

Annex

SPS Procurement Strategy 2019-2022 Forward Work Programme of Planned Contracting Activity

The following list of projects and contracts are those that have been identified (at March 2019) as being planned renewals or likely Regulated tenders in the period of the SPS Procurement Strategy (i.e. Regulated reflects requirements whose aggregate value over the term of the contract is >£50k: Goods and Services) or >£2m: Works).

- The forward contract renewal programme is dynamic and subject to revisions during the year including the addition of ad-hoc requirements which are included due to specific operational needs or as funding permits. This programme will be reviewed periodically, updated where there are any substantive changes and republished. We would expect to update and republish at least annually during the term of the SPS Procurement Strategy.
- **New tenders and contract renewals** – these will typically be advertised by the SPS via the Public Contracts Scotland website.
- SPS can access a number of **collaborative (Framework) contracts** set-up by other public bodies. SPS procurement will typically undertake a mini-competition amongst the suppliers listed in the Framework prior to making an award. Framework contracts are advertised by the relevant awarding public body in accordance with their published contract work programme.
- Currently there are only a small number of Works contracts. When the list of approved projects has been confirmed this programme will be updated to reflect these.
- You should note that the SPS maintains and publishes an [SPS Contracts Register](#) in the Public Contracts Scotland website. This reflects Regulated contracts awarded by the SPS and provides information such as expected contract end dates. SPS will plan any procurement activity well in advance of the stated contract expiry dates.

1. Planned Contracts including Renewals

This list reflects the range of Goods or Service contracts which SPS reasonably expects to tender during 2019-20 and/or to take a decision whether to retender or to exercise an available option to extend an existing contract.

Supply of Goods Contracts	
Prison Canteen	Supply of prison canteen goods (pre-packed food, vaping devices, etc).
Bread & Rolls	Supply of bread & rolls to all prison Establishments. (Contract provides the option to extend to 2022 – decision to extend or retender TBC).
Contingency Food Packs	Supply of contingency food packs for all Establishments.
In-Cell Kettles	Supply of translucent in-cell kettles for all Establishments.
Janitorial Supplies	Provision of Janitorial Cleaning Supplies (Chemicals, paper based products, and hardware) for all SPS sites. (Contract provides the option to extend to 2023 – decision to extend or retender TBC).
Heated Food Trolleys	Supply of heated food trolleys.
Protective Clothing	Supply of protective clothing / workwear for SPS staff and prisoners (Typically individuals working in Estates, Prison Industries and prisoner work-parties) (Contract provides the option to extend to 2021 – decision to extend or retender TBC).

Officer Uniforms	Contract for the supply of SPS officers' uniforms. Currently a collaboration with the Ministry of Justice
PEI, S&G and C&R Clothing	Supply of clothing for SPS Physical Education Instructor (PEI), Sports & Games, and Control & Restraint activities.
Staff Uniforms for the Dog Unit	Staff uniforms & associated equipment for personnel in the SPS dog unit.
Catering Staff Uniform	Supply of uniform for catering staff for all Establishments.
Uniform Belts and Key Lanyards	Supply of uniform belts and key lanyards for SPS staff.
Software for Configuration Solution	Contract for the supply of Software for a configuration solution. (Contract provides the option to extend to 2021 – decision to extend or retender TBC).
Textile Materials for Prison Industries	Supply of various textile materials for the production of various products by SPS prison industries.
Softwood Timber	Supply of softwood timber to SPS prison industries.
Steel	Supply of steel for prison industries. (Contract provides the option to extend to 2021 – decision to extend or retender TBC).
Ironmongery Products	Supply of Ironmongery products (various) for prison industries (bolts, fixings, etc). (Contract provides the option to extend to 2023 – decision to extend or retender TBC).
Solid Surface Material	Provision of Solid Surface Material for the manufacture of in-cell furniture by SPS.
Staff Alarms	Supply of staff personal alarms (staff operating outwith the prison).
Facilities Management System	Provision/support of a Facilities Management System for recording and monitoring maintenance activity across the SPS estate.
General Stationery and Office Paper	Supply of general office stationery and office paper. (Use of a collaborative Framework contract set-up by the Scottish Government).
Office Equipment	Supply of a range of office equipment (copiers and printers). (Use of a collaborative Framework contract set-up by the Scottish Government).
Tablet Client Devices	Supply of tablet client devices. (Use of a collaborative Framework contract set-up by the Scottish Government).
Postal Franking Machines	Supply of national franking machines, associated services and consumables.
Video Conferencing Equipment	Supply and maintenance of Video Conferencing equipment.
Liquid Fuels	Supply of liquid fuels (Heating Oil, etc). (Use of a collaborative contract set-up by the Scottish Government).
Fuel Cards	Provision of Agency Fuel Cards for use in SPS fleet vehicles.
IT Consumables Framework	Supply of IT Consumables Framework. (Use of a collaborative Framework contract set-up by the Scottish Government).
Internet Connectivity	Provision of internet connectivity across all of the SPS.
GMPS Protective Marking Software	Provision of GMPS Protective Marking Software and related support services.
Microsoft Licenses	Supply of Microsoft Software / licenses for the SPS.
Provision of a Privileged Account Management System	Software to support the SPS IT infrastructure.
Nutritional Analysis Software	Supply of nutritional analysis software for Establishment catering staff.
Prisoner Telephone System	Supply and maintenance of a replacement prisoner telephone system across all prisons (this project at an early stage and dates remain fluid at this time)
In-Cell TVs	Supply of flat screen in-cell TVs.
Hairdressing Products	Supply of hairdressing products
Provision of PE / Gym Equipment	Supply of a range of physical training gym equipment to various SPS Establishments.
Catering Consumables	Supply of various types of catering consumable to all prisons (Contract provides the option to extend from June 2020 - decision to extend or retender TBC).
Security Equipment Framework	Supply of a range of specialist security equipment.

Services Contracts	
Recyclable and Residual Waste	Collection, handling and disposal of recyclable and residual waste from all SPS Establishments.
Organic (Food & Green) Waste, Fats and Oils	Collection of organic waste from all SPS Establishments.
Food and Drinks Vending	Contract for the provision of food and drinks vending at various SPS sites.
Timber Treatment Service	Timber treatment for prison industries manufactured goods.
Research and Evaluation Services	Provision of research & evaluation services.
Addiction Testing Services	Supply of addiction testing products & the related testing services.
Secure On-site Shredding	Provision of secure on-site shredding.
Maintenance of Forklifts	Preventative and reactive maintenance of Forklifts and Lifting Equipment.
Maintenance of Boilers, Burners & Ancillary Equipment	Provision of maintenance of boilers, burners and ancillary equipment.
Short-Term Vehicle Hire	Short-term vehicle hire – Cars, Minibus and LCVs.
EPOS System	Maintenance of Electronic Point of Sale (EPOS) systems.
Asbestos Surveys	Provision of asbestos surveys and related services.
Maintenance of Flues, Chimneys, Lightning Protection & High Level Equipment	Maintenance of flues, chimneys, lightning protection & high level equipment.
Intelligent Key Management	Provision of maintenance of intelligent key management systems.
Maintenance of Water mist Systems	Maintenance to SPS fire suppression water mist systems.
Quantity Surveying Services	Provision of a Quantity Surveying service for Estates.
Radiation Advisory Testing.	Provision of radiation testing & certification (security x-Ray machines).
CCTV & PIDS Maintenance	Provision of CCTV & PIDS maintenance for Estates
Clerk of Works	Provision of Clerk of Works services for Estates.
Design and Technical Services	Design and Technical Services for Estates. (Contract provides the option to extend to the end of Dec 2020– decision to extend or retender TBC).
Maintenance of Radio-Based Officer Alarms	Staff alarm systems. (Contract runs to July 2020. Procurement route decisions TBC).
Maintenance of Fire Protection Equipment	Fire detection / alarm systems. (Contract runs to Oct 2020. Procurement route decisions TBC).
Supply of Electricity	Provision of supply of electricity to the SPS. (Use of a collaborative contract set-up by the Scottish Government).
Transport Distribution Services	Provision of transport and distribution services for SPS Fauldhouse.
Legal Services	Contract to provide legal services: litigation, property and debt recovery. (Call-off from a Scottish Government legal services framework).
Payroll Services	Provision of payroll services to the SPS. (Call-off from a Crown Commercial Services Framework).
Temporary and Interim Staff	Provision of Temporary and Interim Staff (various roles / disciplines). (Call-off from collaborative Scottish Government Framework).
Telephone Translation Services	Telephone and Interpretation services. (Call-off from collaborative Scottish Government Framework - decision on the procurement route for the next contract TBC).
Pensions Administration Service	Provision of pension (Civil Service) administration services. (Call-off from a Cabinet Office contract).
Supervision Training Product	The development and piloting of a support and supervision training product for SPS.
Provision of an Externally Hosted Recruitment System	Provision of an externally hosted web-based recruitment system.
Relocation Services	Provision of UK domestic relocation services for SPS staff (Call-off from Scottish Government Framework. Contract provides the option to extend to 2021 – decision to extend or retender TBC).
Recruitment / Media Advertising	Provision of Recruitment / Media advertising.

Psychometric Testing	Provision of psychometric testing (HR Recruitment activity).
Roleplay Services	Provision of roleplay services to support HR recruitment activity. <i>(Contract provides the option to extend to Sept 2020 – decision to extend or retender TBC).</i>
Taxi Services	Provision of Taxi Services - Edinburgh. <i>(Call-off from a collaborative Scottish Government Framework).</i>
Inverclyde Site Security	Provision of site security services for an SPS site in Inverclyde.
IT Hosting Services	Provision of IT hosting services.
Web Monitoring Software	Provision of web monitoring software for use across the SPS estate. <i>(Contract provides the option to extend to July 2020 – decision to extend or retender TBC).</i>
Wide Area Network	Provision of a Wide Area Network to support the SPS IT infrastructure. <i>(Contract provides the option to extend to 2021 – decision to extend or retender TBC).</i>
Desktop Hardware Services	Provision of desktop hardware maintenance services to the SPS. <i>(Contract provides the option to extend to 2023 – decision to extend or retender TBC).</i>
Local Area Network Hardware	Provision of Local Area Network hardware supply and support.
Sharepoint Migration Tool	To provide SPS with the Sharepoint Migration Tool.
Secure Wi-Fi Services	Supply and maintenance of secure Wi-Fi services at various SPS locations.
Server Maintenance	Provision of server maintenance. <i>(Call-off from Scottish Government Framework)</i>
Public Switched Telephone Network (PSTN) Voice Calls and Lines	Contract for the provision of PSTN voice calls and lines.
Cash In Transit	Provision of cash in transit movement service to the SPS. <i>(Currently a call-off from a Crown Commercial Services Framework – decision on the procurement route for the next contract TBC).</i>
Corporate Eye Care	Provision of corporate eye care (Eye tests, DSE and safety glasses).
Financial Credit Reports	Provision of Company Credit Reference Financial Checks.
Trauma, Bereavement and Loss Support at HMYOI Polmont	Contract to provide specific services to HMYOI Polmont.
Crisis Intervention Service at HMP Barlinnie	Contract to provide crisis intervention services at HMP Barlinnie.
Parenting Interventions for Young People in Custody	Contract to provide parenting interventions.
Social Work Services	Memorandum of Understanding (MOU) for social work services in each prison. These agreements are government to government with each relevant Local Authority in Scotland where a prison is located.

2. Planned Works Contract Activity

This list reflects the range of Works contracts which SPS reasonably expects to tender during 2019-20. A number of Facilities Maintenance and estate related contracts appear in the Service Contracts table above.

Works Contracts Programme 2019/20	Summary
Works Contracts	
Mechanical, Electrical & Specialist Systems Replacement	A programme of replacement of existing systems, installations, etc. at the end of their physical/economic/statutory lifespan.
Estates IT Systems Upgrade	Projects TBC subject to budget allocation.

<p>Estates Development Programme Projects</p>	<p>The delivery of the major projects included within the Scottish Government's Infrastructure Investment Plan. Work during 2019/20 will include progressing the Women's National Facility and two Community Custodial Units.</p> <ul style="list-style-type: none"> • Women's National Facility at Cornton Vale, Stirling • Community Custody Units (CCUs) in Glasgow and Dundee <p>Tenders have been issued for the above projects and are due back in May / June 2019 respectively. Contract awards are expected in the summer 2019. The construction phase of the new facilities is due to complete by late 2020 / early 2021.</p> <p>Furniture, Fittings and Equipment (FF&E) for the new Women's Estate (non-Works). There will be a number of spin-off requirements for the fit out of the facilities once they are built. Some of these requirements will be drawn from existing SPS or collaborative contracts, or will be subject to separate procurement activity. Relevant requirements will be advertised via Public Contracts Scotland (as appropriate).</p>
<p>Special Works Maintenance</p>	<p>The repair / renewal of building elements; roofs, windows, doors, stonework/brickwork, floor, wall, ceiling finishes, etc. and external works; road, footpaths, drainage, etc. based on an annual condition survey carried out within each Establishment. Known planned projects are:</p> <ul style="list-style-type: none"> • Removal, Disposal and Replacement of Floorcoverings HMP Barlinnie, Low Moss and Greenock; • Excavation and Resurfacing Works to Roads and Pathways – HMP Barlinnie, HMP Low Moss & HMP Greenock; • Paintworks and Decoration at all SPS Establishments (4 lots); and • Replacement of Industries Brick Retaining Wall and Removal of Inner Boundary Wall within HMP Glenochil.
<p>Carbon Management Projects</p>	<p>The delivery of the capital projects included within SPS Carbon Management Strategy to achieve Scottish Government Targets for carbon emission reductions (projects to be confirmed subject to budget allocation).</p>
<p>Capital Plant and Equipment Replacement</p>	<p>The replacement of existing kitchen, laundry and gym equipment at the end of its physical / economic lifespan, together with any major elements of plant. Known planned project is:</p> <ul style="list-style-type: none"> • Installation of a Training Kitchen at HMP Greenock.
<p>Note: It is expected that there will be additional projects in the Works areas above (to be confirmed in-year subject to budget allocation). Relevant opportunities shall be advertised via the Public Contracts Scotland website.</p>	

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