



**Glasgow City Council**

**Contract and Property Committee**

**Report by Director of Legal and Administration**

**Contact: Maureen Fitzpatrick Ext: 76406**

**The Provision of Publishing, Print, Design and Associated Services**

**Reference: - GCC006575CPU**

**Purpose of Report:**

To submit details of the Direct Award of contract for the provision of publishing, print, design and associated services and recommend acceptance of the most economically advantageous tender as detailed in this report.

**Recommendations:**

The Contract and Property Committee is requested to approve the Direct Award of a contract for the provision of publishing, print, design and associated services to the supplier listed below.

APS Group (Scotland) Limited  
Companies House Number – SC369510

Ward No(s): xxxxxxxx

Citywide: ✓

Local member(s) advised: Yes  No  consulted: Yes  No

## 1 Background and Tender

- 1.1 Glasgow City Council's ("the council's") annual spend for provision of publishing, print, design and associated services is £1,691,853.
- 1.2 The council and its arm's length organisation deliver a wide range of services and events and have a requirement for design services, consultancy services, a full and accessible publishing service, artwork, formatting and setting, cartography, binding and finishing, stationery including, compliments slips and letter headed paper, promotional and display items as well as any other ad hoc print requirements.
- 1.3 A commodity team consisting of stakeholders from Education, Neighbourhood, Regeneration and Sustainability and Social work was formed to develop the sourcing strategy and deliver a contract.
- 1.4 In line with the effective and efficient objective within the council's Sustainable Procurement Strategy 2023-2027, which can be located [here](#), and to support the national agenda in utilising national collaborative frameworks, it was agreed that a Direct Award of contract process from Scottish Government (SG) framework for provision of publishing, print, design and associated services, reference SP-24-06, would be the most appropriate method to deliver this contract.
- 1.5 The duration of the Direct Award of contract is for 4 years.
- 1.6 The contract will be utilised by Neighborhoods, Regeneration and Sustainability (NRS), Glasgow Life, Social Work, and Education Services.

## 2 SG Framework Evaluation

- 2.1 40 suppliers expressed an interest in the framework. Of the 40, 2 submitted a bid for lot 1. 1 out of the 2 suppliers was successful in being accepted on to the sole supplier framework.
- 2.2 The framework award evaluation was based on the following criteria and weightings: -

Price	Quality	Quality Sub Criteria
35%	65%	Service Delivery and Service Levels – 22.75%
		Account Management, Relationship Management and project Management - 19.50%
		Quality Control - 6.5%
		Secure requirements – 3.25%
		Fair work First – 3.25%
		Sustainability - 3.25%
		Community Benefits – 6.5%

2.3 The supplier recommended for the Direct Award of contract achieved a score of 97.89.

### **3 Best Value**

3.1 The supplier was appointed to the framework via a competitive procurement procedure and based on evaluation quality criteria that supports the council's social and environmental policies and key service requirements.

3.2 Due to the nature of this contract there is a limited number of repeat projects with the vast majority being one off spends. The Benchmarking of the new framework rates against current rates has indicated a potential increase of between 4.3% and 7.7%. This increase is consistent with current market indices: as over the last 12 months labour rates have increased by 7 to 8%, raw material costs by 2.5% and transport costs by 2%.

### **4 Contract implementation and Supplier Management**

4.1 The outcome of our Contract Management Assessment Tool (CMAT) has deemed this contract to be categorised as a low. The supplier will be monitored in line with our contract and supplier management process which includes tracking the suppliers performance against the key performance indicators and working collaboratively to identify opportunities of improvement and innovation.

4.2 The agreed community benefits outcomes commitments will be monitored via Cenefits which is a web based monitoring tool. We will also capture sustainable commitments within the CPU Sustainable Register.

4.3 The SG will be responsible for managing the supplier at framework level and the CPU will manage the contract with an aim to identify a mechanism to improve our management information and monitor the commercial impact to budgets.

### **5 Policy and Resource Implications**

#### **Resource Implications:**

##### *Financial:*

The estimated annual contract value is £1,498,082, totaling £5,992,328 over the 4-year duration of the contract.

The estimated value considers the reduction in budget within NRS for these services and the potential increase of between 4.3% and 7.7% as set out in paragraph 3.2.

Due to the nature of this contract actual increases will vary due to the different services that will be provided.

Budget for any services requirements via this contract is the responsibility of each service area.

*Legal:*

The report raises no new legal issues.

The Director of Legal and Administration will be responsible for concluding the contract

*Personnel:*

No direct personnel implications.

*Procurement:*

A Direct Award of contract process as set out in paragraph 1.4.

**Council Strategic Plan:**

This supports Grand Challenge 4 and Mission 1.

**Equality and Socio-Economic Impacts:**

*Does the proposal support the Council's Equality Outcomes 2021-25*

Yes - the Sustainable Procurement Duty requires that before a contracting authority buys anything, it must think about how it can improve the social, environmental and economic wellbeing of the area in which it operates, with a particular focus on reducing inequality.

*What are the potential equality impacts as a result of this report?*

An EQIA was not required for this contract as there is no impact

*Please highlight if the policy/proposal will help address socio economic disadvantage.*

Fair Work First was included as part of the direct award criteria with a weighting of 3.25%.

The supplier recommended for award, APS Group (Scotland) Ltd, has confirmed the following 2 policies within its tender submission

- Payment of at least the Real Living Wage
- Investment in workforce development

Community Benefit was included as part of the tender process. The supplier recommended for award, APS Group (Scotland) Ltd, has confirmed the following outcomes: -

- 27 x Community Engagement – Financial Support – (Min of £1,000)

**Climate Impacts:**

*Does the proposal support any Climate Plan actions? Please specify:*

Yes – Action 18 and 43 is supported via this contract

<https://glasgow.gov.uk/article/2389/Glasgow-s-Climate-Plan>

*What are the potential climate impacts as a result of this proposal?*

Supporting the delivery of the council's recycling strategy with regard to waste management and the efforts to become a zero waste city.

*Will the proposal contribute to Glasgow's net zero carbon target?*

Yes as above, supports the organic garden waste collections.

**Privacy and Data Protection impacts:**

No data protection impacts identified

**6 Recommendations**

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