



The Scottish Parliament
Pàrlamaid na h-Alba

Scottish Parliamentary Corporate Body

Annual Procurement Report

(1st April 2023 to 31st March 2024)

Buidheann Chorporra Pàrlamaid na h-Alba

Aithisg Bhliadhnail an t-Solair

(1 Giblean 2023 gu 31 Màrt 2024)



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Introduction

The vision of the Parliament of making a positive difference to the lives of the people of Scotland is ambitious and far reaching. How we deliver our procurement must support this commitment and our Corporate Procurement Strategy for 2020 - 2024 is designed to support a responsible and sustainable approach, promote efficiency, deliver environment, social and economic outcomes, and stimulate innovation. Our Procurement Strategy and its delivery are aligned to our core [organisational values](#) of Stewardship, Inclusive, Excellence and Respect that are central to our working culture and drive all that we do.



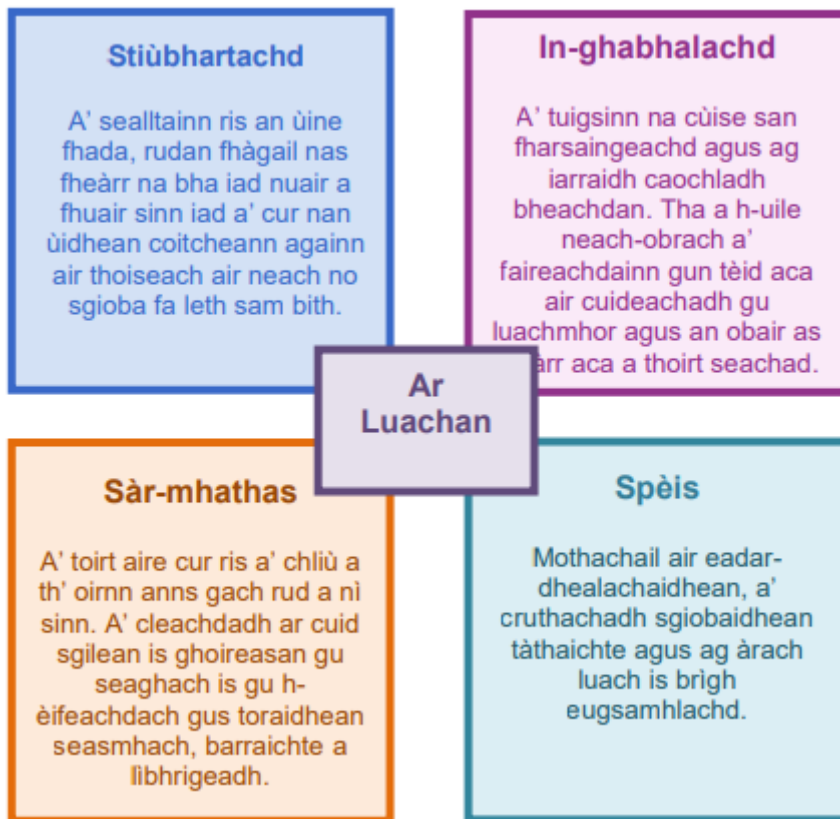
This report reflects on our procurement activity from 1st April 2023 to 31st March 2024. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our Corporate Procurement Strategy. It is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014.

An updated Corporate Procurement Strategy for 2024 to 2027 was published in May. While continuing many of the same themes, the new strategy focuses on optimising value, sustainable development, supply chain management, compliance and our people.

Ro-ràdh

Tha amas na Pàrlamaid airson piseach a thoirt air beatha muinntir na h-Alba àrdmhiannach agus farsaing. Feumaidh mar a libhrigeas sinn ar solar taic a thoirt don dealas seo agus tha ar Ro-innleachd Solarachadh Corporra airson 2020 - 2024 air a dhealbhadh gus taic a thoirt do dhòigh-obrach chunntachail agus seasmhach, gus èifeachdas a chur air adhart, toraidhean àrainneachd, sòisealta agus eaconamach a libhrigeadh, agus innleachdas a bhrosnachadh.

Tha ar Ro-innleachd Solarachaidh agus mar a thèid a libhrigeadh air an aon rèir ris na prìomh luachan buidhne againn, Stiùbhardachd, In-ghabhalachd, Sàr-mhathas agus Spèis a tha aig cridhe ar cultar obrach agus a tha a' stiùireadh gach nì a bhios sinn a' dèanamh.



Tha an aithisg seo a' meòrachadh air ar gnìomhachd solarachaidh bho 1 Giblean 2020 gu 31 Màrt 2021. Tha e a' toirt thar-shealladh air cùmhnantan a chaidh a bhuileachadh, caiteachas, gèilleadh ri ar poileasaidhean agus adhartas mu choinneamh nan geallaidhean a tha air am mìneachadh san Ro-innleachd Solarachadh Corporra againn. Tha e air a thoirt a-mach a rèir ar dleastanasan reachdail fon Achd Ath-leasachadh Solarachadh (Alba) 2014.

Chaidh Ro-innleachd Solarachadh Corporra ùraichte airson 2024 gu 2027 fhoillseachadh sa Chèitean. Ged a tha mòran de na h-aon chuspairean innte agus a bha roimhe, tha amas air chùl na ro-innleachd ùire a bhith ag àrdachadh luach, leasachadh seasmhach, riaghladh-sèine solair, gèilleadh agus ar daoine.

1. Procurement at the Scottish Parliament

The Procurement Reform (Scotland) Act 2014 requires certain public bodies to publish procurement strategies and annual reports.

This report is produced in line with our statutory obligations under the Procurement Reform (Scotland) Act 2014 and reflects on our procurement activity from 1st April 2023 to 31st March 2024. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress against the commitments set out in our Corporate Procurement Strategy. It describes in some detail what we have done to achieve the delivery of the Corporate Procurement Strategy and provides transparency on how we use public funds, treat our suppliers, and deliver social, economic and environmental outcomes in our procurements.

The Procurement Services team partnered with our colleagues in business areas across the organisation to address these challenges whilst continuing to collaborate to deliver contracts which are sustainable, compliant, deliver good value and meet agreed objectives.

We are part of a Central Government Cluster Group sharing best practice and knowledge and take part in user intelligence groups for specific collaborative tendering activities.



2. Procurement Snapshot



34
contracts
awarded



24
contracts
awarded to
SMEs



93%
procurement
spend through
contracts



7
procurement
exams passed



10
contracts
awarded to
Scottish
suppliers



95.8%
of invoices paid
within 10 days



£15,853,111
procurement
spend in
2023/2024



over £2.7m
spend with
SMEs



over £1.5m
spend with
Scottish
suppliers

3. Procurement Activity and Expenditure

3.1 Contracts Awarded

In the reporting period, 24 Regulated¹ contracts were awarded. The total estimated value over the lifetime of these contracts is £24,085,765. Fourteen of these contracts were advertised on Public Contracts Scotland for competitive tender and ten were call off contracts under existing collaborative agreements. In addition, ten lower value contracts were awarded at a total estimated lifetime value of £296,909.

The tables below show the number and value of contracts awarded categorised by collaborative agreements and SPCB contracts, and those awarded to Small/Medium Enterprises (SME).

Regulated contracts awarded

	Collaborative Agreements	SPCB Contracts	Total
Number	14	10	24
Value	£8,125,000	£15,960,765	£24,085,765
Number awarded to SMEs	6	9	15
Value awarded to SMEs	£3,780,000	£12,060,765	£15,840,765

Non-Regulated contracts awarded

	Collaborative Agreements	SPCB Contracts	Total
Number	2	8	10
Value	£44,187	£252,722	£296,909
Number awarded to SMEs	2	7	9
Value awarded to SMEs	£44,187	£202,722	£246,909

Ten of the 34 contracts were awarded to Scottish organisations, with a total estimated value of £7,876,765.

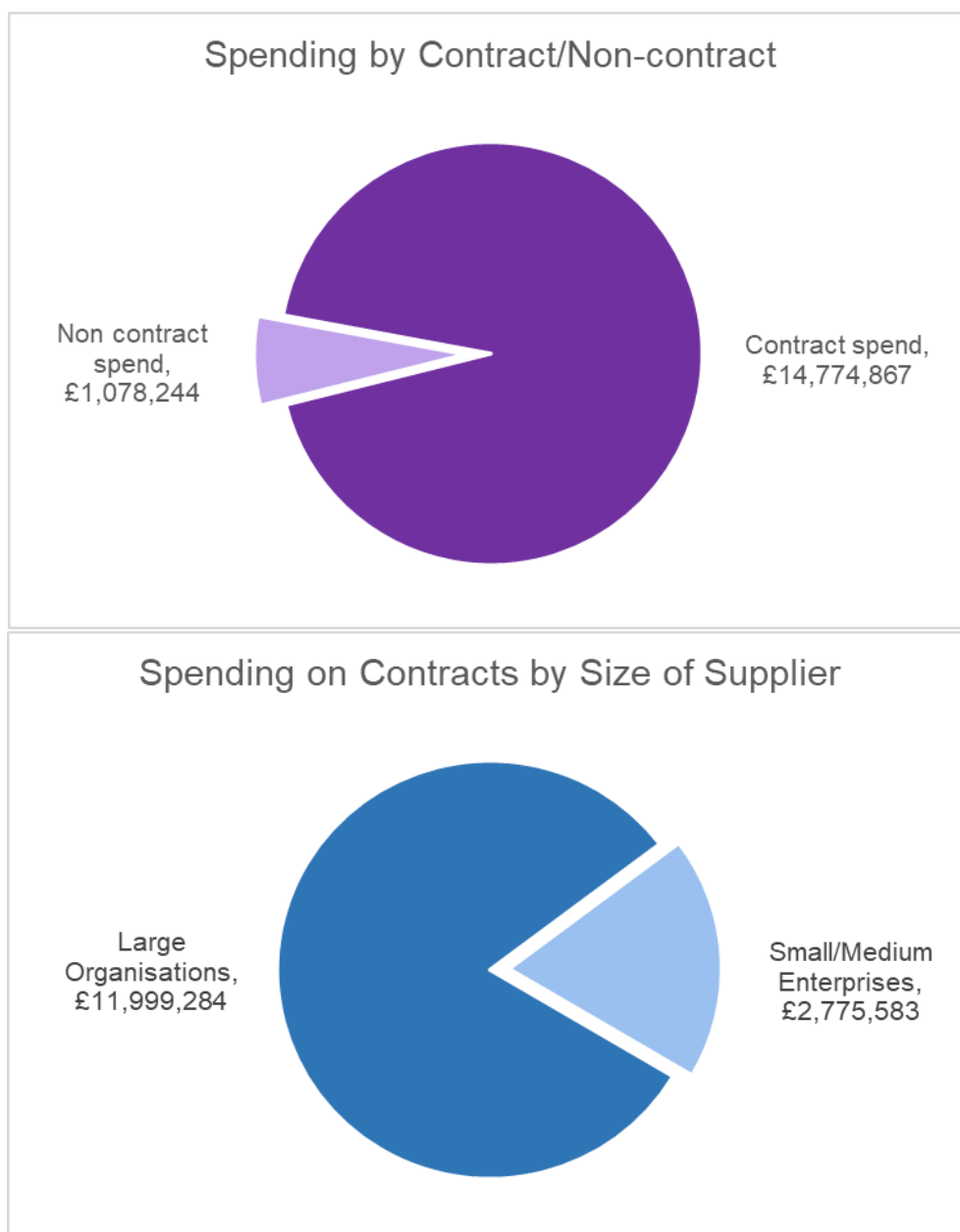
¹ In this report the term “Regulated” refers to procurements conducted under the Public Contracts (Scotland) Regulations 2015 and the Procurement (Scotland Regulations) 2016

3.2 Expenditure

The total SPCB spend on goods, services and works in the financial year 2023/2024 was £15,853,111. Of this, £14,774,867 (93.2%) was through our contracts. The remaining non-contract purchases are generally for one off or low-cost items where there is no existing contract, and no additional value would be gained by putting a contract in place.

Over this period, £2,775,583 (approx. 18.8%) of our contract spend was paid to Small/Medium Enterprises. This does not include payments to SME subcontractors.

Contract spend with Scottish businesses totalled £1,584,461 in the reporting period.



4. Organisational Strategic Objectives

The Scottish Parliament was established in 1999 to represent the people of Scotland, by debating matters of national importance, passing laws and holding the Scottish Government to account. The Scottish Parliamentary Corporate Body (SPCB) supports the work of the Parliament and its Members and is responsible for ensuring that the Parliament is provided with the property, staff and services it requires.

The [Strategic Plan for Session 6](#) sets out how the Scottish Parliamentary Service, whose staff work to support the Parliament, aims to deliver the Parliament's vision of making a positive difference to the lives of the people of Scotland.

Four strategic change objectives have been adopted as the key areas we need to shape, influence and respond to:



The procurement team has supported the delivery of a number of strategic change objectives over the reporting year.

Net Zero Infrastructure Programme

Following a workshop attended by stakeholders from across the Parliament, the FM team has produced a business case that set out the road map and dependencies of activities designed to reduce scope 1 and 2 emissions in order to support the route to net zero. Procurement will be involved in the sourcing of future work packages and has included net zero support in relevant contracts, e.g. Building Energy Management and Professional Property Services.

Corporate Systems Programme

We collaborated with teams across the organisation to review multiple corporate software systems covering HR services, recruitment portal, time and attendance recording, payroll and pensions. A single contract to meet our full requirement was procured, providing cost savings, improved data veracity, simplified user experience and streamlining implementation and contract management.

Official Report Digital Transformation

This project aims to replace an end of life system in a way which maximises efficiencies through the use of new technology. Purchasers have formed part of the project team from the early research stage to support the development of the commercial business case and will continue to support the programme through the procurement stage.



5. Regulated Procurement Compliance

This section of the report addresses the compliance of our Regulated procurements with our corporate Procurement Strategy, the Sustainable Procurement Duty and our procurement policies.

5.1 Compliance with Procurement Strategy

Our corporate [Procurement Strategy for 2020-2024](#) is designed to support a responsible and sustainable approach, promote efficiency, deliver beneficial environmental, social and economic outcomes, and stimulate innovation. It places a firm focus on our procurement approach contributing to our organisation's actions on climate change and improving ethics in our supply chain, whilst continuing to uphold the principles of fairness, transparency, equal treatment and proportionality that, along with value for money and legislative compliance, underpin good public procurement.

To support our organisational strategic change objectives, pursue best practice procurement, and deliver on our organisational commitment to sustainable development and climate change, we focus our procurement activity on eight areas.



Activity 1: Ensure all procurement activities withstand scrutiny

Our aim: Continue to ensure legal compliance, robust governance and accountability in the procurement function.

All high value and/or complex procurements are led by trained purchasers within the Procurement team to ensure consistent application of SPCB procurement policy. Ongoing support and guidance is provided to Procurement project team members and resources are readily available to them to assist their understanding of the principles of good procurement and what to expect when taking part in a tender. To help ensure compliance and quality assurance, all procurement projects are peer reviewed and high value projects include audited gateway reviews. Those taking part in procurements are required to declare any potential conflict of interest to ensure an unbiased process.

Comprehensive controls are in place to identify departure from procurement policy in low value transactions made by operational teams. There were no significant matters found and minor issues identified have been fully addressed. Low value spend not adhering to procurement policy represents less than 0.05% of total procurement spend.

Scottish Procurement Policy Notices (SPPN) are reviewed, and relevant actions taken to make sure that our processes are aligned. Five SPPNs have been published in the reporting period and shared with purchasers. The updated approach to Fair Work First will be embedded in our processes going forward to ensure improved fair working assessment during the tender process. Discussions were held with the team to consider how best to apply the new approach in upcoming procurements.

The SPCB continues to comply with its legislative obligations in publishing its procurement strategy, annual procurement report and making its contract register publicly available.



Activity 2: To be an efficient procurement function that actively supports business areas in the delivery of their services

Our aim: Optimise the use of procurement resources, deliver financial savings and benefits in our procurements, deliver sustainable contracts that meet the needs of the organisation.

Regular relationship management is undertaken between the procurement team and business partners which allows us to work collaboratively across the organisation to successfully support business needs. This is achieved through early consultation, effective planning of procurements, exploring potential synergies between requirements from different business areas, and identifying and implementing sustainability improvements to our contracts.

We work with our business partners to agree the optimum weighting for tender evaluations. Commodity/service strategies are reviewed by procurement team leaders and must explain in what way the chosen weighting ratio seeks to achieve the best balance of quality, cost and sustainability.

We facilitate sustainable development impact assessment workshops for procurement project teams to support holistic discussion to help them identify where mitigation or adaptation may be needed in specific projects, or where opportunities exist to promote positive impacts.



Activity 3: Act on climate emergency

Our aim: Contribute to the Parliament's response to the climate emergency and wider sustainable development challenges.

The Parliament's Sustainable Development Programme is delivered by focusing on three pillars: Climate Change; Scrutiny; Embedding Sustainable Thinking. The Parliament's Sustainable Development Annual Report and information on environmental management, biodiversity and our carbon management plan can be accessed on the Parliament's [website](#).

As a member of the Climate Change Board the Head of Procurement brings focus to embedding climate considerations in our procurement decisions and supporting circular economy through enhanced procurement, contract and supplier management activities.

The Procurement Services management team undertook the Royal Scottish Geographical Society's Climate Change Professional course aimed at developing an increased understanding of the issues, opportunities and challenges, and providing support to develop climate change action plans. As a result of this course, we have developed a climate change action plan which looks at the procurement cycle in a holistic way to identify how we can integrate climate considerations at each key stage. Other business teams within the Parliament also developed climate action plans focused on their activities, and all came together in December for a workshop to discuss the plans and look for ways in which we could feed into and support plans from different teams.

Our Procurement Sustainable Development Manager continues to provide expert knowledge, build professional skills, knowledge and capability of purchasers and contract managers, and support the embedding of sustainable thinking throughout our procurement and contract management activities.

They have also worked with other public sector organisations to promote sustainability in procurement. In the reporting period this included:

- Contributed to the drafting of the main sustainable development duty chapter of the forthcoming ministerial guidance on the public bodies duties of the Climate Change (Scotland) Act 2009
- drafting the supporting chapter on integrated impact assessment, and contributed to the review of the draft circular economy and procurement chapter
- reviewing sustainability tools (in-house, Scottish Government and UK Modern Slavery prioritisation tool) to ensure that we use them in the most efficient and effective manner, and sharing this review with Scottish Government colleagues to support their own review

We continue to work with our contractors to identify opportunities for improving environmental practices. Examples of new initiatives in the reporting year include:



Reducing emissions by:

- introducing electric vehicles (Removal Services)
- improving delivery schedules and route planning (Furniture)



Reducing maintenance impacts by:

- introducing more durable timber (High Level Maintenance)
- using recycled paint (High Level Maintenance)
- prolonging life of shredders through improved maintenance (Portering)



Reducing waste by:

- no single use cutlery - waste avoidance of over 50,000 pieces across all catering venues (Catering)
- expanding use of food waste data to revise menus/ordering (Catering)
- waste audits to support user focused signage and training levels (Recycling & Waste Management)
- using re-configurable carpet tiles for events staging (AV & Presentation Services)



Activity 4: Team development

Our aim: Develop a skilled, diverse and inclusive procurement team that embeds our organisation's values in all that we do.

We recognise the value of continuous professional development and all of our purchasers are fully qualified or have committed to working towards relevant professional qualifications.

We provide funding for study materials and exam costs and make provision for study time. Several purchasers are continuing their studies with the Chartered Institute of Procurement and Supply and have passed a total of seven exams this reporting year, and one member of staff has achieved full CIPS membership qualification. Two team members achieved APM Project Fundamentals Qualification.

In addition to supporting formal qualifications, we also provide coaching and mentoring support as required, with more experienced team members helping others to build their skills and understanding. Regular "team topic" sessions are held to provide a forum for sharing updates, lessons learned, or brainstorming solutions to project specific issues. All team members are encouraged to suggest a topic, or lead a session.

This year we have been focusing on sustainability, with refresher sessions on sustainable development tools supporting the procurement process, including lifecycle impact mapping, sustainability test and our sustainable development impact assessment. This was followed up with sessions from team members researching and presenting on specific areas, for example biodiversity, climate change and hazardous materials. In addition, we have held sessions on improving our processes and reviewing how our purchasers can best support contract managers.

One colleague has been promoted within the team this year, providing a welcome opportunity to secure knowledge and experience and foster more opportunities for career progression and fulfilment.



Activity 5: Improve contract resilience

Our aim: Improve contract and supply chain resilience in respect of business continuity, data protection, cyber security, fraud and serious organised crime.

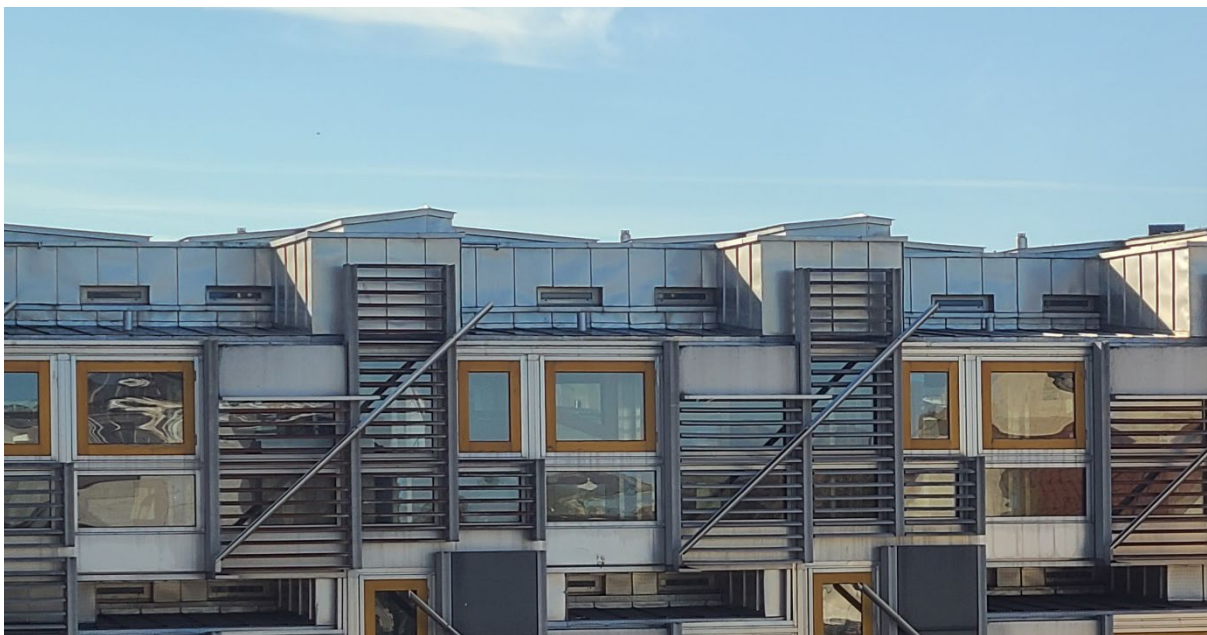
We have continued to improve our supply chain resilience, implementing a proportionate risk management approach to our contracts.

Work has continued on improving our supply chain resilience to disruptive events, such as pandemics, geopolitical tensions, natural disasters and cyber attacks. We undertake a cyber assurance assessment in line with SG guidance, adapting to their new assessment tool to help us understand the levels of cyber risk present in specific contractual or other arrangements with suppliers. This helps us determine our risk profile, and ensures that appropriate cyber assurance procedures are in place throughout our supply chains. We are currently reviewing our conditions of contract to introduce more robust clauses on sustainability and supply chain resilience.

Monthly financial checks are made for all key contracts. Contract specific risk registers are created for critical contracts and kept as a live document with risk review featuring as an agenda item throughout the contract.

We continue to use our Supply Chain Progress Tool to survey contractors (on award and repeated every 3 years) on a range of risks relating to their own organisation and their supply chain. Any concerns identified during this process are addressed with the contractor.

We follow the Serious Organised Crime Strategy on the SG website and we have an information sharing agreement with Police Scotland on how best to conduct checks for procurements in high risk industries.



Activity 6: Develop contract management

Our aim: Work with our contractors to optimise performance, identify further opportunities for sustainable improvements, promote working practices and increase supply chain transparency.

We are continuing to develop our contract management approach with the aim of ensuring that management is robust, proportionate and consistent across the organisation.

A best practice framework has been developed which sets out a proportionate range of activities which contract managers should undertake, depending on the risk and complexity of the contract. Simple, low risk contracts focus on basic compliance, while complex contracts are more closely managed to promote continuous improvement, innovation and strategic alignment.

A tool has been developed to help contract managers identify risks and opportunities relevant to the contract, and support decision making on the proportionate contract management approach.

Contract managers continue to work with contractors to pursue sustainability improvements in contracts. Fair Work First and Prompt Payment in the Supply Chain is embedded in our procurement process, with guidance and tender documentation updated and discussions held with purchasers on evaluation of tenderers responses.



Activity 7: Increase access to our contracts

Our aim: Ensure SPCB procurement opportunities are accessible to Small and Medium Enterprises (SMEs), the Third Sector and Supported Businesses.

All Regulated procurements have a market research phase which includes an assessment of SME, Third Sector and Supported Businesses in the supply market. For lower value procurements which do not require to be advertised, we focus on inviting only SMEs where appropriate. Based on number of contracts awarded, 71% went to SMEs and based on the total estimated value of contracts awarded in the reporting period, 66% was to SMEs.

Total contract expenditure directly with SMEs was £2,775,583 in the reporting period which represents 18.8% of our total contract spend. Our contractors paid over £1.1m to SME subcontractors in relation to our contracts.

During the reporting period we had one contract in place with a supported business, with an estimated £100,000 total contract value. In addition we have four contracts with charities and non-profit making organisations totalling £266,000 in value. Expenditure on contracts with Third Sector Organisations was £59,299 in the reporting period. Of this, £12,882 was paid to Supported Businesses.

We are an affiliate member of the Supplier Development Programme and our quotation documentation signposts bidders to the SDP and the Supplier Journey.



Activity 8: Increase community benefits

Our aim: Increase Community Benefits delivered through our contracts.

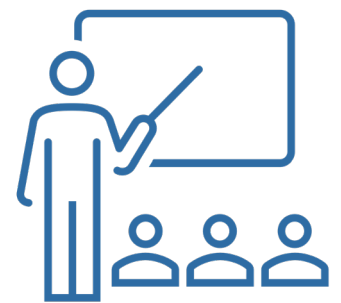
This year we have developed and embedded additional tools to improve bidders' understanding of our expectations in relation to community benefits in tenders.

In line with our policies, 11 Regulated contracts awarded in the reporting period included community benefits requirements.

Community Benefits delivered this year under existing contracts include:

Supporting education and training

- Paid internship for university student (Resilience Training)
- Work placements for school leavers (Broadcasting Systems)
- Work experience for SP interns in commercial setting (Creative Services)
- Demonstration provided to students (Catering)
- Work experience event for full class of students (Catering)
- Work experience for students (Catering, High Level Maintenance)



Supporting access to work

- CV and mock interview support (Catering, Portering)
- 0.5 FTE apprenticeship (Security System)
- Career Ready masterclasses (Expenses System)

Supporting charities and local communities

- Donation to charity event (High Level Maintenance)
- Clean up of sports area for charity (High Level Maintenance)
- Free services provided to charity (Media Monitoring)
- Discounts for community events held at Holyrood (AV Equipment)
- Repurposing recycling containers for use at local events (Recycling & Waste Management)



We also engaged with our Digital Services contractor to share best practice and support wellbeing initiatives in the workplace as part of National Inclusion Week.

In addition to these activities which are linked to our contracts, our suppliers continue to do valuable work in supporting their local communities as part of their corporate social responsibility activities and we congratulate them for their on-going commitment.

5.2 Compliance with Sustainable Procurement Duty

The Sustainable Procurement Duty requires the SPCB to consider how its procurements can:

- improve economic, social, and environmental wellbeing
- facilitate the involvement of small and medium enterprises, third sector bodies and supported businesses
- promote innovation

We have made a commitment to achieve this by:

- Utilising sustainability tools at the outset of our Regulated procurements
- Conducting market engagement to establish delivery solutions
- Involving supported businesses, SMEs and the third sector in our procurement
- Calling on our subject matter experts to input to the tender process
- Applying our policies on Fair Work Practices, Health & Safety, Community Benefits and Fairly & Ethically Traded Goods and Services
- Giving appropriate weighting to sustainability criteria in tender evaluations
- Agreeing sustainability action plans in relevant contracts to promote continuous improvement

We use the sustainability tools to identify risks and opportunities in our procurements and this as well as comprehensive market research and supplier engagement inform our procurement decisions. We recognise that there can be tension between utilising large collaborative frameworks when framework suppliers are large organisations and our commitment to improve access to SMEs in our procurement. Before deciding to use a collaborative framework with no or limited SME representation we consider a wide range of factors to identify the route which will best meet our objectives. In the reporting period, 15 of 24 Regulated contracts were awarded to SMEs.

We continue to routinely involve our subject matter experts and external experts in our procurements.

This year we awarded a contract to replace our Building Energy Management System (BEMS), which provides visibility and control of Holyrood building services; primarily heating, ventilation, air conditioning and hot water.

The replacement BEMS is not only critical for the management and operation of the building day-to-day, but an essential system in the delivery of corporate strategic objectives and to help facilitate our carbon reduction ambitions. The replacement BEMS will result in Improved control, operational effectiveness and lifespan of our existing assets. As the legacy BEMS system is gradually replaced, the existing hardware will be reused where possible to support our circular economy aspirations and reduction of WEEE waste.

The new BEMS contract is open protocol which means that can be maintained by any competent supplier within the market, thereby opening the possibility of future maintenance contracts to competition, and providing value for money.

5.3 Compliance with Procurement Policies

[SPCB procurement policies](#) have been developed to reflect the Sustainable Procurement Duty along with wider best practice and legislative principles. The sections below summarise how the Regulated contracts awarded in the reporting period complied with these policies, see [Annex A](#) for details of all contracts awarded.

Delivering Value for Money

Our contracts are awarded on the basis of value for money, taking into consideration cost, quality and sustainability. Evaluation ratios are decided on a case by case basis.

We undertake market research for all of our tenders to inform our procurement approach; this includes finding out what the market can offer, sustainability options, key risks and the best route to market. We seek to use collaborative frameworks where appropriate. All Regulated contracts were either awarded under collaborative agreements, allowing us to benefit from rates and conditions negotiated at a national level, or advertised for competitive tender. Sourcing strategies for all Regulated tenders included analysis of the requirement and market conditions which supported the decision making on technical/commercial evaluation ratio, leading to commercial weightings of between 30 and 50%.

Equality, transparency, proportionality

The fundamental principles of transparency, equal treatment, non-discrimination and proportionality apply to all our procurements.

Our procurement policies are available on the Scottish Parliament website and govern all purchases. All Regulated contracts not awarded through collaborative agreements were advertised and administered on Public Contracts Scotland and, where appropriate, Find A Tender. Tender evaluation criteria and comprehensive details of the procurement process are always disclosed to tenderers.

All evaluation teams are led by a purchaser to ensure fairness and transparency in the procurement process and all colleagues involved in a procurement must declare any potential conflict of interest. The Head of Procurement is the decision maker if any actual or perceived conflicts are identified.

Community benefits

We are committed to including community benefits in our procurements over £500,000 where relevant and appropriate.

All Regulated tenders with an estimated value over £500,000 included a requirement to deliver community benefits. For call off contracts from framework agreements, community benefits were included at framework level.

Whilst below the threshold for our policy on inclusion of community benefits, we identified an opportunity for one lower value Regulated contract to deliver community benefits. Further details are available in the [Community Benefits section](#).

Fairly and ethically traded goods and services

It is SPCB policy to support in its procurement the principles of the Ethical Trading Initiative base code, and ILO 8 core conventions.

Our conditions of contract require contractors and sub-contractors to comply with all applicable obligations in the fields of social and labour law established by national law, or by internationally recognised core labour standards. We eliminate tenderers from the competition if they breached their obligations in the fields of social or labour law and did not take appropriate self-cleansing measures.

We use the sustainability test tool to identify potential concerns over working conditions or labour standards within the supply chain. All Regulated contracts which were not awarded through framework agreements utilised life cycle impact mapping, sustainable development impact assessments and/or sustainability tests to inform the tender documentation.

Food and animal welfare

It is SPCB policy to take account of animal welfare in its catering operation. No Regulated contracts awarded in the reporting period were related to food or animal welfare. However our current catering contract requires the Contractor to implement our Catering Standards that underpin our sustainable approach to the delivery of our catering services.

Fair Work Practices (including the Real Living Wage)

It is SPCB policy that its contractors take a positive approach to fair work practices as part of a fair and equitable employment and reward package.

We have adopted the Fair Work First principles in our tender process. All Regulated contracts included requirements around fair working practices. All Regulated contracts not awarded through collaborative agreements contained a scored evaluation question on fair working practices. Ten Regulated contracts were awarded to accredited Living Wage Employers in this period, with a further two committing to paying the Real Living Wage.

In all, 39 of our contractors are accredited Real Living Wage Employers.

Health and Safety

It is SPCB policy that its contractors and sub-contractors adopt appropriate and reasonable steps to ensure they conduct their business in such a way that their employees and others who may be affected by the delivery of SPCB contracts are not exposed to health and safety risks.

All contracts include mandatory requirements for contractors and subcontractors to adhere to Health and Safety legislation and relevant SPCB arrangements for contractors working on-site.

We consult with our in-house Fire, Health and Safety Adviser if significant risks have been identified in a procurement to ensure that risks are addressed in the contract.

Payment performance

It is SPCB policy under our prompt payment commitment to pay 95% of valid invoices, which are not in dispute, within 10 days of receipt of the invoice. In the reporting year we have paid 95.8% of invoices within 10 days.

Our conditions of contract require payment is made to sub-contractors (and sub-sub contractors) within 30 days of receiving a valid invoice.

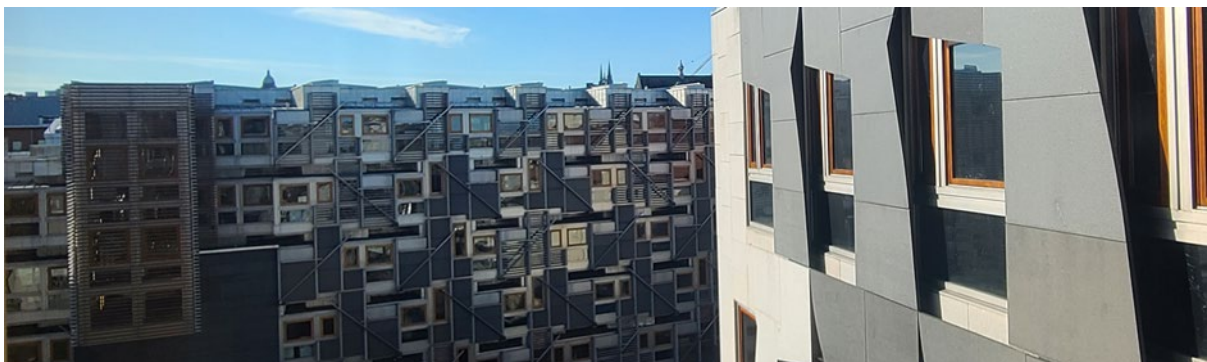
In the reporting period, one subcontractor contacted us to advise us of a late payment, and one contractor advised that they had made several late payments due to an administrative error. All incidents were resolved and measures put in place to prevent re-occurrence.

6. Contact Details for Annual Report

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Annex A – Contracts Awarded

Regulated Contracts

Description	Contractor	Start Date	End Date	Extensions	Estimated Value
Resilience Training	CHEMTREC LLC	11/04/2023	10/04/2026	36 months	£180,000.00
Temporary and Interim Staff Services*	Harvey Nash Scotland	13/04/2023	12/04/2027	none	£700,000.00
Temporary and Interim Staff Services*	Lorien Resourcing Ltd	13/04/2023	12/04/2027	none	£660,000.00
Temporary and Interim Staff Services*	Venesky-Brown Recruitment Ltd	13/04/2023	12/04/2027	none	£660,000.00
Temporary and Interim Staff Services*	Blue Arrow Ltd	13/04/2023	12/04/2027	none	£660,000.00
Temporary and Interim Staff Services*	Brightwork Ltd	13/04/2023	12/04/2027	none	£660,000.00
Temporary and Interim Staff Services*	ASA Recruitment	13/04/2023	12/04/2027	none	£360,000.00
Multifunctional Devices, Maintenance Services and Software	Agilico (Scotland) Ltd	01/05/2023	30/04/2026	12 months	£415,000.00
Furniture and Associated Services at Holyrood and MSP Local Offices	Flexiform Business Furniture Ltd	11/05/2023	10/05/2028	24 months	£2,100,000.00
Broadcasting Systems Integration and Equipment *	Pi Communication Ltd	19/06/2023	18/06/2025	24 months	£1,000,000.00
Broadcasting Systems Integration and Equipment *	dB Broadcast Ltd	19/06/2023	18/06/2025	24 months	£1,000,000.00
Broadcasting Systems Integration and Equipment *	ES Broadcast Ltd	19/06/2023	18/06/2025	24 months	£1,000,000.00
Broadcasting Systems Integration and Equipment *	Independent Project Engineering Ltd	19/06/2023	18/06/2025	24 months	£1,000,000.00
Media Monitoring Services	Press Data Ltd	01/07/2023	31/07/2025	24 months	£285,000.00
General Office Supplies	Lyreco UK Ltd	01/07/2023	30/06/2027	none	£225,000.00
Building Energy Management System (BEMS)	SSE Energy Solutions	28/07/2023	27/07/2028	60 months	£3,900,000.00
Desktop Client Devices 2023	HP Inc UK Limited	01/09/2023	31/08/2025	2 x 12 months	£100,000.00
Security Screening Maintenance and Training	Westminster International Ltd	06/12/2023	05/12/2027	48 months	£150,000.00
Mobile Voice and Data Services 2023	Vodafone Limited	19/12/2023	18/12/2025	24 months	£200,000.00
HR, Payroll, Time & Attendance and Recruitment System	Softcat (UK) PLC	29/12/2023	30/12/2027	6 years	£1,400,000.00
Headed Stationery and Fulfilment Service	APS Group (Scotland) Ltd	23/01/2024	22/01/2027	36 months	£1,400,000.00
Web Based and Proprietary Devices 2024	XMA Limited	01/03/2024	28/02/2027	12 months	£400,000.00
Professional Property Services	Lee Boyd Ltd	06/03/2024	05/03/2029	60 months	£4,780,765.00
Managed Learning Services	Reed Learning Limited	02/04/2024	01/04/2027	36 months	£850,000.00

*Multi supplier framework agreement - estimated aggregated value of call off contracts per supplier over the term of the framework

Non-regulated Contracts

Description	Contractor	Start Date	End Date	Extensions	Estimated Value
EU Commission Research	Ms Lisa Claire Whitten	06/04/2023	31/03/2025	1 year	£35,000.00
Emergency Messaging System	Alert Cascade Limited	09/06/2023	09/06/2025	36 months	£27,722.00
Visitor Survey	Jump Research Ltd	10/07/2023	28/02/2024	none	£16,000.00
Reuse, Recycle and Disposal of IT Equipment	CCL (North) Ltd	24/07/2023	23/07/2026	24 months	£0
Franking Machine	Twofold Ltd	25/09/2023	24/09/2029	none	£28,187.00
ID Verification System	GB Group PLC	01/10/2023	30/09/2028	60 months	£50,000.00
Christmas Trees and Plant Displays	Fleurtations Landscapes	02/10/2023	01/10/2027	24 months	£ 5,000.00
Officeholder Evaluations 2023	Rt Hon Ken MacIntosh	10/10/2023	09/10/2026	24 months	£50,000.00
Retail Branded Souvenirs 2023	Product Source Group Ltd	15/11/2023	07/01/2026	none	£45,000.00
British Sign Language Video Production	AC2.Com Productions Ltd	12/02/2024	11/02/2027	24 months	£40,000.00

Annex B – Planned Procurements

Regulated Procurements

The table below lists all Regulated procurements anticipated in the next two financial years. This list is subject to future changes.

The SPCB uses collaborative framework agreements set up by the Scottish Government, Crown Commercial Services and other public sector bodies. Contracts procured from these framework agreements would not be advertised.

Description	Estimated Value	Procurement Commencement
Cleaning Services	£5,000,000	15/04/2024
Workplace Services Support	£1,000,000	01/05/2024
Media Planning & Buying	£85,000	01/07/2024
Hosted Lobbying Register	£500,000	01/08/2024
Creative Services	£350,000	02/09/2024
Post Office Counter	£80,000	02/09/2024
Removal Services	£110,000	02/09/2024
Official Report System	£500,000	01/10/2024
Building Maintenance	£15,000,000	01/10/2024
Recycling & Waste Management	£200,000	01/10/2024
Computer Aided FM System	£575,000	01/01/2025
Independent Investigations	£80,000	01/01/2025
Occupational Health	£85,000	03/02/2025
Supply of Natural Gas	£800,000	03/03/2025
Catering & Pest Control	£5,000,000	01/04/2025
Electronic Ticketing System	£80,000	01/04/2025
Postal Services	£45,000	02/06/2025
BIT Helpdesk	£145,000	01/07/2025
Mobile Computing Devices	£500,000	01/07/2025
Webcasting	£400,000	01/07/2025
Sign Language Interpretation	£60,000	01/10/2025
Internal Audit Services	£120,000	02/02/2026
Whisky for Resale	£60,000	02/02/2026

Non-regulated Procurements

The table below lists all non-Regulated procurements anticipated in the next two financial years. This list is subject to future changes.

There is no requirement to advertise procurements with an estimated value below £50,000. Any potential suppliers interested in being involved in these procurements should contact procurement@parliament.scot

Description	Estimated Value	Procurement Commencement
Gaelic Translation Services	£45,000	01/04/2024
Recruitment Advertising	£45,000	01/07/2024
Corporate Cards	£-	22/07/2024
Courier Services	£40,000	01/08/2024
Journals	£30,000	01/08/2024
Car Hire	£25,000	19/08/2024
Photography Services	£15,000	02/09/2024
Bee Hives, Bees and Honey	£25,000	01/10/2024
Electronic Mail Distribution	£25,000	01/11/2024
Electronic Signatures	£10,000	01/11/2024
Signage	£10,000	02/12/2024
Specialist Occupational Health Services	£40,000	02/12/2024
Wine and Champagne for Retail	£20,000	01/01/2025
Electrical Equipment	£10,000	03/02/2025
Employee Benefits	£-	03/02/2025
Retail Books	£15,000	02/06/2025
Newspapers	£15,000	01/09/2025
Interpreting, Translation & Transcription	£45,000	01/10/2025
Security Media Analysis Software	£25,000	01/10/2025
Independent Assessors for Officeholder Recruitment	£30,000	02/03/2026

Annex C – Annual Procurement Report Summary

1. Organisation and report details

a) Contracting Authority Name	Scottish Parliamentary Corporate Body
b) Period of the annual procurement report	01 April 2023 – 31 March 2024
c) Required by s18 Procurement Reform (Scotland) Act to prepare an annual procurement report?	Yes

2. Summary of Regulated Procurements Completed

a) Total number of Regulated contracts awarded within the reporting period	24
b) Total value of Regulated contracts awarded within the reporting period	£24,085,765
c) Total number of unique suppliers awarded a place on a Regulated contract awarded during the reporting period	24
ci) how many of these unique suppliers are SMEs	15
cii) how many of these unique suppliers how many are Third sector bodies	0

3. Review of Regulated Procurements Compliance

a) Number of Regulated contracts awarded within the reporting period that complied with your Procurement Strategy	24
b) Number of Regulated contracts awarded within the reporting period that did not comply with your Procurement Strategy	0

4. Community Benefits Requirements Part 1: use of Community Benefits Requirements in Procurements

a) Total number of Regulated contracts awarded with a value of £4 million or greater	1
b) Total number of Regulated contracts awarded with a value of £4 million or greater that contain Community Benefits requirements	1
c) Total number of Regulated contracts awarded with a value of less than £4 million that contain Community Benefit requirements	10

4. Community Benefits Requirements Part 2: Key contract information on community benefits imposed as part of a Regulated procurement that were fulfilled during the period

d) Number of jobs filled by priority groups	0
e) Number of apprenticeships filled by priority groups	0.5
f) Number of work placements for priority groups	5
g) Number of qualifications achieved through training by priority groups	0
h) Total value of contracts sub-contracted to SMEs	£1,147,891 ²
i) Total value of contracts sub-contracted to social enterprises	0
j) Total value of contracts sub-contracted to supported businesses	0

² This figure includes all known spend with SME subcontractors, regardless of whether it is formally recognised as a community benefit or not.

k) Other community benefits fulfilled	See body of report for details
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5. Fair Work and the real Living Wage

a) Number of Regulated contracts awarded during the period that included a Fair Work criterion	24
b) Number of unique suppliers who have committed to pay the Real Living Wage in the delivery of a Regulated contract awarded during the reporting period.	12
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a Regulated contract awarded during the reporting period	10

6. Payment Performance

a) Number of valid invoices received during the reporting period	7579
b) Percentage of invoices paid on time during the reporting period ("On time" means within the time period set out in the contract terms.)	99.3%
c) Number of Regulated contracts awarded during the reporting period containing a contract term requiring the prompt payment of invoices in public contract supply chains	10
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain	1

7. Supported Business Summary

a) Total number of Regulated contracts awarded to supported businesses during the reporting period	0
b) Total spend with supported businesses during the reporting period, including:	£12,882
i) spend within the reporting year on Regulated contracts	£12,882
ii) spend within the reporting year on non-Regulated contracts	0

8. Spend and Savings Summary

a) Total procurement spend for the reporting period	£15,853,111
b) Total procurement spend with SMEs during the reporting period	£2,775,583
c) Total procurement spend with Third Sector bodies during the reporting period	£89,376
d) Percentage of total procurement spend through collaborative contracts	£6,164,354
f) Total delivered cash savings for covered by the reporting period	£922,125
g) Total non-cash savings value for the period covered by the reporting period	£42,000

9. Future Regulated Procurements

a) Total number of Regulated procurements expected to commence in the next two financial years	23
b) Total estimated value of Regulated procurements expected to commence in the next two financial years	£30,775,000