



Scottish Government
Riaghaltas na h-Alba
gov.scot

**Procedures to call-off from the Scottish
Procurement framework agreement for
Publishing, Print, Design and Associated
Services (PPDAS) (2018)**

Reference : SP-17-028

Contents

<u>Section</u>	<u>Description</u>
1	<u>Introduction</u>
2	<u>Foreword and acknowledgements</u>
3	<u>What is covered under the PPDAS framework agreement?</u>
4	<u>What is a framework agreement?</u>
5	<u>Who can access the framework?</u>
6	<u>Is the framework suitable for your needs?</u>
7	<u>Framework documentation</u>
8	<u>Key objectives of the framework agreement</u>
9	<u>Process for call-off from the PPDAS framework agreement</u>
10	<u>Contact details – Scottish Procurement</u>
11	<u>Contact details – APS Group (Scotland) Ltd</u>

1. Introduction

This buyer's guide provides guidance to public sector organisations on accessing and utilising the Publishing, Print, Design & Associated Services (PPDAS) framework (2018).

2. Foreword and acknowledgements

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers and improved goods and services for all our citizens. We achieve this via effective collaboration with our customers throughout the procurement cycle and by developing strategies that contribute to the Scottish Government's purpose of sustainable economic growth.

3. What is covered under the PPDAS framework agreement?

This framework agreement is for the supply of Publishing, Print, Design and Associated Services (PPDAS). The contractor is APS Group (Scotland) Ltd. The framework commences on 1 October 2018 for a period of five years with an option to extend for a further two years.

4. 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.

5. 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, 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, further or higher education institutions being fundable bodies within the meaning of section 6 of the Further and Higher Education (Scotland) Act 2005, 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.

Information about agencies of the Scottish Ministers and offices in the Scottish Administration which are not ministerial offices is available at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/public-bodies-guide/government-scotland>

Scottish Non-Departmental Public Bodies are listed at:

<http://www.scotland.gov.uk/Topics/Government/public-bodies/about/Bodies>

Information about the Review of Public Procurement in Scotland and links to the other Centres of Expertise are available at:

<http://www.scotland.gov.uk/Topics/Government/Procurement>

6. Is the framework suitable for your needs?

The answer is likely to be yes if the requirement is for publishing, print, design, display materials and promotional items. Each service can be called off individually or as a combination of one or more services.

7. Framework documentation

A copy of the framework terms and conditions, including schedules 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 (Standard Terms of Supply), schedule 6 (Parent Company Guarantee), schedule 7 (contractor sensitive information), schedule 8 (exit management), schedule 9 (model contract regarding data protection), schedule 10 (approved subcontractors) 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.

8. Key objectives of the framework agreement

The key objectives of this framework agreement are to:

- provide efficient, timely and accessible engagement with external audiences;
- consistently deliver a 24/7 service to agreed quality standards;
- deliver a value for money service;
- meet a wide range of customer requirements with sensitivity and in a secure, open and honest manner;
- support/adapt to and help promote changing ministerial policy e.g. Corporate Social Responsibility and Sustainability;

- promote and advance e-delivery of accessible published content;
- deliver continuous improvement throughout the term of the Framework Agreement; and
- provide a flexible service in response to the changing requirements of the Framework Public Body.

APS Group (Scotland) Ltd will provide an account managed customer centric service in which Framework public bodies can choose from the range of services provided or avail themselves of the fully managed service. The scope of services covered under the framework are listed below, but not limited to:

- A fully managed and accessible publishing, print, design and associated service to be delivered on a 24/7 basis. Services include (but are not limited to):
 - A full and accessible publishing service for all published content to include archiving, maintaining ISBN/ ISSN database, electronic publishing service, legal deposit, providing electronic catalogue of publications, etc.
 - Design services
 - Technological developments for all published content
 - Artwork, formatting and setting
 - Proofing and pre-press services
 - Photography
 - Illustrations
 - Copywriting and editorial services
 - Graphs and charts services
 - Infographics
 - Alternative formats, including braille, audio and easy-read
 - Policing of brand management and application
 - Translation and associated typesetting services, including British Sign language
 - Digital asset management
 - Print management and production, including direct mail collateral
 - Web to print service
 - Secure print service
 - Document disposal / destruction service
 - Binding and finishing
 - Fulfilment and distribution service
 - Stationery - Headed paper, Business cards
 - Forms
 - Web conversion and publishing
 - Storage and storage management
 - Alternative format including DVDs/ CDs
 - Subscriptions and standing orders for all published content
 - Reprographic Service
 - Promotional items
 - Display materials
 - Advise upon solutions to meet Scottish Government Policy Initiatives relevant to the scope of the framework.

Framework Sustainable Benefits:

As part of the framework agreement, APS Group (Scotland) Ltd have committed to the following environmental, social and fair work benefits

- Savings will be calculated and reported on a quarterly basis. Award follows a comprehensive tender exercise, under EU public procurement regulations, and provides an easy route to market for Framework public bodies.
- The fully managed service provides an opportunity to have a co-ordinated approach throughout projects.
- Consistent approach to publications across all public sector organisations
- The UIG forum provides an opportunity to learn and liaise with other partners and share best practice
- Living wage accreditation;
- Modern apprenticeship scheme;
- Work experience (seasonal intake of 4 secondary school pupils on a 1 or 2 week placement)
- An undergraduate programme (2 students given summer positions);
- Internal and external training, e.g. software packages, management courses, Health & Safety, First Aid, compliance with Legislation (GDPR) etc;
- Encouragement of workforce in the attainment of professional / academic qualifications;
- Working with Supported Businesses and Charities;
- Work with supply chains / SME's.

Community Benefits targets have been built into the Framework and APS have also committed to these as follows:

<i>New Entrants</i>	<i>Target (Number) for the framework</i>	<i>Target Time on PPDAS (Person Weeks per year)</i>
1. Work experience 16+ years	2 per year	4
2. Apprentices – can be existing	1 per year	26
3. Apprentices – new	1	26
4. Progression into employment	1	
<i>Existing workforce</i>		
5. Continued Professional Development/Training e.g. First Aid, Health and Safety/Vocational Qualifications	Minimum 25% of workforce	
<i>Supply Chain Opportunities</i>		
6. Place orders with Supported Business	2 orders	
7. SMEs in the Supply Chain	At least 50%	

8. Process for call-off from the PPDAS framework agreement

The process for ordering will vary between Framework public bodies and the process should be agreed with APS Group (Scotland) Ltd. In general times, the customer should provide details of their requirements to APS Group (Scotland) Ltd, obtain a quote and, if the quote is acceptable, place an order (call-off contract). Prices quoted should not exceed the rates detailed in the pricing schedule.

Framework public bodies utilising the Framework Agreement must adhere to the following procedures when calling off.

- A call-off contract must be signed prior to the commencement of delivery of the services to the Framework Public Body. A call-off contract must be in the form of a fully completed Schedule 5 to the Framework Agreement;
- Any call-off contract must be awarded prior to date of expiry. The period of a Call-off Contract may continue notwithstanding that the Framework Agreement has expired or terminated. A call off contract **cannot** be entered into when the framework agreement has expired.
- Any orders placed under a call off contract will be in a format agreed between the Framework Public Body and APS Group (Scotland) Ltd. Orders **must** include a Purchase Order reference.

Customer orders should be sent by email to scotgovenquiries@theapsgroup.com or clientservices@theapsgroup.com both of which will make their way to the APS account management team.

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".

9. Contact details - Scottish Procurement

For information on the Framework Agreement, please contact:

Neil MacTavish,
Scottish Procurement,
Senior Portfolio Specialist,
Email: neil.mactavish@gov.scot

Marta Sito,
Scottish Procurement,
Portfolio Specialist,
Email: Marta.sito@gov.scot

7. Contact details contractor:

APS Group (Scotland) Ltd.
21 Tennant Street
Edinburgh
EH6 5NA

Order forms only

Email: PO.DPPAS@theapsgroup.com

Customer enquiries

APS Group (Scotland) Limited
21 Tennant Street
Edinburgh
EH6 5NA

Telephone: 0131 629 9966

- [Email for client services only](#)

Customer queries (Scottish Government)

Nikki Dawson, Account Director

Phone: 0131 380 1908

Email: Nikki.Dawson@theapsgroup.com

Customer queries (Framework public bodies)

Joanne Smith, Account Director

Phone: 0131 380 1909

Email: Joanne.Smith@theapsgroup.com

New users of the framework

Mike Lynch, Business Development Director

Phone: 07720 972 911

Email: Mike.Lynch@theapsgroup.com

Andrew Logan, Client Services Director

Tel: 0131 376 7825

Email: Andrew.Logan@theapsgroup.com

Helen Crosthwaite, Client Services Director

Tel: 0131 380 1906

Email: Helen.Crosthwaite@theapsgroup.com