



Scottish Government  
Riaghaltas na h-Alba  
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# Scottish Government Procurement Annual Report 2019 - 2020

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# 1. Introduction

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The [Procurement Reform \(Scotland\) Act 2014](#) forms part of the public procurement legislation that governs how Scottish public bodies buy their goods, works and services and allows us to maximise the economic benefit brought to Scotland from effective and efficient public procurement activity.

The Act requires public bodies to publish procurement strategies to set out how they intend to carry out their regulated procurements and publish Annual Procurement Reports which describe how their procurement activities have complied with these strategies. This report reflects our performance as a contracting authority but also includes reference to some of the broader activities of Scottish Government in leading and delivering procurement policy and capability across the Scottish public sector procurement landscape.

We are required to review our Procurement Strategy on an annual basis to ensure it remains relevant and fit for purpose, and this Annual Report demonstrates our delivery against the commitments set out in our updated [Procurement Strategy](#) for the period 1 April 2019 to 31 March 2020. This updated Procurement Strategy was published on 29 March 2018 and extended to 31 March 2021. In it we said we would:

- a) Provide summary information on regulated procurements we have completed during the period;
- b) Review whether those procurements kept to our strategy; and
- c) Provide a summary of regulated procurement we expect to begin in the next two financial years.

While this report includes a statement on activity on Brexit and Coronavirus, much of the relevant activity was outside the period covered in this report.

## 2. Reporting period highlights

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In the period April 2019 to March 2020:

### Power of procurement

- Scottish public sector bodies spent £1.35 billion on goods and services through our contracts to support delivery of public services, up from £1.12 billion in 2018/2019.
- Our contracts saved the public sector £160 million, a rise of 8% on the previous year.

### Good for businesses and their employees

- The number of regulated contracts/frameworks awarded to SMEs in the period rose from 51 last year to 96 in 2019/2020.
- The number of unique SME suppliers winning places on our contracts has increased by 16%.
- As a result, SMEs now occupy 61% of the total number of unique suppliers on live regulated procurements.
- Of the £369 million that Scottish Government spent through its contracts, over £120 million went directly to SMEs, with many more SMEs benefiting through our supply chains; they shared over £40 million of spend as subcontractors, £30 million of that going to Scottish SMEs.
- We paid 99% of valid invoices within 10 days, getting cash into the economy as quickly as possible.
- 92% of our suppliers with current live contracts are committed to paying at least the Real Living Wage.

### Good for places and communities

- We almost doubled the annual number of contracts awarded with community benefits to 34, bringing the total of live contracts with Community Benefits to 69.

### Good for society

- We maintained spend through our Supported Business framework at just over £6 million.
- As well as continuing to support thousands of existing jobs, our contracts enabled the creation of 81 brand-new jobs, 40 apprenticeships, 52 work placements and 417 qualifications to be achieved through training.

### Open and connected

- We delivered our Open Government commitments to consult with civil society on the publication of procurement related data and to publish contract documentation for our large, collaborative frameworks.
- Across Scotland, over 500 organisations continued to use Public Contracts Scotland (PCS) to advertise contract opportunities. During the reporting period, 15,870 contract opportunities were advertised and 18,421 suppliers awarded contracts.
- A further seven Scottish public bodies joined our national eInvoicing shared service, bringing the total number of participating organisations to 25.
- Our Procurement Journey was completely refreshed and relaunched in March 2020 following extensive consultation with users from across the Scottish public sector.

## 3. Key priorities

The Scottish Government's key priorities for procurement are enshrined in the [sustainable procurement duty](#), outlined in the Procurement Reform (Scotland) Act 2014 and is underpinned by the [National Performance Framework](#). The Key Priorities are centred on creating a more successful country, with opportunities for all of Scotland to flourish, through increasing sustainable and inclusive economic growth. This is underpinned by [Scotland's Economic Strategy](#) and our annual [Programme for Government](#) which sets out our plan for policy delivery and legislation over the next year.

The sustainable procurement duty is supported by tools which include the [National Outcomes](#) and Indicators and provide a structured approach to what we procure. They help public bodies identify opportunities to include economic, social and environmental considerations in contracts and show how our procurement activity contributes to the National Outcomes and, in turn, to Scotland's Economic Strategy.

We develop sourcing strategies for each procurement project worth £50,000 or more. This work is supported by the [Sustainability Test](#) and, where appropriate, the [Sustainable Public Procurement Prioritisation Tool \(SPPPT\)](#). We track our contribution to the Scottish Government's purpose and priorities through our compliance with the sustainable procurement duty. Key priorities are defined in Scotland's Economic Strategy as:

- Promoting **inclusive growth** and creating opportunity through a fair and inclusive jobs market and regional cohesion;
- **Investment** in our people and our infrastructure in a sustainable way;
- Fostering a culture of **innovation** and research and development; and
- Promoting Scotland on the **international** stage to boost our trade and investment, influence and networks.

### 3.1 Inclusive growth

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The Scottish Government defines inclusive growth as “growth that combines increased prosperity with tackling inequality; that creates opportunities for all and distributes the dividends of increased prosperity fairly”.

Procurement continued to contribute to inclusive growth and local economic wellbeing by:

- Providing community enhancements in addition to training and employment opportunities and local community benefit;
- Driving Fair Work practices;
- Using our market knowledge, systems and processes to improve access to our contract opportunities for SMEs, the third sector and supported businesses; and
- Taking actions to address the Climate Emergency.

Examples of our contribution are included within the relevant sections of this report.

### 3.2 Investment

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Infrastructure investment to create jobs, help businesses and support delivery of better and modern public services and growth in the Scottish economy remains a top priority for the Scottish Government. Our infrastructure investment project pipeline is available [here](#).

Procurement underpins our investment in people, infrastructure and assets. We used well-designed procurement of goods, services and works as a driver of business growth and innovation, with many of our procurement projects directly enabling the Scottish Government’s wider ambition in this regard.

Examples of our approach and commitment in this area include the following.

#### Next Generation Access (NGA) infrastructure

To help achieve the Scottish Government’s commitment to provide all homes and businesses across the country with access to superfast broadband, we undertook an extensive competitive dialogue process to inform the £600 million reaching 100% (R100) procurement. This R100 programme, building on the previous successful Digital Scotland Superfast Broadband (DSSB) initiative, together with commercial and a national superfast voucher scheme, will provide everyone in Scotland with access to superfast broadband. Two of the three lots have been awarded during this reporting period and the third one is scheduled to be awarded in the next reporting period. The R100 contracts make provision for, and secured, a number of Community Benefits, such as targeted recruitment, apprenticeships and educational benefits to communities. These benefits will be realised in the next reporting periods as the contracts progress through the deployment phase.

### Scottish 4G Infill programme

During the reporting period, the Scottish Government made a grant-funded investment of £7.3 million in the Scottish 4G Mobile Infill (S4GI) programme (out of an overall programme value of up to £25 million). The programme aims to push 4G coverage beyond commercial rollout and is delivering future-proofed, 4G mobile infrastructure and services to selected mobile 'not-spots' throughout Scotland. The programme is expected to deploy up to 40 mast sites, over the course of its five years. The programme delivered the first live site at New Luce in Dumfries and Galloway in February 2020, and a pipeline of other activations are scheduled to take place by 2023. The contract also makes provision for a Community Benefit Fund to be used towards providing support for connectivity-related projects run by local community groups. It is envisaged that the fund will launch in 2021.

### Collaborative construction

The Construction Portfolio is new to the Scottish Government's procurement directorate, with the team being established on 1 October 2019. A review of construction spend from the Scottish Procurement Information Hub over the past five years has provided an indicative spend area of c£2.8 billion per annum and a list of commodities to be procured. During the reporting period, a Construction Portfolio Review - which includes a Procurement Strategy for a Civil Engineering Framework - has been signed off by the Scottish public sector procurement Centres of Expertise. We expect to award a civil engineering framework in summer 2021.

We will continue to work with the Centres of Expertise, SG Construction Policy and

Industry to agree our programme of procurement activity.

Our Construction Portfolio Review and Civil Engineering Procurement Strategy, contain many proposals to meet the Inclusive Growth agenda. We have split our Framework into geographic and value band lots, with the intention that this will address rural and local competition and maximise opportunities for SMEs. Our Framework evaluation criteria will examine delivery models for national suppliers to understand the extent of their supply chain, and our terms and conditions will place an emphasis on the need to advertise, in the Public Contracts Scotland portal, any work packages which are not already provided for within existing supply chains, along with the importance, particularly on islands, of using rural SMEs.

Within our requirement, we will include the need to deliver Community Benefits and to encourage the use of Supported Businesses. As part of our procurement evaluation, we will evaluate bidders' approach to Fair Work First practices, payment of the Real Living Wage, verify their position with regard to signing-up to the Business Pledge, and commitments will be monitored throughout our Framework duration.

In addition, we will include a need for compliance with the Modern Slavery Act 2015, with this requirement forming a key element of our specification. Again, this will be examined in our Evaluation Criteria Delivery Model, to assess supply chain risk.



During 2019/2020, we have completed publication of the 'Client Guide to Construction Projects' In total, three handbooks have been published since 2018:

- Handbook 1: project initiation and business case handbook
- Handbook 2: construction procurement handbook
- Handbook 3: construction phase handbook

These handbooks form a suite of guidance which aims to assist contracting authorities in becoming more “intelligent clients”, allowing them to work more closely and co-operatively with contractors and consultants to deliver successful projects.

The guidance is primarily to help clients better manage their construction projects, but should also be of assistance to contractors and consultants alike in developing their understanding of how the public sector delivers construction projects. We will continue to update and add new chapters to the Client Guide as the need arises.

We have piloted the Construction Capability Assessment Tool, which allows contracting authorities to assess their ability to procure publicly-funded construction. Feedback from the pilot process has been analysed and utilised in the creation of a finalised version.

In response to a commitment arising from the Economic Action Plan, the new strategic Construction Leadership Forum, a collaborative initiative between Scottish Government and Construction Scotland, has been established and is now working collectively, forming a stronger relationship between the industry and government, around a set of common goals to help the sector grow.

### 3.3 Innovation

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The Procurement Reform (Scotland) Act 2014 places a duty on public bodies to consider how, through their procurement activities, they can promote and support innovation in the way in which public sector services are provided in Scotland.

The cross-sectoral Procurement Innovation Leadership Group was established to improve the outcome of innovation in the Scottish public sector. It has commissioned work through the year, including national guidance on innovation; specification for improvements to procurement systems to enable improved management information on innovation projects; increased transparency for suppliers; and worked closely with cross-sector partners to establish and deliver the first Innovation Partnership contract, Scotcap.

#### Case study: Innovation Partnerships - Scotcap

Scotcap seeks to reduce the bottleneck affecting the diagnosis of gastrointestinal disease, including bowel cancer, by negating the need for more invasive test procedures which are carried out in hospital, and by creating diagnostic capacity. A new clinical pathway has been developed, using a 'Pill Camera', to carry out a diagnostic test for bowel disease within the community. The work was sponsored by the Health and Social Care Directorate, Modernising Patient Pathways Programme, and led by Professor Angus JM Watson, Consultant Colorectal Surgeon, NHS Highland. Instigated through the Scottish Government's Procurement Innovation Leadership Group, the process involved the NHS, Scottish Government and a wide variety of other partners - both



public and private sector – working together to solve a societal problem, by managing the innovation cycle, inclusive of research, development and commercialisation through one regulated procurement process.

Professor Watson notes; “The Scotcap Innovation Partnership has allowed iterative research and development to be conducted within a procurement process for the first time. This has led to an agreement by clinical leaders about the diagnostic pathway across Scotland, but also notably, has allowed the delivery of the service in all Scottish Health Boards. It has demonstrated the value of procurement working with clinicians and other partners to create new innovative patient centred services. I am delighted to be part of this ground breaking work and team.”

The Director of Modern Patient Pathways commented “This new collaborative way of working through a structured approach has enabled joint working amongst many partners to create a common “once for Scotland” approach”.

### CivTech® Programme

CivTech® continues to address public service challenges in an innovative way. The programme, supported by Scottish Procurement and Property directorate, involves collaborative solving of problems faced by public sector organisations, creating better products and services and, by doing so, helping create high-growth potential businesses. It enables the rapid development of creative, cost-effective solutions delivered by those businesses.

### Achieving policy goals

We have undertaken a range of work to drive understanding of how public procurement can contribute to inclusive, sustainable growth and wellbeing. For example, we have set up the cross-sector Climate and Procurement Forum to mobilise public procurement’s contribution to addressing the Climate Emergency. We are working with colleagues across Scottish Government and the wider public sector, primarily through City and Region Deals, to ensure the impetus provided by the Procurement Reform (Scotland) Act 2014 to use public procurement activity to contribute to national and local priorities, in-line with the National Performance Framework, takes effect.

We have also published [Scottish Procurement Policy Notes](#) (SPPN) on using PCS to advertise sub-contracting opportunities, making them more accessible to Scottish suppliers (SPPN 5/2019) and clarifying measures to guard against Human Trafficking & Exploitation (SPPN 3/2020). We have undertaken research on the value and impact of the sustainable procurement duty since its introduction. We expect this to be published towards the end of 2020 and to inform future work.

### Dynamic Purchasing Systems

We have continued to develop and implement our innovative and flexible approach to the procurement of Digital Services. Within our collaborative ICT team we have now established four Dynamic Purchasing Systems (DPS) covering Digital Technology Services, Telephony Services, Network Advice and Internet of Things and, with each iteration, we are learning and improving on the process. Our DPS arrangements have so far provided over 400 suppliers (over 98% of

which are committed to paying the Real Living Wage and over 77% of which are SMEs) with direct access to Scottish public sector opportunities, forecast at over £75 million over the duration of the DPS'.

Our More Powers Implementation Team has established their first DPS to enable the Social Security Directorate and Social Security Scotland to award future contracts for ongoing Social Programme Management development and support. The DPS includes three suppliers, one of which is an SME.

### 3.4 Internationalisation

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Our work continues to be recognised internationally. Our Scottish National Procurement Competency Framework, which is already seen globally as an exemplar of its type, has helped shape the European Competency Framework (ProcurCompEU) launched in 2020 by the European Commission. Our approach to talent management and development in the procurement profession was the focus of an international case study by the Procurement Leaders network and shared with its global membership. In particular, they highlighted our innovative Procurement People of Tomorrow programme and our commitment to Continuous Professional Development.

In the reporting period, the Scottish Government has been supporting the Organisation for Economic Co-operation and Development (OECD) and the World Bank in their work to further improve procurement globally in countries such as New Zealand and Romania. Additionally Scotland has also participated and contributed to work with other European Countries through the Urban Agenda, a multi-level method to promote cooperation between countries and cities and other stakeholders to promote growth, viability and innovation to identify and successfully address social challenges. The Urban Agenda focuses specifically on three pillars of policy making and implementation through better regulation, funding, and knowledge sharing.

In addition, the Scottish Government is represented on the Chartered Institute of Procurement and Supply's Global Foundation Steering Group, leading the development and implementation of their international philanthropic strategy. The Foundation's mission is to improve people's lives through better supply chains, with aims aligned with UN Sustainable Development Goals. This has included very active engagement and support of partnerships with Action Aid in Africa and Bangladesh.

In June 2020, the Scottish Government developed and delivered a presentation on the Power of Procurement to the Agrifood Knowledge Transfer Network (KTN) across Africa. As well as sharing the work of the CIPS Foundation and its Agrifood projects, we promoted Scottish Government resources and toolkits to underpin better procurement and supply chain management in the Agrifood industry. The presentation was recorded and shared widely across the global procurement and supply network, and the KTN have requested to use it with PhD student placements and for highlighting more broadly to early career researchers.

## 4. Contracting activity and how our procurement activity contributes to sustainable and inclusive economic growth

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### 4.1 Summary of regulated procurements completed between April 2019 - March 2020

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We continue to recognise the power of procurement and our contracts continue to deliver a wide range of economic, social and environmental benefits which are good for businesses, people and communities.

During the reporting period, we managed 409 live contracts worth £6.4 billion, awarded 169 new contracts regulated by the Procurement Reform (Scotland) Act 2014 with a total value of just under £1.9 billion.

Fair Work criteria are a standard consideration for our procurements, and so our contracts continue to make a positive contribution to achieving good and sustainable employment for people working on public contracts. Over 90% of our current suppliers have committed to paying at least the Real Living Wage.

During the reporting period, our contracts generated savings of £160 million.

Details of our contract awards are available on the [Public Contracts Scotland](#) website. Our website contains [more information on our current collaborative agreements](#).

## Spend summary

The table below shows spend on collaborative frameworks (established by Scottish Ministers, but available to all Scottish public sector bodies) and contracts used by core Scottish Government organisations.

Category	Spend (£m)	Saving (£m)	Savings (%)
Collaborative (National and Central Government sectoral framework contracts)	£985	£136	14%
Scottish Government contracts	£369	£24	6.5%
<b>Total</b>	<b>£1,354</b>	<b>£160</b>	<b>11.8%</b>

While not included in figures elsewhere in this report, our Central Government Procurement Shared Services (CGPSS) team awarded 21 regulated contracts worth a total of £5.9 million on behalf of other public bodies. 33% of these were awarded to SMEs.

These contracts were placed on behalf of other central government bodies separate to the Scottish Government and, if applicable, will be reported in the respective organisations' Annual Procurement Report.

## 4.2. Review of whether our procurements kept to our Procurement Strategy published on 29 March 2018

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Our [Procurement Strategy](#) sets out how we plan to carry out our regulated procurement exercises. This report reflects on whether those procurements complied with that strategy during the period April 2019 to March 2020.

As was the case last year, during that period, all of the regulated contracts have been awarded in a way which meets the policies and principles set out in the strategy, and throughout this report we explain how this has been achieved.

We continue to recognise the importance of those responsible for procurement having an appropriate level of delegated authority. Key to this is ensuring that those involved in awarding and managing contracts have the professional skills, knowledge, qualifications and experience to do so and that we continue to invest in their skills and capability development through our [Procurement Competency Framework](#).

Our scheme of 'delegated purchasing authority', means that no member of staff is authorised to enter into a contract on behalf of Scottish Ministers without written delegated authority to do so from our Director of Procurement. That delegated authority is only given to those who can demonstrate they possess the appropriate skills, competencies and knowledge of our procurement policies and of legal obligations.

Our programme to embed and grow commercial capability continued, targeting all Scottish Government civil servants at awareness, practitioner and leadership level, to ensure they understand and can contribute to our wider commercial and sustainability ambition.

## 4.3. Summary of regulated procurements in the next two financial years

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In the next two years, we anticipate starting around 145 procurements worth a total of around £3.3 billion. A full list of known regulated procurements is in Annex A

Also in the next two years, we expect that:

- Over 100 contracts will be awarded for the sole use of the Scottish Government, with an approximate value of £900 million.
- 18 contracts worth around £78 million will be awarded in relation to the specific services required to support the additional powers devolved to the Scottish Government by the Scotland Act 2016.
- Five collaborative contracts will be awarded on behalf of Scottish public bodies, with an approximate value of £230 million.

## 5. Sustainable procurement and our approach to engaging SMEs, the third sector and supported businesses

We use the power of procurement to deliver outcomes that are good for businesses and employees; good for place and communities and good for society. This includes improving access to public contracts for SMEs, the third sector and Supported Businesses and implementing low carbon solutions and waste reduction strategies where appropriate.

### SMEs

We continue to develop our procurement strategies to make our contracts more accessible and provide opportunities for SMEs to tender, win and deliver public sector contracts. As a result, in our collaborative procurements we consider splitting up larger value contracts and frameworks into specialist or geographical requirements. We also consider placing multi-supplier frameworks in order to create other supply chain opportunities wherever possible. We also actively seek out opportunities for SMEs, third sector and supported businesses to compete within our supply chains. Our approach enhances the opportunities for smaller firms that otherwise might not be able to bid.

For example, we published an SPPN asking public bodies to encourage the use of PCS by their prime contractors to offer more opportunities for local suppliers including SMEs, the third sector and supported businesses to win contracts within the supply chain of a public contract.

As a direct result of Scottish Government procurement activity:

- 61% of the 295 suppliers delivering our regulated contracts during the reporting period were SMEs; and
- 663 SME sub-contractors are based in Scotland and won work in our supply chain worth £30 million.

To help SME and third sector organisations who wish to tender for public sector contracts, we continue to provide funding to the Supplier Development Programme which assists businesses to become tender ready for public procurement and improve their prospects of success when competing for public sector contracts.



## The Third Sector

We deliver support to individual third sector organisations tendering for contracts. This includes training in how to get ready to tender, and tender writing through the recently re-let Business Support for Third Sector contract, delivered once again by Just Enterprise. It is a comprehensive programme of tailored business support, from start-up, sustainability to scaling up and winning contracts.

We continue to fund the [Partnership for Procurement](#), a programme that provides a range of support specifically to third sector organisations wishing to form consortia to bid for public sector contracts. The Partnership for Procurement website hosts the Ready for Business Register of social enterprises, which offers buyers the ability to search for organisations that identify as supported businesses by geographical location. We ensure that all national collaborative frameworks are available for use by third sector organisations.

## Supplier Development Programme

We continue to provide funding and support to the Supplier Development Programme, an independent business initiative that provides free training, online resources and guidance for SMEs and third sector on how to prepare public procurement bids. This includes training on how to write tenders and improve bid scores, use of the SG provided eProcurement and Tendering Platforms (PCS and PCS-Tender) and understanding frameworks, community benefits and sustainable procurement.

In the financial year 2019/2020, over 1,600 unique businesses attended SDP training courses. Of those that responded to surveys, 88% said they were more likely to bid for future public contracts as a direct result of the training they received. In the same year, the Supplier Development Programme also supported 40 public sector partner training events, linking over 700 unique businesses to up and coming contracts.

## Water efficiency

During the period, the National Water & Waste Water Billing Services framework with Anglian Water Business (National) Ltd finished. As well as supplying water and waste water services, it also concluded a four year programme to deliver water efficiency savings to the Scottish public sector and third sector organisations.

Over the four year period, Anglian's 'Active Water Management' programme delivered £5.5 million efficiency savings through leak detection, water efficiency measures and meter downsizing. Overall, this has saved approximately 2,400,000 m<sup>3</sup> of water, for various bodies including NHS, Councils and Further and Higher Education establishments.

## Supported Business

Since March 2019, Social Security Scotland has awarded three orders totalling £460,000 with the two furniture suppliers on the supported business framework, Dovetail Enterprises Ltd and City Building LLP. In March 2020, a £50,000 contract was also placed with the signage supplier from this framework, Scotland's Bravest Manufacturing Company.

It is anticipated that the Agency will continue to grow to circa 2,000 staff across its main sites in Dundee and Glasgow, with a number of staff also working remotely. To facilitate this growth, the Agency is committed to using the Supported Business Collaborative Framework, commencing a tender exercise through it to establish a two year contract for the provision of Office Furniture and Associated Products with an estimated value of £2 million.

## Climate and procurement

In April 2019, the First Minister declared a Climate Emergency. Environmental considerations are already at the heart of our sustainable procurement duty but there is much we can and need to do to make use of the provisions in the Procurement Reform (Scotland) Act 2014 and ensure that these considerations specifically address climate change and circular economy obligations. The Procurement and Climate Change Forum has been established to review, with representative bodies of key sectors, how we can mobilise the £12 billion of annual public procurement spend to support our climate emergency response.

We agree that we need to continue to do whatever we can to influence our suppliers and supply chains to reduce emissions

and waste, with a particular focus on manufacturing and packaging processes, transport and logistics (scope 3). We must also consider more carefully what and how we buy. The Forum was in its early stages during the reporting period, setting out its scope to identify and commission targeted activities that would help influence and empower our buyer, supplier and key stakeholder communities to make the best use of public procurement in tackling the Climate Emergency.

Examples of where we have already considered and applied solutions that will have a positive environmental impact include the following:

### ICT Hardware Frameworks



We were once again announced among the winners at the Green Electronics Council's, annual [EPEAT Purchaser Awards](#).

The award recognises the excellence and leadership our collaborative ICT Team provide in the procurement of sustainable IT products which reduce environmental impact across their lifecycle.

EPEAT-accredited devices are more energy efficient, less toxic, longer lasting, and easier to recycle than products that do not meet EPEAT eco-label standards, while also addressing labour and human rights issues along the entire supply chain.

## Environmental Benefits



The Green Electronics Council estimate that, over their lifetime, IT products purchased through [Scottish Procurement frameworks](#) in 2019 will result in a number of environmental benefits. These include:

- Savings of 64,230 MWh of electricity (equivalent to the average annual electricity consumption of over 22,000 UK households)
- A reduction of greenhouse gas emissions of 40,978 metric tons of CO2 equivalents (equal to taking almost 14,000 cars off UK roads for a year)
- A reduction of 165 metric tons in hazardous waste and 22,871 metric tons of primary materials

Our success in the global EPEAT awards programme is recognition of our continued determination to deliver the highest levels of sustainability and environmental benefits to the Scottish public sector.

## Turing Trust



The Scottish Government, in partnership with HP Inc. UK, our framework supplier of [laptop and desktop computers](#), and their Scottish SME service partner Capito, made a donation of 1,000 PCs to the Turing Trust. The Trust was co-founded by James Turing in honour of his great uncle, the World War II codebreaker Alan Turing and works to improve digital literacy in sub-Saharan Africa.

The computers, which were no longer suitable for corporate use, were serviced and securely cleansed of data before being taken to Malawi for use by students and trainee teachers.

The donation of 1,000 PCs will help about 18,000 students to learn vital IT skills. Beyond this, the environmental impact from the donation will offset 280 tonnes of CO2 emissions, which is the equivalent of planting 700 trees.

## 6. Delivery of policies

The Scottish public sector spends over £12.6 billion each year buying goods, services and works. This is a significant sum, and it is right that people expect it to be spent in a way that aims to deliver the most benefits possible to society. Our Procurement Strategy sets out our general policies and also how we will monitor those policies.

### Impact of Scottish Government policy

During the reporting period, we relaunched the Procurement Journey and the Supplier Journey, taking into account feedback received via a national survey and user testing undertaken.

Although almost 86% of respondents believed the Procurement Journey met their needs, a number of enhancements and improvements were made. These included: an improved look and feel to both websites; easier navigation; making text plain English; and additional functionality including checklists and quickfire guides.

The [Procurement Journey](#) is our online source of step-by-step guidance aimed at buyers across the whole of the Scottish public sector. It is tailored to the value and risk of a particular procurement exercise. It has been widely recognised as helpful by those using it in Scotland, across the UK, and in other countries. It is continually updated with changes in legislation, policy and best practice.

The [Supplier Journey](#) is our online source of step-by-step guidance aimed at suppliers to the Scottish public sector. It advises suppliers on how to bid for public sector goods and services contracts and was created following extensive engagement and feedback from suppliers, including SMEs.

We will continue to gather feedback to further enhance the Procurement Journey and Supplier Journey as well as incorporating any changes/updates which result from the exit from the EU.

## 6.1. Our policy on applying community benefit requirements in our contracts

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Our Procurement Strategy set out our intention to consider the opportunities to include community benefit requirements in the development phase of all regulated procurements, and to include them, either on a contractual or voluntary basis, wherever there is an opportunity to benefit the community.

### Monitoring

We said in our Procurement Strategy that we would:

- Consider the use of community benefits in the development of all our regulated procurements.
- For contracts in excess of £4 million, set out details of the required community benefits in the appropriate Contract Notice.
- In our Contract Award Notices, record where we expect contractors to deliver community benefits.
- Collect information about community benefits delivered under our regulated procurements.

### Delivery

We considered community benefits in all our regulated procurements during the reporting period. Relative to the previous year, we more than doubled the number of contracts awarded which specifically included community and social benefits to 34.

As a result, we currently have 69 live contracts valued at around £1.9 billion within which community benefits are now embedded.

As well as supporting thousands of existing jobs, during the reporting period our contracts created 81 new brand-new jobs and 40 apprenticeships; delivered 50 work placements for school pupils, college and university students and 2 work placements for Priority Groups; and we enabled 417 qualifications to be achieved through training.

Examples of community benefits secured from our contracts are shown below.

#### HP Inc. UK



Our supplier of Mobile and Desktop Client Devices, HP Inc. UK, are sponsors of the Digital Schools Award programme. This is a public/private initiative designed to support the digital learning and education of pupils in Scotland. The programme recognises, rewards and promotes the effective use of digital technology in education.

In September 2019, HP Inc. UK co-hosted a Digital Schools award-giving ceremony in which 114 nursery, primary and secondary schools from across the country received their national digital-schools award for excellence in digital teaching and learning.

### Capital Document Solutions



In January 2020, Capital Document Solutions (a Scottish SME on our Office Equipment framework) opened a purpose-built Recycling Centre at their Edinburgh HQ allowing them to increase their recycling, re-use and refurbishment capabilities.

Four new apprentices were employed to work in the recycling centre and, in 2019, 660 print devices were refurbished and almost 2,000 toner bottles and over 5,000 device components were reused. This equated to over 35 tonnes of material being diverted from landfill. This initiative helps minimise negative environmental impacts and supports the Scottish Government's circular economy objectives.

### XMA



Our supplier of tablet devices, XMA Limited, delivered 346 days of Apple professional learning free of charge to almost 4,000 teachers and education professionals to support the deployment and use of iPads in schools across Scotland.

### APS Group (Scotland) Ltd



Our provider of Publishing, Print, Design & Associated Services, APS Group (Scotland) Ltd, is contractually bound to deliver a number of Community Benefits throughout the term of the new framework agreement (awarded August 2018). These Community Benefits include apprenticeships, work experience and a commitment to place a minimum of 50% of framework business with SME suppliers. APS currently has three Modern Apprentices in training and also has four permanent staff who were former Modern Apprentices. APS's business model (developed over a number of years working with the Scottish Government) is predicated on supporting the Scottish economy by supporting SME suppliers as part of its core operations. Currently APS works with 105 SMEs in Scotland (including two charities). In addition, APS supports (in total) 10 charities and schools.

### Impact of Scottish Government policy

In the previous reporting period, we published a case study (<https://www.gov.scot/publications/procurement-community-benefits-case-study/>) demonstrating how, even in relatively low value contracts, community benefits can be used to benefit particularly disadvantaged groups and positively affect future recruitment and work place practices amongst our suppliers. In this instance, after a three month internship the candidate went on to secure a permanent contract with the supplier. The contractor committed to making lasting improvements, to remove previously unrecognised barriers to inclusive employment and, as a result, feel they have an additional talented and knowledgeable team member and have improved the working environment for all.”

## 6.2. Our policy on consulting and involving those affected by our procurements

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Our Procurement Strategy set out our approach to consulting and involving those affected by our procurements. We collaborate closely with others across the public and private sectors to inform, develop and test national policies, processes, toolkits and practices to ensure that they are fit for purpose and underpin the ambition set out in our Procurement Strategy.

### Monitoring

We indicated in our strategy that we would record any complaints about a failure to consult and report on our performance, any conclusions reached, and any measures taken in response to complaints.

### Delivery

We did not record any complaints arising from our approach to consultations during the reporting period.

Where appropriate, we work with people who use our services, potential suppliers and others to help us design procurements. This can vary from market research to supplier engagement days or the design and piloting of services. When developing our contracting strategies and approaches, we involve people who use the services or their representatives through User Intelligence Groups.



### **Brexit: Operational and regulatory readiness**

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During the report year, Scottish Procurement continued to identify and understand the level of Brexit impacts on Scottish Government-led contracts and frameworks.

Consideration was again given to how best to address and mitigate these impacts, and dialogue was undertaken with key suppliers and stakeholders across the public and private sectors on Brexit implications and preparedness – particularly in the event of a no-deal Brexit.

### **6.3 Fair Work practices, including paying at least the Real Living Wage to people involved in delivering our contracts**

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Fair Work is work that offers all individuals an effective voice, opportunity, security, fulfilment and respect. It balances the rights and responsibilities of workers and employers. We believe that adopting such practices can make businesses more competitive by improving talent attraction, reducing staff turnover and absenteeism while improving motivation and workforce engagement. We want Scotland to be a world-leading Fair Work Nation by 2025.

Scotland's success as an economy is built on a shared endeavour between workers, unions and employers and we must continue working together to make the right decisions to protect workers and public safety, keep people in jobs and get the economy going again. We continue to have high expectations of how fair working practices should be adopted as the economy continues to re-open. Scotland is rightly proud of its reputation as a leader on Fair Work and, in these exceptional times, adopting a Fair Work approach is more important than ever.

## Monitoring

In our strategy, we stated that if a commitment has been made in a tender to pay the real Living Wage, we would record this in the contract award notice, it would form part of the contract, and we would monitor it through our contract and supplier management processes. We also stated that “Information on which of our contractors pay the real Living Wage will be gathered centrally and we will include it in the annual report of our performance against this strategy”.

When we refer to “the real Living Wage” we mean the hourly rate set independently and updated annually by the Living Wage Foundation.

## Delivery

During this period, we have updated our internal procedures and processes to include a stronger focus on the Fair Work First criteria. Where Fair Work practices were relevant to the contract, we included this as an award criterion to be considered as part of the tender evaluation alongside other criteria. It is our normal practice to include Fair Work provisions in our invitations to tender, where appropriate, and we consider these along with other relevant criteria as part of the tender evaluation process.

Also during this period, we have continued to secure a range of Fair Work practices in a number of our significant contracts improving pay and conditions for those working in our supply chain. In implementing Fair Work First, the Scottish Government is leading by example: the £400 million facilities management contract encouraged all bidders to adopt Fair Work practices for all workers

engaged on the contract, over its seven year duration and as a default commit to working towards all five Fair Work First criteria.

91% of our suppliers with current live contracts, have committed to paying at least the Real Living Wage.

## Impact of Scottish Government policy

Through our Fair Work First approach, which is being promoted in government funding streams, we will ask those bidding for public contracts to commit to working towards five criteria to benefit their workers, these are:

- Appropriate channels for effective voice and employee engagement, such as trade union recognition;
- Investment in workforce development;
- Action to tackle the gender pay gap and create a more diverse and inclusive workplace;
- No inappropriate use of zero-hours contracts; and
- Payment of the real Living Wage.

We are committed to doing this in partnership with stakeholders by taking a phased approach to implementation which will take account of the economic context, including the impact of EU exit.

The Scottish Government is an accredited Living Wage Employer and we pay at least the real Living Wage to all direct employees and to all contracted staff who regularly provide services on our sites.

## Early Learning and Childcare Workers



The Scottish Government and local authorities remain committed to the introduction of an increased entitlement to 1,140 hours per year of funding Early Learning and Childcare. The planned implementation timeline has been adjusted to take account of the sector's response to the coronavirus outbreak. The Scottish Government remains committed to promoting Fair Work practices, through funding which enables payment of the Real Living Wage to childcare workers, which will include provision established through public procurement procedures.

The technical guidance which was developed, "Funding follows the child and the national standard for early learning and childcare providers: transition options guidance on contracting", has more recently been updated to better empower local authorities and funded providers to make a commitment to work together to plan and deliver this commitment.

## Adult Social Care Workers



Fair Work in Social Care is one of the key priorities in the joint Scottish Government and COSLA Reform of Adult Social Care Programme, launched in 2019.

The Fair Work in Social Care Group, which was established to take forward the Fair Work Convention's recommendations in the Scotland's Social Care Sector 2019 report was initially paused during the pandemic. However, work in relation to improving recruitment, terms and conditions for the social care workforce has been progressed at pace to respond quickly to emerging issues that were identified. Where these services are subject to a public procurement process, fair work practices form a key part of ongoing decision making.

## 6.4. Our policy on making sure our contractors and sub-contractors keep to the Health and Safety at Work Act 1974 and any provision made under that Act

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Our aim is to be a leading employer in the delivery of health and safety and to ensure the wellbeing of our staff and those that deliver our contracts.

Our Procurement Strategy set out that it is a standard condition of our contracts that the contractor must keep to all laws that apply, as well as the requirements of regulatory organisations and good industry practice.

It also explained that this includes health and safety laws, and that contractors must keep to our own health safety standards when they are on our premises.

### Monitoring

We stated in our Procurement Strategy that we would gather information, through our standard contract management arrangements, about health and safety incidents relating to delivery of our contracts and measures taken.

### Delivery

During this reporting period, there were no incidents that required to be reported to the Health and Safety Executive.

For those contractors working on our premises, we meet monthly and review all relevant accident reports and any investigation findings.

Additionally, we encourage our catering and cleaning suppliers to use the in-house Contractor Safety Management System. This allows both suppliers and ourselves to check that sub-contractors have all the relevant security clearance, permits and qualifications.

## 6.5. Our policy on procuring fairly and ethically-traded goods and services

We take a robust approach in procurement processes to tackling criminal activity, including human trafficking and exploitation, modern slavery, corruption and fraud and also to promote positive practices. Respecting human rights is not only a moral and legal obligation, it can have business benefits such as attracting and retaining a diverse skilled workforce (which can, in turn, increase quality, innovation and productivity); reducing risks, including court proceedings; and enhancing reputation and brand value, increasing the customer base.

Our Procurement Strategy set out our policy that, if fairly-traded goods and services are available to meet our requirements, we will consider how best to promote them. It also described how our standard terms and conditions allow us to end a contract if the contractor or a sub-contractor fails to keep to their legal duties in the areas of environmental, social or employment law when carrying out that contract.

We believe that those we contract with should adopt high standards of business ethics, this includes taking a robust approach to ensuring the goods and services are sourced fairly and ethically.

### Monitoring

We stated in the strategy that we would:

- a) Include a statement about the effectiveness of our selection procedures; and
- b) Keep a record of the value of fairly traded products bought and sold under our catering contract.

### Delivery

All Invitations to Tender issued during the reporting period included a provision to ensure that our supply chains are free from human trafficking and exploitation, including modern slavery, permitting us to terminate contracts with suppliers for breaches of social, environmental or labour law.

The national sustainable procurement tools and supporting guidance were revised in August 2019 to encourage public sector buyers to take a relevant and proportionate approach to equality in their procurements. The updated equality guidance aligns with the [fair work best practice guidance](#) and [toolkit](#), and was endorsed by the Equality and Human Rights Commission (EHRC). We have also updated the tools so that their content is consistent with the National Performance Framework. [A Scottish Procurement Policy Note](#) (SPPN) was published in February 2020 on reducing the risk of human trafficking and exploitation in the performance of public contracts. We are using the updated tools, guidance and SPPN to consider human rights, equality, and Fair Work consistently in our procurements and we are encouraging buyers across the public sector in Scotland to do the same.

The value of fair and ethically traded products sold through the Scottish Government's catering contract (which includes tea, coffee, chocolate and sugar) was £58,000 in the reporting period.

### Effectiveness of our selection procedures

We continued to use the national sustainability tools to inform our commodity strategies which helped us to identify and mitigate potential risks in all of our regulated procurements. We also use targeted selection and award criteria relating to fairly and ethically traded supply chains, where relevant, for all regulated procurements.

### Impact of Scottish Government policy

We continue to engage with a range of organisations on ethical procurement, including learning from best practice used by others across Europe, and working closely with stakeholders such as the [Equality and Human Rights Commission](#) and the [Scottish Fair Trade Forum \(SFTF\)](#).

This helped us to refresh our sustainable procurement tools and guidance to ensure they take account of human rights considerations, including the UN Guiding Principles on human trafficking and exploitation/modern slavery.

Work with SFTF concluded with the publication of [sustainable procurement case studies on taking an ethical approach](#).

## 6.6 Using contracts involving food to improve the health, wellbeing and education of communities in Scotland and promote the highest standards of animal welfare

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Our Procurement Strategy set out our belief that the way in which the public sector buys food and catering services can have positive social, economic and environmental impacts.

### Impact of Scottish Government policy

Our national food and drink policy: [Good Food Nation](#), continues to promote buying healthy, fresh and environmentally sustainable food and catering. Existing guidance [‘Catering for Change: Buying food sustainably in the public sector’](#) can also be used by public sector organisations when buying food or catering services.

The welfare of farm animals, reared for products used in food provided in our catering contracts and other public contracts, is generally safeguarded under legislation we have introduced to protect farm animals on farm and at slaughter. We are also working to increase the sourcing of Scottish products further through public sector contracts.

Our Programme for Government outlines a number of commitments that put local sourcing at the heart of public sector supply chains. This includes expanding the Food for Life programme to increase the amount of locally sourced and produced food in Scotland's schools.

## 6.7. Our policy on paying in 30 days or less to our contractors and sub-contractors

Our Procurement Strategy set out that it is a standard term of our contracts that we will pay valid invoices within 30 days, that any subcontract must contain a clause which says that subcontractors will be paid within 30 days, and that this clause must apply through the supply chain. It also explained that this clause must make clear that if a subcontractor believes that invoices are not being paid within 30 days, they can raise the issue directly with us. We also aim to pay as many valid invoices as possible within 10 days.

### Monitoring

Our Strategy indicated that through contract management arrangements, we would monitor complaints from suppliers and subcontractors and take action if appropriate.

### Delivery

During the reporting period, we paid 99% of valid invoices within 10 days, getting cash into the economy as quickly as possible.

We are working with contract managers to ensure that payments to suppliers and subcontractors are discussed and addressed through the contract management process.

### Impact of Scottish Government policy

The construction sector in particular can suffer from late and extended payment terms from business to business. To help counter this, we encouraged the use of Project Bank Accounts. These are accounts from which a public body can pay firms in the supply chain directly, as well as making payments to the main contractor. Project Bank Accounts improve cash flow and help businesses stay solvent, particularly smaller firms which can be more vulnerable to the effects of late payments.

Public bodies covered by the Scottish Public Finance Manual now need to include project bank accounts in their tender documents for building projects over £2 million and civil engineering projects over £5 million.



## 7. Brexit and Coronavirus

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### **Statement on activity on Brexit and Coronavirus, the latter which is largely missed by the end of this reporting period.**

We continued to monitor the level of any impact associated with Brexit particularly under a no-deal scenario. Engagement with key suppliers on SG-led agreements focused on preparedness and contingencies to minimise disruption and/or adverse commercial outcomes. We also worked collaboratively with sectoral procurement Centres of Expertise and UK Government commercial colleagues to enable an aligned approach and share knowledge.

At the tail end of this reporting period, there was a massive pivot to respond to the Coronavirus crisis and support organisations, suppliers and communities. We sought to maximise procurement resources through releasing colleagues to directly support our Health Directorate and NHS in the purchase of key product lines during the pandemic. Many of our agreements have been influential in supporting the wider effort e.g. [Connecting Scotland](#) (work that will be reported in next year's annual report). We are also supporting our suppliers through the crisis with supplier relief initiatives and by re-prioritising demand.

## 8. Report ownership and contact details

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The owner of this Annual Report on behalf of the Scottish Government is Nick Ford, our Director of Procurement and Property. The report covers the period 01 April 2019 to 31 March 2020.



Nick Ford

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## Annex A: Summary of regulated procurements commencing In the next two financial years

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
General Stationery, IT Consumables and Office Paper	Relet	April-21	Aug-21	Sept-21
Postal Services Framework	Relet	Dec-20	Apr-21	Jul-21
Employee Services (CCS framework)	Relet	Apr-21	Aug-21	Nov-21
Media Services Framework	Relet	Jan-21	Jun-21	Sep-21
Creative Advertising Services	Relet	Nov-21	Apr-22	Jul-22
Digital Advertising Services	Relet	Nov-21	Apr-22	Jul-22
Events and Video Production Services	Relet	Nov-21	Apr-22	Jul-22
Public Relations Services	Relet	Nov-21	Apr-22	Jul-22
Market Research Services	Relet	Nov-21	Apr-22	Jul-22
Newspapers	Relet	Sep-21	Jan-22	Feb-22
Interpreting Services Framework	Relet	July-21	Aug-21	Nov-21
Payments Beta - Scottish Government	New	Jun-20	Sep-20	Oct-20
Digital Identity - Attribute Store	New	Dec-20	Mar-20	Apr-20
Telephony Services DPS	Relet	Sep-21	Nov-21	Dec-21
Internet of Things DPS	Relet	Jun-21	Aug-21	Sep-21
Mobile Client Device Framework	Relet	Feb-21	Jun-21	Aug-21
IT Peripherals Framework	Relet	May-21	Oct-21	Jan-22
Office Equipment Framework	Relet	Nov-21	May-22	Jul-22
Payments Live - SG	New	Jun-22	Sep-22	Oct-22
Digital Identity Live - ID&V	New	Dec-22	Mar-23	Apr-23
CivTech 5	New	Jun-20	Jul-20	Jul-20
CivTech 6	New	Mar-21	May-21	May-21
Public Contracts Scotland-Tender re-let	Relet	TBC	TBC	TBC

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
MI Platform tender	New	TBC	TBC	TBC
Software VAR Framework	Relet	Dec-22	May-22	Jun-22
SPM ORCI	New	Apr-20	Jun-20	Jun-20
SPM Cross Cutting	New	Jun-20	Sep-20	Sep-20
Testing Services	New	Dec-20	Mar-21	Apr-21
LDFleet Plus Vehicles	New	Jan-21	Mar-21	Apr-21
LDFleet Fuel Cards	New	Jan-21	Mar-21	Apr-21
LDFleet Plus Insurance	New	Jan-21	Mar-21	Apr-21
Hosting Platform and Operations - 2020 & Beyond	New	Jan-20	Mar-21	Apr-21
User Research Recruitment Partner	New	Jul-20	Sep-20	Sep-20
Identity Verification (Back-Office) Solution	New	N/A	Mar-21	Mar-21
Document Management Configuration Partner(s) - Lot 1 (Inbound Document Management)	New	Mar-20	May-20	Jul-20
Document Management Configuration Partner(s) - Lot 2 (Outbound Document Management)	New	Mar-20	May-20	Jul-20
Strategic Document Repository Software	New	N/A	May-20	Jun-20
Strategic Document Repository Implementation and Configuration Services	New	N/A	Jun-20	Jul-20
Social Security Scotland Office Furniture and Associated Products	New	Nov-20	Dec-20	Jan-21
Monitoring, Logging & Alerting	New	Oct-20	Oct-20	Nov-20
Threat Intelligence Platform	New	Aug-20	Dec-20	Dec-20
Multi Channel Contact Centre with Telephony Services	New	Dec-19	May-20	Jun-20

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Lone Worker Solutions awarded to Lone worker Solutions Ltd	New	Nov-19	Mar-20	Mar-20
Civil Engineering Works (including Roads and Roads Maintenance) Framework	New	Jan-21	Aug-21	Sep-21
Home Energy Efficiency Programmes For Scotland National Energy Assistance Scheme	Relet	Jul-21	Feb-22	Aug-22
Rural Payments Delivery Partner	Relet	Apr-21	Dec-21	Jun-22
Scotland's Baby Box and Associated Items and Services	Relet	Sep-21	Mar-21	Apr-21
DATS Call-off: Provision of Systems Integration Services	Relet	Jul-21	Apr-22	Nov-22
Digital Evidence Sharing Capability	New	Sep-19	Apr-21	Apr-21
National Improvement Framework - National Standardised Assessments	New	Nov-20	Mar-21	Jul-21
Investment in Charitable Bonds	Relet	Dec-20	Mar-21	Mar-21
Ecounting	Relet	Mar-20	Oct-20	Oct-20
Legal Services for Contracts, Commercial & Corporate	Relet	Jun-20	Sep-20	Nov-20
The Scottish Crime and Justice Survey (SCJS)	Relet	Apr-21	Dec-21	Mar-22
Catering	Relet	TBC	TBC	TBC
Independent Child Trafficking Guardian	Relet	Feb-21	Aug-21	Sep-21
Administration and Management of the Community and Renewable Energy Scheme (CARES)	Relet	Nov-21	Jan-22	Feb-22

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Climate Challenge Fund Management and Administration Services	New	TBC	TBC	TBC
Equality and Human Rights Fund Manager	Relet	Apr-20	Sep-20	Sep-20
Provision of Print and Scanning Services	Relet	Jan-22	Dec-22	Jan-23
Regional Managing Agents for the Help to Buy Scheme	Relet	Oct-20	Jan-21	Mar-21
SGLD Legal Services for Public Local Inquiries	New	Aug-20	Nov-20	Nov-20
Education And Skills Impact Measurement	Relet	TBC	TBC	TBC
Business Intelligence Software	Relet	Jan-21	Apr-21	Apr-21
BSL Video Services	Relet	Oct-20	Dec-20	Dec-20
Hospitals Inquiry - Document Management System	Relet	TBC	TBC	TBC
IT Managed Service, Community Justice	Relet	TBC	TBC	TBC
Gaelic Medium Education National Standardised Assessments	New	Nov-20	Mar-21	Jul-21
Connectors for the Scottish ePlanning and eBuilding Standards System	Relet	Mar-21	Sep-21	Dec-21
Due Diligence for Low Carbon Infrastructure Capital Projects	Relet	Sep-20	Jan-21	Jan-21
Quality Assurance & Audit Services: New National Energy Assistance Scheme	Relet	Jul-21	Feb-22	Aug-22
Delivery Partner for the Cashback for Communities Programme	Relet	Mar-22	Dec-22	Mar-23
Children, Families and Young People Third Sector Fund	New	Jan-22	Dec-22	Jun-23

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Programme for International Student Assessment (PISA) 2021	Relet	Dec-21	Jul-22	Oct-22
Provision of an Innovation Support Service	Relet	Jan-21	May-21	Jun-21
Provision of National Kinship Care Service	Relet	Apr-20	Jul-20	Jul-20
Provision Of A Herbage Trial To Obtain Scottish Data For UK National List	Relet	Jan-22	Oct-22	Dec-22
Provision of Enabling Digital Government – Shared Services Process Profiling	Relet	Nov-20	Dec-20	Dec-20
Provision of SEAS & Hyperion Support	Relet	Jan-21	Feb-21	Mar-21
National Advocacy Service – Let’s Talk ASN	Relet	Oct-20	Mar-21	Mar-21
Case Management System for Advance Payment Scheme and Statutory Redress Scheme	Relet	Jan-21	Jun-21	Jul-21
Open Data Publishing Platform (ODPP) – Support, Hosting and Development	Relet	Feb-21	Jul-21	Jul-21
Scottish Social Attitudes Survey	Relet	TBC	TBC	TBC
Fund Management Services for the Volunteering Support Fund	Relet	TBC	TBC	TBC
Due Diligence for Capital Projects for the Low Carbon Infrastructure Transition	New	Mar-21	Oct-21	Oct-21
Administrator of Support in the Right Direction Fund	New	TBC	TBC	TBC
Family Learning Support for Local Authorities	Relet	Apr-21	Dec-21	Dec-21
Scottish Digital Academy Agile Coach	Relet	Feb-21	Jun-21	Jun-21



<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Enhanced Health Visiting Pathway	Relet	Apr-22	Dec-22	Dec-22
Catering Services to the Lord High Commissioner	Relet	Dec-21	Jun-22	Jun-22
Low Carbon Infrastructure Transition Programme Client Technical Engineer	New	Mar-22	May-22	May-22
National Advocacy Service	Relet	Jul-21	Jan-22	Mar-22
Evaluation of Distress Brief Intervention – Pilot Programme	Relet	Feb-21	Jun-21	Jun-21
Self Build Loan Fund	Relet	Dec-21	Aug-22	Aug-22
Competent Authority Audits	New	Mar-22	Dec-22	Dec-22
Attracting High-Quality Graduates into Teaching	Relet	TBC	TBC	TBC
SIP Trunk	Relet	Sep-21	Mar-22	Mar-22
Consultation analysis Framework	Relet	Mar-21	Oct-21	Oct-21
Provision of Audio Visual Services	Relet	TBC	TBC	TBC
Interim Professional Staff – Health Programme Manager	Relet	TBC	TBC	TBC
Access to Childcare Fund Manager	Relet	Jun-21	Mar-22	Mar-22
People Directorate Transformation Programme Interim Manager	Relet	TBC	TBC	TBC
Behaviour In Scottish Schools (BISSR) 2019	Relet	Mar-21	Aug-21	Aug-21
Cyber Exercising Project	Relet	May-20	Jul-20	Jul-20
Water Quality Data systems modernisation project	Relet	Oct-20	Jan-21	Jan-21
Document Management System for Tram Inquiry	Relet	Jan-21	Apr-21	May-21
Evaluation of the Health & Work Support Pilot	Relet	Oct-20	Feb-21	Mar-21

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Administration and Management of the SG Small Grants Programme an CJ Innovation Fund	Relet	Apr-21	Jul-21	Aug-21
One Scotland Mapping Agreement	New	Apr-22	Jul-22	Sep-22
Financial Advisory Support for the Lochaber Project 2019	Relet	May-21	Aug-21	Sep-21
Accessibility and Inclusive Communications - Interpreting and Translation Services	Relet	Feb-22	May-22	Aug-22
Video Conference MCU Replacement Project	Relet	Apr-22	Jul-22	Sep-22
Scottish Child Abuse Inquiry - Document Processing Contractor	Relet	Jul-20	Oct-20	Nov-20
Social Housing Tender Price Index (SSHTPI)	Relet	Nov-21	Mar-22	Mar-22
Risk Needs Assessment & Case Management Instrument	New	Jan-21	Mar-21	Apr-21
Supply of Scottish Government Branded Signboards and Associated Fixings	New	May-21	Sep-21	Sep-21
Land Reform Ballot Services	Relet	Jan-21	Apr-21	May-21
Understanding Repeat Violent Victimization in Scotland - A Qualitative Approach	New	Jan-21	Apr-21	May-21
DPEA's webcasting service	Relet	Apr-21	Aug-21	Aug-21
National Childhood Bereavement Coordinator	Relet	Sep-21	Dec-21	Mar-22
Decision making about remand and alternatives to remand in Scotland's Criminal Justice System	Relet	Feb-21	Jun-21	Jul-21

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Provision of Procurement and Commercial Training: Procurement	Relet	Apr-21	Jul-21	Aug-21
Partner to administer and manage the Workplace Equality Fund (WEF)	Relet	Apr-21	Jul-21	Aug-21
Digital Insight Research and Training	Relet	Jun-20	Sep-20	Oct-20
Laboratory Testing – Abortion Investigations in Cattle	Relet	Feb-22	Jun-22	Aug-22
Certified Internal Auditor Training	Relet	Dec-20	Apr-21	May-21
Innovation Communication Plan Survey	Relet	Sep-20	Dec-20	Jan-21
Provision of Procurement and Commercial Training: Sustainability	Relet	Apr-21	Jul-21	Aug-21
Risk Management Tool	Relet	Jan-21	Mar-21	Mar-21
Building Scotland Fund – Monitoring Surveyor	New	Jan-21	Apr-21	May-21
Psychological Assessment for Senior Civil Service	New	Jun-21	Oct-21	Nov-21
Framework Agreement for Local Heat and Energy Efficiency Strategies	Relet	Jan-21	May-21	Jul-21
Development, Administration and Delivery of the Climate Challenge Programme Malawi	Relet	Mar-21	Jul-21	Sep-21
Provision of an Organisational Development Framework	Relet	Jul-21	Nov-21	Feb-22
HR Assessment Centres	New	Mar-21	Oct-21	Dec-21
Regional Managing Agents for Open Market Shared Equity (OMSE) Housing Scheme	Relet	Feb-21	Jul-21	Sep-21

<b>* Contract Notice to be published 1 Apr 20 - 31 Mar 22</b>		<b>Contract notice/ call for competition date?</b>	<b>Anticipated award date</b>	<b>Anticipated start date</b>
<b>Title/Description</b>	<b>New or relet</b>			
Provision of Agronomic Trials for Value for Cultivation and Use	Relet	Aug-22	Dec-22	Dec-22
Regional Managing Agents for the Help to Buy Scheme	New	Oct-20	Feb-21	Apr-21
DYW School Coordinator Equalities Training	Relet	Feb-21	Jul-21	Aug-21
Statutory Redress scheme Resource	Relet	Jan-21	Apr-21	Apr-21
Local Development Plan digital support	New	Feb-21	May-21	May-21
Scottish Milk and Healthy Snack Scheme	Relet	Feb-21	Jun-21	Aug-21
Tech Scalars	Relet	Jun-21	Dec-21	Jan-22
St Andrews House Refurbishment - Architect and Engineer	Relet	Oct-20	Nov-20	Dec-20
Coaching Supervision for the internal SG coaching pool	Relet	Nov-20	Jan-21	Feb-21
Women in Agriculture Development Programme	New	Dec-20	Apr-21	May-21
Reaching 100% Programme - Managed Service	Relet	Oct-20	Jan-21	Feb-21

## Annex B: Micro, small and medium-sized suppliers supplying goods and services to core Scottish Government

### Analysis

The following tables provide information on SME suppliers, by (a) micro, (b) small and (c) medium-sized suppliers, who have supplied goods and services to core Scottish Government during the period 2017 to 2020. This information is based on data contained in the Scottish Procurement Information Hub (the “Hub”).

The total number of SME suppliers may vary in some years from previous publications. This is because the data held in the Hub is revalidated and may change as additional information about suppliers is applied, or as supplier status changes.

#### Number of Micro, Small and Medium-Sized Suppliers supplying goods and services to core Scottish Government for Financial Years 2017/18, 2018/19 and 2019/20

Financial Year	TOTAL NUMBER OF SME SUPPLIERS*	TOTAL NUMBER MICRO SUPPLIERS*	TOTAL NUMBER SMALL SUPPLIERS*	TOTAL NUMBER MEDIUM SUPPLIERS*
2017/2018	717	142	234	341
2018/2019	1034	245	347	442
2019/2020	1177	279	402	496

#### Spend with Small Medium Enterprise Suppliers supplying goods and services to core Scottish Government for Financial Years 2017/18, 2018/19 and 2019/20

Financial Year	TOTAL SPEND (£) WITH SME SUPPLIERS WHERE EMPLOYEE SIZE IS KNOWN
2017/2018	88,939,002.72
2018/2019	102,564,478.67
2019/2020	120,561,842

Data is provided for core Scottish Government only.

Data is taken from the Scottish Procurement Information Hub and is based on suppliers that have been classed as commercial organisations or as non-trade social care providers and with whom core Scottish Government has spent over £1,000 in aggregate in a 12 month period.

\*Supplier size is based on number of employees where it is known.

SMEs are defined as suppliers with fewer than 250 employees.

Micro suppliers are defined as suppliers with fewer than 10 employees.

Small suppliers are defined as suppliers with 10-49 employees.

Medium suppliers are defined as suppliers with 50-249 employees.

Data correct at October 2020. Data is revalidated and may change in subsequent reports as additional information about suppliers is applied.



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