



Annual Procurement Report 2021-22

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 live delivery period Scotland's Census started in February 2022. The census has collected information about the population every 10 years since 1801 as it is the official count of every person and household in the country. There has been a census in Scotland every 10 years since 1801, except 1941. 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 2021-22 we spent over £29m 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. This approach has resulted in NRS Procurement saving the organisation £3,021,076.96 in the 2021-22 year.

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 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 fifth 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 and some critical projects for the organisation.

Sue Barber

NRS Chief Purchasing / Procurement Officer
(sue.barber@nrscotland.gov.uk)

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 2021-22 financial year (including procurements through collaborative framework contracts) are detailed in Annex 1.

During the period of this report our procurement activity continued to focus predominantly on the supporting the Census programme, ICT transformation and further developing our digital services:

Preserving the Past

Purchase of the Balfour Collection

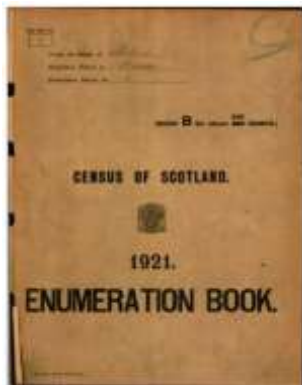
During the year NRS procured the family archive of former British Prime Minister Arthur Balfour (1848-1930) on behalf of the nation. This purchase safeguards a remarkable collection which offers insights into the life of an influential Scottish family over a huge period of history. An independent valuation assessed the collection as one of pre-eminent importance on a local, national and international level. A particular highlight is the personal correspondence of Arthur Balfour. The Balfour family was very well-connected in scientific, artistic and political circles, and there is a wide variety of correspondence in the collection as a result.



Photograph of the Balfour family on the steps at Whittingehame, late 1870s. The future Prime Minister A J Balfour is the man standing on the left at the back. (Photo ref: GD433/2/101)

1921 Census Transcriptions of Historical Records contract

To complement the already completed digital imaging of the 1921 historical Census records NRS competitively tendered the contract to procure transcription services to capture specific details from each Census image in order to create an electronic index that would enable ScotlandsPeople Website users to electronically search through and locate relevant images. This involves the transcription of hand-written information from the digital images into a digital dataset. A total of 4.882 million individual records were transcribed under the contract.



An image of a 1921 Census Enumeration book which was used by Census Field operations staff during the 1921 Census live delivery period

Recording the Present

Scotland's Census

Final preparations for the delivery of Scotland's next Census concluded during 2021-22 when this first principally digital Census in Scotland launched on 28 February 2022, concluding with the Census Coverage Survey at the end of July 2022. It was delivered collaboratively with a range of suppliers providing various products, services and support. During the early part of the financial year further census components were competitively tendered for some of the training and supporting services for Census field force operations.







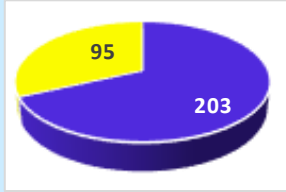





The answers people give to census questions help build up a picture of the population. This means the census offers a detailed and accurate snapshot of the nation and the information the census collects has many uses. Government and other service providers rely on census data to make important decisions and is widely acknowledged as playing a fundamental and unique role in the provision of comprehensive and robust population statistics.

Digital Economy Act Accreditation for our Data Linkage Service

During the reporting year NRS Procurement, along with other key business areas, worked closely with the project team leading on the journey to attaining accreditation under the Digital Economy Act 2017, providing significant documentary evidence on policy, procedures and processes. NRS successfully obtained accreditation under the Digital Economy Act for our Data Linkage Service. Achieving this important external validation of our information management arrangements was critical to our aspirations to work with others to support research and understanding of a range of key issues facing society.

Informing the Future

A number of procurements over the year has enabled NRS to continue to strengthen our security posture with further improvements being made to critical infrastructure including the replacement of the Storage Area Network (SAN) and switch hardware with the their associated license and support services. Working closely with Procurement, NRS IT Services have continued their ambitious programme of service simplification and modernisation through the migration over from Infrastructure as a Services (IAAS) to Software as a Service (SAAS) including the selection of a single Public Cloud Service Provider after the successful completion of a proof of concept trial of the cloud based service migration. To improve NRS cyber resilience cyber security software has also been updated.

3. Summary Of Procurement During 2021-22		
<p>Number of New Regulated Contracts awarded</p> <p> 72</p>	<p>Procured external spend (ex. VAT)</p> <p>£29,598,269</p> <p></p>	<p>New Regulated contracts awarded (total value) (Ex. VAT)</p> <p> £14,526,775</p>
<p>Total Number of Suppliers</p> <p>298</p> <p></p>	<p>95 Suppliers were SME's</p> <p></p>	<p>Local Suppliers</p> <p>22</p> <p></p>
<p>Local Spend</p> <p>17.8%</p>	<p>SME Spend (Ex. VAT)</p> <p>£9,737,830 32.9%</p>	<p>SME Suppliers (exc. SME Sub-contractors)</p> <p>31.9%</p>
<p>Transactions</p> <p>4,369</p>	<p>GPC Spend</p> <p>0.8%</p> <p></p>	<p>Annual Cash Savings</p> <p>£3,021,073.96 (10.2% Procured spend)</p>
<p>Invoices paid on time</p> <p>98.9%</p> <p></p>	<p>Spend on Goods Contracts with Fair & Ethical Trading Considerations</p> <p>£2,187.104.02</p> <p></p>	<p>Supported Business Spend (Ex. VAT)</p> <p>£1,451.11</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) 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 were 3 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.

Contracts awarded through regulated procurements completed during the full reporting period from 1 April 2021 to 31 March 2022 are included in Annex 1.

Commercial Contract Management (Census Programme)

NRS focused 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.

The dedicated Commercial Contract Management continued to oversee the portfolio of Census contracts during Scotland's Census 2022 delivery period to ensure the contracts perform as intended and that any issues are identified and addressed. The activities of the team included holding regular and 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 support the delivery of 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. 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 Products	Staff Uniforms	1,451.11
TOTAL		1,451.11

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 2021-22 financial year is detailed in the table below:

Scottish Government Framework	Supplier	Contract Spend (Ex. VAT)
Desktop Client Devices framework Mobile Client Devices	HP Inc. UK Ltd	£102,540.20
Workstation Client Devices Web Based and Proprietary Devices Framework	XMA Ltd	£2,059,104.52
Office Equipment Framework (MFD's)	Capital Document Solutions	£18,789.36
National IT Peripherals Framework	Computacenter	£6,669.94
	TOTAL	£2,187,104.02

8. 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 organisations 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 these services are energy efficient.

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 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.

8.2 West Register House External Fabric Repairs



NRS looks after three historic buildings in the Edinburgh World Heritage site and much as we preserve documents in our archives, we have a duty to protect and conserve the buildings that house them.

Time and weather takes its toll on stone, slate and wood. In March 2019, following a competitive tender process, we awarded a contract for external fabric repairs to upgrade the 200-year-old exterior of Category A listed building West Register House.

Works and the delivery timescales were delayed during 2020 due to the covid 19 global pandemic but over the extended contracting period the specialist contractor replaced old mortar and stone affected by the elements, repaired and replaced historic guttering and lead work and carried out timber and copper repairs, upgraded areas of flat roof, repaired slate roofs and decorative features including re-gilding the cupola and cross above the dome, ensuring that we maintained the building's unique historic appearance. The works under the contract concluded at the end of April 2021.

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 continue 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. 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.

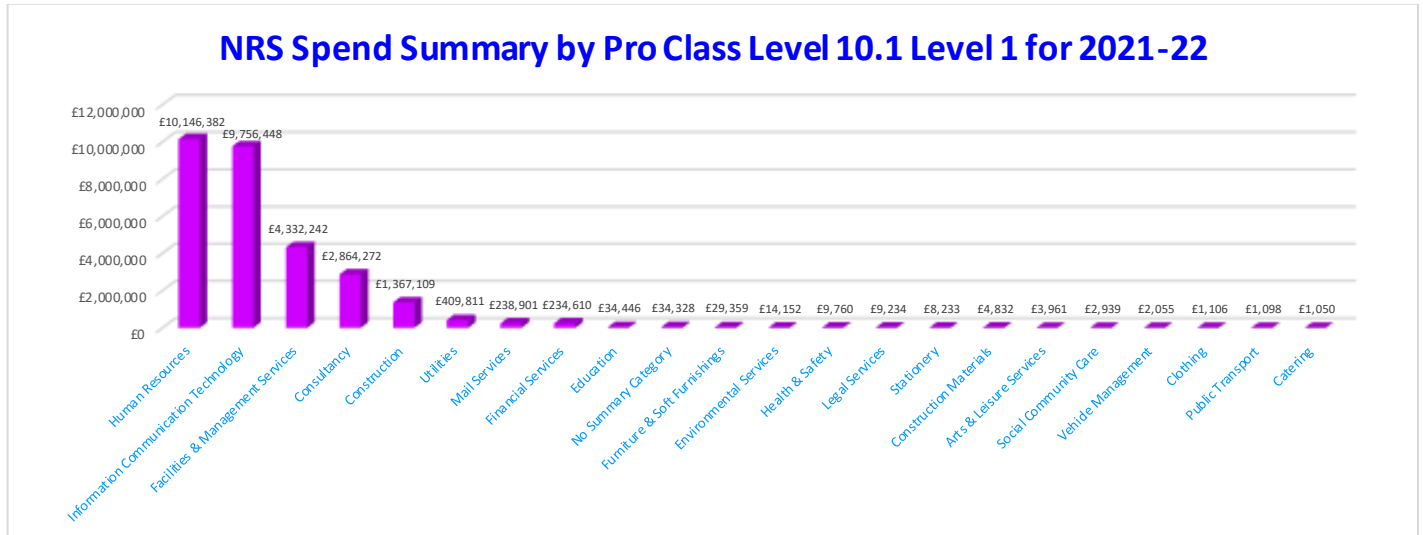
We promote the Living Wage in our tender documents for regulated procurements. All of our service contracts awarded support the Scottish living wage.

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 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 2021-22 financial year was 98.9%

10.5 Expenditure with Core Trades During 2021-2022

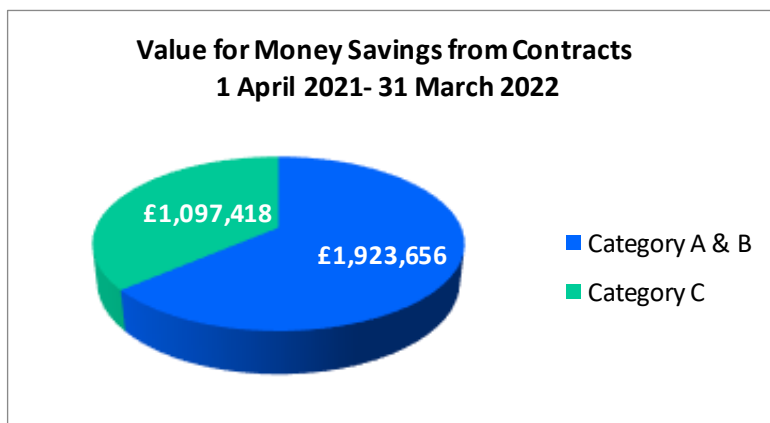


10.6 Procurement savings 2021 - 2022

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 2021-22 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 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.

REGULATED CONTRACTS AWARDED
1 April 2021 to 31 March 2022
ANNEX 1

Contract Ref	Contract Title/Subject Matter of Contract	Type of Contract	Supplier Name	Start Date	End Date	Estimated Contract Value (Ex. VAT) £
20/0487	Interim/temporary manager/professional	Services	Venesky-Brown	06/04/2021	31/03/2022	£74,217.00
20/0554	Interim/temporary manager/professional	Services	Lorien	24/04/2021	31/03/2022	£127,895.76
17/05/2026	Interim Professional Services Contract	Services	Hardies LLP	26/04/2021	27/12/2021	£75,000.00
RD 21/0044	Security Operations – Vulnerability management subscriptions	Services	Softcat Plc	09/05/2021	08/05/2023	£53,702.56
20/0592	Interim/temporary manager/professional	Services	Venesky-Brown	10/05/2021	05/08/2022	£207,030.00
RD 21/0077	Mobile Client Devices	Goods	HP UK Ltd	10/05/2021	10/05/2021	£53,631.00
21/0002D	Interim/temporary manager/professional	Services	Harvey Nash	11/05/2021	08/11/2021	£52,167.60
20/0538	Interim/temporary manager/professional	Services	Harvey Nash	14/05/2021	11/11/2021	£62,474.70
20/0455	Interim/temporary manager/professional	Services	Pertemps	17/05/2021	31/08/2022	£220,088.00
21/0002A	Interim/temporary manager/professional	Services	Lorien	17/05/2021	13/05/2022	£101,067.12
21/0008	Interim/temporary manager/professional	Services	Venesky-Brown	18/05/2021	13/05/2022	£137,548.00
20/0611D	Interim/temporary manager/professional	Services	Venesky-Brown	24/05/2021	13/05/2022	£129,181.00
20/0611C	Interim/temporary manager/professional	Services	Harvey Nash	24/05/2021	19/11/2021	£65,744.85
20/0611A	Interim/temporary manager/professional	Services	Venesky-Brown	24/05/2021	30/09/2022	£178,192.00
21/0002C	Interim/temporary manager/professional	Services	Venesky-Brown	24/05/2021	19/11/2021	£52,632.00
20/0553	Interim/temporary manager/professional	Services	Harvey Nash	31/05/2021	30/06/2022	£165,462.00
17/05/2024	Provision of Census Outputs Production Licence and Support **	Goods & Services	WingArc Australia	01/06/2021	31/03/2026	£1,800,000.00
20/0611B	Interim/temporary manager/professional	Services	Harvey Nash	01/06/2021	29/03/2023	£235,967.96
20/0611E	Interim/temporary manager/professional	Services	Pertemps	01/06/2021	26/11/2021	£66,688.00
17/06/2006	Census Programme and NRS Information Risk, Security and Data Privacy Services Provider	Services	Azets (trading as Azets Holdings Limited)	14/06/2021	13/06/2023	£600,000.00
20/0615	Interim/temporary manager/professional	Services	ASA Recruitment	14/06/2021	30/06/2022	£120,106.80
20/0607	Interim/temporary manager/professional	Services	Lorien	21/06/2021	17/12/2021	£92,295.63
20/0538	Interim/temporary manager/professional	Services	Pertemps	24/06/2021	18/05/2022	£75,604.50
20/0572	Interim/temporary manager/professional	Services	Venesky-Brown	05/07/2021	31/12/2021	£72,136.00

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21/0293	Interim/temporary manager/professional	Services	Venesky-Brown	05/07/2021	31/08/2022	£133,715.00
20/0572A	Interim/temporary manager/professional	Services	Harvey Nash	05/07/2021	03/06/2022	£127,484.00
21/0153	Interim/temporary manager/professional	Services	Pertemps	12/07/2021	10/06/2022	£86,193.00
21/0118	Interim/temporary manager/professional	Services	Venesky-Brown	19/07/2021	31/08/2022	£149,055.00
17/10/015	Jira Software and Support 3 years	Goods and Services	Softcat Plc	06/08/2021	05/08/2024	£73,571.58
21/0187	Interim/temporary manager/professional	Services	Lorien	09/08/2021	04/02/2022	£51,547.50
21/0156	Interim/temporary manager/professional	Services	Venesky-Brown	16/08/2021	30/09/2021	£105,588.00
21 0214	Interim/temporary manager/professional	Services	Venesky-Brown	16/08/2021	30/06/2022	£108,680.00
20/0611C	Interim/temporary manager/professional	Services	Harvey Nash	16/08/2021	30/09/2022	£165,455.95
21/0186A	Interim/temporary manager/professional	Services	Harvey Nash	17/08/2021	11/02/2022	£60,537.50
21 0202	Interim/temporary manager/professional	Services	Lorien	30/08/2021	30/11/2022	£226,803.99
21/0210B	Interim/temporary manager/professional	Services	Venesky-Brown	30/08/2021	03/06/2022	£90,343.00
21/0210A	Interim/temporary manager/professional	Services	Harvey Nash	30/08/2021	01/03/2022	£57,073.80
21/0210D	Interim/temporary manager/professional	Services	ASA Recruitment	30/08/2021	29/04/2022	£74,315.00
21/0268	Interim/temporary manager/professional	Services	Harvey Nash	06/09/2021	30/09/2022	£104,529.60
17/07/2009	ITHC (Internet Health Check)	Services	Pentest People limited	10/09/2021	31/01/2023	£96,000.00
21/0156A	Interim/temporary manager/professional	Services	Venesky-Brown	13/09/2021	10/12/2021	£105,588.00
21/0236	Interim/temporary manager/professional	Services	Pertemps	21/09/2021	29/07/2022	£108,258.80
17/05/2029	Conservation architect led design team for New Register House Roof Overhaul	Services	AustinSmithLord	22/09/2021	21/09/2023	£183,186.00
21/0229A	Interim/temporary manager/professional	Services	Lorien	27/09/2021	23/12/2022	£226,803.99
21/0241	Interim/temporary manager/professional	Services	Venesky-Brown	27/09/2021	22 April 2022	£98,959.00
21/0257	Interim/temporary manager/professional	Services	Harvey Nash	27/09/2021	01/04/2022	£70,039.15
21/0241A	Interim/temporary manager/professional	Services	Pertemps	04/10/2021	01/07/2022	£107,947.60
21/0235	Interim/temporary manager/professional	Services	Pertemps	06/10/2021	31/05/2022	£80,945.80
21/0403	Interim/temporary manager/professional	Services	ASA Recruitment	11/10/2021	30/09/2022	£120,900.60
17/10/013	Infrastructure Operations - Cloud Hosting	Services	Storm ID Ltd	28/10/2021	27/10/2023	£491,698.00
21/0227C	Interim/temporary manager/professional	Services	Venesky-Brown	01/11/2021	30/12/2022	£212,528.00
21/0405	Interim/temporary manager/professional	Services	Venesky-Brown	01/11/2021	29/04/2022	£101,432.00

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21/0457	Interim/temporary manager/professional	Services	Venesky-Brown	15/11/2021	30/12/2022	£126,633.00
21/0241C	Interim/temporary manager/professional	Services	Pertemps	29/11/2021	30/09/2022	£110,564.00
21/0456	Interim/temporary manager/professional	Services	Harvey Nash	01/12/2021	14/10/2022	£145,424.80
17/10/016	Network Services and Support	Goods & Services	DELL	09/12/2021	08/12/2026	£783,946.38
17/10/003	Network Equipment: Support and Maintenance	Goods and Services	Capita Business Services Ltd	14/12/2021	13/12/2024	£89,639.54
RD 21/0559	Gartner Research Services	Services	Gartner UK Ltd	01/01/2022	31/12/2024	£335,400.00
18/06/2021B	Software Managed Service	Services	Softcat Plc	05/01/2022	24/09/2022	£333,321.00
18/06/2021A	Software Managed Service	Services	Softcat Plc	05/01/2022	04/08/2022	£83,492.78
21/0505	Interim/temporary manager/professional	Services	Venesky-Brown	17/01/2022	28/10/2022	£108,944.00
21/0546	Interim/temporary manager/professional	Services	Venesky-Brown	17/01/2022	07/10/2022	£106,297.00
17/06/007	Transcriptions of 1921 Historical Census Records	Services	The Queens University Belfast	18/01/2022	17/01/2023	£438,365.85
21/0490	Interim/temporary manager/professional	Services	Venesky-Brown	24/01/2022	23/12/2022	£111,155.00
21/0538	Interim/temporary manager/professional	Services	Harvey Nash	31/01/2022	31/10/2022	£141,150.91
21/0498a	Interim/temporary manager/professional	Services	Venesky-Brown	07/02/2022	21/04/2022	£62,738.00
20/0455a	Interim/temporary manager/professional	Services	Pertemps	21/02/2022	31/08/2022	£130,848.00
17/06/009	Off-Site Storage	Services	Iron Mountain	01/03/2022	28/02/2026	£1,575,000.00
21/0511b	Interim/temporary manager/professional	Services	Harvey Nash	07/03/2022	30/12/2022	£124,192.64
17/10/011	Software and Support services	Goods & Services	Softcat Plc	09/03/2022	08/03/2025	£780,000.00
17/11/001A	Purchase of The Balfour Collection Part A **	Goods	Christie Manson & Woods Ltd (selling agent of Michael Brander Esq)	21/03/2022	21/03/2022	£116,650.00
17/11/001B	Purchase of The Balfour Collection Part B **	Goods	Christie Manson & Woods Ltd (selling agent of Earl of Balfour and Michael Brander Esq)	21/03/2022	21/03/2022	£385,000.00

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 of this report.

FUTURE ANTICIPATED REGULATED PROCUREMENTS

ANNEX 2

* Contract Title	Contract Status	Expected Award Date in 2022-23 Financial Year	Expected Award Date in 2023-24 Financial Year	Comments
Storage Facility Improvements & Expansion	New		✓	
Archive-quality records storage	New		✓	
ScotlandsPeople Website Services	Re-tender		✓	
Digital Imaging Units Replacements	New		✓	
Security Operations - Management	Re-tender		✓	
Security Operations – Vulnerability Management	Re-tender		✓	
Security Operations - Testing	Re-tender		✓	
IT Infrastructure Operations - Hosting	Re-tender		✓	
IT Infrastructure Operations - Storage and Backup	Re-tender		✓	
Cyber Security Services	New		✓	
Provision of Specialised IT Services	New		✓	Potentially multiple lots
Security Operations – Access Management	Re-tender		✓	
Interim/temporary managers/professionals (Multiple Contracts for Various Roles) ¹	New	✓	✓	
Facilities Management Services (Hard & Soft Services)	Re-tender		✓	2 separate contracts
Historic Building Dome (Internal) Re-Decoration	New	✓		
Historic Buildings Stonework Repairs works	New		✓	Likely award may be early 2024-25
Historic Buildings Stonework Repairs - Design	New		✓	
Storage Building Sprinkler System	New		✓	Likely award may be early 2024-25
Fly over Scaffold for Historic building	New	✓		
Historic Building Roof Replacement	New		✓	
Historic building Electrical Upgrade Design	New		✓	
Historic building Electrical Upgrade Works	New		✓	Likely award may be early 2024-25
Additional Building Security Services	New		✓	
Information Security & Privacy Services	Re-tender		✓	
Conservation Equipment	New		✓	
Programme, digital service and operational delivery provider(s)	Re-tender & New		✓	Potentially multiple contracts / lots

*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 there are too many to list individually and not all anticipated requirements are known at this point in the year. 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 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.