

Annual Procurement Report

2021–2022



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1 Introduction

National Museums Scotland is a non-departmental public body with charitable status (registered charity number SC011130) and a Scottish public sector contracting authority, subject to the Procurement Reform (Scotland) Act 2014.

As such, when we have an annual regulated procurement spend of £5 million and above we are required publish a procurement strategy and to then monitor progress, published in an annual procurement report.

This report covers the period 1 April 2021 to 31 March 2022. Annual regulated spend prior to 2021–22 was less than £5 million. The awarding of one large contract in February 2022 has resulted in annual spend totalling £5.8 million for 2021–22.

National Museums Scotland is pleased to publish its first Annual Procurement Report. This report shows that, despite the relatively low level of procurement, we champion procurement best practice, with an emphasis on ensuring that appropriate contracts are in place and deliver best value for money.

2 Regulated Procurement during 2021/22

Section 18(2) of the Procurement Reform (Scotland) Act 2014 requires organisations to include a summary of the regulated procurements that have been completed during the year covered by the report.

A contract is a regulated procurement if the estimated value of the contract is equal to or greater than the contract threshold of £50,000 unless it is a works contract in which case the threshold is £2,000,000. A regulated procurement starts from the point of seeking offers, includes the selection of economic operators and all other steps in the process continuing through to the award of the contract.

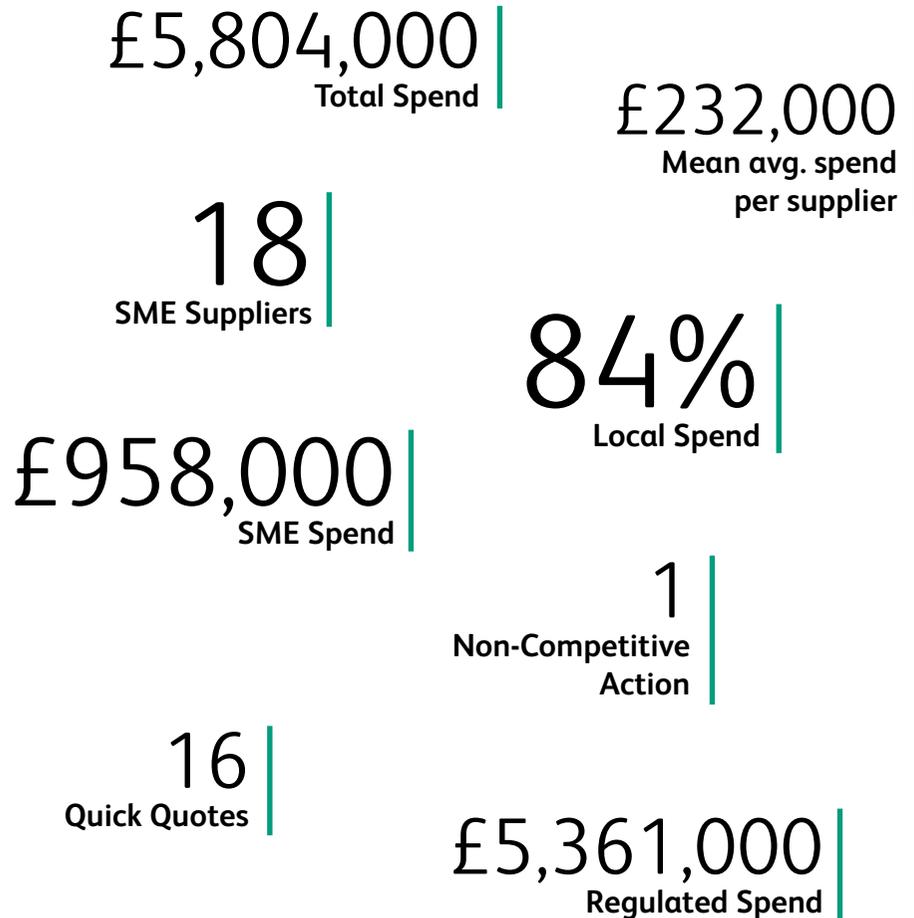
During 2021/22 National Museums Scotland completed 28 procurement exercises of which 10 were regulated. We have over 1,200 active suppliers and the total non-pay expenditure in the year to 31 March 2022 was in excess of £7 million. We use Scottish Government Frameworks where possible. Below is a summary of this procurement activity:

- 16 Quick Quotes Completed
- 2 Direct Awards Completed
- 5 OJEU Procurement Exercises
- 5 Regulated Exercises (Non-OJEU)

Summary of all bespoke Regulated Procurement activity between 1 April 2021 and 31 March 2022,

Procurement Activity Description	Spend Type	Supplier Name	SME	Contract Start Date	Contract Value
Cleaning Services	Service	Spectrum Service Solutions	Yes	01/04/21	£52,596
Digital Microscope	Goods	Keyence	No	10/05/21	£60,000
Radiography Unit	Goods	Waygate Technologies	No	10/05/21	£82,000
Fire Curtains	Works	Stanley Security Solutions Ltd	No	13/05/21	£153,149
BIM Survey	Service	Oberlanders Architects LLP	Yes	07/09/21	£108,000
Exhibition Fit Out	Works	Elmwood Projects Ltd	Yes	03/11/21	£191,446
Exhibition Fit Out	Works	Eastern Exhibition & Display	Yes	14/02/22	£104,470
CRM System	Goods	Tessitura Network	No	17/02/22	£186,239
Exhibition Fit Out	Works	Eastern Exhibition & Display	Yes	28/02/22	£142,995
FM Services	Service	FES	No	31/03/22	£4,280,000

3 National Museums Scotland Procurement in Numbers



Community Benefits

The Procurement Reform (Scotland) Act 2014 includes a sustainable procurement duty on public sector bodies which requires them to conduct their procurement in a way that will secure economic, social and environmental wellbeing and a requirement that public bodies consider the use of community benefits in major contracts.

We promote the use of community benefits within procurement exercises where relevant and proportionate to the contract.

Benefits Delivered from Contracts include:

- Local Recruitment
- Work Experience
- Use of Local Suppliers
- Apprenticeship and Graduation Schemes

SMEs

We are pleased to report that during this period we have worked with a wide range of suppliers. During 2021/22 17% of National Museums Scotland's total spend was from working with 18 SMEs. Excluding one large contract, 63% of spend was with SMEs.

Local Suppliers

During 2021/22 84% of National Museums Scotland's total spend was from working with 11 local suppliers. We consider local suppliers to be those based within 40 miles of the place of supply.

Procurements that did not comply

National Museums Scotland raised 1 Non-Competitive Action (NCAs) during 2021/22. The NCA did not fall into the category of a "regulated procurement". The NCA was signed-off by the Accountable Officer.

4 Supported Business

Supported business are businesses whose main aim is the social and professional integration of disabled or disadvantaged persons, and where at least 30% of the employees of the economic operator are disabled or disadvantaged persons.

Higher value procurements, regulated procurements (between £50k and OJEU threshold and those equal to and above the OJEU thresholds) are conducted in line with Routes 2 and 3 respectively of the Procurement Journey.

Both Routes 2 and 3 mandate the use of the European Single Procurement Document (ESPD (Scotland)). The ESPD covers exclusion, selection and award criteria and includes questions relating to companies self-certifying themselves in terms of size (micro, small or medium), or whether they are supported businesses.

National Museums Scotland reviews each procurement to determine whether it could be fulfilled by a Supported Business, whilst remaining compliant with EU and Scottish Procurement Legislation and ensuring value for money for the Museum. We did not reserve any contracts for supported businesses in this period.

5 Learning and Development

National Museums Scotland does not have a dedicated procurement team or department. Staff involved in procurement receive training from Central Government Procurement Shared Services. During the year our Procurement Policy and Procurement Playbook have been updated. The Playbook follows closely the Procurement Journey guidance provided by Public Contracts Scotland.

6 Procurement Pipeline

National Museums Scotland is keen to encourage competition by promoting optimal participation in its procurement process and achieve better value for money in its procurements. One method of achieving this is to give notice to suppliers of tendering opportunities that are expected to commence over the next two financial years after the period covered by this report.

In preparing this forward projection of anticipated regulated procurements, it is difficult to be precise about providing details of actual requirements. Over a forecast period of two years it is very probable that circumstances and priorities will change so the list of projected individual regulated procurement exercises outlined below should be viewed with this caveat in mind.

We expect that the total value of procurement in the years 2022/23 and 2023/24 will be less than £5 million. Procurement will include contracts for the supply of exhibition fit-outs, creation of films and production of specialist equipment.

We anticipate that the following contracts will require to be procured in the next two years:

Required Supply	Current Contract End Date	New or Re-Let
Media Planning and Buying	10/12/2022	Re-Let
Production of Membership Publication	10/12/2022	Re-Let
Cleaning Services – National Museum of Flight	12/01/2023	Re-Let
Civil and Structural Engineering Consultancy	20/01/2023	Re-Let
Exhibition Fit-Out Services	28/02/2023	New
Vehicle Hire Services	01/09/2023	Re-Let
Asbestos Surveying Services	12/02/2024	Re-Let