

Education Scotland Procurement Annual Report 1 April 2021 – 31 March 2022

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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 Education Scotland intends to do over finance year April 2021 to March 2022 and this Annual Procurement Report provides information on the work and the contribution made by Education Scotland to comply with the Procurement Reform (Scotland) Act 2014 Part 2 Section 18.

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 2021-26 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, transparent and fair to suppliers.

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 suppliers 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 in their Annual Procurement Report. Regulated procurements have a contract value of £50,000 (ex VAT) 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 and B](#)

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 model processes, templates and guidance 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.

Key Objectives

The key objectives identified and measured for this reporting period include:

- Achieving value for money
- 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

Achieving value for money

The Scottish Government has set up a number of Framework Agreements 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 2021-22 was £11,217,587 of which £11,133,675.68 (99.3%) complied with procurement procedures and £91,355 (0.7%) was off contract spend.

Spend using collaborative frameworks for financial year 2021-22 was £7,679,397.69 which is an increase of £1,773,931.11 (23.1%) from the previous year. Procurement staff actively consider and promote use of collaborative frameworks 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 2021-22 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.

Table 1 below illustrates the savings made during 2021-22 together with comparative figures for the previous year.

Table 1: Delivered Savings

Savings	2021-22	2020-21
Scottish Government collaborative contracts	£260,137	£303,381
Education Scotland contracts	£123,944	£10,800

We use catalogues for ordering hire cars, stationery and IT equipment. 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/travel bookings are managed by our central travel team and only 'standard' options are permitted for car hire and for rail, air and ferry. Journeys must 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.

IT equipment 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 use 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 ensure that the correct procurement processes have been undertaken.

Collaboration

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'.

Procurement and Sustainability

Education Scotland's procurement processes and documentation require purchasers to consider sustainability in procurements from £10,000, to outline the decision taken within the commodity strategy and to include criteria that is proportionate and relevant in the Invitation to Tender. 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 suppliers to pay at least the Living Wage to staff working on behalf of Education Scotland.

Throughout FY 2021-22 the Scottish Government eased a number of restrictions on businesses that had been put in place due to the Covid-19 pandemic. Scottish Government staff were asked to operate a hybrid work pattern i.e. a mixture of home and office working. Education Scotland's business activity involving travel and accommodation resumed during the reporting period. However, the level of activity that necessitated travel and accommodation was reviewed and subsequently reduced which resulted in a reduction in scope 3 carbon omissions and a lower value of spend than before the Covid-19 pandemic.

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 engaging those affected by Procurement

On the Education Scotland external website we detail 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 continue 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. Contract management training was delivered by SG Shared Service team to the Professional Learning and Leadership team during financial year 2021 – 2022.

Education Scotland procurement staff included a personal learning plan in their annual objectives. This detailed the training and development they plan 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 to senior managers. Our KPIs were reviewed to ensure that they remained relevant and continued to provide a 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
- Non-competitive Actions

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 suppliers 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 are 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 suppliers 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 report, no catering orders were required.

Procurement and Invoice Paying

Education Scotland are committed to the prompt payment of suppliers and their supply chain. Education Scotland's standard 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 2021 to 31 March 2022 was 98.9%.

Section 4 – Community Benefits

Community benefits are required to be considered for all procurements where the estimated value is over £4m. There were no procurements conducted for contracts £4m+ during this reporting period. However community benefits were achieved in two Regulated procurements and included in the contract terms and conditions.

One to One National Coaching Offer for Education Workforce Support - Know You More

- Over 200 hours (ca. £17,000) of free coaching to young adults via Level Up (<https://www.knowyoumore.com/levelup>)
- Free coaching and certified coaching training to 12 young adults via our Build Up programme (<https://www.knowyoumore.com/build-up>) to improve the diversity of the coaching industry.
- Continuation of pro bono coaching to young people engaged in Kickstart at NHS Lothian
- Recruitment of 38 new coaches into the Level Up programme to increase capacity for pro bono delivery in 2022.

Coach development and one to one matching for Professional Leadership and Learning coaching programmes - Coaching Direct

- 14 active participants commenced the [Coaching Direct Foundation \(CDF\)](#) programme and are being coached by our trainees:
 - 5 from Circle – a charitable organisation that works alongside the whole family, building on their strengths to counter social injustices, poverty and health inequality that are associated with families experiencing drug or alcohol addiction, imprisonment, neglect and abuse, family breakdown, involvement with care services, and physical and mental health problems.
 - 6 participants from Myeloma UK are being coached – another leading UK charity providing information to cancer patients, helping them come to terms with a myeloma diagnosis and understanding options around treatment, care and living well with myeloma.
 - 1 participant from Dad's Rock whose aim is to improve outcomes for children in Scotland, to ensure the best start in life by providing support to Dads and families,
 - 2 participants from Mary's Meals, an organisation established in 2002, serving nutritious school meals to children living in some of the world's poorest countries, giving them the energy to learn and hope for a better future.

In addition 3 previous coachees coached pro-bono during the contract year through the Foundation to participants from Brave, Strong and Beautiful, U-Evolve, and Let's Talk, Scotland.

The contribution in terms of hours equates to 102 hours of 1:1 coaching hours provided for free. As a monetary value, this equates to £20,400.

We will continue to ensure that community benefits are considered and addressed at the commodity strategy stage for regulated procurements and that community benefit statements and questions (scoring and non-scoring) are included in all Invitation to Tenders for 2022/23. Where we achieve community benefits, we will include them as a condition of contract and contract managers will ensure they are delivered.

A high percentage of total procurement spend was with collaborative contracts in the reporting period i.e. 68.5% and therefore Education Scotland has supported delivery of benefits for the wider public sector by using the SG Framework Agreements. Examples include:

Supplier - APS: Publishing, print, design and associated services framework -

- Seasonal in-take of secondary school pupils on work placements providing opportunities to experience working across different departments and work streams in the Edinburgh operation.
- Recruited four modern apprentices under the Modern Apprenticeship Scheme and work in various departments throughout the business. The scheme equips the apprentices for the working environment by providing skills and training to advantage them when seeking work. Consideration is being given to ways in which further opportunities for the Modern Apprenticeship Scheme might be extended to its design and digital technology departments.
- Employer to 112 staff in Scotland (which includes an operating Centre and premises based in Glasgow).
- Enhancement of skills for an employee's current position, internal and external courses providing technical training (use of software packages for example), and specialist training relating to the skills required for their role, e.g. all account management team members and management are having GDPR training.
- Professional/academic qualification: we encourage employees to pursue continuous professional development and gain further qualifications.

Supplier - Softcat: Software value added re-seller framework

- 95% of services are administered from the Glasgow Offices
- The contract has directly led to significant job creation in Scottish jobs
- A Real Living Wage employer
- Believe in fair working practices and put employee interests at the heart of our business model
- Employees give back up to 48 hours of paid voluntary service into Scottish charities or charitable causes
- Actively work with Scottish SME sub-contractors

Supplier - various: Temporary and Interim staff services framework:

ASA Recruitment

- Aim to increase the proportion of young people in learning, training or work
- Work with education establishments to engage those moving into the workplace and operate CV writing, job interviewing and presentation skills courses which will provide lifelong benefit to those having attended

Harvey Nash

- Committed to contributing to the social, economic and environmental well-being of the people of Scotland and generate employment and training opportunities for priority groups, including:
 - long-term unemployed; working alongside Jobcentre Plus and Local Work programme providers to ensure opportunities are visible to the long-term unemployed.

Lorien are part of Smart Works, a UK-based charity –

- Supports and empowers women in need to find work, to improve their interview techniques, offer practical advice regarding dressing for interviews and conduct and enabled women to improve their confidence and self-belief

Pertemps –

- Deliver Government welfare to work programmes to help long-term unemployed and under-represented groups' access opportunities in the workplace.
- Work with and advertise all temporary assignments across work programme service providers including Jobcentre Plus, Working Links and Connexions. The work Pertemps does and the equality and diversity initiatives they support has resulted in them receiving a Gold Award in Race for Opportunity Benchmarking Survey

Venesky-Brown –

- Have embraced the broader social inclusion agenda delivering employment training, supporting SMEs and third sector social economy organisations in providing recruitment services and commit management time to support engagement with local schools, colleges and universities participating in curriculum support and STEM activities
- Offer work experience placements and modern apprentices on the Framework and seek to recruit long-term unemployed disadvantaged groups who are most disengaged from the job market

Section 5 – Supported Businesses

Education Scotland consider the opportunities for supported businesses at the commodity 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 2021-22 Education Scotland did not use any supported businesses.

Section 6 – Future Regulated Procurements

Table 2 below outlines the regulated procurements due to be undertaken by Education Scotland within the next two years:

Table 2: Future Regulated Procurements

FY 2022-2023	Contract	New Contract or Re-let	Estimate Total Value
2022 - 2023	Glow Digital Learning and Teaching -Trend Micro licences	Re-let	£300,000
2022 - 2023	CRM Support Contract (assume 12 months)	New Contract	£400,000
2022 - 2023	Corporate Web support and hosting services	Re-let	£300,000
2022 - 2023	Digital Support Services	Re-let	£1,500,000 - £5,000,000
2022 - 2023	CRM Licences, Back Up and Restore and Associated Services	Re-let	£150,000
2022 - 2023	Power App Licences (PL Catalogue)	Re-let	£60,000
2022 - 2023	Technical Project Manager	Re-let	£160,000
2022 - 2023	Finance Officer	Re-let	£60,000
2022 - 2023	Senior Technical Programme Delivery Manager	Re-let	£190,000
2022 - 2023	Glow Enhanced Licencing	New	TBC
2022 - 2023	Security Pen testing contract	New Contract	£180,000

FY 2023-2024	Contract	New Contract or Re-let	Estimate Total Value
2023 - 2024	Glow Digital Learning and Teaching -Trend Micro licences	Re-let	£300,000
2023 - 2024	Glow Digital Learning and Teaching - Blogs hosting and support contract	Re-let	£500,000
2023 - 2024	Microsoft Unified support	Re-let	£50,000
2023 - 2024	Online Survey Tool	Re-let	£150,000

Section 7 – Small and Medium sized enterprises (SMEs)

Education Scotland welcomes tenders from small/medium sized companies and during 2021-22 59.6% 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. Table 3 below illustrates the number of SMEs delivering goods and services to Education Scotland during this reporting period and a comparison against last year.

Table 3 – Number of SMEs

	2021-2022	2020-2021
Total number of suppliers used	287	278
Total number of SME suppliers	171	125

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.

On line training modules on contract management are available to support staff carrying out contract management duties and Procurement Shared Services delivered contract management training during 2021-22.

Section 9 – Mutual recognition

In accordance with Public Contracts (Scotland) 2015 Regulation 65, qualifications and standards from other countries are given equal validity. We were able to award the following overseas contract.

Contract	Supplier	Spend
Digital Schools Award Scotland	Sord Data Systems	£30,000
Agile School Leadership	Breakspear Learning	£74,000

Appendix A

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
Customer Relationship Management (CRM) Platform Team (Training and Support)	Civica UK	04/11/2021	£912,199.00	04/11/2021	31/03/2022
Glow Blogs	Affinity Digital Technology Ltd	24/01/2022	£587,992.00	01/02/2022	31/01/2024
Trend Micro Licenses	Softcat	02/11/2021	£370,500.00	24/11/2021	23/11/2022
Technical Project Manager	ASA Recruitment	14/04/2021	£323,561.58	16/04/2021	17/03/2023
CRM Alpha	Civica UK	21/06/2021	£261,479.00	21/06/2021	05/10/2021
Programme Manager	Lorien Resourcing Ltd	16/08/2021	£220,621.16	18/08/2021	31/03/2023
Cyber Security Specialist	MBM Cyber Solutions	24/08/2021	£213,200.00	01/10/2021	30/09/2022
One to One National Coaching Offer for Education Workforce Support	Know You More	11/10/2021	£195,000.00	12/10/2021	30/06/2022
Senior Technical Programme Delivery Manager	ASA Recruitment	14/04/2021	£189,449.58	16/04/2021	15/04/2022
Senior Product Manager	Venesky Brown	14/09/2021	£163,152.00	20/09/2021	19/09/2022
Events Management - Release 0.1 Private Beta	Civica UK	14/02/2022	£151,226.00	14/02/2022	18/05/2022
Attend Events Alpha	Civica UK	30/06/2021	£124,384.00	01/07/2021	25/10/2021
Culture & Business Change	Civica UK	01/07/2021	£117,691.00	01/07/2021	31/10/2021
Find Professional Lifelong Learning & Advice and Support	Civica UK	23/03/2021	£114,333.00	06/04/2021	09/07/2021
Web Estate	Civica UK	27/10/2021	£113,290.00	27/10/2021	31/01/2022

Service Design Lead	Venesky Brown	14/12/2021	£107,976.00	02/02/2022	01/08/2022
Events	Civica UK	04/11/2021	£105,090.00	04/11/2021	31/01/2022
Data Management	Civica UK	30/06/2021	£104,272.00	01/07/2021	30/09/2021
Alpha Website Hosting	Civica UK	31/03/2021	£95,551.66	14/04/2021	13/07/2021
Online Content Editor	Venesky Brown	08/11/2021	£93,280.00	06/12/2021	31/03/2023
Data Workstream Phase 3	Civica UK	30/03/2021	£91,220.00	01/04/2021	30/06/2021
Cyber Resilience and Internet Safety Education Officer	ASA Recruitment	14/06/2021	£79,743.84	01/07/2021	01/07/2022
HR Officer	Harvey Nash	15/10/2021	£78,733.20	18/10/2021	14/10/2022
Senior Product Manager	Venesky Brown	24/06/2021	£74,976.00	05/07/2021	15/10/2021
Customer Relationship Management Support Services	Softcat	25/04/2021	£74,697.41	25/04/2021	24/04/2022
Agile School Leadership	Breakspear Learning	16/12/2021	£74,000.00	17/12/2021	30/06/2022
Service Manager	Lorien Resourcing Ltd	13/07/2021	£67,369.60	20/07/2021	31/03/2022
Supervision Spaces for Taking Care of Staff You Lead	Barnardos	12/10/2021	£63,306.00	13/10/2021	30/06/2022
Programme Manager	Pertemps	21/07/2021	£60,450.00	23/08/2021	15/05/2022
Supervision Spaces for Taking Care of Yourself	This is Milk	12/10/2021	£60,375.00	13/10/2021	30/06/2022
Power BI Licences - PL Catalogue	Softcat	01/06/2021	£60,350.00	01/06/2021	31/03/2022
Salesforce Event Licences	Softcat	10/02/2022	£57,374.67	14/02/2022	13/02/2023
Business Finance Officer	Venesky Brown	17/05/2021	£56,369.00	14/06/2021	11/06/2022
Business Finance Officer	Venesky Brown	04/05/2021	£56,360.00	07/06/2021	04/06/2022
Business Finance Officer	Venesky Brown	17/05/2021	£56,360.00	14/06/2021	11/06/2022
Beta V6 - Professional Learning Catalogue	Civica UK	21/06/2021	£55,752.00	21/06/2021	20/10/2021
Tagging & Taxonomy	Civica UK	18/09/2021	£53,683.00	21/10/2021	21/01/2022
Lead Specialist	ASA Recruitment	14/09/2021	£53,679.48	15/09/2021	14/07/2022

Salesforce Technical Support Services	Softcat	01/03/2022	£51,612.00	28/02/2022	30/06/2022
Communications Officer	Venesky Brown	26/05/2021	£51,170.00	01/07/2021	30/06/2022
Taxonomy and Tagging Extension	Civica UK	10/01/2021	£50,180.00	10/01/2022	04/03/2022
Coach development and one to one matching for Professional Leadership and Learning coaching programmes	Coaching Direct	12/10/2021	£50,000.00	13/10/2021	30/06/2022

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
Culture and Business Change	This is Milk	03/11/2021	£49,200.00	04/11/2021	31/03/2022
Microsoft Premier Support	Microsoft	29/04/2021	£48,375.00	30/06/2021	29/06/2022
Facilities Officer	Pertemps	25/05/2021	£48,372.72	07/06/2021	06/06/2022
Lead Specialist	ASA Recruitment	29/07/2021	£45,966.36	09/08/2021	08/02/2022
Web Estates- Phase 2	Civica UK	28/02/2022	£43,340.00	24/02/2022	31/03/2022
Scottish Learning Festival 2022 - hybrid event	Speakeasy Productions	21/02/2022	£39,050.00	24/02/2022	31/10/2022
Technical Product Manager	Harvey Nash	21/12/2021	£38,940.60	10/01/2022	09/04/2022
Corporate Application Platform Support	Civica UK	13/07/2021	£36,065.00	14/07/2021	12/07/2022
Business Support Assistant	Blue Arrow	25/06/2021	£35,872.98	01/07/2021	30/09/2022
Click View National Offer	Softcat	22/07/2021	£33,466.25	01/09/2021	31/10/2022
Business Support Assistant	Pertemps	22/06/2021	£33,276.32	23/07/2021	22/09/2022
Business Support Assistant	Brightwork Limited	22/06/2021	£32,706.52	23/07/2021	22/09/2022
Media and Communications Officer	Pertemps	17/08/2021	£32,586.40	30/08/2021	31/03/2022
Personal assistant	Pertemps	21/10/2021	£32,323.20	25/10/2021	21/10/2022
Personal assistant	ASA Recruitment	21/10/2021	£31,496.40	25/10/2021	21/10/2022

Senior Business Analyst	Civica UK	30/06/2021	£31,395.00	01/07/2021	30/09/2021
Development Officer - Food for Thought Fund	ASA Recruitment	16/04/2021	£31,361.00	26/04/2021	31/03/2022
Personal assistant	Pertemps	01/04/2021	£31,087.26	06/04/2021	31/03/2022
Business Support Assistant	Blue Arrow	02/09/2021	£30,349.62	09/09/2021	30/09/2022
Digital Schools Award Scotland	Sord Data Systems	01/11/2021	£30,000.00	02/11/2021	31/03/2022
Exploring the Four Capacities	NoTosh Limited	01/02/2022	£29,110.00	02/02/2022	30/06/2022
Salesforce Premium Support	Softcat	31/01/2022	£28,078.33	01/02/2022	31/03/2023
Impact of Education Scotland's work during the Recovery Year	Jump Research Limited	18/12/2020	£27,697.50	21/04/2021	30/08/2021
Development Officer - Creativity	Harvey Nash	25/05/2021	£27,478.00	21/06/2021	20/04/2022
Development Officer - Creativity	Harvey Nash	25/05/2021	£27,478.00	28/06/2021	27/04/2022
Business Analyst	Civica UK	03/03/2021	£27,048.00	01/04/2021	30/06/2021
MS Teams Data Analyst	Civica UK	26/04/2021	£26,400.00	01/04/2021	30/06/2021
Scottish Learning Festival - virtual conference	Speakeasy Productions	31/03/2021	£25,495.00	01/04/2021	30/11/2021
Strategic Planner	Venesky Brown	23/11/2021	£24,354.00	06/12/2021	05/03/2022
Access to Online Platform for Teaching National Progression Award	Try Hack Me	25/01/2022	£23,000.00	26/01/2022	25/08/2022
Business Support Assistant	ASA Recruitment	23/06/2021	£22,534.78	01/07/2021	31/03/2022
Business Support Assistant	Blue Arrow	25/06/2021	£21,523.79	01/07/2021	31/03/2022
Business Support Assistant	Pertemps	23/06/2021	£21,201.44	01/07/2021	31/03/2022

Business Support Assistant	Pertemps	23/06/2021	£21,201.44	01/07/2021	31/03/2022
Business Support Assistant	Pertemps	23/06/2021	£21,201.44	01/07/2021	31/03/2022
Lead Specialist	ASA Recruitment	30/09/2021	£20,806.00	04/10/2021	03/08/2022
Business Support Assistant	Brightwork Limited	25/06/2021	£20,336.98	01/07/2021	31/03/2022
External Evaluation of the Into Headship Programme	Alma Harris	22/03/2022	£20,000.00	23/03/2022	30/09/2022
Business Support Assistant	Pertemps	22/06/2021	£18,845.73	11/07/2021	10/03/2022
Business Support Assistant	Brightwork Limited	22/06/2021	£18,689.44	23/07/2021	22/03/2022
Transformation Communications	This is Milk	07/02/2022	£18,600.00	07/02/2022	31/03/2022
YsHlve - System Changers Unleashed	Young Scot	09/02/2022	£17,276.00	10/02/2022	30/09/2022
Penetration Testing Services	Commissum Associates Ltd	11/02/2022	£17,000.00	14/02/2022	13/02/2023
Lead Specialist	ASA Recruitment	14/09/2021	£16,644.80	15/09/2021	14/07/2022
Corporate Systems Strategy	Civica UK	30/03/2021	£16,480.00	01/04/2021	12/07/2021
Personal assistant	Pertemps	25/05/2021	£15,843.70	17/05/2021	16/11/2021
Grants administration officer	Blue Arrow	30/11/2021	£13,298.48	06/12/2021	03/06/2022
Emotional and Social Competence coaches for Into Headship	James Keegans	06/07/2021	£11,500.00	08/07/2021	07/12/2021
PL Catalogue Extension Work	Civica UK	04/11/2021	£11,126.00	04/11/2021	05/02/2022

Community Learning and Development Professional Induction Programme	Catch The Light	15/12/2021	£11,000.00	16/12/2021	31/03/2022
French Primary Content for National e-Learning Offer	LFEE Europe Ltd	17/03/2022	£10,000.00	18/03/2022	31/03/2022

Education Scotland's spend on collaborative frameworks

Framework Contract	Supplier	Spend by supplier
Events & Video Production Framework 2017	Speakeasy	£44,085.00
General stationery and office paper (2016)	Lyreco UK Ltd	£58.00
Market Research Framework 2017	Jump Research	£26,778.00
Sourcing & Booking of Meeting Rooms and Conference Venues	Execspace	£6,495.00
Travel and Accommodation Services (2019)	Corporate Travel Management (North) Ltd	£91,077.00
Media Services Framework – Second Generation lot 1	Precise Media Monitoring Ltd	£819.00
Media Services Framework – Second Generation lot 2	Precise Media Monitoring Ltd	£979.00
Interpreting Translation And Transcription (2017)	Global Connections (Scotland) Limited	£13,994.00
Banking Services (2018)	The Royal Bank of Scotland	£132.00
Legal Services 2019 - Contract, Commercial and Corporate	MacRoberts	£1,196.00
Provision Of Admin, Catering & Manual Staff Services – North Region	Pertemps Recruitment	£20,094.00
Provision Of Admin, Catering & Manual Staff Services – South Region	ASA International	£12,341.00
Provision Of Admin, Catering & Manual Staff Services – South Region	Blue Arrow Ltd	£57,611.00
Provision Of Admin, Catering & Manual Staff Services – South Region	Brightwork Limited	£34,975.00
Provision Of Admin, Catering & Manual Staff Services – South Region	Pertemps Recruitment	£115,184.00
Provision Of Interim Professional Staff Services – National	ASA International	£208,217.00
Provision Of Interim Professional Staff Services – National	Harvey Nash Plc	£134,242.00
Provision Of Interim Professional Staff Services – National	Pertemps Recruitment	£131,424.00
Provision Of Interim Professional Staff Services – National	Venesky-Brown Recruitment Ltd	£237,289.00
Provision Of Interim It Staff Services – National	ASA International	£736,808.00

Provision Of Interim It Staff Services – National	Harvey Nash Plc	£1,064.00
Provision Of Interim It Staff Services – National	Lorien Resourcing Ltd	£206,700.00
Provision Of Interim It Staff Services – National	Venesky-Brown Recruitment Ltd	£105,128.00
Media Services Framework – 3rd Generation	Precise Media Monitoring Ltd	£71.00
Media Services Framework – 3rd Generation	Precise Media Monitoring Ltd	£1,750.00
Interpreting Translation And Transcription (2021)	Global Connections (Scotland) Limited	£17,338.00
Publishing, Print, Design and Associated Services 2018	APS Group (Scotland) Limited	£14,797.00
Vehicle Hire (2020)	Enterprise Rent-A-Car UK Limited	£21,560.00
Electricity 2019	EDF Energy Ltd	£38,932.70
Water and Waste Water Services (2020)	Business Stream	£18,148.21
Desktop client devices framework 2020	Hewlett Packard UK Ltd	£7,000.00
Mobile Client Devices	Hewlett Packard UK Ltd	£48,310.00
National Framework for Office Equipment and Services (2017)	Konica Minolta Ltd	£360.00
Office Equipment - Multi-functional Devices & Services	Konica Minolta Ltd	£179.00

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