



Annual Procurement Report 2022-23



V1.0

Preserving the past | Recording the present | Informing the future

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1. Introduction

National Records of Scotland

National Records of Scotland (NRS) is a Non-Ministerial Department (NMD) within the Scottish Administration. It is headed by a Chief Executive (CEO) who fulfils the role of two non-ministerial office-holders, the Registrar General for Scotland and the Keeper of the Records of Scotland.

We hold records spanning the 12th to the 21st centuries, touching on virtually every aspect of Scottish life. We administer the registration of life events such as births, deaths, marriages, divorces and adoptions and we take the census of Scotland's population every 10 years and prepare and publish regular demographic statistics.

We also conduct Scotland's Census which is the official count of every person and household in the country and there has been a census in Scotland every 10 years since 1801, except 1941 and the 2021 census in Scotland was moved to 2022 due to the impact of the COVID-19 pandemic.

NRS Procurement

NRS procures a range of services, goods and works to support our very diverse business and our estate. In 2022-23 we spent over £37m with third parties. Our key procurement principles continue to be founded on openness, fairness, transparency and equal treatment. NRS Procurement continues to promote best practices when working with our stakeholders and suppliers to ensure we buy goods, works and services efficiently, effectively and sustainably, in accordance with legal and ethical standards, whilst demonstrating best value. This continued approach has resulted in NRS Procurement saving the organisation £4,732,072.67 in the 2022-23 year.

Progress on our procurement activities is monitored and recorded through the Procurement & Commercial Improvement Programme (PCiP) administered by Scottish Government (SG). The next PCiP assessments are due to take place in 2024.

A proactive and strategic procurement operation is a key contributor to building business capability and performance in increasingly competitive markets. Ensuring NRS remains compliant in our procurement activities, supporting positive social, economic and environmental outcomes and developing our procurement capability remain key themes and drivers. Raising the profile of procurement operations within the organisation, by establishing good working relationships with stakeholders, in order to develop robust sourcing strategies which meet the requirements of business areas in a way that adds value (and supports the overall objectives and vision of the organisation) remain essential to achieving this.

Under the Procurement Reform (Scotland) Act 2014 NRS is required to produce an annual report on our regulated procurement activities. The Annual Procurement Report details the programme of procurement activities undertaken during the year in conjunction with our stakeholders. This will be the sixth Annual Procurement Report we have produced. It contains details of our regulated procurements together with highlights on our performance and achievements in delivering the NRS Procurement Strategy, critical projects for the organisation and climate action and community benefit initiatives.

Sue Barber
NRS Chief Purchasing / Procurement Officer

2. Summary of Regulated Procurements Completed

NRS remains committed to procuring goods and services from Scottish Government and Crown Commercial Services collaborative framework contracts where possible. Information on individual regulated procurements, required under Section 18(2) of the Procurement Reform (Scotland) Act 2014 that were completed during the 2022-23 financial year (including procurements through collaborative framework contracts) are detailed in Annex 1.

During the period of this report our procurement activity focused on supporting the Census programme to contracts conclusion, ICT transformation, developing our digital services and preserving our buildings:

Preserving the Past

New Register Housing Roofing Works

A major project at the category A listed New Register House (NRH) to overhaul the entire roof of this purpose-built Victorian building began with the procurement of the scaffolding to enable the roofing works to be completed. A key aspect of the project requirements is to future proof the building to address climate change, specifically implementation of adaptations to improve the rainwater discharge capability in response to the increased frequency of severe rainfall. The installation of the scaffolding is nearing completion and the competitive procurement for the NRH contractor to undertake the roof works is currently in the evaluation stages. Further details can be found in the Climate Change section.

Recording the Present

Scotland's Census

At the beginning of the financial year NRS completed the collect stages of the Census in Scotland with Procurement putting critical agreements in place with some of the Local Authorities to provide some Census supporting activities in order to maximise the overall response rates.



The census is important as the results offer a detailed and accurate snapshot of the nation which has many uses and is relied upon by Local and Scottish Government and other service providers to make important decisions. It is also widely acknowledged as playing a fundamental and unique role in the provision of comprehensive and robust population statistics.





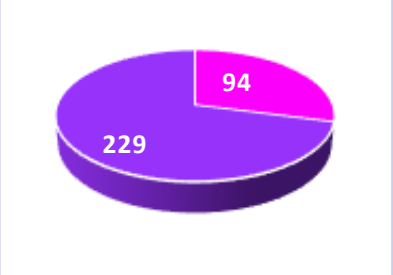





A New Web Continuity Service

Following a competitive procurement our Web Continuity Service, which captures and preserves the websites of selected organisations making them freely available to the public via NRS Web Archive transitioned to a new service provider during the year. We have since added 15 new websites to the archive, running 345 crawls including additional crawls on the death of Her Majesty Queen Elizabeth II and the resignation of the Nicola Sturgeon MSP, First Minister of Scotland.

Informing the Future

NRS IT Services have continued with a programme of technology modernization with the support of NRS Procurement. Our core storage services have been modernised and we implemented additional secure backup services aided through the procurement of a tertiary storage cloud solution. We continue to work closely with our digital service providers to extend our use of cloud services.

3. Summary of Procurement During 2022-23

<p>Number of New Regulated Contracts awarded</p> <p> 21</p>	<p>Procured external spend (ex. VAT)</p> <p>£37,385,572</p> <p></p>	<p>New Regulated contracts awarded (total value) (Ex. VAT)</p> <p> £4,770,585</p>
<p>Total Number of Suppliers</p> <p>323</p> <p></p>	<p>94 Suppliers were SME's</p> <p></p>	<p>Local Suppliers</p> <p>23</p> <p></p>
<p>Local Spend</p> <p>19.67%</p>	<p>SME Spend (Ex. VAT)</p> <p>£5,828,411 15.59%</p>	<p>SME Suppliers (exc. SME Sub-contractors)</p> <p>29.2%</p>
<p>Transactions</p> <p>3,562</p>	<p>GPC Spend</p> <p>0.8%</p> <p></p>	<p>Annual Cash Savings</p> <p>£4,732,072.67 (12.66% Procured spend)</p>
<p>Invoices paid on time</p> <p>90.3%</p> <p></p>	<p>Spend on Goods Contracts with Fair & Ethical Trading Considerations</p> <p>£677,967.84</p> <p></p>	<p>Supported Business Spend (Ex. VAT)</p> <p>£16,241.42</p> <p></p>

4. Review of Regulated Procurement Compliance

NRS Procurement remains focused on delivering a transparent, fair and effective procurement service which is legally compliant, achieves best value, promotes best practice and supports the NRS Strategy. To ensure we have consistency in our approach we follow the relevant Scottish Government Procurement Journey, for all of our contracts, which promotes best practice, supports all levels of procurement activity and provides a structure for managing stakeholder and supplier expectations.

NRS has a centralised Procurement Team responsible for procurement activities including implementing procurement policy, best practice and for ensuring compliance with Procurement Legislation. We also provide contractual and contract management advice and support.

We understand that key to successful procurement operations is to establish good relationships with stakeholders to aid the development of sourcing strategies that cover the needs of business areas in a way which adds value and supports the overall objectives and vision of the organisation. To this end we work closely with our stakeholders and suppliers on pre-procurement activities, including early market engagement to gauge interest in and inform our contracts. We also assist our stakeholders with the development of their requirements in order to procure fit for purpose contracts for NRS which are compliant with Scottish Public Procurement legislation and can demonstrate value for money.

Sometimes there are exceptional circumstances where it may not be appropriate to follow a genuine and effective competition to award a contract to a supplier. Where this is the case a request must be made in accordance with the NRS Request for Non Competitive Action (NCA) procedures which is aligned with SG Procurement Policy guidance. Any NCA requests for regulated procurements are approved by the Chief Purchasing/Procurement Officer and the CEO. There was 1 NCA during the period of this report. The NCA contract awarded is included in the list in Annex 1.

In accordance with our Procurement Strategy we use Public Contracts Scotland (PCS) to publish our regulated contract opportunities and contract award notices once the procurement is concluded. PCS and Public Contracts Scotland Tender (PCST) are also used by NRS to allow Suppliers to submit their tenders to us electronically. For non-regulated contracts where the goods/services cannot be procured through a framework we use "Quick Quotes" on PCS.

Where a bid is unsuccessful NRS provides written feedback to Suppliers of the reasons why their tender or quotation was unsuccessful based on the specified evaluation criteria. Contracts awarded through regulated procurements completed during the full reporting period from 1 April 2022 to 31 March 2023 are included in Annex 1.

NRS is subject to the Scottish Government Procurement and Commercial Improvement Programme (PCIP) which is designed to measure procurement and commercial capability and identify areas that require further improvement. NRS is fully committed to this programme and aims to continually improve its high level performance for a PCIP medium sized organisation.

Commercial Contract Management (Census Programme)

The dedicated Commercial Contract Management Team continued to oversee the portfolio of Census contracts during the Scotland's Census 2022 delivery period and the Census Coverage Survey period followed by the contracts decommissioning period. With their main aim being to ensure the contracts

continued to perform as intended, any issues were identified and addressed and exit management arrangements transitioned smoothly. The activities of the team included holding regular and frequent scheduled meetings with the relevant suppliers and also undertaking reviews of contracts with relevant business areas and Suppliers. NRS Procurement continued to provide ongoing contractual support to this team as required.

Following completion of the Census programme and successful closure of all related contracts, CCM team have been focussing on the development of a standardised approach to the management of contracts across the wider NRS business.

5. Review of Regulated Procurement Compliance

NRS continues to contribute towards improving the social wellbeing element of its sustainable procurement duty by adopting a policy to promote fair work practices in relevant public contracts and seeks to maximise social considerations which can be delivered through the performance of its services and its contracted services through the promotion of Community Benefits which are relevant and proportionate to the contract. These measures will ensure we remain an inclusive organisation which both promotes and encourages a diverse range of suppliers including SME's, Supported Businesses and Third Sector organisations.

A large number of the SG and CCS frameworks we procure through contain community benefits which are contributing to the wider CSR initiatives promised by the suppliers.

Our regulated procurements (including procurements through frameworks, where relevant and proportionate) include a Fair Work Practices and Community Benefits Supplier information section. During the contract term we expect the appointed Supplier to deliver Community Benefits related to the performance of the contract through, for example, the creation of targeted recruitment and training, work placements, curriculum support, community enhancement and SME supply chain support etc.

During 2022-23 we focused our attention to deliver very specific community benefits to as many Scottish charitable organisations as we could, which is explained in section 5.1.

COMMUNITY BENEFITS

5.1 Donation of Scotland's Census 2022 IT and Associated Equipment to Scottish Charitable Organisations

National Records of Scotland (NRS) completed Scotland's Census during this reporting year which is the official count of every person and household in the country.

Every household in Scotland has a legal responsibility to complete a census questionnaire, which is why we ran an extensive field operation across Scotland over the census delivery period from February to August 2022 to maximise the number of responses.

As part of the legacy of Scotland's Census 2022 and following analysis of the most appropriate and beneficial disposal options, NRS decided to donate 404 Chromebooks and 126 mobile phones, procured for and used by the census field staff last year, to charitable organisations across Scotland to further benefit work in this sector.

We wanted as many charitable organisations to benefit from the chromebooks and mobile phones as possible. NRS Procurement managed the initiative which required Organisations to complete a bid application form which asked, among other things, about the work of their organisations and the benefit the receipt of some of these devices would make to their work in providing supporting services to people in Scotland

We attracted considerable interest, receiving significantly more bid applications than expected. 558 applications in total. The bids were then checked, registered and evaluated before letters were prepared for each bid informing them of the outcome.

We were amazed by the wide variety, scope and reach of all of the bid applications received covering every kind of supporting services for people and communities across Scotland. All of them clearly providing worthwhile help to those who need it, or carrying out activities to support those in need.

To fulfil all of the requests received we would have required 3,856 chromebooks and 1,390 mobile phones. Unfortunately, we had only about 10% of that total to donate. However, 197 charities received a donation of the devices. All of the recipients were:

Aberdeen Action On Disability	Aberdeen Foyer	Aberdeen in Recovery (AiR)
Ability Borders SCIO	Adventure Circus	Advocacy Service Aberdeen
Albion Rovers Community Trust	Alchemy Film and Arts	Amma Birth Companions
Archway (Respite Care & Housing) Ltd	Ardgowan Hospice	Argyll Couple Counselling
Arkaig Community Forest	Baby Bank Scotland	Balls & Boots
Barnardo's Works Tayside	Befriend a Child	Bethany Christian Trust
Bethesda Hospice	Bonnyrigg After School Club	Boots & Beards
Buddies Clubs and Services (Glasgow West) Ltd	Care and Repair in Lanarkshire	Carefree Kids East Lothian
Castlemilk Community Church	Central and West Integration Network	CFINE Ltd
Children in Scotland	Clackmananshire Womens Aid	Clackmannanshire District Scouts
Coastwatch Scotland Irvine	Combat Stress	Community Playgroups
Comunn Eachdraidh Bheàrnaraigh (Berneay Historical Society)	Coorie Creative Makers Ltd	Cosgrove Care
Cranhill Development Trust	Crossreach- The Mallard (Church of Scotland)	Crossroads Youth & Community Association
Cruse Scotland Bereavement Support	Cultivating Mindfulness	Currie Playgroup
Cyrenians	Daisy Drop In	Dalmore Cemetery Lairholders Association
Deaf Action	DG Voice	Distinctive Dance Academy
Dr Bell's Family Centre	Drymen Village Hall Committee	Dumbarton Area Council on Alcohol
Dunblane Museum Trust	Dunfermline Advocacy	Early Years Scotland
East Kilbride Moncreiff Parish Church	Edinburgh & Lothians Regional Equality Council	Edinburgh City Mission SCIO
Edinburgh Hindu Mandir & Cultural Centre	Edinburgh Women's Aid, Ltd	Edinburgh World Heritage Trust
Eighteen and Under	Elevate, Glasgow Council on Alcohol 97505	Elgin Youth Development Group
Epilepsy Connections	Epilepsy Scotland	Erskine
Euan's Guide	Family Journeys	FARE Scotland Ltd
Fife Employment Access Trust	Finn's Place	Fire & Peace Recovery
Food Train	Forth Community Resource Centre Steering Group	Forth Valley Sensory Centre
Four Square (Scotland)	Friends of Scottish Settlers (FOSS)	Frontline Fife Homelessness Services
Glasgow Acting Academy SCIO	Glen Urquhart Childcare Centre	Glenboig Development Trust
Glenburn Independent Baptist Church	Gorbals Youth Café	Govan Community Project
Govan Youth Information Project	Grangemouth Old Peoples Welfare	HealthLink360
High Life Highland	HSTAR Scotland	Includem
Indigo Childcare Group	International Women's Group, SCIO	Isaro Community Initiative
ISKCON Scotland	Kelso Writers	Kilbryde Hospice
Killearn Community Futures Company	Kingsway Community Connections	Kirkton Community Centre Local Management Group
LAMH Recycle Ltd	LANDED Peer Education Service	Levenmouth Foodbank & Community Support Project
LINKnet Mentoring Limited	Linlithgow Burgh Trust	Lochee Parish Church of Scotland
Men Matter Scotland	Menstrie Community Action Group	Mental Health Aberdeen (MHA)
Milan Senior Welfare Organisation	Moulin Kirk Trust	Muirfield Playgroup
Music Broth SCIO	Networking Key Services Limited (NKS)	Nil by Mouth
North Walls Centre	One Community Scotland	One Parent Families Scotland
OutPost Arts	Pachedu	Parkinson's UK Scotland
People Know How	Perth Autism Support SCIO	Pink Saltire
Portobello Toddlers Hut Playgroup	Prestwick After School Care Service	Project Esperanza
Rape Crisis Grampian	RecoveryAyr	Reindeer Playgroup

Relationships Scotland Couple Counselling Fife	Renfrewshire Citizens Advice Bureau	Renfrewshire Libraries is part of OneRen
Replay Sport Scotland	right2dance	Riverside Explorer Scouts, Perth and Kinross District Scout Council
Roar-Connections For Life Ltd	Robert Burns Ellisland Trust SCIO	Rowan Alba Ltd
Rutherglen & Cambuslang Foodbank	Saheliya – Play and Learn Centre	SAMH
Scot Baby Box Appeal	Scotland’s Churches Trust	Scottish Council of Jewish Communities
Scottish Drugs Forum	Scottish Men’s Sheds Association (SMSA)	Scottish SPCA
Sea the Change	Shared Parenting Scotland	Shopmobility Paisley & District
Simeon Care For The Elderly Ltd	Sonic Bothy	Spartans Community Football Academy
Sport Aberdeen	SPRED Galloway	St Andrew Cathedral Church, Aberdeen
St Mary’s Kenmure	STAND	Stirling4 Community
Strathard Community Trust	Strathburn Park Preschool	Strathcarron Hospice
Strathmore Mens Shed	SupERkids	Supporting Our Community
Survivors of Human Trafficking in Scotland	Tagsa Uibhist	The Attic SCIO
The Croft (Visitors’ Support & Advice Centre, Barlinnie)	The Furniture Project (Stranraer) Ltd	The Health and Wellness Hub
The Moira Anderson Foundation	The Oasis Youth Centre Management Committee	The Salisbury Centre
The Seed Box Ltd	The Sorted Project	The Sound Lab
The St Johnstone Community Trust	The Three Harbours Association	The Uphill Ski Club of Great Britain trading as Disability Snowsport UK
The Welcoming Association	The Workshop Aberfeldy	Tiphereth
Touch of Love Outreach	Trossachs Search+ Rescue Team	Trust in Fife
Upward Mobility Ltd	Urras Coimhearsnachd Bhràdhagair agus Àrnoil	Vox Liminis
Water of Leith Conservation Trust	Wee County Veterans & Supports Group	Wigtownshire Stuff
Womens Aid East and Midlothian	World Care Foundation	YMCA Edinburgh SCIO
YMCA Gatehouse of Fleet	YMCA Glenrothes	

A total of 404 Chromebooks and 126 mobile phones were donated.

A total of 197 charitable organisations benefitted from receiving either a few chromebooks, mobile phones, or both.

6. Supported Businesses Summary

Supported businesses have an important contribution to make to the Scottish economy, not only through the goods and services they deliver, but also by providing meaningful employment, training and support for those who may otherwise be excluded from the workplace.

SG have a supported businesses collaborative framework contract covering some goods and services which NRS has contracted through during the period of this report. NRS continues to participate on Central Government Supported Businesses initiatives.

A summary of NRS expenditure with supported businesses during the period of this report is shown below:

Supported Business	Goods/Services Contracted	Spend £
Haven	Uniforms/PPE	16,241.42
TOTAL		16,241.42

NRS Procurement continues to watch out for potential reserved contract opportunities for supported businesses and we will continue to encourage our prime contractors to purchase goods/services from supported businesses where appropriate.

7. Fair and Ethical Trade Considerations Summary

The Scottish Government offer a number of collaborative frameworks for public sector organisations to procure goods and the associated services through. These particular frameworks, listed below, have some fair and ethical trading considerations included in the requirements, in line with section 15 of the Procurement Reform (Scotland) Act 2014, ensuring all goods supplied under the framework are produced in accordance with International Labour Organisation (ILO) conventions that have been ratified by the country of their origin, in particular, labour standards, working conditions and the use of child labour.

The NRS spend information on fair trade goods (and any associated services) through those frameworks for 2022-23 financial year is detailed in the table below:

Scottish Government Framework	Supplier	Contract Spend (Ex. VAT)
Web Based and Proprietary Devices Framework	XMA Ltd	£595,821.58
Office Equipment Framework (MFD's)	Capital Document Solutions	£4,324.75
Technology Peripherals and Infrastructure	Computacenter	£77,821.51
8	TOTAL	677,967.84

8. Climate Change Summary

8.1 Our Policy on Climate Change

NRS is committed to climate and circular economy obligations included in our NRS procurement strategy; reporting progress against these commitments to demonstrate how we are using our procurement spend to support our organisation's response to the global climate emergency. Sustainable Procurement has been part of the organisation's Environmental Policy since 2010. This commits NRS to making more sustainable choices when undertaking procurements and to work with suppliers to minimise environmental and social impacts of the supply chains.

We continue to upgrade some of our older plant, equipment, lighting and vehicles by procuring more energy efficient replacements when they reach end of life.

We utilise Scottish Government (SG) collaborative contracts for electricity, gas and water to ensure we obtain the maximum environmental and sustainable benefits from collaborative procurement.

We procure our ICT equipment (desktops & laptops) through the SG ICT collaborative framework contracts to ensure energy efficient equipment is purchased to support the environmental principles of "Scotland's Digital Future: Scottish Public Sector Green ICT Strategy".

National Records of Scotland also uses 'Sustainability Tests' for larger contracts to ensure that we build sustainable criteria into the specification of the product/services/works where possible. We will, where applicable, use the Sustainable Procurement Tools advocated by Scottish Government in response to the sustainable procurement duty included in the Procurement Reform (Scotland) Act 2014.

8.2 Updating Our Fleet of Older Vehicles to Electric



During the 2022-23 financial year, NRS replaced its old vehicles with a decarbonised fleet. NRS has adopted the SG zero emissions target to help Scotland meet the 2045 Net Zero target and this includes the commitment to decarbonise public sector fleet vehicles by 2025. NRS was able to deliver this ahead of the 2025 target.

8.3 Greener ICT

NRS procures ICT, Office and related equipment (desktops, laptops, Multi-Function Devices (MFD's) etc) through the various SG collaborative framework contracts to support the environmental principles of "Scotland's Digital Future: Scottish Public Sector Green ICT Strategy". The environmental benefits of procuring through those various SG frameworks will include some, or most, of the following:

- a reduction in carbon emissions through the inclusion of latest environmental and energy efficiency certification of the products;
- core commercial devices having a stated minimum life with spare parts available for a required timescale after the device end of sale date in order to maximise the product lifespan;

- products meeting or exceeding the minimum of Electronic Product Environmental Assessment Tool (EPEAT) Gold compliance, with supporting documentary evidence from the manufacturer;
- a focus on waste minimisation with inbound packaging being recycled and suppliers being encouraged to reduce overall product packaging; and
- extending the products useful life while ensuring compliance with the Waste Electrical and Electronic Equipment (WEEE Directive) and data security requirements.

8.4 Reuse and Redeployment of Old IT Equipment



As NRS prepared to exit one of the buildings in our estate, following a revised Estates strategy post covid, NRS Procurement put in place a contract with the Turing Trust for reuse and redeployment of old IT equipment, following the secure wiping of devices by our IT Directorate, with the first shipment of equipment made to the Turing Trust in the last quarter of the financial year. NRS IT colleagues in Service Management & First Line, assisted by Estates, put in long hours and enormous effort into identifying, sorting, recording, packing up, and moving computer equipment that we no longer needed.

They built up a strong relationship with the Turing Trust and worked with them to identify everything they could re-use and to minimise waste.

As a result, NRS and other donor organisations are contributing to thousands of pupils graduating with the vital digital skills needed for them to participate in today's digital economy. It also prevented much of the equipment going to landfill, thereby reducing our carbon emissions and the effects of climate change on our planet

8.5 New Register House External Roof Works (Stage 1)



New Register House, one of our 3 historical buildings within the Edinburgh World Heritage site, requires work in order to protect and preserve the building which houses some of our documents. Following a competitive tender procedure during the year we awarded a contract for external scaffolding to be erected at New Register House which is required for the removing of the old roof and installation of the new one. The scaffolding is in place ready for the successful roofing contractor to begin the works (stage 2) once the outcome of the current competitive tender exercise for the roof works is known.

9. Future Regulated Procurements Summary

A summary of our anticipated future regulated procurements expected to commence and be awarded over the next two financial years is attached at Annex 2. It contains details of:

- the subject matter of the contract
- whether it is a new or re-tender procurement
- the expected financial year when the contract will be awarded.

10. Additional Information on Procurement and Procurement Activities

10.1 Facilitating the Involvement of SMEs, Supported Businesses and Third Sector Organisations

NRS remains an inclusive organisation which encourages a diverse range of suppliers including Small and Medium sized-Enterprises (SMEs), Supported Businesses and Third Sector organisations.

NRS continues its membership of the Supplier Development Programme (SDP) <http://www.sdpscotland.co.uk/home.aspx> which provides a range of specialist business support activities including the provision of advice, information and training support with the aim of assisting businesses to become more capable of accessing and competing for public sector contracts.



We continue to develop our requirements in way which does not act as a barrier to SMEs participating in, or tendering for, NRS contracts.

10.2 Serious and Organised Crime

NRS understands the importance of tackling serious organised crime, which includes ensuring that NRS does not work with suppliers that have such involvement. We continue to complete the due diligence checks required by public bodies to mitigate the various risks posed from serious and organised crime.

10.3 Fair Work Practices – The Living Wage



NRS is accredited by the Poverty Alliance as a Scottish Living Wage employer. This officially recognises our on-going commitment to paying our staff, and our contracted staff, at least the Scottish Living Wage. The Scottish Living Wage is the amount a person should receive to cover their basic costs of living in the UK and is reviewed annually.

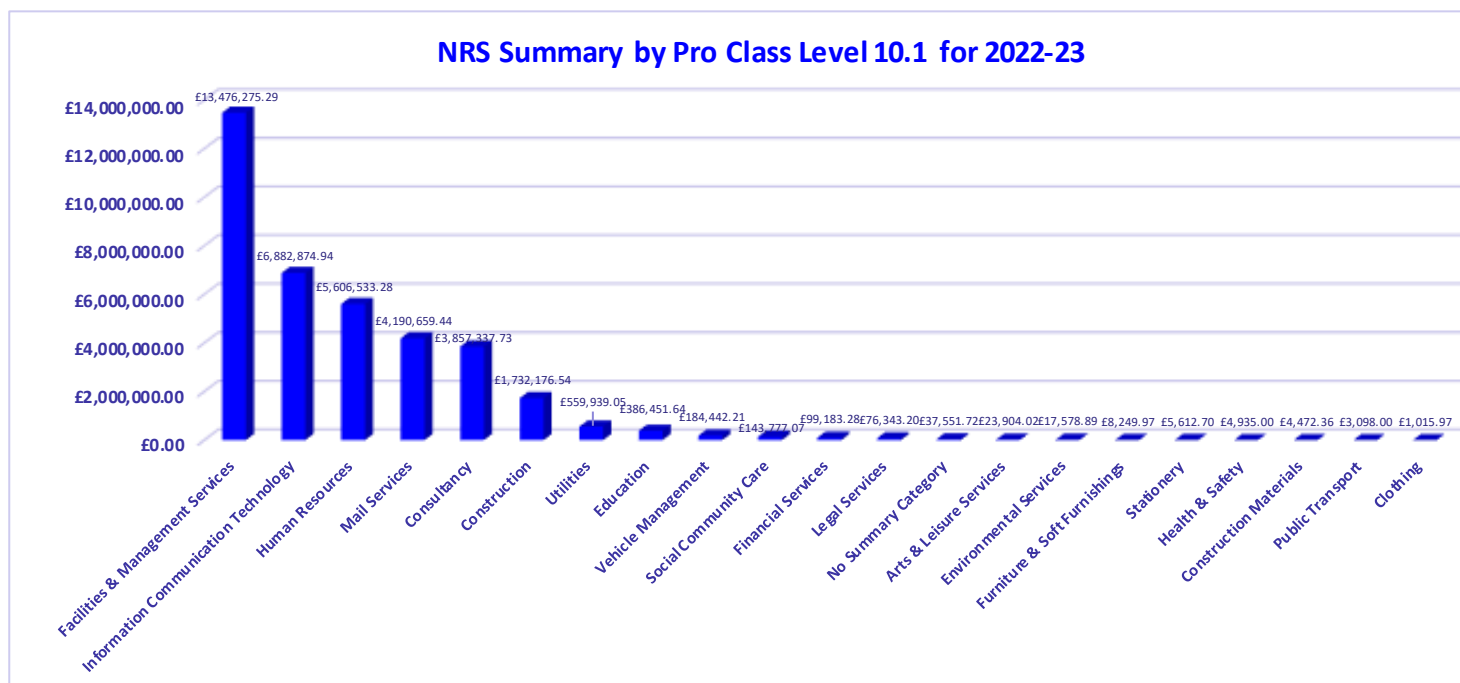
We promote the Living Wage in our tender documents for regulated procurements. All of our service contracts awarded support the Scottish living wage.

10.4 Payment to Our Suppliers

NRS remains committed to paying our Suppliers promptly for goods, services and works. Contractually we are committed to paying our Suppliers within 30 days of receipt of an invoice. In line with Scottish Government’s payment performance targets we aim to pay 98% of undisputed invoices within 10 working days of receipt of the invoice.

We paid a total of 3562 invoices and our performance against the 10 working days payment target for the 2022-23 financial year was 90.3% (which included disputed invoices).

10.5 Expenditure with Core Trades During 2022-23

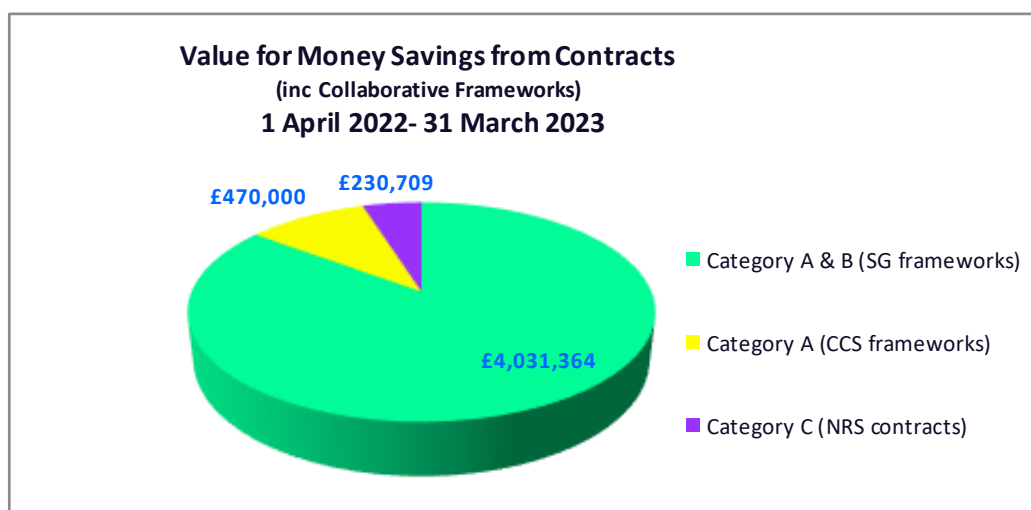


10.6 Procurement savings 2022 - 23

Good public procurement makes the best use of public money to deliver value for money goods, services and works which benefit the Scottish economy as a whole. At the centre of this concept in procurement is finding the optimal balance between cost, quality and sustainability. Capturing value for money benefits and savings is becoming increasingly beneficial in understanding the part procurement can play in supporting the delivery of their organisations services at a time of resourcing constraints.

Value for money savings on contracts are calculated in accordance with the SG Procurement Benefits Reporting Guidance for Scottish Publicly Funded Sectors.

The total value for money savings realised on contracts placed by NRS Procurement during the 2022-23 financial year are:



10.7 Collaborative Working

We continue to work in close partnership with other public bodies to support Collaborative working initiatives for Scottish Public Sector procurement reform driving these initiatives forward in NRS. This has included continued membership of the Procurement Cluster Group which builds procurement capability through supporting, mentoring and the sharing of best practice in addition to promoting collaborative contract opportunities.

11. Glossary of Terms

Category	A collection of commodities or services sourced from the same or similar supply base, which meet a similar consumer need, or which are inter-related or substitutable. Category A – National Category B – Sector Specific
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	Category C – Organisation Specific
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Community Benefits	Are contractual requirements (relevant and proportionate to the subject matter of the contract) placed on a Contractor which have been set by a contracting authority in accordance with the duties placed on a contracting authority under Section 9 of the Public Procurement Reform (Scotland) Act 2014 to consider how in conducting the procurement process it can improve the economic, social and environmental wellbeing of the contracting authority's area.
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
Market Engagement	The Procurement function communicating with a supply chain prior to designing and developing the requirements specification, either to seek feedback to inform the requirements or collaboration, or to provide advance notice of future contract opportunities.
Procurement and Commercial Improvement Programme (PCIP)	Is an external appraisal of procurement processes, procedures and activities on an public sector organisations across Scotland which is assessed against defined criteria aimed at improving procurement capability overall.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey is enhanced on an ongoing basis with any procurement legislative updates, feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Regulated Procurements and Contracts	For the purposes of the Procurement Reform Scotland Act 2014 'Regulated procurements' apply to the following thresholds: Public goods and services contract - £50,000. Public works contract - £2,000,000. Community benefits requirement to contracts - £4,000,000 and is not an excluded contract under Regulation 6 of Public contract regulations.
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SMEs) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Stakeholder	Any person or group who has a vested interest in the success of the procurement activity, i.e. receives services from it.
Supported Businesses	Are those where more than 30% of the workers are disabled or disadvantaged persons who by reason of the nature or severity of their disability/disadvantage are unable to take up work in the open labour market.

Annex 1 Regulated Procurements Completed 1 April 2022 – 31 March 2023

Contract Ref	Contract Title/Subject Matter of Contract	Type of Contract	Supplier Name	Start Date	End Date	Estimated Contract Value (Ex. VAT)
						£
NRS1013505	*BT Phone Line and Broadband 23-24	Services	BT plc (Newcastle)	01/04/2022	31/03/2023	£50,500.00
21/0484	Interim/temporary manager/professional	Services	Venesky-Brown	11/04/2022	06/01/2023	£79,755.00
21/0654	Interim/temporary manager/professional	Services	Venesky-Brown	11/04/2022	07/10/2022	£62,250.00
21/0773	Interim/temporary manager/professional	Services	ASA Recruitment	13/06/2022	22/11/2022	£80,687.25
17/05/028 - T&A - C001	Professional Estate Management Services	Services	Thomas and Adamson	23/06/2022	22/06/2024	£60,000.00
17/05/030	Scaffold for redecoration of the Adam Dome	Works	Lyndon SGB	18/07/2022	17/07/2023	£131,711.17
17/06/2008	Web Archiving Services	Services	MirrorWeb	05/09/2022	04/09/2025	£455,200.00
22/0069	Interim/temporary manager/professional	Services	Venesky-Brown	13/09/2022	29/09/2023	£137,836.00
22/0290	Interim/temporary manager/professional	Services	Lorien	10/10/2022	25/11/2022	£93,595.33
22/0346	Interim/temporary manager/professional	Services	Lorien	24/10/2022	30/06/2023	£97,367.86
17/10/020	Tertiary Storage - Commvault Metallic Cloud Solution	Services	Softcat Plc	01/11/2022	31/10/2025	£60,061.73
17/05/031	Decoration of Adam Dome	Works	Bell Decorating Group	29/11/2022	28/08/2023	£168,678.85
17/05/28	FM Professional Services Framework	Services	Austin Smith Lord Thomas & Adamson	06/07/2022	05/07/2027	£750,000.00
22/0217B	Interim/temporary manager/professional	Services	Cadence Resourcing	08/12/2022	08/06/2023	£67,588.50
22/0479	Interim/temporary manager/professional	Services	Venesky-Brown	12/12/2022	08/12/2023	£189,000.00
22/0558	Interim/temporary manager/professional	Services	Harvey Nash	09/01/2023	28/06/2024	£246,840.00
17/05/2028-ASL - C002	Professional Estate Management Services	Services	Austin Smith Lord	09/03/2023	09/03/2024	£100,000.00
17/05/28-ASL - C001	Professional Estate Management Services	Services	Austin Smith Lord	29/03/2023	28/03/2024	£50,000.00
17/05/032	NRH Roof Scaffold	Works	BEIS	30/03/2023	29/03/2024	£1,442,869.00
17/07/2011	Census Reactive Media	Services	Republic of Media	05/04/2022	31/05/2023	£308,999.73
22/0609	NRS Fleet of Electric Vans	Goods	Western Maxus	20/12/2022	25/01/2023	£137,644.32

End date excludes any optional extensions permitted under the contract

Estimated contract value excludes amounts for VAT

**Denotes a direct award following the procedure outlined in Section 3 of this report.

Excludes all contracts with an estimated value of less than £50,000

Annex 2 Future Regulated Procurements Summary for the Financial Years 2023-24 and 2024-25

* Contract Title	Contract Status	Expected Award Date in 2023-24 Financial Year	Expected Award Date in 2024-25 Financial Year	Comments
Facilities Management Services	Re-tender		√	Two lots – Hard FM and Soft FM
Intranet Migration Project	New Tender	√		
Storage Facility Expansion	New	√	√	Some requirements may fall into 23/24 as well as beyond 24/25
Storage Environment and Records Maintenance	New		√	
Digital Imaging Units Replacements	New	√		
Desktop/Workstation Refresh	New		√	
Laptop and Monitor Refresh	New	√		
Data linkage software	New		√	
Historic Building Stonework Repairs	New		√	
Storage Building Sprinkler System	New		√	
Historic Building Roof Replacement	New	√		
Programme, digital service and operational delivery provider(s)	Retender	√		Potentially multiple contracts / lots
NRS Estates - Lighting and Electrical Upgrade Works	New		√	
Environmental Monitoring System	Retender		√	
Provision of Off-Site Storage Services (including archival quality).	New	√	√	
SAS Software Licenses and Support Services	Re-tender		√	
IT Data Hosting via Scottish Government Cloud Services	Re-tender	√		
IT Security Operations Centres for Scotlands Census	Re-tender	√		
Cyberark PAM Software and Support	Re-tender		√	
MOVEIT File Transfer Software	Re-tender		√	
CISCO Switches Hardware Software and Support	Re-tender		√	
Minimum Bit Preservation ICT Delivery	Re-Tender		√	
Buildings Security	Re-Tender		√	
Information Security Contract	Re-Tender		√	
Microsoft Azure CSP	Re-Tender		√	
Swan Extension	Re-Tender		√	
Landline Telephony	New	√		
SAS License and Support - Katylise	New		√	
Compute Hardware Refresh/Replacement of Commvault Dell Hardware	Re-Tender	√		
Commvault renewal or replacement software	Re-Tender	√		
Digital Archiving	New		√	
Microsoft ELA	Re-Tender		√	

Mobile Voice and Data	Re-Tender	√		
ARC GIS	Re-Tender		√	
Rapid7 InsightVM (previously Nexpose)	Re-Tender		√	
IT Health Checks	Re-Tender		√	
VMWare	Re-Tender		√	
Firewall/Forinet Replacement	Re-Tender		√	
New Relic	Re-Tender		√	
Multi-Function Devices	Re-Tender		√	
Prowise Screens	Re-Tender		√	
Corporate Website Migration	New		√	
Building Management System	New		√	
Computer Aided Facilities Management (CAFM) System	New		√	
Climate Change Adaptation Projects	New		√	
Estates - Professional Services	New		√	
Interim/temporary managers/professionals (Multiple Contracts for Various Roles)	New	√	√	

***NRS takes the opportunity to utilise collaborative contracts set up by Scottish Government, Crown Commercial Services and other public bodies where contract requirements can be met by tendering through one of those collaborative contracts. Consequently, where some NRS purchasing requirements/contracts listed above can be met via one of these sources it will not be advertised.**

¹ The Interim Managers you will note come under one heading as not all anticipated requirements are known at this point in the year. NRS expects to require interim/temporary managers/professionals with specialist skills in ICT and related areas to support our business programmes where we experience a skills shortage, or to supplement work on time critical projects etc. These interim specialists are procured mostly through the Scottish Government's Temporary Interim Professionals/IT Specialists contracts. Where any of these individual contract requirements were known at the time of this report they have been included in the future contracts list.