



Scottish Courts  
and Tribunals Service



# Annual Procurement Report

2020 - 2021

## Table of Contents

	Page Number
1. Introduction	3
2. About the Scottish Courts and Tribunals Service	3
3. Procurement at the Scottish Courts and Tribunals Service	4
4. SCTS Procurement Annual Summary	5
5. Regulated Procurement Activity	6
6. Collaboration	6
7. Review of Regulated Procurement Compliance	6
8. Sustainable Procurement	7
9. Paying our Suppliers	8
10. Community Benefits	8
11. Contract and Supplier Management	9
12. Fair Work and Living Wage	10
13. Supported Businesses	10
14. Procuring Food	11
15. Future Regulated Procurement Summary	11
<b>Annex 1-</b> Regulated Procurement Activity 2020-21	12
<b>Annex 2-</b> Non- Competitive Actions (NCAs) 2020-21	14
<b>Annex 3-</b> Future Regulated Procurements Summary	16
<b>Annex 4-</b> Annual Procurement Report Template (Annex A)	18

## Annual Procurement Report 2020-21

Prepared by: Denise Donaldson, Interim Head of Procurement

Email: [ddonaldson@scotcourts.gov.uk](mailto:ddonaldson@scotcourts.gov.uk)

SCTS Website: [www.scotcourts.gov.uk](http://www.scotcourts.gov.uk)

## 1.0 Introduction

The Procurement Reform (Scotland) Act 2014 sets out the requirements of Scottish public bodies, including Scottish Courts and Tribunals Service (SCTS), to prepare a procurement strategy setting out how it intends to ensure its regulated procurements will deliver value for money and contribute to the achievement of the authority's broader aims and objectives, in line with Scotland's National Outcomes. The Act also requires SCTS to prepare an annual procurement report on its regulated procurement activity and compliance with its procurement strategy.

This fourth SCTS annual procurement report covering the financial year 2020-2021 reflects a period of great challenge as our service responded to the Covid-19 pandemic and continued to support justice throughout. As an organisation that traditionally relied on face-to-face interactions and paper based processes, the organisation underwent significant and rapid change to develop new ways of working in collaboration with our justice partners to manage efficiently the recovery of the Scottish justice system.

## 2.0 About the Scottish Courts and Tribunals Service

The Scottish Courts and Tribunals Service (SCTS) was established on 1 April 2015, following the merger of the Scottish Court Service (a Non-Ministerial Department established on 1 April 2010 by the Judiciary and Courts (Scotland) Act 2008) with the Scottish Tribunals Service (previously a delivery arm of the Scottish Government).

The function of the SCTS is to provide or ensure the provision of the resources to support:

- the Scottish courts, devolved tribunals and their judiciary;
- the Lord President or his delegates in respect of his functions as Head of the Judiciary;
- the sheriffs principal in respect of their functions under the relevant provisions of the Courts Reform (Scotland) Act 2014;
- the Office of the Public Guardian and Accountant of Court; and
- the Scottish Sentencing Council, Scottish Civil Justice Council and the Criminal Courts Rules Council

The purpose of the SCTS is supporting justice. The SCTS fulfils this purpose by providing the people, buildings and services needed to support the work of Scotland's courts and devolved tribunals, of the judiciary and the Office of the Public Guardian and Accountant of Court.

In delivering its purpose, the SCTS must take account of the needs of the judiciary, of the people involved in proceedings and the wider public.

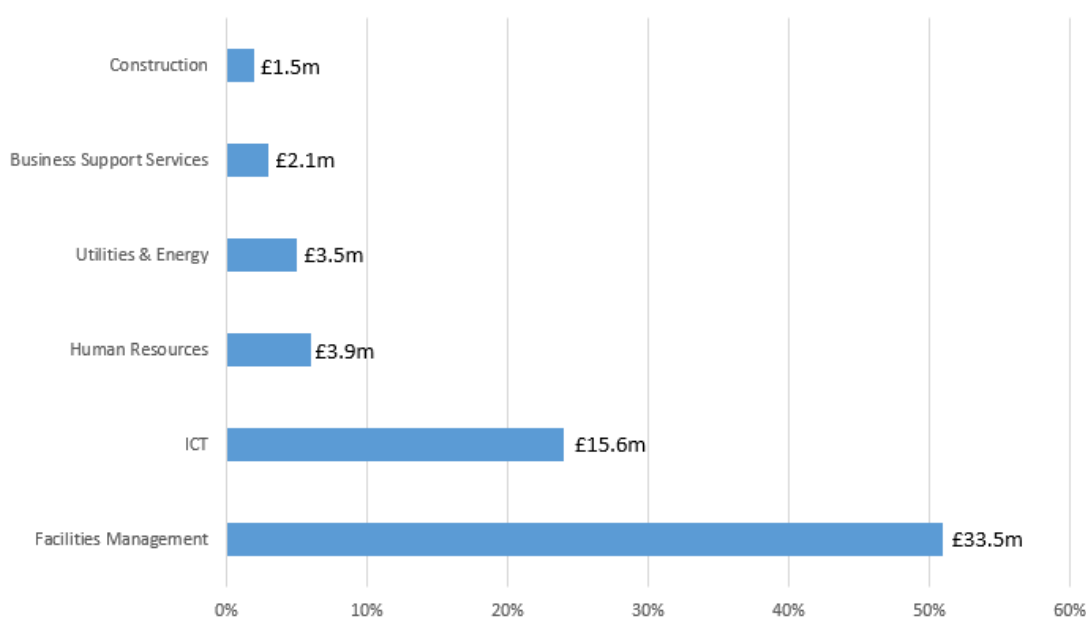
Our work focuses on improving access to justice, reducing delay and cost within the justice system and maximising the use of technology to improve our services. Due to the impact of COVID-19, our work this year has balanced those priorities with supporting the public health response to the outbreak – protecting the life and safety of all staff, court and tribunal users; while maintaining all essential business so far as possible – and; minimising the accumulation of case backlogs so far as possible – to facilitate the most effective recovery.

The SCTS sets out its strategic priorities and objectives in a three year [Corporate Plan](#) which is published on the SCTS website.

### 3.0 Procurement at the Scottish Courts and Tribunals Service

The SCTS has a central procurement team that is led by the Director of Finance and Procurement. The procurement team has a contract development and contract management arm and conducts the full end-to-end procurement cycle for the majority of the SCTS external expenditure (£66m in 2020-21). Our largest categories of spend are Facilities Management and ICT.

#### % Spend by Business Sector – 2020-21



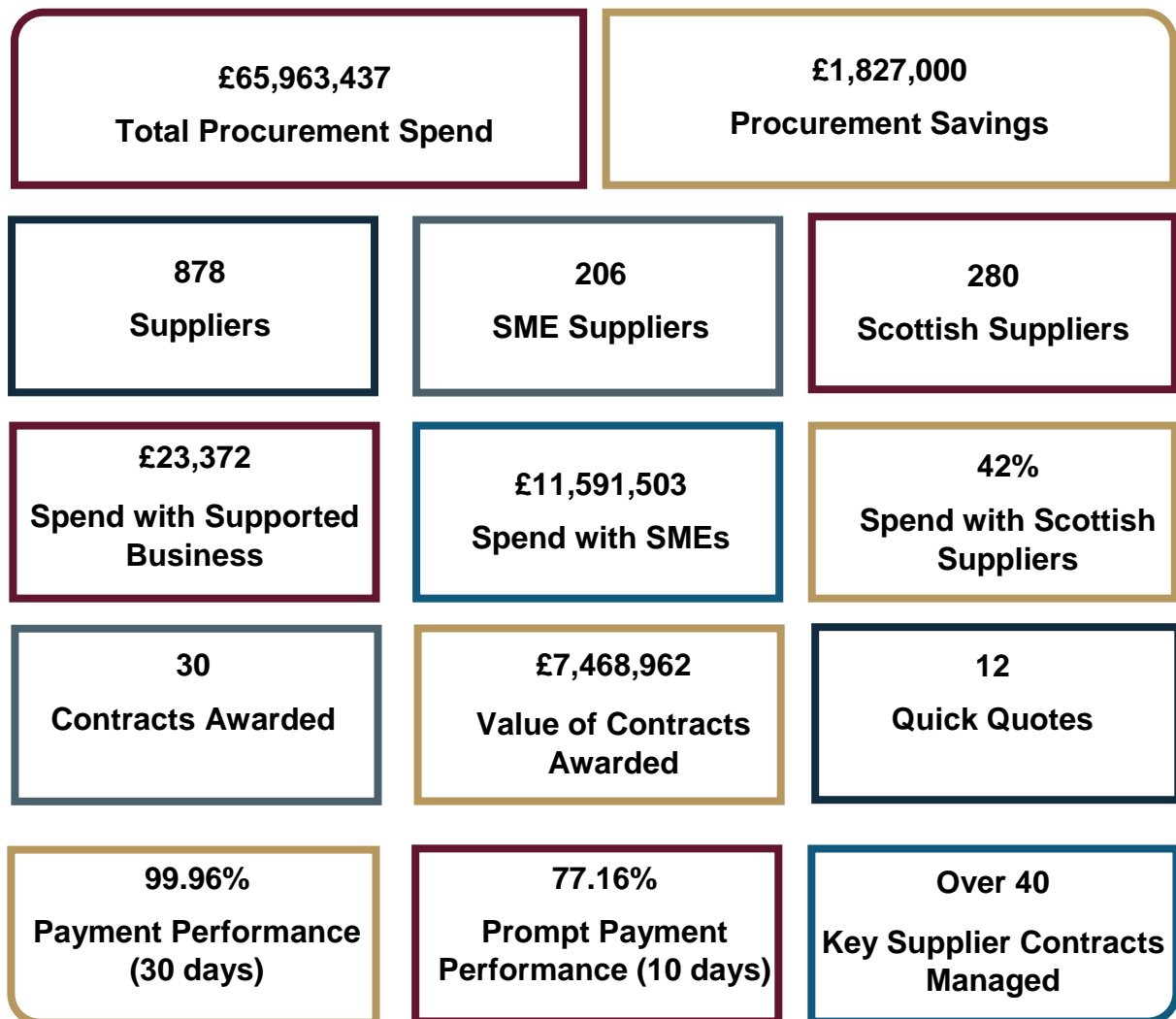
The procurement team follow the ‘Scottish Model of Procurement’ and use the Scottish Government’s Procurement Journey as a framework to conduct our procurement activity. Our policy is to advertise all Regulated Procurement activity on the Public Contracts Scotland (PCS) portal and facilitate the procurement exercise on PCS-Tender. Additionally the team utilise the PCS Quick Quote functionality to undertake Non-Regulated procurement over £25,000 and framework agreement mini-competitions.

The SCTS Finance and Procurement Unit (FPU) has a strong ethos in respect to education, learning and skills developed of its staff. The FPU has continued to invest in staff knowledge and professional skills by supporting formal CIPS qualifications and procurement training in addition to development in soft skills. There are four members of the Procurement team working towards MCIPS.

The SCTS offers an annual procurement undergraduate placement, in partnership with Napier University our first candidate successfully completing their work placement in May 2020. Despite the challenges faced due to the global pandemic, it was agreed to continue the undergraduate programme and recruit a further undergraduate student in 2020-21 and they joined the organisation in August 2020. The success of the placement has encouraged SCTS to offer undergraduates the opportunity to extend their work placement, on a part-time basis, while studying in their 4<sup>th</sup> year.

From March 2020 the organisation, like many others, has had to switch to remote working arrangements due to COVID-19. The strong IT infrastructure already in place and the rapid response of our IT teams resulted in a generally seamless and successful transition. We continue to offer support to staff, stakeholders and suppliers by making the best use of virtual tools.

## 4.0 SCTS Procurement Annual Summary



## 5.0 Regulated Procurement Activity

Under the Procurement Reform (Scotland) Act 2014 a contract is regulated if its anticipated value is over £50,000 for goods and services or over £2m for public works (excluding VAT). Regulated procurements can refer to new contracts and framework agreements but also to mini-competitions and call-offs from existing framework agreements.

During the period covered by this report, the SCTS awarded 30 new regulated contracts to a total value of £7.49m. The contracts advertised on the Public Contracts Scotland website or awarded under a Framework agreement are detailed in [Annex 1](#). Those recorded as non-competitive actions (NCAs) are detailed in [Annex 2](#). Details of our contract awards are available on the Public Contracts Scotland website.

## 6.0 Collaboration

The SCTS supports the use of local and national collaborative procurement contracts and frameworks agreements to achieve value for money for SCTS and the Scottish public sector. SCTS actively engage and feed into relevant User Intelligence Groups (UIGs) with the Scottish Government and Scotland Excel (Associate member) during the development of collaborative procurements. Spend on collaborative procurement continues to represent the highest of procurement spend. During the reporting period, SCTS has directly awarded from or carried out further competitions on frameworks owned by:

- Scottish Procurement and Property Directorate
- Crown Commercial Services (CCS)
- Eastern Shires Purchasing Organisation (ESPO)
- Scotland Excel
- Health Trust Europe
- Scottish Prison Service
- Scottish Police Authority

The SCTS led a collaborative procurement exercise, in partnership with the Crown Office and Procurator Fiscal Service (COPFS), to establish a new Estate Management Service framework and maintains the lead on Contract Management responsibility.

## 7.0 Review of Regulated Procurement Compliance

The SCTS Financial Scheme of Delegation requires all goods and service contracts over £50k (during the life of the contract) to be awarded by the Procurement Team ensuring compliance to the regulations and in-line with our Procurement Strategy. The Procurement Team are also increasingly awarding contracts for values below £50k in support of growing requests from colleagues for professional procurement support.

The SCTS Procurement Strategy 2018-2021 defines how Procurement will be managed within the business to provide a compliant approach, value for money and how improvements will be introduced to procurement and how the business will benefit from a more sustainable, environmentally friendly and socially responsible approach.

Our approach is to be objective, transparent and sustainable to meet the expectations of all stakeholders to provide better performance through well-specified, procured and managed contracts that will meet the needs of the business.

Our Strategic Aims, Objectives and Key Priorities will reflect at all times the regulatory requirements in the public sector market place. This includes all policy, regulations and guidance provided by the Scottish Government as the terms of reference for how we plan, manage and deliver procurement activity.

Our key priorities are to improve procurement processes and policies. SCTS will do this by:

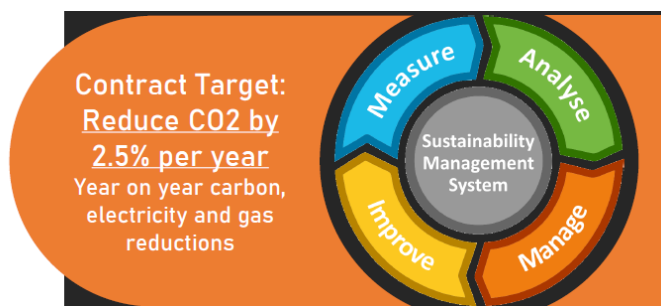
- Increasing levels of contracted spend throughout the organisation;
- Supporting a mixed economy of provision and developing markets, particularly local/rural markets, Small and Medium Sized Enterprises (SMEs), Third Sector organisations, and enterprises involving minority groups and those with protected characteristics under the Equality Act 2010;
- Reducing bureaucracy – ensuring our processes and templates are accessible as well as standard, simple, transparent and consistent in line with best practice;
- Protecting public spending – ensuring tax payers money is spent properly, ensuring integrity and accountability;
- Regular reporting of procurement performance and compliance in relation to regulated procurements;
- Categorising areas of spend to ensure we achieve the best balance of quality and price for our regulated procurements;
- Working collaboratively with other public sector organisations on regulated procurements where appropriate, ensuring that our partner organisations are committed to equality of opportunity for all sectors of society, and that their commitments reflect the SCTS' [Public Sector Equality Duty](#) and its general equality duty; and
- Increase expertise, capacity and effectiveness.

## 8.0 Sustainable Procurement

### 8.1 Facilities Management

During the financial year 2020-21 in collaboration with our facilities management supplier, Atalian Servest, SCTS has continued to make improvements to our buildings and estate. One of the main objectives of the contract is focus on energy and sustainability to reduce consumption and carbon emissions. 34 sustainability led capital projects were completed including LEDs, insulation, solar panel installation and boiler replacement program.

SCTS work in conjunction with Atalian Servest to reduce waste where possible and one of the ways we are tackling this is weekly green energy patrols on static sites to highlight unnecessary energy consumption.







In 2018 SCTS were awarded the Carbon Trust Triple Standard for successful cutting carbon emissions, water use and waste.

This was achieved through a variety of initiatives:

- Boiler upgrades
- Solar panels installation
- Window replacement
- Waste Management and improved recycling
- Energy and water efficient appliances
- Water recycling

## 8.2 Corporate Catering

Over the past year our Catering contractor/partner, BaxterStorey has made significant changes to the sustainability of the products and packaging used both in jury lunches and in our café's. Within the jury lunch box we have replaced the plastic box and lid for a bio degradable one. We have also replaced the plastic cutlery with sustainable wooden cutlery, not only in the jury lunches but across all the court café's and replaced all take away food containers with bio degradable cartons.

We receive a quarterly MI pack, highlighting the reduction in single use disposables by using reusable coffee cups, giving a reduced price for the use of the cup over disposables, something that is already in place in the court cafes.

We encourage innovative ideas on increasing sustainability and link to the UN sustainable goals – in addition to this, we have introduced a second use for equipment initiative and has linked in with a supplier to pass on equipment not in use and no longer required, for upcycling and reuse.

## 9.0 Paying Our Suppliers

All SCTS contracts contain a clause in the terms in conditions committing to pay all suppliers within 30 days of receipt of a valid undisputed invoice. The SCTS is committed to the Scottish Government's prompt payment policy and aims to pay suppliers within a shorter target of 10 days of any undisputed invoice being received. Through Contract and Supplier Management, we encourage our suppliers to pay their sub-contractors on similar prompt payment terms.

During the 2020-21, the financial year covered by this report,

- 99.96% of invoices received were paid within the 30 day payment term. Please note these figures exclude BACS and Check payments where the statistics are unavailable)
- 77.16% of invoices were paid within the 10 days of a valid invoice and supporting the Scottish Government prompt payment policy.

## 10.0 Community Benefits

The realisation of community benefits is integral to not only the Scottish Courts and Tribunals Service's Procurement Strategy, but also underpins our core purpose of supporting justice. By providing the people, buildings and services needed to support the judiciary, courts, tribunals and the Office of the Public Guardian in 51 geographical locations with a further 35 remote video witness sites and administrative centres throughout Scotland.



Section 24 of the Procurement Reform (Scotland) Act 2014 defines a community benefit requirement as a contractual requirement relating to training and requirement; the availability of sub-contracting opportunities; or, other actions intended to improve the economic, social or environmental well-being of an area served by a public body, additional to the main purpose of a contract's subject matter. For the purposes of the Act, an initial threshold value of £4 million has been set by The Scottish Ministers at or above which community benefits must always be considered.

Community benefit clauses are included in all relevant regulated procurement tenders and all OJEU/ High Threshold tenders. The procurement team are developing guidance and improving our processes for reporting and tracking benefits secured through procurement exercises.

### **10.1 Legal Services Contract- Corporate Social Responsibility during the coronavirus outbreak**

Our Legal Services provider, Anderson Strathern, has been helping the local Edinburgh community during the current coronavirus outbreak by allowing everyone in the firm time off to take part in a CSR activity of their choice. These included volunteering at a food bank, attending a charity board meeting, helping at a charity event and supporting a school skills development session. In response to the coronavirus outbreak, the firm doubled the amount of time every member of staff could use to take part in a CSR activity in normal working hours from 1.5 to 3 days a year.

Some of the local charities who benefitted were Scottish Government Volunteer Force, Project Scotland, Developing the Young Workforce (Edinburgh, East Lothian and Midlothian) and Social Bite Edinburgh.

### **10.2 Estates Management Services**

Our Estates Management Services provider, Avison Young, runs a Global Day of Giving. This year their Glasgow and Edinburgh offices carried out manual work and maintenance, including landscaping at four charity venues. This involved c.80 staff, with some staff returning for a second visit. In addition, further "pro bono" surveying activity and works were carried out (building consultancy and valuation). Due to COVID-19 some virtual events took place with local businesses and charities.

### **10.3 Corporate Catering**

Our Corporate Catering provider, BaxterStorey, have had teams across the UK working tirelessly to provide over 120,000 free meals to NHS hospitals, food banks, emergency and community centres. BaxterStorey teamed up with FeedNHS and Mealforce, providing a central coordination role for the FeedNHS campaign. Teams up and down the UK have been working to develop menus and create nutritious meals and through the BaxterStorey Foundation, supplying 40,000 free meals every day to NHS staff across 90 hospitals.

## **11.0 Contract and Supplier Management**

Our procurement Contract and Supplier Management (CSM) team work in collaboration with contract owners across SCTS and focus on over 40 key (critical) contracts used to support the range of goods and services purchased. Effective contract and supplier management supporting key contracts and suppliers has been centralised within the CSM team. The CSM team facilitates regular meetings with the business owners and suppliers in order to extract the best value from our contracts. The CSM team ensure all

provisions serve and support SCTS business requirements and ensure contracts are performing as intended and that any issues and risks are identified and addressed.

Due to the significant impact that the COVID-19 outbreak had on the economy and Scottish business of all sizes, the Scottish Government issued new Procurement Policy Notes (SPPN 4/2020 and SPPN 5/2020) setting out guidance to public bodies with options to help support suppliers to ensure service continuity.

SPPN 5/2020 set out steps that public bodies could take to provide supplier relief under existing contracts where the outbreak had an impact on services. In response to the SPPN the SCTS CSM team made direct contact with all key suppliers and issued letters to ascertain the supplier's position, review business continuity plans and make them aware of the support available. Suppliers who were struggling to meet their contractual obligations due to the outbreak were required to contact each of the public bodies they held contracts with to apply for relief under the SPPN. Suppliers were required to set out the details of any proposed relief, how this would be used and commit to the timely payment of their staff and supply chain.

SPPN 8/2020, released on the 12 June 2020, was a supplementary note to SPPN 5/2020 and looked at the public sectors transition to restart contracts. The SPPN encouraged public bodies to review current contract portfolios and consider current relief measures to ensure they remained appropriate. Ongoing and regular reviews were required with a view to transition out of supplier relief as soon as restrictions were lifted and operations able to recommence.

SCTS approved supplier relief to one key supplier in line with the SPPN process. While the requests for supplier relief are lower than initially anticipated, this is similar to the experience of other Scottish public sector bodies. It is likely that due to the success and widely accessed Coronavirus Job Retention Scheme (CJRS), which saw many affected businesses furlough their staff, further relief was not sought under SPPN 5/2020.

In April 2020 SCTS approved supplier relief to Baxterstorey, our embedded catering service provider, to the extent of covering a proportion of the fixed overheads costs. In addition to this support SCTS approved the provision of an interim payment of £54k per month to cover staff costs until such a time as they were reimbursed with CJRS payments. BaxterStorey only utilised this for one month provided a credit note for the full amount.

## 12.0 Fair Work and Living Wage

The SCTS has been an Accredited Living Wage Employer since 2017 and pay rates are reviewed annually. In addition to paying our employees rates above the Living Wage we also promote Fair Work practices through our tender activities. Whilst we cannot mandate the payment of the Living Wage by our suppliers we do evaluate as part of the tender process suppliers approach to Fair Work Practices in their organisation. This is monitored continually as part of our Contract and Supplier Management processes.

## 13.0 Supported Businesses

Supported Businesses are social enterprises whose main aim is to integrate disabled or disadvantaged people socially and professionally. Supported businesses make an important contribution to the economy and through meaningful employment to those they support. Their workforce must be at least 30% disabled or disadvantaged. It is the policy of the Scottish Government that every public body should have at least one contract with a supported business.



Through the Scottish Governments Support Business and Factory Framework SCTS awarded a contract to Haven Products Ltd for Document Scanning Solutions. Spend on this contract during 2020-21 was over £23,000.

The organisation continues to facilitate and encourage the involvement of SMEs, third sector bodies and supported businesses to participate in regulated procurement activities.

## 14.0 Procuring Food

Our catering contractor/partner, BaxterStorey is ‘environmentally aware’ and acts responsibly in every way to source their ingredients from trusted local suppliers wherever possible and choose new suppliers based on their local knowledge, who are then vetted to ensure they are of the right quality. They also source all our fresh produce through local Scottish suppliers. BaxterStorey run a “best of British” campaign, which highlights the use of local suppliers and individual products.

In regards to local suppliers, 98% of nominated suppliers are chosen for their sustainability and the ability to supply local product including fish, meat, fresh fruit and veg.

Each quarter Baxterstorey issues a full marketing pack and initiatives, such as Vegan month, which will include recipes to use on site. It will also include National days from around the world and again will include recipes they can use to support the promotion. The pack will also include products that are in season any particular month and can be purchased from the local suppliers.

SCTS has a Wellbeing strategy where its target is to help customers to make informed food choices through an innovative approach to health and wellbeing using scientific advice.

BaxterStorey are part of the following food accreditation schemes.



## 15.0 Future Regulated Procurement Summary

Under the Procurement Reform (Scotland) Act 2014 a contract is Regulated if its anticipated value is over £50,000 in value for goods and services or over £2m in value for public Works (excluding VAT).

The SCTS maintain a Procurement Pipeline of planned and forecast new contracts and contract renewals. Throughout the year, new requirements and changing needs of the business may identify new projects which require to undertake regulated procurement activity and may influence the timelines and priority of projects.

[Annex 3](#) offers a full list of known regulated procurements for the next two financial years.

## Annex 1 - Regulated Procurement Activity 2020-21

The following table provides a high-level summary of the 23 regulated procurements awarded via the Public Contracts Scotland portal or awarded under a Framework agreement to a value of £6.44m.

Contract Reference	Subject Matter of the Contract	Supplier Name	Estimated contract value	Start Date	End Date excl. Extensions	SME Status
SCTS-2020-042	IT Consultancy- ICMS Knowledge Transfer	Integrated Judicial Systems (IJS)	£201,325	14/10/2020	26/02/2021	Small
SCTS-2021-004	IT Consultancy- DEPS Azure API Implementation	Integrated Judicial Systems (IJS)	£66,650	06/01/2020	31/03/2021	Small
SCTS-2020-035	.NET/ASP Developer	Lorien Recruitment	£58,162	14/09/2020	31/03/2021	Medium
SCTS-2020-036	Infrastructure Engineer	Lorien Recruitment	£58,074	05/10/2020	31/03/2021	Medium
SCTS-2020-037	Database Administrator/DevOps	Hays Specialist Recruitment	£66,996	14/09/2020	31/03/2021	Large
SCTS-2020-040	Cyber Security Specialist	ASA Recruitment	£125,000	12/10/2020	25/04/2021	Medium
SCTS-2020-010	Digital Expenses System	Storm ID Ltd	£525,000	12/10/2020	31/03/2021	Medium
SCTS-2020-029	Cyber Security Specialist	Lorien Recruitment	£113,000	12/10/2020	02/07/2021	Medium
SCTS-2020-029	Cyber Security Specialist	Harvey Nash Consulting (Scotland)	£113,000	26/10/2020	23/07/2021	Large
SCTS-2021-033	IT Consultancy- ICMS Support	Insight Direct (UK)	£1,052,125	01/03/2021	31/01/2022	Large
SCTS-2020-022	Cloud Hosting Services	UKCloud Ltd	£156,000	01/09/2020	31/03/2021	Medium
SCTS-2020-014	Case Management System	Resolvercouk Limited	£240,000	01/04/2020	31/03/2022	Small
SCTS-2021-014	IT Consultancy- Azure Integration	QA Limited	£448,230	27/01/2021	26/01/2023	Large
SCTS-2020-001	Criminal Case Management System	Capita Application Services	£1,669,000	01/05/2020	30/04/2023	Large

SCTS-2019-005	Legal Services	Anderson Strathern LLP	£181,000	01/06/2020	31/05/2023	Large
SCTS-2020-043	Vulnerability and Configuration Management	Softcat Plc.	£128,000	02/11/2020	01/11/2023	Large
SCTS-2020-046	Hardware Support	Dell Computer Corporation Limited	£100,000	01/03/2021	31/02/2022	Large
SCTS-2021-080	Hardware Support	Insight Direct UK	£261,000	31/03/2021	31/12/2023	Large
SCTS-2020-002	British Sign Language Services	Deaf Action	£240,000	12/02/2021	11/02/2024	
SCTS-2021-046	Occupational Health Services	Optima Health	£200,000	01/04/2021	31/03/2025	Large
SCTS-2020-012	Mobile Voice and Data Services	Vodafone	£90,000	02/11/2020	16/03/2022	Large
SCTS-2021-073	Solution Architect	Hays Specialist Recruitment	£257,400	22/03/2021	30/09/2021	Large
SCTS-2021-056	Interim Lab Lead	Lorien Recruitment	£91,000	01/04/2021	30/09/2021	Medium

## Annex 2 - Non-Competitive Actions (NCAs) 2020-21

During the reporting period the SCTS awarded 7 Regulated contracts following NCA approval. Their combined value was £1.02m. The Head of Procurement approved all NCAs with detailed justification recorded in each case. A number of contracts were awarded as a matter of urgency where the organisation required essential resources to provide a rapid response to new requirements as a result of COVID19 and to continue support of essential systems. In each instance prior to award of contract, an options analysis was undertaken and benchmarking exercise completed to ensure that best value principles were still adhered to.

There were additionally 12 smaller contract NCAs, non-regulated to a value of (£291k).

Contract Reference	Subject Matter of the Contract and Reason for NCA	Supplier Name	Estimated contract value	Start Date	End Date excl. Extensions
SCTS-2020-009	Support of Civil Justice Courts case management system (CMS).	Delphi Computer Consultants	£95,000	01/06/2020	31/05/2021
<p>Reason for NCA: The direct award decision was taken to extend the Support of Civil Justice Courts case management system contract due to the unique technical knowledge the supplier has of providing our legacy Case Management System services. This 12 month extension shall allow the process of in-house migration and knowledge transfer.</p> <p>Legal compliance ground: Permitted modification of contracts during their term; above Regulated threshold but below Higher Value / WTO threshold – No regulation – used Reg 72 of the Public Contracts (Scotland) Regulations 2015 as a guide to “non-material variation”.</p>					
SCTS-2021-007	Interim Deputy DSU Director	Integrated Judicial Systems (IJS)	£172,000	22/01/2021	31/12/2021
<p>Reason for NCA: The decision was taken to extend the current contractor agreement. The contractor has specialist knowledge to assist SCTS in delivering its digital court function and recovery plan due to the Covid-19 pandemic.</p> <p>Legal compliance ground: Permitted modification of contracts during their term – non-material variation; Above Higher Value / WTO threshold – Regulation 72 of the Public Contracts (Scotland) Regulations 2015.</p>					
SCTS-2021-008	Interim Head of RUN	MWS Solutions	£136,000	19/01/2021	30/09/2021
<p>Reason for NCA: The existing contract extended due to the Covid-19 pandemic to ensure continuity of critical service and specialist knowledge of SCTS IT platforms during a time of transformation.</p> <p>Legal compliance ground: Permitted modification of contracts during their term – non-material variation; Above Higher Value / WTO threshold – Regulation 72 of the Public Contracts (Scotland) Regulations 2015.</p>					
SCTS-2021-010	Interim Governance Manager	Integrated Judicial Systems (IJS)	£154,000	11/01/2021	31/12/2021

Reason for NCA: The existing contract extended due to the Covid-19 pandemic to ensure fast-paced changed to meet the Covid demands. This contract will provide further training to upskill existing staff on both agile working and the LOAD framework.					
SCTS-2021-031	Provision of Catering Services for Jury Meals at Remote Jury Centre (RJC) at Aberdeen.	The Sandwich Larder	£81,000	15/02/2021	31/03/2021
Reason for NCA: Unforeseen extreme urgency following permission from the Lord Justice to set up a RJC in Aberdeen. The corporate catering supplier could not support this requirement. Legal compliance ground: Extreme Urgency; Above Regulated threshold but below Higher Value / WTO threshold – Regulation 6(1) (c) of the Procurement (Scotland) Regulations 2015.					
SCTS-2021-062	Support on data audit and recovery	Disklabs	£50,000	01/03/2021	30/08/2021
Reason for NCA: Unforeseen extreme urgency. Incident occurred and to ensure no data loss the recommended data company of both Scottish Government and Governments Information Commission was selected. Legal compliance ground: Extreme Urgency; Above Regulated threshold but below Higher Value / WTO threshold – Regulation 6(1)(c) of the Procurement (Scotland) Regulations 2015.					
SCTS-2021-112	DX Subscriptions Postage	DX Mail	£340,000	01/04/2020	31/03/2021
Reason for NCA: Negotiated Procedure without Prior Publication, competition is absent. DX Mail are the only suitable provider able to meet the requirements of SCTS. Legal compliance ground: Exclusive Supply (artistic work, technical reasons or IPR); Above Higher Value / WTO threshold – Regulation 33(1)(b) of the Public Contracts (Scotland) Regulations 2015.					



### Annex 3 - Future Regulated Procurements Summary

The following table presents a summary of the regulated procurements that the Scottish Courts and Tribunals Service intend to deliver over the forthcoming financial years of 2021-22 and 2022-23. Please note that this is indicative and may be subject to change.

Contract/ Subject matter	New or Re-let	Expected Contract Notice	Expected Start Date	Estimated Contract Value
VAT Services	Re-let	July 2021	November 2021	£280,000
Cash Collection Services	Re-let	April 2021	April 2021	£180,000
Sheriff Officer Services for Tribunals	New	August 2021	December 2021	£680,000
Sheriff Officer Services for Courts	New	August 2021	December 2021	£210,000
Chauffeur Services	Re-let	March 2021	July 2021	£2,100,000
Construction Professional Services	New	July 2021	September 2021	£2,000,000
Asset Management System	New	May 2021	August 2021	£90,000
Removals, Transportation and Storage Services for Remote Jury Centres	New	July 2021	August 2021	£40,000
Merchant Acquiring Services	Re-let	March 2021	May 2021	£520,000
Media Monitoring Services and Analytical Tools	New	April 2021	June 2021	£60,000
Integration Partner to Develop, Deliver and support the Social Security Chamber DTP	New	March 2021	June 2021	£2,800,000
Physical and Hybrid Mail	Re-let	July 2021	August 2021	£1,500,000
Telephone Conferencing	Re-let	April 2021	June 2021	£600,000
Provision of Independent Security (pen) Testing	Re-let	December 2021	February 2022	£150,000
Oracle ULA	Re-let	January 2022	March 2022	£80,000
Transportation and Storage Services	New	December 2021	January 2022	£ 376,000
ICMS Support	Re-let	September 2021	January 2022	£1,100,000
Employee Services	Re-let	December 2021	February 2022	£100,000
Library Subscriptions	Re-let	November 2021	March 2022	£1,200,000
Banking Services	Re-let	January 2022	March 2022	£1,000,000
Online Situational Judgement Tests	Re-let	November 2021	March 2022	£125,000
Courtroom Technologies	Re-let	October 2021	March 2022	£1,800,000
Lift Engineer Services	New	December 2021	March 2022	£580,000
Oracle Software Update License & Support	New	February 2022	May 2022	£73,000
SCTS' Wide Area Network	Re-let	December 2021	July 2022	£1,150,000

Printers, MFD's and associated products	Re-let	March 2022	June 2022	£550,000
Principal Contractors Framework for Building Refurbishment	Re-let	January 2022	July 2022	£24,000,000
Signage	New	October 2021	November 2022	£360,000
SIP Telephony (VoIP)	Re-let	April 2023	July 2023	£150,000
Secure File Sharing Platform	Re-let	February 2022	September 2022	£41,000
Mobile Voice and Data Services	Re-let	November 2022	March 2023	£90,000
Audio Transcription Services	Re-let	December 2022	March 2023	£300,000
Unified Communications and Associated Services	Re-let	November 2022	February 2023	£720,000
Facilities Management Services	Re-let	November 2022	March 2023	£90,000,000

## Annex 4 – Annual Procurement Report Template (Annex A)

<b>1. Organisation and report details</b>	
a) Contracting Authority Name	Scottish Courts and Tribunal Services
b) Period of the annual procurement report	01 April 2020 – 31 March 2021
c) Required by s18 Procurement Reform (Scotland) Act 2014 to prepare an annual procurement report?	Yes
<b>2. Summary of Regulated Procurements Completed</b>	
a) Total number of regulated contracts awarded within the report period	30
b) Total value of regulated contracts awarded within the report period	£7,468,962
c) Total number of unique suppliers awarded a place on a regulated contract awarded during the period	23
i) how many of these unique suppliers are SMEs	11
ii) how many of these unique suppliers how many are Third sector bodies	1
<b>3. Review of Regulated Procurements Compliance</b>	
a) Number of regulated contracts awarded within the period that complied with your Procurement Strategy	30
b) Number of regulated contracts awarded within the period that did not comply with your Procurement Strategy	0
<b>4. Community Benefit Requirements Summary</b>	
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
<b>Key Contract Information on community benefit requirements imposed as part of a regulated procurement that were fulfilled during the period:</b>	
d) Number of Jobs Filled by Priority Groups (Each contracting authority sets its own priority groups)	Information not held

e) Number of Apprenticeships Filled by Priority Groups	Information not held
f) Number of Work Placements for Priority Groups	Information not held
g) Number of Qualifications Achieved Through Training by Priority Groups	Information not held
h) Total Value of contracts sub-contracted to SMEs	Value not known
i) Total Value of contracts sub-contracted to Social Enterprises	Value not known
j) Total Value of contracts sub-contracted to Supported Businesses	Value not known
k) Other community benefit(s) fulfilled	Please see community benefits section
<b>5. Fair Work and the real Living Wage</b>	
a) Number of regulated contracts awarded during the period that included a Fair Work criterion.	1
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.	8
c) Number of unique suppliers who are accredited Living Wage employers and were awarded a regulated contract awarded during the period.	8
d) Number of unique suppliers who have signed up to the Scottish Business Pledge and were awarded a regulated contract awarded during the period.	4
<b>6. Payment performance</b>	
a) Number of valid invoices received during the reporting period.	11,925
b) Percentage of invoices paid on time during the period (“On time” means within the time period set out in the contract terms.)	99.96
c) Number of regulated contracts awarded during the period containing a contract term requiring the prompt payment of invoices in public contract supply chains	30
d) Number of concerns raised by sub-contractors about the timely payment of invoices within the supply chain of public contracts.	0
<b>7. Supported Businesses Summary</b>	
a) Total number of regulated contracts awarded to supported businesses during the period	1
b) Total spend with supported businesses during the period covered by the report, including:	£23,372

i) spend within the reporting year on regulated contracts	0
ii) spend within the reporting year on non-regulated contracts	£23,372
<b>8. Spend and Savings Summary</b>	
a) Total procurement spend for the period covered by the annual procurement report.	£65,963,437
b) Total procurement spend with SMEs during the period covered by the annual procurement report.	£11,591,503
c) Total procurement spend with Third sector bodies during the period covered by the report.	£23,668
d) Percentage of total procurement spend through collaborative contracts.	89.5%
e) Total targeted cash savings for the period covered by the annual procurement report	£250,000
i) targeted cash savings for Cat A contracts	N/A
ii) targeted cash savings for Cat B contracts	N/A
iii) targeted cash savings for Cat C contracts	£250,000
f) Total delivered cash savings for the period covered by the annual procurement report	£1,799,319
i) delivered cash savings for Cat A contracts	£1,137,571
ii) delivered cash savings for Cat B contracts	Information not held
iii) delivered cash savings for Cat C contracts	£661,748
g) Total non-cash savings value for the period covered by the annual procurement report	£30,000
<b>9. Future regulated procurements</b>	
a) Total number of regulated procurements expected to commence in the next two financial years	34
b) Total estimated value of regulated procurements expected to commence in the next two financial years	£135,005,000

Scottish Courts  
and Tribunals Service

