

Finance and Resources Committee

10:00, Tuesday, 5 September 2017

Adoption of the Scotland Excel Multi Lot Framework Agreement for the Supply and Delivery of Educational Materials 09-16

Item number	7.17
Report number	
Executive/routine	
Wards	All

Executive Summary

This report seeks Committee approval to adopt and mobilise the Scotland Excel multi lot Framework Agreement to the most economically advantageous organisations identified, following a competitive tendering process, for the Supply and Delivery of Educational Materials 09-16. The framework consists of nine lots.

The term of the framework will be two years from August 2017 to August 2019 with the option to extend annually for a further two years until August 2021.

The value between the nine lots will be approximately £5m over the term of the framework.

Adoption of the Scotland Excel Multi Lot Framework Agreement for the Supply and Delivery of Educational Materials 09-16

1. Recommendations

- 1.1** It is recommended that Committee approves the adoption and mobilisation of the Scotland Excel Framework for the Supply and Delivery of Educational Materials 09-16.

2. Background

- 2.1** The Council has utilised the Scotland Excel Framework for Education Materials 07-12 from June 2013 to 31 March 2017 and subsequently extended by Scotland Excel to the end of August 2017, the implementation of the new Framework will be 1 September 2017.
- 2.2** The current framework has been utilised widely by the Council for the supply and delivery of Art and Craft Materials; Bespoke Home Diaries; Board, Card and Paper; Early Learning Materials; Exercise Books; Gym Mats; Musical instruments; Science Equipment and Sports Equipment.
- 2.3** Of these nine lots six were awarded to Findel Education representing 75% of the Council's educational material spend of £4.6m over the period of 46 months.

3. Main report

- 3.1** The City of Edinburgh Council wishes to appoint a number of suitable suppliers to provide the Council with supplies of the Educational Materials required for the current Curriculum.
- 3.2** The tender and evaluation process was conducted in accordance with Council Contract Standing Orders, Public Contracts (Scotland) Regulations 2015.
- 3.3** A Prior Information Notice (PIN) was published for this tender on 23 September 2016, Scotland Excel undertook a full tender exercise by placing a contract notice on the Public Contracts Scotland and Official Journal of the European Union on 10 April 2017.

3.4 The lots advertised were:

Lot No.	Description
1	General Education Materials
2	Arts and Craft Materials
3	Board, Card and Paper
4	Exercise Books
5	Early Learning Materials
6	Bespoke Homework Diaries
7	Music Instruments
8	Scientific equipment
9	Sports Equipment

3.5 The procurement process followed a two-stage tendering procedure. Stage one, qualification was conducted using the European Single Procurement Document (ESPD). Stage 2 tender submissions were evaluated by a technical evaluation panel against the following criteria and weightings. A technical ratio of 20% and a commercial ratio of 80% was applied to all lots.

3.6 The above revised Lot structure was designed to actively encourage both larger organisations and smaller specialist organisations to bid enabling Councils to utilise call offs (including mini-competitions) for their specific spend.

3.7 The following Lots will be called off from the highest scoring bidder (Findel Education Ltd) based on the results noted in appendix 2. Product lists will be subject to further review to provide comprehensive cover.

Lot 1 General Education Materials
Lot 3 Board, Card and Paper
Lot 4 Exercise Books
Lot 6 Bespoke Homework Diaries
Lot 9 Sports Equipment

3.8 Commercial and Procurement Services will work with Schools to carry out mini competitions to further specify their requirements and encourage local supply chain, best value and target Community Benefits directly relevant. Details of successful suppliers can be found in appendix 2.

Lot 2 Arts and Craft Materials
Lot 5 Early Learning Materials
Lot 7 Music Instruments
Lot 8 Scientific equipment

3.9 Current non-contract items have been incorporated in Lot 1, Commercial and Procurement Services will work with Schools to carry out mini competitions to incorporate the requirements of specialist teaching staff.

4. Measures of success

- 4.1 The success of the framework will be measured by Key Performance Indicators (KPIs).
- 4.2 KPIs will ensure that strict contract management and performance monitoring is maintained for all maintenance and improvement works carried out on behalf of the Council. KPIs will measure:
 - Commercial Management
 - Scheduled On-Time Deliveries
 - Product Quality
 - Customer Care
 - Continuous Improvement Measures
 - Community Benefit Delivery
- 4.3 The User Intelligence Group (UIG) will be convened on a regular basis throughout the framework period.

5. Financial impact

- 5.1 The estimated contract value of £5m is reflective of all 9 lots historical spend for these supplies. Contract spend across the 9 lots will be monitored on a quarterly basis.
- 5.2 The costs associated with procuring this contract are estimated to be less than £10,000.
- 5.3 Pricing is fixed on all lots for the first 12 months of the contract.
- 5.4 A retrospective rebate will be due when a supplier receives more than £1 million of expenditure across the Framework (not that of each Council). The rebate will apply to all expenditure.
- 5.5 The range of products within each lot have been reviewed, updated and extended to meet demand.
- 5.6 It is anticipated that the above developments should secure a saving of 3.9% on total spend on this contract equating to £195,000.00.

6. Risk, policy, compliance and governance impact

- 6.1 The Scotland Excel procurement strategy includes a robust and comprehensive assessment of all associated risk factors with mitigating actions.

- 6.2 Awarding this framework will ensure compliance with the Councils contract standing orders, European procurement rules, coalition pledges, our statutory duties and continued delivery of the service.
- 6.3 Dedicated account managers have been identified through the tender process.
- 6.4 The Schools Procurement Forum will regularly review the impact of the framework.

7. Equalities impact

- 7.1 The procurement process excludes any bidders where a complaint had been upheld after investigation by the Equality and Human Rights commission or its predecessors and a failure to take remedial action.
- 7.2 The Equalities Rights Impact Assessment (ERIA) has identified no impact on the Councils specific public sector equality duties.

8. Sustainability impact

- 8.1 Scotland Excel incorporated a number of sustainability aspects, including supply chain sustainability, waste reduction, environmental considerations and end-of-life processes as well as transportation considerations. For Lot 1, bidders provided details on their sourcing strategies, including sourcing fair trade and ethical products, and how they audit international suppliers that they use.
- 8.2 With regards to their environmental impact, bidders detailed how they have minimised the packaging required in deliveries and maximised recycling of waste generated by their operations. In addition, bidders provided details on how they can consolidate deliveries, reducing their carbon footprint.
- 8.3 Bidders also provided details of delivery methods, including the trailing of electric and hybrid vehicles, route planning and how they incorporated environmental factors into their own subcontract activity for delivery partners.
- 8.4 Environmental considerations such as balanced service deliveries, fuel management and reduced vehicle emissions.
- 8.5 Bidders were asked to detail community benefit initiatives in line with the Scottish Government's National Outcomes that they would commit to deliver during the lifetime of the framework, e.g. Opportunities for work placements in Music Repair, Graphic Design, Production, Administration, Printing and Print Finishing.

9. Consultation and engagement

- 9.1 Scotland Excel held Technical Panel meetings comprising of members from participating Councils, the City of Edinburgh Council was represented by an officer from Commercial and Procurement Services.

10. Background reading/external references

- 10.1 N/A

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11. Links

Coalition Pledges

Council Priorities

**Single Outcome
Agreement**

Appendices

- 1 Summary of Tendering and Tender Evaluation Processes
- 2 Scoring

Appendix 1 - Summary of Tendering and Tender Evaluation Processes

Contract	CT2130 Supply and Delivery of Educational Materials Scotland Excel Framework 09-16
Contract period (including any extensions)	Four years
Estimated contract value	£5 million (Total)
Standing Orders observed	2.4, 3.2, 4.1, 4.2, 5.1, 5.3, 6.1, 8.1
Portal used to advertise	Public Contracts Scotland-Tender
EU Procedure chosen	Open
Notes of interest received	70
Tenders returned	36
Compliant tenders	30
Primary criterion	Most Economically Advantageous Offer

Appendix 2 - Scoring

Lot 1 General Education Materials			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	15.38	80.00	95.38
The Consortium for Purchasing and Distribution	15.88	48.16	64.04
YPO - Joint Committee of Local Authorities	15.00	43.85	58.85
TTS Group Ltd	13.73	35.12	48.85

Lot 2 Arts and Crafts Materials			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	53.55	69.05
YPO - Joint Committee of Local Authorities	15.50	46.36	61.86
ESPO - Joint Committee of Local Authorities	10.00	41.74	51.74
TTS Group Ltd	11.50	36.26	47.76
Specialist Crafts Ltd	12.50	33.15	45.65

Lot 3 Board, Card and Paper			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
CPP Trading Group Ltd t/a Clyde Paper and Print	13.50	43.14	56.64
YPO - Joint Committee of Local Authorities	15.50	41.09	56.59
The Consortium for Purchasing and Distribution	15.50	36.47	51.97
W ENTERPRISES (ABDN) LTD	8.50	37.42	45.92
Grosvenor House Papers Limited	10.00	34.90	44.90
TTS Group Ltd	11.50	27.75	39.25

Lot 4 Exercise Books			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	54.97	70.47
YPO - Joint Committee of Local Authorities	15.50	47.47	62.97
CPP Trading Group Ltd t/a Clyde Paper and Print	13.50	49.08	62.58
Grosvenor House Papers Limited	10.00	48.10	58.10
TTS Group Ltd	11.50	36.99	48.49

Lot 5 Early Learning Materials			
Nursery Equipment and Teaching Aids Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	25.43	40.93

YPO - Joint Committee of Local Authorities	15.50	12.12	27.62
TTS Group Ltd	11.50	13.23	24.73
Eduzone Ltd	6.00	16.81	22.81
ESPO - Joint Committee of Local Authorities	10.00	12.02	22.02

Lot 5 Early Learning Materials			
Handwriting Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
YPO - Joint Committee of Local Authorities	15.50	45.31	60.81
The Consortium for Purchasing and Distribution	15.50	43.64	59.14
TTS Group Ltd	11.50	40.32	51.82
ESPO - Joint Committee of Local Authorities	10.00	38.81	48.81

Lot 5 Early Learning Materials			
Numeracy Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	33.30	48.80
YPO - Joint Committee of Local Authorities	15.50	30.47	45.97
ESPO - Joint Committee of Local Authorities	10.00	21.62	31.62
TTS Group Ltd	11.50	15.03	26.53
Agenta Education Ltd	2.50	22.67	25.17

Lot 5 Early Learning Materials			
Time Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	52.96	68.46
YPO - Joint Committee of Local Authorities	15.50	34.53	50.03
Eduzone Ltd	6.00	42.58	48.58
ESPO - Joint Committee of Local Authorities	10.00	36.44	46.44
TTS Group Ltd	11.50	27.42	38.92
Agenta Education Ltd	2.50	12.46	14.96

Lot 5 Early Learning Materials			
Language and Literacy Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	39.42	54.92
YPO - Joint Committee of Local Authorities	15.50	38.09	53.59
ESPO - Joint Committee of Local Authorities	10.00	30.63	40.63
TTS Group Ltd	11.50	27.32	38.82
Eduzone Ltd	6.00	32.19	38.19

Lot 5 Early Learning Materials			
Play Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	59.86	75.36
YPO - Joint Committee of Local Authorities	15.50	39.17	54.67
Eduzone Ltd	6.00	39.34	45.34
ESPO - Joint Committee of Local Authorities	10.00	30.29	40.79
TTS Group Ltd	11.50	29.06	40.56

Lot 5 Early Learning Materials			
Construction Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	54.88	70.38
YPO - Joint Committee of Local Authorities	15.50	34.17	49.67
ESPO - Joint Committee of Local Authorities	10.00	34.51	44.51
TTS Group Ltd	11.50	28.86	40.36
Eduzone Ltd	6.00	34.18	40.18

Lot 5 Early Learning Materials			
Outdoor Toys and Learning Materials Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	52.84	68.34
YPO - Joint Committee of Local Authorities	15.50	28.11	43.61
TTS Group Ltd	11.50	21.38	32.88
Eduzone Ltd	6.00	21.00	27.00

Lot 5 Early Learning Materials			
Natural Wood Product Grouping			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	54.92	70.42
TTS Group Ltd	11.50	31.34	42.84
YPO - Joint Committee of Local Authorities	15.50	12.09	27.59
Community Products (UK) Ltd. t/a Community Playthings	12.00	11.76	23.76
ESPO - Joint Committee of Local Authorities	10.00	11.19	21.91

Lot 6 Bespoke Homework Diaries			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
HDC (Scotland and NI) Ltd	12.50	53.55	66.05
Anderson and Partners t/a Penstripe	11.50	44.38	55.88
The Consortium for Purchasing and Distribution	15.50	18.15	33.65
Grosvenor House Papers Limited	10.00	20.72	30.72

Lot 7 Music Instruments			
Wind Instruments Product Grouping			
Tenderer	Technical	Commercial	Score
Band Supplies Ltd	13.50	77.00	90.50
Haydock Music Ltd	12.00	76.11	88.11
The Wind Section Ltd	13.50	65.15	78.65
Normans (Burton Upon Trent) Ltd	11.00	58.16	69.16
Dawsons Music Ltd	8.00	59.35	67.35
YPO - Joint Committee of Local Authorities	15.50	49.75	65.25
Rimmers Music Ltd	12.50	52.42	64.92
K G MUSIC LTD	8.50	49.96	58.46
BGR Musical Instruments Ltd	5.00	44.02	49.02

Lot 7 Music Instruments			
Brass Instruments Product Grouping			
Tenderer	Technical	Commercial	Score
Band Supplies Ltd	13.50	77.00	90.50
The Wind Section Ltd	13.50	57.82	71.32
Haydock Music Ltd	12.00	59.24	71.24
Rimmers Music Ltd	12.50	54.10	66.60
Normans (Burton Upon Trent) Ltd	11.00	49.26	60.26
YPO - Joint Committee of Local Authorities	15.50	42.84	58.34
Dawsons Music Ltd	8.00	45.96	53.96
K G Music Ltd	8.50	33.80	42.30
BGR Musical Instruments Ltd	5.00	36.75	41.75

Lot 7 Music Instruments			
String Instruments Product Grouping			
Tenderer	Technical	Commercial	Score
Stringers of Edinburgh Ltd	18.00	75.03	93.03
Band Supplies Ltd	13.50	77.00	90.50
Haydock Music Ltd	12.00	76.63	88.63
The Wind Section Ltd	13.50	70.05	83.55
Rimmers Music Ltd	12.50	69.68	82.18
K G Music Ltd	8.50	66.80	75.30
Dawsons Music Ltd	8.00	65.58	73.58
Normans (Burton Upon Trent) Ltd	11.00	60.86	71.86

Rainbow Musical Instruments Ltd.	3.00	66.76	69.76
YPO - Joint Committee of Local Authorities	15.50	52.99	68.49
BGR Musical Instruments Ltd	5.00	53.07	58.07

Lot 7 Music Instruments			
Percussion Instruments Product Grouping			
Tenderer	Technical	Commercial	Score
Band Supplies Ltd.	13.50	76.65	90.15
The Wind Section Ltd	13.50	76.56	90.06
Haydock Music Ltd	12.00	77.00	89.00
Dawsons Music Ltd	8.00	72.54	80.54
Rimmers Music Ltd	12.50	64.72	77.22
Normans (Burton Upon Trent) Ltd	11.00	65.16	76.16
YPO - Joint Committee of Local Authorities	15.50	56.71	72.21
K G Music Ltd	8.50	51.65	60.15

Lot 7 Music Instruments			
Rock and Pop Band Product Grouping			
Tenderer	Technical	Commercial	Score
Haydock Music Ltd	12.00	79.00	89.00
Stringers of Edinburgh Ltd	18.00	62.67	80.67
The Wind Section Ltd	13.50	66.90	80.40
Band Supplies Ltd	13.50	63.63	77.13
Normans (Burton Upon Trent) Ltd	11.00	57.74	68.74
YPO - Joint Committee of Local Authorities	15.50	50.15	65.65
Red Dog Music Ltd	3.50	60.01	63.51
K G Music Ltd	8.50	53.43	61.93
Dawsons Music Ltd	8.00	53.28	61.28
Rimmers Music Ltd	12.50	47.80	60.30
Rainbow Musical Instruments Ltd	3.00	37.04	40.04
BGR Musical Instruments Ltd	5.00	32.89	37.89

Lot 7 Music Instruments			
Scottish Instruments Product Grouping			
Tenderer	Technical	Commercial	Score
Stringers of Edinburgh Ltd	18.00	78.92	96.92
The Wind Section Ltd	13.50	72.05	85.55
Haydock Music Ltd	12.00	74.26	76.26
K G Music Ltd	8.50	61.62	70.12
Band Supplies Ltd	13.50	39.45	52.95

Lot 8 Scientific Equipment			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
Timstar Laboratory Suppliers Ltd	14.50	40.92	55.42
Anderson Scientific Limited	15.00	38.81	53.81
YPO - Joint Committee of Local Authorities	15.50	27.92	43.42

Lot 9 Sports Equipment			
Tenderer	Technical	Commercial	Score
Findel Education Ltd trading as Hope Education	13.50	80.00	93.50
The Consortium for Purchasing and Distribution	15.50	43.06	58.56
YPO - Joint Committee of Local Authorities	15.50	39.36	54.86
Newitt and Co Ltd	7.00	40.14	47.14
Bishop Sports and Leisure Ltd	10.00	25.62	45.62
Foams 4 Sports Ltd	8.50	34.93	43.43
TTS Group Ltd	11.50	31.44	42.94