



## LETTER SENT BY E-MAIL ONLY

27 Dec 2023

2023-24\_073

### Freedom of Information (Scotland) Act 2002

#### Request

Please find below our response to your correspondence dated 27 Dec 2023, in which you made the following request under the Freedom of Information (Scotland) Act 2002:

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 include 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

1. Can you also provide me with contact details of the person responsible for the actual contract's register and 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.")

### IMPORTANT

1. If the organisation has a CRM system or a similar system, there should be a facility to download and extract contract data.
2. 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.
3. 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 provide me with the contract's register file in an excel format.

### **Response**

Your request for information has been considered and the Scottish Police Authority is able to provide the following.

The Scottish Police Authority does not hold the information you have requested. Therefore, this represents a notice in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 - Information not held.

Although the Scottish Police Authority is the named Contracting Authority for all Authority and Police Scotland procurement, the procurement function to put in place such contracts is performed by Police Scotland.

Information may be available by contacting Police Scotland. Detail on how to [make a request](#) is available on their website.

Also of interest may be the [regulated contract register](#) which is publicly available on Public Contract Scotland. This provides details of live regulated contracts over the value of £50,000.

[Procurement reporting](#), prepared by Police Scotland on behalf of the Authority, is also publicly available.

You may also wish to refer to Police Scotland's Disclosure Log at –

<https://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log/>

## **Right to Review**

If you are dissatisfied with the outcome of your request you can ask for a review within 40 working days. You must specify the reason for your dissatisfaction and submit your request by email to [foi@spa.police.uk](mailto:foi@spa.police.uk) or by letter to Scottish Police Authority, 1 Pacific Quay, Glasgow, G51 1DZ.

After review, if you remain dissatisfied, you can appeal to the Scottish Information Commissioner within six months. You can apply [online](#), by email to [enquiries@itspublicknowledge.info](mailto:enquiries@itspublicknowledge.info) or by letter to Scottish Information Commissioner, Kinburn Castle, Doubledykes Road, St Andrews, Fife, KY16 9DS.

Should you wish to appeal against the Commissioner's decision, you can appeal to the Court of Session, only if you think the law has not been applied correctly.

An anonymised version of this response will be posted to our [Disclosure Log](#) in seven days' time.