

# North Lanarkshire Council Report

## Policy and Strategy Committee

approval  noting

Ref LMcM/LP

Date 01/10/20

## Access to Free Sanitary Products - Contract Award to Supply Sanitary Products Contract 2020 - 2024

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### Executive Summary

This report provides an update of the further development of the plan to extend access to free sanitary products to community outlets, schools/community hubs, Early Learning and Childcare Centres and NHS Lanarkshire (North) establishments across North Lanarkshire.

This report reflects a joint procurement process between Enterprise and Communities and Education and Families to ensure optimum reach in terms of outlets for products. In addition, there is an agreement in place to provide products within NHS Lanarkshire Health Centres and GP surgeries (subject to COVID - 19 safety guidance).

The Contract is for an initial period of 2 years +1 +1 commencing in November 2020. The Council reserves the right to extend the contract for additional 2 years to 2024 subject to continuation of Scottish Government funding.

### Recommendations

It is recommended that the Policy and Strategy Committee :-

- (1) approve the award of the contract for 'Supply of Sanitary Products' to Fast Aid Ltd covering the period 2020 to 2024. The contract value is £1,084,000; and
- (2) note the continuation of funding from Scottish Government for the provision of free sanitary provision in schools and community facilities in North Lanarkshire over a two year period 2020/2021 to 2021/2022.

### The Plan for North Lanarkshire

Priority All priorities

Ambition statement (24) Review and design services around people, communities, and shared resources

## **1. Background**

- 1.1 From August 2018 Local Authorities in Scotland were provided with funding to provide access to free sanitary products in schools. The Scottish Government made a commitment in the 2018 Programme for Government to expand this provision beyond schools. In November 2018 COSLA Leaders agreed to this proposal, and developed Guiding Principles in partnership with Scottish Government.
- 1.2 Whilst the primary focus for the initiative is tackling the impact of poverty, local authorities require to consider wider impacts such as gender inequality and dignity irrespective of income. Therefore, the allocated funding reflects both low income and universal elements. Awareness raising and education are also built into the programme to promote the provision and attempt to influence cultural norms.
- 1.3 The roll out of products to communities began in July 2019. Up to March 2020, over 23,000 products were distributed to individuals across community centres, leisure centres, libraries, 3<sup>rd</sup> sector organisations, faith organisations, food banks and food co-operatives. In addition, training was provided for key staff. A selection of environmentally friendly products were provided to young people to test the demand for more sustainable products.
- 1.4 During the Covid 19 crisis response phase (lockdown) due to the closure of all centres and facilities, these vital products, previously available through their facilities, were redistributed by Culture and Leisure North Lanarkshire (CLNL) to local community groups and organisations where people would be able to access them on request or where they could be included in food and essentials parcels for local communities and families.

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## **2. Report**

### **2.1 Procurement Process**

- 2.1.1 A Tender Evaluation Outcome Report has been compiled on behalf of the appointed Evaluation Team following the completion of the evaluation of tenders received in response to a competitive procurement process to establish a single supplier framework for the 'Provision of Sanitary Products 2020-2024'.
- 2.1.2 The Procurement was conducted as an open procedure pursuant to the Public Contract (Scotland) Regulations 2015. This included two-stages of competition (i.e. selection and award stages).
- 2.1.3 The Invitation to Tender (ITT) was published via a contract notice issued through Public Contracts Scotland portal (PCS) and published into the Official Journal of the European Union (OJEU).
- 2.1.4 The ITT was administered through the PCS-Tenders (PCS-T) portal for activities including pre-tender questions and tender submissions.
- 2.1.5 A total of 6 Tenderers submitted bids however one was rejected because it was returned late. Five Tenderers therefore submitted bids by the return deadline.
- 2.1.6 Against the selection stage requirements, all 5 Tenderers were assessed:- All 5 Tenderers were fully compliant on initial assessment and achieved a pass for the selection stage.

2.1.7 The 5 Tenderers were assessed against the award stage requirements on price and quality to determine a scoring rank as the most economically advantageous tender scoring model.

## 2.2 **Future priorities**

2.2.1 Built into the procurement process and the delivery approach is a plan to make available more environmentally sustainable and lifestyle choice products. The aim is to make the service as inclusive as possible and accessible to all.

2.2.2 The estimated number of facilities offering the products is based on demand for products and research into how provision could be extended to ensure greater access. Outlets for the products include; a total of 156 educational establishments and 202 Community, NHS, and Early Learning and Childcare establishments across North Lanarkshire.

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## 3. **Equality and Diversity**

### 3.1 Fairer Scotland Duty

3.1.1 Fairer Scotland duty will be considered on an ongoing basis as part of the development and implementation of the North Lanarkshire approach.

### 3.2 Equality Impact Assessment

3.2.1 An integrated Equality Impact/Fairer Scotland assessment has been completed during the initial planning of the delivery approach, this will be further informed by the monitoring the review of the initial roll out which will involve focus group discussion and survey work.

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## 4. **Implications**

### 4.1 **Financial Impact**

4.1.1 Funding for 2020/21 has been allocated from Scottish Government to deliver the programme.

### 4.2 **HR/Policy/Legislative Impact**

4.2.1 No direct HR implications. The provision is an element of the Towards a Fairer North Lanarkshire Tackling Poverty Strategy and Action Plan.

### 4.3 **Environmental Impact**

4.3.1 The initiative aims to increase the range of recyclable, reusable and lifestyle products to reduce environmental impact

### 4.4 **Risk Impact**

4.4.1 Tackling Poverty is a key Corporate Risk, this provision is an element of the Towards a Fairer North Lanarkshire Tackling Poverty Strategy and Action Plan.

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**5. Measures of success**

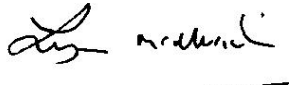
5.1 Level of uptake of products by vulnerable individuals and within the wider community.

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**6. Supporting documents**

6.1 Appendix 1 - Award Stage – Overall Tender Scores

6.2 Appendix 2 – Summary of the Contract Award Procedure



**Lizanne McMurrich**  
**Head of Communities**

## Appendix 1

### Award Stage – Overall Tender Scores:

Tenderer Name	Price Score	Quality Score	Total Tender Score	Tender Rank	Recommended for Award?
Fast Aid Products Limited	28.43%	67.20%	95.63%	1	Yes
Hey Girls CIC	30.00%	59.50%	89.50%	2	No
Personnel Hygiene Services Limited	24.57%	57.40%	81.97%	3	No
Rentokil Initial UK Ltd T/A Initial Washroom Hygiene	15.34%	48.30%	63.64%	4	No

## Appendix 2 – Summary of the Contract Award Procedure

<b>Name of Contracting Authority:</b>	North Lanarkshire Council
<b>Contract Reference:</b>	NLC-CPT-19-078
<b>Contract Title:</b>	Framework for the Provision of Sanitary Products 2020-2024
<b>Initial Contract Period:</b>	The maximum term of the Framework is 4 years
<b>Contract period extension options:</b>	Initial 2 Years with the option to extend in years 3 and 4
<b>Estimated Total Contract value:</b>	£1,084,000.00
<b>Governing UK Regulation:</b>	The Public Contracts (Scotland) Regulations 2015
<b>Procurement Procedure:</b>	Open Procedure
<b>Electronic communication:</b>	<ul style="list-style-type: none"> <li>• Public Contracts Scotland portal (PCS) to publish contract notice; and,</li> <li>• Public Tender Scotland (PCS-T) to administer contract award procedure</li> </ul>
<b>ITT Publication/Notice Reference:</b>	OJEU 340765-2020
<b>Date Published:</b>	15 <sup>th</sup> July 2020
<b>Evaluation approach adopted:</b>	Most Economically Advantageous Tender
<b>Basis of contract award:</b>	Quality 70% Price 30%
<b>Number of Tenders Received:</b>	5
<b>Recommended Tenderer(s):</b>	1 - Fast Aid Products Limited