



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Procurement in SCRA

Annual Procurement Report

For the period
1st April 2020 to 31st March 2021

Published July 2021

VERSION CONTROL

VERSION NO.	REVISED BY	DESCRIPTION OF CHANGES	DATE
1.0	Helen Mora	First Issued Version	09/06/2021
2.0	Helen Mora	Updated Spend Details & Published Date	20/07/2021

Contents

1. Introduction
2. Summary of Regulated Procurements Completed
3. Review of Regulated Procurement Compliance
4. Community Benefits Summary
5. Supported Businesses Summary
6. Future Regulated Procurements
7. Non-regulated Procurements Completed
8. Procurement Performance
9. Other Procurement Activities
10. Continuous Improvement Activities
11. Annual Procurement Report Template
12. Ownership and contact details

Appendix A: Summary of Regulated Procurements Expected to Commence in the next two financial years

Appendix B: Summary of non-regulated procurements completed

Appendix C: Annual Procurement Report Template

Appendix D: Glossary

1. INTRODUCTION

1.1 About SCRA

The Scottish Children's Reporter Administration (SCRA) is a national body focused on children and young people most at risk. SCRA was formed under the Local Government (Scotland) Act 1994 and became fully operational on 1st April 1996. Our main responsibilities as set out in the Act are:

- To facilitate the work of Children's Reporters
- To deploy and manage staff to carry out that work
- To provide suitable accommodation for Children's Hearings

The Children's Hearings System provides the operational setting in which SCRA and its partner agencies work. The aim is to provide a safety net for vulnerable children and young people, and deliver tailored solutions which meet the needs of the individuals involved, while helping to build stronger families and safer communities.

SCRA's Procurement Strategy 2020-23 was approved by the Board in May 2020 and refreshed in May 2021 for the period 2020 to 2023. The Strategy details the principal aims of SCRA Procurement as follows:

- Deliver a professional and flexible procurement service to both internal managers and external suppliers through an inclusive procurement approach, ensuring that SCRA receives best value for money in the procurement of all goods, services and works in order to deliver an effective and efficient service to children and families.
- Contribute to SCRA carrying out its functions and the achievement of its purposes by ensuring that suitable contracts are in place, in particular to allow the dissemination of information and data and to ensure we have adequate premises for hearings to take place.
- Ensure full compliance with legislation and Public Sector Regulations, in accordance with the General Duties and Sustainable Procurement Duty, giving due regard to SCRA's needs and requirements to ensure operational effectiveness is maximised.
- Ensure SCRA's procurement practices contribute to the Scottish Government's objective for sustainable economic growth and contribute to the achievement of relevant National Outcomes.

The Strategy set out seven priorities for the three years covered by the Strategy. The priorities and progress to date are covered in the table at section 3.2.

The Principal Reporter/Chief Executive was clear in his foreword that the solid approach to procurement, captured in the strategy, allows SCRA Localities and Teams across the country to have the kind of access to specialist support and advice they need, now and in the future, to make wise, best value decisions about goods and services, to benefit from the scale of national contracts and to vision future ways of making things ever more efficient, responsive and adaptable to our changing needs.

1.2 Procurement Vision

Our vision for the future is one where the approach to procurement and contract management is inclusive and fully integrated into our business strategies and a culture of best practice is embedded which will deliver legally compliant procurement processes, ensuring value for money, sustainability, quality services and continuous improvement.

1.3 Publication of Report

This report will be published on SCRA's website at www.scra.gov.uk.

2. SUMMARY OF REGULATED PROCUREMENTS COMPLETED

The following regulated procurements were completed in the period from 1st April 2020 to 31st March 2021.

Date of Award	Contract Title/ Subject Matter	Supplier	Total Est. Value (Including Extensions (Ex. VAT))	Total Est. Value (Excluding Extensions (Ex. VAT))	Contract Start Date	Contract End Date (Excluding Extensions)
27/04/2020	Legal Services - Property & Related Matters	MacRoberts LLP	£53,333	£26,667	01/06/2020	31/05/2022
18/05/2020	Legal Services – Principal Reporter's Statutory Functions	Anderson Strathern LLP	£483,333	£362,500	01/06/2020	31/05/2023
30/04/2020	FM – Hard & Soft Services (Islands)	FES FM Ltd	£201,117	£100,559	01/05/2020	30/04/2025
30/04/2020	FM – Hard Services (Mainland)	FES FM Ltd	£2,433,275	£1,216,638	01/05/2020	30/04/2025
30/04/2020	FM – Soft Services (Mainland)	FES FM Ltd	£1,891,767	£945,884	01/05/2020	30/04/2025
15/01/2021	Payroll & eHR Software	Insight	£436,000	£311,429	15/01/2021	14/01/2026
31/03/2021	Financial Management Software Solution & Hosting	Softcat Plc	£407,529	£878,664	01/04/20221	31/03/2026
22/01/2021	Virtual Hearings Sandbox (NCA)	Brightwire Technology Services	£59,850	£27,204	22/01/2021	30/06/2021

* The above table does not include contract extensions which were taken during 2020/21.

3. REVIEW OF REGULATED PROCUREMENT COMPLIANCE

3.1 In compliance with Section 15(5) of the Procurement Reform (Scotland) Act 2014 and published Statutory Guidance, SCRA is now required to set out how it will ensure its regulated procurements will:

- Contribute to the carrying out of its functions and achievement of its purposes
- Deliver value for money
- Be carried out in accordance with the General Duties and the Sustainable Procurement Duty
- Ensure payment of invoices are made no later than 30 days after the invoice relating to payment is presented

3.2 Review of compliance with Corporate Procurement Strategy

Key Priorities	Compliance in 2020/21
1. Ensure full compliance with EU and UK Public Sector regulations	
For all regulated procurements comply with statutory requirements for addressing Fair Work Practices, including payment of a Living Wage	Complied: <ul style="list-style-type: none"> • Addressed by SPCD and CCS in setting up Frameworks (Legal Services, FM, Financial Management Software Solution. • Statements on workforce matters, CSR, Environmental performance and Sustainability included in ITTs and Evaluation criteria where applicable.
Develop a diverse range of suppliers, including SMEs, Supported Businesses and Third Sector	Complied: <ul style="list-style-type: none"> • Addressed by SPCD and CCS in setting up Frameworks (as above) and by including SMEs in non-regulated procurements. • Engaged with Supported Businesses re possible low value contract opportunity.
Consider Community Benefit clauses in all contracts for good and services over £50k in value	Complied: <ul style="list-style-type: none"> • Considered by SPCD and CCS in setting up Frameworks (as above). • One Cat C contract awarded will result in Community Benefits.
Ensure that regulated procurements are carried out in compliance with SCRA's sustainable procurement duty	Complied: <ul style="list-style-type: none"> • Addressed by SPCD in setting up Frameworks (as above). • Sustainability Test included in Procurement Strategies and

	Evaluation Criteria included in tenders issued, where appropriate.
Comply with SCRA's Health & Safety Policy by ensuring that suppliers comply with relevant regulations and best practice	Complied: <ul style="list-style-type: none"> Addressed by SPCD in setting up Frameworks and in SCRA tender exercises, where relevant.
Follow SCRA's established approach of consulting and engaging with those affected by its procurements	Complied: <ul style="list-style-type: none"> Where appropriate SCRA engaged with internal stakeholders either by setting up UIGs or in discussions with business leads..
Ensuring SCRA's contracts deliver value for money	Complied: <ul style="list-style-type: none"> Procurement Strategies identify best route to market and ensure demand is justified. Business Cases include whole life costing where appropriate. Opportunities for collaboration actively considered. All regulated procurements tendered via PCS.
Ensuring that SCRA pays its suppliers within 30 days and endeavour to make payment within 10 working days of receipt of a valid invoice	Partly complied: <ul style="list-style-type: none"> Improvement in payment performance will be targeted again in 2020/21.
2. Promote continuous improvement	
Develop contract management practices across SCRA	Partly complied: <ul style="list-style-type: none"> CSM Guidance was drafted and issued to key Contract Managers for implementation from 1st April 2021.
Develop and train staff involved in purchasing and/or managing contracts and suppliers	Partly complied: <ul style="list-style-type: none"> DP Training carried out in 2020/21. No formal Contract Management training delivered but as above updated CSM Guidance was issued. CSM Training modules have been added to our E-Learning portal for implementation in 2021/22.
Embed the role of the Contracts Review Group in ensuring SCRA receives best value whilst meeting legal obligations	Partly complied: <ul style="list-style-type: none"> No formal meetings in 2020/21 due to COVID-19 however members were kept updated on changes to Strategy, annual report etc.

Develop relationships with Scottish Government Procurement and identify opportunities for collaborative working with other public bodies	<p>Complied:</p> <ul style="list-style-type: none"> • Good relationships with Scottish Government Procurement and collaborated with Police Scotland and other public bodies regarding a British Sign Language Framework.
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3.3 Review of regulated procurements

SCRA’s Head of Finance and Resources reviewed all regulated procurements in the period April 2020 to March 2021, as shown in the table above, for compliance with the organisation’s Procurement Strategy and Policy.

In summary all eight of our regulated procurements:

- where relevant were tendered via PCS;
- complied with SCRA Procurement Policy thresholds;
- where appropriate, included statements in the ITTs on Fair Work Practices, sustainability including fair and ethically traded goods and payment performance for suppliers and sub-contractors.

Three were awarded under Scottish Government Frameworks, two of which were following a mini competition, three were awarded following a mini competition using a Crown Commercial Services Framework, one was a direct award using another Framework and the virtual hearings sandbox was awarded by NCA.

4. COMMUNITY BENEFITS SUMMARY

4.1 Where relevant, consideration was given to the inclusion of Community Benefit Clauses (CBCs). A question on CBCs was included in the Legal Services contract for Principal Reporter’s Statutory Functions and the FM Contracts awarded during the reporting period. These have not yet taken place. The CBCs agreed in the Legal Services contract included:

- Specifically targeting young people who have been unemployed for 6 months or more for their Modern Apprentice Scheme.
- Discussing with their recruitment providers how they could target individuals unemployed for 6 months or more through their general recruitment process, recognizing that they may need targeted support throughout the application, recruitment and induction processes.
- Discussing with SCRA if there were specific schools we would like them to target in the Schools Mock Court Project which they have participated in for the past 5 years, which assigns volunteer Solicitors to pupils to help them develop their communication skills in relation to a mock court case.
- Working with SCRA to develop a plan to fit with our aims in this area.

5. SUPPORTED BUSINESSES SUMMARY

- 5.1 SCRA actively take steps to facilitate contract opportunities for Supported Businesses where possible. One enquiry was made regarding protective screens however due to timescales to obtain Perspex, screens were sourced elsewhere. No contracts were awarded during 2020/21.

6. FUTURE REGULATED PROCUREMENTS

- 6.1 A summary of regulated procurements expected to commence within the next two financial years is included at Appendix A. Details may be subject to change due to budget revisions/resource availability, in particular following the development of the organisation's digital plan for 2021/22 and the COVID-19 pandemic.

7. NON-REGULATED PROCUREMENTS

- 7.1 A summary of non-regulated procurements and contract extensions with an estimated value above £20k, awarded in the reporting period, is included at Appendix B.
- 7.2 In addition c.26 non-regulated procurements below £20k, with a total value of around £235k were awarded in the reporting period.

8.0 PROCUREMENT PERFORMANCE

8.1 Supporting national policies

SCRA and CHS completed the transition to the new and future-proofed digital platform, CSAS, within the year. In addition there was significant investment in infrastructure development, creating wireless connectivity with guest/public access in all SCRA core hearing centres and deployment of hardware to increase digital capability in hearing rooms. The Procurement Team have supported the Digital Programme Manager by providing procurement advice and leading on any tendering requirements.

SCRA's Procurement Team participate in the organisations Environmental Group which leads on environmental reporting and development of environmental initiatives, however no meetings were held in 2020/21. In addition the potential for environmental benefits are considered in procurement exercises and where appropriate sustainability is included as one of the criteria for tender evaluation with bidders advised that sustainability is a key feature of the Procurement Reform Bill and a focus of Scottish Government.

Procurement also contribute to the mandatory environmental reporting by completing the procurement section of the annual Climate Change Report.

8.2 PCIP Healthcheck

The last Healthcheck took place in December 2019. The following recommendations were implemented during 2020/21:

- Introduced a formalised training plan/register for DPOs and training for new DPOs before their delegation is in place to ensure consistent knowledge of commercial and procurement requirements .
- Fraud – Included a section on Fraud within the DPO Training held in November 2020.
- Contract Management – Included a process for gauging the level of risk/contract management in the updated CSM Guidance and developed a formal contract handover document to be completed by the Procurement Lead for all Strategic and Operational contracts, to assist Contract Managers with the measurement and management of suppliers, including information on KPIs, deliverables etc. This will also provide Contract Managers with items to include on the agenda for contract review meetings.

The following outstanding recommendation will be completed in 2021/22:

- Savings & Benefits – A green status was agreed, however, it was recommended that the Benefits Reporting Guidance document is used as a reference for all potential savings going forward. It was also recommended that the softer benefits realised from calling off SG frameworks are also recorded.

8.3 2020/21 Published Spend Data

The following table was extracted from the data published by DXC Technology (formerly Spikes Cavell).

<p>£4,843,052 Total Spend</p>			<p>£4,013,369 Core Trade Spend</p>	
<p>334 Input Suppliers</p>	<p>326 De-duplicated Total Suppliers</p>	<p>8 Duplicate Suppliers</p>	<p>71 SME Suppliers</p>	<p>0 Local Suppliers</p>
<p>1692 Transactions</p>	<p>£14,856 Avg. spend per supplier</p>	<p>3.8% PCard Spend</p>	<p>36% SME Spend</p>	<p>14% Local Spend</p>

Key:

Total Spend - the total amount of spend for the YY/YY year.

Input Suppliers - The number of suppliers, before de-duplication.

De-duplicated Total Suppliers - The number of unique suppliers.

Duplicate Suppliers - The number of suppliers which are duplicates of another supplier.

PCard Spend - Percentage of transactions by value of spend that are identified as Purchase Card transactions in the extract.

Transactions - The total number of transactions.

Avg. spend per supplier - The average spend per unique supplier.

Core Trade Spend - Core Trade is a sub-set of your supply base that includes all Trade Suppliers and Social Care Providers with whom you have spent £1,000 or more in the financial year.

SME Suppliers - Small & Medium sized businesses where the supplier has less than 249 employees or where the annual revenue is less than £22.8m.

SME Spend - Spend with SME as a percentage of Core Trade Spend.

Local Suppliers - Spend with suppliers within the same local authority area as your organisation (based on Postcodes).

Local Spend - Spend with local suppliers as a percentage of Core Trade Spend.

8.4 Contracted Spend

Of the estimated total procurement spend of £4,843,052 in 2020/21, £4,571,667 was contracted spend (including non-regulated contracts). This represented c. 94% of all procurement spend in the year.

Procurement spend is closely monitored by the Procurement Team with support from the Contracts Review Group.

8.5 Spend with SMEs

During 2020/21 36% of SCRA's Core Trade Spend was with SMEs, however, it should be noted that Spikes do not currently have sufficient data from all suppliers on their number of employees, so the SME information is likely to be understated.

Of the eight regulated procurements completed within the reporting period, two were awarded to SMEs. A further four non-regulated contracts above £20k were awarded to SMEs and c. twelve contracts below £20k.

8.6 Invoices paid within 10 working days (Ed)

During the year ended 31 March 2021 SCRA paid 68% of all invoices within the terms of its payment policy.

8.7 Collaborative working

SCRA utilises Scottish Government Frameworks where possible. In addition SCRA occasionally participates in UIGs (SG Mobile, Voice & Data Framework and Police Scotland's British Sign Language Framework) and works with Children's Hearings Scotland (CHS) where possible. We collaborated with CHS on the Internal Audit re-let which SCRA lead during 2020/21. This was awarded early in 2021/22.

8.8 Savings & Benefits

Scottish Procurement have confirmed the savings that SCRA achieved from their use of Scottish Government collaborative framework agreements, was £211.9k. It should be noted that these are not savings which reduce SCRA's costs or help SCRA to operate within the approved level of Grant in Aid so are not counted as efficiency savings.

Savings from SCRA contracts (as distinct from Frameworks above) are captured on SCRA's Savings Tracker. Information on these savings has been captured throughout 2020-21 for regulated and non-regulated procurements, and the accumulated savings, largely based on the difference between the average of all tenders less the winning bid and mainly savings over the 4 year period of the Legal Services contract for PR's Statutory Functions, amount to around £12.8k on the 2 procurement exercises where savings were calculated.

Savings are reported to SCRA's Board in the quarterly Budget Outturn reports.

9.0 OTHER PROCUREMENT ACTIVITIES

9.1 COVID-19 Pandemic

During the early part of 2020/21 the Procurement Team were involved in a number of different activities in response to the COVID-19 pandemic to ensure business continuity. These included:

- Understanding changes to procurement rules during the pandemic, including arrangements for supplier relief
- An urgent risk assessment of existing contracts to determine how they would be impacted
- Sourcing PPE Equipment for staff returning to offices and face to face hearings resuming
- Purchase of signage, screens etc.
- Purchase of IT equipment for home working and virtual hearings

9.2 Digital Strategy

The Procurement Team have supported the fourth year of the Digital Programme. The main procurement exercise was for the development of new core IT solutions for the Children's Hearings System and a contract was awarded in 2017/18. During 2020/21 the Procurement Team played a key role in the tender exercises for Address Verification Software and Documentation Collation which were awarded in the second and fourth quarters of 2020/21 and in the purchase of hardware and services for creating wireless connectivity with guest/public access in all SCRA core hearing centres and to increase digital capability in hearing rooms.

The Digital Strategy vision is to create a child centred hearing system, staffed with digitally capable volunteers and employees, who confidently utilise digital technologies to improve outcomes for children and young people in Scotland

including through enhanced participation and engagement. The Strategy is linked to Scottish Government ambitions for digital transformation.

9.3 Facilities Management

During 2020/21, the Procurement Team worked with the Property Team to finalise the tender documents for three separate Facilities Management contracts. Following an extensive clarification period, all three contracts were awarded in April 2021.

9.4 Equalities & Inclusion (Helen)

The Procurement Officer met with the Inclusion & Diversity Manager to discuss the requirements for completing Equality & Human Rights Impact Assessments (EHRIA) and updates required to the Corporate Procurement Strategy and procurement processes to make these more inclusive.

EHRIAs are now completed for all regulated procurements and the Strategy was recently updated to reflect a more inclusive approach.

The Procurement Officer will continue to work with the Inclusion & Diversity Manager during 2021/22 to introduce further improvements.

9.5 Policy development

In line with the Procurement Reform (Scotland) Act, SCRA's Procurement Strategy was revised in March 2021 with changes approved by the senior management team.

The Procurement Policy is reviewed every two years and will be updated in 2021/22 and approved by the senior management team.

9.6 Cyber Resilience

In January 2020, the Scottish Government advised that a Supplier Cyber Security Guidance Note had been developed to meet the commitment to develop a proportionate, risk-based policy in respect of supply chain cyber security for Scottish public sector organisations.

The Procurement Officer has been working with the Digital Governance Lead in connection with a scoping exercise to implement the requirements. From 1st April 2020, the Procurement Officers have embedded cyber security in our procurement processes by considering the importance of cyber security before commencing each procurement and where relevant completing the Scottish Cyber Assessment Service decision-making support tool and including relevant wording in tender documentation and Terms & Conditions of contracts.

9.7 Climate Change

In response to SPPN 01/2021 and the call for action on Climate Change, the Procurement Team held a Climate Change Workshop in March 2021 attended by the Head of Property and agreed a number of initial actions to be implemented, including:

- Include narrative about Climate Change in Corporate Procurement Strategy, and if possible Targets & Milestones
- Carry out a review of contract pipeline to help prioritise where to focus resources to reduce emissions, support biodiversity or a circular economy in Procurement Strategies and Specifications before going to market
- Review new Sustainable Procurement Tools and complete Sustainability test for all regulated procurements or others with scope to reduce emissions
- Drive compliance through use of Frameworks which have already considered climate
- Review historical consumption patterns to help prioritise where to best focus resources internally to influence demand management, consumption and associated internal policies and ways of working to reduce emissions, support biodiversity or a circular economy.

9.8 Fraud Risk Workshop

At the end of 2020/21 the Procurement Team attended a Fraud Risk Workshop lead by SCRA's Internal Auditors, BDO. This was arranged to raise awareness to SCRA as fraud is on the increase. It covered some legal aspects and included facts and figures around current fraud risks and the impact on fraud due to the COVID-19 situation.

10.0 CONTINUOUS IMPROVEMENT ACTIVITY

10.1 Contract and Supplier Management (CSM)

New CSM guidance was developed during 2020/21 and issued to key Contract Managers.

There is a need to introduce more formality into contract management of critical suppliers in line with findings in the PCIP and Internal Audit review. This will be achieved through implementation of the CSM Guidance in 2021/22.

10.2 Procurement Audit

A Procurement and Contract Management Audit was carried out during December 2019 as part of the 2019/20 Internal Audit Plan and process improvement recommendations were implemented in 2020/21. These included:

- Developing a formalised Training Plan for Delegated Purchasers
- Carrying out Delegated Purchaser Training, including Fraud Prevention
- Introducing spot checks to ensure alternative quotes are being obtained by Delegated Purchasers

10.3 Procurement Procedures

In order to keep track of the increasing variety of areas which need to be considered and completed for each procurement, many of which are dependent on the value of the procurement, a Procurement Procedures document has been implemented. This includes both legislative and SCRA requirements.

10.4 Networks and Training

SCRA's Procurement Officers are members of a Cluster Group. Due to the COVID-19 restrictions, only one virtual meeting took place during 2020/21, with further communications by email where required. In addition Procurement Officers attended the following events during the reporting period:

- SG 16th National Procurement Conference & Professional Procurement Skills Training Zones (online)
- Scotland Excel Specification Writing online training
- Cyber Assessment Tool Webinar

11.0 ANNUAL PROCUREMENT REPORT TEMPLATE

In accordance with Scottish Procurement Policy Note SPPN 4/2019 an Annual Procurement Report template has been completed and attached at Appendix C.

12.0 OWNERSHIP AND CONTACT DETAILS

The owner of SCRA's Annual Procurement Report is as follows:

Ed Morrison
Head of Finance & Resources
0131 244 8585
ed.morrison@scra.gsi.gov.uk

**SUMMARY OF REGULATED PROCUREMENTS EXPECTED TO COMMENCE
IN THE NEXT 2 FINANCIAL YEARS**

Subject Matter	Type	Expected Contract Notice Publication Date	Expected Award Date	Expected Start Date	Estimated Value of the Contract or Extension
Confidential Shredding Services	Re-Let	01/10/2022	01/02/2023	12/03/2023	£50,000
General Stationery & Office Paper Re-Let	Re-Let	N/A	01/10/2021	01/10/2021	£155,000
Interpreting, Translation & Transcription Services	Re-Let	N/A	12/11/2021	12/11/2021	£650,000
Provision of Postal Services	Extension	N/A	01/09/2021	01/10/2021	£300,000
Supply of Electricity	Extension	N/A	10/02/2023	01/04/2023	£185,000
Water & Waste Water Billing Services	Extension	N/A	10/02/2023	01/04/2023	£58,000
CSAS – (2 nd Year of 1 st Extension)	Extension	N/A	30/03/2022	01/07/2022	£248,771
Independent Accreditor for CSAS	Re-Let	05/01/2022	01/05/2022	01/06/2022	£50,000
Address Verification Software	Re-Let	07/06/2021	01/08/2021	13/08/2021	£62,000
Winter Gritting Services	Extension	N/A	01/09/2022	01/11/2022	£12,827
Supply of Gas	Extension	N/A	01/02/2023	01/04/2023	£36,000
Legal Services - Property	Extension	N/A	01/04/2022	01/06/2022	£16,000

* Note: Contract Extensions shown above are not included in Section 9 of the template at Appendix C. Call Off's from Frameworks are included in the template.

**SUMMARY OF NON-REGULATED PROCUREMENTS & CONTRACT EXTENSIONS
ABOVE £20K - AWARDED BETWEEN 01/04/2020 AND 31/03/2021**

Contract/PO Ref.	Contract Title	Supplier Name(s)	Est. Total Value (ex VAT)	Contract/ Extension Award Date
Agency Agreement	Supply of Electricity (1 st Extension – 2 years)	EDF Energy	£312,000	02/04/2020
Agency Agreement	Supply of Electricity (2nd Extension – 1 year)	EDF Energy	£156,000	01/02/2021
SCRA/2019/18	Postal Services Re-let (Extension)	Royal Mail	£297,000	30/9/2020
SCRA/2017/01	Interpreting, Translation & Transcription Services (Extension)	Global Connects	£163,333	18/11/2020
SCRA/2017/02	CSAS (Variation - 6 month Extension)	Leidos Innovations UK Ltd	£233,000	31/01/2021
SCRA/2017/02	CSAS (1 st Year of Two Year Optional Extension)	Leidos Innovations UK Ltd	£248,771	18/03/2021
SCRA/2018/06	Confidential Shredding (Extension)	Paper Shredding Services	£21,320	08/02/2021
PO ZZ00573	Cisco Room Kit for Virtual Hearings	Computacenter	£41,773	12/8/2020
SCRA/2020/08	Design Consultancy for Hearing Room Improvements	Graham & Sibbald	£31,500	16/09/2020
SCRA/2020/20	Hearing Room Connectivity – Equipment	Computacenter	£32,166	17/12/2020
SCRA/2020/13	Hearing Room Improvement Project (Furniture)	Claremont Office Supplies	£22,700	16/11/2020
PO ZZ00564	Laptops for home working	Hewlett Packard	£29,736	11/06/2020
PO ZZ00569	Laptops for Hearing Rooms	Hewlett Packard	£33,155	09/07/2020
PO ZZ00587	Silverpeak – Broadband Bandwith Upgrade	Computercenter	£37,889	06/01/2021
SCRA/2020/05	Taking Evidence by Commissioner (2020) (NCA)	Heriot Electronics Ltd (T/a Heriot AV)	£20,800	09/10/2020
PO ZZ00589	Video Conference Equipment for virtual Hearings	Insight	£23,043	22/01/2021
SCRA/2019/28	Workplace Design - Hamilton & Stirling	Space Solutions Ltd (Scotland)	£20,310	22/10/2020

* Notes: Works contracts below £2m are classed as non-regulated.

Annual Procurement Report template

[NOTE: reference to contract is also to be construed as meaning a Framework Agreement]

<u>1. Organisation and report details</u>	
a) Contracting Authority Name	Scottish Children's Reporter Administration
b) Period of the annual procurement report	1 st April 2020 to 31 st March 2021
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
<u>2. Summary of Regulated Procurements Completed</u>	
a) Total number of regulated contracts awarded within the report period	8
b) Total value of regulated contracts awarded within the report period	£5,596,434
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	6
i) how many of these unique suppliers are SMEs	3
ii) how many of these unique suppliers how many are Third sector bodies	0
<u>3. Review of Regulated Procurements Compliance</u>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	8
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<u>4. Community Benefit Requirements Summary</u>	
Use of Community Benefit Requirements in Procurement:	
a) Total number of regulated contracts awarded with a value of £4 million or greater.	0
b) Total number of regulated contracts awarded with a value of £4 million or greater that contain Community Benefit Requirements.	0
c) Total number of regulated contracts awarded with a value of less than £4 million that contain a Community Benefit Requirements	1
Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:	
d) Number of Jobs Filled by Priority Groups (<i>Each contracting authority sets its own priority groups</i>)	0
e) Number of Apprenticeships Filled by Priority Groups	0
f) Number of Work Placements for Priority Groups	0
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	Not Known
i) Total Value of contracts sub-contracted to Social Enterprises	Not Known
j) Total Value of contracts sub-contracted to Supported Businesses	£0
k) Other community benefit(s) fulfilled	0

5. Fair Work and the real Living Wage

a) Number of regulated contracts awarded during the period that have included a scored Fair Work criterion.	3
b) Number of unique suppliers who have committed to pay the real Living Wage in the delivery of a regulated contract awarded during the period.	3
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	2
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	Not Known

6. Payment performance

a) Number of valid invoices received during the reporting period.	1692
b) Percentage of invoices paid on time during the period ("On time" means within the time period set out in the contract terms).	68%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	To be confirmed
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts	0

7. Supported Businesses Summary

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

8. Spend and Savings Summary

a) Total procurement spend for the period covered by the annual procurement report.	£4,843,052
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£1,444,813 (36%age of Core Trade Spend)
c) Total procurement spend with Third sector bodies during the period covered by the report.	Not Known
d) Percentage of total procurement spend through collaborative contracts.	22.5%
e) Total targeted cash savings for the period covered by the annual procurement report	Not Known
i) targeted cash savings for Cat A contracts	Not Known
ii) targeted cash savings for Cat B contracts	Not Known
iii) targeted cash savings for Cat C contracts	Not Known

f) Total delivered cash savings for the period covered by the annual procurement report	£211,915
i) delivered cash savings for Cat A contracts	£211,915
ii) delivered cash savings for Cat B contracts	0
iii) delivered cash savings for Cat C contracts	£12,800
g) Total non-cash savings value for the period covered by the annual procurement report	Not Known
<u>9. Future regulated procurements</u>	
a) Total number of regulated procurements expected to commence in the next two financial years	4
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£917,000

Glossary

Term	Description
Collaboration	When two or more groups of people or organisations engage in procurement work together for mutual benefit (CIPS).
Contract Management	The process of monitoring the performance of a supplier to contract.
Framework Agreement	An agreement or other arrangement between one or more contracting authorities and one or more economic operators which establishes the terms (in particular the terms as to price and, where appropriate, quantity) under which the economic operator will enter into one or more contracts with a contracting authority in the period during which the framework agreement applies.
Critical Suppliers	Those suppliers identified as business critical in terms of risk/value and business continuity.
Procurement Exercise	Full end to end procurement exercise documentation from strategy development to contract & supplier management.
Procurement function	The business management function that ensures identification, sourcing, access and management of the external resources that an organisation needs or may need to fulfil its strategic objectives.
Procurement Journey	Revised public procurement toolkit with guidance and templates on the procurement process or Construction manual when appropriate. The Procurement Journey will be enhanced on an on-going basis with feedback from users and any other identified good practice guidance and tools where appropriate to ensure a standardised approach to the supply base.
Procurement Officer	Individual who spends the majority of their time working in a role that adds value to the quality, cost and effectiveness of the procurement or acquisition of goods, works and services; impacting upon commercial relationships during one or more stages of the procurement cycle and contributing towards best practice contract and supplier management.
Procurement strategy	Strategy for procurement within an organisation (can be called policy).
Public Contracts Scotland	The national advertising portal used to advertise all Scottish Government goods, services or works contract opportunities.
Small Medium Enterprise (SME)	The category of micro, small and medium-sized enterprises (SME's) is made up of enterprises which employ fewer than 250 persons and which have an annual turnover not exceeding 50 million euro and/or an annual balance sheet total not exceeding 43 million euro.
Supply Chain	All activities, resources, products etc. involved in creating and moving a product or service from the supplier to the procurer.
Supply Chain Management	The coordinated set of techniques to plan and execute all steps used to acquire raw materials from suppliers, transform them into finished goods, and deliver both goods and services to customers. It includes chain-wide information sharing, planning, resources and performance measurements.
Supported Business	Either the organisation's main aim should be the social and professional integration of disabled or disadvantaged persons, or the contract should be performed within a sheltered employment programme.
Value for Money	An economic assessment by the public sector as to whether a project represents value for money; the optimum combination of cost and quality to provide the required service.
Whole Life Costing	The costs of acquiring goods or services (including consultancy, design and construction costs, and equipment), the costs of operating it and the costs of maintaining it over its whole life through to its disposal – that is, the total ownership costs. These costs include internal resources and overheads.