

**Subject:** Request for information in relation to confidential waste.

**FOI reference:** 202100205250

**Date received:** 21 May 2021

**Date responded:** 11 June 2021

**Information requested:**

You asked for the information listed below in relation to Confidential Waste:

1. Has confidential waste being procured via tender or framework or another means?
2. If a framework, could you confirm the name of the framework please?
3. Actual contract values of each framework/contract (& any sub lots)
4. Start date & duration of contract
5. Is there an extension clause in the framework(s)/contract(s) and, if so, the duration of the extension?
6. Has a decision been made yet on whether the framework(s)/contract(s) are being either extended or renewed?
7. Who is the procurement officer responsible for this contract and could you provide their email address and phone number please?  
Who is the senior officer (outside of procurement) responsible for this contract and could you provide their email address and phone number please?
8. Who is the current supplier?
9. If your current supplier is a Facilities Management/Waste/Cleaning Company, which sub-contractor services your organisation?

**NRS Response:**

Our response to your questions are:

1. Confidential waste services for National Records of Scotland (NRS) are provided under a Total Facilities Management Services contract.
2. It is a NRS contract which was tendered and awarded in accordance with Public Contracts Scotland Regulations 2015. It was not procured through a collaborative framework.
3. The contract value of the Total Facilities Management Services contract for the initial 4 year contract period (excluding the optional extensions and VAT) was £5m.

4. The contract start date was 01/06/2016 and the initial contract period was 4 years and included two optional 1 year extensions, taking the potential contract period to 6 years.
5. Yes. See response to question 4 above.
6. The contract is now into the second one year extension period and work has started on the requirements to re-tender these services and to advertise the contract opportunities by late summer of 2021. Our contract opportunities are advertised on Public Contracts Scotland (PCS) at the link [https://www.publiccontractsscotland.gov.uk/search/Search\\_AuthProfile.aspx?ID=AA00474](https://www.publiccontractsscotland.gov.uk/search/Search_AuthProfile.aspx?ID=AA00474)
7. To ensure compliance with Public Procurement Regulations, in particular the requirements to treat suppliers openly, fairly, transparently, and in a non-discriminatory manner, any requests/enquiries should be sent to [NRS-Procurement-management@nrscotland.gov.uk](mailto:NRS-Procurement-management@nrscotland.gov.uk) where it will be actioned by one of the Senior Procurement Specialists. The Estates Team are our customers for all Estates and related requirements to be contracted and their email address is: [estates@nrscotland.gov.uk](mailto:estates@nrscotland.gov.uk)
8. NRS has a Total Facilities Management Services contract and the current contractor is Atalian Servest.
9. The current Facilities Management Services contractor sub-contracts the confidential waste services element of the contract and their sub-contractor is DataShred.

Some of this information is already available on the NRS and Public Contracts Scotland websites. In line with the obligations under the Procurement Reform (Scotland) Act 2014 Section 18(2) NRS publishes a Register of Regulated Contracts (those tendered with a value of £50k and over) and an Annual Procurement Report of our procurement activities on regulated procurements. Information on individual regulated procurements completed (including procurements through collaborative framework contracts) are detailed in the Annual Procurement Report. The report also contains a forecast of planned regulated procurements over the next couple of years. A copy of the reports can be found on the Procurement page on the NRS website <https://www.nrscotland.gov.uk/about-us/procurement> or on the documents section of NRS buyers page on Public Contracts Scotland (PCS) at the link provided in response to question 6 above. The NRS buyers page on PCS also contains contract award notices for our regulated contracts.