| Police Scotland logo | Freedom of Information ResponseOur reference: FOI 24-1108Responded to: 14 May 2024 |
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Your recent request for information is replicated below, together with our response.

**The details I require are:**

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

**1st April 2022 – 31st March 2023**

Spend - £532,310.77

**1st April 2023 – 31st March 2024**

Spend - £369,168.23

**Start date & duration of Contract?**

Start date 1 July 2023 and the contract duration is 48 months

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

No extensions are available under this contract.

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

This is a continuous requirement and will be renewed before the contract expires on 30 June 2027.

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

The contract owner is Procurement.

**Name of Incumbent Supplier?**

Lyreco UK Limited.

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

Circa 7 years.

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

[Home - Public Contracts Scotland](https://www.publiccontractsscotland.gov.uk/)

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

You clarified this question:

**Tail-end spend refers to ad hoc spending and uncategorized supplier purchases that are low in volume, frequency or value. It is also defined as the 20% of non-core transactions that are left unmanaged. Tail-end spend usually accumulates through low-value transactions companies engage in with their suppliers, though they do not occur frequently. The most common definition for tail-end spend is the 80/20 rule, where tail-end spend is typically defined as 80% of the company’s transactions that only account for around 20% of the actual total company spend.**

We do not have a contract in place for tail End Spend.

If you require any further assistance, please contact us quoting the reference above.

You can request a review of this response within the next 40 working days by email or by letter (Information Management - FOI, Police Scotland, Clyde Gateway, 2 French Street, Dalmarnock, G40 4EH). Requests must include the reason for your dissatisfaction.

If you remain dissatisfied following our review response, you can appeal to the Office of the Scottish Information Commissioner (OSIC) within 6 months - [online](http://www.itspublicknowledge.info/Appeal), by email or by letter (OSIC, Kinburn Castle, Doubledykes Road, St Andrews, KY16 9DS).

Following an OSIC appeal, you can appeal to the Court of Session on a point of law only.

This response will be added to our [Disclosure Log](http://www.scotland.police.uk/access-to-information/freedom-of-information/disclosure-log) in seven days' time.

Every effort has been taken to ensure our response is as accessible as possible. If you require this response to be provided in an alternative format, please let us know.