



CROWN OFFICE
& PROCURATOR
FISCAL SERVICE

SCOTLAND'S PROSECUTION SERVICE

ANNUAL PROCUREMENT REPORT

1 APRIL 2019 TO 31 MARCH 2020

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1. Introduction

Overview

1.1 The Crown Office and Procurator Fiscal Service (“COPFS”) present this, our third Annual Procurement Report, for the Financial year 2019-2020.

1.2 COPFS, through its procurement activities, seeks to achieve value for money to enable the organisation to support the wider justice sector and the Scottish Government’s plan “*to make Scotland a more successful country, with opportunities and increased wellbeing for all.*”

1.3 COPFS Annual Procurement Strategy 2019-2022 detailed the key objectives for COPFS in relation to procurement activity. Since the Procurement and Commercial Improvement Programme Assessment by Scottish Government in January 2019, COPFS has implemented a number of the recommendations from the assessment. However, there is still progress to be made to fully maximise all benefits available from effective procurement and contract management practice.

COPFS Role

1.4 The Crown Office and Procurator Fiscal Service (COPFS) is Scotland’s sole prosecution service. We receive reports about crimes from the police and other reporting agencies and then decide what action to take, including whether to prosecute. We also look into deaths that need further explanation and investigate allegations of criminal conduct against police officers.

1.5 COPFS plays a pivotal part in the justice system, working with others to make Scotland safe from crime, disorder and danger. The public interest is at the heart of all we do as independent prosecutors. We take into account the diverse needs of victims, witnesses, communities and the rights of those accused of crime. The main roles and responsibilities of COPFS are to:

- investigate, prosecute and disrupt crime, including seizing the proceeds of crime;
- establish the cause of sudden, unexplained or suspicious deaths; and
- investigate allegations of criminal conduct against police officers.

COPFS Key Objectives are:

- to secure the confidence of our diverse communities by improving the delivery of justice through the timely, efficient and effective prosecution of crime;
- to give priority to the prosecution of serious crime, including drugs trafficking and persistent offenders;
- to provide services that meet the information needs of victims, witnesses and next-of-kin, in co-operation with other agencies;
- to ensure that all deaths reported to the Procurator Fiscal are investigated appropriately and speedily.

Structure of Procurement in COPFS

1.6 COPFS have a Central Procurement Team which is led by the Director of Finance and Procurement. The CPT manage the procurement wave plan and are responsible for ensuring that all regulated procurements are carried out in accordance with current legislation, Scottish Government Procurement Policy Notes and internal policy. COPFS undertakes procurements for goods and services within non-staff expenditure budgets (running costs and capital) of in the region of £35m per annum. Works contracts are undertaken via an Estates Shared Service collaboration with Scottish Courts and Tribunals Service.

2. Summary of Regulated Procurements

2.1 Appendix A provides details of the regulated procurements undertaken by COPFS during the period 1 April 2019 to 31 March 2020.

3. Review of Compliance with COPFS Procurement Strategy

3.1 COPFS have recently refreshed their Corporate Procurement Strategy for the Period 2020 to 2023. The key objectives for procurement are detailed below:

- Delivering Value for Money, Compliance and Control;
- Delivering sustainable procurement;
- Raising the level of procurement knowledge, skills and expertise;
- Strengthening Contract and Supplier Management; and
- Achieving the benefits derived from collaborative working.

The COPFS Corporate Procurement strategy is published on the COPFS website and can be found at the following link: <https://www.copfs.gov.uk/publications/finance>

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

Key Priority 1 - Delivering Value for Money, Compliance and Control

Action Summary:

- Wave plan of contracts developed to ensure adequate planning for future procurement activities;
- Suite of tender and contract templates developed and updated in line with Scottish Government best practise and guidance;
- Use of the Scottish Government Public Contracts Scotland Portal for advertising tender opportunities and issuing of tender documents to prospective bidders;

- Procurement exercises > £10,000 have a completed procurement strategy;
- CPT members lead procurement exercises >£10K and guide COPFS Stakeholders through the tender and evaluation process.

Key Priority 2 - Delivering sustainable procurement

Action Summary:

- Sustainable procurement principles are considered at the procurement strategy stage and sustainable procurement tests are carried out for requirements over £50K;
- A Contracts register of Regulated Procurements is published on a quarterly basis on the COPFS website;
- Payment of the Real Living Wage by suppliers considered under a Fair Work Question as part of tender evaluations.

Key Priority 3 - Raising the level of procurement knowledge, skills and expertise

Action Summary:

- Member of Procurement Team has completed CIPS Level 4 qualification;
- Attendance by CPT staff at a number of Scottish Government procurement training events;
- Training of 37 Service User Leads in the procurement process by workshops for 4 events:
 - Service User Lead Introduction;
 - Specification Writing;
 - Tender Evaluation;
 - Contract Management.
- Policy and guidance on the COPFS procurement process is published on the COPFS intranet and is reviewed regularly.

Key Priority 4 - Strengthening Contract and Supplier Management:

Action Summary:

- A number of Service User Leads have been identified and provided with training in the COPFS Contract and Management process;
- A Contract Handover Document proforma is completed for all contracts requiring a level of contract and supplier management with key details of the contract and templates for agendas, meeting notes held in a central folder accessible to SULs.

Key Priority 5 - Achieving the benefits derived from collaborative working

Action Summary:

- Use of Scottish Government and other public sector frameworks is considered at procurement strategy stage to maximise collaborative savings;
- Collaborative working with Scottish Courts and Tribunals Service (SCTS) under an Estates Shared Services agreement for co-located and COPFS locations;
- Attended Scottish Government Cluster Groups to share knowledge, best practice and identify collaborative opportunities;
- Relationship with SCTS Procurement Team developed to identify local collaborative opportunities;
- Continued use of Scottish Government Central Scottish Government Procurement Shared Service for an embedded full time procurement resource.

4. Community Benefits Summary

4.1 Community benefits are required to be considered for all procurement where the estimated value is over £4m. The majority of COPFS contracts are below this value, however consideration is made at the strategy stage whether a contract is suitable for community benefits to potentially be delivered. During the period of this report no community benefits were identified as being deliverable under contracts awarded by COPFS.

5. Supported Business Summary

COPFS 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. Due to the types of goods and services bought by COPFS in 2019/20 there has been no opportunity to award a contract to a supported business during this period.

6. SME Summary

COPFS, where possible, encourage Small and Medium Enterprises (SMEs) to bid for COPFS' tender opportunities. According to the analysis by Spikes Cavell of COPFS expenditure via the P2P system used for the payment of suppliers 29% of COPFS expenditure in 2019 was with SMEs. Whilst encouraging, COPFS will actively seek to increase this level in future financial years.

7. Payment of Supplier Invoices Summary

COPFS are committed to the prompt payment of suppliers and their supply chain. COPFS standards terms and conditions for payment are 30 days from receipt of a valid invoice. Our performance against this target for the period 1 April 2019 to 31 March 2020 was 98.28%. COPFS 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 96.28%

Appendix A

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

Supplier Name	Contract Reference	Contract Description	Total Contract Value (£) excl VAT	Contract Award Date	Contract End Date
Daisy Corporate Services Trading Limited	COPFS-2018-0068-6	Digital Workplace Smartphones	£183,112.82	21/10/2019	27/10/2022
Virgin Media Business	COPFS-2018-0103	Provision of SIP Trunks	£198,161.00	26/07/2019	25/07/2022
NVT Group Ltd	COPFS-2019-015	Remote Desktop Support	£125,720.76	10/05/2019	12/09/2021
LexisNexis	COPFS-2019-018	Lexis Nexis online legal resource	£614,868.00	04/07/2019	27/08/2022
Harvey Nash Group plc	COPFS-2019-026	Interim staff Services - IT Infrastructure Project Manager	£210,600.00	18/06/2019	30/09/2020
Notbinary Ltd	COPFS-2019-028	Darktrace Service	£321,544.80	19/12/2019	31/12/2020
Park Place Technologies Ltd (previously known as MCSA Group Ltd)	COPFS-2019-033	Server Maintenance & Support	£500,000.00	10/06/2019	31/07/2021
Tibco	COPFS-2019-061	Tibco iProcess Software Licencing and Support	£509,412.43	10/12/2019	19/12/2020
Micro Focus Limited	COPFS-2019-063	Microfocus COBOL Software Support	£50,644.17	22/10/2019	30/11/2020
Anderson Starthern LLP - Reserve Shepherd Wedderburn LLP	COPFS-2019-067	Legal Services	£1,000,000.00	24/02/2020	29/02/2024
Harvey Nash Group plc	COPFS-2019-075	Interim Staff Services - 3 x IT Project Managers	£95,700.00	02/09/2019	30/09/2020
Harvey Nash Group plc	COPFS-2019-084	Interim Staff Services - IT Business Analyst	£113,750.00	27/09/2019	30/09/2020

Harvey Nash Group plc	COPFS-2019-090	Interim staff Services - iOS Developer for CMiC	£108,000.00	25/09/2019	30/09/2020
Venesky Brown	COPFS-2019-091	Interim staff Services - Java Developer (Corporate Apps)	£94,560.00	25/09/2019	30/09/2020
Lorien Resourcing Ltd	COPFS-2019-092	Interim staff Services - Lead .NET Software Developer	£110,164.00	27/09/2019	30/09/2020
Lorien Resourcing Ltd	COPFS-2019-093	Interim staff Services - .NET & VB6 Developer	£100,000.00	25/09/2019	30/09/2020
Oracle Corporation UK Ltd	COPFS-2019-095	Oracle BI Software Support	£178,141.00	12/12/2019	15/12/2020
Harvey Nash Group plc	COPFS-2019-101	Interim Staff Services - IT Project Manager	£95,700.00	02/10/2019	30/09/2020
Venesky Brown	COPFS-2019-102	Interim Staff Services - IT Project Manager	£98,490.00	02/10/2019	30/09/2020
ASA Recruitment	COPFS-2019-103	Interim Staff Services - IT E Learning Consultant	£78,404.52	24/10/2019	31/10/2020
Harvey Nash Group plc	COPFS-2019-104	Interim Staff Services - Senior Communications Officer	£57,960.00	25/10/2019	30/11/2020
Aptean	COPFS-2019-127	Aptean Respond Annual Licencing Renewal	£88,536.32	14/02/2020	20/03/2021
Computacenter (UK) Ltd	COPFS-2019-130	Glasgow UPS Refresh & Replacement	£115,825.25	20/12/2019	05/01/2023
ASA Recruitment	COPFS-2019-134	Interim Staff Services - Part-time ISD Finance and Budget Manager.	£78,062.40	20/12/2019	31/12/2020
Softcat (UK) Plc	COPFS-2019-144	Anti Virus Software and Support	£51,186.87	06/03/2020	16/03/2021
Softcat (UK) Plc	COPFS-2019-150	VMWare Licencing and Support	£161,415.21	26/03/2020	30/06/2021
Phoenix Software Ltd	COPFS-2019-158	Virtual Host Servers	£87,609.16	06/03/2020	23/03/2021
Insight Direct UK Ltd	COPFS-2019-159	Additional SAN Storage	£295,314.00	12/03/2020	30/11/2020

Appendix B

Contracts over £50,000 in place during the period of this report (other than those in Appendix A)

Supplier Name	Contract Reference	Contract Description	Total Contract Value (£) ex VAT	Contract Start Date	Contract End Date
Anglian Water	COPFS-2016-0007	Water Billing Services	£182,000.00	01/03/2016	28/02/2020
CGI IT UK Ltd	COPFS-2016-0018	Payroll System	£357,000.00	01/12/2015	01/04/2023
DX Network Services	COPFS-2016-0051	Secure post delivery	£400,000.00	05/12/2016	04/12/2020
Lyreco	COPFS-2016-0052	General Stationery and Office Paper	£700,000.00	01/06/2016	31/05/2020
MCSA Group Limited	COPFS-2016-0053	Server Hardware Support & Linux Software Support	£296,305.36	24/06/2015	31/07/2019
Neopost Limited	COPFS-2016-0061	Provision of Postal charges on franking machines	£700,000.00	21/11/2016	20/11/2022
Oracle Corporation UK Ltd	COPFS-2016-0076	Oracle Database Software Support	£650,000.00	09/04/2015	31/03/2020
Corporate Travel Management (North) - formerly Redfern Travel Limited	COPFS-2016-0083	Travel Services	£1,980,000.00	01/09/2015	31/08/2019
Total Gas & Power Ltd	COPFS-2016-0100	Provision of natural gas	£180,000.00	31/03/2014	31/03/2020
Virgin Media Business	COPFS-2016-0105	Provision of Wide Area Network circuits (WAN)	£2,759,823.50	01/11/2016	31/10/2023
Vodafone Limited	COPFS-2016-0108	Provision of Fixed Telephony Services	£160,000.00	15/07/2016	13/07/2021
Banner Group Ltd.	COPFS-2016-0122	IT Consumables	£120,000.00	01/11/2016	30/10/2020

Computacenter (UK) Ltd	COPFS-2016-0126	Provision of VMWare Maintenance	£300,000.00	12/02/2017	13/03/2020
Royal Mail	COPFS-2016-0127	Postal Services	£325,000.00	01/01/2017	01/10/2020
Precise Media Marketing Ltd.	COPFS-2016-0128	Media Services	£150,000.00	01/11/2016	31/10/2020
Neopost Limited	COPFS-2016-0133	Lease and Maintenance Support for Franking Machines	£92,264.00	15/09/2016	14/09/2022
Neopost Limited	COPFS-2016-0134	Folder/Insert Devices for NPU	£168,700.00	19/12/2016	18/12/2022
LexisNexis	COPFS-2016-0147	Provision of legal on-line research services	£509,654.00	28/08/2016	27/08/2019
Computacenter (UK) Ltd	COPFS-2016-0159	VMware Maintenance	£270,240.68	12/02/2017	13/03/2020
NVT Group Ltd	COPFS-2017-0006	Desktop Maintenance	£119,040.00	31/05/2017	30/05/2019
Edenred	COPFS-2017-0008	Provision of Employee Services	£256,122.00	01/08/2017	31/07/2021
Vodafone Limited	COPFS-2017-0027	PSN/CJX Network Services	£130,151.12	05/06/2017	04/06/2019
Profile Security Services Ltd	COPFS-2017-0043	Provision of Manned Guarding services	£380,430.00	25/02/2018	31/12/2020
Global Connections (Scotland) Ltd	COPFS-2017-0054	Interpreting and Translation Services	£938,008.00	15/01/2018	11/11/2021
Global Language Services Ltd	COPFS-2017-0055	Interpreting and Translation Services	£197,120.00	15/01/2018	11/11/2021
Oracle Corporation UK Ltd	COPFS-2017-0060	Provision of Oracle BI Software Support	£168,758.08	16/12/2017	15/12/2019
Tibco	COPFS-2017-0066-D	Tibco iProcess Software Support & Licencing (Development)	£63,522.27	31/01/2018	31/01/2020
Tibco	COPFS-2017-0066-P	Tibco iProcess Software Support & Licencing (Production)	£241,093.77	22/01/2018	21/01/2020

Virgin Media Business	COPFS-2017-0071	Cisco IP Telephony	£149,532.02	23/02/2018	23/02/2020
NVT Group Ltd	COPFS-2018-0049	Provision of ISD Backup Solution	£257,290.00	31/03/2016	30/03/2020
Optima Health	COPFS-2018-0065	Occupational Health Services	£244,000.00	01/04/2017	31/03/2021
Harvey Nash Group plc	COPFS-2019-054	Temporary & Interim Staff - Programme Director	£400,000.00	05/09/2016	31/03/2020

Appendix C

Expenditure over £50,000 during the period of this report via SG frameworks

Supplier	Contract	COPFS Contract Ref	Total Spend
NVT Group Ltd	Digital and Technology Services Framework	COPFS-2019-015	£124,901.49
EDF Energy Ltd	Electricity 2019	COPFS-2019-029	£216,854.36
Vodafone	Fixed Telephony (2014)	COPFS-2016-0108	£111,799.46
Lyreco UK Ltd	General stationery and office paper (2016)	COPFS-2016-052	£179,541.35
Global Connections (Scotland) Limited	Interpreting Translation And Transcription (2017)	COPFS-2017-054	£177,202.00
Computacenter	IT Peripherals (2018)	COPFS-2018-0067-7, COPFS-2019-130, COPFS-2019-166	£233,164.51
Hewlett Packard UK Ltd	Mobile Client Devices	COPFS-2018-0046, COPFS-2018-0068-1	£1,403,909.34
Ricoh (UK) Ltd	National Framework for Office Equipment and Services (2017)	COPFS-2017-0020	£129,720.72
Total Gas & Power Ltd	Natural Gas	COPFS-2016-0100	£60,243.00
Royal Mail Group	Postal Services - Ad-hoc and hybrid mail (2016)	COPFS-2016-0127	£82,828.97
HARVEY NASH PLC	Provision Of Interim It Staff Services – National	Various call off contracts	£209,132.11
Lorien Resourcing Ltd	Provision Of Interim It Staff Services – National	COPFS-2019-092, COPFS-2019-093, COPFS-2019-170	£110,434.91
Venesky-Brown Recruitment Ltd	Provision Of Interim It Staff Services – National	COPFS-2019-011, COPFS-2019-091, COPFS-2019-172	£140,333.00
HARVEY NASH PLC	Provision Of Interim Professional Staff Services – National	Various call off contracts	£253,380.32
MCSA Group Ltd	Server Maintenance 2019	COPFS-2019-033	£136,749.96
Softcat	Software - Value Added Reseller (VAR)	Various call off contracts	£287,003.53
HARVEY NASH PLC	Temporary and Interim Staff - Interim IT	Various call off contracts	£111,303.47
Parity Professionals Limited	Temporary and Interim Staff - Interim IT	Various call off contracts	£253,275.00

HARVEY NASH PLC	Temporary and Interim Staff - Interim Professionals	Various call off contracts	£279,572.90
CTM (North) Ltd	Travel and Accommodation Services (2019)	COPFS-2018-0121	£233,430.72
CTM (North) Ltd	Travel Services (2015) - One stop Shop	COPFS-2016-083	£309,920.32
Anglian Water Business (National) Ltd	Water and Waste Water Services	COPFS-2016-0007	£96,959.05

Appendix D

Regulated (over £50,000) Procurements expected to be undertaken during Financial Years 2020/21 & 2021/22

Contract Description	Relet or New Requirement	Anticipated Award Date	Estimated Value
Postal Services	Relet	Sep-20	£325,000.00
Media Services	Relet	Sep-20	£150,000.00
Interim staff Services - iOS Developer for CMiC	Relet	Sep-20	£108,000.00
Interim staff Services - Java Developer (Corporate Apps)	Relet	Sep-20	£94,560.00
Interim staff Services - Lead .NET Software Developer	Relet	Sep-20	£110,164.00
Interim staff Services - .NET & VB6 Developer	Relet	Sep-20	£100,000.00
Interim Staff Services - IT Business Analyst	Relet	Sep-20	£113,750.00
Interim Staff Services - IT Project Manager	Relet	Sep-20	£95,700.00
Interim Staff Services - IT Project Manager	Relet	Sep-20	£98,490.00
Interim Staff Services - 3 x IT Project Managers	Relet	Sep-20	£95,700.00
Interim Staff Services - IT E Learning Consultant	Relet	Oct-20	£78,404.52
Provision of Firewall Technology Support	Relet	Nov-20	£161,450.00
Interim staff Services - IT Infrastructure Project Manager	Relet	Nov-20	£210,600.00
Interim Staff Services - Part-time ISD Finance and Budget Manager.	Relet	Nov-20	£78,062.40
Provision of Manned Guarding services	Relet	Dec-20	£418,218.00
Secure post delivery	Relet	Dec-20	£600,000.00
Evidence on Commission	New Requirement	Jan-21	£1,200,000.00
Interim staff Services - Digital Application Project Manager	Relet	Feb-21	£128,400.00
Interim staff Services - IT Project Management Assistant	Relet	Feb-21	£84,960.00
Occupational Health Services	Relet	Feb-21	£244,000.00
Application Development Partnership	Relet	Feb-21	£1,700,000.00
PROMIS Software Support	Relet	Feb-21	£228,593.95
General Stationery and Office Paper	Relet	Feb-21	£700,000.00
Provision of legal on-line research services	Relet	Feb-21	£1,808,864.00
Anti Virus Software and Support	Relet	Feb-21	£51,186.87
Oracle Database Software Support	Relet	Feb-21	£812,109.85

Gartner Annual Subscription	Relet	Feb-21	£54,500.00
Microsoft Advanced Support	Relet	Feb-21	£56,400.00
Kennelling of Dangerous Dogs	New Requirement	Feb-21	£100,000.00
AIX and Linux Support	Relet	Mar-21	£136,749.96
Interim staff Services - Test Analyst – Windows 10 Office 365	Relet	Apr-21	£114,355.20
VMWare Licencing and Support	Relet	May-21	£161,415.21
VMWare Premier Support for Workspace Licencing and Software Account Management	Relet	May-21	£95,733.00
Provision of Employee Services	Relet	Jun-21	£256,122.00
Server Maintenance & Support	Relet	Jun-21	£500,000.00
Firewall and Threat Management Annual Subscriptions	Relet	Jun-21	£91,416.54
Firewall and Threat Management Annual Subscriptions	Relet	Jun-21	£92,000.00
Provision of Fixed Telephony Services	Relet	Jul-21	£160,000.00
Remote Desktop Support	Relet	Aug-21	£125,720.76
Microfocus COBOL Software Support	Relet	Oct-21	£50,644.17
Interpreting and Translation Services	Relet	Oct-21	£938,008.00
Oracle BI Software Support	Relet	Nov-21	£178,141.00
Provision of Taxi Services in the Glasgow area	Relet	Jan-22	£75,000.00
Travel Services	Relet	Jan-22	£1,500,000.00
Provision of corporate WiFi	Relet	Feb-22	£424,810.51
Provision of natural gas	Relet	Feb-22	£180,000.00
Chartered Surveyor	Relet	Feb-22	£109,962.00
Aptean Respond Annual Licencing Renewal	Relet	Feb-22	£88,536.32
PaperRiver NPU Software	Relet	Feb-22	£84,703.68
Microsoft Software Licencing for Digital Workspace Transformation	Relet	Feb-22	£1,797,248.54
Provision of Same Day Courier Service	Relet	Jun-22	£176,000.00
Tibco iProcess Software Licencing and Support	Relet	Nov-22	£509,412.43
Mobile Devices for Digital Workspace Transformation	Relet	Jan-23	TBC
Finance and P2P System Software Support	Relet	Feb-23	£138,828.00
Network Hardware Support	Relet	Feb-23	£89,884.72
Telephony Support	Relet	Feb-23	£301,780.79

Provision of Fuel Cards for Pool Cars	Relet	Feb-23	£54,000.00
Payroll System	Relet	Mar-23	£357,000.00
SOC (Security Operations Centre) Support Contract	New requirement	TBC	£140,000.00
SIEM (Security Information & Event Management Service)	New requirement	TBC	£50,000.00
Password Manager	New requirement	TBC	£70,000.00
Annual IT Health Check(s)	New requirement	TBC	£70,000.00
Human Capital Management System	New requirement	TBC	£500,000.00
ITSM Service Desk Solution	New requirement	TBC	£190,000.00
Datacentre	New requirement	TBC	£450,000.00
Case Notebook	New requirement	TBC	£60,000.00

Appendix E

Glossary

Term	Definition
CGPSS	Central Government Procurement Shared Service (also known as Scottish Government's procurement shared service) is a procurement function that was set up by Scottish Government in 2014 to provide procurement support to central government organisations in Scotland. CGPSS provides procurement support to COPFS.
Cluster group	Cluster Groups are arranged by Scottish Government Procurement & Commercial Directorate to align similar central government public bodies in order to facilitate dialogue, learning and opportunities in procurement.
CPT	Central Procurement Team (within COPFS).
SME	Suppliers who have less than 250 employees.
SUL	Service User Lead – key staff in COPFS identified as being involved in the procurement and contract management processes.