



LETTER SENT BY E-MAIL ONLY

12 November 2024

2024/25-079

Freedom of Information (Scotland) Act 2002

Request

Please find below our response to your correspondence dated 11 November 2024, in which you made the following request under the Freedom of Information (Scotland) Act 2002.

I am writing to submit a Freedom of Information request for information related to the organisation's contracts register, procurement strategy document, and contact details. Please find the detailed requests below:

1. Contract Register Request:

I am seeking the full and entirety of the organisation's contract register or database. The register should include the following columns/headings or something similar:

- **Contract Title:** The title of the contract, e.g., "IT Services Contract".
- **Supplier Name:** The name of the organisation providing the goods or services.
- **Estimated Spend (Total or Annual): [Radio Button]** Whether the estimated spend is for the entire contract period or annually.
- **Contract Duration:** The initial term of the contract in months.
- **Total Contract Period:** The total duration of the contract, including any potential extensions.
- **Contract Extensions:** The number of months for any potential extensions.
- **Contract Start Date:** The date the contract officially begins.
- **Contract Expiry Date:** The date the initial contract period ends.
- **Contract Review Date:** The date on which the contract should be reviewed for renewal or extension.
- **Contract Description:** A detailed description of the contract, this could include the purpose, scope, and key terms and conditions.

- **Contact Owner:** The name, job title, main contact number, and email address of the individual responsible for the contract.
- **Contract Notes:** Any additional relevant information, such as specific terms and conditions, risk assessments, or performance metrics.
- **Department:** The department within your organisation that the contract is associated with.
- **Contract Award Date:** The date the contract was awarded.
- **Participating Organisations:** Other organisations involved in the procurement process.
- **Procurement Category:** The category of the procurement, e.g., IT, Facilities, or Professional Services. [I will send you a list of categories]
- **Framework Reference:** The reference number of procurement framework.
- **Central Purchasing Body:** The organisation responsible for the overall procurement.
- **Tender Reference:** The reference number of the tender notice.
- **CPV Codes/Pro-Class/eClass:** Standard classification codes used to categorise public procurement. [Radio Button] On select they should be able to select the classes.

If any of the headings within your contract register has not been provided, please state this within your response.

Please provide the contract's register file in Excel format.

2. Procurement Strategy Document Request:

- Can the organisation provide a full version of their Procurement Strategy for the fiscal year 2024-2025?
 - If the Procurement Strategy is a strategic direction (2022-2025) instead of an annual plan, please provide an update document for 2023-2024. If an update cannot be provided, please provide information on when an update is planned to be published.
- We require the full document. If any parts of this document have been removed, please state this within your response.

3. Contact Details Request:

- Provide contact details of the person responsible for API or data sharing, including [Name, Job Title, Telephone, Email Address].
- Provide contact details of the person responsible for the actual contract's register, including [Name, Job Title, Telephone, Email Address].

IMPORTANT:

1. If the organisation has a CRM system or a similar system, ensure there is a facility to download and extract contract data.
2. If providing a weblink to a portal, ensure that all contracts are included, as some organisations may only upload a small portion of their contracts.
3. For organisations planning to make an exemption around spend, clarify that the spend information requested is an overall figure, and a complete breakdown is not required.

Please provide the contract's register file in Excel format.

Response

The Scottish Police Authority has considered your request and is able to provide the following.

The Scottish Police Authority does not hold the information requested.¹

Although the Scottish Police Authority is the named Contracting Authority for all SPA 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 at foi@scotland.police.uk and you may also wish to refer to [Police Scotland's Disclosure Log](#).

To assist, we can advise there is a publicly accessible contract register on [Public Contracts Scotland](#). Searching for Scottish Police Authority will provide all the contract information for any regulated contracts (over £50,000 for goods/service contracts and over £2m for works contracts.)

The Procurement Strategy 2021-2024 and annual reporting is available on Police Scotland's website via the following link - [Procurement Annual Reports and Strategies](#)

You will also find guidance and contact information for the Procurement team on Police Scotland's website - [Procurement - Police Scotland](#)

¹ This represents a notice in terms of Section 17 of the Freedom of Information (Scotland) Act 2002 - Information not held.

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 or by letter to Scottish Police Authority, 1 Pacific Quay, Glasgow, G51 1DZ.

If you remain dissatisfied after review, you can appeal to the Scottish Information Commissioner within six months. You can apply [online](#), by email to enquiries@foi.scot 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.

This response will be posted to our [Disclosure Log](#) after seven days.

Yours faithfully

SPA Corporate Management

