

**From:** [REDACTED]  
**Sent:** 03 April 2012 14:03  
**To:** [REDACTED]  
**Subject:** FW: FOI Request 389 - Recruitment Contracts

**From:** [REDACTED]  
**Sent:** 05 March 2012 17:57  
**To:** [REDACTED]  
**Subject:** FOI Request 389 - Recruitment Contracts

### FOI Request 389

Thank you for your email sent to the Scotland Office on 16 February 2012.

You asked for the following information under the Freedom of Information Act 2000:  
*We would like to make a freedom of information request to you under the Freedom of Information Act for details of your current contracts for the provision of temporary or agency staff. For the avoidance of doubt, we assume that temporary or agency staff contracts refers to the services provided by recruitment agencies for the supply of staff to the organisation on a temporary or contract basis. Our request does not extend to consulting contracts or agreements with sole contractors.*

*Please complete the table below for each separate contract you have.*

	<b>Question</b>	<b>Response</b>
Q1	<i>Name of supplier who has been awarded a contract for this category.</i>	
Q2	<i>Does this contract use a framework agreement?</i>	<i>Yes / No</i>
Q3	<i>If it is a framework agreement, please name the organisation that placed the original tender for this agreement.</i>	
Q4	<i>What is the value of payments made by your organisation to the contracted supplier in the following financial years?</i>	2011/12 - £ 2010/11 - £ 2009/10 - £ 2008/09 - £ 2007/08 - £
Q5	<i>What was the estimated value of the contract at the time it was let?</i>	£
Q6	<i>Are the spend figures above quoted inclusive or exclusive of VAT?</i>	<i>Inclusive / Exclusive / N/A</i>
Q7	<i>Start date of contract.</i>	<i>DD/MM/YYYY</i>
Q8	<i>End date of contract.</i>	<i>DD/MM/YYYY</i>
Q9	<i>If there is an option to extend this contract, please provide the end date of the contract in the event that you take up the extension. If there are multiple extensions to the contract, please provide each date that the contract could come to an end.</i>	<i>DD/MM/YYYY, DD/MM/YYYY</i>

	<i>E.g. For a three year contract let on 1<sup>st</sup> Jan 2009 with two annual extensions, this would be recorded as: 01/01/2013 and 01/01/2014.</i>	
Q10	<i>Do you have any plans to review this contract?</i>	
Q11	<i>If you are planning to review this contract, please provide a date when this review will take place.</i>	<i>DD/MM/YYYY</i>
Q12	<i>What is the nature of staff bought through this contract? E.g. Admin, financial, legal.</i>	
Q13	<i>Are there any types of agency staff that the organisation utilises, but that are not sourced through this contract?</i>	
Q14	<i>Supply arrangements / nature of supply. Please describe the nature of the contract. E.g. master vendor (supplier organises all elements of supply) or vendor neutral (supplier manages administrative tasks but other companies are used to source staff).  If neither of these descriptions reflect your contract, please describe your arrangements.</i>	
Q15	<i>If you use a vendor neutral arrangement, please detail the other agencies used in the agreement and the relative values of their sub-contracts.</i>	
Q16	<i>Please provide a copy of all documents relating to the original tender for this contract, including PQQ, ITT, Contract Award and the proposed contract terms and conditions put to suppliers during the tender process.</i>	

The Scotland Office has completed its search for information.

The Scotland Office are included within recruitment framework contracts with the Scottish Government and the Ministry of Justice for the provision of temporary administrative staff. These contracts were not let by the Scotland Office and as such specific details of these contracts would be a matter for the letting authorities. Some of the details you are requesting may be a commercial in confidence issue.

The Scotland Office has spent the following on temporary administrative staff for the completed financial years 2007/08 to 2010/11;

Year	Spend (incl VAT)
2010/11	£47,332.42
2009/10	£77,727.07
2008/09	£63,327.45
2007/08-	£154.27

I hope you find this helpful.

If you are dissatisfied with the decision made in relation to your request you may ask for an internal review. A request for an internal review should be addressed to:

FOI Officer  
1 Melville Crescent  
EDINBURGH  
EH3 7HW


If you are not content with the outcome of the internal review you have the right to apply directly to the Information Commissioner for a decision. The contact details are:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
CHESHIRE  
SK9 5AF

If you have any queries about this letter please contact me.

Yours sincerely

  
Scotland Office

  
1 Melville Crescent  
Edinburgh  
EH3 7HW