

Procurement, Commissioning & Facilities
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Date: 16 October 2023
Our ref: K: FOI/Ref: 2023-000349
Email: nss.pcf-foi@nhs.scot

Dear [REDACTED]

Freedom of Information Reference: FOI-2023-000349 – NSS Contracts Register.

I refer to your freedom of information request that we received on 21 September 2023 requesting the following information.

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. **Contact details of section 151 officer**
13. **CPV codes/Pro-Class**

Procurement Strategy Plan

Please attach the procurement strategy plan along with the contract register.

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.")



Headquarters

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

Chairperson Keith Redpath
Chief Executive Mary Morgan

IMPORTANT

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

You may forward me a Weblink 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.

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.

I can advise you that we have now completed the search of our records and can provide you with the following information:

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. Contact details of section 151 officer
13. CPV codes/Pro-Class

Please find attached Appendix 1 – NSS Contract Register, detailing the requested information. 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 National Services Scotland (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 A "Contract Ref" where there is no information this is because the contract reference was not published as part of the "Title".

Procurement Strategy Plan

Please attach the procurement strategy plan along with the contract register.

Please find attached Appendix 2 – Procurement Strategy, detailing the requested information.

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:

Customer Services

Proactis

AB1, First Floor

48 Huntly Street

Aberdeen

AB10 1SH

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. NSS does not use a CRM system for contract data. Data has been downloaded from the PCS contract register.

You may forward me a Weblink 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: [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 find attached Appendix 1 – NSS Contract Register, detailing the requested information.

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

[Redacted signature]

[Redacted contact information]