



Scottish Procurement Collaborative Newsletter

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1. Recruitment Advertising and Public Information Notices framework

The Scottish Government [Recruitment Advertising & Public Information Notices framework](#) with TMP UK Ltd has been extended for a period of 12 months until 17 April 2019. Scottish Procurement has been working with TMP UK Ltd in an attempt to increase the level of value for money savings. The company has identified potential opportunities for additional savings to be achieved through reviewing the styles of public information notices.

A [case study](#) has been produced to demonstrate the savings made.

Should you require any further information please contact [Alastair Dougall](#) on 0141 242 5594 or [Paul Brydon](#) on 0131 244 3718

2. New IT Peripherals Framework

Scottish Procurement are delighted to announce that we have awarded the IT Peripherals single supplier framework agreement to Computacenter (UK) Ltd. The

framework is available now and is open to organisations across the Scottish public sector, including third sector bodies and covers 4 distinct groups:

- General IT peripherals
- Audio visual
- Desktop printers and scanners
- Networking equipment

A buyer's guide is being prepared but in the meantime an FAQ document and ordering guide containing details of how to set up a user account, find products, obtain quotes and place orders is available from the secure stakeholder group Procurement Information Network within [Knowledge Hub](#).

If you are not yet registered to access the Scottish Procurement Knowledge Hub site and are eligible to use the frameworks please complete the [membership form](#) and send to [Lorraine Cockburn](#).

3. Publishing, Print, Design and Associated Services (PPDAS)

The Invitation to Tender for Publishing, Print, Design and Associated Services (PPDAS) 2018 was issued 12 March 2018. This is a category A framework, available to the whole of the public sector in Scotland. To maximise the potential for investment, the framework will run for a five year period with the potential for a 1 x 24 month extension period (subject to satisfactory performance).

Colleagues across all sectors have supported the development phase and will form the Tender Evaluation Panel (TEP) going forward.

Should you require any further information please contact [Neil MacTavish](#) on 0141 242 5589 or [Martin Mooney](#) on 0131 244 4437.

4. Print and Associated Services framework

Scottish Procurement will shortly commence work on the procurement exercise to re-let the Print and Associated Services framework which is for print services only (not to be confused with Publishing, Print, Design and Associated Services which currently provides a fully managed service). It is currently anticipated that the framework will change from a category B+ to a category A framework. Scottish Procurement will be seeking nominations for the user intelligence group (UIG) and your support is appreciated.

Please contact Neil.Mactavish@gov.scot or Martin.mooney@gov.scot to be involved in the process.

5. Temporary and Interim Staff frameworks

Scottish Procurement has commenced the re-let of its Temporary and Interim Staff Services frameworks.

An initial UIG meeting was held in January 2018 with representatives from across the Scottish public sector. The next UIG meeting will be held later this month to discuss next steps.

A request for information (RFI) has been issued to both stakeholders and suppliers. Analysis of these RFI returns is ongoing.

Scottish Procurement plan to issue the Invitation to Tender via the PCS-T system in early summer.

If you have any questions on the re-let please contact david.bilton@gov.scot or lisa.pittman@gov.scot.

6. Scottish Procurement Information and Communication Technology Products team feed into global guidance on social impacts

The Green Electronics Council (GEC) spearheads multiple projects to further the design, manufacture, and purchase of sustainable IT. [These projects](#) have been launched to address current sustainability challenges in the IT sector.

Our ICT Products team have provided input into the GEC's newly published global [Guide to Addressing Labour and Human Rights Impacts in IT Procurements](#).

For additional information on the guide please contact the GEC by email at NGillis@greenelectronicscouncil.org.

For any enquiries about our [ICT Products Portfolio](#) please contact Bryan Dodds by email at bryan.dodds@gov.scot or phone 0131 2446290.

7. Application Design and Development Services framework

The multi-supplier [Application, Design and Development Services framework Agreement](#) delivers a diverse range of application services from design and development through to deployment. The framework also supports a wide and extensive range of digital technology projects of differing sizes, levels of complexity, value and risk.

Core Services:

- Application design and build
- Application testing, including both user and performance testing
- Application deployment and integration services

Additional Services

- Hosting services
- Support and maintenance
- Data migration

Organisations using this framework have the option to procure via direct award or further mini competition.

The framework can be an enabler to organisations' digital aspirations and provides easy access to expert and professional suppliers of which the majority are small and medium sized enterprises and have third party cyber accreditation.

For additional information, please contact [Suzanne Reid](#) on 0141 242 023.

8. Hosting Services framework

The [Hosting Services framework agreement](#) covers a range of data hosting services including co-location, private cloud, public cloud and community cloud. The framework is designed as an easy step for organisations having data stored by cloud providers as an alternative to storing data in house.

Core services:

- Private cloud
- Public cloud
- Community cloud
- Hybrid cloud
- Co-location

Organisations using this multi supplier framework have the option to procure via direct award or further mini competition. The framework has been used by multiple cross sector organisations with more than fifty contracts being placed and a total contract value of over £15 million.

The framework can be an enabler to organisations cloud aspirations and provides easy access to cloud providers. Buyers have access to 7 suppliers (3 small and medium sized enterprises) on the framework all of which hold third party cyber accreditation and are based in the UK.

For additional information, please contact [Stuart Brown](#) on 0141 242 5626.

9. Server Maintenance anniversary

In June 2018, the [Server Maintenance](#) framework reaches its third year of operation and some of the highlights of the past 3 years include:

- Over £3.1 million contract value since framework award (57 contracts)
- Averaging over 25% savings on market value, with some organisations actually achieving savings of up to 80%

The Server Maintenance framework offers all Scottish public sector bodies a direct route to market via a single supplier framework for the provision of server and associated infrastructure hardware maintenance services.

As the framework is a single supplier, provided by [MCSA](#) it negates the requirement for further mini competition and is simply procured by a quotation and contract order process.

Interest in the framework continues with planned marketing activities from both MCSA and Scottish Procurement maintaining the current trend of bringing on new organisations to the framework.

Due to the success of the framework, the final 12 month extension period has been taken up, taking the framework expiry date to 23 June 2019.

For additional information, please contact [Suzanne Reid](#) on 0141 242 0231.

10. General Data Protection Regulations Amendments Update

Further to our previous updates on the action that Scottish Procurement is taking to amend collaborative frameworks and contracts, this note is to confirm that all amendments have now been issued and more than half of the amendments have been accepted.

At the end of March, Scottish Procurement will issue a list of suppliers that have accepted the amendments and will save the list and copies of the amendments into the Knowledge Hub for collaborative partners to access direct. The list will be updated as remaining suppliers accept the amendments. Scottish Procurement will also be issuing assurance questionnaires to relevant suppliers that process personal data over the next few weeks.

You should note that where a call off contract has a requirement for the processing of personal data, the framework public body and the supplier will be required to have a data processing agreement in place (generally referred to as Schedule 9 in our frameworks). Organisations are encouraged to look at each of their call off contracts and start to prepare the information that will be required for the data processing agreement. Some thoughts on what you may wish to consider when completing the data processing agreement can be found in the table below.

If you are not yet registered to access the Scottish Procurement Knowledge Hub site and are eligible to use the frameworks please complete the [membership request form](#) and send to [Lorraine Cockburn](#).

Schedule 9 - Standard Data Processing Agreement	
1. Subject matter and duration of the processing of personal data	This should be a high level, short description of what the processing is about, for example its subject matter
2. The nature and purpose of the processing of personal data	Please be as specific as possible, but make sure that you cover all intended purposes. The nature of the processing means any operation such as collection, recording, organising, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means).
3. The types of personal data to be processed	Examples include: name, address, date of birth, National Insurance number, telephone number, pay, images, and biometric data.
4. The categories of data subject to whom personal data relates	Examples include: Staff (including volunteers, agents, and temporary workers), customers / clients, suppliers, patients, students / pupils, members of the public, users of a particular website.
5. The obligations and rights of the purchaser	Describe obligations of the supplier and rights of the purchaser including how long the data will be retained for, how it should be returned or destroyed.

11. World Procurement Awards 2018 - shortlisted

We are delighted to announce that the collaborative ICT team have made the shortlist for the [2018 World Procurement Awards](#).

It is the [second year in a row](#) we have been nominated for the awards, but this time it is in the Innovation category for our work on launching the [Dynamic Purchasing System \(DPS\) for Digital Services](#).

Further details are in our [Procurement Blog](#).

12. Contract Register

A full list of contracts let by Scottish Procurement can be found on our [Contracts Register](#).