

Notice of Meeting and Agenda Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 29 January 2021	09:30	Remotely by MS teams,

KENNETH GRAHAM
Clerk

Membership

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Ruairie Kelly (Glasgow City Council); Councillor Alister Mackinnon (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 Collette Stevenson (South Lanarkshire Council)

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

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 | 3 - 6 |
| | Minute of meeting of the Executive Sub-committee held on 11 December 2020. | |
| 2 | Revenue Budget Monitoring | 7 - 14 |
| | Joint Report by Treasurer and Chief Executive of Scotland Excel. | |
| 3(a) | Contract for Approval: The Supply and Delivery of Social Care Management Solutions | 15 - 30 |
| | Report by Chief Executive of Scotland Excel. | |
| 3(b) | Contract for Approval: Engineering and Technical Consultancy Framework | 31 - 52 |
| | Report by Chief Executive of Scotland Excel. | |
| 4 | Associate Member Update Report | 53 - 62 |
| | Report by Chief Executive of Scotland Excel. | |
| 5(a) | Request for Associate Membership: Fairfield Housing Association Limited | 63 - 64 |
| | Report by Chief Executive of Scotland Excel. | |
| 5(b) | Request for Associate Membership: Shetland's Transport Partnership (ZeTrans) | 65 - 66 |
| | Report by Chief Executive of Scotland Excel. | |
| 6 | Date of Next Meeting | |
| | Note that the next meeting of the Executive Sub-committee will be held at 9.30 am on 19 February 2021. | |



Minute of Meeting Scotland Excel Executive Sub-committee

Date	Time	Venue
Friday, 11 December 2020	09:45	Remotely by MS Teams ,

Present

Provost Bill Howatson (Aberdeenshire Council); Councillor Angus Macmillan Douglas (Angus Council); Councillor Graham Hutchison (City of Edinburgh Council); Provost Norman A Macdonald (Comhairle Nan Eilean Siar); Councillor Stephen Thompson (Dumfries and Galloway Council); Councillor Altany Craik (Fife Council); Councillor Alister Mackinnon (Highland Council); Councillor Joe Cullinane (North Ayrshire Council); Councillor John Shaw (Renfrewshire Council); and Councillor Collette Stevenson (South Lanarkshire 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, K Murphy, Senior Procurement Specialist, S Christie, Commercial Manager and Z Shankly, Customer Account Manager (all Scotland Excel); and M Conaghan, Legal and Democratic Services Manager and E Currie, Senior Committee Services Officer (both Renfrewshire Council).

Apologies

Councillor Ruairie Kelly (Glasgow City Council); Councillor Paul Di Mascio (North Lanarkshire Council) (due to technical issues); and Councillor Amanda Hawick (Shetland Islands Council).

Declarations of Interest

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

1 Minute

There was submitted the Minute of the meeting of the Executive Sub-committee held on 27 November 2020.

DECIDED: That the Minute be approved.

2 Contract for Approval: Bitumen and Associated Products

There was submitted an amended report the Chief Executive of Scotland Excel relative to the award of a renewal framework for bitumen and associated products which would operate from 1 March 2021 until 29 February 2024, with an option to extend for a further 12-month period.

The renewal was a fourth-generation framework and would provide councils and other participating bodies with a mechanism to procure a wide variety of bitumen related products ranging from bulk bitumen to reinstatement products, surface dressings, cementitious products and sundry bitumen related products.

The report summarised the outcome of the procurement process for this national framework agreement.

The framework had been divided into five lots as detailed in table 1 of the report and had been advertised at £56 million for the four-year term. Appendix 1 to the report detailed the participation, spend and savings summary of those 30 councils participating in the framework together with Tayside Contracts. It was noted that North Lanarkshire and East Dunbartonshire Councils had their own arrangements in place and had advised that they did not currently intend to participate in this renewal framework. The framework had been advertised to allow use by all councils. It was currently intended that Tayside Contracts would be the procurement lead for the purchase of bitumen and associated products for Angus, Dundee City and Perth and Kinross Councils.

Tender responses had been received from nine tenderers and Appendix 2 to the report provided a summary of the offers received.

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

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

Appendix 4 to the report detailed the approach taken by bidders in relation to fair work practices and their position on the payment of the Real Living Wage; and Appendix 5 to the report provided a summary of contract and supplier management classifications.

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

Declaration of Interest

Councillor Douglas declared an interest in the preceding item of business as he was a Director of Tayside Contracts.

3 Request for Associate Membership: Grampian Housing Association Limited

There was submitted a report by the Chief Executive of Scotland Excel advising that Grampian Housing Association 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 Grampian Housing Association Limited to become an associate member of Scotland Excel, with an annual membership fee of £4,995, be approved subject to completion and signing of the agreement documentation.

4 Employee Absence Management Report

There was submitted a report by the Chief Executive of Scotland Excel relative to employee absence statistics for Scotland Excel.

The report advised of the absence levels for the period ending 30 September 2020 and provided a breakdown of the current month, last six months and 12 months absence figures, together with an illustration of 12 months in days and the last 12 months in percentages. The graph in the report detailed the sickness absence rates within Scotland Excel over the past five years.

The rate of absence across the organisation had mostly been maintained at or below the 4% target with the exception of August 2020 where it rose to 5%. The rolling six months and 12 months average absence rates were now at or below 3.4%.

DECIDED: That the report be noted.

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 29 January 2021.

Scotland Excel

To: Executive Sub-Committee

On: 29 January 2021

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

Revenue Budget Monitoring Report to 11 December 2020

1. Summary

- 1.1 At the end of Period 9, Scotland Excel is projecting a break-even position by year-end in its Core activities and a £227k overspend by year-end within Projects, which would result in a drawdown from Project reserves. Further detail is provided at section 3.

2. Recommendations

- 2.1 It is recommended that members note the report, including the planned drawdown from committed Project reserves.

3. Background

Core

- 3.1 At 11 December 2020, the year-to-date net income for Core was £0.256m, comprising gross expenditure of £2.678m, less gross income of £2.934m.
- 3.2 The projection for the end of 2020/21 is a break-even position for Core. This has moved from a projected overspend at Period 7 of £36k. The current projection includes variances to budget as follows:

Expenditure

- **Employee Costs - £77k underspend**

Scotland Excel continues to have a freeze on recruitment of vacant posts across the organisation as a result of COVID-19. While some essential recruitment has taken place on a temporary basis, the current projection moves the 'fully staffed' assumption out to 2021. Staffing levels and assumptions will continue to be monitored closely. The projected outturn also includes an estimated provision in respect of costs in relation to the on-going VR/VER exercise currently being carried out by the organisation.

- **Transport Costs - £28k underspend**

Assumptions in relation to Transport Costs have been revised in light of recent Scottish Government guidance in relation to the ongoing COVID-19 pandemic.

- **Supplies and Services - £41k underspend**

Assumptions in relation to Supplies and Services expenditure have been revised in light of recent Scottish Government guidance in relation to the ongoing COVID-19 pandemic.

- **Support Costs - £42k overspend**

Arising from increased costs in relation to organisational Insurances, which reflects the growing Scotland Excel framework portfolio.

Income

- **Associate Membership - £37k under-recovery**

The estimated outturn figure has been reduced due to the uncertain financial environment within the Social Housing sector. The Scotland Excel Associates team continues to work with existing associate members to promote the benefits of membership.

- **Income from Projects - £83k under-recovery**

Reflects impact of the COVID-19 pandemic on the New Build framework and on uptake of courses within the Scotland Excel Academy, as previously reported.

- **Retrospective Rebates - £15k over-recovery**

Reflects the unplanned impact of COVID-19 pandemic on some Rebate frameworks; in particular the Janitorial Supplies framework, which has experienced increased sales.

- 3.3 Appendix 1 provides an analysis of the actual spend to date along with projected net expenditure for 2020/21 and includes a summary of movement in the Revenue Reserve, as well as a glossary of terms.
- 3.4 There have been no budget adjustments since the last report at Period 7.
- 3.5 Income and expenditure will continue to be monitored through the remainder of the financial year and projections will be kept under review.

Projects

- 3.6 The year-to-date net expenditure for Projects is £209k, comprising gross expenditure of £955k and gross income of £779k.

- 3.7 The projection for Projects at the end of 2020/21 is a planned drawdown of £227k from Project Reserves. This is after the planned transfer to Core of £174k and is largely attributable to the New Build Project, which is expected to overspend by £176k. The remaining balance represents planned expenditure across a number of projects utilising committed reserves against each project.
- 3.8 Appendix 2 provides an analysis of the actual spend to date along with projected net expenditure for 2020/21 and includes a summary of movement in the Project reserves, as well as a glossary of terms.
- 3.9 There have been no budget adjustments since the last report at Period 7.

REVENUE BUDGET MONITORING STATEMENT 2020/21
1 April 2020 to 11 December 2020

Core	Approved Budget at Period 5	New budget adjustments	Revised Budget	Year to Date Actual	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	3,591	0	3,591	2,351	3,514	77
Property Costs	217	0	217	106	217	0
Transport Costs	30	0	30	0	2	28
Supplies and Services	296	0	296	105	255	41
Transfer Payments	14	0	14	9	13	1
Support Costs	224	0	224	107	266	(42)
Gross Expenditure	4,372	0	4,372	2,678	4,267	105
Council Requisitions	(3,661)	0	(3,661)	(2,685)	(3,661)	0
Temporary Reserve Use	(120)	0	(120)	0	(120)	0
Associate Income	(210)	0	(210)	(173)	(173)	(37)
Income from Projects	(315)	0	(315)	(40)	(232)	(83)
Rebates	(66)	0	(66)	(36)	(81)	15
Gross Income	(4,372)	0	(4,372)	(2,934)	(4,267)	(105)
Drawdown from Reserves	0	0	0	(256)	0	0
Summary of in-year Movement in Reserves						
						£000s
Opening Revenue Reserve at 1 April 2019						235
Budgeted Draw on Reserves						0
Projected year-end variance						0
Closing Revenue Reserve at 31 March 2020						235
% of Operating Income						5.5%

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 2020/21
1 April 2020 to 11 December 2020

Projects	Approved Budget	New budget adjustments	Revised Budget	Year to Date Actual	Projected Full Year Actual	Projected Full Year Variance (Adverse) / Favourable
£000s	£000s	£000s	£000s	£000s	£000s	£000s
Employee Costs	1,302	(0)	1,302	875	1,259	43
Transport Costs	23	0	23	0	1	22
Supplies and Services	57	0	57	21	22	35
Transfer Payments	5	0	5	3	4	1
Third Party Payments	294	0	294	56	116	178
Gross Expenditure	1,681	(0)	1,681	955	1,402	279
Income from Projects	(1,996)	(0)	(1,996)	(779)	(1,349)	(647)
Gross Income	(1,996)	(0)	(1,996)	(779)	(1,349)	(647)
Net Expenditure Sub-Total	(315)	(0)	(315)	176	53	(368)
Transfer to Core	315	0	315	33	174	141
Net Expenditure	0	(0)	0	209	227	(227)

Summary of in-year Movement in Project Reserves	
Opening Revenue Reserve at 1 April 2020	763
Budgeted Draw on Reserves (for Core)	(120)
Projected year-end variance	(227)
Closing Revenue Reserve at 31 March 2021	416
% of Operating Income	30.8%

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: 29 January 2021

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

Tender: The Supply and Delivery of Social Care Case Management Solutions Software

Schedule: 1420

Period: 15 February 2021 until 14 February 2025

1. Introduction and Background

This recommendation is for the award of Scotland Excel's collaborative framework for the Supply of a Social Care Case Management Solutions Software which framework will operate for a period of four years, commencing from the framework commencement date, which is anticipated to be 15 February 2021, and will be confirmed on award.

The project to consider a collaborative approach to procuring a renewed Social Care Case Management system was identified by the Scottish Local Government Digital Office in conjunction with Scotland Excel.

The requirement for this procurement has been identified through consultation with commodity User Intelligence Groups (UIGs). This presents an opportunity for Scotland Excel to provide national collaborative solutions which will drive value through the consolidation of spend, whilst alleviating the resource challenge associated with this type of procurement exercise for local authorities.

All solutions offered will be compliant with the National Cyber Security Centre's "Cloud Security Principles" to ensure maximum data information security and on-going protection.

The framework was advertised at an estimated maximum value of £28 million over the four-year period, and this report summarises the outcome of the procurement process.

2. Scope, Participation and Spend

As part of the strategy development, the User Intelligence Group (UIG) and technical panel approved an open procedure consisting of three lots as summarised in Table 1.

Table 1: Lotting Structure

Lot Number	Description
Lot 1	Social Care System Solution installed on a Council's on-premise datacentre or Council's third-party datacentre.
Lot 2	Social Care System Solution hosted on a service provider's datacentre or service provider's third-party datacentre.
Lot 3	Social Care System provided as Software as a Service (SaaS)

The framework will allow councils to call off directly or use a mini competition process if required under all lots.

There are currently a number of councils that have established project teams to review current processes and procedures involved in social care service delivery. These councils anticipate that a new case management system will be an integral component to support and deliver improved ways of working.

During the evaluation process for this framework, nine councils have expressed an interest in participating in the framework. It is anticipated that a further eleven Councils may consider a replacement social care system during the lifetime of the framework and will include this as one of their procurement options.

3. Procurement Process

This opportunity was previously taken to market during 2019, however it was withdrawn in order that improvements could be made to the procurement documents, which have been reflected in this exercise.

For this exercise, a Prior Information Notice (PIN) was published on 28 January 2020 with 42 companies expressing an interest in the opportunity. Market engagement had previously taken place to provide an understanding of the marketplace as well as existing solution roadmaps. Further engagement was

also undertaken with stakeholders including member councils as part of this tender exercise.

Consequently, the requirements specification was developed using a collaborative process with councils from small, medium and large authorities. A technical panel was formed, consisting of individuals from both IT and Social Services backgrounds.

To ensure maximum competition, an open tender process was used, and this was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 29 October 2020. The tender process was conducted using the Public Contracts Scotland Tender (PCS-T) system.

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

- Technical 70%
- Commercial 30%

Within the technical section, service providers were required to evidence their knowledge and experience by responding to a number of technical areas. Details of the scored technical criteria and weightings are listed below in Table 2.

Table 2: Technical Scoring

Criteria	Lot 1 Weighting	Lot 2 Weighting	Lot 3 Weighting
System Characteristics	20	20	20
Cloud Security Principles	10	10	10
Processing Data	5	5	5
Implementation	10	10	10
Support & Maintenance	10	10	10
Exit Management	5	5	5
Community Benefits	10	10	10
TOTAL	70	70	70

The commercial section of the tender was worth a maximum of 30 marks for each lot.

Scotland Excel has taken cognisance of the current situation and impact during the tender exercise of the Coronavirus/COVID-19 outbreak. Balancing the current situation with the need to provide a route to market for councils seeking software solutions for Social Work Case management systems, and considering those council projects that may require to proceed throughout this time, Scotland Excel determined it was appropriate to undertake the tender exercise and to recommend the establishment of this framework.

Report on Offers Received

The tender document was accessed by 37 organisations with 7 of those submitting an offer before the closing date.

A summary of offers received from service providers and their SME status is outlined within Appendix 1 of the report.

Based on the criteria and scoring methodology set out in the tender document, a full evaluation of the offers received was carried out. Appendix 2 outlines the scoring achieved by each bidder, of which five are recommended for award across three lots.

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 is awarded to five service providers across the lots outlined in Appendix 2.

These five recommended service providers offer nationwide coverage under the framework with four being classed as SME status of medium and one as small.

These service providers offer the solutions and services required by local authorities in accordance with the published requirements. They offer the most economically advantageous tenders in terms of the advertised award criteria.

5. Benefits

Savings

Benchmarking has not been possible within this procurement exercise as this is a first-generation framework, and current contractual information is not fully known. This has also been impacted by the different versions of systems involved, different customisations resulting in additional maintenance charging

and the fact that some systems are currently developed by council ICT staff. As such, it is anticipated that a key benefit of this framework will be the ability to facilitate more effective like-for-like comparisons across councils to enable savings identification and realisation.

Price Stability

Social Care Case Management Solutions Software comprise a number of one-time services; these include right to use licences, configuration, delivery, implementation, knowledge transfer and training, the pricing for which is fixed for the lifetime of the framework. Annual recurring costs cover support and maintenance of the system including upgrades, patches and any appropriate bug fixes, which are fixed for an initial 12-month period. Thereafter an application for a price variation may be submitted by service providers only once every 12 months, based on evidenced information and in line with Consumer Price Index (CPI).

Community Benefits

Service providers were asked to commit to the delivery of community benefit initiatives, per local authority, against pre-agreed spend threshold levels outlined within the community benefits method statement. The benefits aim to be reflective of the National Indicators outlined within the Scottish Government's National Performance framework, and their underlying vision and goals. Local authorities will accrue community benefit points based on their level of spend with a service provider. Accrued points correlate to a benefit that the local authority can elect to receive at any given point throughout the lifetime of the framework. All service providers have committed to delivering these benefits.

Within the published tender documents, service providers were given a list of indicative community benefits that could be agreed with local authorities. These included :

- Improve the skill profile of the population
- Increase the proportion of young people in learning, training or work
- Increase the proportion of graduates in positive destinations
- Improve people's perceptions of the quality of public services
- Improve support for people with care needs
- Improve the quality of the healthcare experience

Scotland Excel will support 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 bi-annual basis.

Fair work Practice including Real Living Wage

Scotland Excel recognises the importance of fair work practices in the delivery of effective public services. Within the invitation to tender, tenderers were required to detail their approach to fair work practices which included: payment of the Real Living Wage; supporting a fair pay policy; improving wider diversity of staff; avoiding exploitative employment practices, such as no inappropriate use of zero hours contracts; and improving the learning and development of staff.

Appendix 3 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.

Scotland Excel will monitor the status with all awarded service providers during the lifetime of the framework.

6. Contract Mobilisation and Management

As part of the mobilisation process, all service providers will be invited to a contract mobilisation meeting to outline the operation of the framework. This will include roles and responsibilities, management information requirements and community benefits reporting. Service providers and participating councils will be issued with a mobilisation pack containing all required details which will enable them 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 4, this framework has been classified as a category B framework.

As such, Scotland Excel will review the framework with the service providers as appropriate, whilst monitoring management information and community benefits associated with this framework. Additionally, Scotland Excel will ensure that service providers are aware of the wider Scottish Government Health & Social Care strategic direction and assist in the communication of supplier technical roadmap changes to councils.

All meetings will be held in accordance with relevant health and safety/social distancing requirements and/or may be undertaken using electronic means.

Supplier performance will be monitored by the contract supplier management process where surveys will be issued to councils for feedback on elements of the framework such as quality and service. This feedback will form the basis of

contract management meetings with service providers, who will be able to review the feedback and if required initiate an improvement programme.

7. Summary

This framework aims to maximise collaboration, consolidate demand and deliver best value. It will provide a platform to improve the digital capability for health and social care professionals involved in the direct delivery of care – to be able to safely and securely access, update and share relevant information. Citizens will be able to access and update information about their health and wellbeing, including their records and to interact with services.

The Executive Sub Committee is requested to approve the recommendation to award this framework to the service providers recommended for award as detailed within Appendix 2 (Scoring and Recommendations).

Appendix 1 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Location	Lots Tendered	Lots Awarded
Advanced Health and Care Limited	Medium	Berkshire	1,2,3	1,2,3
Azeus UK Limited	Small	London	1,2,3	1,2,3
Liquidlogic Limited	Medium	Leeds	1,2,3	1,2,3
OLM Systems Limited	Medium	Teddington	1,2,3	1,2,3
Oxford Computer Consultants Limited	Medium	Oxford	2,3	N/A
Servelec Social Care Limited	Medium	Sheffield	1,2,3	1,2,3
UAB Money Flow	Small	Lithuania	1,2,3	N/A

Appendix 2 - Scoring and Recommendations

Lot1

Service Provider	Score	Awarded
Liquidlogic Limited	85.73	Yes
Advanced Health and Care Limited	82.10	Yes
Servelec Social Care Limited	77.92	Yes
Azeus UK Limited	71.91	Yes
OLM Systems Limited	68.95	Yes
UAB Money Flow	38.13	No

Lot2

Service Provider	Score	Awarded
Liquidlogic Limited	89.62	Yes
OLM Systems Limited	87.11	Yes
Advanced Health and Care Limited	82.10	Yes
Servelec Social Care Limited	81.50	Yes
Azeus UK Limited	76.54	Yes
UAB Money Flow	38.89	No
Oxford Computer Consultants Limited	8.59	No

Lot3

Service Provider	Score	Awarded
OLM Systems Limited	89.28	Yes
Servelec Social Care Limited	86.41	Yes
Advanced Health and Care Limited	82.10	Yes
Liquidlogic Limited	80.89	Yes
Azeus UK Limited	78.40	Yes
UAB Money Flow	19.34	No
Oxford Computer Consultants Limited	-3.97	No

Appendix 3 - List of Recommended Service providers with Living Wage Status

Tenderer	Accredited Living Wage Employer.	Currently progressing through Real Living Wage accreditation process.	Not an accredited but commit to accreditation over the first two years.	Not an accredited Living Wage Employer but pay the Living Wage to all employees (except volunteers, apprentices and interns).	Neither accredited nor paying Real Living Wage but commit to this for all employees over the first 2 years.	Neither accredited nor paying Real Living Wage.
Advanced Health and Care Limited				Yes		
Azeus UK Limited				Yes		
Liquidlogic Limited				Yes		
OLM Systems Limited				Yes		
Servelec Social Care Limited				Yes		

Appendix 4 – Segmentation classifications

1420 Social Care Case Management Solutions Software is classified as level B

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: 29 January 2021

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

Tender: Engineering and Technical Consultancy Framework

Schedule: 0820

Period: 18 March 2021 to 17 March 2025.

1. Introduction and Background

This recommendation is for the award of a renewal framework to replace Scotland Excel's 0616 Engineering and Technical Consultancy framework that expires on 17 March 2021.

This framework will provide councils and other participating bodies a mechanism to procure a wide range of civil engineering and associated technical consultancy services. In doing so, it will provide efficiency to councils when both engaging consultants and forming construction contracts.

This report summarises the outcome of the procurement process for this national framework arrangement and presents the recommendations for award.

2. Scope, Participation and Spend

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

Table 1: Lotting Structure

Lot no.	Description	Estimated % spend through lot
1	Roads and Structures	30%
2	Transportation and Traffic	25%
3	Environmental Engineering	2%
4	Land Surveying	1%

5	Drainage and Flooding	22%
6	Geoenvironmental and Geotechnical	10%
7	Coastal and Maritime	2%
8	Master Planning	2%
9	Project and Commercial Management	6%

The lotting structure aligns with the various specialisms within the market and facilitates the participation of specialist SME consultants in the procurement process.

As detailed in Appendix 1, 31 councils have confirmed their intention to participate in this framework. The Orkney Islands Council have their own arrangement in place which they intend to continue operating. In addition to this, Scotland Excel associate members (Forestry and Land Scotland, Glasgow Prestwick Airport, Highlands & Islands Airport Ltd, River Clyde Homes, Scottish Canals, South East of Scotland Transport Partnership and Tayside, Central Scotland Transport Partnership and North East of Scotland Transport Partnership), the Scottish Government and Transport Scotland have confirmed participation in this framework.

Notwithstanding the above and to allow for potential migration from existing arrangements during the life of the framework, all 32 councils and associate members were included in the Contract Notice for this framework and will be able to utilise it.

The historical annual spend for participating councils and other participating bodies is £14.5 million. However, due to the continuing increase in uptake of the framework, it had been advertised at £17.125 million per annum. It should be noted that there is no guarantee of any level of business or any continuity of business under the terms of the advertised framework.

The estimated annual spend and council participation is detailed in Appendix 1 – Participation, Spend and Savings Summary.

3. Procurement Process

A Prior Information Notice (PIN) was published for this tender on 24 April 2020 which generated 200 notes of interest. To ensure all suppliers had the opportunity to input into the framework, a survey was carried out with 103 suppliers providing responses, of which 15 follow up meeting were held. This consultation exercise provided insight into the overall supply base, typical contracting practices between councils and consultants as well as emerging new services that consultants are providing, all of which helped inform the procurement strategy.

The UIG, consisting of procurement and technical representatives, met on several occasions between October 2019 and May 2020 and helped shape the framework requirements and tender methodology. Through the UIGs, several improvements were developed as part of this renewal framework, including:

- incorporating two new lots, namely Coastal and Maritime and Master Planning whereby the framework would support a wider range of engineering related services.
- adopting the latest standard industry contract suite being the New Engineering Contract 4 (NEC4). This contract is easy to use and well aligned with other contracts which better supports councils when overseeing engineering projects from start to finish.
- redeveloping the framework scope to offer greater clarity of services for both councils and suppliers.
- redesigning our community benefit model to synchronise with the City Deals community benefit model, which is widely used by councils. This brings much needed consistency for councils in managing and reporting their overall community benefits deliveries.

The UIG endorsed the procurement strategy on 6 May 2020.

To ensure maximum competition, the UIG agreed that an open tender process should be followed. The tender was advertised on the Official Journal of the European Union and the Public Contracts Scotland portal on 9 September 2020. The tender process was conducted using the Public Contracts Scotland Tender system (PCS-T).

The offers were evaluated against the following criteria and weightings:

- Qualification pass/fail
- Technical 60%
- Commercial 40%

Qualification was conducted using the European Single Procurement Document (ESPD). Within the ESPD tenderers are required to answer a number of questions, including insurance, financial standing and quality management.

Within the technical section, bidders were required to evidence their knowledge and experience by responding to core technical questions. These included their management arrangements for delivering the services, compliance with the community benefits method and their approach to fair work practices. In addition, lot specific technical questions were also asked in relation to technical merit, levels of innovation and sustainability.

Within the commercial section, bidders were invited to offer rates for three separate pricing mechanisms:

1. hourly rates for a range of clearly specified professional roles within each lot
2. hourly rates for a range of salary bands
3. fee and overhead percentages for instances where pricing is agreed under a cost reimbursable model

These pricing mechanisms support a range of pricing models that councils can adopt in alignment with the nature of their requirements. This provides great flexibility to councils and supports them to take the right commercial approach for each project.

4. Report on Offers Received

The tender closed at midday on 16 October 2020. Scotland Excel received 66 responses to the invitation to tender. One late offer was excluded in accordance with the rules defined in the tender documentation.

Using the criteria and scoring methodology set out in the tender document, a full evaluation of the 65 compliant offers was completed. Appendix 3 outlines the scoring achieved by each tenderer.

5. Recommendations

Based on the evaluation undertaken, and in line with the criteria and weightings set out above, and ensuring that best value, capacity and coverage is secured, it is recommended that a multi supplier framework is awarded to 31 suppliers across nine lots, as outlined in Appendix 3.

These 31 recommended suppliers offer nationwide coverage to account for any potential difficulties that may arise from the implications of COVID-19 impacting the framework, and 11 of the recommended suppliers are classed as SMEs.

6. Benefits

Savings

Scotland Excel conducted a benchmarking exercise based on current spend forecast of councils, comparing current prices paid with the average rates suppliers submitted against the new framework

The projected average saving across all councils is 3.7%, which equates to an estimated total saving of approximately £554k per annum based on current spend forecasts. The projected savings per council ranges from 1.7% to 3.8%.

The estimated annual spend and saving per Council based on the results of the benchmarking are detailed in Appendix 1 – Participation, Spend and Savings Summary.

Price Stability

The salary banded rates, fee percentages and overhead percentages are fixed for the full four-year duration of the framework.

The framework terms mandate that the professional title rates are fixed for at least 12 months, and limits future price increases to no greater than the general rate of inflation.

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 31 recommended suppliers have confirmed their acceptance.

The community benefits approach focused on areas relevant to local communities and the benefits delivered will include:

- opportunities for local small and medium size enterprises (SMEs) or voluntary sector organisations to provide goods and/or services as part of a contract,
- local public consultation opportunities as part of a project design,
- educational presentations to local school children,
- financial donations towards local projects or initiatives that the community considers to be a priority,
- consultancy support to a local community project

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

The scores used as part of this model have been synchronised with those in the City Deals community benefit model, which is widely used by councils. This brings much needed consistency for councils in managing and reporting their overall community benefits deliveries.

Fair Work Practices including the Real Living Wage

Suppliers were asked to confirm their approach to the payment of the real Living Wage to their workforce. As detailed in Appendix 4, 30 of the 31 recommended suppliers pay the real Living Wage and commit to maintaining that for the duration of the framework and the remaining one supplier has committed to pay the real Living Wage to all employees (except volunteers, apprentices and interns) within two years.

Of the 30 suppliers that pay the real Living Wage, seven of them are accredited, one is currently going through the process of becoming an accredited Living Wage Employer and an additional three have committed to becoming accredited within two years.

Scotland Excel will work with all awarded suppliers during the lifetime of the framework to ensure commitments are met.

Other Sustainable Benefits

Tenderers were assessed on how they would maximise sustainability through the delivery of Work Orders, particularly in reducing carbon footprint. Several measures have been offered including:

- incorporating designs for the use of low carbon construction methods, reuse materials and reduced whole life carbon consumption;
- carrying out sustainability and environmental risk assessments and checklists on all new commissions;
- providing route maps, studies, reports and advice to councils and other Scottish public bodies on carbon consumption and decarbonisation;
- developing and using carbon measurement toolkits to inform options appraisals;
- employing sustainability experts within their organisations to promote sustainable practices; and
- assessing key suppliers on their sustainable behaviours.

7. Contract Mobilisation and Management

In accordance with Scotland Excel's established Contract Supplier Management programme, in terms of risk and spend as detailed in Appendix 5, this framework is classified as level D. As such, on a quarterly basis Scotland Excel will collate management information, hold annual contract management meetings with suppliers, undertake annual surveys, may hold contract management UIGs and will provide ad-hoc support to councils, suppliers and external stakeholders.

Standard management information will be collated in accordance with that described in the tender documentation. This data will form the foundation of ongoing contract and supplier management.

Scotland Excel will also hold mobilisation meetings with all awarded suppliers to ensure they understand how the framework operates and what is contractually expected of them.

8. Summary

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

Appendix 1 – Participation, Spend and Savings Summary

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	18 March 2021	£630,000	Contract MI - Confirmed by Member	6.90%	3.8%	£23,940	Benchmarked Current Contract
Aberdeenshire Council	Yes	18 March 2021	£578,000	Contract MI - Confirmed by Member	6.90%	3.8%	£21,964	Benchmarked Current Contract
Angus Council	Yes	18 March 2021	£323,000	Contract MI - Confirmed by Member	6.90%	3.8%	£12,274	Benchmarked Current Contract
Argyll & Bute Council	Yes	18 March 2021	£497,000	Contract MI - Confirmed by Member	6.90%	3.8%	£18,886	Benchmarked Current Contract
City of Edinburgh Council	Yes	18 March 2021	£2,000	Contract MI - Confirmed by Member	6.90%	3.8%	£76	Benchmarked Current Contract
Clackmannanshire Council	Yes	18 March 2021	£2,000	Contract MI - Confirmed by Member	6.90%	3.8%	£76	Benchmarked Current Contract
Comhairle nan Eilean Siar	Yes	18 March 2021	£86,000	Contract MI - Confirmed by Member	6.90%	3.8%	£3,268	Benchmarked Current Contract
Dumfries & Galloway Council	Yes	18 March 2021	£293,000	Contract MI - Confirmed by Member	6.90%	3.8%	£11,134	Benchmarked Current Contract
Dundee City Council	Yes	18 March 2021	£65,000	Contract MI - Confirmed by Member	6.90%	3.8%	£2,470	Benchmarked Current Contract
East Ayrshire Council	Yes	18 March 2021	£348,000	Contract MI - Confirmed by Member	6.90%	3.8%	£13,224	Benchmarked Current Contract
East Dunbartonshire Council	Yes	18 March 2021	£159,000	Contract MI - Confirmed by Member	6.90%	3.8%	£6,042	Benchmarked Current Contract
East Lothian Council	Yes	18 March 2021	£253,000	Contract MI - Confirmed by Member	6.90%	3.8%	£9,614	Benchmarked Current Contract
East Renfrewshire Council	Yes	18 March 2021	£611,000	Contract MI - Confirmed by Member	6.90%	3.8%	£23,218	Benchmarked Current Contract
Falkirk Council	Yes	18 March 2021	£2,000	Contract MI - Confirmed by Member	6.90%	3.8%	£76	Benchmarked Current Contract
Fife Council	Yes	18 March 2021	£319,000	Contract MI - Confirmed by Member	6.90%	3.8%	£12,122	Benchmarked Current Contract
Glasgow City Council	Yes	18 March 2021	£1,824,000	Contract MI - Confirmed by Member	6.90%	3.8%	£69,312	Benchmarked Current Contract
Highland Council	Yes	18 March 2021	£442,000	Contract MI - Confirmed by Member	6.90%	3.8%	£16,796	Benchmarked Current Contract
Inverclyde Council	Yes	18 March 2021	£103,000	Contract MI - Confirmed by Member	6.90%	3.8%	£3,914	Benchmarked Current Contract
Midlothian Council	Yes	18 March 2021	£159,000	Contract MI - Confirmed by Member	6.90%	3.8%	£6,042	Benchmarked Current Contract
Moray Council	Yes	18 March 2021	£69,000	Contract MI - Confirmed by Member	6.90%	3.8%	£2,622	Benchmarked Current Contract
North Ayrshire Council	Yes	18 March 2021	£251,000	Contract MI - Confirmed by Member	6.90%	3.8%	£9,538	Benchmarked Current Contract
North Lanarkshire Council	Yes	18 March 2021	£869,000	Contract MI - Confirmed by Member	6.90%	3.8%	£33,022	Benchmarked Current Contract
Orkney Islands Council	No	18 March 2021	£4,000	Contract MI - Confirmed by Member	6.90%	3.8%	£152	Benchmarked Current Contract
Perth & Kinross Council	Yes	18 March 2021	£1,500,000	Contract MI - Confirmed by Member	6.90%	3.8%	£57,000	Benchmarked Current Contract
Renfrewshire Council	Yes	18 March 2021	£531,000	Contract MI - Confirmed by Member	6.90%	3.8%	£20,178	Benchmarked Current Contract
Scottish Borders Council	Yes	18 March 2021	£524,000	Contract MI - Confirmed by Member	6.90%	3.8%	£19,912	Benchmarked Current Contract
Shetland Islands Council	Yes	18 March 2021	£191,000	Contract MI - Confirmed by Member	6.90%	3.8%	£7,258	Benchmarked Current Contract
South Ayrshire Council	Yes	18 March 2021	£41,000	Contract MI - Confirmed by Member	6.90%	3.8%	£1,558	Benchmarked Current Contract
South Lanarkshire Council	Yes	18 March 2021	£1,000,000	Confirmed by Member	0.00%	1.7%	£17,000	Framework Comparison
Stirling Council	Yes	18 March 2021	£15,000	Contract MI - Confirmed by Member	6.90%	3.8%	£570	Benchmarked Current Contract
West Dunbartonshire Council	Yes	18 March 2021	£2,000	Contract MI - Confirmed by Member	6.90%	3.8%	£76	Benchmarked Current Contract
West Lothian Council	Yes	18 March 2021	£221,000	Contract MI - Confirmed by Member	6.90%	3.8%	£8,398	Benchmarked Current Contract
Tayside Contracts	Yes	18 March 2021	£9,000	Contract MI - Confirmed by Member	6.90%	3.8%	£342	Benchmarked Current Contract
Associate Members	Yes	18 March 2021	£3,200,000	Contract MI - Confirmed by Members	6.90%	3.8%	£121,600	Benchmarked Current Contract
Totals			£15,123,000				£553,674	

Indexation – This column confirms the difference when the relevant market indices are compared with the relevant Contract indices derived from framework specific cost drivers.

Appendix 2 – List of Tenderers with SME Status

Tenderer's Name	SME Status	Tenderer's Local Authority Area	Lots Tendered
2020 Consultancy Solutions Limited	Micro	West Sussex	2
AECOM Limited	Large	London	1,2,3,4,5,6,7,8,9
Aird Geomatics Limited	Micro	City of Edinburgh	4
Allen Gordon LLP	Small	Perth & Kinross	1,5,9
Amey OW Limited	Large	London	1,2,3,5,8,9
Applied Ecology Ltd	Small	Cambridgeshire	3
Arcadis Consulting (UK) Limited	Large	City of Edinburgh	1,2,3,5,6,7,8,9
Arch Henderson Limited Liability Partnership	Medium	Somerset	7
Atkins Limited	Large	Surrey	1,2,3,4,5,6,7,8,9
Buro Happold Limited	Large	Somerset	1,3,6
Capita Property and Infrastructure Limited	Large	London	1,2,3,4,5,9
Civic Engineers (Caledonia) Limited	Small	Greater Manchester	1,2,5
Clayton Lighting and Traffic Ltd	Micro	City of Edinburgh	1,2
COWI UK Limited	Large	Staffordshire	7
Cundall Johnston and Partners LLP	Large	Tyne and Wear	5
Currie & Brown UK Limited	Large	London	4,9
Dougall Baillie Associates Limited	Small	South Lanarkshire	1,2,5
Entec Solutions Ltd	Micro	West Lothian	9
Fairhurst	Large	Glasgow City	1,2,5,6,7,8
Fugro GeoServices Limited	Large	Oxfordshire	3,6
Gardiner & Theobald LLP	Large	London	9
Gavin and Doherty Geosolutions (UK) Limited	Micro	City of Edinburgh	1,6,7
Golder Associates (UK) Limited	Medium	Nottinghamshire	3,5,6
Grossart Associates Limited	Small	South Lanarkshire	1
Harley Haddow Limited	Medium	City of Edinburgh	1
Hydrock Consultants Limited	Large	Bristol	3,6
IBI Group (UK) Limited	Medium	Greater Manchester	2,9
IKM Consulting Ltd.	Medium	Falkirk	4
Ironside Farrar Limited	Medium	City of Edinburgh	1,3,6,8
Jacobs U.K. Limited	Large	Berkshire	1,2,3,5,6,7,8,9
Jeremy Benn Associates Limited	Large	North Yorkshire	3,4,5,6,7
Kaya Consulting Limited	Micro	Glasgow City	5
Kiloh Associates Limited	Micro	Fife	1,5,6
Local Transport Projects Limited	Small	East Riding of Yorkshire	1,2
Long O Donnell Associates Limited	Small	Greater Manchester	9
Mabbett and Associates Limited	Small	Glasgow City	3,6,8
Malcolm Hughes Land Surveyors Limited	Medium	Greater Manchester	4
MHB Consultants Ltd	Small	Glasgow City	1,4,5,6,7
Mott MacDonald Limited	Large	Greater London	1,2,3,5,6,7,8,9
Niras Group (UK) Ltd	Small	Berkshire	7
Pell Frischmann Consultants Limited	Large	London	1,2,4,8
Pick Everard	Small	Leicestershire	1,2,3,5,6,8,9
Project Centre Limited	Medium	Greater London	1,2
Project Management and Building Consultancy Limited	Small	City of Edinburgh	9
Challen Commercial Investigations Ltd t/a Ensafe Consultants	Medium	Northamptonshire	3,6
Richard Allitt Associates Limited	Small	Kent	5

Tenderer's Name	SME Status	Tenderer's Local Authority Area	Lots Tendered
Haskoningdhv UK Limited	Large	Cambridgeshire	1,2,3,5,6,7
RPS Consulting Services Ltd	Large	Oxfordshire	1,2,3,4,5,6,7,8,9
RSK Environment Limited	Large	Glasgow City	1,2,3,4,5,6,8,9
SAC Commercial Limited	Micro	Midlothian	3,4,5
SLR Consulting Limited	Large	Buckinghamshire	1,2,5,6
SOCOTEC UK Limited	Large	Staffordshire	6
Stantec UK Limited	Large	Buckinghamshire	1,2,3,5,6,8,9
Sweco UK Limited	Large	West Yorkshire	1,2,3,5,6
Sysstra Limited	Large	London	1,2,3,4,5,6
The Sustainable Water Company Ltd	Micro	West Lothian	3,5
Thomas & Adamson	Small	City of Edinburgh	9
Thomson Gray Limited	Small	City of Edinburgh	9
Tracsis Traffic Data Limited	Large	West Yorkshire	2
Turner & Townsend Project Management Limited	Large	West Yorkshire	9
Wallace Stone LLP	Small	Glasgow City	1,7
Waterman Infrastructure & Environment Limited	Medium	London	1,2,3,5,6
Woolgar Hunter Limited	Medium	Glasgow City	6
WSP UK Limited	Large	London	1,2,3,4,5,6,7,8,9
WYG Engineering Limited	Large	West Yorkshire	1,2,3,5,6,8,9

Appendix 3 - Scoring and Recommendations

Lot 1 – Roads and Structures	
Tenderer	Score
Atkins Limited**1	89.6
Amey OW Limited**	80.7
RPS Consulting Services Ltd**	80.3
Gavin and Doherty Geosolutions (UK) Limited**	77.8
Haskoningdhv UK Limited**	77.4
WSP UK Limited**	75.5
Mott MacDonald Limited**	75.3
AECOM Limited**	75.1
Sweco UK Limited**	74.5
Stantec UK Limited**	72.8
Jacobs U.K. Limited**	72.7
Ironside Farrar Limited**	72.6
RSK Environment Limited**	72.1
Local Transport Projects Limited**	71.6
Waterman Infrastructure & Environment Limited	68.9
Arcadis Consulting (UK) Limited	66.9
Capita Property and Infrastructure Limited	66.1
SLR Consulting Limited	65.3
Systra Limited	65.0
Fairhurst	64.9
Pell Frischmann Consultants Limited	64.9
Wallace Stone LLP	64.8
MHB Consultants Ltd	64.0
Kiloh Associates Limited	63.1
Pick Everard	61.1
WYG Engineering Limited	60.7
Project Centre Limited	60.6
Civic Engineers (Caledonia) Limited	54.7
Dougall Baillie Associates Limited	53.5
Buro Happold Limited	51.4
Harley Haddow Limited	46.0
Allen Gordon LLP	42.6
Grossart Associates Limited	40.0
Clayton Lighting and Traffic Ltd	37.3

Lot 2 – Transportation and Traffic	
Tenderer	Score
Atkins Limited**	83.6
AECOM Limited**	81.1
Stantec UK Limited**	77.6
Amey OW Limited**	75.4
Systra Limited**	73.0

¹ **Denotes that supplier is recommended for award on to the framework

Arcadis Consulting (UK) Limited**	71.5
Mott MacDonald Limited**	71.0
WSP UK Limited**	68.9
Jacobs U.K. Limited**	68.6
RPS Consulting Services Ltd**	67.9
Waterman Infrastructure & Environment Limited**	67.5
Sweco UK Limited**	66.8
IBI Group (UK) Limited	65.5
Haskoningdhv UK Limited	65.0
Capita Property and Infrastructure Limited	65.0
WYG Engineering Limited	64.5
Local Transport Projects Limited	64.2
2020 Consultancy Solutions Limited	61.8
Pell Frischmann Consultants Limited	61.4
Pick Everard	60.7
Fairhurst	59.4
RSK Environment Limited	59.3
Project Centre Limited	58.0
SLR Consulting Limited	57.3
Dougall Baillie Associates Limited	56.9
Tracsis Traffic Data Limited	49.0
Civic Engineers (Caledonia) Limited	45.9
Clayton Lighting and Traffic Ltd	45.1

Lot 3 – Environmental Engineering	
Tenderer	Score
Atkins Limited**1	91.7
Jeremy Benn Associates Limited**	77.4
AECOM Limited**	76.7
Sweco UK Limited**	76.6
Mott MacDonald Limited**	75.4
RPS Consulting Services Ltd**	74.6
Amey OW Limited**	73.5
Jacobs U.K. Limited**	71.5
Stantec UK Limited**	71.5
Waterman Infrastructure & Environment Limited	68.5
Haskoningdhv UK Limited	68.4
Arcadis Consulting (UK) Limited	68.2
RSK Environment Limited	67.9
WSP UK Limited	67.6
Ironside Farrar Limited	65.4
Capita Property and Infrastructure Limited	64.3
Systra Limited	64.2
Pick Everard	63.0
Golder Associates (UK) Limited	60.3
The Sustainable Water Company Ltd	52.9

¹ **Denotes that supplier is recommended for award on to the framework

Hydrock Consultants Limited	52.6
Applied Ecology Ltd	51.5
Mabbett and Associates Limited	49.1
WYG Engineering Limited	44.3
Buro Happold Limited	42.4
SAC Commercial Limited	38.5
Challen Commercial Investigations Ltd t/a Ensafe Consultants	33.8
Fugro GeoServices Limited	31.0

Lot 4 – Land Surveying	
Tenderer	Score
Atkins Limited**1	91.5
WSP UK Limited**	85.5
Jeremy Benn Associates Limited**	84.4
AECOM Limited**	81.1
RSK Environment Limited**	81.0
IKM Consulting Ltd.**	80.6
Systra Limited**	78.7
Currie & Brown UK Limited **	78.0
Capita Property and Infrastructure Limited**	76.6
SAC Commercial Limited**	75.1
MHB Consultants Ltd**	73.8
RPS Consulting Services Ltd**	72.2
Pell Frischmann Consultants Limited**	71.8
Aird Geomatics Limited**	60.6
Malcolm Hughes Land Surveyors Limited	34.3

Lot 5 – Drainage and Flooding	
Tenderer	Score
Atkins Limited**1	91.6
Jeremy Benn Associates Limited**	83.8
AECOM Limited**	79.4
RPS Consulting Services Ltd**	78.3
Haskoningdhv UK Limited**	76.7
Mott MacDonald Limited**	74.8
Sweco UK Limited**	72.7
RSK Environment Limited**	71.4
Stantec UK Limited**	71.1
Amey OW Limited**	71.0
Jacobs U.K. Limited**	70.9
Capita Property and Infrastructure Limited	69.2
Arcadis Consulting (UK) Limited	68.1
WSP UK Limited	67.7
Kaya Consulting Limited	65.8
Fairhurst	65.2
SLR Consulting Limited	63.8

¹ **Denotes that supplier is recommended for award on to the framework

WYG Engineering Limited	63.6
Kiloh Associates Limited	63.0
Waterman Infrastructure & Environment Limited	62.1
Systra Limited	61.5
Golder Associates (UK) Limited	54.8
The Sustainable Water Company Ltd	53.6
Pick Everard	53.4
MHB Consultants Ltd	51.8
Allen Gordon LLP	51.7
Dougall Baillie Associates Limited	48.9
Richard Allitt Associates Limited	45.7
Cundall Johnston and Partners LLP	42.4
Civic Engineers (Caledonia) Limited	42.2
SAC Commercial Limited	39.9

Lot 6 – Geoenvironmental and Geotechnical	
Tenderer	Score
Atkins Limited** ¹	93.1
Sweco UK Limited**	82.0
Waterman Infrastructure & Environment Limited**	78.9
Jeremy Benn Associates Limited**	78.2
RSK Environment Limited**	78.2
WSP UK Limited**	77.3
Mott MacDonald Limited**	76.8
RPS Consulting Services Ltd**	76.3
Fairhurst**	75.0
Gavin and Doherty Geosolutions (UK) Limited**	74.0
Stantec UK Limited**	73.8
MHB Consultants Ltd**	73.1
Jacobs U.K. Limited**	72.6
AECOM Limited**	72.3
Arcadis Consulting (UK) Limited	70.0
Haskoningdhv UK Limited	69.6
Pick Everard	69.3
Kiloh Associates Limited	68.4
SLR Consulting Limited	67.9
Golder Associates (UK) Limited	66.2
WYG Engineering Limited	64.1
Ironside Farrar Limited	63.5
Systra Limited	62.3
Buro Happold Limited	56.5
Hydrock Consultants Limited	56.5
SOCOTEC UK Limited	54.7
Woolgar Hunter Limited	53.5
Fugro GeoServices Limited	47.5
Challen Commercial Investigations Ltd t/a Ensafe Consultants	38.7

¹ **Denotes that supplier is recommended for award on to the framework

Mabbett and Associates Limited	37.8
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Lot 7 – Coastal and Maritime	
Tenderer	Score
Atkins Limited**1	84.4
Jeremy Benn Associates Limited**	79.7
RPS Consulting Services Ltd**	79.4
Arcadis Consulting (UK) Limited**	77.9
Wallace Stone LLP**	75.6
Haskoningdhv UK Limited**	73.7
AECOM Limited**	73.4
Gavin and Doherty Geosolutions (UK) Limited**	71.7
WSP UK Limited**	70.6
Fairhurst	68.0
Mott MacDonald Limited	67.6
Jacobs U.K. Limited	65.3
COWI UK Limited	64.4
MHB Consultants Ltd	64.0
Niras Group (UK) Ltd	63.2
Arch Henderson Limited Liability Partnership	52.1

Lot 8 – Master Planning	
Tenderer	Score
Atkins Limited**	84.1
RPS Consulting Services Ltd**	73.1
Ironside Farrar Limited**	71.5
AECOM Limited**	71.5
Stantec UK Limited**	71.0
Amey OW Limited**	69.9
Arcadis Consulting (UK) Limited**	68.1
Mott MacDonald Limited**	66.6
RSK Environment Limited**	64.3
Jacobs U.K. Limited	63.0
Fairhurst	62.6
WSP UK Limited	61.8
WYG Engineering Limited	61.3
Pick Everard	59.9
Pell Frischmann Consultants Limited	48.4
Mabbett and Associates Limited	37.8

Lot 9 – Project and Commercial Management	
Tenderer	Score
Atkins Limited**	84.4
Amey OW Limited**	80.8
Gardiner & Theobald LLP **	72.6
Currie & Brown UK Limited **	69.5

¹ **Denotes that supplier is recommended for award on to the framework

Turner & Townsend Project Management Limited**	69.0
Capita Property and Infrastructure Limited**	68.3
Pick Everard**	67.6
IBI Group (UK) Limited**	66.4
RPS Consulting Services Ltd**	66.3
WSP UK Limited**	64.9
Mott MacDonald Limited**	64.9
Arcadis Consulting (UK) Limited**	64.4
Jacobs U.K. Limited	61.9
RSK Environment Limited	61.0
Thomas & Adamson	60.3
AECOM Limited	60.2
WYG Engineering Limited	59.1
Stantec UK Limited	56.8
Allen Gordon LLP	53.7
Project Management and Building Consultancy Limited	52.9
Long O Donnell Associates Limited	48.9
Thomson Gray Limited	48.6
Entec Solutions Ltd	35.7

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
AECOM Limited				✓		
Aird Geomatics Limited				✓		
Amey OW Limited				✓		
Arcadis Consulting (UK) Limited			✓			
Atkins Limited				✓		
Capita Property and Infrastructure Limited	✓					
Currie & Brown UK Limited		✓				
Fairhurst				✓		
Gardiner & Theobald LLP				✓		
Gavin and Doherty Geosolutions (UK) Limited				✓		
Haskoningdhv UK Limited	✓					
IBI Group (UK) Limited	✓					
IKM Consulting Ltd.				✓		
Ironside Farrar Limited	✓					
Jacobs U.K. Limited			✓			
Jeremy Benn Associates Limited			✓			
Local Transport Projects Limited				✓		
MHB Consultants Ltd				✓		
Mott MacDonald Limited				✓		
Pell Frischmann Consultants Limited				✓		
Pick Everard				✓		
RPS Consulting Services Limited	✓					
RSK Environment Limited					✓	
SAC Commercial Limited	✓					
Stantec UK Limited				✓		
Sweco UK Limited				✓		
Systra Limited				✓		
Turner & Townsend Project Management Limited				✓		
Wallace Stone LLP	✓					
Waterman Infrastructure & Environment Limited				✓		
WSP UK Limited				✓		

Appendix 5 – Segmentation classifications

0820 Engineering and Technical Consultancy framework is classified as level 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: 29 January 2021

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

Associate Member Update Report

1. Summary

- 1.1 This report provides an update on Scotland Excel associate membership.

2. Background

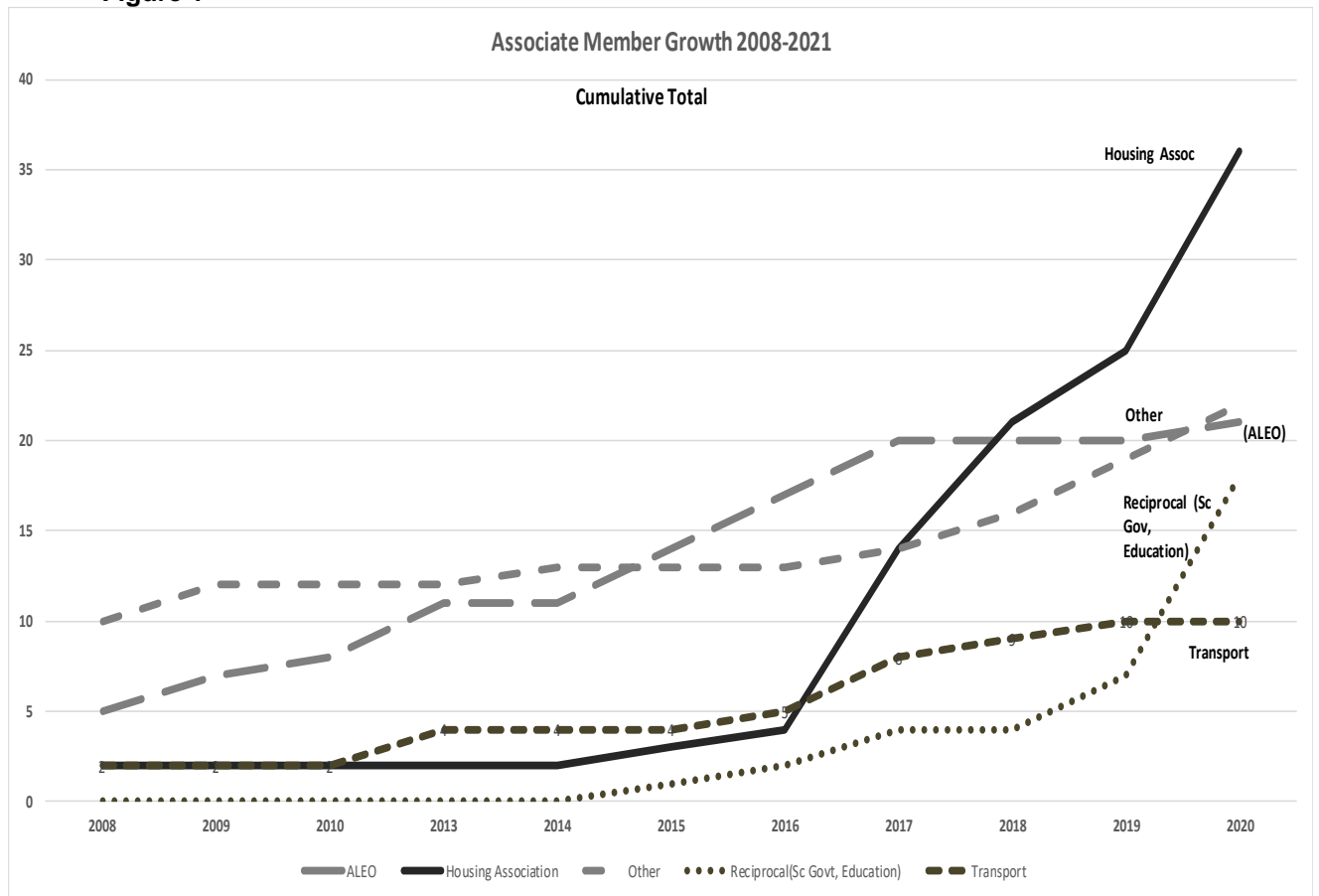
- 2.1 Scotland Excel associate membership can be classified into five main groups: Housing Associations, Council Arm's Length Organisations (ALEOs), Transport Bodies, organisations utilising the reciprocal arrangements (Scottish Government and Education) and other bodies.

In June 2018 the Joint Committee approved a surplus target of £50k for Associate Member expansion, and at the December 2018 Joint Committee, members approved Scotland Excel's recommendation of a continued focus and a dedicated team starting in April 2019 to grow associate membership.

Between April 2017 and April 2019, associate member growth mainly came from housing associations participating in the Scottish Government Affordable Housing project.

Figure 1 demonstrates the growth of associate membership. Housing associations show the largest growth due to the increased focus from both the PCIP programme and the expansion of the construction contract portfolio within Scotland Excel.

Figure 1



The breakdown of associate members by group is illustrated in table 1 below with, a comparison against the previous report in Jan20.

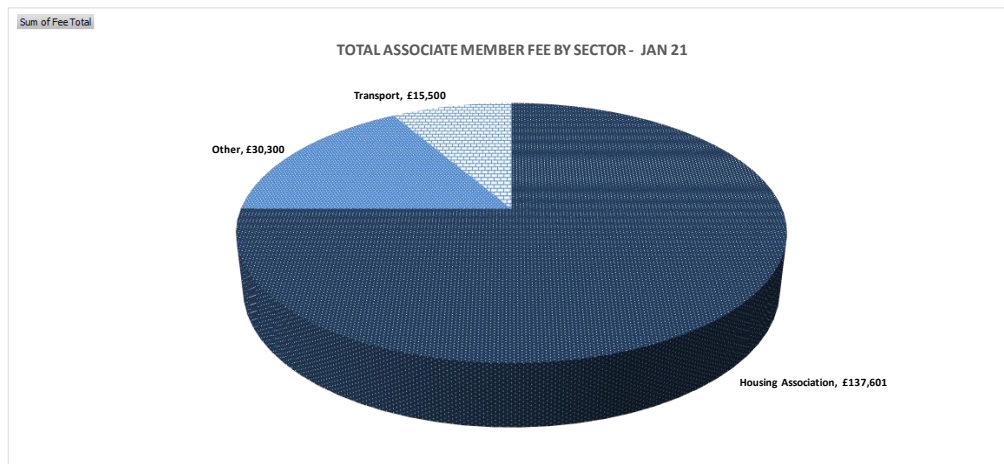
Table 1.

Group	Number of Associate Members (at Jan20)	Number of Associate Members (at Jan21)	Adjustment from Jan 20 – Jan21
Housing associations	27	36	+9
Council arm's length organisations (ALEO)	20	21	+1
Others	20	22	+2
Transport	9	10	+1
Reciprocal (Sc Govt, Education)	7	18	+11
Total	83	107	+24

3. Update

- 3.1 The current income breakdown of Scotland Excel associate members at January 2021 is shown in figure 2.

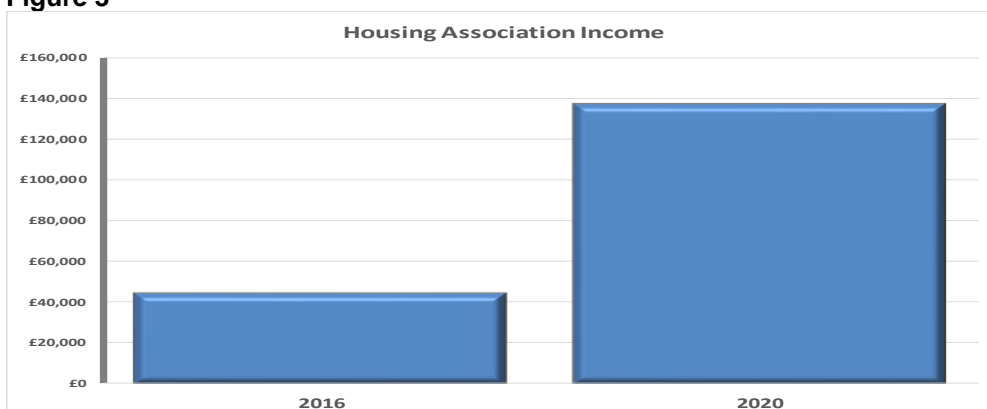
Figure 2



It should be noted that ALEOs and organisations covered by the reciprocal agreement pay no fee.

- 3.2 Housing associations make up the single largest group with thirty-six members, and currently provide the largest income from fees (figure 2). The revenue increased significantly after 2016, when Scotland Excel delivered the Scottish Government PCIP programme, which enhanced the awareness within the sector of Scotland Excel's work. The housing association number increase is illustrated in figure 3.

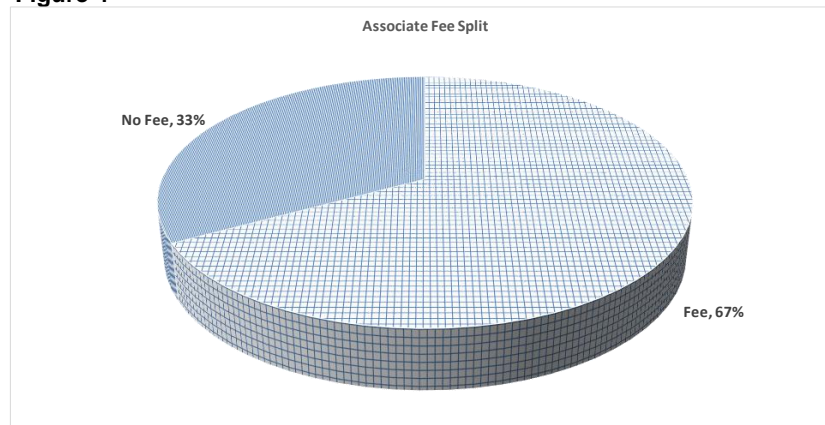
Figure 3



Scotland Excel continues to encourage more housing associations to become members by promoting the contract portfolio at housing events and customer meetings. The new build framework was developed to meet the needs of the sector and a few housing associations have joined Scotland Excel to use this framework.

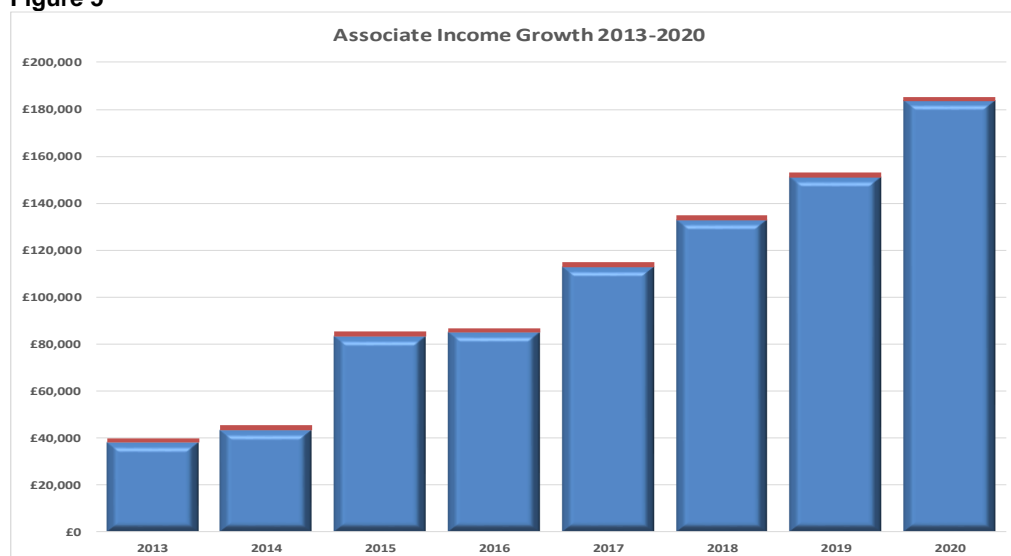
- 3.3 There are currently twenty-one council arm's length organisations (ALEOs) who are members of Scotland Excel and therefore benefit from frameworks and services. Given that there is a total of one hundred and thirty ALEO aligned to local authorities throughout 2020 Scotland Excel contacted all local authority finance directors to raise awareness and encourage uptake of free membership to their ALEOs. There has been limited response to date, but Scotland Excel staff regularly encourage council staff at review meetings to alert ALEO's about the benefits of membership.
- 3.4 Other associate members come from a range of non-departmental government bodies (NDPB's), transport organisations, and a mixture of members from social care, education and other public bodies. There are over twenty-five thousand charity organisations in Scotland within scope, but most are small, and uptake may be limited when purchasing from our contracts or taking advantage of other offerings such as learning and development and consultancy.
- 3.5 All potential associate members follow the same joining process irrespective of whether there is a fee to Scotland Excel or not. The current fee split is represented below (figure 4).

Figure 4



- 3.6 Income from associate members has increased significantly over the last few years (see figure 5), and the dedicated associate team have been able to encourage a wide range of new associates by promoting the benefits from the wider contract portfolio, the new Scotland Excel service offerings and learning opportunities through The Academy.

Figure 5



- 3.7 A full list of the current Scotland Excel associate members is shown in Appendix 1

4. Fast Track Associate Membership Programme 2020

- 4.1 In response to the COVID-19 pandemic in April 2020, Scotland Excel implemented a temporary free associate membership programme to support the efforts of any public body or third sector organisation looking to secure continuity of service or assisting in recovery after lockdown.
- 4.2 A total of thirty-six organisations took advantage of the offer from all over Scotland and included supported business, care homes, social enterprises and Scottish Government bodies. Figure 6 shows the geographical spread and the sector of the organisations that took advantage of the programme.

Figure 6

Summary		Summary	
Summary		Care	11
		Charity	11
		National Body	7
		Social Enterprise	5
		Supported Business	1
		Health Board	1
South East	18		
West	14		
North East	3		
North	1		

- 4.3 The thirty-six organisations that utilised the programme mainly purchased items such as PPE & sanitiser. However, one organisation purchased desks from the furniture contract to enable staff to work from home more efficiently during the first lockdown phase of the COVID pandemic. Total spend from the programme is still being analysed by the Scotland Excel data team and this will be shared in a later report.
- 4.4 Three organisations who took advantage of the programme have converted to associate membership and there are discussions taking place this month with the other organisations to highlight the advantages of joining Scotland Excel on a more permanent basis.

One organisation is currently conducting a pilot within the Glasgow area to verify the benefits of collaborative procurement amongst their smaller social enterprise base with a view to joining as fee paying members.

5. Next Steps

- 5.1 Scotland Excel contacted all associates in 2020 to keep in touch during lockdown, encourage take up of contracts and promote additional services. This activity became a vital part of business continuity in 2020 for many of the associate members during the COVID19 pandemic. The associate team became a lifeline to many of our associate members and provided a range of services including advice & contract assistance to help them receive those items such as PPE and janitorial supplies to aid re-opening or keep their front-line staff safe.
- 5.2 In 2019 Scotland Excel introduced some additional help for new associate members. On completion of approval process, a welcome pack and a guide to getting started on the Scotland Excel website is provided. A follow up site visit was offered to all associates to help during the early stages of membership. This has been helpful for new members and in 2020 this was expanded to all associate members as the pandemic required most associate member staff to work from home. Several virtual meetings took place throughout the year to offer advice and solutions to associate members, the feedback from which has been positive. This engagement has helped retain the current member base in challenging times and will be adopted as normal business practice for the associate team in Scotland Excel going forward.
- 5.3 Scotland Excel will continue to review spend levels of associates to ensure that the fee reflects the usage from the associate. Accurate reporting from our suppliers continues to be a key measurement. It is important to establish if any significant changes to spend levels will be sustained by the associate over a consistent period and not for a one-off project.

- 5.4 From the start of 2021, the associate team will be contacting public bodies that are not existing members of Scotland Excel to promote the benefits of membership

6. Recommendations

- 6.1 Members are asked to note the progress made with regard to the ongoing work with Associate members and to encourage suitable organisations to apply for membership.

Appendix 1

Scotland Excel Associate Member List – Jan2021

Culture, Sport & Leisure

Angus Alive	High Life Highland
Culture NL	Historic Environment Scotland
Culture Perth & Kinross	Inverclyde Leisure
Cycling Scotland	Live Borders
Design Dundee	National Museums Scotland
East Ayrshire Leisure Trust	North Ayrshire Leisure
Edinburgh International Festival Society	North Lanarkshire Leisure
Edinburgh Leisure	Renfrewshire Leisure
Fife Cultural Trust	South Lanarkshire Leisure and Culture
Glasgow Life	Sport Aberdeen
	Tron Theatre

Housing Associations

Abbeyfield Scotland Ltd	Hawthorn Housing Co-Operative
Angus Housing Association Ltd	Homes for Life Partnership Ltd
Ardenglen Housing Association Ltd	Kendoon housing Association Ltd
Bield Housing & Care	Kingsridge Cleddans Housing Association Ltd
Blue Triangle (Glasgow) Housing Association Ltd	Kingdom Housing Association Ltd
BT Loch Aillse agus an Eilein Sgitheanaich Ltd-Lochalsh&Skye	Kingdom Support and Care CIC
Cadder Housing Association Ltd	Link Group Ltd
Cairn Housing Association Ltd	Loreburn Housing Association Ltd
Cernach Housing Association Ltd	Oak Tree Housing Association Ltd
Clydebank Housing Association Ltd	Parkhead Housing Association Ltd
Drumchapel Housing Co-Operative Ltd	Pineview Housing Association Ltd
Dunbritton Housing Association Ltd	Queens Cross Housing Association Ltd
East Kilbride & District Housing Association Ltd	River Clyde Homes
Fairfield Housing Association Ltd	Shettleston Housing Association
Ferguslie Park Housing Association Ltd	Trust Housing Association Ltd
Glasgow West Housing Association Ltd	Viewpoint Housing Association Ltd
Grampian Housing Association Ltd	Weslo Housing Management
Hanover (Scotland) Housing Association Ltd	Wheatley Group

Scotland Excel Associate Member List – Jan2021(continued)

Transport

Glasgow Prestwick Airport
Highlands and Islands Airports
Highlands and Islands Transport Partnership
North Area Transport Association
North East Transport Partnership (NESTRANS)
South East of Scotland Transport Partnership (SESTrans)
Strathclyde Partnership for Transport
Tayside and Central Scotland Transport Partnership (TACTRAN)
Shetland Transport Partnership (Zetrans)
Transport Scotland

Other

Advice Direct Scotland	SB Cares
Bon Accord Care	Scottish Canals
Construction Scotland Innovation Centre (CS-IC)	Scottish Children's Reporter Administration
Church of Scotland Social Care Council	Scottish Courts and Tribunal Services
City Building (Glasgow) LLP	Scottish Fire and Rescue Service
City Property (Glasgow) LLP	Scottish Legal Aid Board
Cornerstone Community Care	Scottish Parliamentary Corporate Body
Crown Estate Scotland	Scottish Police Authority
Crown Office & Procurator Fiscal Service	Scottish Wildlife Trust
Forestry and Land Scotland	Seamab School
General Teaching Council	SEEMIS Group LLP
Hayfield Support Services with Deaf People	South of Scotland Enterprise Agency
Inverclyde Voluntary Council of Social Services	St Roch's Childcare Service
Jobs & Business Glasgow	The Royal Zoological Society of Scotland
Jordanhill School	The Wise Group
Kibble Education Centre	Edinburgh Napier University
National Library of Scotland	University of Aberdeen
Recovery Across Mental Health (RAMH)	University of Strathclyde
Rossie Secure Accommodation	West College Scotland
Routes to Work	University of Edinburgh

Scotland Excel

To: Executive Sub-Committee

On: 29 January 2021

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

**Request for Associate Membership of Scotland Excel by
Fairfield Housing Association Ltd**

1. Background

- 1.1 Scotland Excel operates an associate member programme to allow access to its frameworks and services to a wide range of public service 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 by supporting the goals of promoting excellent public procurement across Scotland.

2. Organisation Background

- 2.1 Fairfield Housing Association Ltd are based in Perth and a major provider of affordable homes for over 30 years with 514 properties across Perth & Kinross. Fairfield Housing Association Ltd is a Registered Society and a Scottish charity. It is also a Registered Social Landlord.
- 2.2 Fairfield Housing Association Ltd is a 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, Fairfield Housing Association Ltd qualifies for membership in accordance with 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, for example. Housing associations pay based on the number of houses within their portfolio.

4. Recommendations

- 4.1 It is recommended to committee that Fairfield Housing Association Ltd application to join Scotland Excel as an associate member be approved, with an annual fee of £771 subject to conclusion of the agreement document.

Scotland Excel

To: Executive Sub-Committee

On: 29 January 2021

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

Request for Associate Membership of Scotland Excel by Shetland's Transport Partnership (ZetTrans)

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 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 local authority members.

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

2. Organisation Background

- 2.1 ZetTrans is one of seven Regional Transport Partnerships (RTPs) in Scotland, set up under the Transport (Scotland) Act 2005. Regional Transport Partnerships (RTPs) are statutory bodies responsible for bringing together key stakeholders in transport planning in an area to produce and deliver strategies which improve and enhance transport and travel. ZetTrans is the statutory body responsible for the provision and maintenance of public transport services in the Shetland Islands.
- 2.2 ZetTrans staff are provided by Shetland Islands Council and salaries are paid in accordance within the Council policies and pay grades.

3. Associate Membership Process

3.1 Before any application is submitted for approval, a number of validation checks 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, ZetTrans qualifies for membership in accordance with the Local Authorities (Goods and Services) Act 1970. The organisation is a public body, established by the Regional Transport Partnerships (Establishment, Constitution and Membership) (Scotland) Order 2005 made under the Transport (Scotland) Act 2005. 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:

Arm's 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. For example, housing associations pay based on the number of houses within their portfolio.

4. Recommendations

4.1 It is recommended to committee that ZetTrans application to join Scotland Excel as an associate member be approved, with an annual fee of £500 subject to conclusion of the agreement document.