

Education Scotland Procurement Annual Report 1 April 2019 – 31 March 2020

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Section 1 - Introduction

The Procurement Reform (Scotland) Act 2014 requires that public bodies, such as Education Scotland, produce and publish a Procurement Strategy and an Annual Procurement Report on regulated procurement activities. Education Scotland's Procurement Strategy was published in December 2019 and covers three years to November 2022. The Procurement Strategy sets out what the organisation intends to do over this period and this Annual Procurement Report provides information on the extent to which procurements complied with the strategy.

Education Scotland's intention is to lead, support and work in partnership with Scotland's educators to deliver the Scottish Government's outcomes for education, skills and communities, which are encapsulated within the National Performance Framework.

Education Scotland's Vision

Achieving excellence and equity for Scotland's learners with Scotland's educators.

Education Scotland's Mission

To work collaboratively with all stakeholders involved in Scottish education to secure sustained improvement in achievement and attainment for all learners, closing the poverty-related attainment gap and securing positive and sustained destinations for all learners, regardless of their age and where the learning takes place.

The Corporate Plan 2019-22 sets out the organisation's strategic priorities which underpin delivery of Education Scotland's mission. In order to deliver Education Scotland's responsibilities efficiently, effectively and economically, we need to procure a range of goods and services. Our procurement processes aim to secure the goods and services we need in a way which both provides best value for the taxpayer and is also open and fair to contractors.

However, the role of procurement is wider than simply to ensure Value for Money in delivering Education Scotland's objectives. Procurement also has a direct role to play in:

- supporting economic, social and environmental national outcomes;
- facilitating the involvement of small and medium sized enterprises, third sector bodies and supported businesses;
- promoting innovation.

The Procurement Reform (Scotland) Act 2014 introduced general duties on public bodies to undertake regulated procurements in a transparent and proportionate manner and to treat all potential contractors equally and without discrimination. Education Scotland is committed to ensuring that procurements are undertaken fairly and openly and in a way which meets our duties in relation to sustainable procurement.

Section 2 – Summary of Regulated Procurement

Organisations covered by the Procurement Reform (Scotland) Act 2014 are required to publish details of regulated procurements. Regulated procurements have a contract value of £50,000 and above. However, Education Scotland's procurement spend covers a number of contracts under this threshold. In order to provide a more comprehensive and transparent view, this Annual Procurement Report provides information on contracts with a value of £10,000 and above. See Appendix A

Section 3 – Review of Compliance with Education Scotland Procurement Strategy

Key Procurement Priorities

Procurement Process

Education Scotland follows the Scottish Government model of procurement which is set out in the [Procurement Journey](#). The Procurement Journey is intended to support all levels of procurement activities and to help manage the expectations of stakeholders, customers and suppliers. The procurement journey sets out and standardises processes, templates and guides in order to facilitate best practice and consistency across the public sector. It provides one source of documentation nationally which is updated on a continual basis to reflect changes in legislation, policy and promotion of best practice.

Achieving value for Money

The Scottish Government has set up a number of frameworks which are available for Education Scotland to use. Some of these are national frameworks, which are open to all public bodies in Scotland and some are sector specific, for use by the Scottish Government and its agencies. These frameworks have secured better rates for goods and services than Education Scotland would have been able to achieve on its own and we therefore use these collaborative contracts where possible.

Education Scotland's total procurement spend for financial year 2019-20 was £9.2m of which £8.85m (96.26%) complied with procurement procedures and £0.35m (3.74%) was off contract spend.

Education Scotland aim to reduce the off contract spend by conducting an analysis of the £0.35m. In addition procurement awareness training has been conducted for non-procurement staff within Education Scotland, which should also reduce the likelihood of off contract spend within the organisation.

Spend using collaborative frameworks increased by £0.41m (14.1%) in 2019-20 from the previous year. Procurement staff actively consider and promote use of collaborative contracts where they are able to demonstrate best value for money.

Appendix B lists Education Scotland's spend on collaborative frameworks. By collaborating with other organisations we were able to maximise benefits in terms of both price and quality.

During 2019-20 Education Scotland used [Public Contracts Scotland](#) to advertise contracting opportunities and publish Contract Award Notices. This allowed opportunities to be seen by a wide audience of suppliers and maximised competition which in turn helped achieve value for money for Education Scotland and Scottish taxpayers.

In addition, the following table illustrates the savings made during 2019-20 together with comparative figures for the previous year.

Savings	2019-20	2018-19
Scottish Government collaborative contracts	£346,117.00	£300,141
Education Scotland contracts	£77,738.00	£357,636

We use catalogues for ordering hire cars, stationery and catering. The catalogues limit the choices available and direct staff to make purchases from the options which represent best value. Where possible, ordering is done centrally to ensure that in all cases the most cost effective options are selected and there is consistency across the organisation. For example, car hire bookings are made via a central travel team who will only order 'standard' options which are most cost effective in terms of cost per day and fuel usage. The travel team also book rail, air and ferry tickets. Journeys should be by the most cost effective route and no first class travel is allowed.

Reception staff order catering and will only order from a limited number of catering options.

Stationery orders are made by specific administrative staff and a minimum value has been implemented to ensure that they do not make multiple small orders. Deliveries are only made on two specified days each week to minimise carbon emissions from delivery vehicles.

IT kit is ordered centrally by the Digital Team. All purchases of PCs, laptops, tablets and phones are models which represent best value for money and for most staff, basic models will provide the level of processing capacity required. In addition central purchasing ensures that all purchases are compatible with Education Scotland's Digital Strategy and its IT processing and security systems.

Fraud Prevention

Education Scotland used the Scottish Government Easebuy system to order goods and services. This system has levels of authorisation embedded within it so goods cannot be ordered or approved for payment without confirmation from another member of staff – generally the line manager.

Delegated Purchasing Authority (DPA) is limited to a small number of staff who have received procurement training. Only those staff with purchasing authority are able to sign off contracts and confirm that the correct procurement processes have been undertaken. Following the organisational restructure in April 2019 the DPA hierarchy was refreshed.

Participating in the work and benefits of Procurement colleagues

Education Scotland is part of the Scottish Government procurement community and are able to access the 'Knowledge Hub'. This allows us to keep up to date with current issues and future developments within procurement.

Education Scotland also plays an active role in our 'Cluster Group'. The 'Cluster Group' is a forum for government agencies/ NDPBs to come together and discuss procurement issues. This benefits smaller organisations like ourselves as we are able to discuss and seek solutions to issues with other procurement professionals and so are able to maximise the benefits from limited resources. We use resources from Scottish Government Procurement Shared Services to increase capacity in delivery of our procurement activity.

Effective management of procurement staff resources therefore also made a direct contribution to Education Scotland's drive to achieve 'Best Value'.

Key Objectives

Procurement activities under the key objectives have been reviewed and a summary of the actions undertaken against the key priorities is provided below:

The key objectives for Procurement are detailed below:

- Procurement and sustainability
- Procurement and community benefits
- Procurement and engaging with those affected by procurements
- Procurement and payment of Living Wage
- Procurement and the Health and Safety at Work Act
- Procurement and Fairly and Ethically traded goods Procurement of Food contracts to Improve Health, Well Being and Education and promote the highest standards in Animal Welfare
- Procurement and Invoice Payment

Procurement and Sustainability

Education Scotland's procurement processes and documentation required purchasers to consider sustainability within the Invitation to Tender and to make a declaration within the Procurement Strategy that they have done so. This must be proportionate in relation to the type of goods and services being purchased and the overall value of the contract. For example, in all contracts we encourage contractors to pay at least the Living Wage to staff working on behalf of Education Scotland.

Education Scotland's staff undertake a significant amount of travel relative to the size of the organisation. Its role in supporting quality and improvement in Scottish education means that staff must travel to all parts of Scotland to carry out inspection and review activities. During 2019-20, our remit increased and this has resulted in a corresponding increase in travel costs. Travel costs increased by 39.5% from the position in 2018-19. Towards the end of 2019-20 report the Covid-19 pandemic hit the UK. A 'lock-down' was imposed on the country which resulted in the organisation pausing business activity that involved travel. It is therefore expected in the year ahead that travel costs will be significantly lower than in previous years. When government restrictions are lifted, the organisation will encourage staff to continue to use the number of improved technologies available to them, for example Skype for business or Microsoft Teams.

Education Scotland continued to participate in the Scottish Government Carbon Emissions Scheme whereby a mandatory £1 levy is charged when a hire car is booked for official business. The levy is returned to the Scottish Government's carbon levy 'pot' for donation to an environmental cause.

Procurement and Community Benefits

Due to the relatively low value of the procurements conducted, there are not any new community benefits to be reported in this Report. However we will continue to ensure that community benefits are considered in all Commodity strategies and that community benefit statements and questions (scoring and non-scoring) are included in all appropriate ITTs for 20/21. Where we do achieve community benefits, they will become a condition of contract and contract managers will ensure they are delivered .

Procurement and Engaging those affected by Procurement

On the Education Scotland external facing web page we provided the following information to assist suppliers and other stakeholders :

- Procurement Strategy;
- Procurement Policy;
- Contract Register listing contracts over £2,500;
- Annual Procurement Report;
- A link to PCS which details current tenders;
- A link to the 'Supplier Journey' which outlines the process we follow;
- A link to the standard terms and conditions we use;
- A link to the frameworks and collaborative contracts we use;
- A link to the suppliers charter;
- Contact details for Education Scotland procurement;
- The list of procurement card spend for purchases over £500

Procurement staff continued to improve procurement knowledge and skills of the wider organisation through the delivery of training to directorate teams and an overview of procurement at the induction sessions.

Education Scotland procurement staff included a personal learning plan in their annual objectives. This detailed the training and development they planned to undertake over the coming year and was agreed with line managers. This is part of the routine process of continuous improvement and development of all staff.

Guidance and templates on procurement processes were refreshed and updated on the ES intranet page.

We provided monthly performance reports for communication to senior managers. During the year we reviewed and updated our KPIs to ensure that they were relevant and provided a more comprehensive picture so we could measure performance and identify ways of improving performance. The following information was provided each month:

- All contracts placed during the month;
- Contracts due to end within the next three months were identified;
- Savings from both collaborative and non-collaborative contracts;
- Detailed information on travel and accommodation bookings was provided to the Extended Leadership Team. Summary information was provided on the Procurement page on the intranet;
- Percentage of invoices paid within 10 days.

Procurement and Payment of the Living Wage

Education Scotland adhere to the responsibilities required as part of the duties of being accredited as a 'Living Wage' employer. There are no incidents of permanent staff, agency staff and directly engaged contracted staff not being paid the Living Wage.

Procurement and the Health and Safety at Work Act

Education Scotland's standard terms and conditions for Contracts and the Scottish Government framework conditions state that contractors must abide with all UK laws that apply as well as all requirements of regulatory organisations and good industry practice. This includes any relevant health and safety laws.

Education Scotland's Contract Managers have not received notification of any Health and safety incidents occurring, in the delivery of their contracts, during the period of this report.

Procurement and Fairly and Ethically traded goods

Education Scotland's policy is to use fairly traded goods and services, if they meet the business requirements.

Education Scotland have not procured any fairly traded goods and services during the period of this report. However we do request that all teas/coffees provided as part of working lunches or meeting refreshments to be fair trade goods.

Procurement of Food contracts to Improve Health, Well Being and Education and promote the highest standards in Animal Welfare

Although the procurement of foodstuff is not a core activity of Education Scotland, we occasionally require sandwich lunches and teas/coffees to be provided.

We ask all contractors to confirm whether products are locally sourced, organic or free range. We will also request that fair trade teas and coffees are supplied.

During the period of this contract, all catering orders contained this statement within the ordering process and the contractors confirmed they would comply with this request.

Procurement and Invoice Paying

Education Scotland are committed to the prompt payment of suppliers and their supply chain. Education Scotland's standards terms and conditions for payment are 30 days from receipt of a valid invoice. However, Education Scotland have the aspirational target, in line with Scottish Government, to make payments against valid invoices within 10 working days. Our performance against this target for the period 1 April 2019 to 31 March 2020 was 97.7%

Section 4 – Community Benefits

Community benefits are required to be considered for all procurement where the estimated value is over £4m. As stated previously, due to the relatively low value of the procurements conducted, we have no community benefits to report. The majority of Education Scotland contracts are below £4m. Community benefits are considered in all contracts where it is proportionate and relevant.

Section 5 – Supported Businesses

Education Scotland consider the opportunities for supported businesses at the procurement strategy stage, whether it is possible to reserve a contract for supported businesses under the legislation or whether it is possible to utilise the Scottish Government Supported Factories and Businesses Framework. Education Scotland is aware of the benefits of using supported businesses and actively advocate their use where possible. During 2019-20 Education Scotland used one supported business - City Building (Glasgow) LLP for provision of tables.

Section 6 – Future Regulated Procurements

Education Scotland expects to undertake the following regulated procurements within the next two years:

FY 2020-2021	Contract	New Contract or Re-let	Estimate Total Value
2020 - 2021	Corporate Web support and hosting services	New contract	£600,000
2020 - 2021	Glow Digital Learning and Teaching Technical support services	Re-let	£325,000
2020 - 2021	Glow Digital Learning and Teaching Safeguarding tool and support services	New contract	£900,000
2020 - 2021	Corporate Professional Learning and Leadership Framework hosting and support services	New contract	£60,000
2021 - 2022	Corporate/Glow Digital Learning and Teaching Cyber security support	New contract	£180,000
2021 - 2022	Corporate Printers and consumables	New contract	£125,000
2021 - 2022	Glow Digital Learning and Teaching Blogs support and hosting services	New contract	£700,000
2021 - 2022	Glow Digital Learning and Teaching Trend Micro licences	New contract	£300,000
2022 - 2023	Corporate Audio visual support services	New contract	£200,000
2021 - 2022	CRM System	New Contract	£100,000 - £150,000

Section 7 – Small and Medium sized enterprises (SMEs)

Education Scotland welcomes tenders from small/medium sized companies and during 2019-20 over 38% of suppliers were SMEs. Education Scotland's spend profile is that we have a small number of high value, high risk contracts and a larger number of low value contract requirements. This spend profile presents opportunities for a wide range of suppliers from large companies to sole traders.

	2019-20
Total number of suppliers used	300
Total number of SME suppliers	114

Section 8 – Contract management

The level of contract management varies according to the contract value and assessed level of risk. Procurement has developed guidance and this is provided to contract managers as part of the contract handover process. There are standard templates which include a summary of key contract information for contract handover which need to be signed by the contract manager to confirm that they understand their role and responsibilities.

For higher risk projects, details of contract management including review meetings, reports and KPIs are detailed in the contract itself. Review meetings are minuted to provide evidence of how the contract is being managed.

On line training modules on contract management are available to support staff carrying out contract management duties.

Section 9 – Mutual recognition

Due to our adoption of standardised EU documentation which was designed to ensure that qualifications and standards from other countries are given equal validity. We were able to award the following overseas contracts

Contract	Supplier	Spend
International School System Leadership Certificate Programme facilitation services	International School Leadership Limited	£17,648.23
Digital Schools Award Scotland	Sord Data Systems	£32,500.00

Summary of Regulated (over £50,000) Procurements awarded during the period of this report

Contract Title	Supplier Name	Award date	Total Contract Value (Ex VAT) £	Contract Start date	Contract Finish Date
Glow Technical Support Services	Sopra Steria Limited	01/04/2019	£211,100.00	01/04/2019	31/12/2019
Corporate Website Hosting services	Leidos Innovations UK Limited	30/01/2020	£56,821.00	30/01/2020	
Evaluation of STEM Enhancing Professional Learning grant funding	Ekosgen	31/01/2020	£101,809.44	31/01/2020	31/03/2021
Cyber Security Specialist	MBM Cyber Solutions	06/06/2019	£326,300.00	01/07/2019	30/06/2021
Corporate On-line Survey Tool	Formic	20/06/2019	£144,000.00	01/07/2019	30/06/2022
Technical Project Manager	Spring Technology Staffing Services Ltd	12/04/2019	£137,085.00	23/04/2019	31/03/2020
Market Research for Corporate Digital Services	This is Milk	19/11/2019	£65,500	25/11/2019	24/03/2020
Glow Technical Support Services	BJSS	26/11/2019	£528,500.00	09/12/2019	08/12/2020
Trend Micro Licences	Softcat	01/10/2019	£277,000.00	01/10/2019	25/11/2020
User Researcher	Harvey Nash	07/01/2020	£159,600.00	13/01/2020	15/01/2021
User Researcher	Lorien Resourcing Ltd	07/01/2020	£155,943.72	13/01/2020	15/01/2021
Senior User Researcher	Lorien Resourcing Ltd	07/01/2020	£138,581.52	13/01/2020	21/08/2020
Business Analyst	Harvey Nash	07/01/2020	£114,380.00	13/01/2020	15/01/2021
Technical Project Manager	ASA Recruitment	27/03/2020	£169,521.86	14/04/2020	14/04/2021
Technical Project Manager	ASA Recruitment	27/03/2020	£189,085.40	13/04/2020	14/04/2021
Technical Project Manager	ASA Recruitment	27/03/2020	£94,369.44	01/04/2020	01/10/2020

Summary of Procurements (>£10,000 and < £50,000) awarded during the period of this report

Contract Title	Supplier Name	Award date	Total Contract Value (Ex VAT) £	Contract Start date	Contract Finish Date
Video conferencing support and maintenance services	AVM Impact Limited	11/04/2019	£35,120.00	16/04/2018	15/04/2020
HR Officer	Parity	09/04/2019	£33,852.42	29/04/2019	24/01/2020
Emotional and Social Competence Inventory Self Service Units	Korn Ferry	26/04/2019	£12,000.00	27/06/2019	30/06/2020
International School System Leadership Certificate Programme facilitation services	International School Leadership Limited	11/06/2019	£17,648.23	10/06/2019	30/03/2020
Microsoft Premier Support Services	Mircrosoft Limited	14/06/2019	£44,350.00	30/06/2019	29/06/2020
Business Partner	Harvey Nash	23/05/2019	£20,250.00	01/06/2019	13/09/2019
HR Officer	Pertemps	06/08/2019	£18,700.55	12/08/2019	16/01/2020
Business Support Assistant	Pertemps	25/06/2019	£14,977.45	01/07/2019	07/02/2020
Business Support Assistant	Brightwork Limited	25/06/2019	£13,500.26	01/07/2019	31/01/2020
Business Support Assistant	Brightwork Limited	25/06/2019	£19,076.46	01/07/2019	31/03/2020
Business Support Assistant	Brightwork Limited	25/06/2019	£19,076.46	01/07/2019	31/03/2020
Business Support Assistant	Brightwork Limited	25/06/2019	£29,739.71	01/07/2019	11/08/2020
Receptionist	Pertemps	30/07/2019	£24,049.13	01/08/2019	31/05/2020
Penetration Testing	Commissum	01/11/2019	£11,900.00	11/11/2019	10/01/2020
Professional services for provision of secretariat for Music Education Partnership Group	Mary Murray	25/09/2019	£10,000.00	30/09/2019	31/03/2020
National Occupational Standards for Career Development and Learning & Development	Il Aspire Limited	09/10/2019	£19,800.00	09/10/2019	11/10/2019
Assistant Accountant	Venesky Brown	04/10/2019	£14,342.00	09/10/2019	17/01/2020
Design Thinking Events	NoTosh Limited	10/01/2020	£18,120.00	13/01/2020	31/03/2020
Travel co-ordinator	Blue Arrow	01/11/2019	£16,910.00	02/12/2019	27/05/2020

Personal assistant	Pertemps	31/10/2019	£32,147.40	28/10/2019	27/11/2020
Finance and grants administrator	Blue Arrow	19/12/2019	£10,244.09	06/01/2020	31/05/2020
Digital Schools Award Scotland	Sord Data Systems	19/02/2020	£32,500.00	20/02/2020	31/03/2020
Assessability Audit	User Vision	13/02/2020	£21,615.00	17/02/2020	30/03/2020
Mental Health First Aid training	Ebbitt Associates	11/02/2020	£11,097.00	12/02/2020	31/03/2020
Coaching for Chief Executive and leadership development of senior team	The Drummond Partnership Ltd	03/03/2020	£17,875.00	01/03/2020	31/03/2021
Receptionist	Pertemps	06/01/2020	£37,687.06	07/10/2019	28/02/2021
Events and engagement assistant	Pertemps	17/01/2020	£40,587.15	28/01/2020	31/03/2021
Personal assistant	Blue Arrow	17/02/2020	£12,765.99	19/02/2020	01/07/2020
Service Analyst	Venesky Brown	28/01/2020	£22,213.00	03/02/2020	31/08/2020
HR Officer	Harvey Nash	31/01/2020	£17,820.00	03/02/2020	30/06/2020
HR Officer	Harvey Nash	31/01/2020	£49,430.58	17/02/2020	12/02/2021
Creation of a promotional piece on Education Scotland	The Union Advertising Agency Ltd	03/03/2020	£14,510.00	04/03/2020	31/03/2020
Procurement and grants administration support	ASA Recruitment	27/03/2020	£12,837.50	30/03/2020	31/05/2020

Education Scotland's spend on collaborative frameworks

Framework Contract	Supplier	Spend by supplier
Banking Services (2018)	The Royal Bank of Scotland	£120.91
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£4,307.28
Digital and Technology Services Framework	Sopra Steria Limited	£124,378.00
Digital Conferencing Services	Pgi	£310.60
Electricity 2019	EDF Energy Ltd	£57,188.28
Events & Video Production Framework 2017	Metro Ecosse	£8,451.00
Events & Video Production Framework 2017	Speakeasy	£62,625.78
General stationery and office paper (2016)	Lyreco UK Ltd	£7,261.21
Interpreting Translation And Transcription (2017)	Global Connections (Scotland) Limited	£22,313.00
Interpreting Translation And Transcription (2017)	Global Language Services Limited	£8,717.73
IT Peripherals (2018)	Computacenter	£2,881.51
Media Services Framework – Second Generation lot 1	Precise Media Monitoring Ltd	£1,870.93
Media Services Framework – Second Generation lot 2	Precise Media Monitoring Ltd	£1,972.56
Mobile Client Devices	Hewlett Packard UK Ltd	£12,064.18
National Framework for Office Equipment and Services (2017)	Konica Minolta Ltd	£3,837.82
Office Equipment - Multi-functional Devices & Services	Canon (UK) Ltd	£35.70
Provision Of Admin, Catering & Manual Staff Services – North Region	Pertemps Recruitment	£4,404.78
Provision Of Admin, Catering & Manual Staff Services – South Region	Pertemps Recruitment	£42,646.31
Provision Of Admin, Catering & Manual Staff Services – South Region	BRIGHTWORK LTD	£7,438.88
Provision Of Admin, Catering & Manual Staff Services – South Region	Blue Arrow Ltd	£14,248.07
Provision Of Interim It Staff Services – National	Venesky-Brown Recruitment Ltd	£2,061.00
Provision Of Interim It Staff Services – National	Lorien Resourcing Ltd	£58,189.10
Provision Of Interim Professional Staff Services – National	HARVEY NASH PLC	£88,109.00

Provision Of Interim Professional Staff Services – National	Pertemps Recruitment	£15,532.28
Provision Of Interim Professional Staff Services – National	ASA INTERNATIONAL	£8,792.42
Provision Of Interim Professional Staff Services – National	Venesky-Brown Recruitment Ltd	£8,236.00
Publishing, Print, Design and Associated Services 2018	APS Group (Scotland) Limited	£156,911.49
Software - Value Added Reseller (VAR)	Softcat	£236,646.86
Sourcing & Booking of Meeting Rooms and Conference Venues	Execspace	£80,196.76
Taxi Services - Edinburgh (2016)	Central Radio Taxis (Tollcross) Limited	£1,064.02
Temporary and Interim Staff - Administration East	ASA INTERNATIONAL	£1,485.53
Temporary and Interim Staff - Administration North	Pertemps Recruitment	£14,123.75
Temporary and Interim Staff - Administration West	BRIGHTWORK LTD	£107,836.29
Temporary and Interim Staff - Administration West	Pertemps Recruitment	£43,186.47
Temporary and Interim Staff - Interim IT	Spring Technology	£44,772.00
Temporary and Interim Staff - Interim IT	Parity Professionals Limited	£514,321.75
Temporary and Interim Staff - Interim Professionals	HARVEY NASH PLC	£52,800.70
Temporary and Interim Staff - Interim Professionals	Parity Professionals Limited	£195,347.98
Travel and Accommodation Services (2019)	CTM (North) Ltd	£394,860.95
Travel Services (2015) - One stop Shop	CTM (North) Ltd	£392,851.52
Vehicle Hire (2016)	Enterprise Rent-A-Car UK Limited	£105,976.83
Water and Waste Water Services	Anglian Water Business (National) Ltd	£27,766.80

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