

Monday 11 April 2022

Request under The Freedom Of Information (Scotland) Act 2002

Thank you for your Freedom of Information request dated 14 March 2020, in which you requested the following:

I am writing to you under the Freedom of Information Act 2000 to request information about your budget and processes for procured services.

Concerning your travel management processes, please can you let me know -

1. Do you use an external travel management provider?
2. If working with an external provider:
 - What is the name of the travel management provider you work with?
 - Did you procure their services through a framework? If yes, which one?
 - When does your current contract start and end? What (if any) extension period is available for existing contracts?
 - Who were the Suppliers who bid unsuccessfully for the current contract?
 - Please could you provide the original specification for the current contract.
3. What is your current expenditure on travel management services to date on this contract?
4. Please could you advise the Senior Officer responsible for this contract.

We have considered your requests, and can respond as follows:

1. Yes, we do use an external travel management provider.
2.
 - The travel management provider we work with is CTM (North) Ltd.
 - We procure their services through the Scottish Government Framework for Travel Services 2019 - 2022.
 - Our current contract with CTM (North) Ltd runs from 1 September 2019 until 26 February 2023.
 - VisitScotland procure these services from Scottish Government Framework as a named party on the contract. This contract was placed by Scottish Government as a result of a direct award via the Crown Commercial Services framework, [RM6016](#). There are no unsuccessful suppliers.
 - For the original specification of the current contract, please refer to the Scottish Government Scottish Procurement and Property Directorate. Further information can be obtained at <https://www.gov.scot/publications/travel-services-contract-2019-to-2022/>
3. Our current expenditure on travel management to date on this contract is £332,321.54.
4. The senior officer responsible for the contract is Darren Russell at Scottish Procurement and Property Directorate.

We hope this information is helpful to you. If, however, you are not satisfied with our response or the manner in which we have dealt with your application, you may in the first instance contact our

Chief Executive, Malcolm Roughead, whose contact details are set out below:

Mr Malcolm Roughead
Chief Executive
VisitScotland
Ocean Point One
94 Ocean Drive
Edinburgh, EH6 6JH
Telephone: 0131 472 2201
Fax: 0131 472 2223
E-mail: malcolm.roughead@visitscotland.com

If you wish to request a review of your application under either the Freedom of Information (Scotland) Act 2002 or the Environmental Information (Scotland) Regulations 2004, your request should be submitted to us in writing, or another permanent format (for example e-mail or voice recording), and be received by us within 40 days of the date of this letter. Any request for a review should also set out, in as much detail as possible, the reasons why you are not satisfied with our response or the manner in which we have dealt with your application.

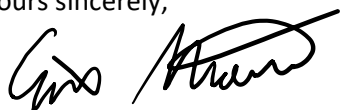
If you are still not satisfied with our handling of your application after we have responded to your request for a review, you have a right to apply to the Scottish Information Commissioner for a decision on whether we have dealt with your request in accordance with the Act.

The Scottish Information Commissioner may be contacted at:

Scottish Information Commissioner
Kinburn Castle
Doubledykes Road
St Andrews, Fife
KY16 9DS
Telephone: 01334 464610
Fax: 01334 464611
E-mail: enquiries@itspublicknowledge.info

You also have the right to appeal to the Court of Session in Scotland on a point of law concerning our response.

Yours sincerely,



Gavin Mowat
Government and Parliamentary Affairs Manager
VisitScotland