

# VISITSCOTLAND GROUP ANNUAL PROCUREMENT REPORT

For the Period: 1 April 2024 to 31 March 2025

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02

# INTRODUCTION/EXECUTIVE SUMMARY



## Section 02 - Introduction/Executive Summary

### Regulatory requirements:

As a Non-Departmental Public Body (NDPB), VisitScotland must comply with the Procurement Reform (Scotland) Act 2014. One of the duties of the Act is section 18 which covers the annual procurement report, and the general principles are:

1. To meet regulatory requirements, the organisation must prepare and publish an annual procurement report disclosing how its procurement activity has complied with its published procurement strategy.
2. The report should be completed “as soon as reasonably practicable after the end of that financial year” \*.
3. The annual procurement report should be published in a way that the organisation considers appropriate but must include publication on the internet.
4. A public body must notify the Scottish Ministers when publishing an annual procurement report.
5. Section 18 (2) of the Act lists the minimum requirements that the annual procurement report must contain:
  - a. a summary of the regulated procurements that have been completed during the year covered by the report,
  - b. a review of whether those procurements complied with the authority's procurement strategy,

- c. to the extent that any regulated procurements did not comply, a statement of how the authority intends to ensure that future regulated procurements do comply,
- d. a summary of any community benefit requirements imposed as part of a regulated procurement that were fulfilled during the year covered by the report,
- e. a summary of any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by the report,
- f. a summary of the regulated procurements the authority expects to commence in the next two financial years,

This report, covering the period **1 April 2024 to 31 March 2025**, covers all the above. It is written in the context and language of the VisitScotland strategic vision and activities during this period, some of which has been updated and is now in place.

Once reviewed by the Executive Leadership Group (ELG) and the Audit and Risk Committee (ARC), it will be published on [visitscotland.org](https://visitscotland.org) and we will inform Scottish Government Ministers of publication to comply with the requirement to do so.

\* Note: Our approach is to publish this report after publication of our annual financial accounts.

## Context:

The VisitScotland Group currently comprises of 2 operational entities, the NDPB (Non-Departmental Public Body) VisitScotland and it's 100% owned subsidiary 2023 Cycling World Championships Ltd.

The VisitScotland strategic framework, operational plan and procurement strategy continues to evolve to meet the changing demands placed on the tourism industry. Procurement activities are aligned accordingly, including:

- Updating and adjusting planned activity to meet changing / fluctuating demand and key objectives.
- A focus on Digital First delivery, Responsible Tourism and Sustainability.
- Continued monitoring of supplier resilience across the business.

A significant effort and resource to deliver the Cycling World Championships and complete close down activities.

VisitScotland's core purpose is to drive the visitor economy, growing its value to Scotland. As the lead delivery agency for the visitor economy, the VisitScotland vision is to contribute to a vibrant and dynamic visitor economy, creating better places for people to live, work and visit. Our Mission is, through strategic leadership and industry partnerships, lead, support and contribute to a globally competitive visitor economy, highlighting the benefits of tourism and events in delivering the very best for our visitors, our businesses, our people, our communities, and our environment.

To deliver on our purpose, vision, and mission, we have created five pillars which inform and shape our activities each year. These pillars are:

- stimulating demand
- supporting tourism and events businesses
- working collaboratively with our partners including community destination and sector organisations
- enhancing our organisation insight, capability, planning and compliance
- supporting and enabling our people

The work we are carrying out will ensure our activities will help to support the industry's transition to net zero as well as deliver the objectives of the National Strategy for Economic Transformation (NSET) and priorities identified in the National Tourism Strategy, Scotland Outlook 2030.

## 2023 Cycling World Championships

**Ltd** (hereinafter referred to as "The Championships") is a company limited by guarantee that was set up by VisitScotland to promote and deliver the 2023 cycling world championship event. Glasgow & Scotland was chosen as the inaugural host for this ground-breaking, multi-venue spectacular which took place between 3 to 13 August 2023.

Effective and efficient procurement activities were key enablers to the successful delivery of VisitScotland's Corporate and Operational Plan. The procurement activities were critical to the delivery of The Championships' Organisational Strategy and helped deliver a very successful Championships.

The Procurement function also assists VisitScotland's support of the Scottish Government's Economic Strategy for sustainable economic growth. Through sustainable procurement and the focus on responsible tourism, the VisitScotland Group seeks to grow the visitor economy directly to the benefit of Scottish based suppliers, accommodation providers and visitor attractions, many of which are SMEs.

Recognising an evolving procurement environment, our vision for procurement is to provide a high quality, fit-for-purpose procurement service to support our internal stakeholders to deliver the aims and objectives of our Strategic Framework.

Our mission is to provide leadership in all procurement activity through a customer-focused approach, early involvement, and teamwork with internal stakeholders. Our activities will support the organisation as it continues to make procurement decisions and deliver Value for Money (VfM) in an open, compliant, transparent, and sustainable manner.

Key procurement activity in the period 1 Apr 2024 – 31 Mar 2025 supported capital investment in:

- marketing automation
- redevelopment of VisitScotland.org
- IT hardware and computer equipment
- continued development of visitscotland.com

Procurement Tendering and Contract Management activity for key projects included:

### **VisitScotland**

- Connect 26&27
- Media Planning, Buying & Associated Services (International, Domestic)
- Oracle licensing
- Oracle support & Maintenance
- Support for iCentre closures
- Social Media Management Tool
- Sales Agency Representation – North America

### **The Championships**

- No regulated procurements conducted during the period of this report.

03

# COMPLIANCE WITH STRATEGIC OBJECTIVES



## Section 03 - Compliance with Strategic Objectives

The activities summarised below in this Section 3 have been conducted in accordance with the VisitScotland Procurement Strategy and in support of the VisitScotland Group's Strategic Objectives.

VisitScotland Group can confirm that there are **no reportable compliance issues**.

### 3.1 Efficiency and Collaboration

#### Efficiencies

Public Contracts Scotland (PCS) is used to publicly advertise relevant tender opportunities for regulated and GPA procurements (those with an aggregated value exceeding the current procurement thresholds). We also "call-off" from Public Sector frameworks (e.g. Scottish Government and Crown Commercial Services).

The volume of Regulated / GPA procurements started in the reporting period is summarised as follows:

- Period: 1 April 2024 to 31 March 2025  
VisitScotland conducted 24 (**9 Previous Year**) procurements\*.

In accordance with the Procurement Reform (Scotland) Act 2014, the VisitScotland Group publish a Contracts Register for all "live" regulated and GPA contracts on <https://www.visitscotland.org/about-us/our-policies/procurement> and updates this on a quarterly basis. This included detail of the contracts awarded for The Championships although these have now expired and are no longer listed.

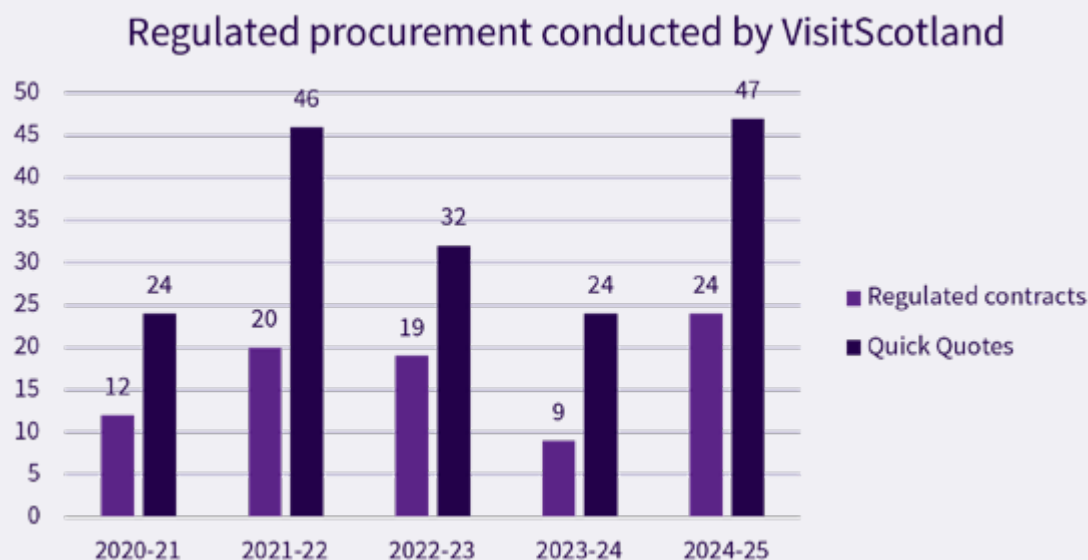
In addition, the VisitScotland Group has utilised PCS to manage a programme of Quick Quotes. Quick Quote is used for lower value procurements with a contract value greater than £5,000, but less than a regulated procurement, or as a call-off contract from a pre-tendered framework contract. These can be summarised as follows:

- Period: 1 April 2024 to 31 March 2025  
VisitScotland conducted 47 (**24 Previous Year**) Quick Quotes\*.

In all relevant procurements, evaluation has been conducted against the criterion that will best deliver the operational objectives of the Corporate Plan of VisitScotland. As required by the Procurement Reform (Scotland) Act 2014, contract award decisions were made on the basis of the Most Economically Advantageous Tender (MEAT).

\*Please note that contracts listed in this section 3.1 relate to tender activity that took place during the period 1 April 2024 to 31 March 2025 and may have a later contract start date. Contracts listed in Annex A have a start date within the period 1 April 2024 to 31 March 2025 and the tender activity may have taken place at some point prior to the reporting period.

## Five Year View – VisitScotland Group



## Collaboration

The organisation continues to support external collaborative procurement activity, providing resource, knowledge and subject matter expertise into key collaborative User Intelligence Groups (UIGs). This provides technical expertise into the procurement project and ensures that the VisitScotland operational requirements are fully considered in specification and during contract development and management. In the period covered by this report, VisitScotland has contributed to the following collaborative UIGs:

- Media Planning, Buying & Associated Services (Scottish Government)
- Publishing, Print, Design and Associated Services (Scottish Government)

The VisitScotland Head of Procurement attends a number of cross sector collaborative groups to share knowledge, experiences, discuss best practice and consider collaborative procurement opportunities where possible. This activity is shared and embedded into the VisitScotland procurement team. These groups are:

1. Heads of Procurement (HOPs) group, organised by the Scottish Government procurement division, meeting quarterly.
2. Central Government procurement cluster group, meeting quarterly. VisitScotland Head of Procurement was the cluster group representative on group 3 below.
3. Scottish Government National Collaborative Procurement Division (NCPD) Service Enhancement Programme. This cross sector group met a number of times to discuss and agree priorities, which is now being delivered via the [national-collaborative-procurement-division-service-enhancement-plan.pdf](#).

### 3.2 Savings / efficiencies

Annual procurement efficiencies are forecast in the range of £400k - £700k per annum for the VisitScotland Group. The following efficiencies have been achieved for this reporting period:

Savings / benefit type (BT)	VisitScotland
BT1 - direct price based savings	£ 52,747
BT2 - price versus market savings	£324,315
BT7 - active price management (price avoidance)	£162,178
<b>Total</b>	<b>£ 539,239</b>

Efficiencies claimed are in accordance with the Scottish Government guidance: <http://www.gov.scot/publications/procurement-benefits-reporting-guidance/>

Calculations are based on data received from The Scottish Government Management Information (VisitScotland usage of frameworks / contracts, calculated against agreed saving methodology per agreement) and an internal calculation of our own tender activity.

#### Five Year View – VisitScotland Group



The continued increase in the usage of Scottish Government frameworks has allowed us to benefit from increased efficiencies. This includes adoption of new agreements, and movement of major spend (e.g. software purchases).

Note: BT2 savings have been included since 2023-24. BT7 savings included since 2024-25 which was savings resulting from the exit from the iCentre network.

#### Cycling World Championships

Not applicable as no significant procurement activity in the period covered.

### 3.3 Sustainable Procurement

#### Sustainable Procurement Duty

The VisitScotland Group is committed to the sustainable duty of the Procurement Reform (Scotland) Act 2014. The Act requires that before the organisation buys anything it must consider how it can:

- a. Improve the social, environmental, and economic wellbeing of the area in which it operates.
- b. Facilitate the involvement of small and medium enterprises, third sector and supported businesses in the process, and.
- c. Promote innovation

The Sustainable Procurement Duty applies to all regulated procurement exercises subject to the Regulations. Whilst VisitScotland conforms to the Act, we also seek to embed sustainability as business as usual in all our procurement activity.

The VisitScotland Group's Application to Tender (ATT) process is applicable for all regulated procurement activity (i.e. any procurement activity exceeding the threshold in operation at that time) and must give due consideration to the Sustainable Procurement Duty.

Procurement is a member of the VisitScotland Internal Sustainability and Carbon Action Group. Working with these groups and the Facilities team, we have identified our Scope 3 emissions from our procurement spend and, using the developed carbon calculator tool, our focus will be on integrating these emissions into our operational planning for FY25/26. Our Carbon Action group has been instrumental in updating our reporting, educating staff, and looking at how to start influencing our suppliers

through our procurement tender process. We have identified high carbon generating areas of spend and will collaborate with all departments to incorporate carbon budget reduction actions into their activity-based spending. Progress will be reported throughout the upcoming year, and once activities are established, information on progress will be shared through our reporting.

#### Annual sustainability report (Owner - Facilities team)

The Climate Change (Scotland) Act 2009 requires all public bodies to exercise their functions in a way that best contributes to the Act's carbon emission reduction targets, delivery of climate change adaptation program and overall sustainable practices. [The Climate Change \(Emissions Reduction Targets\) \(Scotland\) Act 2019](#), which amends the [Climate Change \(Scotland\) Act 2009](#), the Scottish Government has set ambitions to reduce Scotland's emissions of all greenhouse gases to net zero by 2045 at the latest.

In the previous VisitScotland annual sustainability report, we highlighted additional boundaries and achieved a 77% reduction in CO2 emissions from our base year of 2008/09. By 2024/25, this reduction has increased to 83%. When comparing like for like boundaries for the baseline year and 2024/25 in terms of tonnes of carbon dioxide equivalent (CO2e), the reduction is 89%. Carbon emission decreases have been realised over all boundaries (with one exception), primarily due to our strategic change programme, estate changes, and the absence of large events teams in FY25, unlike FY24, which include emissions from the 2023 UCI Cycling World Championships team. We will continue to report on Scope 1, 2 and 3 emission changes annually in this and future reports.

Each year, we report on our compliance with climate change duties using the Sustainable Scotland Network reporting tool. This annual report outlines our ambition to achieve net zero direct emissions by 2030.

Last year we announced the development of a carbon calculator tool to identify Scope 3 emissions. This year, we have included our findings based on financial data (backdated to 2019/20) in our report. Our goal is to transition from financial calculations to “actual” carbon measurements over time. This marks the beginning of our more in-depth Scope 3 journey and serves as a starting point to work from.

The Scottish Government are leading on a collaborative initiative for this area, and VisitScotland await further updates / developments to help tackle this in conjunction with the wider public sector community.

### **Fair and Equal Treatment**

VisitScotland is subject to specific equality duties that were introduced by Scottish Ministers through the Equality Act 2010 (Specific Duties) (Scotland) Regulations 2012. The duties came into force on 27 May 2012, and it is incumbent on the organisation to ensure that our tender processes comply with the legislation. The VisitScotland Group complies with the duties of the Act through our standard and ‘long form’ conditions of contract that explicitly refer to the legislation and employer’s liabilities under the Equalities Act.

### **Fair Work Practices, the Living Wage and Fair Work First**

As part of the range of statutory guidance under the Procurement Reform (Scotland) 2014 Act, the guidance deals with fair work practices including the Living Wage and real Living Wage as part of procurement processes.

Through tendering, Fair Work First encourages businesses bidding for a public contract to commit to adopting the following:

- payment of at least the real Living Wage
- provide appropriate channels for effective workers’ voice, such as trade union recognition
- investment in workforce development
- no inappropriate use of zero hours contracts
- action to tackle the gender pay gap and create a more diverse and inclusive workplace
- offer flexible and family friendly working practices for all workers from day one of employment
- oppose the use of fire and rehire practices

The guidance makes clear that the Scottish Government considers payment of the real Living Wage to be a significant indicator of an employer’s commitment to fair work practices and that the payment of the real Living Wage is one of the clearest ways that an employer can demonstrate that it takes a positive approach to its workforce.

The guidance also states that “Public bodies should apply Fair Work First criteria in all procurement processes, where relevant and proportionate to do so”. The VisitScotland Group operates in accordance with Scottish Government guidance on the Implementation of Fair Work First in Scottish Public Procurement – this was detailed in the Scottish Procurement Policy Note (SPPN) 6/2021, which has now been replaced with new guidance via SPPN 1/2024. In doing so, VisitScotland applies Fair Work First criteria in all regulated procurements that commenced after 1 April 2024.

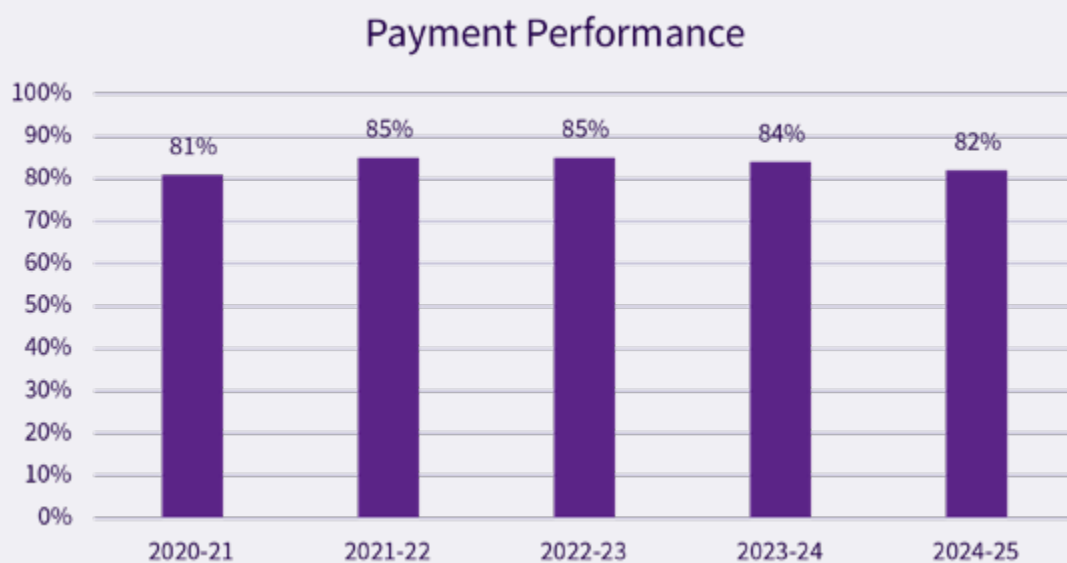
### Payment Performance

VisitScotland observes the Scottish Government’s policy for prompt payment to creditors and is committed to paying suppliers within 10 days of receipt of a valid invoice.

- Analysis of invoices received between 1 April 2024 and 31 March 2025 shows that VisitScotland paid 82% of valid invoices within 10 working days. This maintains the high percentage of invoices paid within 10 days.

Conditions of contract are prepared to ensure that where a lead contractor is using the services of a sub-contractor, appropriate terms are in place to ensure that sub-contractor invoices are paid timeously. Payment of contractors and sub-contractors form part of Contract and Supplier Management reviews in appropriate regulated contracts.

### Five Year View – VisitScotland Group



### 3.4 Monitoring, Measurement & Reporting

#### Contract & Supplier Management

VisitScotland contract and supplier management activity is driven by risk and value. Most of the activity is carried out by user departments in a bid to maximise efficiency and reduce risk in the contract. The procurement team are involved when and where required. The processes and procedures of the Scottish Government’s Procurement Journey are adopted and applied to contracts awarded where the total contract value for goods or services exceeds £50,000.

#### Best Practice Indicators (BPIs)

VisitScotland Group submit our annual return (including spend data) within agreed deadlines. The 2024 - 2025 has been submitted to the SG Hub.

### 3.5 Capability

#### The Procurement Team

The skills and knowledge of the Procurement team continue to be developed through further education and internal training programmes to enhance the contribution and benefits delivered by the team. .

At the start of April 2024, we had a team of five, as per the table below:

Job title	CIPS status
Head of Group Procurement	MCIPS chartered
Procurement Manager	Studying towards MCIPS
Procurement Manager	Studying towards MCIPS
Assistant Procurement Manager	Studying towards MCIPS
Procurement Executive	New permanent role

We operate a “business partner” model to strengthen our work with internal stakeholders, to be involved earlier in the procurement cycle and to drive value.

We have committed to refreshing all personal development plans in accordance with The Scottish Government Competency Framework for Procurement professionals and this is included in the organisation’s performance and career development plans for Procurement team members.

The team participate in relevant vocational training appropriate to their role, this year that has included Public Contracts Scotland SPD and Sustainability tools training via Scottish Government and attendance at Procurex Scotland. Four members of the VisitScotland team (3 from procurement, 1 from legal) attended the White Paper conference in October, with the Head of Procurement being a keynote panel member.

#### Internal Colleagues

All colleagues employed by VisitScotland, that are involved in the procurement process in any capacity, such as the purchase order process, tendering, or other, are provided with training relative to their involvement in the process. All new-starts who will access the Purchase-to-Pay system must undertake procurement training before they are given system access rights. On a monthly basis, the Procurement team manage a training session for all new-starts.

When colleagues are involved in a competitive tender, specific training has been developed and is provided in advance of the tender process.

This covers all colleagues in the VisitScotland Group.

#### PCIP (Procurement and Commercial Improvement Programme)

VisitScotland were assessed against the latest iteration of the PCIP in May 2024. Whilst there was a temporary spike in our expenditure over the year due to the Championships, The Scottish Government agreed to assess VisitScotland under the “medium sized organisation”. Scoring was not part of this PCIP, but we received positive feedback. An improvement plan is in place to address a small number of perceived areas for improvement.

04

# GOVERNANCE, AUDIT AND RISK



## Section 04 - Governance, Audit and Risk

VisitScotland operates within a strict governance framework which is rigorously applied and subject to audit:

### 4.1 Governance

VisitScotland Group ensures that all procurement decisions are made relative to with the Group's scheme of Delegated Purchase Authority (DPA), including those granted to the Championships, and in line with the organisation's Management Statement as agreed by Scottish Government (aligned to the Scottish Public Finance Manual).

Appropriate separation of duties is in place and all procurement decisions are made within a regulated environment.

### 4.2 Audit

Audit services are provided to the Groups' procurement activity internally by our appointed internal auditors and externally via Audit Scotland.

As part of the 2023/24 Internal Audit Plan, the procurement activities were reviewed, specifically VisitScotland's procurement and tendering process, with specific consideration of forward planning arrangements and the extent to which supply chain resilience considerations form part of this planning.

The audit "identified four areas for improvement which, if addressed, would strengthen VisitScotland's control". Each of these areas had a recommended action. A management action was agreed and all 4 have been completed and reported to our Audit and Risk Committee (ARC).

The Procurement team apply a number of processes and procedures that ensure that we will maintain absolute transparency in the procurement process. All procurement information is held centrally on the organisations SharePoint site or on the ERP system (Oracle) and always in accordance with Data Protection Regulations.

### 4.3 Risk

VisitScotland maintain a Risk Register that includes entries for Procurement risk at a corporate level.

Risks identified and updated against include, but are not limited to:

- Ensure procurement activity is assessing Carbon as part of the purchasing process.
- Appropriate contract & supplier management is conducted
- Identify and categorise key suppliers and the impact of supplier failure to the organisation and Groups operational requirements
- Evaluation is robust and uses VisitScotland evidence based system
- Ensure that procurement legislation is utilised to appoint a supplier in the event of supplier failure or financial distress
- Suitable Data Protection clauses included where appropriate.

### 4.4 Fraud Avoidance

The organisation maintains a fraud avoidance policy which provides guidance on the prevention, detection, reporting and handling of fraud within VisitScotland. Procurement is a key area where fraud prevention measures can have a major positive impact.

The following mitigating procedures have been put in place within the procurement environment:

- All Procurement team members have undertaken anti-fraud training.
- Fraud awareness is included in Procurement Awareness Training as recommended by the 2019 PCIP.
- Separation of Duties is a guiding principle throughout the VisitScotland's Purchase-to-Pay process and system.
- Conflicts of Interest declarations are required within the Employee Handbook and the team are exploring ways to extend this to lower-level procurements using Oracle.
- VisitScotland maintains a comprehensive Whistleblowing Policy within the Employee Handbook.
- VisitScotland Standard Conditions or Contract include anti-corruption and anti-fraud clauses aligned with the Bribery Act 2010.

05

# SUPPLIER INCLUSION (INCLUDING SUPPORTED BUSINESSES)



## Section 05 - Supplier Inclusion (including supported businesses)

### SME Expenditure

The duties of Sustainable Procurement include a requirement to **“facilitate the involvement of small and medium enterprises, third sector and supported businesses in the process”**.

This is a duty that VisitScotland also places significant importance on.

- 42.35% of VisitScotland’s non-payroll expenditure is with SMEs.
- 14.69% of VisitScotland’s non-payroll expenditure is with Scottish-based SMEs.

Source: The Scottish Government procurement “hub”. Annual spend for all Public Bodies is analysed against SME definitions.

### SME Inclusion in Tendering

Public Contracts Scotland (PCS) is used as the tender portal for VisitScotland. The following information shows awarded contracts during the reporting period and details how many are SMEs:

- Period: 1 April 2024 to 31 March 2025, VisitScotland awarded 71 **(70 Previous Years)** tendered contracts, both regulated and Quick Quote.

### The Third Sector

‘Third Sector organisations’ is a term used to describe the range of organisations that are neither public sector nor private sector. It includes voluntary and community organisations such as charities, and social enterprises (including supported businesses).

VisitScotland is actively looking to grow the involvement of the third sector in the procurement process.

06

# COMMUNITY BENEFITS



## Section 06 - Community Benefits

The potential to deliver Community Benefits is a consideration in all regulated procurements and in the event that the organisation has a procurement requirement greater than £4M in value then mandatory Community Benefits clauses will be applied in accordance with the Procurement Reform (Scotland) Act.

Community Benefits clauses are incorporated into all regulated procurements on a voluntary submission basis. Where a bidder offers Community Benefits within their tendered submission, these will be accepted as a contractual requirement.

Through tendering there is clear evidence that many of our contracted suppliers are providing significant and varied community benefits, with a number developing community benefits strategies and members of organisations such as Business in the Community Scotland. Others are also affiliated with organisations including Scottish Business Pledge and Scottish Government's Partnership for Change. In addition, our suppliers support programmes aimed at developing creative skills in secondary school pupils or offering their event space facilities free of charge to local colleges, universities, and organisations within creative industries.

We conducted two procurements above £4m in the dates covered by this report. These were call-off's from a Scottish Government framework for Media Planning, Buying and Associated Services. Fair Work First, Sustainability, real Living Wage and Community benefits are delivered across Scotland as part of this framework.

A & B  
ANNEXES



## Annex A – Summary of Regulated and GPA Procurements: with contracts that commenced within the Period: 1 April 2024 to 31 March 2025

<b>VisitScotland</b>				
<b>Contract Title</b>	<b>Contractor</b>	<b>Contract Start Date</b>	<b>Period of Contract (months)</b>	<b>Total Value</b>
Travel Consortium Membership	Virtuoso	Apr-24	36	\$150,000
Meetings Show - Stand Space	North Star Travel Media	May-24	2	£65,000
Microsoft Enterprise Agreement	Computacenter	Jun-24	12	£262,703
Co Location Hosting Services	Pulsant	Jul-24	24	£145,056
Connect 25 - Dinner	P&J Live	Jul-24	1	£60,000
Media Planning, Buying & Assoc Services Lot 1 Domestic	Dentsu UK Limited	Aug-24	36	£14,000,000
Media Planning, Buying & Assoc Services Lot 2 International	Dentsu UK Limited	Aug-24	36	£4,500,000
Research - The Role of VS in the Customer Journey	Designit	Sep-24	6	£80,000
Browserstack	Computacenter	Sep-24	36	£57,053
Connect 26 & 27	SEC	Sep-24	24	£447,936
Web Based and Proprietary Devices Framework	XMA	Oct-24	36	£300,000
Sales Agency Services North America	DCI	Nov-24	36	£254,448
Provision of Tenable.io licences	Computacenter	Nov-24	12	£16,292
Interim Professional Staff Services (Tom Wilson) Framework SP-22-001	KBC Comm Fin Re Harvey Nash Limited	Jan-25	10	£95,940
Sales Agency Representation German Speaking Market	MMGY Lieb	Dec-24	36	£285,000
Decarbonising in the Supply Chain (Germany)	Wolters Rundreisen	Dec-24	24	£70,000
Serviced Accommodation for Scotland Data	Lighthouse	Feb-25	24	£81,396
Oracle Support and Implementation hours (Mastek)	Computacenter	Feb-25	24	£420,000
Connect 28 & 29	P&J Live	Mar-25	24	£616,000

<b>VisitScotland</b>				
<b>Contract Title</b>	<b>Contractor</b>	<b>Contract Start Date</b>	<b>Period of Contract (months)</b>	<b>Total Value</b>
Service Desk (Halo) Licences	Computacenter	Mar-25	36	£149,616
Fortinet Renewal (Firewall)	Computacenter	Mar-25	36	£77,571
LinkedIn Recruitment	LinkedIn	Mar-25	36	£67,065
SG Framework SP 22-002 Direct buy via Rank 1 provider - TG	Venesky-Brown Recruitment Ltd	Dec-24	6	£67,061

22	£22,118,137
1	\$150,000
23	

\*Please note that contracts listed in this Annex A have a start date within the period 1 April 2024 to 31 March 2025 and the tender activity may have taken place at some point prior to the reporting period. Contracts listed in Section 3.1 relate to tender activity that took place during the period 1 April 2024 to 31 March 2025 and may have a contract start at a future date.

\*Please note that contracts listed in this Annex A have a start date within the period 1 April 2023 to 31 March 2024 and the tender activity may have taken place at some point prior to the reporting period. Contracts listed in Section 3.1 relate to tender activity that took place during the period 1 April 2023 to 31 March 2024 and may have a contract start at a future date.

## Annex B – Summary of Regulated Procurements expected to commence during the period 1 April 2024 to 31 March 2026

Please note that this list is provisional and subject to change.

VisitScotland			
Contract Title	Contract Start Date (forecast)	Period of Contract (months)	Anticipated Value
OTA China	Apr-25	36	£150,000
Microsoft Enterprise Agreement	Jun-25	36	£713,400
Usability Testing Tool / User Research and Testing	Jun-25	24	£75,361
Insight Survey Software	Jun-25	36	£159,272
Privacy Management	Jul-25	36	£69,000
Google Maps Listing	Aug-25	36	£252,222
Cludo Site Search	Aug-25	36	£55,982
Cloud Software Services	Aug-25	36	£159,271
Jira & Confluence Services	Aug-25	24	£82,388
Event Management & Booking Platform	Sep-25	36	£57,941
Pension Advisor	Sep-25	36	£186,080
Search Engine Optimisation services	Oct-25	36	£420,000
Media Evaluation Consumer	Oct-25	36	£124,374
Media Monitoring English Speaking Markets	Oct-25	36	£57,000
PR Services in China	Oct-25	36	£105,000
Provision of Creative Video Workflow Storage	Oct-25	36	£76,948
Climate Action Accelerator for businesses	Nov-25	36	£295,542
Tenable.io	Nov-25	48	£68,000
Github Enterprise	Nov-25	48	£90,000
NAPR - Business to Business Focus	Dec-25	36	£209,796
NAPR - Consumer Focus (Brand and Global Marketing)	Dec-25	36	£615,000
Secure Storage Services	Dec-25	36	£145,000
French Sales Agency Services	Dec-25	36	£144,000
Figma Licences	Dec-25	48	£100,000
Office Equipment (MFDs)	Jan-26	36	£135,000
Cloud Hosting Services - AWS	Jan-26	36	\$114,500
Co-location Services (Pulsant)	Jan-26	36+24	£241,860
General Legal Services	Feb-26	36	£375,000

VisitScotland			
Contract Title	Contract Start Date (forecast)	Period of Contract (months)	Anticipated Value
Scottish Private Rental Data Serviced and Non Serviced	Feb-26	48	£264,000
Provision of Aviation Data	Feb-26	36	£150,000
Adobe Licences	Mar-26	36	£99,372
Internal Audit (VS Only)	Mar-26	36	£600,000
Server Maintenance and Associated Services	Mar-26	36	£93,000
Content Marketing (Production)	Mar-26	30	£1,067,944
Courier Services	Mar-26	36	£55,000
Oracle Licenses	Mar-26	60	£1,000,000
UK & Global PR	Mar-26	36	£279,000
UK Consumer Segmentation Research	Apr-26	12	£43,000
Social Media Listening Tool Consumer Research	Apr-26	36	£120,000
STO Support and Maintenance	Apr-26	36	£159,000
IMEX America Space Purchase	Apr-26	9	\$104,520
IMEX Frankfurt Space Purchase	Apr-26	3	€ 101,250
The Meetings Show 2026 Space Purchase	Apr-26	5	£65,000
Office Furniture and Associated Services	May-26	36	£400,000
Executive Coaching and Coaching Supervision - Lot 1	Jun-26	36	£60,000
Bloomreach CMS	Oct-26	36	£705,000
e-Learning Catalogue	Oct-26	36	£52,350
Employee Engagement Research	Oct-26	36	£150,000
Measuring Business Support Research	Oct-26	36	£150,000
Sustainable Tourism Specialist	Oct-26	36	£60,000
Consumer Marketing Effectiveness Management	Nov-26	36	£160,000
Decarbonising the Supply Chain programme: Inbound Tour Operator (Germany)	Dec-26	24	£70,000
Bloomreach Engagement	Jan-27	36	£468,678
Connect - 30/31	Mar-27	24	£600,000

<b>Totals</b>	<b>2</b>	<b>\$219,020</b>
	<b>1</b>	<b>€ 101,250</b>
	<b>51</b>	<b>£12,034,780</b>