

**PROCUREMENT
SOLUTIONS**
FOR THE
CHALLENGES OF
THE FUTURE

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In association with

LHC
Trusted procurement for
better buildings and homes



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As the leading procurement solutions provider in Scotland for the construction, maintenance and refurbishment of social housing and public buildings it gives me great pleasure to introduce you to the Scottish Procurement Alliance. Trusted by over 100 partners made up of local authorities, housing associations and co-operatives, education providers, blue light services, and other publicly funded organisations. With over 600 live projects worth a total of £1 billion delivered through our extensive range of procurement solutions there's no other organisation better placed to deliver your procurement plans, we're confident you can trust us. Underpinned by over 55 years of technical procurement experience through our parent organisation LHC Group.

It's this experience, coupled with our transparent and collaborative relationship with our partner organisations and Executive Board, that empowers us to shape and deliver advanced future-focussed procurement solutions.

This brochure has been developed to inform our partners about the wealth of services SPA offers. If you would like to discuss our solutions further then please get in touch with our team using the information on the back of this brochure.

I would like to take this opportunity to thank you for choosing Scottish Procurement Alliance as your procurement solutions provider of choice.

Lesley.

LESLEY ANDERSON
Interim Regional Director

WHO ARE SPA?

The Scottish Procurement Alliance (SPA) is the largest, free-to-join procurement organisation representing over 100 public sector organisations throughout Scotland, ranging from small co-operatives to regional and national housing associations, local authorities, education providers and blue light services.

Formed in 2016, we have established ourselves as the leading procurement solutions provider in Scotland for the construction, maintenance and refurbishment of social housing and public buildings. Underpinned by over 55 years of technical procurement experience, through our parent, LHC Group, one of the UK's most respected public sector procurement organisations.

Supporting our partners is at the forefront of the unique service we offer; we are not just a framework provider. Our aim is to simplify the procurement process by offering a quick and easy, compliant route to market. Our partners benefit from free professional guidance, support, and training without the burden of any hidden charges. We provide bespoke, localised support at every step of your procurement and project journey.

The level of support we offer varies case by case and is tailored to meet the needs of each individual partner and their project-specific requirements. Our team is formed of qualified and experienced procurement specialists offering best practice advice, training and guidance. Along with our technical support team who can provide guidance at every step of the project journey offering feedback on specifications and price validations as well as attending pre-start and progress meetings.

This support is further strengthened by our Client Support Managers who are there to provide our partners with a comprehensive overview of our services from locating frameworks to identifying where additional support is required through our added value services programme. They ensure our partners receive the highest level of service throughout the process.



Our partners have full access to the Partnership Hub at our Livingston office, a dedicated space for holding meetings, workshops, training and events. The hub is bright, spacious and includes state-of-the-art equipment and facilities with comfort and convenience being central to what the hub offers. Split into 4 main sections, at the heart is our largest meeting room, Jura, which can be configured to your exact requirements, it also has state-of-the-art presentation equipment and can comfortably accommodate up to 40 delegates. The room is flooded with natural daylight making it a very welcoming, comfortable, and inviting space.

When appointing suppliers to our frameworks we have specific selection criteria around the quality of work, competitive pricing, financial stability, supply chain, social value, community benefit and sustainability of each supplier. It's imperative that all our suppliers bidding for our frameworks meet these expectations and continue to meet this standard throughout the lifecycle of our frameworks and individually in each of our partners projects. The rigorous selection process demonstrates our commitment to providing our partners with best-in-class suppliers and instils a greater level of confidence from the offset.

We are guided by our Executive Board comprising a mixture of housing associations, local authorities and housing co-operatives all based in Scotland. Through our Partnership with Lintel Trust, SPA and its Executive Committee members have overseen the delivery of over £1 million of community projects since 2016, directly benefitting Scottish housing communities.





Lintel Trust joined the SPA family in January 2021 at an unprecedented time when the SPA office was closed due to various local and national lockdowns, COVID safety measures were intensified, and a major office refurbishment was in progress.

Despite these challenges, our vital service hasn't been interrupted, on the contrary, with the support of SPA and LHC, we have been encouraged to develop and expand our offering to both SPA and in keeping with our independent charitable status to the wider housing sector.

We have started work on the design for an additional SPA charitable fund. This will provide more funding to the heart of where it is needed most. Our aim is to make it as easily accessible as possible to all active SPA partners when it is ready to launch.

Independently, we have launched a pilot recycling project – Reduce, ReUse and Recycle. Not only does it encourage 'greener' behaviour but introduces a circular economy element where recycling textiles results in cash to be spent in that specific community.

We have continued to deliver the SPA Community Benefit Fund – supporting projects designed to enhance and improve lives and society. As the impact of the cost-of-living crisis continues to bite the most vulnerable in society, funding such as this has become even more valuable.

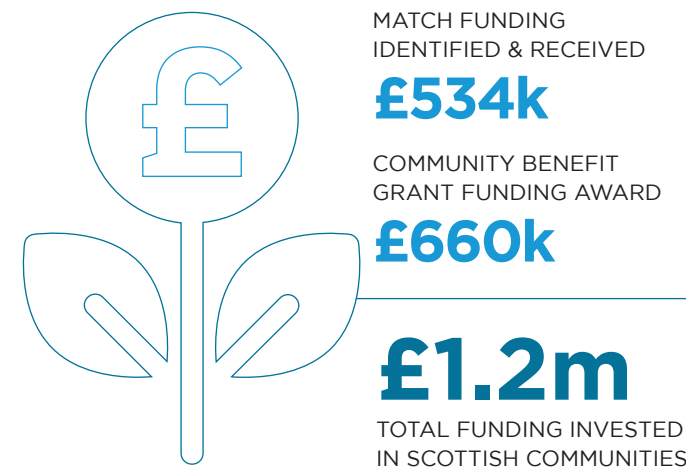
In addition to community benefits delivered through SPA procurement frameworks, the SPA Community Benefit Fund has awarded grant funding to projects ranging from food pantries to a summer school offering non-academic courses to young people at risk of leaving school without qualification or a positive destination.



What does Lintel Trust do to support SPA partners?

- Manages, delivers and reports on the SPA Community Benefit Fund
- Assists funded projects to identify match funding opportunities
- Offers advice and support to locate community projects eligible for the SPA Community Benefit Fund
- Provides community benefit advice and support
- Assists in social value measurement and promotion
- Contributes to SPA knowledge and understanding of housing sector priorities
- Delivers workshops and events for both appointed companies and partners in collaboration with SPA

Since its launch in 2017, the CBF has awarded £660,000 in grant funding. Combined with the £534k in match funding achieved, this has resulted in almost £1.2million being spent in Scottish communities.



To date our work has helped:

- Holiday Hunger programmes – now recognised as essential
- Development of Food Pantries in both urban and rural settings
- Donations to food banks and other food poverty solutions throughout lockdown
- Community gardens, community growing and the 'greening' of urban areas
- Employability projects ranging from basic woodworking skills to vehicle workshops
- Specialised mental health support service helping people maintain their tenancy
- Provision of contractor Conviction Awareness Training
- Apprenticeship support fund – enabling young people from rural areas to access opportunities and complete their apprenticeships
- Debt advice including a befriender to support those in financial difficulties
- Development of online services/videos for housing tenants
- Digital inclusion projects from the provision of equipment to classes and projects enabling minority groups to access the digital world
- Social opportunities for isolated people suffering with loneliness
- Engaging with young people to encourage community collaboration instead of anti-social behaviour

PARTNERS & EXECUTIVE BOARD

With over 100 partners we are the largest not-for-profit framework provider in Scotland. Our partners range from local authorities, housing associations, housing co-operatives, education providers, blue light services and other publicly funded or partially funded organisations.

Guiding our organisation to deliver solutions for the procurement challenges of the future is the **14 executive committee members** who are appointed periodically on a rotational basis.

Aberdeen City Council
Aberdeenshire Council
Abron Hill Housing Association
Almond Housing Association
Ancho
Angus Council
Ardenglen Housing Association
Ark Housing Association
Atrium Group (The)
Barrhead Housing Association
Berwickshire Housing Association
Bield Housing & Care
Blackwood Homes & Care
Burrelton & Woodside Village Hall
Cairn Housing Association
Cadder Housing Association
Cathcart & District HA
Clackmannanshire Council
Cloch Housing Association
Clyde Valley Housing Association
Clydebank Housing Association
Crossroads Community Hub
Cunninghame Housing Association
Drumchapel Housing Co-operative
Dumfries & Galloway Housing Partnership
Dundee City Council
East Ayrshire Council
East Dunbartonshire Council
East Lothian Council

East Lothian Housing Association
East Renfrewshire Council
Eildon Housing Association
Fairfield Housing Co-Operative
Falkirk Council
Ferguslie Park Housing Association
Forth Housing Association
Gate Church International
Glasgow West Housing Association
Glen Oaks Housing Association
Govan Housing Association
Grampian Housing Association
Hanover Housing Association
Hawthorn Housing Co-operative
Hillcrest Group (The)
Hillhead Housing Association 2000
Irvine Housing Association
Kingdom Housing Association
Kingsridge & Cleddans
Link Group
Linstone Housing Association
Linthouse Housing Association
Lister Housing Co-operative
Lochalsh & Skye Housing Association
Loreburn Housing Association
Manor Estates Housing Association
Maryhill Housing Association
Midlothian Council
Muirhouse Housing Association

NG Homes
New Gorbals Housing Association
North Lanarkshire Council
Oaktree Housing Association
Ochil View Housing Association
Opsrey Housing Moray
Osprey Housing
Paisley South Housing Association
Paragon Housing Association
Partick Housing Association
Perth & Kinross Council
Port of Leith Housing Association
Prospect Community Housing
Queens Cross Housing Association
Reidvale Housing Association
Renfrewshire Council
River Clyde Homes
Rosehill Housing Co-operative
Rural Stirling Housing Association
Royal Botanic Gardens Edinburgh
Sanctuary Scotland Housing Association
Scottish & Borders Housing Association
Scottish Borders Council
Scottish Fire & Rescue Service
Scottish Legal Aid Board
Shettleston Housing Association

Shire Housing Association
South of Scotland Enterprise
South Ayrshire Council
South Lanarkshire Council
Southside Housing Association
Stirling Council
The City of Edinburgh Council
The Highland Council
The Moray Council
Thenue Housing Association
The Scottish Police Authority
Tollcross Housing Association
Trust Housing Association
Viewpoint Housing Association
Waverley Housing Association
Wellhouse Housing Association
Weslo Housing Management
West College Scotland
West Dunbartonshire Council
West Granton Housing Co-operative
West Lothian Council
West of Scotland Housing Association
West Whitlawburn Housing Co-Operative
Wheatley Group
Whiteinch & Scotstoun Housing Association

EXECUTIVE BOARD



REGISTER AS A PARTNER IN 3 EASY STEPS

Becoming a partner of SPA is free, we don't believe in charging membership fees. If your organisation is publicly or partially publicly funded you are eligible to become an SPA partner. Once you're approved you remain a partner indefinitely unless you wish to withdraw. There are no set conditions relating to usage, our membership is flexible in its approach, you can choose to use our procurement solutions or added value services as and when you require them.

1

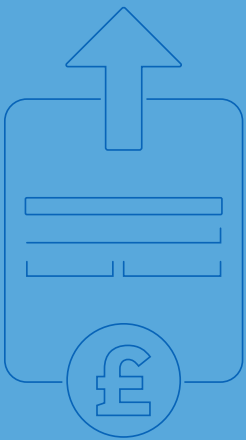
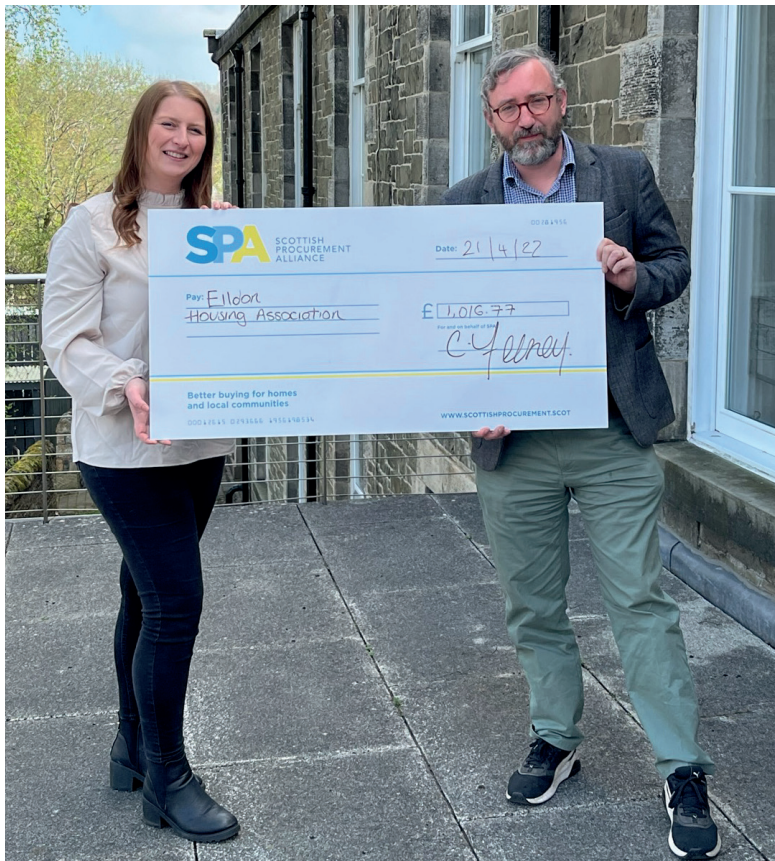
Complete and submit the 'Application for Membership' form on our website

2

Your application will be reviewed by our Director

3

If all conditions are met your application will be awarded



Utilising intelligent procurement solutions can offer more than just competitive pricing. SPA works with its partners and supply chain to promote the delivery of tangible benefits through all projects procured through SPA frameworks.

This ensures that benefit is not only enjoyed by those directly involved but a positive impact is made on the wider community. The promotion of a positive social legacy is fundamental to everything we do at SPA.

BENEFITS OF USING SPA

FREE TO JOIN

SOCIAL VALUE

EXPERIENCE

COMPLIANT

- Free to join – no hidden charges
- Industry-leading and award-winning procurement solutions
- Have your say on the development of our frameworks
- Access to vetted and approved contractors including SMEs, local and national contractors
- Flexible approach to awarding contracts to ensure simplicity
- Access to our SPA Partnership Hub, a dedicated space for our partners to hold meetings, events, workshops or training sessions free to use
- Annual rebate based on organisational spend during the financial year
- With over 55 years of public sector procurement experience through our parent organisation, LHC group. We understand the challenges at a local and national level
- Expert training, support and guidance readily available across our Technical, Procurement, Social Value and Client Support teams tailored to meet your needs at every stage

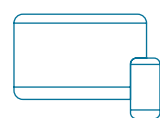


PARTNERSHIP HUB

The Partnership Hub is an incredible space that has been developed for SPA, our partners and appointed companies to utilise. The hub is bright, spacious and includes state-of-the-art equipment and facilities with comfort and convenience being central to what the hub offers.



Accommodates
up to 40 delegates



State of the art
presentation equipment



Free to use*



High speed Wi-Fi

Split into 4 main sections, at the heart is our meeting room Jura, accommodating up to 40 delegates with state-of-the-art presentation equipment including:

- 1 x 98" Iiyama TV
- 2 x 75" Sony Bravia TV's
- Jabra Bluetooth Conference Speaker
- Remote Webcam
- Air-conditioning
- Secure high-speed Wi-Fi

The room can be configured to suit your requirements. The standard layout is boardroom style which comfortably fits 18 chairs around a large oval table or can be split into 3 large tables with a capacity of 30 delegates ideal for training sessions or alternatively theatre style which can accommodate up to 40 delegates.

Adjacent to Jura is the breakout area where delegates can relax before, during or after a meeting, grab a coffee from our 2 x Lavazza bean-to-cup coffee machines featuring a fully fitted kitchen with a fridge and access to a cloakroom to store jackets and bags.

There's a small personal meeting room as you enter the Partnership Hub with a motorised height adjustable desk and 32" TV accommodating up to 4 delegates.

* Terms & Conditions apply



Separate from the Partnership Hub we have two additional meeting rooms that can be used independently or can be combined to create a larger space accommodating up to 30 delegates. These meeting rooms are also available for use and include overhead Ultra HD projectors and access to the Partnership Hub facilities. All rooms benefit from secure high-speed Wi-Fi with a bandwidth of up to 100Mb.

This investment strengthens the support that SPA provides by offering a space that attracts collaboration and helps build stronger relationships with our partners and appointed companies whilst giving access to this space free of charge. The Partnership Hub is a welcome addition to the industry-leading support and services that we offer.

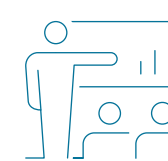
Book the Partnership Hub

The Partnership Hub and our additional meeting rooms can be used free of charge by visiting our website or alternatively speak to a member of our team using the contact details at the back of this brochure.

Typical uses



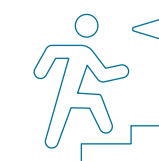
workshops



training



meetings



team building



Glebe School Housing Development

Perth and Kinross Council

On the site of the former Glebe Primary School is the largest new council housing development the area of Scone has seen in several decades. Consisting of 65 new affordable dwellings - 12 flats and 53 houses. The development addresses a wide range of different housing needs from larger accommodation for families, smaller flats and houses, and the installation of wet rooms for people with limited mobility helping them live a better and more independent life.



APPOINTED
COMPANY

CCG



FRAMEWORK

New Build
Housing



VALUE

£10.9m



STATUS

Completed



Raigmore Hospital Radiotherapy Refurbishment

NHS Highland



APPOINTED
COMPANY

Robertson
Construction



FRAMEWORK

Public Buildings



VALUE

£157k



STATUS

Completed

Kitchen and Washroom Replacement

West Granton Housing Co-operative

Planned replacement of kitchen and washroom facilities for housing tenants including redecoration. The programme replaced 71 kitchens and 55 washrooms.



APPOINTED
COMPANY

Everwarm



FRAMEWORK

Whole House
Refurbishment



VALUE

£338k



STATUS

Completed



Demolition of Existing Primary School and Construction of 48 New Dwellings

Lighthouse Housing Association

Retaining and restoring the original façade of the former 1930's Drumoyne Primary School building as a focal point with 48 new dwellings including a kids play area, allotment, and community garden. This development marks the first in over 12 years for Lighthouse Housing Association.



APPOINTED
COMPANY

CCG



FRAMEWORK

New Build Housing



VALUE

£10.2m



STATUS

In Progress

Q&A

Heather O'Donnell
Technical Support Manager



Q What is the most exciting/interesting part of your role?

A Due to the number of framework solutions we have no two days are ever the same. Even throughout the day, the types of projects can be vastly different, from visiting a new build project to a kitchen and boiler upgrade programme, and then onto an EWI project. Then the following day being in the office carrying out research activities for upcoming frameworks to ensure we continue to support our partners and appointed companies in this ever-changing climate. I enjoy the variety of projects, travelling to different sites and the interaction we have with our partners and appointed companies.

Q How do you support our partners?

A Forming strong relationships with our appointed companies is important to us by doing so we can maintain sight of capabilities and resources which allows us to keep our partners updated as their project progresses. Throughout the duration, we are available to offer our support, guidance and expertise which can prove invaluable, particularly when planning for any eventuality, ensuring a successful outcome for each and every project.

Q What do you enjoy about working with SPA?

A We all have our individual roles, which are imperative to the success of SPA, each person plays a fundamental part in the organisation. Our roles frequently cross over but we are a passionate and driven group which makes an enjoyable work environment and attracts a positive and supportive culture within SPA.

Q What is unique about SPA in its approach to providing better buildings and homes?

A We promote, and actively encourage, as much involvement from our partners and appointed companies when reviewing our framework strategies and the services we can provide ensuring they meet the needs of our partners throughout Scotland.

When appointing companies to our framework we carry out regional evaluations to assess their capabilities within the regions and how this benefits and boosts the local economy, assists in reducing skills shortages, provides employment opportunities, promotes sustainable sourcing of materials, waste disposal and carbon reduction.

We also provide free of charge added value services to all projects from our technical, procurement, client and marketing support to assist our partners through the challenges they face. We work closely with Lintel Trust who, not only, distribute any surplus funds back within the communities of Scotland but they also assist with match funding to increase this contribution even further. Along with this, Lintel Trust, work with our partners and appointed companies where needed with guidance on developing a community benefits plan and where this can support their communities to achieve optimum benefits from each project procured.

All the points noted above enable us to provide an impact on various aspects of each project and the surrounding communities. This will further increase with the addition of our Partnership Hub encouraging increased collaboration with our partners and appointed companies.

AN OVERVIEW OF OUR ADDED VALUE SERVICES



CORPORATE SERVICES

An essential part of our operation is our Corporate Services team who forms the connection between our internal teams and liaises with our partners and appointed companies. They are involved in the full lifecycle from registering new projects, sending out EOIs, requesting updates as the project progresses, liaising with our partners and appointed companies at every stage and gathering feedback once the project has been completed. They organise and structure our projects ensuring that the relevant documents have been submitted, and our systems are up to date and accurate.



CLIENT SUPPORT

There are two Client Support Managers covering Scotland split into 2 territories – East and West. They are the first point of contact providing our partner organisations with support and guidance on our frameworks, dynamic purchasing system or additional services. Their role is to provide our partners with a complete overview of the services we can offer that will benefit partners from locating frameworks for projects to resolving problems and providing updates on the progression throughout the stages. Ultimately, offering best-in-class service to ensure our partners have a fluid, informed and positive experience.



PROCUREMENT

Our in-house procurement experts provide best practice support, training and guidance for our partners and appointed companies. They provide support from the options appraisal stage – identifying the best route to market and Call Off method – through to the formal award of the projects. Additionally, they offer a free of charge Call Off service open to all partners. This service is offered on selected frameworks to simplify the procurement process for SPA partners by providing a collaborative sharing of resources that frees up their time and internal resource.



TECHNICAL

The Technical Support team works with our partners and appointed companies by providing ongoing project support from initial specification advice and guidance to price verifications. The team ensure the specifications of our upcoming frameworks are fit for the ever-changing market by engaging with partners and Suppliers. They offer solutions and feedback on specifications, monitoring appointed companies ensuring they are complying with their obligations, ongoing project support from pre-contract, pre-start meetings and engagement at ongoing project meetings.



SOCIAL VALUE

Our partnership with Lintel Trust gives us the knowledge and experience to furnish our partners and appointed companies with social value advice and guidance. We offer tailored one-to-one support to maximise the social value delivery and assist in measuring social impact. This partnership extends beyond sharing knowledge and guidance, on our behalf Lintel Trust manages our Community Benefit Fund, which is a key source of funding supporting local projects and improving communities. Every year our Executive Board members are eligible to apply for a portion of this funding.

A GUIDE TO OUR PROCUREMENT SOLUTIONS

INTRODUCTION

SPA offers procurement solutions, including Framework Agreements and Dynamic Purchasing Systems (DPS), for use by any organisation that is publicly or partially publicly funded. Our solutions can be used to procure works, goods, and services for consultancy, construction, refurbishment, and maintenance of social housing and public buildings.

All SPA procurement solutions are procured in accordance with all Scottish procurement regulations and are developed to ensure nationwide coverage whilst providing opportunities for SMEs and national companies.

Our procurement solutions have been developed to provide an efficient route to market for our partners whilst ensuring value for money continues to be achieved.

WHAT IS A FRAMEWORK?

A framework is an agreement with suppliers to establish the terms governing contracts to be awarded during the life of the agreement regarding scope, quality, price, quantity envisaged and importantly the terms in which organisations can award call-off contracts throughout the framework duration.

Our Framework Agreements are generally live for a period of 4 years with an approved list of appointed companies throughout the duration.

SPA Framework Agreements allow our partners flexibility regarding Call Off options, Terms & Conditions and documentation utilised.

WHAT IS A DPS?

A Dynamic Purchasing System or DPS for short is a compliant route to market designed to provide buyers with access to a pool of pre-qualified suppliers.

The DPS is open to new entrants throughout its lifecycle meaning competition is not restricted, therefore allowing the duration of the DPS to be longer than that of a Framework Agreement.

There is no option to Direct Award via a DPS, all projects are required to be issued via Mini Competition. This encourages open, fair competition between all applicable appointed companies ensuring best value achieved at all times.

WHAT IS THE DIFFERENCE BETWEEN A FRAMEWORK AGREEMENT & DPS?

FRAMEWORK

Maximum duration of 4 years

Direct award permissible

Fixed list of suppliers

Call-off documents must be in line with what was structured when establishing the framework

Finite number of suppliers

DPS

No maximum time limit

No direct award (further competition only)

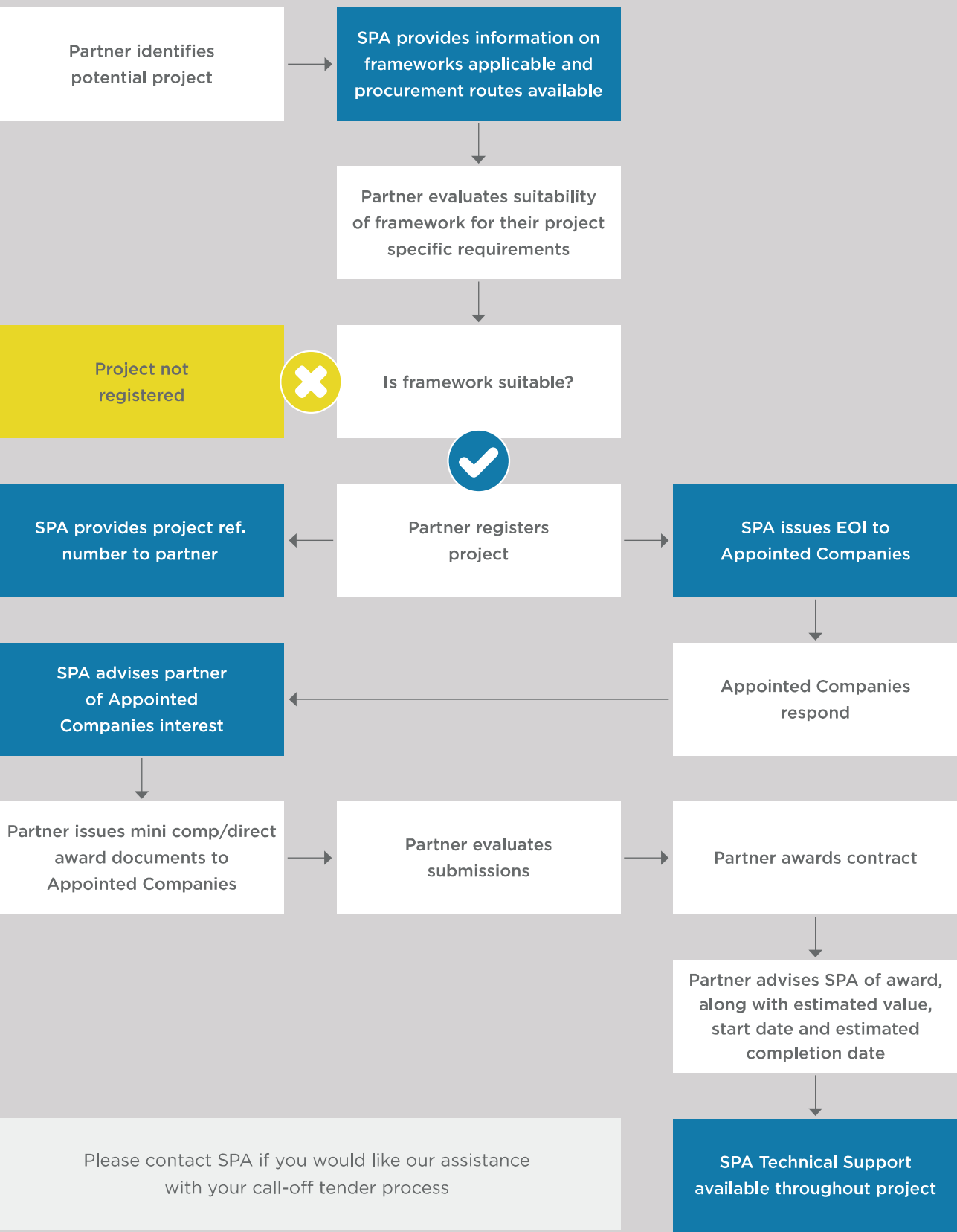
Flexible - suppliers can join during the lifetime of the DPS

Allows Clients to use their own T&Cs, pricing, and specification

Increased accessibility for small and medium enterprises

No maximum number of suppliers

THE PROCESS OF USING OUR FRAMEWORKS



AWARD OPTIONS

THE FRAMEWORK ALLOWS PARTNERS THE OPTION OF:

Direct award without further competition, where all terms and conditions of the call-off project are within the terms and conditions of the framework .

OR

Mini-competition, where terms and conditions of the call-off may vary or be modified from the framework or at the choice of the partner.

When calling off projects, partners can use any one of a range of standard forms of building contract including JCT/SBCC, NEC/NEC4, ACE, PPC, TPC, FAC1, or their own in-house agreement.



THE PROCESS OF USING OUR DYNAMIC PURCHASING SYSTEM



CALL OFF SERVICE

Our Call Off Service is a free-of-charge service open to all SPA partners. This service is offered on selected frameworks with the purpose of helping our partners procure smaller, less complicated projects so their time and resource can be spent on more complex projects.

In providing the service, the SPA Procurement team and technical support will work in collaboration with our partners, to provide professional expertise from project initiation right through to formal contract award. The service is tailored to meet the needs of each individual partner and their project-specific requirements therefore the timescales to deliver will differ dependent on the complexity of the project. The SPA Procurement team will work in collaboration with the partner to develop agreed timelines.

“All in all, the process was slick and pain free, and we would definitely look to procure further projects through the Call Off service with the SPA team.”
Amanda Hay, Manor Estates

“Call Off service with SPA was seamless. The level of support received from start to finish made the process extremely easy for us. SPA ensured all documents were completed correctly and kept us on track in relation to legislation and the requirements. Both Daniella and Heather were readily available for all support needs and assisted us greatly throughout the process. From contract requirements right through to award stage.”
Maryhill Housing Association

GENERAL TERMS AND CONDITIONS
LHC uses the FAC-1 standard form of contract to manage our frameworks. The LHC pro forma, which should be read in conjunction with the FAC-1 in published form, details the terms and conditions that govern the operation of the framework, including the procedures to call off projects under the framework. A free copy of the LHC pro forma is available upon request. The FAC-1 in standard published form can be purchased at a negotiated rate from ACA, by emailing office@acarchitects.co.uk and quoting discount code reference: LHCFAC2516102017.

THE PROCESS OF USING OUR CALL OFF SERVICE



FAQ's

PARTNERS

Q How do I join SPA?

A We can provide you with an application form or a link to our online form to be completed, signed, and returned to us for approval by the SPA Director. Once approved you will become an SPA partner.

Q Is it free to join SPA as a partner?

A Yes, it is free of charge to join SPA as a partner, utilise our Frameworks and access our added value services, expert guidance, and support.

Q Once we have joined SPA as a partner, how is that message transmitted to the wider market and the appointed companies on the list?

A Once you join SPA, your name will be added to our partner list which is published on our website, an announcement will be made on social media welcoming you as a partner. We keep a record of our partners logos for use in our communications, once you have received a notification confirming your registration, we ask that you send us your organisation's logo in EPS or any vector format.

Q Are there any ongoing charges for partners to remain a member of SPA?

A No, there are no charges for partners to join or remain as a member of SPA.

Q Is there a minimum number of times I need to use the frameworks to remain a member/partner?

A No there are no minimum requirements. The frameworks are flexible in approach; therefore, you can choose to use as and when you require them, i.e. when it is a good fit for your requirement.

Q What are the benefits of joining SPA as a partner?

A SPA provide high-quality, compliant procurement solutions providing a streamlined, flexible procurement process for all our partners. Joining is simple and easy to do and completely free of charge. As a partner, we would encourage you to participate in our pre-tender engagement workshops helping to shape our future, and ensuring the procurement solutions on offer meet your potential future needs.

Becoming a partner also gives you access to our added value benefits as mentioned on page 11 of this brochure.



CONTRACT TERMS

Q Are there standard terms in place for the frameworks?

A All of our procurement solutions are governed by a Framework Alliance Contract (FAC-1). The FAC detail the workings of the frameworks for our partners and appointed companies. However, at project Call Off stage, our procurement solutions allow partners to utilise the documentation and contract terms to suit their project-specific requirements. The project-specific Call Off terms would be mutually agreed between our partner and the appointed company promoting flexibility at all times.

Q Can I use my own choice of contract when calling off from the framework?

A At Call Off stage, partners can use one or more of the following standard forms of building contract or alternatively the SPA partner's modified version of such forms as listed in our FAC Terms:

JCT/SBCC suite of contracts, NEC suite of contracts, PPC suite of contracts, Bespoke Agreements, ACE Professional Services Agreement 2017, NHF suite of contracts.

Q Is there a fee to use SPA frameworks?

A There is no access fee to use any of our procurement solutions however on all our frameworks and DPS we charge a levy. The levy is invoiced by LHC/SPA to the appointed company once they have received payment from the SPA partner.

Q What is the Community Benefit Fund? How does this work?

A Every year SPA provides a Community Benefit Fund to the value of £150,000. Our Executive Board members can apply for a portion of this fund for projects within their own communities.

Our Executive Board comprises fourteen partners, currently a combination of Local Authorities, Housing Associations and Housing Co-operatives. The Executive Committee meet three times a year to discuss the direction of SPA's existing and future procurement solutions. The Executive Board rotates every three years giving other partners the option to apply periodically.

The Community Benefit Fund, is managed by Lintel Trust, our partner organisation. The member submits an application to Lintel Trust who will review eligibility criteria to ensure the project is aligned with the fund requirements. Once approved the member will receive the funds for their community project.

SPA FRAMEWORKS - GUIDANCE TO USE

Q What are the steps to progress the use of the frameworks?

A Our quick and easy flowchart (on page 19) takes you through each step of the process with additional support and guidance from our Client Support Managers and expert technical and procurement support available throughout the life cycle of your project. For more information contact your Client Support Manager or contact our office.

Q How long are the frameworks valid for?

A Our frameworks are valid for a period of 4 years. However, Call Off contracts can be awarded by our partners throughout the duration of the framework, with each Call Off contract being for a maximum of 4 years. Therefore, there is the potential for works awarded through the framework for up to almost 8 years for our appointed companies.

Q Can I request a copy of the framework documents?

A Yes, we can provide a copy of the Tender Report detailing an overview of the procurement process followed complete with a list of the appointed companies, regional/lotting structure, and applicable scores. We can also provide a copy of the specification, pricing schedule template and quality questions assessed at the framework tender stage to assist partners to inform their options appraisal and route to market. Our Framework Terms (FAC-1) clearly state the Call Off options available for each framework. Our procurement team are on hand to provide support and advice on the most appropriate Call Off option for the partner's project-specific requirements.

Q Can I have a pricing document?

A We can provide a Blank Schedule of rates; however, we do not provide details of specific framework pricing. We can provide average pricing for some of our frameworks. The reason for this is that the pricing submitted at the framework award stage are the maximum rates, as opposed to fixed rates, that our appointed companies can submit to our partners at Call Off stage. The appointed company may reduce the rates at the mini-competition or Direct Award stage. For added comfort, SPA offers a price validation service for Direct Award projects, ensuring that the rates submitted at Call Off stage are in line with the framework terms.

Q Can I vary the evaluation criteria weighting?

A Our Framework Terms allow the partner to vary the weightings based on project-specific requirements. The terms state the following:

- When choosing the competitive award or Direct Award procedure the additional client may award a project to any appointed company in the lot based on criteria or weightings set out by the Client in the Framework Brief or criteria or weightings relevant to the Project set out by the Additional Client, subject to ensuring that any action taken is transparent, non-discriminatory and fair.

Q What Call Off options are available via the framework?

A All our frameworks have the option to Direct Award or carry out a mini competition with the appointed companies on the Framework.

Our Framework Alliance Contract (FAC-1) references the Call Off options in further detail. Guidance and support can also be offered via our in-house procurement expertise.

Q Can we Direct Award to a company that has not achieved the highest score in overall value for money?

A We would advise that you should award to the appointed company that has achieved the highest overall score. However, if you choose to award to a company that did not have the highest overall score then it would be up to you to provide reasonable justification for your decision if queried.

Our Framework Alliance terms also provide various options/reasoning for selecting your preferred appointed company. The decision is always at the sole discretion of the partner. See FAC-1 for further information in relation to Direct Award options.

Q Can we Direct Award to a company based on their scoring for price alone?

A Public Contract (Scotland) Regulations 2015, Regulation 67 states that a contracting authority (a) must base the award of public contracts on the most economically advantageous tender assessed from the point of view of the contracting authority and (b) may not use price only or cost only as the sole award criteria.

You can however detail in your mini-competition documentation that it is your intention to use the original framework quality scores and add these to the pricing evaluation scores through the mini-competition to establish the most economically advantageous tender if you wish to do so.

Q How can we ensure we are getting the best value for money when selecting to Direct Award through the Framework?

A All our frameworks have been competitively tendered with a rigorous evaluation carried out on both quality and pricing therefore only awarding a place on the framework to the companies that have provided the most economically advantageous tenders.

For added comfort, SPA offers a complimentary price validation service to ensure that, when the appointed company's price at Call Off stage, they are submitting their pricing in line with the terms of the original framework providing reassurance that best value continues to be achieved throughout the duration of the framework.

Q Once a contract has been awarded, can I extend the contract to include further works on the same project? If so, how long and how much can I increase the spend?

A This will be subject to the terms written into your original contract award. It will be project-specific and dependent on the values and type of work that is required over and above the original project. It will also vary based on the Call Off method that you used to procure the initial project (ie Direct Award or Mini Competition). Speak to our procurement experts to get advice on your project-specific requirements.



APPOINTED COMPANIES

Q Are there any ongoing charges for us remaining on the framework?

A No, there are no charges for our appointed companies to remain on our frameworks. We do however expect appointed companies to ensure that their mandatory requirements such as insurance, financial details and qualifications/accreditations are kept up to date throughout the duration of the framework.