Annual Procurement Report
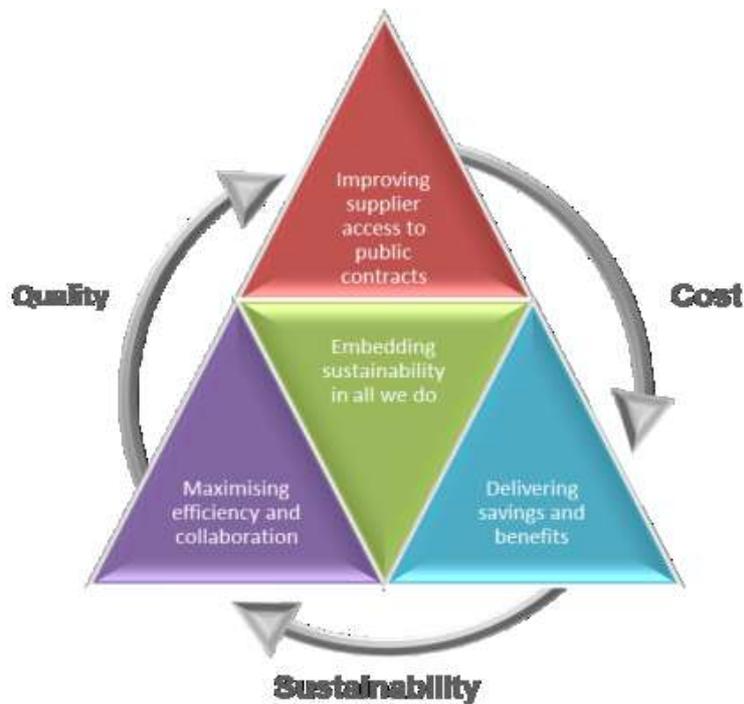
1 April 2018 to 31 March 2019

Annual Procurement Report April 2018 – March 2019

This is the second year that there has been a statutory obligation on Scottish Government organisations to publish an Annual Procurement Report (APR).

The Crown Office and Procurator Fiscal Service (COPFS) 2017-18 Annual Procurement Report was one of the first to be published.

The 2018-19 APR is an evolution of last year's report, we hope that you find it informative. We aspire to produce the best possible outputs through continuous improvement and we welcome all feedback to help us to improve further.

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COPFS Annual Procurement Report April 2018 – March 2019

1. Introduction

As COPFS Director of Finance and Procurement, I am delighted to publish this, our second, Annual Procurement Report, highlighting the progress made to date to increase the effectiveness, efficiency and economy of our procurement function and looking ahead to reducing off contract expenditure, promoting effective contract and supplier management, developing improved reporting and maximising savings and benefits from current contracts and future tender opportunities.

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The work of the COPFS

Useful background on COPFS's Principle Activities, Governance Arrangements etc. can be found at the start of our Annual Report (and Accounts) for each financial year, which are usually published in the July following year-end. Copies can be accessed at: COPFS annual report and accounts. This will provide valuable context for our Annual Procurement Reports.

Procurement in COPFS

The Procurement Reform (Scotland) Act 2014 introduced general duties on public bodies to undertake regulated procurements in a transparent and proportionate manner and to treat all potential suppliers equally and without discrimination.

It also placed a statutory obligation on bodies which have regulated procurement activity to publish a Procurement Strategy by 31 December 2016 (and to update it periodically) and an Annual Procurement Report.

In accordance with the act, COPFS published its first Procurement Strategy in December 2016. This was updated in March 2018 and again in June 2019.

COPFS published its first Annual Procurement Report in May 2018 (covering the period December 2016 to March 2018) and this report covers the subsequent 12 month period. Subsequent Annual Procurement Reports will be published covering each financial year.

Annual Procurement Report April 2018 – March 2019

This report provides information on:

- our procurement arrangements;
- our procurement performance;
- our procurement activity (past and planned).

A revised Procurement Strategy covering the period 01 April 2019 to 31 March 2022 was published on the COPFS internet site on 26 June 2019: COPFS procurement strategy 2019-2022. The revised strategy took cognisance of the COPFS Strategic Plan and Finance Strategy.

The Procurement Reform Act includes a sustainable procurement duty. This requires public bodies to consider how, in conducting procurement exercises, it can:

- improve the economic, social and environmental wellbeing of the authority's area;
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses; and
- promote innovation.

The COPFS is committed to ensuring that procurements are undertaken fairly and openly and in a way which meets our duties in relation to sustainable procurement.

2. Highlights during the year

Procurement and Commercial Improvement Programme (PCIP)

COPFS was the first Scottish public sector body assessed by the Scottish Government Capability Team in January 2019 against the new Procurement and Commercial Improvement Programme (PCIP). In the previous assessment (PCA) in 2016 COPFS was classified as a Medium sized organisation and COPFS was in the D+ Performance Band. Due to the level of expenditure for the 2019 PCIP, COPFS moved to the Full Assessment regime and achieved a score of 64.04%, meaning a **B+** Performance Band (and less than 1% below an A). This higher score reflects the considerable effort and work undertaken to re-establish a professional procurement function in COPFS.

Performance Band	% Score
Non-Conformance	<19%
Basic Performance	20<>25%
E	26<>30%
E+	31<>35%
D	36<>40%
D+	41<>45%
C	46<>50%
C+	51<>55%
B	56<>60%
B+	61<>65%
A	66<>69%
A+	>70%

Meet the Buyer – Murrayfield 6 June 2018

COPFS, in collaboration with Scottish Courts and Tribunals Service, attended their first 'Meet the Buyer' event as an exhibitor to promote the procurement function in COPFS and advise potential suppliers how to look, and bid, for COPFS tender opportunities.

3. Procurement Arrangements

The Crown Office and Procurator Fiscal Service (COPFS) is committed to ensuring that all procurement and contract management activity achieves maximum economy, efficiency and effectiveness within the EU and UK legal frameworks, in its acquisition of goods, services and works.

The COPFS is taking a number of steps to achieve this and has set clear objectives of securing Value for Money and ensuring compliance and control. In practice this means:

- Securing savings each year – at least some of which will come from better procurement and contract management;

- All expenditure to be under valid contract (minimising Off Contract Expenditure);

- All contracts <u>awarded</u> through a compliant process;

- All contracts correctly <u>authorised</u> following a robust approvals process including robust, compelling and proportionate business cases;

- Effective and proportionate contract management of every contract;

- Delivery of non-financial benefits such as sustainability, community benefits, use of supported businesses.

This is being delivered by the bolstering of the resources available to the **Central Procurement Team** and through the implementation of our **Strategic Transformation of Procurement** project.

These developments have been led and supported by our most senior managers.

The COPFS Central Procurement Team (CPT) co-ordinate all COPFS procurement activity over £10,000 and support lower value procurements on request. The CPT comprises of COPFS Permanent staff, procurement support from Scottish Government Procurement Shared Services and contracted staff:
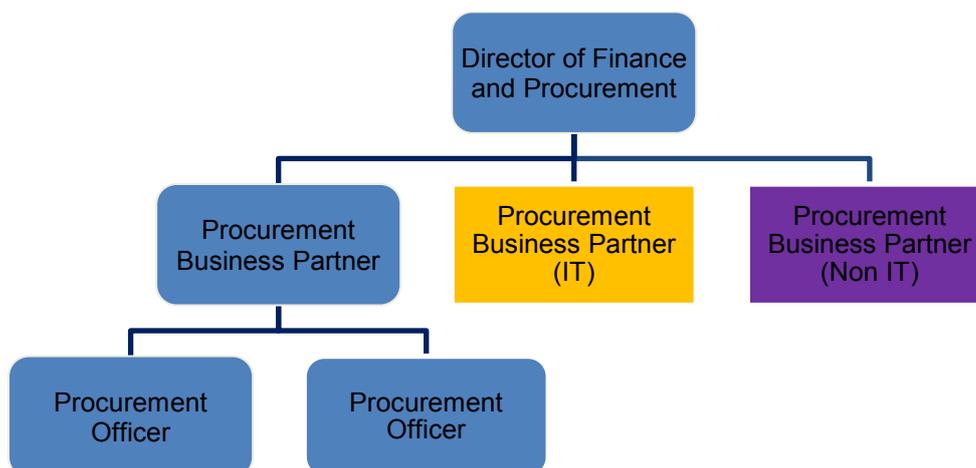
(Blue coloured boxes are COPFS permanent staff, purple indicates a procurement support from the Scottish Government under a Shared Service arrangement and yellow indicates an external contractor)

The improvements that COPFS has made were independently assessed by the Scottish Government under their Procurement and Commercial Improvement Programme which reported a significant improvement in COPFS capability.

During 2018-19, COPFS's procurement was also the subject of a follow up review to the 2016 Scottish Government Internal Audit review.

COPFS has made significant improvements through the **Strategic Transformation of Procurement.** This had two phases:

- Phase 1: Ensuring that <u>every</u> aspect of our procurement activity is <u>at least</u> fit for purpose (December 2016 – March 2019);

- Phase 2: In Search of Excellence in Everything – embedding best practice in <u>every</u> aspect of our procurement activity (April 2019 – March 2021).

Phase 1 had the following work strands:

Work strand	When	Achieved?
Governance arrangements reviewed and updated	December 2016 – November 2017	☑
Culture change	October 2017 -	Ongoing
Contract relets – control and compliance	April 2017 – October 2017	☑
Comprehensive Contract Management in place	April 2018 – September 2018	Partially
Removing Off Contract Expenditure	October 2018 – March 2019	Partially

Governance Arrangements for Procurement

During 2017/18 COPFS undertook a root and branch review of its procurement governance, processes, procedures and proforma. These have been further enhanced during 2018/19.

COPFS procurement continues to be overseen by the **Procurement Steering Board (PSB)**, which met bi-monthly during 2018/19. The PSB is comprised of senior representatives from across the business and a representative from Procurement Shared Services. Progress reports are submitted to the PSB and the Resources Committee (bi-monthly) and to the Audit and Risk Committee (quarterly).

The PSB is also responsible for procurement risk management. Procurement continues to be removed from the corporate risk register following the work done in 2017/18 Nevertheless, individual procurement project risks continue to be managed via the COPFS procurement and commodity risk registers, which are overseen by the PSB.

The Procurement Strategy is underpinned by a Procurement Policy Manual and extensive guidance on COPFS procurement procedures, which is published on the COPFS intranet: PFeye. This includes Money Matters booklets on Whistleblowing and Counter fraud (MM10) and on Procurement (MM11), *a 14 step Procurement Process and a 15 step Contract* and Supplier *Management framework.*

Culture Change: Raising the level of procurement, knowledge and skills

The new roles and responsibilities defined under the governance review in 2018 have been embedded - with training delivered to staff in each role in order to improve their level of skills and knowledge. Training during the period of the report includes, for instance:

- **Service User Lead development programme**: The role of Service User Lead (a modified version of the Scottish Government's Delegated Procurement Officer) has now been embedded with nominated staff. Service User Leads (SULs) are responsible for the 3 elements of procurement which the CPT cannot deliver (specifying the business need, technical evaluation of tender responses and ensuring that business needs are being met throughout the life of the contract). The SUL development programme was updated from feedback from previous sessions and a revised programme delivered (June, Aug, Sept, and Nov 2018) to help SULs to fulfil their role. This comprised of 4 half-day modules:

    o an introduction to the SUL role /Procurement Overview;

    o capturing our business needs in our specifications

    o ensuring that tender responses meet those needs; and

    o ensuring that suppliers meet their contractual obligations.

A total of 31 members of COPFS staff have now completed the 4 events required. Training will continue to be delivered twice a year for new SULs and as a refresher for existing SULs.

A total of 9 staff was trained on the use of the COPFS P2P system during 2018/19. Further training will continue to be delivered e.g. for requisitioners who place orders through the P2P module of Sun or using their Government Procurement Cards during the 2019/20 financial year.

With regards to the need to continuously develop CPT staff and consider succession planning, COPFS have funded and are supporting the two Procurement Officers to study for their Chartered Institute of Procurement and Supply (CIPS) qualifications.

These staff will assist the delivery of work strand 4; and

With the focus of COPFS on SUL training and the PCIP assessment undertaken in January 2019, the Scottish Government (as part of the collaborative procurement shared service) supported COPFS in a review of high value, high risk contracts and

spend and collated information from those contracts into a Contract Handover Document containing pertinent information to enable SULs to follow the Contract and Supplier Management Framework.

During 2019/20 the focus will be on delivering work strands 4 and 5 of Phase 1 (Embedding Contract Management proportionately across all COPFS contracts and Minimising Off Contract Expenditure). COPFS has recruited a further Procurement Business Partner, to expand CPT resources to action these work strands:

- Work strand 4 will be key to securing better partnership working with our suppliers;
- Work strand 5 will ensure compliance across all COPFS procurement.

The PSB have asked the CPT to consolidate the work undertaken in Phase 1, The CPT has demonstrated procurement and commercial knowledge and capability and it is intended to ensure that this continues to be expanded upon and to be embedded across the organisation during 2020/21 and 2021/22.

Procurement processes

In order to deliver the Crown Office and Procurator Fiscal Service's responsibilities efficiently, effectively and economically, we need to procure a range of goods and services. Our procurement processes do this in a way which both provides best value for the taxpayer and which is also open and fair to contractors.

The COPFS follows the Scottish Government model of procurement (which is set out in the Procurement Journey) as adapted to COPFS's needs: The Scottish Government model of procurement.

Our Procurement processes are intended to support all levels of procurement activities and to help manage the expectations of stakeholders, customers and suppliers. They set out and standardise processes, templates and guides in order to facilitate best practice and consistency across all of our procurement activity. They are updated on an ongoing basis to reflect changes in legislation, policy and promotion of best practice.

In order to be transparent, COPFS uses the Public Contract Scotland (PCS) portal to issue Invitations To Tender (ITTs) and we now regularly publish procurement information on our website. This includes our Contracts Register and our Wave Plan. Larger value contracts are advertised in the Official Journal of the European Union. This requirement may change going forward (e.g. as a consequence of Brexit negotiations) and, if necessary, we will amend our approach accordingly.

Managing individual procurement exercises

In recognition of the need to provide procurement processes that are sufficiently streamlined to ensure that they will be used by staff from across the organisation, the CPT introduced a fourteen step process covering the end to end procurement process and a fifteen step Contract Management Framework.

Guidance and proforma were introduced, published and presented to SULs at training events, and all procurement exercises must be completed using this approach albeit adapted to be proportionate to the size, value, complexity and business criticality of the services / goods being procured.

A Definitive Contract Information spreadsheet includes all COPFS contracts and this is the basis of the Wave plan of future contracting opportunities. This is used to manage both procurement exercises and also the workload for the Central Procurement Team (CPT).

Collaborative working

The Director of Finance and Procurement is a member of the Scottish Government Procurement Shared Service steering board.

COPFS is also alive to the possibility of securing better value for money through increased buying power by using collaborative procurement with other departments and we will continue to explore opportunities on an on-going basis.

COPFS already uses, and is a core participant in, a number of Scottish Government and Crown Commercial Service contracts.

The COPFS has continued to take advantage of the SG procurement shared service. We have used both the fully managed service, with a full time member of staff embedded in COPFS, and up till 31 March 2019 a separate arrangement which provided support for larger value contracts (over £50,000). This service has now been brought back in-house.

COPFS also participates in the quarterly SG cluster group initiative, where parts of the Central Government which have similar procurement needs, meet to share best practice and explore opportunities for collaborative procurement.

4. Procurement Performance

Achieving value for money

The Scottish Government's Procurement and Commercial Directorate reported to COPFS our delivered savings of £916,848.99 achieved during the period of this report (1 April 2018 to 31 March 2019) as a result of call off contracts awarded from

the Scottish Government Category A and B Framework Agreements. A further £154,530 has been saved from the multifunctional device call off contract from the SG Framework. There were also Category C direct savings of £ £6,428.49 in relation to 26 COPFS contracts. Further savings were achieved by demand management e.g. limiting choices for stationery.

Value for money - Savings for FY 2017-18

- Cat A & B - SG Frameworks
- Cat C - COPFS Contracts
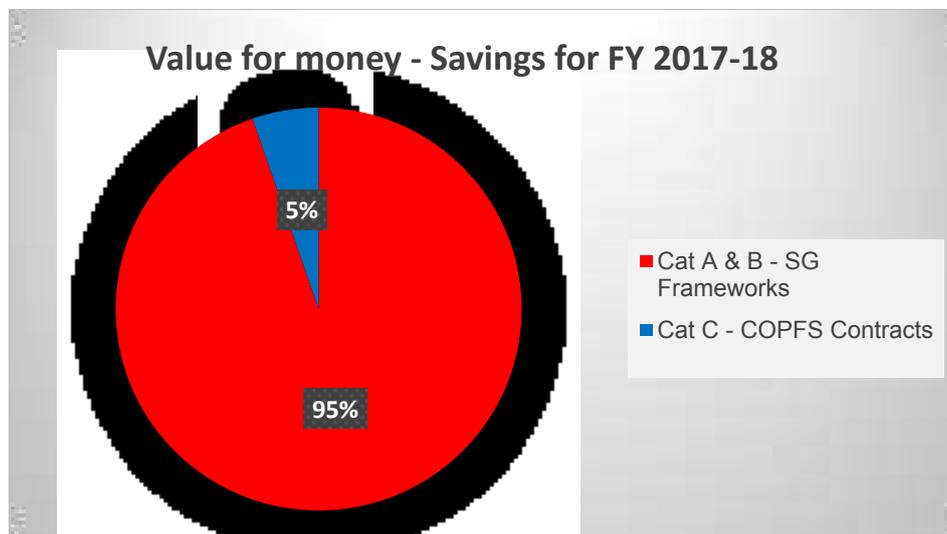
Delivering sustainable procurement

The procurement strategy for each contract must include a requirement to consider sustainability issues during the procurement process. During 2018-19 we have explored opportunities to further reduce travel e.g. the use of Skype for business.

During the period of this report COPFS has promoted suppliers' paying the Scottish Living Wage (SLW) e.g. our Manned Guarding contract allows us to ensure that the supplier will pay the SLW for the life of this contract and the ITT for National Driver Diversionary Courses included a non-scored Fair Work Practices question.

Providing timely performance information

Information on progress and procurement activity was provided to the Audit and Risk Committee (quarterly) and the Resources Committee and Procurement Steering Board (bi-monthly).

This is an area which will be developed during 2019-20 e.g. additional management information will be provided to budget holders to allow them to manage their resources more effectively..

Contracts with supported businesses

The COPFS is mindful of the value of supported businesses and is keen to extend our use of them. During the period of this report a contract was placed with Haven Recycling for the recycling and destruction of redundant hard drives. During 2019-

20 we will be discussing with suppliers, such as for manned guarding, as to whether it will be possible to use a supported business for uniforms and destruction/disposal of obsolete IT equipment.

Contracts with Small and Medium Enterprises (SMEs)

The COPFS uses SMEs when possible and will continue to seek opportunities to do so. During the period of this report, of the suppliers listed on our full contract register, approx. 43% were SMEs.

Contract management

We have updated our Contract Management Framework process (now 15 steps) and we published it on the COPFS intranet on13 December 2018 to ensure structure and consistency to our approach to contract management. While Work stream 4 of the first phase of the Procurement Action Plan will ensure that the framework is embedded proportionately across all relevant contracts, work continues to ensure effective contract management is built into all new contract relets and, on an ad-hoc basis, to introduce contract management to key contracts.

Contract handover documents are now produced for every new contract COPFS enters into. These include an assessment of the level of contract management that is required. The Central Procurement Team and the nominated Service User Lead then work in partnership to ensure that the required services are delivered.

Appendix A

Summary of Regulated (over £50,000) Procurements completed during the period of this report

Supplier Name	Contract Reference	Contract Description	Total Contract Value (£) excl VAT	Contract Start Date	Contract End Date
Castle	COPFS-2016-0017	Finance and P2P System Software Support	£138,828.00	01/04/2018	31/03/2023
Ricoh UK Ltd	COPFS-2017-0020	Provision of Print and Scanning Services	£2,000,000.00	01/04/2018	31/03/2023
Inslaw	COPFS-2017-0023	PROMIS Software Support	£228,593.95	01/04/2018	31/03/2021
Glasgow Taxi's	COPFS-2017-0028	Provision of Taxi Services in the Glasgow area	£75,000.00	22/02/2019	21/02/2022
Phoenix Software	COPFS-2017-0058	Oracle Hardware Refresh	£168,000.00	19/11/2018	18/11/2019
Virgin Media Business	COPFS-2017-0074	Provision of corporate WiFi	£414,795.51	01/04/2018	31/03/2022
Thomson-Reuters	COPFS-2017-0080	Provision of legal on-line research services	£1,808,864.00	01/04/2018	31/03/2021
Eagle Couriers (Scotland) Ltd	COPFS-2017-0090	Provision of Same Day Courier Service	£176,000.00	16/07/2018	15/07/2022
Park Place Technologies	COPFS-2017-0095	AIX and Linux Support	£273,500.00	01/05/2018	01/05/2020
Allstar Business Solutions Ltd	COPFS-2018-0011	Provision of Fuel Cards for Pool Cars	£65,599.00	01/06/2018	31/05/2020
Cyphra Limited	COPFS-2018-0025	Provision of Firewall Technology Support	£161,450.00	15/11/2018	14/11/2020
Microfocus	COPFS-2018-0047	Microfocus COBOL Software Support	£50,293.73	01/12/2018	30/11/2019
Storm ID	COPFS-2018-0048	Application Development Partnership	£1,700,000.00	17/12/2018	16/12/2020
XMA Ltd	COPFS-2018-0054	VMware Digital Workspace Services	£96,264.00	20/06/2018	19/06/2019
XMA Ltd	COPFS-2018-0056	Replacement of Storage Area Network (SAN)	£298,000.00	01/12/2018	30/11/2024

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OH Assist	COPFS-2018-0060	Employee Assistance Programme	£157,000.00	01/11/2018	31/10/2022
ATOS IT Services Ltd	COPFS-2018-0063	DMZ Monitoring Service	£80,000.00	17/02/2019	16/11/2019
HP Inc. UK Limited	COPFS-2018-0068-1	Mobile Devices for Digital Workspace Transformation	£155,910.72	25/02/2019	24/02/2022
Phoenix Software	COPFS-2018-0072	VSI Host Replacement	£67,070.68	21/12/2018	20/12/2019
XMA LTD	COPFS-2018-0087	iPads and Accessories for Case Management in Court (CMiC) National Rollout	£87,901.20	07/02/2019	06/02/2019
Software Box Ltd	COPFS-2018-0101	Further VSI Host Replacement	£58,903.74	18/03/2019	17/03/2020
HP Inc. UK Limited	COPFS-2018-0114	Desktop Computer Monitors	£183,315.40	29/03/2019	28/03/2022
Computacenter (UK) Ltd	COPFS-2018-0115	Replacement SAN Switches	£70,399.20	18/03/2019	17/03/2020
Computacenter (UK) Ltd	COPFS-2018-0116	Replacement Cisco Switches	£73,749.68	18/03/2019	17/03/2020
Insight Direct UK Ltd	COPFS-2018-0117	Replacement Firewalls	£220,972.14	31/03/2019	30/03/2020

Contracts over £50,000 in place during the period of this report (other than those in Appendix A)

Supplier Name	Contract Reference	Contract Description	Total Contract Value (£) ex VAT	Contract Start Date	Contract End Date
Anglian Water	COPFS-2016-0007	Water Billing Services	£182,000.00	01/03/2016	28/02/2020
CGI IT UK Ltd	COPFS-2016-0018	Payroll System	£357,000.00	01/12/2015	01/04/2023
DX Network Services	COPFS-2016-0051	Secure post delivery	£400,000.00	05/12/2016	04/12/2020
Lyreco	COPFS-2016-0052	General Stationery and Office Paper	£700,000.00	01/06/2016	31/05/2020
MCSA Group Limited	COPFS-2016-0053	Server Hardware Support & Linux Software Support	£296,305.36	24/06/2015	31/07/2019
Neopost Limited	COPFS-2016-0061	Provision of Postal charges on franking machines	£700,000.00	21/11/2016	20/11/2022
Oracle Corporation UK Ltd	COPFS-2016-0076	Oracle Database Software Support	£650,000.00	09/04/2015	31/03/2020
Corporate Travel Management (North) - formerly Redfern Travel Limited	COPFS-2016-0083	Travel Services	£1,980,000.00	01/09/2015	31/08/2019
Total Gas & Power Ltd	COPFS-2016-0100	Provision of natural gas	£180,000.00	31/03/2014	31/03/2020
Virgin Media Business	COPFS-2016-0105	Provision of Wide Area Network circuits (WAN)	£2,759,823.50	01/11/2016	31/10/2023
Vodafone Limited	COPFS-2016-0108	Provision of Fixed Telephony Services	£160,000.00	15/07/2016	13/07/2021
Banner Group Ltd.	COPFS-2016-0122	IT Consumables	£120,000.00	01/11/2016	30/10/2020

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Computacenter (UK) Ltd	COPFS-2016-0126	Provision of VMWare Maintenance	£300,000.00	12/02/2017	13/03/2020
Royal Mail	COPFS-2016-0127	Postal Services	£325,000.00	01/01/2017	01/10/2020
Precise Media Marketing Ltd.	COPFS-2016-0128	Media Services	£150,000.00	01/11/2016	31/10/2020
Neopost Limited	COPFS-2016-0133	Lease and Maintenance Support for Franking Machines	£92,264.00	15/09/2016	14/09/2022
Neopost Limited	COPFS-2016-0134	Folder/Insert Devices for NPU	£168,700.00	19/12/2016	18/12/2022
LexisNexis	COPFS-2016-0147	Provision of legal on-line research services	£509,654.00	28/08/2016	27/08/2019
Computacenter (UK) Ltd	COPFS-2016-0159	VMware Maintenance	£270,240.68	12/02/2017	13/03/2020
NVT Group Ltd	COPFS-2017-0006	Desktop Maintenance	£119,040.00	31/05/2017	30/05/2019
Edenred	COPFS-2017-0008	Provision of Employee Services	£256,122.00	01/08/2017	31/07/2021
Vodafone Limited	COPFS-2017-0027	PSN/CJX Network Services	£130,151.12	05/06/2017	04/06/2019
Profile Security Services Ltd	COPFS-2017-0043	Provision of Manned Guarding services	£380,430.00	25/02/2018	31/12/2020
Global Connections (Scotland) Ltd	COPFS-2017-0054	Interpreting and Translation Services	£938,008.00	15/01/2018	11/11/2021
Global Language Services Ltd	COPFS-2017-0055	Interpreting and Translation Services	£197,120.00	15/01/2018	11/11/2021
Oracle Corporation UK Ltd	COPFS-2017-0060	Provision of Oracle BI Software Support	£168,758.08	16/12/2017	15/12/2019
Tibco	COPFS-2017-0066-D	Tibco iProcess Software Support & Licencing (Development)	£63,522.27	31/01/2018	31/01/2020
Tibco	COPFS-2017-0066-P	Tibco iProcess Software Support & Licencing (Production)	£241,093.77	22/01/2018	21/01/2020
Virgin Media Business	COPFS-2017-0071	Cisco IP Telephony	£149,532.02	23/02/2018	23/02/2020

NVT Group Ltd	COPFS-2018-0049	Provision of ISD Backup Solution	£257,290.00	31/03/2016	30/03/2020
Optima Health	COPFS-2018-0065	Occupational Health Services	£244,000.00	01/04/2017	31/03/2021
Harvey Nash Group plc	COPFS-2019-054	Temporary & Interim Staff - Programme Director	£400,000.00	05/09/2016	31/03/2020

NVT Group Ltd	COPFS-2018-0049	Provision of ISD Backup Solution	£257,290.00	31/03/2016	30/03/2020

Expenditure over £50,000 during the period of this report via SG frameworks

Supplier Name	SG Framework Description	COPFS CONTRACT REFERENCE	Total Spend
Storm ID Ltd	Application, Design and Development Services	COPFS-2018-0048	£349,251.80
Hewlett Packard UK Ltd	Desktop Client Devices	COPFS-2018-0114	£136,760.00
NVT Group Ltd	Digital and Technology Services Framework	COPFS-2018-0045	£53,284.47
EDF Energy Ltd	Electricity	COPFS-2016-0027	£177,348.37
Vodafone	Fixed Telephony	COPFS-2016-0108	£95,536.01
Lyreco UK Ltd	General stationery and office paper (2016)	COPFS-2016-0052	£179,862.01
Global Connections (Scotland) Limited	Interpreting Translation And Transcription (2017)	COPFS-2017-0054	£199,891.00
Hewlett Packard UK Ltd	Mobile Client Devices	COPFS-2018-0046 & COPFS-2018-0068	£217,990.60
Ricoh (UK) Ltd	National Framework for Office Equipment and Services (2017)	COPFS-2016-0084	£63,306.02
XMA Limited	National Framework for Tablet Client Devices	COPFS-2016-0015	£168,038.74
Total Gas & Power Ltd	Natural Gas	COPFS-2016-0100	£55,277.00
Royal Mail Group	Postal Services - Ad-hoc and hybrid mail (2016)	COPFS-2016-0127	£93,488.98
Maindec Computer Solutions Limited	Server Maintenance Framework	COPFS-2016-0127	£168,259.35
Softcat	Software - Value Added Reseller (VAR)	Various	£62,854.84
Various	Temporary and Interim Staff - Administration East	Various	£62,622.00
Various	Temporary and Interim Staff - Interim IT & Interim Professionals	Various	£1,216,704.73
Redfern Travel Ltd	Travel Services (2015) - One stop Shop	COPFS-2016-0083	£531,160.35
Anglian Water Business (National) Ltd	Water and Waste Water Services	COPFS-2016-0007	£93,657.15

Regulated (over £50,000) Procurements expected to be undertaken during 2019/20 & 2020/21

Contract relets 2019/20

Contract Title	Contract Number	Total Contract Value (excl VAT)	Contract Start Date	Contract End Date
Provision of Video Evidence (Evidence On Commission)	New requirement	£160,000.00	01/04/2020	31/03/2024
Provision of Office Furniture Storage, Removal and Disposal Services	New requirement	£108,000.00	01/04/2020	31/03/2024
Travel Services	COPFS-2016-0083	£1,980,000.00	01/09/2015	31/08/2019
Provision of Fixed Telephony Services	COPFS-2016-0108	£160,000.00	15/07/2016	13/07/2021
Annual Subscription for Gartner Services	COPFS-2019-001	£150,000.00	01/04/2019	31/03/2022
Server Hardware Support & Linux Software Support	COPFS-2016-0053	£296,305.36	24/06/2015	31/07/2019
Provision of legal on-line research services	COPFS-2016-0147	£509,654.00	28/08/2016	27/08/2019
DMZ Monitoring Service	COPFS-2018-0063	£80,000.00	17/02/2019	16/11/2019
Microfocus COBOL Software Support	COPFS-2018-0047	£50,293.73	01/12/2018	30/11/2019
IT Consumables	COPFS-2016-0122	£120,000.00	01/11/2016	30/10/2020
Temporary and interim staff - IT Business Analyst	COPFS-2019-025	£95,000.00	20/05/2019	31/03/2020
Oracle Hardware Refresh	COPFS-2017-0058	£168,000.00	19/11/2018	18/11/2019
Temporary & Interim Staff - Programme Director	COPFS-2019-054	£400,000.00	05/09/2016	31/03/2020
Temporary and interim staff - iOS Developer for CMiC	COPFS-2019-003	£182,000.00	01/04/2019	27/09/2019
Temporary and interim staff - .NET Developer (FOS)	COPFS-2019-007	£194,800.00	01/04/2019	27/09/2019
Temporary and interim staff - .NET	COPFS-2019-008	£166,800.00	01/04/2019	27/09/2019

& VB6 Developer				
Temporary and interim staff - .IT Project Manager	COPFS-2019-034	£94,575.00	01/06/2019	31/03/2020
Temporary and interim staff - .NET Developer	COPFS-2019-031	£94,575.00	01/07/2019	31/03/2020
Temporary and interim staff - Java Developer	COPFS-2019-032	£88,725.00	01/07/2019	31/03/2020
Temporary & interim staff - IT Project Coordinator	COPFS-2019-046	£62,205.00	01/07/2019	31/03/2020
Provision of Oracle BI Software Support	COPFS-2017-0060	£168,758.08	16/12/2017	15/12/2019
Cisco IP Telephony	COPFS-2017-0071	£149,532.02	23/02/2018	23/02/2020
Water Billing Services	COPFS-2016-0007	£182,000.00	01/03/2016	28/02/2020
Provision of Manned Guarding services	COPFS-2017-0043	£380,430.00	25/02/2018	31/12/2020
Provision of VMWare Maintenance	COPFS-2016-0126	£300,000.00	12/02/2017	13/03/2020
Provision of Firewall Technology Support	COPFS-2018-0025	£161,450.00	15/11/2018	14/11/2020
Provision of ISD Backup Solution	COPFS-2018-0049	£257,290.00	31/03/2016	30/03/2020
Provision of natural gas	COPFS-2016-0100	£180,000.00	31/03/2014	31/03/2020
Secure post delivery	COPFS-2016-0051	£400,000.00	05/12/2016	04/12/2020
Application Development Partnership	COPFS-2018-0048	£1,700,000.00	17/12/2018	16/12/2020
Temporary and interim staff - IT Infrastructure Project Manager	COPFS-2019-026	£210,600.00	24/06/2019	31/03/2020
VMware Maintenance	COPFS-2016-0159	£270,240.68	12/02/2017	13/03/2020
Temporary & Interim Staff - IT Systems Implementation Manager	COPFS-2019-050	£96,525.00	06/08/2019	30/03/2020
AIX and Linux Support	COPFS-2017-0095	£273,500.00	01/05/2018	01/05/2020
Microsoft Premier Support Contract	COPFS-2018-0102	£50,080.00	01/04/2019	31/03/2020

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Contract Title	Contract Number	Total Contract Value (exc VAT)	Contract Start Date	Contract End Date
General Stationery and Office Paper	COPFS-2016-0052	£700,000.00	01/06/2016	31/05/2020
Provision of Employee Services	COPFS-2017-0008	£256,122.00	01/08/2017	31/07/2021
Provision of Same Day Courier Service	COPFS-2017-0090	£176,000.00	16/07/2018	15/07/2022
IT Training	COPFS-2018-0120	£50,000.00	15/06/2019	15/06/2020
Postal Services	COPFS-2016-0127	£325,000.00	01/01/2017	01/10/2020
Travel Services	COPFS-2018-0121	£1,500,000.00	01/09/2019	21/02/2021
Technical Partner for Digital Workspace Transformation	COPFS-2018-0068-3	£211,000.00	15/04/2019	11/10/2020
Media Services	COPFS-2016-0128	£150,000.00	01/11/2016	31/10/2020
Occupational Health Services	COPFS-2018-0065	£244,000.00	01/04/2017	31/03/2021
Provision of legal on-line research services	COPFS-2017-0080	£1,808,864.00	01/04/2018	31/03/2021
Provision of corporate WiFi	COPFS-2017-0074	£414,795.51	01/04/2018	31/03/2022
PROMIS Software Support	COPFS-2017-0023	£228,593.95	01/04/2018	31/03/2021
Finance and P2P System Software Support	COPFS-2016-0017	£138,828.00	01/04/2018	31/03/2023
Remote Desktop Support	COPFS-2019-015	£125,720.76	01/06/2019	31/05/2021
Server Maintenance & Support	COPFS-2019-033	£500,000.00	01/08/2019	31/07/2021

Provision of Fuel Cards for Pool Cars	COPFS-2018-0011	£65,599.00	01/06/2018	31/05/2020
Provision of Taxi Services in the Glasgow area	COPFS-2017-0028	£75,000.00	22/02/2019	21/02/2022
Water and Waste Water Billing Services	COPFS-2019-045	£182,000.00	12/06/2019	29/02/2020
Oracle Database Software Support	COPFS-2016-0076	£650,000.00	09/04/2015	31/03/2020

Glossary

Term	Definition
CGPSS	Central Government Procurement Shared Service (also known as Scottish Government's procurement shared service) is a procurement function that was set up by Scottish Government in 2014 to provide procurement support to central government organisations in Scotland. CGPSS provides procurement support to COPFS.
Cluster group	Cluster Groups are arranged by Scottish Government Procurement & Commercial Directorate to align similar central government public bodies in order to facilitate dialogue, learning and opportunities in procurement.
CPT	Central Procurement Team (within COPFS)
Delegated Procurement Authority	This is the authority to enter COPFS into a contract with a Whole Life Value (WLV) of more than £1,000.
Delegated Purchasing Authority	This is the authority to place an order against an existing contract to which COPFS is a party.
NCA	Non-Competitive Action – permitted exceptionally eg where there is only one supplier who can meet the specification
OJEU	The Official Journal of the European Union. Contracts with a whole life value of more than £118,000 have to be advertised in this journal.
PCIP	Procurement and Commercial Improvement Programme
PCS	Procurement Contracts Scotland
SUL	Service User Lead

WLV	Whole Life Value – the full and total cost of the contract over its entire life to include any mobilisation and exit costs