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Scottish Procurement

Procedures to call-off from the Scottish Procurement Framework Agreement for Print and Associated Services Lot 3 Specimen Bag Print Services

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Contents

Section	Description
1	<u>What is covered under the Print and Associated Services Framework Agreement?</u>
2	<u>What is a framework agreement?</u>
3	<u>Who can access the framework?</u>
4	<u>Is the framework suitable for your needs?</u>
5	<u>Key objectives of the framework agreement</u>
6	<u>Participation in the framework agreement</u>
7	<u>Process for call-off from the Print and Associated Services Framework Agreement</u>
8	<u>Contact details – Scottish Procurement</u>
9	<u>Contact details – Contractor</u>

Annex A – Example templates for ordering

1. What is covered under the Print and Associated Services Framework Agreement?

This framework agreement is for the supply of print and associated services - Lot 3 specimen bags print. The contractor is Jones and Brooks Limited. The framework commenced on 1 April 2015 for a period of two years with an option to extend for a further two years.

2. What is a framework agreement?

A framework agreement is a mechanism that permits purchasers to order goods or services under the terms and conditions specified within the framework agreement.

3. Who can access the framework?

This framework agreement has been let by Scottish Ministers (including agencies), Scottish Non-Departmental Public Bodies, offices in the Scottish administration which are not ministerial offices, cross-border public authorities within the meaning of section 88(5) of the Scotland Act 1998, the Scotland Office, the Scottish Parliamentary Corporate Body, councils constituted under section 2 of the Local Government etc. (Scotland) Act 1994, the Scottish Fire & Rescue Service, the Scottish Police Authority, Scottish health boards or special health boards, bodies registered as social landlords under the Housing (Scotland) Act 2001, Student Loans Company Limited, the Forestry Commission, the Commissioner of Northern Lighthouse operating as the Northern Lighthouse Board, Equality and Human Rights Commission, Business Stream Ltd, the Business Gateway National Unit at the Convention of Scottish Local Authorities, any public body established by or under the Scotland Act 1998 or any Act of the Scottish Parliament, any association of or formed by one or more of the foregoing, bodies financed wholly or mainly by one or more of the foregoing, bodies subject to management supervision by one or more of the foregoing and bodies more than half of the board of directors or members of which, or, in the case of a group of individuals, more than half of those individuals, being appointed by one or more of the foregoing. In addition to the contracting authorities listed, the framework agreement will be available to charities entered on the Scottish Charity Register and voluntary organisations entered on the Membership Database of the Scottish Council for Voluntary Organisations.

4. Is the framework suitable for your needs?

The answer is likely to be yes if the requirement is for special print services for specimen bags.

5. Key objectives of the framework agreement

The key objectives of this framework agreement are to:

- consistently deliver a service to excellent quality standards;
- deliver a value for money service;
- meet a wide range of customer requirements in a secure, open and honest manner;

- meet deadlines required by the framework public body; and
- continuous improvement throughout the term of the framework agreement.

The contractor shall be required to provide a range of services in relation to specimen bag print services.

Production management

The contractor shall provide a production management service, offering advice and assistance regarding the most cost effective method of delivering a job to meet the required purpose.

Print production

The contractor shall provide as a minimum the following items in varying volumes:

- request forms with two specimen bags;
- request form with specimen bag and absorbent material clinical chemistry;
- request forms with specimen bag;
- all specimen bags must provide a totally leak resistance seal once closed.

The contractor shall provide, as a minimum, the items below, in such volumes and timescales as requested by the framework public body:

- specimen bags;
- carbon front;
- carbon back;
- carbon front and back;
- 80gsm;
- 100gsm;
- printed in 1, 2 and 3 colours;
- bar code printing;
- sequential numbering.

The contractor shall provide, as a minimum, additional processes as detailed below:

- perforations;
- bonding into books.

Print requirements shall include finishing, storage, stock call-off arrangements and distribution.

Other services include:

Stock holding

The contractor shall be able to provide a stock holding and stock call-off facility for all finished goods.

Fulfilment and distribution services

The contractor shall hold, update and make available on request standard distribution lists used by the framework public bodies. These lists shall be used to distribute, on demand, printed materials produced and shall be available to the framework public bodies at all times.

The contractor shall prepare documents for distribution, copying, addressing, labelling, packaging and placing in external and internal transit envelopes as necessary to meet the requirements of the framework public bodies.

6. Participation in the framework agreement

Framework public bodies must agree in writing to operate the framework in accordance with the procedures set out within this document. This takes the form of the framework public body participation form. This form is required to be completed by each framework public body and lodged with Scottish Procurement at the address noted on the document. It governs all future call-offs by the framework public bodies. Please note that a framework public body will be unable to access the framework without completing the form. On receipt of the signed participation form, Scottish Procurement will make the pricing schedules available to framework public bodies.

[This form can be found on the Scottish Procurement website.](#)

7. Process for call-off from the Print and Associated Services Framework Agreement

FRAMEWORK PUBLIC BODY ORDERING PROCEDURES

Framework public bodies sourcing their service requirements through this framework agreement must award their service requirements in accordance with the procedure set out in framework schedule 3 of the entire agreement document (ordering procedures).

Framework public bodies are advised to complete and sign off a copy of schedule 5 once only and quote the reference number for this document when awarding services under the framework.

A copy of the framework terms and conditions, including schedule 1 (specification), schedule 2 (price), schedule 3 (ordering procedures), schedule 4 (management information – roles and responsibilities of contractors and framework public bodies) and schedule 5 (supply call-off terms and conditions) can be downloaded from our secure [Knowledge Hub](#) site.

Framework public bodies are reminded that schedule 2 (price) contains commercially sensitive information which must not be disclosed to any party out with your organisation without prior approval from Scottish Procurement.

An example order form is attached at Annex A of this guidance document. Framework public bodies can use this form or create their own.

DIRECT ORDERING

Framework public bodies ordering services under this framework agreement shall consult in writing with the framework contractor from Lot 3 and invite them, within a specified time limit, to submit a proposal and quotation in writing for your service requirement. Framework public bodies shall include:

- a clear specification for your service requirements;
- a request for a proposal and quotation, or alternatively state the price payable for the service requirements in accordance with the framework prices (schedule 2) where applicable;
- incorporate the call-off terms and conditions (schedule 5); and
- document the award procedures on file.

Framework public bodies are reminded that the delivery of high quality public services is critically dependent on a workforce that is well motivated, well led and has appropriate opportunities for training and skills development. These factors are also important for workforce recruitment and retention, and thus continuity of service. The Scottish Government itself has adopted workforce policies to meet these requirements. These policies include:

- a pay policy that includes a commitment to supporting the living wage for the duration of this parliament;
- clear managerial responsibility to nurture talent and help individuals fulfil their potential;
- a strong commitment to modern apprenticeships;
- support for learning and development;
- no inappropriate use of zero hours contracts;
- flexible working;
- flexi-time; and
- career breaks.

In order to ensure the highest standards of service quality in this contract, you may therefore wish to include criteria to be able to assess a positive approach, from the contractor, to workforce-related matters as part of a fair and equitable employment and reward package.

Framework Sustainable Benefits

As part of the framework agreement, the suppliers have committed to the following environmental, social and fair work benefits:

- a proactive approach to sustainable consumption and the efficient use of resources; consideration given to social and environmental consequences
- ethically sourced products in the provision of the required products and services during the period of the framework
- reporting of community benefit measures and achievements such as targeted recruitment and training, skills development, employment, apprenticeships, etc.

Customers may wish, on a proportionate basis, to consider sustainability issues as part of the direct award process, where appropriate.

The [Scottish Procurement Policy Note](#) will help you in considering the relevance of this criteria to your requirement:

Buyers are reminded of the obligations contained in the [Procurement Reform \(Scotland\) Act 2014](#) in relation to the award of contracts valued equal to or greater than £50,000 including those awarded as a result of a framework call-off/mini competition.

In particular, buyers should note that in accordance with [Section 23\(2\)](#) the award of contracts must be publicised on the Public Contracts Scotland website and in accordance with [Section 35](#) contracts must be registered in the contracting authority's "contracts register".

8. Contact details - Scottish Procurement

For further information on the framework please contact:

Neil MacTavish
Scottish Procurement
Senior Portfolio Specialist
Phone: 0141 242 5589
Email: neil.mactavish@gov.scot

Martin Mooney
Scottish Procurement
Portfolio Specialist
Phone: 0131 244 4437
Email: martin.mooney@gov.scot

9. Contact details contractor:

Simon Squirrel
Jones & Brooks Limited
Unit 13
Smallbridge Business Park
Rochdale
Lancashire
OL16 2SH

Email: simons@jones-brooks.co.uk
Telephone: 01706 645 088

EXAMPLE TEMPLATE FOR INFORMATION ONLY

LOT 3 CALL OFF ORDER FORM

PART A – FOR COMPLETION BY FRAMEWORK PUBLIC BODY

Framework Public Body	
Contract Manager and address for Notices	Name: Address: Phone: Email:
Invoice Address (if different)	
Order Number	
Order Date	To be quoted on all correspondence relating to this order form:

REQUIREMENTS
Commencement date:
Details of print and associated service required: As per attached specification.
Date(s) and time(s) for supply print and associated services (and any alternative working hours):
Invoicing frequency:
Disclosure Scotland requirements (if basic, standard or enhanced disclosure is required):
Other security requirements (for example, security standards) (optional):
Milestones (including dates for completion) (optional):
Service Levels (refinement of framework agreement service levels) (optional – only complete if you require additional service levels out with schedule 1, Annex A of the framework agreement):
Additional information for monthly reports (optional, if required):
Completion date:
The call-off contract shall be awarded in accordance with this order form and the framework terms and conditions for print & associated services, reference SP-13-0015.

For and on behalf of the framework public body:

Name and Title	
Signature	
Date	

PART B – FOR COMPLETION BY CONTRACTOR

Contractor	
Contract Manager and address for Notices	Name: Address: Phone: Fax: Email:

Contractor's Response
Contractor's response to the specification: As per attached contractor response.
Confirm price:
Confirm commencement date:
List sub-contractors:
List key personnel:

The contractor's response is appended.

For and on behalf of the contractor:

Name and Title	
Signature	
Date	