



The Scottish Parliament
Pàrlamaid na h-Alba

Annual Procurement Report

1 April 2024 – 31 March 2025

Aithisg Bhliadhnail an t-Solair

1 Giblean 2024 – 31 Màrt 2025



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Introduction

The vision of the Scottish 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 2024–2027 is designed to promote five key areas: compliance, optimising value, supply chain management, sustainable development and our people. Our Procurement Strategy and its delivery are aligned to our core organisational values of Stewardship, Inclusiveness, Excellence and Respect that are central to our working culture and drive all that we do.

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 2024 to 31st March 2025. It provides an overview of contracts awarded, expenditure, compliance with our policies and progress

against the commitments set out in our Corporate Procurement Strategy.

In this year’s report we will outline the excellent work undertaken by the Procurement Services Team and our colleagues to introduce improvements and deliver against the objectives set out in our Procurement Strategy.

Some of the highlights include:

- **Embedding of a new contract management approach**
- **Embedding of a new community benefits approach**
- **Excellent results in an independent capability assessment of our procurement function**

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



Ro-ràdh

Tha lèirsinn fhad-ruigseach agus àrd-amasach aig Pàrlamaid na h-Alba gum bi sinn a’ dèanamh diofar deimhinneach do bheathannan muinntir na h-Alba.

Feumaidh an dòigh san libhrig sinn an solarachadh againn taic a thoirt don ghealltanas seo, agus tha an Ro-innleachd Solarachaidh Chorporra againn airson 2024–2027 air a dealbhachadh gus còig prìomh raointean a chur air adhart: gèilleadh; a’ faighinn an luach as fheàrr, rianachd na sèine-solair; leasachadh seasmhach; agus na daoine againn. Tha an Ro-innleachd Solarachaidh againn agus mar a thèid a libhrigeadh a’ dol taobh ri taobh ri prìomh luachan na buidhne againn: Stiùbhartachd, In-ghabhalachd, Sàr-mhathas agus Spèis, luachan a tha aig teis-meadhan a’ chultair obrachaidh againn agus a bhios a’ putadh air adhart a h-uile rud a bhios sinn a’ dèanamh.

Tha an aithisg seo air a foillseachadh ann an co-rèir ris na dleastanasan reachdail againn fo Achd Ath-leasachadh an t-Solair (Alba) 2014, agus tha i ag aithris air a’ ghnìomhachd againn a thaobh solarachadh bho 1d Giblean 2024 gu 31mh Màrt 2025. Tha i a’ toirt seachad foir-shealladh air cùmhnantan a chaidh a thairgsinn, caiteachas, gèilleadh ris na poileasaidhean againn agus adhartas a rèir nan gealltanasan a chuireadh an cèill san Ro-innleachd Solarachaidh Chorporra againn.

San aithisg am-bliadhna, bidh sinn a’ cur cuideam air an t-sàr obair a chaidh a dhèanamh le Sgioba nan Seirbheisean Solarachaidh agus na co-obraichean againn gus leasachaidhean a thoirt a-steach agus libhrigeadh a rèir nan amasan a chuireadh an cèill san Ro-innleachd Solarachaidh againn.

Tha na bàrr-phuingean a’ gabhail a-steach:

- **A’ leabachadh dòigh-obrach ùr airson rianachd chùmhnantan**
- **A’ leabachadh dòigh-obrach ùr a thaobh bhuannachdan coimhearsnachd**
- **Toraidhean sàr-mhath ann am measadh neo-eisimeileach air comas na seirbheis solarachaidh**

Bha sgioba nan Seirbheisean Solarachaidh a’ com-pàirteachadh le co-obraichean ann an raointean gnothachais air feadh na buidhne gus cùmhnantan a libhrigeadh a tha seasmhach is gèilleach agus a tha a’ libhrigeadh deagh luach agus a’ coileanadh amasan aontaichte.

Procurement snapshot

£19.5m

Total procurement spend



£2.8m

Direct spend with SME contractors



£17k

Supported business spend



10

Procurement exams passed



23

Contracts awarded



99.7%

Invoices paid on time



40

Accredited Real Living Wage suppliers



Procurement at the Scottish Parliament

Six regulated procurements with a total value of just under £10 million were awarded in the reporting period. Of these, two were tenders carried out under the Public Contracts (Scotland) Regulations 2015, three were direct awards from framework agreements, and one was a direct award without competition meeting the requirements set out in the Procurement (Scotland) Regulations 2016.

Of the six organisations awarded a regulated contract, two are Small/Medium Enterprises, five are Real Living Wage accredited and two are Scottish based.

In addition, a total of **17 non-regulated contracts** were awarded in the reporting period with a total value of approximately £480,500.

Please see **Annex A** for details of all regulated contracts awarded. In the interests of transparency, the annex also includes details of lower value contracts awarded.

All regulated procurements were compliant with the relevant Procurement Regulations.

We are affiliate members of the **Supplier Development Programme** and our invitation to tender documentation points bidders to the SDP and the Supplier Journey for resources to help them understand public procurement requirements and how to meet them.

Sourcing strategies for regulated procurements included consideration of the supply market profile.

All regulated procurements, which were not conducted as a framework call-off, were either awarded to an SME or included a community benefit requirement specifying subcontracting opportunities for SMEs as a recommended option.

While the procurement pipeline may change, at the time of writing we anticipate that there will be **19 regulated procurements** carried out in the next two financial years, with a total estimated value of £29,095,000.

For details, please refer to **Annex B**.

This report sets out how our procurements and other activities support the objectives of our Procurement Strategy.



Contributing to the organisation's strategic aims and priorities

Contributing to the organisation's strategic aims and priorities

Regulated procurement compliance

All regulated procurements awarded in the reporting period were directly linked to key objectives from the organisation's Delivery Plan.

These key objectives include:

- Providing the Parliament with efficient, high quality and effective corporate services and governance
- Encouraging public involvement in our work through welcoming and inclusive facilities and services
- Promoting a respectful and inclusive working environment that inspires excellence, where people and performance thrive



Contributing to the organisation's strategic aims and priorities

Other activities

Procurement Services provided support in working towards corporate strategic change activities linked to the key objectives including:

- **Net Zero Infrastructure Programme**
Implementation of Building Energy Management System contract
- **Corporate Systems Programme**
Implementation of Finance System
- **Official Report Transformation Programme**
Contract awarded for provision of a new OR Production System and implementation is underway
- **Lobbying Register**
Contract due to be awarded in early September 2025 for the provision of a new Lobbying Register System
- **Cyber Security and Resilience**
New process embedded for assessing cyber security in contracts, key contract monthly financial checks





Optimising value

Optimising value

Regulated procurement compliance

All regulated procurements included considerations on how to achieve value for money, these included:



- **Cost avoidance**
Use of framework agreements provides a quick and efficient route to market and taps into the combined purchasing power of the Scottish public sector, reducing staff resource and benefiting from fixed pricing
- **Value by design**
Inclusion of requirement for year 1 service review to identify potential savings, efficiencies and improvements; challenging assumptions on required service levels
- **Negotiation**
To reduce costs and/or increase quality of delivery
- **Commercial awareness**
Purchasers drafted commercial element of business case for all relevant procurements



Optimising value

Other activities designed to optimise value

All complex regulated tenders and new high value procurements require a business case which include commercial objectives.

These objectives feed through to individual sourcing strategies. Contract award recommendations, approved by the Senior Reporting Officer confirm that these objectives have been met. A weighting of 40% on cost is used as a minimum unless market research justifies a different approach, and evaluation criteria are designed to identify the most economically advantageous tender.

The organisation has adopted the “**five case**” model for better business cases. Several procurement staff undertook training to be able to provide support to service areas in developing business cases, and feed in directly to the commercial case.

The Head of Procurement is a member of the Investment Advisory Group which provides support to the Director of Operations and Digital on decision making linked to project spending.

Following the move to hybrid working, the way in which we use the Parliament building, and therefore in-building services has changed.

We are continuing to review our contracts to ensure that they are aligned with building use going forwards, and provide the optimum balance between flexible service provision and cost.

We developed a new procurement planning tool which not only helps us to allocate resources for several years in advance, but also holds background information for each procurement, and provides progress tracking functionality.

This is a great improvement on the previous system which required multiple spreadsheets for planning, progress reporting and general information.

Combining the functionality in a single tool allows for more efficient project planning, reduces administration time and eliminates transcription errors.



Sustainable development

Sustainable development

Regulated procurement compliance

Sustainable development was built into our awarded regulated procurements in a variety of ways, including:

- Use of the sustainability test and/or sustainable development impact assessment workshop to identify relevant risks and opportunities
- Mandatory requirement for community benefits included in all regulated procurements with an estimated value over £500,000
- Requirement for Real Living Wage and/or wider fair working practices included in all relevant regulated procurements
- Inclusion of requirement to reduce fuel emissions, minimise water usage, avoid use of chemicals, reduce power consumption of equipment, promote circular economy outcomes, and use innovative technology to reduce manual handling risks



Sustainable development

Other activities designed to promote sustainable development

Our Procurement Sustainable Development Manager worked with procurement project teams to deliver sustainable development impact assessment workshops for relevant requirements.

This workshop based approach encourages discussion from a wide range of stakeholders on the possible impacts – both positive and negative – on environmental limits, society, and economy.

Outputs from the workshop are used to support informed decision making for the procurement, identify areas where further research is needed and identify internal processes which may need to be reviewed.

We are committed to **sharing knowledge** and **collaborating** with other public sector bodies and contractors to improve sustainability outcomes.

Our Procurement Sustainable Development Manager provided input to the forthcoming ministerial guidance on the public bodies duties of the Climate Change (Scotland) Act 2009 and will help with post public consultation edits.

Where relevant, contractors are required to provide action plans to promote sustainable development and circular economy outcomes, and progress against plans is reviewed on a regular basis.



Sustainable development

Other activities designed to promote sustainable development (cont.)

Examples of improvements delivered in the reporting year include:

- Introduction of 98% recyclable office chair with 56% recycled content, and designed without glue or staples to allow for easier repair or refurbishment, surplus desk refashioned into shelving (Furniture)
- Improved spare parts holding on-site to reduce carbon emissions on logistics (Security System)
- More access to digital forms of therapy (Employee Assistance)
- Introduction of electric van to replace diesel (Workplace Services Support)
- Additional training to reduce contamination level of recycling (Recycling & Waste)
- Introduction of steam cleaning to reduce water usage and converting to use of biofuel (High Level Building Maintenance)





Supply chain

Supply chain

Regulated procurement compliance

- All regulated procurements where subcontractors are used contained clauses to ensure prompt payment in the supply chain
- All regulated tenders included community benefits, fair work requirements, prompt payment clauses, and used sustainability tools and cyber security assessment
- All regulated tenders included financial probity in the selection criteria
- All regulated tenders included use of the Supply Chain Progress Tool
- All regulated procurements where contract management was required followed the new contract management approach



Supply chain

Other activities designed to promote resilience in our supply chain

In the reporting year we completed a major piece of work to develop a risk based contract management approach.

The process starts with the use of a risk and opportunity based tool which allocates a low, medium or high score to each requirement. The tool provides guidance on contractual elements to be included in the documentation and sets out the contract management activities which are appropriate to the score.

Handover from the purchaser to the contract manager has been improved, and contract managers are supported by guidance materials, tailored templates and an allocated purchaser. The contracts awarded this reporting year used the new approach, and feedback from contract managers has been positive.

The new approach will support **more consistent contract management across the organisation and provide contract managers with more and better resources to deliver their role.**

Over time, we will also explore the potential for technologies to support contract management. Work has begun on this with a demonstration from a vendor management software provider, and exploration of what can be achieved with existing software tools in-house.

Monthly financial assessments are carried out on key contracts throughout

their duration to provide early warning of potential issues. This activity supports resilience and business continuity.

Our commitment to prompt payment in our supply chain continues, and we can confirm that in the reporting year, we paid 99.7% of invoices within 30 days, and 98.4% of invoices within 10 days.





Compliance

Compliance

Regulated procurement compliance

- All regulated procurements (excluding framework call offs and compliant direct award) were advertised on Public Contracts Scotland and Find a Tender portals.
- All regulated tenders were administered through the Public Contracts Scotland Tender system to ensure equal treatment of potential bidders and provide an end to end audit trail.



Compliance

Other activities designed to promote compliance

All regulated procurements are conducted in line with relevant legislation, the Procurement Journey and SPCB procurement policies, and are led by an appropriately trained and experienced purchaser.

Only staff with purchasing as their main role have delegated purchasing authority at regulated procurement level.

For procurements below the regulated threshold, guidance and resources are available on our intranet to ensure that all purchases are made in line with our procurement policies. Spend not aligned to organisational procurement policies is rare, at less than 3% in the reporting year. Our embedded controls identify spend not aligned to policy and we provide support and advice to staff to prevent reoccurrence.

Any staff outwith Procurement Services whose role requires delegated purchasing authority are coached through a procurement to ensure that they are competent to lead a fair and compliant process before delegated purchasing authority is granted.

The Procurement team provides **on-going support**, with each business area having a nominated purchaser to support their procurement and contract management activity.



Compliance

Other activities designed to promote compliance (cont.)



The Procurement & Commercial Improvement Programme (PCIP) is designed to support and encourage the continuous improvement of procurement and commercial practices.

It provides a means of measuring and reporting on the procurement and commercial capability of organisations through the provision of evidence based around a series of set questions.

Procurement Services was assessed in June 2024 and achieved the **highest possible rating** for an organisation of its spend profile. This was an excellent outcome and a testament to the **dedication and commitment** of the team to produce high quality, robust and compliant contracts.

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.

Audits are undertaken for complex procurements as agreed annually by the Head of Procurement and Head of Internal Audit and are also undertaken on key contract controls.

In the reporting year, gateway audits were carried out on two contracts, to provide assurance that the projects were compliant and on track to meet objectives at key milestones before continuing to the next stage of the procurement.



Our people

Our people

Regulated procurement compliance

- All contracts resulting from regulated procurements were signed by a purchaser with appropriate purchasing authority.
- Conflict of interest declarations were not completed by project team members for two regulated procurements. This was an oversight and a refresher will be provided to the team on the process.



Our people

Other activities designed to promote our people

We recognise the value of continuous professional development, and all of our purchasers are fully qualified with the Chartered Institute of Procurement and Supply 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 ten exams this reporting year.

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 sustainable development, resilience and skills building:

Sustainable development

We continued to explore aspects of sustainable development to support effective use of sustainability impact assessments. Sessions in the reporting period included heritage, social capital, hazardous materials, fair working practices and scope 3 emissions. We also held a session on lifecycle impact assessments for service contracts.

Resilience

Sessions were held on cyber security and use of cyber risk assessment, business continuity awareness and using risk based assessment to identify delivery risks and mitigation.

Skills building

We held a workshop to support purchasers’ skills in facilitating a collaborative approach to specification development.



Our people

Other activities designed to promote our people (cont.)

Staff from the Procurement and Legal teams attended a skills development session on TUPE legislation.

Delivered by our legal services contractor, the session covered the principles of the legislation and attendees had the opportunity to discuss the challenges which arise in procurement projects and get advice on how to manage them to achieve an efficient and compliant outcome.

The decision was taken to move hard FM contracts to the NEC4 Facilities Management Contract in order to align with industry standards and enable more consistent contract management.

Staff from Procurement, Facilities Management and Legal Services have undertaken upskilling on NEC4 to be able to provide high quality support to relevant procurement project teams and contract managers.

This reporting year saw the launch of our Procurement Newsletter. The newsletter is issued 3 times a year and includes updates relating to procurement and contract management, links to policies and resources, forthcoming projects, and development opportunities for staff to get involved in procurement projects as evaluation team members or participants in sustainable development impact assessment workshops.

After the end of the financial year, office heads receive a bespoke addendum to the newsletter with 3-year contract spend analysis, updates on procurements in progress and forthcoming procurements, all related to their area.

The newsletter has received **positive feedback** from across the organisation, and, in addition to raising the profile of procurement within the organisation, supports building commercial awareness and understanding of **sustainability impacts**.



Community benefits

Community benefits

Our procurement policy goes beyond the requirements set out in the Procurement Reform (Scotland) Act 2014 and requires all procurements with an estimated value over £500,000 to include mandatory community benefits.

All regulated procurements awarded in the reporting period complied with this policy.

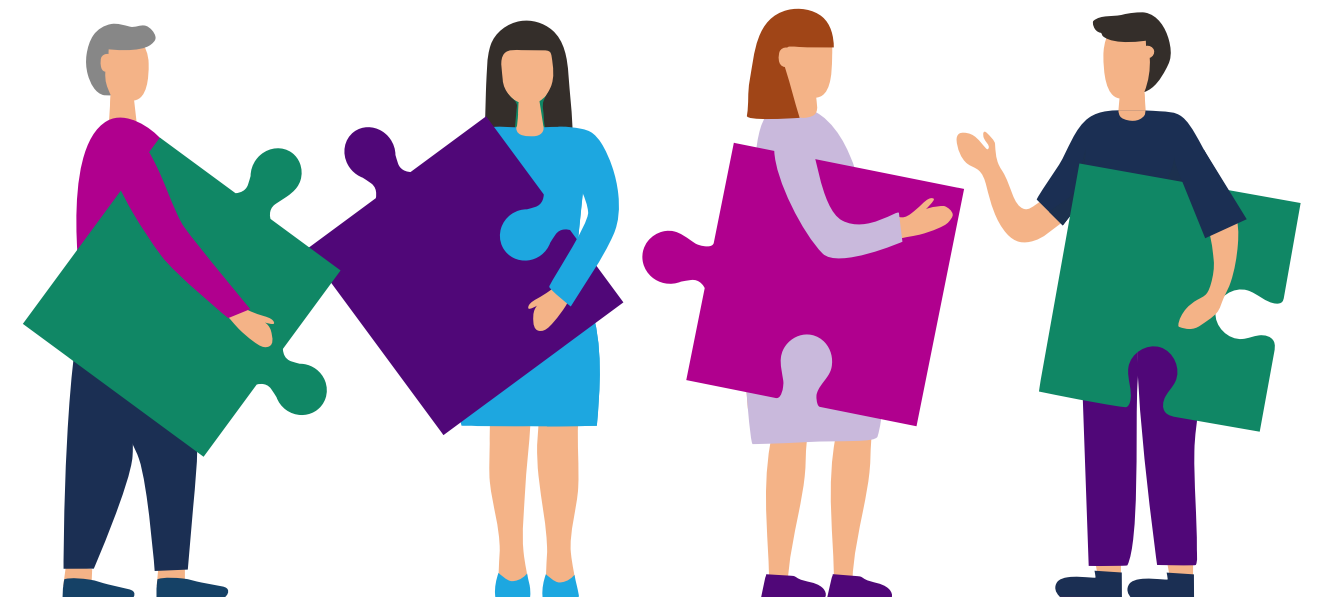
The following community benefits have been delivered:

Education and training

- Internship provided 1 day per week (Resilience Training)
- Apprenticeship programme (Security System Maintenance)
- Student internship one day per week for 20 weeks (Catering and Pest Control)
- Work experience in food service (Catering and Pest Control)
- Graduate apprenticeship (Digital Services)
- CIBSE Young Engineers Site Tour and 5 weeks on-site training for apprentice (BEMS)

Supporting small/medium enterprises

- SMEs invited to showcase products at Holyrood as part of Scotland Food and Drink September 2024 (Catering and Pest Control)
- Over £2.6 million paid to SME subcontractors across our contracts



Community benefits (cont.)



The following community benefits have been delivered:

Supporting local communities

- Visit to local primary school to help P1 and P2 pupils make fruit and vegetable skewers, host P1 and P2 children for lunch at Holyrood to support learning related to health and wellbeing, manual dexterity and social skills (Catering and Pest Control)
- Helping local primary school with litter picking, weeding and fence painting (Maintenance M&E)
- Women's network workshop (Digital Services)
- Donations to Scottish foodbank and women's aid charities (Visitor Survey)
- Cleaning of bowling green and maintenance of shed for local veterans' charity (High Level Maintenance)
- Donation of end of life oak poles to charities for fundraising and community projects and 1000m of waste rope donated to Edinburgh Dog & Cat Home for toys and leads (High Level Maintenance)
- 5 volunteers at Marie Curie Hospice Glasgow Garden Tidy, 3 volunteer sessions for Scottish animal welfare charity (BEMS)
- Free media monitoring and news planner services for local mental health charity (Media Monitoring)



Annex A

Contracts awarded

Annex A

Contracts awarded between 1 April 2024 and 31 March 2025

Regulated Procurements

Title	Supplier	Estimated total value	Start date	End date	Optional extensions
Cleaning services	Mitie Cleaning & Environmental Services Ltd	£7,733,884.35	29/11/2024	28/11/2029	36 months
Workplace Services Support	Sodexo Ltd	£1,875,727.00	29/11/2024	28/11/2029	26 months
Coach Pick Up/ Drop Off Services	Dynamic Earth Enterprises Ltd	£100,000.00	08/05/2024	07/05/2025	36 months
Occupational Health	Optima Health	£90,000.00	01/04/2025	31/03/2029	6 months
Research Services Subscription	Gartner UK Limited	£89,000.00	01/04/2024	31/03/2026	12 months
Media Planning and Buying 2024	Republic of Media Ltd	£80,000.00	06/01/2025	30/06/2028	None

Annex A

Contracts awarded between 1 April 2024 and 31 March 2025

Non-Regulated Procurements

Title	Supplier	Estimated total value	Start date	End date	Optional extensions
Social Media Monitoring Platform	Ecliptic Dynamics	£90,000*	24/03/2025	31/03/2027	None
Shorter Working Week	The Autonomy Institute	£50,000	21/10/2024	30/09/2025	None
Gaelic Translation Services	Global Language Services Ltd	£45,000	02/09/2024	01/09/2026	24 months
Recruitment Advertising	Penna PLC	£40,000	11/07/2024	10/07/2028	None
Meeting Room Booking System	OfficeRnD Limited	£36,000	12/02/2025	11/02/2028	None
Electronic Signatures	Legalesign Limited	£35,000	01/04/2025	31/03/2027	24 months
Replacement Edge Routers	Softcat (UK) PLC	£24,000	04/12/2024	31/01/2025	None
Leased Internet Line	Vodafone Limited	£22,000	04/04/2024	03/04/2026	24 months
Visitor Survey	Jump Research Ltd	£21,000	27/05/2024	31/03/2025	None
Electronic Ticketing System	Citizen Ticket Ltd	£21,000	22/05/2024	30/06/2026	None

* Initial estimated value led this to being delivered as an unregulated procurement.

Annex A

Contracts awarded between 1 April 2024 and 31 March 2025

Non-Regulated Procurements (cont.)

Title	Supplier	Estimated total value	Start date	End date	Optional extensions
Delivery of Royal Warrants	Royal Mail	£20,000	10/05/2024	09/05/2029	36 months
Allowances Process Review	Consultancy +	£19,950	02/04/2024	31/12/2024	None
Photography & Related Services	Zoghogg Studios	£15,000	01/02/2025	31/01/2028	24 months
Courier Services	Parcelforce Worldwide	£15,000	01/11/2024	31/10/2026	12 months
Journals	Prenax Ltd	£12,500	04/10/2024	03/10/2027	24 months
Specialist Finance Recruitment	Livingston James Ltd	£9,100	13/02/2025	13/04/2025	None
Visitor Data Analysis	Jump Research Ltd	£4,955	05/02/2025	30/06/2025	None



Annex B

Future procurements

Annex B – Future Procurements

Regulated Procurements

The table below lists all Regulated procurements anticipated to commence 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 will not be advertised.

Requirement	Estimated start date
Postal Services	02/06/2025
Catering & Pest Control	01/07/2025
Webcasting	01/07/2025
Mobile Computing Devices	01/07/2025
Lone Worker Devices	01/09/2025
Electronic Ticketing System	01/10/2025
Digital Video Storage and Archiving	01/10/2025
Sign Language Interpretation	01/10/2025
Committee Room Consoles	01/12/2025
Internal Audit Services	02/02/2026

Requirement	Estimated start date
Security System Maintenance	02/02/2026
IT Peripherals	01/04/2026
Broadcasting Infrastructure	01/09/2026
Legal Services	01/09/2026
Multifunction Devices	01/09/2026
IT Helpdesk	01/10/2026
IT Project Support Services	01/12/2026
Petitions System and Support	01/01/2027
IT Research Subscription	01/01/2027
Media Monitoring	01/02/2027

Annex B – Future Procurements

Non-Regulated Procurements

The table below lists all non-Regulated procurements anticipated to commence 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 suppliers interested in being involved in these procurements should contact procurement@parliament.scot

Requirement	Estimated start date
Specialist Occupational Health Services	01/07/2025
Employee Benefits	01/05/2025
Retail Books	02/06/2025
Storage Tape Digitisation	11/06/2025
Cash Collection	01/07/2025
Web Accessibility Testing	01/09/2025
Interpreting, Translation & Transcription	01/10/2025
Credit Checking Facility	01/01/2026
Executive Car and Driver	01/01/2026
Whisky for Resale	02/02/2026

Requirement	Estimated start date
Transcription Services	02/03/2026
Independent Assessors for Officeholder Recruitment	02/03/2026
Recruitment for Deliberative Engagement	01/04/2026
Copyright Services	01/05/2026
News Release Distribution	01/06/2026
Electronic Mail Distribution	01/06/2026
Non Government Bill Drafting	01/06/2026
Banking Services	01/06/2026
Exhibition Design, Build and Maintenance	01/10/2026

An aerial photograph of a modern architectural complex, featuring several interconnected buildings with curved, organic forms and large glass facades. The image is overlaid with a semi-transparent purple and teal gradient. In the foreground, a road with a 'CARP' sign and a pedestrian crossing is visible. The background shows more traditional urban buildings.

Annex C

Annual Procurement Report Summary

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 2024 to 31 March 2025
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report? (Yes / No)	Yes
2. Summary of Regulated Procurements Completed	
a) Total number of regulated contracts awarded within the report period	6
b) Total value of regulated contracts awarded within the report period	£9,968,611.35
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	2
ii) how many of these unique suppliers are Third sector bodies	0
3. Review of Regulated Procurements Compliance	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	6
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0

Annex C

Annual Procurement Report Summary (cont.)

4. Community Benefit Requirements Summary	
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 Community Benefit Requirements	2
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	0
e) Number of Apprenticeships Filled by Priority Groups	1
f) Number of Work Placements for Priority Groups	3
g) Number of Qualifications Achieved Through Training by Priority Groups	0
h) Total Value of contracts sub-contracted to SMEs	£2,623,859
i) Total Value of contracts sub-contracted to Social Enterprises	£2,100
j) Total Value of contracts sub-contracted to Supported Businesses	0
k) Other community benefit(s) fulfilled	See main body of report

Annex C

Annual Procurement Report Summary (cont.)

5. Fair Work and the real Living Wage	
a) Number of regulated contracts awarded during the period that included a Fair Work First criterion	5
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	5
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract during the period	5
6. Payment performance	
a) Number of valid invoices received during the reporting period	7743
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms)	99.7%
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	5
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:	£17,085

Annex C

Annual Procurement Report Summary (cont.)

7. Supported Businesses Summary (cont.)	
i) spend within the reporting year on regulated contracts	£17,085
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	£19,533,731.45
b) Total procurement spend with SMEs during the period covered by the annual procurement report	£2,795,213.25
c) Total procurement spend with third sector bodies during the period covered by the report	£79,762.59
d) Percentage of total procurement spend through collaborative contracts	£7,505,400.04
e) Total delivered cash savings for the period covered by the annual procurement report	£839,678
f) Total non-cash savings value for the period covered by the annual procurement report	£36,000
9. Future regulated procurements	
a) Total number of regulated procurements expected to commence in the next two financial years	19
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£29,095,000