



PRIVATE AND CONFIDENTIAL

██████████

Our ref:

By Email

Date: 01/05/24

Dear ██████████,

I refer to your e-mail of 18/04/24 in which you requested the following information:

Please can you respond to the following request for Information.

The details I require are:

1. *Spend on Office supplies and associated products for the below financial years.*
 - *1st April 2022 – 31st March 2023*
 - *1st April 2023 – 31st March 2024*
2. *Start date & duration of Contract?*
3. *Is there an extension clause in the contract and, if so, the duration of the extension?*
4. *Has a decision been made yet on whether the contract is to be either extended or renewed?*
5. *Who is the senior officer (outside of procurement) responsible for the contract?*
6. *Name of Incumbent Supplier?*
7. *How long have you traded with them?*
8. *If you publish your register of contracts and purchasing, can you please provide a website link.*
9. *In addition, can you confirm if you have a contract in place for Tail End Spend.*

This request will be managed by The King's and Lord Treasurer's Remembrancer (KLTR) under the Freedom of Information Act (Scotland) 2002 (FOISA).

I am able to provide you with the following information in relation to your queries.

1. *Spend on Office supplies and associated products for the below financial years:*

- *1st April 2022 – 31st March 2023 - £1309.83*
- *1st April 2023 – 31st March 2024 - £1779.65*

2. *Start date & duration of Contract?*

- *1st July 2023*
- *20th June 2027*
- *4 year contract*

3. *Is there an extension clause in the contract and, if so, the duration of the extension?*

No

4. *Has a decision been made yet on whether the contract is to be either extended or renewed?*

This is a Scottish Government Framework and is intended for re-tender by Scottish Government as the expiry approaches, unless market conditions/circumstances render this not possible/desirable.

5. *Who is the senior officer (outside of procurement) responsible for the contract?*

This budget and contract falls under Robert Green, Head of Business Support Services for COPFS.

6. *Name of Incumbent Supplier?*

Lyreco UK Ltd

7. *How long have you traded with them?*

C.8 years

8. *If you publish your register of contracts and purchasing, can you please provide a website link.*

KLTR fall under COPFS for contract management [Contracts register | COPFS](#)

9. *In addition, can you confirm if you have a contract in place for Tail End Spend.*

Assuming the definition of Tail End Spend as “off contract expenditure that is high volume but low value or low volume and low value” ie expenditure outside our normal supplier, please note that all spend comes through the SG framework. On the rare occasion where an item cannot be sourced by Lyreco, we would use other frameworks like Banner Consumables via PO or GPcCard, or the GPC-Card if the offices need an item immediately.

If you are dissatisfied with the KLTR response to your FOI request, you have the right to ask us to review it. Your review request should be made within 40 working days of receipt of this letter; please e-mail enquiries@kltr.gov.uk and we will reply within 20 working days of receipt.

The review will be undertaken by a member of the KLTR FOI team who was not involved in the original consideration of your request.

Under section 47(1) of FOISA if the KLTR position is unchanged following a review you have the right to appeal to the Scottish Information Commissioner within six months of receiving the review.

Yours sincerely

Ciaran O’Sullivan
Policy, Communications
and OPTS Team
KLTR

<http://www.kltr.gov.uk>