

General Information:	
How many sites are part of this organisation?	Two main office locations (Edinburgh and Glasgow)
Are utilities (gas,electricity, water) procured collectively on behalf of all sites?	No
Who is responsible for procurement decisions relating to utilities? (Please state job title)	Head of Procurement
How does the organisation ensure compliance and public procurement regulations when procuring energy?	Through centralised procurement aligned with public sector frameworks and regulations
Does the organisation use a framework for energy procurement? If yes, which one?	Yes – Scottish Government frameworks and contracts
Does the organisation have any sustainability or Net Zero objectives that influence procurement decisions? If yes, please summarise.	Yes – committed to net zero by 2045 with sustainability embedded in decision-making and procurement.
Energy Procurement & Pricing	
How are your electricity and gas contracts procured? (e.g. direct with supplier, via broker/TPI, via framework)	Via public sector frameworks
Which framework, DPS, or third-party broker/TPI is or was used? Please state the name.	Scottish Government Gas/Electricity frameworks.
When was your current electricity contract signed or agreed?	01/04/2023
When was your current gas contract signed or agreed?	01/04/2025
What is the current contract end date for your electricity supply?	31/03/2027
What is the current contract end date for your gas supply?	31/03/2027
Who is your current electricity supplier?	EDF Energy
Who is your current gas supplier?	Total Gas & Power Ltd
If your electricity contract is fixed price, what is the current unit rate (p/kWh)?	N/A
If your contract is flexible, half-hourly traded, or index-linked, please just confirm the contract type and we will not ask for a specific rate.	Flexible (Flex) contract
If your gas contract is fixed price, what is the current unit rate (p/kWh)?	3.405
If your contract is flexible, half-hourly traded, or index-linked, please just confirm the contract type and we will not ask for a specific rate.	N/A
What is the current standing charge (p/day) for electricity and gas?	Electricity: £0.00/day standaing charge (plus £0.100008/day site fee) - Gas: £31.16/day
Was a broker or Third Party Intermediary (TPI) involved in arranging your current contracts? If yes, please state their name.	No
What commission, broker fee, or TPI payment was paid in connection with your current gas and/or electricity contracts? Please state the amount per meter, per contract, or as a p/kWh uplift. If the organisation does not hold this information, please confirm whether it has been requested from the broker or supplier.	N/A
How many suppliers submitted quotations for your most recent electricity and gas procurement?	1

Metering, MOP, DA & DC Arrangements	
(MOP = Meter Operator DA = Data Aggregator DC = Data Collector- these are contracted services that determine how your energy data is captured and settled) Are any of your electricity meters Half-Hourly (HH) settled (Profile Class 00)?	Yes
If yes, how many HH meters does the organisation have, and across which sites?	1
Who is the current Meter Operator (MOP) for your electricity meters?	Not separately identified within the billing or contract documentation - Data not held
When was the current MOP contract signed, and what is its end date?	N/A
Who is the current Data Collector (DC) and Data Aggregator (DA) for your electricity meters?	Not separately identified within the billing or contract documentation - Data not held
What charges are applied for MOP, DA, and DC services? Are these shown as a separate line item on bills, or embedded within the unit rate?	Transmission and agent charges (combined): £38.18/day
Were MOP, DA, and DC contracts competitively tendered, or were they assigned by the supplier or framework?	Not explicitly stated - Data not held
Energy Monitoring & Management	
Does the organisation currently have any form of energy monitoring in place? (e.g. AMR, smart meter portal, half-hourly data access, real-time dashboards)	Yes
If yes, which sites have monitoring, and what type is in place at each? Please distinguish between: real-time live data half-hourly/ Day+1 data monthly smart read only manual reads only Which platform, portal or software is used to view or analyse energy consumption data?	Edinburgh - hourly submetering data via bespoke building management system software
Is gas consumption monitored separately to electricity? If yes, how?	No
Does the organisation receive automated alerts for unusual or excessive energy consumption (e.g. overnight or weekend usage)?	No
Does the organisation receive any bill validation or bill checking service, from a broker, consultant, or software platform?	No
Has the organisation undertaken any energy audits, Display Energy Certificate (DEC) assessments, or ESOS compliance reporting in the last three years?	Monitoring is undertaken through BMS and supplier reporting.
Has the organisation ever used energy data to identify and evidence savings? If yes, please give a brief summary.	Energy data was used to identify savings through the implementation of occupancy sensors in meeting rooms. Energy data has also been used to validate the effectiveness of space use and inform the building utilisation strategy

Water Procurement & Monitoring	
How are your water and wastewater contracts procured?	Scottish Government Water and Waste
Which framework, DPS, or third-party was used? Please state the name.	Scottish Government Water and Waste
When was your current water contract signed or agreed?	01/04/2024
What is the current contract end date for your water supply?	31/03/2027
Who is your current water supplier?	Scottish Water Business Stream
What unit rate (p/m3) are you currently paying for water and wastewater, if known?	Rate unknown
How many suppliers submitted quotations for your most recent water procurement?	1
Was a broker or TPI used in procuring your water contract? If yes, please state their name and any fee or commission paid.	No
Are there any additional services included such as leak detection, water efficiency, or bill validation? If yes, please describe.	No
Does the organisation have any water monitoring or sub-metering in place to detect leaks or track consumption at site level?	Yes