

Procurement, Commissioning & Facilities
NHS National Services Scotland
National Distribution Centre
2 Swinhill Avenue
Canderside
Larkhall
ML9 2QX



Telephone 01698 794400
Fax 01698 794401
[RNID Typetalk; 18001 01698 794400/794410](tel:1800101698794400/794410)

Date: 20 September 2022
Our ref: K: FOI/Ref: 2022-000202
Direct Line: 0131 275 6807
Email: nss.pcf-foi@nhs.scot

Dear [REDACTED]

Freedom of Information Reference: FOI-2022-000202 – NSS Contract Register

I refer to your freedom of information request that we received on 25 August 2022. I can advise you that we have now completed the search of our records and can provide you with the following information:

I would like to submit a request for some information from the organisation, in relation to their contract's register.

The FULL contract register should display all the organisations existing/live contracts I would like the register to display the following columns/headings:

- 1. Contract Reference - Unique reference number associated with the contract.**
- 2. Contract Title**
- 3. Procurement Category – Please state the category name of the contract, I wish to know the category the contract is under.**
- 4. Supplier Name**
- 5. Spend (Total, Annual or contract value)**
- 6. Contract's Duration**
- 7. Contract's Extensions**
- 8. Contract's Start Date**
- 9. Contract's Expiry Date**
- 10. Contract Description [Please provide me with as much detail as possible.]**
- 11. Contact Owner (Person that manages the contract register)**
- 12. CPV codes/Pro-Class**

Please find attached Appendix 1 – NP NSS Contract Register Aug 22. We have included the above referenced headings in the extract where possible. Under section 17 of the Freedom of Information Scotland Act, 2002 an organisation does not have to provide the information if it does not hold that information. NHS NSS cannot provide the "Contract Description" as part of the extract as this is not an extractable field from the contract register report in Public Contracts Scotland (PCS).

Please note in column B "Contract Ref" where there is no information this is because the contract reference was not published as part of the "Title".



Headquarters

Gyle Square, 1 South Gyle Crescent, EDINBURGH EH12 9EB

Chairperson Keith Redpath
Chief Executive Mary Morgan

Contract Data/API Contact Details

Can you also provide me with contact details of the person responsible for the actual contract's register or someone responsible for API? [Name, Job Title, Telephone, Email Address] At the very least provide me with their actual job title.

(Meaning of API "a set of functions and procedures that allow the creation of applications which access the features or data of an operating system, application, or other service.")

The contact details of the person(s) responsible for the register and API are listed below:

Contract Register - Governance Team, NSS.SSGovernance@nhs.scot

API – Under section 17 of the Freedom of Information Scotland Act, 2002 an organisation does not have to provide the information if it does not hold that information. NHS NSS are only users of the system and therefore do not have an individual who is responsible for managing API. Scottish Government (SG) are the owners of this contract management system and as such have a contractual relationship with the system supplier. You can contact SG for this information at ceu@gov.scot

IMPORTANT

If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.

Under section 17 of the Freedom of Information Scotland Act, 2002 an organisation does not have to provide the information if it does not hold that information. NHS NSS does not use a CRM system for contract data. NSS use a system called Provalido, which is a tool to plan projects and report the impact on cost. This is a collaborative tool currently being implemented for use across Scottish health board procurement teams. It does contain contract data for planning purposes but does not hold detailed information specific to any contract.

You may forward me a web link to a portal to download the contract register, please make sure all the organisation's contracts are provided as doing prior research I have found that most organisations have only uploaded a small portion of all their contracts.

Please see the following web link where a copy of the contract register can be found and downloaded, please note this register is updated quarterly - [Information & Support - Public Contracts Scotland](#)

For those organisations planning to make an exemption around spend, the spend information I have requested is an overall figure and I am not requesting a complete breakdown of services relating to the spend.

Please see attached Appendix 1 – NP NSS Contract Register Aug 22 for the annual contract value.

Please provide me with the contract's register file in an excel format.

As requested Appendix 1 – NP NSS Contract Register Aug 22 is in excel format

I trust you will find the information of assistance and if you require any further information, please do not hesitate to contact me.

If you are unhappy with any aspect of how we have dealt with your request, you can make representations to us asking us to review the handling of your request. Please write to the

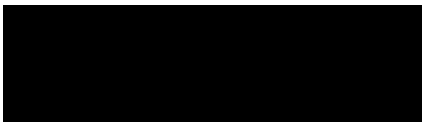
Head of Information and Cyber Security
Digital and Security
NHS National Services Scotland
Headquarters
Gyle Square
1 South Gyle Crescent
Edinburgh
EH12 9EB

or at the email address nss.foi@nhs.scot within 40 working days of the date of this correspondence.

If after a review you are still unhappy, you also have the right to apply to the Scottish Information Commissioner, who can be contacted at Kinburn Castle, St Andrews, Fife, KY16 9DS, or via their online application form.

If you have any queries about this letter, please contact me at the above address.

Yours sincerely

A large black rectangular redaction box covering the signature area.A small black rectangular redaction box covering the name.
Business Support Manager