

Annual Procurement Report

1 April 2020 to 31 March 2021

Contents

[1. Introduction 3](#_Toc96416001)

[Overview 3](#_Toc96416002)

[COPFS Role 3](#_Toc96416003)

[Structure of Procurement in COPFS 4](#_Toc96416004)

[2. Summary of Regulated Procurements 4](#_Toc96416005)

[3. Review of Compliance with COPFS Procurement Strategy 4](#_Toc96416006)

[Key Priority 1 - Delivering Value for Money, Compliance and Control 5](#_Toc96416007)

[Key Priority 2 - Delivering sustainable procurement 5](#_Toc96416008)

[Key Priority 3 - Raising the level of procurement knowledge, skills and expertise 6](#_Toc96416009)

[Key Priority 4 - Strengthening Contract and Supplier Management: 6](#_Toc96416010)

[Key Priority 5 - Achieving the benefits derived from collaborative working 6](#_Toc96416011)

[4. Community Benefits Summary 7](#_Toc96416012)

[5. Supported Business Summary 7](#_Toc96416013)

[6. SME Summary 7](#_Toc96416014)

[7. Provision of Food 7](#_Toc96416015)

[8. Payment of Supplier Invoices Summary 8](#_Toc96416016)

[Appendix A: Summary of Regulated (over £50,000) Procurements awarded during the period of this report 9](#_Toc96416017)

[Appendix B: Contracts over £50,000 in place during the period of this report (other than those in Appendix A) 17](#_Toc96416018)

[Appendix C: Expenditure over £50,000 during the period of this report via SG frameworks 22](#_Toc96416019)

[Appendix D: Regulated (over £50,000) Procurements expected to be undertaken during Financial Years 2021/22 & 2022/23 26](#_Toc96416020)

[Appendix E: Glossary 31](#_Toc96416021)

# 1. Introduction

## Overview

1.1 The Crown Office and Procurator Fiscal Service (“COPFS”) present this, our fourth Annual Procurement Report, for the Financial Year 2020-2021.

1.2 COPFS, through its procurement activities, seeks to achieve value for money to enable the organisation to support the wider justice sector and the Scottish Government’s plan “*to* ***make Scotland a more successful country, with opportunities and increased wellbeing for all****.*“

1.3 COPFS Annual Procurement Strategy 2019-2024 detailed the key objectives for COPFS in relation to procurement activity. Since the Procurement and Commercial Improvement Programme Assessment by Scottish Government in January 2019, COPFS has implemented a number of the recommendations from the assessment. However, there is still progress to be made to fully maximise all benefits available from effective procurement and contract management practice.

## COPFS Role

1.4 The Crown Office and Procurator Fiscal Service (COPFS) is Scotland’s sole prosecution service. We receive reports about crimes from the police and other reporting agencies and then decide what action to take, including whether to prosecute. We also look into deaths that need further explanation and investigate allegations of criminal conduct against police officers.

1.5 COPFS plays a pivotal part in the justice system, working with others to make Scotland safe from crime, disorder and danger. The public interest is at the heart of all we do as independent prosecutors. We take into account the diverse needs of victims, witnesses, communities and the rights of those accused of crime. The main roles and responsibilities of COPFS are to:

* investigate, prosecute and disrupt crime, including seizing the proceeds of crime;
* establish the cause of sudden, unexplained or suspicious deaths; and
* investigate allegations of criminal conduct against police officers.

COPFS’ Key Objectives are:

* to secure the confidence of our diverse communities by improving the delivery of justice through the timely, efficient and effective prosecution of crime;
* to give priority to the prosecution of serious crime, including drugs trafficking and persistent offenders;
* to provide services that meet the information needs of victims, witnesses and next-of-kin, in co-operation with other agencies;
* to ensure that all deaths reported to the Procurator Fiscal are investigated appropriately and speedily.

## Structure of Procurement in COPFS

1.6 COPFS have a Central Procurement Team which is led by the Director of Finance and Procurement. CPT manage the procurement wave plan and are responsible for ensuring that all regulated procurements are carried out in accordance with current legislation, Scottish Government Procurement Policy Notes and internal policy. COPFS undertakes procurements for goods, services and works within non-staff expenditure budgets (running costs and capital) of in the region of £35m per annum. Collaborative contracts are undertaken with other Public / Justice Sector organisations such as the Scottish Courts and Tribunals Service and Police Scotland.

# 2. Summary of Regulated Procurements

2.1 Appendix A provides details of the regulated procurements undertaken by COPFS during the period 1 April 2020 to 31 March 2021 with a value of just under £36m. The majority of COPFS procurements are conducted utilising frameworks established by Scottish Government and in this year the total contract value was just over £29m. Notably in this financial year, the Contract Management and Off Contract Expenditure Project has begun, and results will be detailed in the next Annual Report. Achieving sustainable benefits and contracting with supported businesses continues to prove difficult for COPFS as the majority of our contracting is through SG Framework Contracts and the benefits from those are already being reported to Scottish Government, however COPFS will continue to consider these when developing Procurement Strategies. COPFS has started work on ensuring sub-contractors are paid within 30 days of invoicing and, again, this will be reported in the next Annual Report. Statistical reporting in 2020/21 is from a spreadsheet based Contracts Register. This has been replaced in September 2021 with a Contracts Database which will provide more detail and be more accurate than the Register. The Database will be used in 2021/22 reporting.

# 3. Review of Compliance with COPFS Procurement Strategy

3.1 COPFS have recently refreshed their Corporate Procurement Strategy for the Period 2020 to 2024. The key objectives for procurement are detailed below:

* Delivering Value for Money, Compliance and Control;
* Delivering sustainable procurement;
* Raising the level of procurement knowledge, skills and expertise;
* Strengthening Contract and Supplier Management; and
* Achieving the benefits derived from collaborative working.

The COPFS Corporate Procurement strategy is published on the COPFS website and can be found at the following link: <https://www.copfs.gov.uk/publications/finance>

3.2 Procurement activities under the key objectives detailed above have been reviewed and a summary of the actions undertaken against the key priorities is provided below:

### Key Priority 1 - Delivering Value for Money, Compliance and Control

Action Summary:

* Contracts Database in development replacing the Contracts Register to ensure a reliable, consistent and reportable source of contracts information is available;
* Wave plan of contracts in place to ensure adequate planning for future procurement activities;
* Suite of tender and contract templates developed and updated in line with Scottish Government best practice and guidance;
* Use of the Scottish Government Public Contracts Scotland Portal for advertising tender opportunities and issuing of tender documents to prospective bidders;
* Procurement exercises > £10k have a completed procurement strategy;
* CPT members lead all procurement exercises >£10k and guide COPFS Stakeholders through the tender and evaluation process.

### Key Priority 2 - Delivering sustainable procurement

Action Summary:

* Sustainable procurement principles are considered at the procurement strategy stage and sustainable procurement tests are carried out for requirements with a value in excess of £50k;
* A Register of Regulated Procurements is published on a quarterly basis on the COPFS website;
* Payment of the Real Living Wage by suppliers is considered under a Fair Work Question as part of tender evaluations.

### Key Priority 3 - Raising the level of procurement knowledge, skills and expertise

Action Summary:

* Member of CPT has completed CIPS Level 4 and another has started work on this qualification.
* Attendance by CPT staff at a number of Scottish Government and other procurement training events – all online due to Covid restrictions;
* Service User Leads trained on an ad hoc basis due to Covid restrictions in the procurement process including these topics:
* Service User Lead Introduction;
* Specification Writing;
* Tender Evaluation;
* Contract Management.
* Policy and guidance on the COPFS procurement process is published on the COPFS intranet and is reviewed regularly.

### Key Priority 4 - Strengthening Contract and Supplier Management:

Action Summary:

* Contract Management and Off Contract Expenditure Team has been approved and recruitment of two staff completed.
* Service User Leads have been identified and provided with ad hoc training in the COPFS Contract and Management process;
* A Contract Handover Document proforma is completed for all contracts requiring a level of contract and supplier management with key details of the contract and templates for agendas, meeting notes held in a central folder accessible to SULs.

### Key Priority 5 - Achieving the benefits derived from collaborative working

Action Summary:

* Use of Scottish Government and other public sector frameworks is considered at procurement strategy stage to maximise collaborative savings;
* Collaborative working with Scottish Courts and Tribunals Service (SCTS) under an Estates Shared Services agreement for co-located and COPFS locations;
* Attended Scottish Government Cluster Groups to share knowledge, best practice and identify collaborative opportunities;
* Relationship with SCTS Procurement Team maintained to identify local collaborative opportunities;
* Continued use of Scottish Government Central Scottish Government Procurement Shared Service for an embedded full time procurement resource.

# 4. Community Benefits Summary

4.1 Community benefits are considered for all procurement where the estimated value is over £4m. The majority of COPFS contracts are below this value, however consideration is made at the strategy stage whether a contact is suitable for community benefits to potentially be delivered. During the period of this report no community benefits were identified as being deliverable under contracts awarded by COPFS.

# 5. Supported Business Summary

COPFS consider the opportunities for supported businesses at the procurement strategy stage, whether it is possible to reserve a contract for supported businesses under the legislation or whether it is possible to utilise the Scottish Government Supported Factories and Businesses Framework. Due to the types of goods and services bought by COPFS in 2019/20 there has been no opportunity to award a contract to a supported business during this period.

# 6. SME Summary

COPFS, where possible, encourage Small and Medium Enterprises (SMEs) to bid for COPFS’ tender opportunities. According to the analysis by Spikes Cavell of COPFS expenditure via the P2P system used for the payment of suppliers 29% of COPFS expenditure in 2019 was with SMEs, and for 2020 was 28%. Whilst encouraging, COPFS will actively seek to increase this level in future financial years.

# 7. Provision of Food

COPFS in general does not undertake procurements for food, which is unlikely to change, however if this is necessary in the future, where possible, COPFS will ensure the procurement strategy considers how COPFS will promote the highest standards of animal welfare and improve the health, wellbeing and education of communities in Scotland.

# 8. Payment of Supplier Invoices Summary

COPFS are committed to the prompt payment of suppliers and their supply chain. COPFS standards terms and conditions for payment are 30 days from receipt of a valid invoice. Our performance against this target for the period 1 April 2020 to 31 March 2021 was 98.32%. COPFS have the aspirational target, in line with Scottish Government, to make payments against valid invoices within 10 working days. Our performance against this target for the period 1 April 2020 to 31 March 2021 was 96.86%. Both performances against targets showed improvements from the previous year.

COPFS contract management is undergoing a review and one of the considerations is how COPFS approach monitoring payments by a contractor to a sub-contractor and by a sub-contractor to a sub-contractor.

# Appendix A: Summary of Regulated (over £50,000) Procurements awarded during the period of this report

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Supplier Name | Contract Reference | Contract Description | Total Contract Value (excl. VAT) | Contract Award Date | Contract End Date |
| Business Stream | COPFS-2019-045 | Water and Waste Water Billing Services | £​182,000.00 | 01/04/2020 | 31/03/2023 |
| ASA Recruitment | COPFS-2019-148 | Interim Staff Services - Chartered Surveyor | £​109,962.00 | 01/04/2020 | 31/03/2022 |
| Virgin Media Business | COPFS-2019-151 | Network Hardware Support | £​87,666.71 | 14/04/2020 | 31/03/2023 |
| Virgin Media Business | COPFS-2019-152 | Telephony Support | £​302,461.00 | 03/04/2020 | 31/03/2023 |
| Lorien Resourcing Ltd | COPFS-2019-170 | Interim Staff Services - Test Analyst Windows 10 Office 365 | £​114,355.20 | 29/05/2020 | 29/05/2021 |
| Park Place Technologies Ltd | COPFS-2019-173 | AIX and Linux Support | £​146,648.96 | 01/05/2020 | 30/04/2021 |
| Gartner | COPFS-2019-183 | Gartner Annual Subscription | £​168,454.05 | 11/09/2020 | 31/03/2022 |
| Allstar Business Solutions | COPFS-2020-002 | Fuel Cards for Pool Cars | £​54,000.00 | 27/05/2020 | 22/03/2022 |
| Lallans Limited | COPFS-2020-007 | Lallans - Steve Scott | £​192,000.00 | 15/05/2020 | 19/05/2021 |
| Freshworks Inc | COPFS-2020-009 | ITSM Service Desk Solution | £​205,806.60 | 27/08/2020 | 31/08/2021 |
| Softcat (UK) Plc | COPFS-2020-012 | Human Capital Management (HR) System and Associated Services | £​1,013,257.63 | 03/03/2021 | 28/03/2030 |
| Thomson-Reuters | COPFS-2020-020 | Case Notebook | £​65,000.00 | 10/09/2020 | 17/09/2023 |
| Softcat (UK) Plc | COPFS-2020-021 | VMWare Premier Support for Workspace Licensing and Software Account Management | £​95,733.00 | 17/06/2020 | 19/06/2021 |
| Softcat (UK) Plc | COPFS-2020-023 | Firewall and Threat Management Annual Subscriptions | £​91,416.54 | 30/06/2020 | 01/07/2021 |
| Softcat (UK) Plc | COPFS-2020-030 | Veeam Backup for Office 365 | £​63,096.00 | 24/07/2020 | 14/11/2023 |
| DataVita | COPFS-2020-031 | Datacentre Services | £​930,145.60 | 26/03/2021 | 31/03/2027 |
| Harvey Nash Group plc | COPFS-2020-036 | Interim Staff Services - Executive Business Manager | £​83,916.00 | 09/10/2020 | 21/10/2021 |
| Softcat (UK) Plc | COPFS-2020-040 | Firewall Support Services | £​173,282.04 | 01/09/2020 | 13/11/2022 |
| Harvey Nash Group plc | COPFS-2020-043 | Interim Staff Services - Quality Assurance/Test Manager | £​111,516.00 | 09/09/2020 | 28/05/2021 |
| Sword IT Solutions Ltd | COPFS-2020-044 | Microsoft 365 Migration Services | £​121,650.00 | 25/08/2020 | 31/03/2021 |
| Crown Commercial Services | COPFS-2020-045 | CCS Technology Online Catalogue FRAMEWORK | £​68,836.99 | 03/12/2020 | 06/12/2021 |
| Lorien Resourcing Ltd | COPFS-2020-046 | Interim Staff Services - IT Business Analysts | £​101,055.00 | 09/09/2020 | 14/10/2021 |
| Harvey Nash Group plc | COPFS-2020-047 | Interim Staff Services - IT Business Analysts | £​103,128.00 | 09/09/2020 | 05/03/2021 |
| Lorien Resourcing Ltd | COPFS-2020-048 | Interim Staff Services - IT Business Analysts | £​108,000.00 | 09/09/2020 | 26/10/2021 |
| Veritas | COPFS-2020-059 | Enterprise Vault Archive Migration | £​56,021.51 | 07/10/2020 | 31/01/2021 |
| Softcat (UK) Plc | COPFS-2020-063 | F5 Internal Load Balancer Upgrade | £​74,726.94 | 01/12/2020 | 30/09/2021 |
| Venesky-Brown | COPFS-2020-065 | IT Interim Staff Services - System integration developer | £​107,520.00 | 30/09/2020 | 30/12/2021 |
| Lorien Resourcing Ltd | COPFS-2020-067 | IT Interim Staff Services - .NET developer / sys architect | £​119,055.00 | 23/09/2020 | 01/10/2021 |
| Harvey Nash Group plc | COPFS-2020-068 | Interim Staff Services – IT Project Manager  | £​104,316.00 | 25/09/2020 | 05/03/2022 |
| Venesky-Brown | COPFS-2020-069 | Interim Staff Services – IT Project Manager  | £​113,520.00 | 25/09/2020 | 05/03/2022 |
| Lorien Resourcing Ltd | COPFS-2020-073 | .NET / Oracle Developer (Backend integration specialist) | £​96,254.40 | 01/10/2020 | 03/04/2022 |
| Harvey Nash Group plc | COPFS-2020-074 | Interim Staff Services – Case Management iOS developer | £​113,916.00 | 13/10/2020 | 27/04/2022 |
| Harvey Nash Group plc | COPFS-2020-076 | Interim Staff Services - Senior Programme Manager | £​97,979.20 | 22/09/2020 | 12/10/2022 |
| Harvey Nash Group plc | COPFS-2020-078 | Interim Staff Services – IT Project Manager  | £​104,316.00 | 25/09/2020 | 04/03/2022 |
| Royal Mail | COPFS-2020-081 | Postal Services | £​350,000.00 | 08/10/2020 | 30/09/2021 |
| XMA Ltd | COPFS-2020-082 | iPads and Accessories for CMiC Phase 2 | £​248,754.54 | 08/10/2020 | 29/11/2021 |
| ASA Recruitment | COPFS-2020-084 | Interim Staff Services - IT E Learning Consultant | £​70,677.00 | 15/10/2020 | 02/04/2022 |
| Kingdom Services Group Ltd | COPFS-2020-087 | Security Guarding and Keyholding Services | £​529,209.60 | 01/02/2021 | 31/03/2022 |
| Phoenix Software Ltd | COPFS-2020-089 | Servers for Glasgow Datacentre Resilience | £​277,318.82 | 22/02/2021 | 31/12/2021 |
| Venesky-Brown | COPFS-2020-095 | IT Interim Staff - Security Operations (SecOps) Engineer | £​119,520.00 | 26/11/2020 | 14/12/2021 |
| Sweet & Maxwell | COPFS-2020-096 | Updates to Hard Copy Legal Textbooks | £​165,000.00 | 11/11/2020 | 31/12/2024 |
| Pertemps | COPFS-2020-098 | Interim Staff Services - Content Writer | £​67,296.00 | 01/12/2020 | 12/02/2021 |
| Venesky-Brown | COPFS-2020-104 | Interim Staff Services - Full Stack Java Developer | £​56,760.00 | 07/01/2021 | 16/11/2021 |
| Lorien Resourcing Ltd | COPFS-2020-105 | Interim Staff Services - Microsoft Office 365 Application Developer | £​56,527.20 | 17/02/2021 | 25/11/2021 |
| Deaf Action | COPFS-2020-107 | British Sign Language Services | £​84,540.00 | 30/03/2021 | 11/04/2025 |
| Softcat (UK) Plc | COPFS-2020-108 | Microsoft Advanced Support (2021) | £​58,019.24 | 09/03/2021 | 31/03/2022 |
| Oracle Corporation UK Ltd | COPFS-2020-121 | Oracle Database Software Support 2021 Renewal | £​153,813.30 | 26/03/2021 | 05/04/2022 |
| Harvey Nash Group plc | COPFS-2020-126 | Interim Staff Services - IT Infrastructure Project Manager  | £​116,316.00 | 22/12/2020 | 10/07/2022 |
| Insight Direct UK Ltd | COPFS-2020-127 | Microsoft M365 License Agreements | £​5,203,464.24 | 26/03/2021 | 31/03/2027 |
| Aeona - Dr Sue Mitchell | COPFS-2020-128 | SCS/H Leadership Training | £​1,700.00 | 11/12/2020 | 16/12/2020 |
| Thomson-Reuters | COPFS-2020-132 | Legal On-line Research Services | £​1,960,687.00 | 24/02/2021 | 31/03/2024 |
| Softcat (UK) Plc | COPFS-2020-133 | VMware Licenses and Support 2021 | £​357,981.78 | 24/02/2021 | 08/07/2023 |
| Inslaw | COPFS-2020-138 | Promis Software Support 2021 | £​234,011.91 | 26/03/2021 | 31/03/2022 |
| Venesky-Brown | COPFS-2020-140 | Interim Staff Services – IT Infrastructure Architect | £​86,160.00 | 11/02/2021 | 31/08/2021 |
| Lorien Resourcing Ltd | COPFS-2020-141 | Interim Staff Services – IT Network Engineer | £​53,527.20 | 11/02/2021 | 31/08/2021 |
| Venesky-Brown | COPFS-2020-142 | Interim Staff Services – IT Infrastructure Engineer  | £​50,760.00 | 03/03/2021 | 17/09/2021 |
| Harvey Nash Group plc | COPFS-2020-147 | Interim Staff Services – IT SharePoint Designer Administrator | £​116,316.00 | 05/02/2021 | 30/09/2021 |
| Atalian Servest | COPFS-2020-155 | Hamilton - Lifts | £​241,931.40 | 28/01/2021 | 03/08/2021 |
| Virgin Media Business | COPFS-2020-158 | New Switches | £​90,456.47 | 16/03/2021 | 31/03/2022 |
| Softcat (UK) Plc | COPFS-2020-159 | Datacentre Backup Solution | £​430,083.18 | 26/03/2021 | 28/03/2024 |
| Venesky-Brown | COPFS-2020-161 | Interim Professional Staff Services - Comms Content Writer  | £​65,772.00 | 23/02/2021 | 31/05/2021 |
| Kick ICT Group Ltd | COPFS-2020-163 | Finance & Procurement Systems Development & Support | £​186,422.00 | 18/03/2021 | 31/03/2024 |
| Infocap Technologies Ltd | COPFS-2020-165 | Power Retrieve Software | £​84,669.00 | 17/03/2021 | 18/03/2022 |
| Aptean | COPFS-2020-169 | Aptean Respond Annual Licencing Renewal | £​213,326.80 | 21/03/2021 | 21/03/2024 |
| Clark Contracts | COPFS-2020-170 | Kilmarnock Office Refurbishment | £​271,113.83 | 18/02/2021 | 04/05/2021 |
| Nominet | COPFS-2020-172 | PSN DNS Service | £​61,228.50 | 25/03/2021 | 31/01/2025 |
| Atalian Servest | COPFS-2020-174 | Remote Islands Refurbishment | £​109,890.00 | 24/02/2021 | 30/04/2021 |
| XMA Ltd | COPFS-2020-176 | Meeting Room Equipment | £​596,415.04 | 30/03/2021 | 30/03/2022 |
| ASA Recruitment | COPFS-2020-180 | Interim Staff Services - Procurement Specialist | £​51,000.00 | 16/03/2021 | 19/04/2022 |
| Atalian Servest | COPFS-2020-182 | Installation of Photo Voltaic Panels – Airdrie; Falkirk; Ballater Street | £​138,784.21 | 26/02/2021 | 07/06/2021 |
| Atalian Servest | COPFS-2020-183 | Installation of EV Charging Points – Paisley; Hamilton; Edinburgh CO; Ballater Street | £​138,025.06 | 26/02/2021 | 02/04/2021 |
| Optima Health | COPFS-2020-184 | Occupational Health Services | £​240,000.00 | 22/03/2021 | 31/03/2025 |
| Venesky-Brown | COPFS-2020-191 | Interim Staff Services - Project Manager | £​63,650.00 | 31/03/2021 | 18/10/2021 |

# Appendix B: 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 (excl. VAT) | Contract Start Date | Contract End Date |
| Kick ICT Group Ltd | COPFS-2016-0017 | Finance and P2P System Software Support | £​138,828.00 | 01/04/2018 | 31/03/2021 |
| CGI IT UK Ltd | COPFS-2016-0018 | Semi- managed Payroll System | £​418,938.94 | 01/12/2015 | 30/11/2022 |
| DX Network Services | COPFS-2016-0051 | Secure Post Delivery | £​685,000.00 | 05/12/2016 | 04/06/2021 |
| Lyreco | COPFS-2016-0052 | Stationery and Office Paper | £​700,000.00 | 01/06/2016 | 30/09/2021 |
| Oracle Corporation UK Ltd | COPFS-2016-0076 | Oracle Database Software Support | £​812,109.85 | 09/04/2015 | 31/03/2021 |
| Total Gas & Power Ltd | COPFS-2016-0100 | Natural Gas | £​180,000.00 | 31/03/2014 | 31/03/2023 |
| Virgin Media Business | COPFS-2016-0105 | Wide Area Network circuits (WAN) | £​3,065,517.07 | 18/04/2018 | 17/04/2025 |
| Vodafone Limited | COPFS-2016-0108 | Fixed Telephony Services | £​160,000.00 | 15/07/2016 | 14/07/2021 |
| Banner Group Ltd. | COPFS-2016-0122 | IT Consumables - FRAMEWORK | £​120,000.00 | 01/11/2016 | 30/09/2021 |
| Precise Media Marketing Ltd. | COPFS-2016-0128 | Media Services | £​150,000.00 | 01/11/2016 | 31/08/2021 |
| Quadient Limited | COPFS-2016-0133 | Lease and Maintenance Support for Franking Machines | £​92,264.00 | 15/09/2016 | 14/09/2022 |
| Quadient Limited | COPFS-2016-0134 | Folder/Insert Devices for NPU | £​168,700.00 | 19/12/2016 | 18/12/2022 |
| Quadient Limited | COPFS-2016-061 | Postal charges on franking machines | £​700,000.00 | 21/11/2016 | 20/11/2022 |
| Edenred | COPFS-2017-0008 | Employee Services | £​286,122.00 | 01/08/2017 | 30/09/2021 |
| Inslaw | COPFS-2017-0023 | PROMIS Software Support | £​228,593.95 | 01/04/2018 | 31/03/2021 |
| Glasgow Taxi's | COPFS-2017-0028 | Taxi Services in the Glasgow area | £​75,000.00 | 22/02/2019 | 28/02/2022 |
| 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 |
| Virgin Media Business | COPFS-2017-0074 | Corporate WiFi | £​641,643.53 | 01/04/2018 | 31/03/2023 |
| 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 | Same Day Courier Service | £​457,000.00 | 16/07/2018 | 15/07/2022 |
| Ricoh UK Ltd | COPFS-2017-020 | Print and Scanning Services | £​1,399,566.27 | 01/04/2018 | 31/03/2023 |
| Storm ID Ltd | COPFS-2018-0048 | Application Development Partnership | £​1,700,000.00 | 17/12/2018 | 31/03/2021 |
| XMA Ltd | COPFS-2018-0056 | Replacement of Storage Area Network (SAN) | £​249,049.40 | 01/12/2018 | 30/11/2024 |
| OH Assist | COPFS-2018-0060 | Employee Assistance Programme | £​157,000.00 | 01/11/2018 | 31/10/2022 |
| Optima Health | COPFS-2018-0065 | Occupational Health Services | £​244,000.00 | 01/04/2017 | 31/03/2021 |
| HP Inc. UK Limited | COPFS-2018-0068-1 | Mobile Devices for Digital Workspace Transformation  | £​1,843,560.66 | 25/02/2019 | 24/02/2022 |
| Insight Direct UK Ltd | COPFS-2018-0068-2 | Microsoft Software Licensing for Digital Workspace Transformation | £​2,647,211.70 | 01/04/2019 | 31/03/2022 |
| Daisy Corporate Services Trading Limited | COPFS-2018-0068-6 | Digital Workplace Smartphones | £​468,836.55 | 28/10/2019 | 27/10/2022 |
| Virgin Media Business | COPFS-2018-0103 | SIP Trunks | £​198,161.00 | 26/07/2019 | 25/07/2024 |
| CTM (North) | COPFS-2018-0121 | Travel Services | £​1,500,000.00 | 01/09/2019 | 31/03/2022 |
| Paper River Consulting Ltd | COPFS-2018-094 | PaperRiver NPU Software | £​77,858.98 | 01/04/2019 | 31/03/2022 |
| NVT Group Ltd | COPFS-2019-015 | Remote Desktop Support | £​183,842.04 | 01/06/2019 | 31/05/2021 |
| LexisNexis | COPFS-2019-018 | Lexis Nexis online legal resource | £​614,868.00 | 28/08/2019 | 27/08/2022 |
| Vodafone Limited | COPFS-2019-022 | PSN/CJX Network Services | £​70,000.00 | 01/06/2019 | 30/04/2021 |
| Notbinary Ltd | COPFS-2019-028 | Darktrace Service | £​336,999.00 | 01/01/2020 | 31/12/2022 |
| EDF Energy Customers Ltd | COPFS-2019-029 | Electricity Supply | £​680,000.00 | 01/04/2019 | 31/03/2023 |
| Park Place Technologies Ltd | COPFS-2019-033 | Server Maintenance & Support | £​500,000.00 | 01/08/2019 | 31/07/2021 |
| CCS Framework Suppliers | COPFS-2019-059 | Purchase of Vehicles  | £​300,000.00 | 11/07/2019 | 01/12/2022 |
| Tibco | COPFS-2019-061 | Tibco iProcess Software Licencing and Support | £​509,412.43 | 20/12/2019 | 19/12/2021 |
| Micro Focus Limited | COPFS-2019-063 | Microfocus COBOL Software Support | £​148,890.00 | 01/12/2019 | 30/11/2022 |
| Anderson Strathern LLP | COPFS-2019-067 | Legal Services | £​1,000,000.00 | 01/03/2020 | 29/02/2024 |
| Oracle Corporation UK Ltd | COPFS-2019-095 | Oracle BI Software Support | £​174,330.88 | 16/12/2019 | 15/12/2021 |
| Computacenter (UK) Ltd | COPFS-2019-130 | Glasgow UPS Refresh & Replacement | £​97,258.94 | 06/01/2020 | 05/01/2023 |
| Softcat (UK) Plc | COPFS-2019-150 | VMWare Licencing and Support | £​161,415.21 | 15/03/2020 | 30/06/2021 |
| Harvey Nash Group plc | COPFS-2019-169 | Interim staff Services - Digital Application Project Manager | £​128,400.00 | 01/04/2020 | 31/03/2021 |
| Venesky-Brown | COPFS-2019-172 | Interim staff Services - IT Project Management Assistant  | £​84,960.00 | 01/04/2020 | 31/03/2021 |
| Softcat (UK) Plc | COPFS-2019-180 | Microsoft Advanced Support | £​56,400.00 | 01/04/2020 | 31/03/2021 |

# Appendix C: Expenditure over £50,000 during the period of this report via SG frameworks

|  |  |  |  |
| --- | --- | --- | --- |
| Supplier Name | Contract Description | Contract Reference | Total Spend |
| Oracle Corporation UK Ltd | Oracle Database Software Support | COPFS-2016-0076 | £812,109.85 |
| Storm ID Ltd | Application Development Partnership | COPFS-2018-0048 | £1,700,000.00 |
| Optima Health | Occupational Health Services | COPFS-2018-0065 | £244,000.00 |
| Harvey Nash Group plc | Interim staff Services - Digital Application Project Manager | COPFS-2019-169 | £128,400.00 |
| Venesky-Brown | Interim staff Services – IT Project Management Assistant  | COPFS-2019-172 | £84,960.00 |
| Softcat (UK) Plc | Microsoft Advanced Support | COPFS-2019-180 | £56,400.00 |
| NVT Group Ltd | Remote Desktop Support | COPFS-2019-015 | £183,842.04 |
| Anderson Strathern LLP | Legal Services | COPFS-2019-067 | £1,000,000.00 |
| ASA Recruitment | Interim Staff Services - Chartered Surveyor | COPFS-2019-148 | £109,962.00 |
| Lorien Resourcing Ltd | Interim Staff Services - Test Analyst Windows 10 Office 365 | COPFS-2019-170 | £114,355.20 |
| Park Place Technologies Ltd | AIX and Linux Support | COPFS-2019-173 | £146,648.96 |
| Softcat (UK) Plc | Human Capital Management (HR) System and Associated Services | COPFS-2020-012 | £1,013,257.63 |
| Harvey Nash Group plc | Interim Staff Services - Executive Business Manager | COPFS-2020-036 | £83,916.00 |
| Harvey Nash Group plc | Interim Staff Services - Quality Assurance/Test Manager | COPFS-2020-043 | £111,516.00 |
| Lorien Resourcing Ltd | Interim Staff Services - IT Business Analysts | COPFS-2020-046 | £101,055.00 |
| Lorien Resourcing Ltd | Interim Staff Services - IT Business Analysts | COPFS-2020-048 | £108,000.00 |
| Venesky-Brown | IT Interim Staff Services - System integration developer | COPFS-2020-065 | £107,520.00 |
| Lorien Resourcing Ltd | IT Interim Staff Services - .NET developer / sys architect | COPFS-2020-067 | £119,055.00 |
| Harvey Nash Group plc | Interim Staff Services – IT Project Manager  | COPFS-2020-068 | £104,316.00 |
| Venesky-Brown | Interim Staff Services – IT Project Manager  | COPFS-2020-069 | £113,520.00 |
| Lorien Resourcing Ltd | .NET / Oracle Developer (Backend integration specialist) | COPFS-2020-073 | £96,254.40 |
| Harvey Nash Group plc | Interim Staff Services – Case Management iOS developer | COPFS-2020-074 | £113,916.00 |
| Harvey Nash Group plc | Interim Staff Services - Senior Programme Manager | COPFS-2020-076 | £97,979.20 |
| Venesky-Brown | IT Interim Staff – Security Operations (SecOps) Engineer | COPFS-2020-095 | £119,520.00 |
| Venesky-Brown | Interim Staff Services - Full Stack Java Developer | COPFS-2020-104 | £56,760.00 |
| Harvey Nash Group plc | Interim Staff Services – IT Infrastructure Project Manager  | COPFS-2020-126 | £116,316.00 |
| Venesky-Brown | Interim Staff Services – IT Infrastructure Architect | COPFS-2020-140 | £86,160.00 |
| Lorien Resourcing Ltd | Interim Staff Services – IT Network Engineer | COPFS-2020-141 | £53,527.20 |
| Venesky-Brown | Interim Professional Staff Services - Comms Content Writer  | COPFS-2020-161 | £65,772.00 |
| Lyreco | Stationery and Office Paper | COPFS-2016-0052 | £700,000.00 |
| Total Gas & Power Ltd | Natural Gas | COPFS-2016-0100 | £180,000.00 |
| Vodafone Limited | Fixed Telephony Services | COPFS-2016-0108 | £160,000.00 |
| Banner Group Ltd. | IT Consumables - FRAMEWORK | COPFS-2016-0122 | £120,000.00 |
| Precise Media Marketing Ltd. | Media Services | COPFS-2016-0128 | £150,000.00 |
| Global Connections (Scotland) Ltd | Interpreting and Translation Services | COPFS-2017-0054 | £938,008.00 |
| Global Language Services Ltd | Interpreting and Translation Services | COPFS-2017-0055 | £197,120.00 |
| Ricoh UK Ltd | Print and Scanning Services | COPFS-2017-020 | £1,399,566.27 |
| CTM (North) | Travel Services | COPFS-2018-0121 | £1,500,000.00 |
| EDF Energy Customers Ltd | Electricity Supply | COPFS-2019-029 | £680,000.00 |
| Park Place Technologies Ltd | Server Maintenance & Support | COPFS-2019-033 | £500,000.00 |
| Business Stream | Water and Waste Water Billing Services | COPFS-2019-045 | £182,000.00 |
| Computacenter (UK) Ltd | Glasgow UPS Refresh & Replacement | COPFS-2019-130 | £97,258.94 |
| Softcat (UK) Plc | VMWare Licencing and Support | COPFS-2019-150 | £161,415.21 |
| Softcat (UK) Plc | VMWare Premier Support for Workspace Licensing and Software Account Management | COPFS-2020-021 | £95,733.00 |
| Softcat (UK) Plc | Firewall and Threat Management Annual Subscriptions | COPFS-2020-023 | £91,416.54 |
| Softcat (UK) Plc | Veeam Backup for Office 365 | COPFS-2020-030 | £63,096.00 |
| Softcat (UK) Plc | Firewall Support Services | COPFS-2020-040 | £173,282.04 |
| Softcat (UK) Plc | F5 Internal Load Balancer Upgrade | COPFS-2020-063 | £74,726.94 |
| Royal Mail | Postal Services | COPFS-2020-081 | £350,000.00 |
| XMA Ltd | iPads and Accessories for CMiC Phase 2 | COPFS-2020-082 | £248,754.54 |
| ASA Recruitment | Interim Staff Services - IT E Learning Consultant | COPFS-2020-084 | £70,677.00 |
| Lorien Resourcing Ltd | Interim Staff Services - Microsoft Office 365 Application Developer | COPFS-2020-105 | £56,527.20 |
| Softcat (UK) Plc | Datacentre Backup Solution | COPFS-2020-159 | £430,083.18 |
| XMA Ltd | Meeting Room Equipment | COPFS-2020-176 | £596,415.04 |
| HP Inc. UK Limited | Mobile Devices for Digital Workspace Transformation  | COPFS-2018-0068-1 | £1,843,560.66 |

# Appendix D: Regulated (over £50,000) Procurements expected to be undertaken during Financial Years 2021/22 & 2022/23

|  |  |  |  |
| --- | --- | --- | --- |
| Contract Description | Anticipated Award Date | Estimated Value | Relet or New Requirement |
| Digital Applications Development Partner | Apr-21 | £2,550,000.00 | Re-let |
| Oracle DBA Services | May-21 | £189,750.00 | New |
| Interim Staff Services - Procurement Specialist IT | May-21 | £104,232.00 | New |
| M365 Planning Analysis Discovery Migration Service | May-21 | £120,000.00 | Re-let |
| Interim Staff Services - Senior Programme Manager | May-21 | £97,979.20 | New |
| Secure Mail Delivery Services | May-21 | £600,000.00 | Re-let |
| Microsoft Direct Routing & Cloud Contact Centre | May-21 | £784,800.00 | New |
| AIX & Linux Support  | May-21 | £311,789.91 | Re-let |
| PIDM Service Booking Application | May-21 | £90,500.00 | New |
| Adobe Acrobat Pro for DC | May-21 | £406,378.44 | New |
| IT Interim Staff - Lead Test Analyst | May-21 | £142,944.00 | Re-let |
| Firewall & Threat Management Annual Subscription  | Jun-21 | £91,420.24 | Re-let |
| Server Maintenance & Support  | Jun-21 | £344,250.46 | Re-let |
| IT Interim Staff - IT Business Analyst | Jun-21 | £154,584.00 | New |
| Backup as a Service | Jul-21 | £260,386.00 | Re-let |
| Remote Desktop Support  | Aug-21 | £188,580.96 | Re-let |
| Interim Staff Services – IT Infrastructure Architect | Aug-21 | £86,160.00 | Relet |
| Interim Staff Services – IT Network Engineer | Aug-21 | £53,527.20 | Relet |
| ITSM Service Desk Solution | Aug-21 | £205,806.60 | Relet |
| Media Services | Sep-21 | £116,800.00 | Re-let |
| IT Hardware for FWOW | Sep-21 | £179,660.25 | New |
| IT Interim Staff - Lead Test Analyst | Sep-21 | £142,944.00 | Relet |
| Interim Staff Services – IT Infrastructure Engineer  | Sep-21 | £50,760.00 | Relet |
| Interim Staff Services – IT SharePoint Designer Administrator | Sep-21 | £116,316.00 | Relet |
| Stationery and Office Paper | Sep-21 | £700,000.00 | Relet |
| Employee Services | Sep-21 | £​286,122.00 | Relet |
| F5 Internal Load Balancer Upgrade | Sep-21 | £​74,726.94 | Relet |
| Postal Services | Sep-21 | £​350,000.00 | Relet |
| IT Interim Staff Services - .NET developer / sys architect | Oct-21 | £​119,055.00 | Relet |
| Interim Staff Services - Project Manager | Oct-21 | £​63,650.00 | Relet |
| Interim Staff Services - Executive Business Manager | Oct-21 | £​83,916.00 | Relet |
| Interim Staff Services - IT Business Analysts | Oct-21 | £​108,000.00 | Relet |
| Interpreting and Translation Services | Nov-21 | £​938,008.00 | Relet |
| Interpreting and Translation Services | Nov-21 | £​197,120.00 | Relet |
| Interim Staff Services - Full Stack Java Developer | Nov-21 | £​56,760.00 | Relet |
| IT Interim Staff - IT Business Analyst | Nov-21 | £​154,584.00 | Relet |
| iPads and Accessories for CMiC Phase 3 | Nov-21 | £​248,754.54 | Relet |
| CCS Technology Online Catalogue FRAMEWORK Call-offs | Dec-21 | £​234,436.45 | Relet |
| IT Interim Staff - Security Operations (SecOps) Engineer | Dec-21 | £​119,520.00 | Relet |
| Oracle BI Software Support | Dec-21 | £​174,330.88 | Relet |
| Tibco iProcess Software Licencing and Support | Dec-21 | £​509,412.43 | Relet |
| IT Interim Staff Services - System integration developer | Dec-21 | £​107,520.00 | Relet |
| Mobile Devices for Digital Workspace Transformation  | Feb-22 | £​1,843,560.66 | Relet |
| Taxi Services in the Glasgow area | Feb-22 | £​75,000.00 | Relet |
| Interim Staff Services – IT Project Manager  | Mar-22 | £​104,316.00 | Relet |
| Interim Staff Services – IT Project Manager  | Mar-22 | £​104,316.00 | Relet |
| Interim Staff Services – IT Project Manager  | Mar-22 | £​113,520.00 | Relet |
| Power Retrieve Software | Mar-22 | £​84,669.00 | Relet |
| Fuel Cards for Pool Cars | Mar-22 | £​54,000.00 | Relet |
| Interim Staff Services - Chartered Surveyor | Mar-22 | £​109,962.00 | Relet |
| PaperRiver NPU Software | Mar-22 | £​77,858.98 | Relet |
| Travel Services | Mar-22 | £​1,500,000.00 | Relet |
| Security Guarding and Keyholding Services | Mar-22 | £​529,209.60 | Relet |
| Microsoft Advanced Support  | Mar-22 | £​58,019.24 | Relet |
| New Switches | Mar-22 | £​90,456.47 | Relet |
| Promis Software Support  | Mar-22 | £​234,011.91 | Relet |
| Gartner Annual Subscription | Mar-22 | £​168,454.05 | Relet |
| .NET / Oracle Developer (Backend integration specialist) | Apr-22 | £​96,254.40 | Relet |
| Oracle Database Software Support Renewal | Apr-22 | £​153,813.30 | Relet |
| IT Health Checks  | Apr-22 | £​52,250.00 | Relet |
| Interim Staff Services - Procurement Specialist | Apr-22 | £​51,000.00 | Relet |
| Interim Staff Services – Case Management iOS developer | Apr-22 | £​113,916.00 | Relet |
| Interim Staff Services - IT E Learning Consultant | May-22 | £​70,677.00 | Relet |
| Interim Staff Services - Procurement Specialist IT | Jun-22 | £​104,232.00 | Relet |
| Firewall & Threat Management Annual Subscription  | Jul-22 | £​91,420.24 | Relet |
| Interim Staff Services - IT Infrastructure Project Manager  | Jul-22 | £​116,316.00 | Relet |
| Same Day Courier Service | Jul-22 | £​457,000.00 | Relet |
| AIX & Linux Support  | Jul-22 | £​311,789.91 | Relet |
| Interim Staff Services - Senior Programme Manager | Aug-22 | £​97,979.20 | Relet |
| Lexis Nexis online legal resource | Aug-22 | £​614,868.00 | Relet |
| Lease and Maintenance Support for Franking Machines | Sep-22 | £​92,264.00 | Relet |
| Interim Staff Services - Senior Programme Manager | Oct-22 | £​97,979.20 | Relet |
| Digital Workplace Smartphones | Oct-22 | £​468,836.55 | Relet |
| Employee Assistance Programme | Oct-22 | £​157,000.00 | Relet |
| Firewall Support Services | Nov-22 | £​173,282.04 | Relet |
| Oracle DBA Services | Nov-22 | £​189,750.00 | Relet |
| Postal charges on franking machines | Nov-22 | £​700,000.00 | Relet |
| Semi-managed Payroll System | Nov-22 | £​418,938.94 | Relet |
| Microfocus COBOL Software Support | Nov-22 | £​148,890.00 | Relet |
| Purchase of Vehicles  | Dec-22 | £​300,000.00 | Relet |
| Folder/Insert Devices for NPU | Dec-22 | £​168,700.00 | Relet |
| Darktrace Service | Dec-22 | £​336,999.00 | Relet |
| M365 Planning Analysis Discovery Migration Service | Dec-22 | £​120,000.00 | Relet |
| Glasgow UPS Refresh & Replacement | Jan-23 | £​97,258.94 | Relet |
| Print and Scanning Services | Mar-23 | £​1,399,566.27 | Relet |
| Corporate WiFi | Mar-23 | £​641,643.53 | Relet |
| Electricity Supply | Mar-23 | £​680,000.00 | Relet |
| Water and Waste Water Billing Services | Mar-23 | £​182,000.00 | Relet |
| Network Hardware Support | Mar-23 | £​87,666.71 | Relet |
| Telephony Support | Mar-23 | £​302,461.00 | Relet |

# Appendix E: 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). |
| SME | Suppliers who have less than 250 employees. |
| SUL | Service User Lead – key staff in COPFS identified as being involved in the procurement and contract management processes. |