



The Scottish Parliament  
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

# Annual Procurement Report

(1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022)

Buidheann Chorporra Pàrlamaid na h-Alba

# Aithisg Bhliadhnail an t-Solair

(1 Giblean 2021 gu 31 Màrt 2022)



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## Introduction

The vision of the Parliament of making a positive difference to the lives of the people of Scotland is ambitious and far reaching. How we deliver our procurement must support this commitment and our Corporate Procurement Strategy for 2020 - 2024 is designed to support a responsible and sustainable approach, promote efficiency, deliver environment, social and economic outcomes, and stimulate innovation. Our Procurement Strategy and its delivery are aligned to our core [organisational values](#) of Stewardship, Inclusive, Excellence and Respect that are central to our working culture and drive all that we do.



This report reflects on our procurement activity from 1st April 2021 to 31st March 2022. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our Corporate Procurement Strategy. It is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014.

In spite of challenging circumstances this reporting year, good progress has been made against many of our objectives and we remain on track for delivering significant achievements in these areas by the end of 2024.

## Ro-ràdh

Tha amas na Pàrlamaid airson piseach a thoirt air beatha muinntir na h-Alba àrdmhiannach agus farsaing. Feumaidh mar a libhrigeas sinn ar solar taic a thoirt don dealas seo agus tha ar Ro-innleachd Solarachadh Corporra airson 2020 - 2024 air a dhealbhadh gus taic a thoirt do dhòigh-obrach chunntachail agus seasmhach, gus èifeachdas a chur air adhart, toraidhean àrainneachd, sòisealta agus eaconamach a libhrigeadh, agus innleachdas a bhrosnachadh.

Tha ar Ro-innleachd Solarachaidh agus mar a thèid a libhrigeadh air an aon rèir ris na prìomh luachan buidhne againn, Stiùbhardachd, In-ghabhalachd, Sàr-mhathas agus Spèis a tha aig cridhe ar cultar obrach agus a tha a' stiùireadh gach nì a bhios sinn a' dèanamh.



Tha an aithisg seo a' meòrachadh air ar gnìomhachd solarachaidh bho 1 Giblean 2020 gu 31 Màrt 2021. Tha e a' toirt thar-shealladh air cùmhnantan a chaidh a bhuileachadh, caiteachas, gèilleadh ri ar poileasaidhean agus adhartas mu choinneamh nan geallaidhean a tha air am mìneachadh san Ro-innleachd Solarachadh Corporra againn. Tha e air a thoirt a-mach a rèir ar dleastanasan reachdail fon Achd Ath-leasachadh Solarachadh (Alba) 2014.

A dh'aindeoin àm dùbhlach sa bhliadhna aithris seo, chaidh adhartas math a dhèanamh mu choinneamh mòran de na h-amasan againn agus tha sinn fhathast ann an deagh shuidheachadh gus mòran a choileanadh anns na raointean sin ro dheireadh 2024.

# 1. Procurement at the Scottish Parliament

The Procurement Reform (Scotland) Act 2014 requires certain public bodies to publish procurement strategies and annual reports.

This report is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014 and reflects on our procurement activity from 1st April 2021 to 31st March 2022. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our [Corporate Procurement Strategy](#). It describes in some detail what we have done to achieve the delivery of the Corporate Procurement Strategy and provides transparency on how we use public funds, treat our suppliers, and deliver social, economic and environmental outcomes in our procurements.

Disruption to our supply chains due to the Covid-19 pandemic and new constitutional arrangements continued in this reporting year as we experienced shortage of supply, long delivery lead times, and price escalation in some of our contracts.

The Procurement Services team partnered with our colleagues in business areas across the organisation to address these challenges whilst continuing to collaborate to deliver contracts which are sustainable, compliant, deliver good value and meet agreed objectives.

We are part of a Central Government Cluster Group sharing best practice and knowledge and take part in user intelligence groups for specific collaborative tendering activities. Where appropriate, we work with other public sector bodies to put in place collaborative agreements, for example this year we have led the procurement on a collaborative contract for mail screening services.



## 2. Procurement snapshot





### 3. Procurement Activity and Expenditure

#### Contracts Awarded

In the reporting period, 8 Regulated contracts were awarded at a total estimated value of £9,637,905. Four of these contracts were advertised on Public Contracts Scotland for competitive tender and four were call off contracts under existing framework agreements. In addition, 16 lower value contracts were awarded at a total estimated value of £335,150.

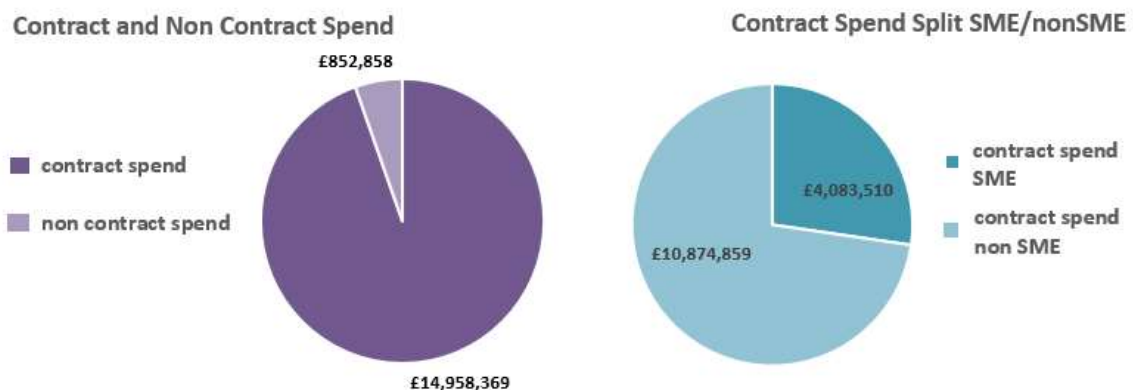
		Collaborative Agreements	SPCB Contracts	Total
Regulated	Number	4	4	8
	Value	£6,935,000	£2,702,905	£9,637,905
	Number awarded to SME	1	2	3
	Value awarded to SME	£760,000	£255,235	£1,015,235
Non-Regulated	Number	7	9	16
	Value	£138,650	£196,500	£335,150
	Number awarded to SME	1	7	8
	Value awarded to SME	£4,000	£161,500	£165,500

Full details of all contracts awarded are set out in Annex A.

#### Expenditure

The total SPCB spend on goods, services and works for the year was £15,811,227. Of this, £14,958,369 (94.6%) was through our contracts. The remaining non-contract purchases are generally for one off or low-cost items where there is no existing contract, and no additional value would be gained by putting a contract in place.

Over the reporting period, £4,083,510 (27.3%) of our contract spend was paid to Small/Medium Enterprises. This does not include payments to SME subcontractors.



## 4. Organisational Strategic Objectives

The Scottish Parliament was established in 1999 to represent the people of Scotland, by debating matters of national importance, passing laws and holding the Scottish Government to account. The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires.

The [Strategic Plan for Session 6](#) sets out how the Scottish Parliamentary Service whose staff work to support the Parliament aims to deliver the Parliament's vision of making a positive difference to the lives of the people of Scotland.

Four strategic change objectives have been chosen as the key areas we need to shape, influence and respond to:





## 5. Regulated Procurement Compliance with our Procurement Strategy

Our corporate [Procurement Strategy for 2020-2024](#) is designed to support a responsible and sustainable approach, promote efficiency, deliver environmental, social and economic outcomes, and stimulate innovation. It places a firm focus on our procurement approach contributing to our organisation's actions on climate change and improving ethics in our supply chain, whilst continuing to uphold the principles of fairness, transparency, equal treatment and proportionality that, along with value for money and legislative compliance, underpin good public procurement.

To support our organisational strategic change objectives, pursue best practice procurement, and deliver on our organisational commitment to sustainable development and climate change, we focus our procurement activity on 8 areas.





## Withstand scrutiny

Compliance, governance and accountability are the key factors that underpin the integrity of our procurement activity

### **Our Aim – Ensure all procurement activities withstand scrutiny**

All high value and/or complex procurements are led by trained purchasers within the Procurement team to ensure consistent application of SPCB procurement policy. On-going support and guidance is provided to Procurement project team members and resources are readily available to them to assist their understanding of the principles of good procurement and what to expect when taking part in a tender. Those taking part in procurements are required to declare any potential conflict of interest to ensure an unbiased process.

Comprehensive controls are in place to identify departure from procurement policy in low value transactions made by operational teams. There were no significant matters found and minor issues identified have been fully addressed. Low value spend not adhering to procurement policy represents less than 0.2% of total procurement spend. An audit carried out by external auditors, reviewing key controls for a sample of non-competitive awards, low value payments and purchase orders and payments concluded that key controls were in place and operating effectively.

Scottish Procurement Policy Notices are reviewed and actions taken to make sure that our processes are aligned. This reporting period has seen our conditions of contract and templates updated to account for changes in legislation post departure from the EU, specification and tender schedule templates updated to incorporate Fair Work First changes, and guidance and commodity strategy template updated to reflect changes to calculation of estimated procurement values.

The SPCB continues to comply with its legislative obligations in publishing its procurement strategy, annual procurement report and making its contract register publicly available.



## Efficient procurement

We partner with our colleagues to deliver sustainable contracts that provide value for money, long term performance and continuous improvement

### **Our aim - Be an efficient procurement function that actively supports business areas in the delivery of their services**

Regular relationship management is undertaken between the procurement team and business partners which allows us to work collaboratively across the organisation to successfully support business needs. This is achieved through early consultation, effective planning of procurements, exploring potential synergies between

requirements from different business areas, and identifying and implementing sustainability improvements to our contracts.

Template documents and guidance have been tailored to specifically address the needs of business partners who carry out frequent low value procurements for services. This allows for an autonomous process which is consistent and efficient.

In response to the Covid-19 pandemic and continuing flexible working arrangements, the Procurement team has worked closely with Broadcasting colleagues to procure equipment and services to support a more hybrid approach to parliamentary business.

We work with our business partners to agree the optimum weighting for tender evaluations. Commodity/service strategies are reviewed by procurement team leaders and must explain in what way the chosen weighting ratio seeks to achieve the best balance of quality, cost and sustainability.



### Act on climate emergency

We work collaboratively to embed sustainable development thinking in our procurement, taking account of the impact of today's decisions on people and the environment, both now and in the future

### **Our aim - Contribute to the Parliament's response to the climate emergency and wider sustainable development challenges**

The Parliament's Sustainable Development Programme is delivered by focusing on three pillars: Climate Change; Scrutiny; Embedding Sustainable Thinking. The Parliament's Sustainable Development Annual Report and information on environmental management, biodiversity and our carbon management plan can be accessed on the Parliament's [website](#).

As a member of the climate change board the Head of Procurement brings focus to embedding climate considerations in our procurement decisions and supporting circular economy through enhanced procurement, contract and supplier management activities.

One member of the Procurement team has undertaken facilitator training to support colleagues in undertaking sustainable development impact assessments. These assessments are designed to consider potential impacts of business activities on all areas of sustainability and identify scope for improvement. Purchasers continue to use the sustainability test and lifecycle impact mapping tools to identify specific sustainability risks and opportunity associated with each procurement.

The SPCB undertook a full Scope 3 emissions inventory and assessment in collaboration with the Carbon Trust during 2021. Purchased goods and services represent a significant share of our scope 3 emissions. We seek where possible to maximise the life of the goods we purchase through re-use and repair. For example, when re-tendering our furniture contract, emphasis was placed on durability and repairability and on the availability of components and spare parts throughout the life

of the contract. We also look to encourage the use of recycled content and minimise packaging.

All Scottish Parliament staff have been offered the opportunity to complete the Royal Geographical Society for Scotland’s Climate Solutions course to enhance knowledge of climate change issues and highlight opportunities to make a difference as we design and deliver our operations. The whole Procurement team also undertook a Climate Literacy e-learning module.

Contract Managers work closely with contractors to identify options to reduce environmental impact. Some examples achieved this year include:

Cleaning	<p>Robotic vacuum cleaners have been introduced which reduce overall energy usage and manual handling risks.</p> <p>Microfibre cloths are laundered onsite to avoid use of disposable products.</p> <p>More energy efficient nonchemical cleaning products have been sourced, which uses re-engineered water.</p>
Furniture	<p>Furniture collected from local offices after the election was cleaned, refurbished and catalogued. Having access to the catalogue has encouraging re-use and reduced the number of new furniture items purchased. Between local offices and the Holyrood building, in 2021/22 the Parliament reused 305 items of furniture as opposed to buying new. We also have 121 items ready for reuse which will save money and reduce furniture waste.</p>
Protective Vests	<p>Protective vests can now be recycled at end of life, with waste materials being used in road surfaces, brake pads etc.</p>
Broadcasting Equipment	<p>Vision mixers and web streaming equipment are more energy efficient to run, and require less cooling.</p> <p>Usage analysis has identified when equipment can be powered down without affecting services, further reducing energy usage.</p>



### Team Development

Our people are our greatest asset, so we continue to value their input and support their development, upholding organisational values and appreciating each other's uniqueness

### **Our aim - Develop a skilled, diverse and inclusive procurement team that embeds our organisation’s values in all that we do**

The continued need for working remotely has again underlined the importance of wellbeing within the team. As well as encouraging informal “checking in” between team members, wellbeing has been added as a standing item on our team meeting agenda. We have also begun work on developing a culture statement specific to our procurement team, which will reflect the attributes we want to demonstrate and will

support us in further embedding our organisational values. This will be finalised in 2022/23.

Values based job roles are being developed for all team members. Linking our work directly to the [organisational values](#) helps us focus not only on what we need to do, but how we need to do it.

We recognise the value of continuous professional development and all of our purchasers are fully qualified or have committed to working towards relevant professional qualifications.

We provide funding for study materials and exam costs and make provision for study time. This year two members of the team who had limited or no experience of purchasing have completed a Scottish Vocational Qualification in Procurement, and both are now contributing to the delivery of procurements within the team. Several purchasers are continuing their studies with the Chartered Institute of Procurement and Supply and have passed a total of eight exams this year.

In addition to supporting formal qualifications, we also provide coaching and mentoring support as required, with more experienced team members helping others to build their skills and understanding. Regular “team topic” sessions are held to provide a forum for sharing updates, lessons learned, or brainstorming solutions to project specific issues. All team members are encouraged to suggest a topic, or lead a session. Among the topics discussed this year were changes to conditions of contract post Brexit, an update on public procurement priorities in Scotland, a workshop on evaluating Fair Work First tender responses, an update on cyber security and the use of the Scottish Cyber Security Procurement Support Tool, and a discussion on how best to continue supporting wellbeing within the team.

Two colleagues have been promoted within the team this year, providing a welcome opportunity to secure knowledge and experience and foster more opportunities for career progression and fulfilment.



### Improve contract resilience

Risks relating to areas such as business continuity, data protection, cyber security and fraud evolve over time. We will continue to develop our approach to building resilience within our contracts

### **Our aim - Improve contract and supply chain resilience in respect of Business Continuity, Data Protection, Cyber Security, Fraud and Serious Organised Crime**

We have undertaken a data protection risk assessment across our existing contracts, and where high risk has been identified, we have engaged with our contractors to introduce additional mitigations and controls.

We have embedded the use of the Scottish Government Cyber Security tool in procurements, and work in collaboration with business partners and IT specialists to

assess cyber security risk levels specific to our requirements and have amended our conditions of contract to require contractors to demonstrate and maintain a pass level against the risk assessment. Over 2022-2023 we aim to identify any significant cyber risks within existing contracts and work with contractors to address these.

We have engaged with Police Scotland to put in place an approach to identify procurements which may be impacted by fraud or serious organised crime. Work is on-going to finalise and embed a process to provide protection in this area.



## Develop contract management

Collaborative working between procurement and business areas is critical to ensure the "right" contracts are awarded and contract delivery proactively managed

### **Our aim - Work with our contractors to optimise performance, identify further opportunities for sustainability improvements, promote fair working practices and increase supply chain transparency**

We have updated our supply chain questionnaire to reflect changing risks in the post-EU market and make it more user-friendly. The updated version will be rolled out to all relevant contracts in 2022/2023. A monitoring template has been developed to assess responses and improved guidance will enable purchasers and contract managers to follow up contractors' responses should these raise concern.

We are continuing to develop our contract management approach with the aim of ensuring that management is robust, proportionate and consistent across the organisation. A risk assessment tool is being trialled to help categorise contracts by risk.

Contract managers continue to work with contractors to pursue sustainability improvements in contracts. Fair Work First is embedded in our procurement process, with guidance and tender documentation updated and discussions held with purchasers on evaluation of tenderers responses.





## Increase access to our contracts

We continue to look for ways to maximise access and encourage participation in our contracts for SMEs, Supported Businesses and Third Sector

### **Our aim - Ensure SPCB procurement opportunities are accessible to Small and Medium Enterprises (SMEs), the Third Sector and Supported Businesses**

All Regulated procurements have a market research phase which includes an assessment of SME, Third Sector and Supported Businesses in the supply market. For lower value procurements which do not require to be advertised, we focus on inviting only SMEs where appropriate.

#### SMEs

This reporting year we have completed an analysis of the level of participation of SMEs in our procurements over a 3 year period and how this compared to the number of contracts awarded to SMEs. Participation of SMEs was high across all types of procurement processes, and the report highlighted that around 60% of the number of contracts had been awarded to SMEs, representing 36% of the value of contracts awarded. Quotations, which are generally by invitation rather than advertisement, have a very high rate of SME success. At the other end of the spectrum, only 18% of direct awards from framework agreements went to SMEs.

From this we can conclude that our market engagement to identify SMEs and encourage them to participate is working well. We recognise that there is a potential tension between collaborating with other public sector organisations through the use of large framework agreements, and the commitment to improve access to procurement opportunities to SMEs. This is addressed on a contract by contract basis when the various aspects of the procurement are established before the procurement route is agreed.

Total contract expenditure with SMEs was £4,083,510 in the reporting period which represents just over 27% of our total contract spend. In addition, £1.8m was paid by our contractors to SME subcontractors.

#### Third Sector

We currently have two contracts with supported businesses, valued at £150,000 in total. In addition we have five contracts with charities and non-profit making organisations totalling £446,000 in value. Expenditure on contracts with Third Sector Organisations was £9,696 in the reporting period. Of this, £5,156 was paid to Supported Businesses.

This year, we awarded a Regulated contract for Sign Language Interpretation to Deaf Action, at an estimated value of £100,000. Deaf Action is a charity which exists to support the diversity of deaf people, including deaf users of British Sign Language and those who are deafened, deafblind or hard of hearing.



## Increase community benefits

Public procurement has the opportunity to promote social value, so we aim to increase our focus on delivering and monitoring community benefits through our contracts

### Our aim - Increase Community Benefits delivered through our contracts

Guidance on Community Benefits has been developed to assist purchasers in deciding when community benefits are appropriate and the different ways they can be incorporated into a procurement. Work will continue in 2022/23 to develop this guidance to widen the scope of benefits delivered and improve monitoring and reporting.

Community benefits agreed for Regulated procurements conducted this reporting year include:

- creation of an employment opportunity for a full time graduate
- recruitment of a modern apprentice from a deprived area
- use of Scotland based subcontractors
- identification and support of trainees

Community Benefits delivered under existing contracts include:

Activity	Number
Full time graduate trainee	1
Development opportunities for people from disadvantaged groups	1
Use of third sector subcontractor	1
Charitable donation	2
Volunteering in community	3
Engagement with schools	2
Mentoring	1

In addition to these activities which are linked to our contracts, our suppliers continue to do valuable work in supporting their local communities as part of their corporate social responsibility activities and we congratulate them for their on-going commitment.

## 6. Regulated Procurement Compliance with Sustainable Procurement Duty and Policies

### Sustainable Procurement Duty

The Sustainable Procurement Duty requires the SPCB to consider how its procurements can:

- improve economic, social, and environmental wellbeing
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses
- promote innovation

We have made a commitment to achieve this by:

- Utilising sustainability tools at the outset of our Regulated procurements
- Conducting market engagement to establish delivery solutions
- Involving supported businesses, SMEs and the third sector in our procurement
- Calling on our subject matter experts to input to the tender process
- Considering the application of our policies on Fair Work Practices, Health & Safety, Community Benefits and Fairly & Ethically Traded Goods and Services
- Giving appropriate weighting to sustainability criteria in tender evaluations
- Agreeing sustainability action plans in relevant contracts to promote continuous improvement

We utilise the sustainability tools to identify risks and opportunities in our procurements and this as well as comprehensive market research and supplier engagement inform our procurement decisions. We recognise that there can be tension between utilising large collaborative frameworks when framework suppliers are large organisations and our commitment to improve access to SMEs in our procurement. In the reporting period, 3 of 8 Regulated contracts were awarded to SMEs including one third sector organisation. No requirements were identified as being suitable to reserve to supported businesses.

We continue to routinely involve our subject matter experts in our procurements, for example in our Corporate Clothing contract development we worked with our sustainability adviser and Zero Waste Scotland to create a more circular economy approach. We extend sustainability considerations to all our procurements, for example a quotation for Protective Vests for security staff included a requirement to recycle end of life products.

## Procurement policies

[SPCB procurement policies](#) have been developed to reflect the Sustainable Procurement Duty along with wider best practice and legislative principles. The sections below summarise how the Regulated contracts awarded in the reporting period complied with these policies.

Two contracts above Regulated value were extended by non-competitive action in the reporting period. Auditors agreed that in both cases this approach was justified.

### Delivering Value for Money

All our contracts have been awarded on the basis of value for money, taking into consideration cost, quality and sustainability. Evaluation ratios are decided on a case by case basis.

We undertake market research for all of our tenders to inform our procurement approach; this includes finding out what the market can offer, sustainability options, key risks and the best route to market. For example, we used the Scottish Government's Digital Services Dynamic Purchasing System due to the large number of Small/Medium Enterprises represented. We seek to use collaborative frameworks where appropriate. All Regulated contracts were either awarded under collaborative agreements, allowing us to benefit from rates and conditions negotiated at a national level, or advertised for competitive tender.

### Equality, transparency, proportionality

The fundamental principles of transparency, equal treatment, non-discrimination and proportionality apply to all our procurements.

Our procurement policies are available on the Scottish Parliament website and govern all purchases. All Regulated contracts not awarded through collaborative agreements were advertised and administered on Public Contracts Scotland and, where appropriate, Find A Tender. Tender evaluation criteria and comprehensive details of the procurement process are always disclosed to tenderers.

All evaluation teams are led by a purchaser to ensure fairness and transparency in the procurement process and all colleagues involved in a procurement must declare any potential conflict of interest. The Head of Procurement is the decision maker if any actual or perceived conflicts are identified.

## Community benefits

We are committed to including community benefits in our procurements over £500,000 where relevant and appropriate.

One call off contract above the legal £4m mandatory threshold was awarded via a collaborative agreement which contained community benefits.

Four contracts over £500,000 were awarded in the reporting period. Three contracts included community benefits at framework and/or call off contract level, but we were unable to achieve community benefits on the remaining contract.

Whilst below the threshold for our policy on inclusion of community benefits, we identified an opportunity for a lower value Regulated contract to deliver community benefits. Further details are available in the [Community Benefits section](#).

## Fairly and ethically traded goods and services

It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code, and ILO 8 core conventions.

Our conditions of contract require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, or by internationally recognised core labour standards and we eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and didn't take appropriate self-cleansing measures.

We utilise the sustainability test tool to identify potential concerns over working conditions or labour standards within the supply chain. For example, two contracts awarded covered delivery of goods, and while fair trade products were not relevant, both contracts contained commitments to ethical sourcing within the supply chain.

## Food and animal welfare

It is SPCB policy take account of animal welfare in its catering operation.

No Regulated contracts awarded in the reporting period were related to food or animal welfare. However our current catering contract requires the Contractor to implement our Catering Standards that underpin our sustainable approach to the delivery of our catering services.

## **Fair Work Practices (including the Real Living Wage)**

It is SPCB policy that its contractors take a positive approach to fair work practices as part of a fair and equitable employment and reward package.

We have adopted the Fair Work First principles in our tender process. All Regulated contracts included requirements around fair working practices. All Regulated contracts not awarded through collaborative agreements contained a scored evaluation question on fair working practices. Three Regulated contracts were awarded to accredited Living Wage Employers this period.

In all, 24 of our contractors are accredited Living Wage Employers, and 16 have signed up to the Scottish Business Pledge.

## **Health and Safety**

It is SPCB policy that its contractors and sub-contractors adopt appropriate and reasonable steps to ensure they conduct their business in such a way that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health and safety risks.

All contracts include mandatory requirements for contractors and subcontractors to adhere to Health and Safety legislation and relevant SPCB arrangements for contractors working on-site.

We consult with our in-house Fire, Health and Safety Adviser if significant risks have been identified in a procurement to ensure that risks are addressed in the contract. Potential risks were identified for 2 Regulated procurements, and bidders were evaluated on relevant Health and Safety approaches.

## **Payment performance**

It is SPCB policy under our prompt payment commitment to pay 95% of valid invoices, which are not in dispute, within 10 days of receipt of the invoice. In the reporting year we have paid 97.5% of invoices within 10 days.

Our conditions of contract require payment is made to sub-contractors (and sub-sub contractors) within 30 days of receiving a valid invoice. We have not received any complaints from subcontractors about late payment of invoices.



## 7. Contact Details for Annual Report

### Fios Conaltraidh airson na h-Aithisg Bliadhnail

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## Annex A – Contracts Awarded 2021-2022

Regulated Contracts	Contractor	Start Date	End Date	Extensions	Value
Software and Related Services	Softcat (UK) PLC	07/05/2021	31/05/2024	48 months	£5,500,000
Mail Screening Services	Royal Mail Group	10/12/2021	09/12/2023	60 months	£2,297,670
Creative Services	Stand Ltd	01/07/2021	30/06/2023	24 months	£760,000
Mobile Computing Devices	HP Inc. UK Ltd	16/08/2021	16/08/2023	24 months	£600,000
Internal Audit Services	Grant Thornton UK LLP	13/08/2021	12/08/2024	24 months	£150,000
Art Handling and Transport	Constantine Ltd	01/05/2022	30/04/2027	12 months	£155,235
Sign Language Interpretation	Deaf Action	22/07/2021	31/08/2023	36 months	£100,000
Occupational Health Services	Optima Health	01/04/2022	31/03/2023	24 months	£75,000

Non-Regulated Contracts	Contractor	Start Date	End Date	Extensions	Value
Protective Vests	VestGuard UK Ltd	01/04/2022	31/03/2025	none	£46,000
Postal Services	Royal Mail Group Ltd	01/07/2021	30/06/2025	none	£45,000
People and Culture Consultancy	Consultancy+	06/12/2021	31/05/2022	none	£39,900
Independent Assessors Officeholder Recruitment	Collyer Rose Ltd	01/09/2021	31/08/2023	36 months	£35,000
Non-Government Bill Drafting (1)	Tim Haddow	20/11/2021	20/11/2026	none	£25,000
Non-Government Bill Drafting (2)	Brodies LLP	20/11/2021	20/11/2026	none	£25,000
Electronic Mail Distribution 2021	Wired Plus Ltd	23/04/2021	04/05/2022	36 months	£24,000
Structure Review	Consultancy+	14/02/2022	31/05/2022	none	£23,750
Lone Worker Devices 2021	Vodafone Limited	01/06/2021	31/05/2022	none	£20,000
Broadcasting Maintenance	AV Department Ltd	01/06/2021	30/06/2022	12 months	£18,000
Copyright Services	Queen's Printer for Scotland	01/10/2021	30/09/2022	48 months	£10,000
Easy Read, Braille, and Alternative Formats Documents	A2i Transcription Services Ltd	04/05/2021	03/11/2024	36 months	£8,700
Printed Legislation	APS Group	01/11/2021	30/09/2023	none	£6,000
Cyber Security Plus Certification	CyberLab	30/09/2021	29/09/2022	12 months	£4,800
Cash Collection and Delivery	Security Plus Limited	25/10/2021	24/10/2023	24 months	£4,000
Employee Benefits Scheme	Edenred (UK) Group Ltd	11/06/2021	10/06/2024	12 months	£0

## Annex B – Planned Regulated Procurements

The table below lists all Regulated procurements anticipated in the next 2 financial years. This list is subject to future changes.

The SPCB uses collaborative framework agreements set up by the Scottish Government, Crown Commercial Services and other public sector bodies. Contracts listed below may be procured from these frameworks and would therefore not be advertised.

April 2022 – March 2023	Estimated Value
Broadcasting System Integration	£4,000,000
Building Energy Management System	£3,500,000
Temporary & Interim Staff	£3,000,000
HR & Payroll System	£1,800,000
Headed Stationery & Fulfilment Service	£1,350,000
Creche	£1,125,000
Professional Property Services	£900,000
Furniture	£580,000
Audio-visual Equipment & Services	£550,000
Multifunction Devices	£500,000
IT Peripherals	£300,000
Media Planning & Buying	£285,000
Resilience Training	£240,000
Media Monitoring	£215,000
Franking Machine	£210,000
Stationery & Office Paper	£150,000
Exhibition Design, Build & Maintenance	£125,000
Legal Services	£100,000
Enhancement of Mobile Signal	£100,000
Corporate Clothing	£100,000
World Press Photo Exhibition	£95,000
Publication of MSP Expenses	£90,000
Turning Circle	£80,000
Managed Learning	£80,000
IT Consumables	£80,000
Lone Worker Devices	£65,000
Managing Potential Conflict Training	£50,000

April 2023 – March 2024	Estimated Value
High Level Maintenance	£9,500,000
Cleaning Services	£4,500,000
Supply of Electricity	£3,500,000
Portering	£1,000,000
Water and Waste Water	£800,000
Gallery Walling	£365,000
Desktop Client Devices	£300,000
Web-based & Proprietary Devices	£275,000
Digital Radio Communications System	£165,000
Library Management System	£90,000
Independent Investigations	£75,000
Gaelic Translation	£65,000
Whisky for Resale	£60,000
Officeholder Evaluations	£50,000

## Planned Non-Regulated Procurements

The table below lists all non-Regulated procurements anticipated in the next 2 financial years. This list is subject to future changes.

There is no requirement to advertise procurements with an estimated value below £50,000. Any potential suppliers interested in being involved in these procurements should contact [procurement@parliament.scot](mailto:procurement@parliament.scot)

April 2022 – March 2023	Estimated Value
Turning Circle	£48,000
Branded Retail Souvenirs	£48,000
Digital Engagement Tool	£45,000
Employee Assistance Programme	£45,000
Data Monitoring Tool	£40,000
Electrical Equipment	£35,000
Wine & Champagne for Resale	£25,000
Emergency Messaging	£25,000
Environmental Audit & Certification	£21,000
European Legislation Updates	£20,000
Gym Equipment	£16,500
Banking Services	£15,000
Credit Checking Facility	£10,000
Prescribed Person Training	£10,000
Leaflet Merchandising	£8,000
Committee Questioning Training	£7,000
News Release Distribution	£5,000
Travel & Accommodation Services	£5,000
Taxis	£5,000
Meter Data Gas	£4,000
Fuel Cards	£3,000
Meter Data Electricity	£2,500
Reuse, Recycling of IT Equipment	£0,00

April 2023 – March 2024	Estimated Value
Off-site Records Storage	£46,000
BSL Video Production	£39,000
Standing Orders and Books	£36,000
Specialist Occupational Health	£35,000
Car Hire	£25,000
Statutory Inspections	£25,000
Electronic Signatures	£20,000
Delivery of Royal Warrants	£20,000
ID Scanners	£11,000
Christmas Trees and Plant Displays	£9,000

# Annex C –Annual Procurement Report Summary

## 1. Organisation and report details

a) Contracting Authority Name	Scottish Parliamentary Corporate Body
b) Period of the annual procurement report	01 April 2021 – 31 March 2022
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes

## 2. Summary of Regulated Procurements Completed

a) Total number of Regulated contracts awarded within the report period	8
b) Total value of Regulated contracts awarded within the report period	£9,637,905.00
c) Total number of unique suppliers awarded a place on a Regulated contract awarded during the period	8
i) how many of these unique suppliers are SMEs	3
ii) how many of these unique suppliers how many are Third sector bodies	1

## 3. Review of Regulated Procurements Compliance

a) Number of Regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of Regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

## 4. Community Benefit Requirements Summary

### Use of Community Benefit Requirements in Procurement:

a) Total Number of Regulated contracts awarded with a value of £4 million or greater.	1
b) Total Number of Regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	1
c) Total Number of Regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	3

### Key Contract Information on community benefit requirements imposed as part of a Regulated procurement that were fulfilled during the period:

d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	1
e) Number of Apprenticeships Filled by Priority Groups	1
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	1
h) Total Value of contracts sub-contracted to SMEs	£1,801,543
i) Total Value of contracts sub-contracted to Social Enterprises	0

j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	Please refer to section 5 for details

## 5. Fair Work and the real Living Wage

a) Number of Regulated contracts awarded during the period that included a Fair Work criterion.	8
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a Regulated contract awarded during the period.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a Regulated contract awarded during the period.	3
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a Regulated contract awarded during the period.	0

## 6. Payment performance

a) Number of valid invoices received during the reporting period.	5814
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	99.2%
c) Number of Regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains.	8
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0

## 7. Supported Businesses Summary

a) Total number of Regulated contracts awarded to supported businesses during the period	0
b) Total spend with supported businesses during the period covered by the report, including:	£5156
i) spend within the reporting year on Regulated contracts	£5156
ii) spend within the reporting year on non-Regulated contracts	£0

## 8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£15,811,227
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£4,083,510
c) Total procurement spend with Third sector bodies during the period covered by the report.	£9,696
d) Percentage of total procurement spend through collaborative contracts.	39.6%



e) Total targeted cash savings for the period covered by the annual procurement report	n/a
i) targeted cash savings for Cat A contracts	n/a
ii) targeted cash savings for Cat B contracts	n/a
iii) targeted cash savings for Cat C contracts	n/a

f) Total delivered cash savings for the period covered by the annual procurement report	£927,191
i) delivered cash savings for Cat A contracts	£543,982
ii) delivered cash savings for Cat B contracts	0
iii) delivered cash savings for Cat C contracts	£383,209

g) Total non-cash savings value for the period covered by the annual procurement report	£48,000
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**9. Future Regulated procurements**

a) Total number of Regulated procurements expected to commence in the next two financial years	41
b) Total estimated value of Regulated procurements expected to commence in the next two financial years	£40, 415,000