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From: Dave Brownlee

Sent: 23 March 2005 17:37

To: 'simonburke@edinburghprocurement.co.uk'

Subject: RE: Freedom of Information Request

Dear Mr Burke

1) I refer to your e-mail of 7th March in which you asked about procurement practice within the National Archives of Scotland.

2) The National Archives of Scotland (NAS) is an Executive Agency of The Scottish Executive (SE). The NAS follows the central guidance on procurement provided by the SE. A major section dedicated to procurement policy and processes and can be found using the link:

<http://www.scotland.gov.uk/Topics/Government/SPD/17839/10251>

Sections within that link are updated periodically and dates are usually recorded at the end of each section. The site is considered to be dynamic and can vary from day to day, to reflect changing circumstances.

3) A file in Excel format is attached containing details of all purchases orders raised within the period 1/1/04 to 31/12/04, with a minimum value of £10. The suppliers' names and a description of the service/goods are included. We have sorted the file by value of purchase order. You may choose to sort the file in alternative order.

4) The NAS use SE call-off contracts, or alternative suppliers, based on need and circumstances. The NAS does not hold a centralised record of contracts currently in use.

5) The NAS Annual Accounts contains information on the value of supplies and services and is available through the NAS web site. The link is:

<http://www.nas.gov.uk/about/accounts.asp>

6) The NAS Procurement function is the responsibility of Christine Gray as the Procurement Manager, within the Finance and Administration Branch which is headed by Jim Grady.

Yours sincerely

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