



# Annual Procurement Report 2019-20

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.

The programme to deliver Scotland's next Census is in progress. The census has collected information about the population every 10 years since 1801 and is widely acknowledged as playing a fundamental and unique role in the provision of comprehensive and robust population statistics. Delivery of the Census is led by the Census Programme that is focused on making the best use of technology and digital services.

### NRS Procurement

NRS procures a range of services, goods and works to support our very diverse business and our estate. In 2019-20 we spent over £20m with third parties. Our key procurement principles are 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 and services efficiently, effectively and sustainably, in accordance with legal and ethical standards, whilst demonstrating best value for money.

Progress on our procurement activities is monitored and recorded through the Procurement & Commercial Improvement Programme (PCiP) administered by Scottish Government (SG). Specific procurement objectives are included in the NRS Procurement Strategy.

A proactive and strategic procurement operation can be 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. Raising the profile of procurement operations within the organisation, by establishing good working relationships with stakeholders, in order to develop robust sourcing strategies which cover the needs 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 third 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.

### Sue Barber

NRS Chief Purchasing/Procurement Officer  
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## 2. Summary of Regulated Procurements Completed

NRS is 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 2019-20 financial year (including procurements through collaborative framework contracts) are detailed in Annex 1.

During the period of this report our procurement activity has focused predominantly on the Census programme, ICT transformation and developing our digital services.

### Scotland's Census

Preparations for Scotland's next Census gathered momentum during 2019-20.

Scotland's next Census has a digital focus and will be delivered in partnership with a range of suppliers providing various products, services and support. During the year two further key Census components were tendered and awarded through Scottish Government frameworks. The first was for the provision of the Print and Postal Services. The second was for the Mobile Workforce Management Scheduler Solution and Devices.



We delivered a Census rehearsal in the Autumn of 2019 across 3 local authority areas, taking the key findings to outline next steps for the successful delivery for the Census in Scotland which will now take place in 2022. The unprecedented impact of the global pandemic Covid 19 towards the end of this reporting period meant we had to reconsider our delivery plans for the Census taking place as scheduled in 2021. With Ministerial approval the date for Scotland's next Census has since been moved to March 2022.

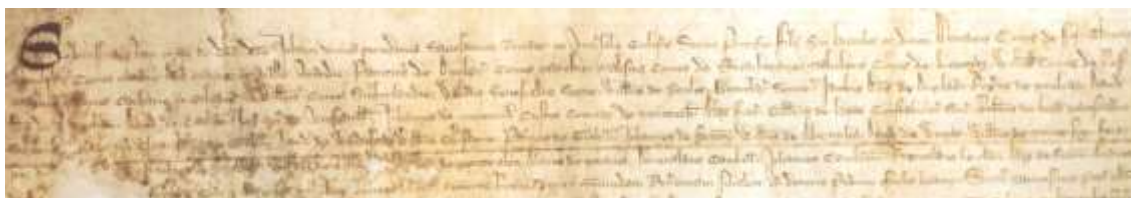
During the year we continued to conduct market engagement activities with suppliers to better understand our requirements and market capabilities. The diversity and complexity of the digital services required to deliver Scotland's next Census means that increasing demands are being placed on resources involved in this extensive programme.





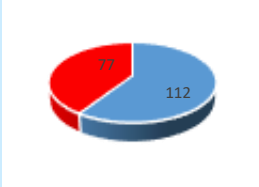





Procurements for the remaining goods, systems and services which are required for the next Census in Scotland continued into the 2020-21 financial year and will be reported on in the next Annual Procurement Report.

### Preserving the Past

In preparation for the exhibition of the Declaration of Arbroath to celebrate the 700<sup>th</sup> anniversary we procured the production of 2 facsimiles of the Declaration of Arbroath for our Conservation team from the conservator David Frank. We also procured a custom display case and a travelling crate with the relevant protections.

The Declaration of Arbroath was due to be displayed from 27 March 2020 at the National Museum Scotland but unfortunately had to be postponed due to the Covid 19 pandemic.



3. Summary Of Procurement During 2019-20		
<p><b>Number of New Regulated Contracts awarded</b></p> <p> <b>45</b></p>	<p><b>Procured external spend (ex. VAT)</b></p> <p><b>£20,051,884</b></p> <p></p>	<p><b>New Regulated contracts awarded (total value) (Ex. VAT)</b></p> <p> <b>£28,652,064</b></p>
<p><b>Total Number of Suppliers</b></p> <p><b>193</b></p> <p></p>	<p><b>91 Suppliers were SME's</b></p> <p></p>	<p><b>Local Suppliers</b></p> <p><b>24</b></p> <p></p>
<p><b>Local Spend</b></p> <p><b>12.5%</b></p>	<p><b>SME Spend (Ex. VAT)</b></p> <p><b>£3,767,633</b></p>	<p><b>SME Suppliers (exc. SME Sub-contractors)</b></p> <p><b>30%</b></p>
<p><b>Transactions</b></p> <p><b>3,305</b></p>	<p><b>GPC Spend</b></p> <p><b>1.7%</b></p> <p></p>	<p><b>Annual Cash Savings</b></p> <p><b>£1,644,006</b></p> <p><b>(8.2% Procured spend)</b></p>
<p><b>Invoices paid on time</b></p> <p><b>99.2%</b></p> <p></p>	<p><b>Spend on Goods Contracts with Fair &amp; Ethical Trading Considerations</b></p> <p><b>£218,958</b></p> <p></p>	<p><b>Supported Business Spend (Ex. VAT)</b></p> <p><b>£31,070</b></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. Offering best value, promoting best practice and supporting 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 our contracts. Also, assisting 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) procedure 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 were 4 NCA's during the period of this report. The NCA contracts awarded are included in the list in Annex 1.

In accordance with our Procurement Strategy we use Public Contracts Scotland (PCS), also PCS(T), to publish our regulated contract opportunities and contract award notices once the procurement is concluded and also for 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.

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 performance. At the PCIP assessment in July 2019 NRS achieved the highest performance level (M1) for a PCIP medium sized organisation again. A 6% improvement on the 2016 assessment.

Contracts awarded through regulated procurements completed during the full reporting period from 1 April 2019 to 31 March 2020 are included in Annex 1.

#### **Commercial Contract Management (Census Programme)**

Earlier in the year NRS focused more attention on a proactive and managed approach to commercial contract management on the Census Programme Contracts to provide assurance that those contracts will deliver intended outcomes. Where this is not the case relevant actions can then be initiated timely and taken in conjunction with the relevant internal stakeholders and the supplier.

Consequently, a dedicated Commercial Contract Management team was established to oversee the portfolio of Census contracts to ensure the contracts perform as intended and that any issues are identified and addressed. The activities of the team includes holding frequent scheduled meetings with the relevant suppliers and also undertaking reviews of contracts with the business and the Suppliers. NRS Procurement provides ongoing contractual support to this team as required.

## 5. Community Benefits Summary

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. In particular the Print, Logistics and Paper Capture for Scotland's Census call off contract is contributing to the wider CSR initiatives for SG promised by the supplier.

Our regulated procurements (excluding procurements through frameworks) include a Fair Work Practices and Community Benefits Supplier Information Pack. During the contract term we expect the Supplier to deliver Community Benefits, of their choosing, 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.

Our current Facilities Management (FM) Services contract with Servest continues to deliver 2 apprentice Building Services Engineers working within the FM business, since the commencement of the contract, who rotate between our FM contracts and other FM contracts in Edinburgh. This ensures they gain maximum experience across many different types of buildings.

## 6. Supported Business 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. Also Article 20 of EU Directive 2014/24/EU allows for the direct award of 'reserved' contracts to supported businesses. 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	1 April 2019 - 31 March 2020
Haven	Staff uniforms	£882.10
Haven	Staff Uniforms	£708.30
Haven	Staff Uniforms	£510.62
RSBi/City Building	Office furniture (chairs)	£28,969.50
<b>TOTAL</b>		<b>£31,070.52</b>

NRS Procurement looks 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 2019-20 financial year is detailed in the table below:

Scottish Government Framework	Supplier	Contract Spend (Ex. VAT)
Desktop Client Devices framework	HP Inc. UK Ltd	£97,962.46
Mobile Client Devices		
Workstation Client Devices	XMA Ltd	£22,817.07
Web Based and Proprietary Devices Framework		
Office Equipment Framework (MFD's)	Capital Document Solutions	£34,321.59
National IT Peripherals Framework	Computacenter	£63,857.28
	TOTAL	£218,958.40

## 8. 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.

## 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 SME's, Supported Businesses and Third Sector Organisations

NRS remains an inclusive organisation which encourages a diverse range of suppliers including Small and Medium sized-Enterprises (SME's), 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 participated in the Meet the Buyer event held in Glasgow in November 2019 in order to promote SME interest in NRS business and key programmes. Also to better understand market capabilities and to develop our requirements in way which does not act as a barrier to SME's 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. In September 2019 Police Scotland provided a presentation to NRS procurement staff to outline the various risks posed from serious and organised crime and to highlight the assistance and checks they can offer to public bodies to mitigate those risks.

### 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.

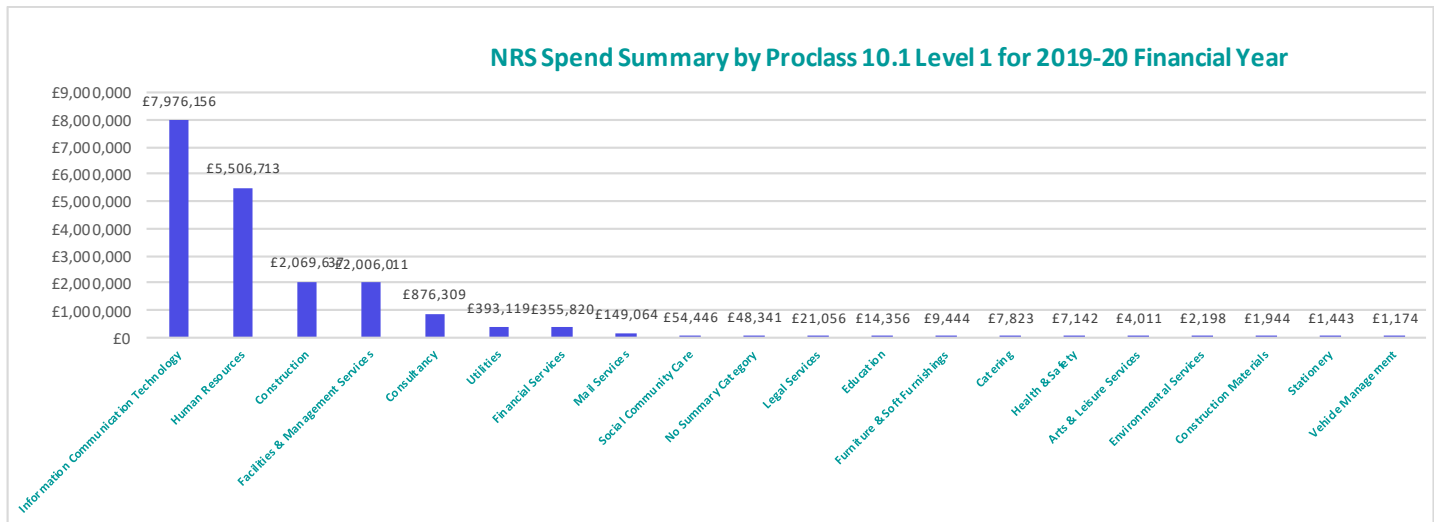
We promote the Living Wage in our tender documents for regulated procurements. All of our service contracts awarded support the Scottish living wage.

### 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 generally pay 98% of undisputed invoices within 10 working days of receipt of the invoice.

We paid a total of 3336 invoices and our performance against the 10 working days payment target for the 2019-20 financial year was 99.2%

### 10.5 Expenditure with Core Trades During 2019-2020

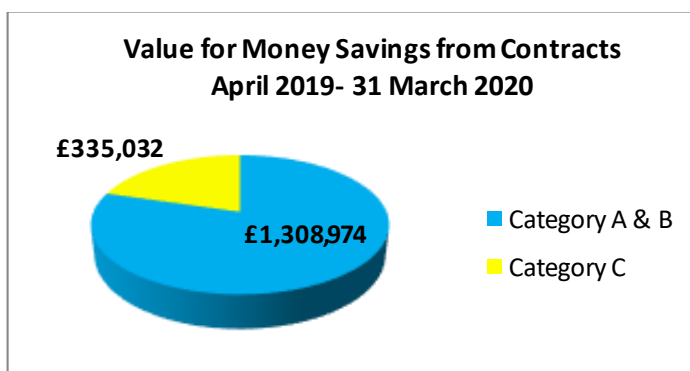


### 10.6 Procurement savings 2019 - 2020

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 2019-20 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 (Key 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 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 or collaboration, or to provide advance notice of future requirements.
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 <b>thresholds</b> : 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.

**REGULATED CONTRACTS AWARDED**  
**1 April 2019 to 31 March 2020**
**ANNEX 1**

Contract Ref	Contract Title/Subject Matter of Contract	Type of Contract	Supplier Name	Start Date	End Date	Estimated Contract Value (Ex. VAT) £
17/07/2002	Print & Postal Services	Goods & Services	Royal Mail	11/04/2019	31/07/2021	3,200,000.00
17/08/008B	Copy Costs	Services	Capital Document Solutions	01/07/2019	30/06/2022	82,427.43
RD 18/0932	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	01/05/2019	31/03/21	374,990.00
RD 19/0368	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	15/10/2019	31/05/2021	492,560.00
RD 19/0037	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	03/06/2019	28/08/2020	115,595.00
RD 19/0028	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	24/06/2019	23/11/2020	247,650.00
RD 19/0062	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	05/08/2019	05/02/2021	230,500.00
RD 19/0428	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	06/01/2020	03/07/2020	114,300.00
RD 19/0189	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	20/08/2019	18/02/2021	179,070.00
RD 19/0240	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	09/09/2019	31/12/2020	200,400.00
RD 19/0328	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	30/09/2019	30/09/2020	139,150.00
RD 19/0454	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	06/01/2020	01/01/2021	135,355.00
RD 19/0486	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	27/01/2020	22/01/2021	219,240.00
RD 19/0692	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	30/03/2020	25/09/2020	64,260.00
RD 19/0522	Interim/temporary manager/professional	Services	Harvey Nash Group Plc	17/03/2020	11/09/2020	61,595.00
RD 19/0279A	Interim/temporary manager/professional	Services	Venesky-Brown	17/09/2019	31/12/2020	185,168.00
RD 19/0429	Interim/temporary manager/professional	Services	Venesky-Brown	13/01/2020	10/07/2020	65,786.00
RD 19/0502A	Interim/temporary manager/professional	Services	Venesky-Brown	03/02/2020	29/01/2021	148,428.00
RD 19/0545	Interim/temporary manager/professional	Services	Venesky-Brown	04/03/2020	02/03/2021	66,024.00
RD 18/0884	Interim/temporary manager/professional	Services	ASA	01/04/2019	02/03/2021	266,719.39
RD 19/0088	Interim/temporary manager/professional	Services	ASA	03/06/2019	29/05/2020	92,833.93
RD 19/0258	Interim/temporary manager/professional	Services	ASA	11/11/2019	11/05/2020	65,315.00
RD 19/0503	Interim/temporary manager/professional	Services	ASA	10/02/2020	07/08/2020	146,013.84
17/08/002	Microsoft ESA and SCE	Services	Softcat	01/04/2019	31/03/2021	229,697.06
17/06/02B	Programme & Digital Service. Operational Delivery Lots1, 2 & 3	Services	Deloitte	23/10/2019	22/10/2021	8,500,000.00
RD 19/0343	Video Conferencing Equipment	Services	Computacenter	04/10/2019	03/10/2024	54,445.25
RD 19/0044	Interim/temporary manager/professional	Services	Hays	05/08/2019	05/09/2020	239,527.75
RD 18/0853	ArcGIS Primary & Secondary Licence Renewals **	Services	ESRI (UK) Ltd	01/04/2019	31/03/2020	51,613.50
RD 20/0062 + RD 19/0135	Broadband, Telephone Calls & Line Rental **	Services	BT Plc (Newcastle)	01/04/19	31/03/21	52,682.20
RD 19/0279B	Interim/temporary manager/professional	Services	Lorien	17/09/2019	31/03/2020	72,001.12
RD 19/0502B	Interim/temporary manager/professional	Services	Lorien	10/02/2020	05/07/20	121,741.20
17/09/001	IT Resource Services	Services	Leidos Innovations UK Ltd	10/05/2019	09/11/2020	1,000,000.00
17/08/008A	Ricoh MFD Leases (x45) and Equitrac Print Management Software + 1 x AO Plotter	Services	BNP Paribas Leasing Solutions	01/07/2019	30/06/2022	92,031.00

# NRS Annual Procurement Report 2019-2020

17/06/02B	Programme and Digital Service / Operational Delivery Providers (Lot 4)	Services	Storm ID	23/10/2019	22/10/2021	5,000,000.00
RD 19/0137	Vodafone Accounts MPLS, Internet and PSN circuits UK13162864 (MPLS & Internet), UK13132058 (PSN) on month by month for 2019-2020 **	Services	Vodafone	01/04/2019	01/04/2020	120,000.00
RD 19/0540	Interim/temporary manager/professional	Services	Pertemps	06/01/2020	31/03/2020	61,784.14
17/05/012	Provision of Specialist Scaffolding Contract **	Goods & Services	Lyndon SGB	25/04/2019	24/04/22	250,000.00
17/06/03	Tablet Client Devices For The Mobile Workforce Management Scheduler Solution And Devices For Scotland's Census 2021	Goods & Services	XMA Ltd	31/12/2019	31/07/2021	4,405,233.00
17/06/03A	SIM Cards (and Associated Services) for Mobile Workforce Management Scheduler Solution and Devices for Scotland's Census 2021	Services	XMA Ltd	09/03/2020	31/07/2021	329,291.20
17/06/004	Chromebooks for The Mobile Workforce Management: Scheduler Solution And Devices For Scotland's Census 2021	Services	XMA Ltd	18/03/2020	17/03/2021	104,449.00
RD 18/0900	SAS Software License **	Services	SAS Software Ltd	01/04/2019	31/03/2020	115,408.00
17/10/003	IT Networking via SWAN	Services	Capita Business Services	12/03/2020	12/03/2023	300,798.78
RD 18/0920	Interim/temporary manager/professional	Services	Parity Professionals Ltd	23/04/2019	16/10/2020	184,194.00
RD 18/0883	Interim/temporary manager/professional	Services	Parity Professionals Ltd	29/04/2019	26/03/2021	247,896.00
RD 18/0839	Interim/temporary manager/professional	Services	Parity Professionals Ltd	07/05/2019	07/04/2021	225,890.00

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 above.

## FUTURE ANTICIPATED REGULATED PROCUREMENTS

## ANNEX 2

* Contract Title	Contract Status	Expected Start/ Award Date in 2020-21 Financial Year	Expected Start/ Award Date in 2021-22 Financial Year	Comments
Application Management (Software) Service Management Systems Management (Monitoring tools)	New	✓	✓	
Hosting and Cloud Services (Strategic Azure Hosting)	New		✓	Now 3 separate requirements
**Interim/temporary managers/professionals (Multiple Contracts for Various Roles)	New	✓	✓	
Census Programme And NRS Information Security And Data Privacy Services Provider	New	✓		
IT Health Checks	New	✓	✓	
Access Management Services	New	✓	✓	
Managed Microsoft Office 365 Replacement	New		✓	Potential requirement dependent on ICT programme
Scotlandspeople Website Services	Re- tender		✓	Contract is currently in year 2 of contract extensions
Electronic Indexing of 1921 Census Records	New		✓	
Digital Imaging Units Replacements	New	✓		
Facilities Management Professional Services	Re- tender		✓	Contract is currently in year 2 of contract extensions.
Facilities Management Services (Hard & Soft Services)	Re- tender		✓	Contract is currently in year 1 of 2 x 1 year extensions. Potentially to be split into at least 2 contracts for re-tender
Online Learning and Development System	New		✓	
Storage Facility Improvements & Expansion	New		✓	
Offsite Records Storage		✓		Requirements currently being worked on for the records currently stored externally
Web Continuity / Archiving	Re- tender	✓		Contract is currently in year 2 of contract extensions.
Privilege Access Management	New	✓		
Box Board Materials	Re- tender	✓		Currently collaborative contract with National Library Scotland as the lead Authority
Box making machine replacement	New		✓	
Security Operations Centre/Security Incident Events Management	New	✓		
GRC Tooling	New	✓		
Additional Storage Shelving	New		✓	
Interim Archive Storage and Processing Facility	New		✓	Potential requirement during anticipated building works programme
Managed File Transfer Solution to Support Digital Archiving	New	✓		
Hosted Jira services	New	✓		
IT Hardware refresh	New	✓	✓	Replacement of core server, network and storage components
IT Desktop and Monitor Refresh	New	✓	✓	Replacement of core desktop hardware
Provision of IT Support Services	New	✓		
Historic Building Dome (Internal) Re- Decoration	New	✓		

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Historic Building Electrical Works	New	✓		
Historic Building Stonework Repairs	New	✓		
Storage Building Sprinkler System	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.

### **\*\* Future Anticipated Temporary and Interim Professionals/IT Specialists Contracts**

Throughout the next 2 Financial Years NRS expects to require a number of 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 through the Scottish Government's Temporary Interim Professionals/IT Specialists contracts. Where any of these contract requirements were known at the time of this report they have been included in the future contracts list.