

## Background

The UN Sustainable Development Goal (SDG) 12 - “Responsible Consumption and Production” is supported through the Skills Development Scotland (SDS) Sustainable Procurement Lifecycle and our responsible approach to Product Lifecycle Management. The sustainable approach to Network Print Services contributes to UN SDG 12.

The Network Print Services Gartner tower is an established service provided by EnterpriseIS (EIS) to the partner organisations of Skills Development Scotland (SDS), Scottish Enterprise (SE) and Highlands & Islands Enterprise (HIE).

The previous iteration of this contract was the first generation following the withdrawal from the Atos fully managed service arrangement, and was put in place in late 2013 via lot one of the Scottish Procurement Office Equipment framework (ref PS-12-008).

This five-year contract was due to expire on 15 December 2018 and as such EIS Supplier Management and Procurement began work to put in place the replacement contract in February 2018.

Amongst others, the new contract objectives include:

- A replacement five-year contract for print services, to fall in line with the general lease agreement period for MFDs and to allow for a longer-term agreement with the successful supplier to ensure a partnership approach to the services required;
- the opportunity to replace fleet across the estate which is coming up for the end of its five-year lease terms under the current contract, as well as review of throughput of machines to assess if an increased or decreased specification is required.

## Procurement Strategy and Pre-Contract Stage

The contract strategy for the replacement contract was approved 8 May 2018. This recommended that a call off contract be pursued via a mini competition from the Scottish Procurement ICT Products Office Equipment framework agreement.

The framework has eight suppliers appointed who were invited along to a presentation in the Adelphi Centre on 18 April to find out more about the opportunity prior to strategy approval.

## Contract Stage: Procurement Requirements & Tender Award Criteria

The award criteria was set on the basis of the most economically advantageous tender (MEAT) and in line with the framework guidelines. It was agreed that the criteria which should be applied for the purposes of this procurement exercise would include, 40% for whole life costing and the remaining 60% dedicated to quality which incorporated a 5% weighting to sustainability.

The Pricing Evaluation was based on the evaluation of the lifetime cost of the contract (over the 5-year term) for a range of products based on 5-year quarterly lease costs and cost per copy costs. Quantities and volumes were provided to help build up the overall cost for evaluation purposes and were based on estimated device mix and average annual copies per device type.

## Sustainability Outcomes

**Energy efficiency:** all products are required to meet or exceed the minimum energy efficiency standards detailed in the minimum specification, based on Energy Star.

- **Product lifecycle:** all products are required to meet or exceed the minimum Government Buying Standard (GBS) mandatory criteria, or equivalent for inkjet/laser multi-functional devices and the EU Green Public Procurement (GPP) Comprehensive Criteria for Imaging Equipment, or equivalent.

- **Management of delivery fleet:** All deliveries should be managed in order to minimise emissions, including the use of efficient logistics, full loads and driver training. The supplier is required to monitor and report on the fleets' efficient on a regular basis over the term of the framework to Scottish Procurement.

- **Sustainability/environment:** The refreshed national framework for Scotland will continue to support the goal of 90-95% MFD implementation. The consolidation of machines reduces CO2 emissions through reduced energy consumption. As consolidation occurs, increased environmental benefits will be realised through a reduction in toner and ink cartridges being consumed, reducing the amount of waste being sent to landfill.

- **Innovative packaging:** To embed a focus on waste minimisation and a more circular approach, packaging specification included:

- Minimising waste through the principles of sustainably sourced materials as well as reduction, re-use and recycling methods.

- Adherence to all EU packaging and waste regulations and ensuring that plastics used do not include halogen containing polymers.

- Recycled materials, with cardboard packaging containing a minimum of 80% recycled content.

- **End of life management:** the framework aims to extend the products useful life while ensuring compliance with the Waste Electrical and Electronic Equipment (WEEE Directive) and data security requirements.

Once MFD's have reached end of life, Capital are committed to recycling, re-using and refurbishing kit where possible within their Recycle Centre based in Edinburgh.

## **Further Information**

[UN Sustainable Development Goals](#)

[Scottish Government National Performance Framework](#)

[DEFRA Buying Standards](#)

[Carbon Trust](#)

[BT Scope 3 Emissions Protocol](#)

## **Contact**

If you have any questions concerning this exemplar, please contact [procurement@sds.co.uk](mailto:procurement@sds.co.uk).