					Yes	
Alpha Marketing Scotland Limited				Yes		
Azzurro Limited	Yes					
Claremont Office Furniture Limited			Yes			
Community Products (UK) Limited t/a Community Playthings						Yes
Complete Business Solutions Group Limited	Yes					
Eightspace LLP			Yes			
Equip4Work Ltd	Yes					
Findel Education Limited t/a Hope Education						Yes
Langstane Press Limited						Yes
McLaughlin & Harvey Limited	Yes					
Morleys (Bicester) Ltd						Yes
North Central Office Ltd			Yes			
Saxen Ltd			Yes			
Sharp Business Systems UK PLC				Yes		
Spaceright Europe Limited					Yes	
Spaces Taylored Ltd	Yes					
Caley Print & Stationery Limited t/a The Caley Group			Yes			
RM Educational Resources Ltd t/a Consortium TTS						Yes
Wagstaff Bros., Limited			Yes			
YPO (Yorkshire Purchasing Organisation)	Yes					

Appendix 5 – Segmentation classifications

0620 Education & Office Furniture 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.