



**Seven compelling reasons to  
make us your procurement partner...**

A guide to our services for Housing Associations



E CONTRACTS, LEARNING AND DEVELOPMENT, CHANGE MANAGEMENT

1

## No-one has our experience

**Scotland Excel is an award-winning centre of procurement expertise for the public sector. Established in 2008, we are a leading non-profit shared service funded by Scotland's 32 local authorities.**

We also work closely with housing associations and other organisations to help them review and develop their procurement practices.

At Scotland Excel we are leaders of change. Over the past ten years, we have helped to raise the profile of public procurement by championing its potential to shape markets, support policy priorities and, ultimately, ensure the sustainable delivery of the services that every community needs.

### A focus on social procurement

While cost savings through efficiency and innovation are important, they're not the bottom line. Our contracts also generate additional social value for Scotland.

From encouraging employers to pay the living wage to promoting apprenticeships and job creation, our procurement frameworks are designed to realise the wider social and community benefits for local communities that public sector procurement can achieve.

Scotland Excel encourages a wide variety of businesses to tender for contracts and around 70% of our suppliers are small to medium enterprises (SMEs) which helps to secure local employment and economic growth.

### How we can help housing associations

The Scottish Government, as part of the Affordable Housing Supply Programme (AHSP), has committed to delivering at least 50,000 affordable homes by March 2021, backed by over £3 billion of investment.

Public sector organisations that provide affordable housing will be required to undertake considerable procurement activity in relation to AHSP.

Now housing associations can take advantage of Scotland Excel's experience and expertise and implement transformational change to benefit their organisations and tenants.

Get in touch with Colin Taylor of our Housing team for a chat about any of the services in this brochure on 0141 618 2514.



# 2

## We help to improve procurement capability

**As part of an initiative funded by the Scottish Government we offer a free service to help housing associations benchmark their current procurement capability.**

We use an established assessment tool—the Scottish Government’s Procurement and Commercial Improvement Programme (PCIP) to help housing associations to understand their current performance and develop an action plan for improvement.

The results, which are specific to every organisation, will enable investment in procurement systems, processes and skills to be targeted where it can achieve a measurable return. Assessments can identify opportunities for quick wins, medium term improvements, and longer term transformation. Using a similar model, local authorities have achieved a three-fold increase in their procurement capability.

We understand that it’s not always easy to realise opportunities or make changes identified in the capability assessments. Scotland Excel can help you deliver successful business transformation plans through a range of additional cost effective chargeable services.

“Kingdom Housing Association staff have really appreciated the support and guidance provided by Scotland Excel through the Procurement and Commercial Improvement Programme. With the help and advice of Scotland Excel we have developed an improvement action plan to ensure continued compliance and best practice is achieved.”

Calum Kippen, Governance Officer,  
Kingdom Housing Association



# 3

## We are experts in business change

**Scotland Excel has been successfully leading change and implementing transformational change within procurement across local government for a number of years. We have delivered or supported change projects for almost all of our members.**

As a result, we have gained a wide range of skills, experience and sectoral knowledge that we believe will support housing associations as they embark on procurement transformation programmes. Working at both a national and local level, Scotland Excel is in a unique position to take a holistic view and promote best practice and collaboration for housing associations.

**Our services include:**

- Developing a corporate approach to procurement
- Contract management
- Developing the procurement team
- Programme management
- Outsourced contract and bid management



# 4

## We help you to get to know your data

**Good data, and understanding how to interpret the data, is essential in making procurement decisions. If you don't know when, where or how you spend on products or services, it will be impossible to make informed commercial decisions.**

Fact-based spend data can provide procurement managers with the information required to manage budgets effectively and monitor supplier performance.

We can help to set up systems to allow you to record and interrogate your data and ultimately use procurement opportunities to save money, ensure compliance, improve supplier performance and develop smart purchasing strategies.



# 5

## We get the most for your community through procurement

**Your local community could benefit from your spending on Scotland Excel's frameworks.**

**Scotland Excel is a recognised leader in the delivery of the economic, social and environmental benefits that can be achieved through sustainable procurement.**

In all of our new frameworks we record the spend made by organisations with each of our suppliers. When this spend reaches pre-agreed levels, suppliers are required to offer community benefits and in many cases, these are delivered in the buying organisation's local area. There may even be the option for organisations to agree the specific benefits they require from suppliers.

Community benefits delivered by Scotland Excel's suppliers are wide and varied and include:

- Lawnmower spares donated to community development initiatives
- The donation of branded hi-viz vests for a hospice build
- When dancers lost their community hall a supplier provided their workspace to allow the local kids to have somewhere to practice
- Compost supplied free of charge to householders



# 6

## We develop your people through the Scotland Excel Academy

**We have a long record of delivering learning and development services to over 100 public sector organisations.**

The Scotland Excel Academy offers a range of courses including procurement, leadership, management, project management and commercial learning, and these are open to housing association staff.

Work-based learning from peers and industry experts allow housing associations to develop their people's skills and experience.

Utilising a new platform to support wider geographic participation, the Academy provides an inclusive and participative model for learning. Scotland Excel's learning services offer a significant financial saving on existing private provision.



# 7

## Our contracts: great value and easy to use

**Fees and costs to use our frameworks are simple to understand. You pay a one-off annual membership fee (based on the size of your housing stock) and... that's it.**

There's no additional levy or surcharge to pay after you've placed an order which can reduce your projected savings. Nor do we charge suppliers a levy for servicing our contracts, so you can be confident you are getting the best possible pricing. And our tenders never include speculative lists of buying organisations, a practice which has recently raised legal concerns for organisations using collaborative frameworks.

Members typically recoup their fees many times over through savings made from using our frameworks.

We encourage our members to participate in framework development and help shape future development. Real-life contract users' representatives are included in every framework development group.

During contract development, Scotland Excel actively encourages SMEs and local suppliers to participate in tenders. Giving you a choice of supplier is fundamental to the Scotland Excel business model.

Housing associations often discover that their existing suppliers are included in Scotland Excel frameworks already, so there's no need to establish new business relationships. In many cases, these suppliers are happy to offer the more competitive pricing available through Scotland Excel's contract.

Our contracts are widely regarded as being easy to use compared to other framework providers. There's no frustrating form filling to use the contracts. As a member, you and your chosen supplier deal directly and there's no need to keep Scotland Excel informed, although we are available to help if you have any problems.

Our contract portfolio worth over £1bn per annum supports the delivery of social care, construction, transport, environment, corporate and ICT services.

Many frameworks include additional benefits such as rebates, and sole supply and early settlement discounts.

Almost three quarters of the suppliers to our contracts are classified as Small and Medium-sized Enterprises (SMEs) or micro businesses, and almost two-thirds of all our suppliers are based in Scotland.

At least two thirds of our 60 collaborative contracts are of benefit to housing associations.



### Energy Efficiency Contractors

**The role of energy efficiency has never been more important to housing associations as the Scottish Government deadline to reduce carbon emissions by 42 per cent by 2020 approaches. There is also a requirement to reduce energy consumption by 12 per cent by 2020, set out in the national Energy Efficiency Action Plan.**

The Energy Efficiency Standard for Social Housing (EESH) was launched by the Scottish Government in March 2014 to reduce fuel poverty and deliver warm homes.

EESH sets out the minimum efficiency ratings to be achieved by each individual property. This has placed a need for extensive energy efficiency measures to be rolled out across the social housing sector.

Scotland Excel's innovative framework for energy efficiency contractors offers significant benefits to housing associations by helping them drive forward their energy efficiency programmes quickly and effectively, and is compliant with all EU regulations.

The framework has been designed to help the social housing sector meet the needs of EESH by giving quick and easy access to a range of 32 contractors from across Scotland and the UK that can deliver energy efficiency work packages. These suppliers are ready to do business with any housing association that becomes an Associate Member of Scotland Excel.

Housing associations and councils can use the framework to help plan for the future and drive forward energy efficiency measures in their properties to tackle fuel poverty, create warmer homes and cut carbon emissions. It can easily be used across multiple funding streams.

“We have recently used the Energy Efficiency framework for the first time in tendering a large refurbishment programme, mainly involving external wall insulation. We had full access to all framework documentation and pricing, and Scotland Excel provided guidance and advice throughout the process. Even better, we received a competitive response from all short-listed contractors that includes assistance in obtaining external grant funding.”

**Gordon McClintick, FRICS, Procurement Manager,  
Dumfries & Galloway Housing Partnership Ltd.**

Other frameworks of particular interest to housing associations.

### Gas Boiler Replacement

Due for launch in summer 2018 this framework is being developed in response to demand from our housing association members. It will provide an easy and cost effective route to attain compliant servicing of boilers. Services will include both scheduled and call-out servicing, inspection, repair and maintenance of boilers.

### Ground Maintenance

Provides a mechanism to procure a wide range of equipment including mowers, tractors and pitch care equipment etc used to maintain local amenities (parks, golf courses, pitches etc) green spaces and gardens.

### Plumbing and Heating Materials

Includes a range of plumbing and heating materials in support of construction projects, replacement programmes, on-going maintenance schedules and ad hoc repairs.

### Asbestos

Provides a mechanism to ensure housing and commercial properties are kept up to date in terms of asbestos surveys, removal and disposal and analytical services. The framework is supported by UKAS accreditation and HSE licenses where appropriate.

### Demolition Services

Allows members to easily select a suitable supplier on defined terms and conditions to carry out both planned demolition projects and emergency demolition works.

### Electrical Materials

Supports construction projects, replacement programmes, ongoing maintenance schedules and ad hoc repairs.

### Trade Materials

Includes ironmongery, trade tools and paint materials such as power tools, ground care tools, UPVC spares, fixings and adhesives.

### Building and Timber Materials

Includes a range of materials in support of construction projects, ongoing maintenance schedules and ad hoc repairs.

### Social Care Agency Workers

Includes high level job descriptions for core roles, clear service specification to ensure the provision of trained, qualified, registered and vetted agency workers. It includes provisions to ensure agency workers are paid the living wage and increases financial transparency.

### Telecare and Telehealth

Supporting people with a wide range of needs to continue independent living or living with the support of carers in their own homes for as long as possible.



Further details of all of our frameworks can be found in the contract register on our website [www.scotland-excel.org.uk](http://www.scotland-excel.org.uk)

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