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Contract

Production and Mailing of Membership Magazine

Historic Environment Scotland

F03: Contract award notice

Notice identifier: 2024/S 000-019635

Procurement identifier (OCID): ocds-h6vhtk-044b35

Published 27 June 2024, 10:29am

Section I: Contracting authority

I.1) Name and addresses

Historic Environment Scotland

Longmore House, Salisbury Place

Edinburgh

EH9 1SH

Contact

Catherine McNair

Email

procurement@hes.scot

Country

United Kingdom

NUTS code

UKM75 - Edinburgh, City of

Internet address(es)

Main address

<http://historicenvironment.scot>

Buyer's address

https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00164

I.4) Type of the contracting authority

National or federal Agency/Office

I.5) Main activity

Other activity

Heritage, Tourism, Built Environment

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Production and Mailing of Membership Magazine

Reference number

HES/C/4243

II.1.2) Main CPV code

- 79970000 - Publishing services

II.1.3) Type of contract

Services

II.1.4) Short description

The magazine's main objectives are –

- To support member recruitment and retention
- To inspire members to visit Historic Scotland properties
- To communicate news about the work of Historic Environment Scotland
- To reinforce benefits of membership to existing members, in order to support increased retention rates.
- To promote the organisation's events, activities and services.

Historic Environment Scotland are looking for a supplier who can –

- Project manage production of the member magazine up to and including the mailing stage.
- Write, commission, and develop editorial copy, interview leads and source content from various HES experts/departments. Visiting properties to create copy, as required.
- Produce a draft content plan for each issue. This will then be discussed and agreed at an Editorial Board meeting, scheduled by HES with representatives from HES and the

supplier in attendance.

- Pages designed, edited, and proofed. The organisation's brand guidelines and editorial style guide will be given to the successful supplier. Where practical in the magazine, consideration should be given to accessibility standards and recognised techniques of aiding legibility.
- Provide full proof-reading service including historical fact checking.
- Provide online proofing solution, similar to Proof HQ currently being used, to centralise comments from in excess of 20 HES staff.
- Produce a schedule for the year ahead, detailing all the key deadlines.
- Liaison with contributors of content. This may need to be rewritten in the magazine style.
- Manage competitions such as an annual photography competition and co-ordinate judging panel.
- Respond to all correspondence received from members related to the content of the magazine.
- Content should be made available for HES to re-purpose into digital content.
- Provide summary management information after delivery, highlighting any service levels not met and remedial action taken.
- Attend regular meetings with HES to discuss progress
- Developing and suggesting new features and design refreshes for the magazine to keep the content diverse and engaging.

II.1.6) Information about lots

This contract is divided into lots: No

II.1.7) Total value of the procurement (excluding VAT)

Lowest offer: £185,250 / Highest offer: £195,216 taken into consideration

II.2) Description

II.2.2) Additional CPV code(s)

- 79970000 - Publishing services
- 22000000 - Printed matter and related products
- 22213000 - Magazines

II.2.3) Place of performance

NUTS codes

- UKM - Scotland

II.2.4) Description of the procurement

Please see Specification for full requirement details.

II.2.5) Award criteria

Quality criterion - Name: Explanation of proposed approach / Weighting: 45%

Quality criterion - Name: Approach to selling advertising / Weighting: 10%

Quality criterion - Name: Environmental Impact / Weighting: 3%

Quality criterion - Name: Fair Work Practices / Weighting: 2%

Price - Weighting: 40%

II.2.11) Information about options

Options: No

II.2.13) Information about European Union Funds

The procurement is related to a project and/or programme financed by European Union funds: No

Section IV. Procedure

IV.1) Description

IV.1.1) Type of procedure

Restricted procedure

IV.1.8) Information about the Government Procurement Agreement (GPA)

The procurement is covered by the Government Procurement Agreement: Yes

IV.2) Administrative information

IV.2.1) Previous publication concerning this procedure

Notice number: [2024/S 000-009187](#)

Section V. Award of contract

Contract No

HES/C/4243

A contract/lot is awarded: Yes

V.2) Award of contract

V.2.1) Date of conclusion of the contract

25 June 2024

V.2.2) Information about tenders

Number of tenders received: 2

Number of tenders received from SMEs: 2

Number of tenders received from tenderers from other EU Member States: 0

Number of tenders received from tenderers from non-EU Member States: 2

Number of tenders received by electronic means: 2

The contract has been awarded to a group of economic operators: No

V.2.3) Name and address of the contractor

Think Publishing

Red Tree Building, , 33 Dalmarnock Road,

Glasgow

G40 4LA

Country

United Kingdom

NUTS code

- UK - United Kingdom

The contractor is an SME

Yes

V.2.4) Information on value of contract/lot (excluding VAT)

Lowest offer: £185,250 / Highest offer: £195,216 taken into consideration

Section VI. Complementary information

VI.3) Additional information

Please ensure you read over our terms and conditions. HES cannot sign up to supplier's T&Cs and will not negotiate at point of award or post contract award. If you have any concerns please highlight these in your response.

(SC Ref:770692)

VI.4) Procedures for review

VI.4.1) Review body

Edinburgh Sheriff Court and Justice of the Peace Court

Edinburgh

Country

United Kingdom