



Annual Procurement Report

1st April 2024 to 31st March 2025

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Document Control

Version Control

Version No.	Updated By	Date Updated	Reviewer Name	Description of Change
V1	Dorothy Low	17/4/2025	Briony Fisher	Initial Draft
V1	Laura Muir		Dorothy Low	Statistics Added
V1.1	Dorothy Low	14/5/2025	Briony Fisher	Final review prior to Approval

Management Approval/Sign Off

Name of Approver	Position	Signature	Approval Date
Alastair Milloy	Director of Finance and Business Services		

The Annual Procurement Report (the Report) is a key report that explains how Crown Estate Scotland has complied with its obligations under Section 18 of the Procurement Reform (Scotland) Act 2014 (the Act).

In accordance with the Act, Crown Estate Scotland is pleased to publish the Report for the period 1st April 2024 to 31st March 2025.

This Report summarises regulated procurement activities designed to support organisational priorities outlined in our Corporate Procurement Strategy and CES's [Corporate Plan](#).

During FY 2023/24, Crown Estate Scotland agreed to extend the period of both its Corporate Plan, and Procurement Strategy until April 2026, to allow for the development and delivery of new, aligned strategies supporting the delivery of organisational objectives.

Section 1:- Summary of Regulated Procurements Completed.

Section 18(2)(a) of the Procurement Reform (Scotland) Act 2014 (the Act) requires a summary of regulated procurements completed during the reporting period. This is provided at Appendix 1.

In accordance with sections 2 and 3 of the Act, regulated procurement and contracts refers to any procurement activity with a value of £50,000 (excl VAT) and above for goods and services contracts, and a value of £2,000,000 (excl VAT) and above for works contracts.

A regulated procurement is completed when the award notice is published or where the procurement process otherwise comes to an end. Our Regulated procurements refer to new contracts and framework agreements and also to call-off from any existing Crown Estate Scotland or external collaborative Framework Agreements.

Crown Estate Scotland publishes a [contract register](#) available on its website. This contract register contains information on current live contracts and is updated to include new awards.

Between 1st April 2024 and 31st March 2025, CES completed **39 regulated procurements** for goods, services and works with a total value of £12,501,075 comprising regulated procurements, and awards under local and national frameworks. These include new requirements and re-tenders. In addition to our own procurement activities, we also report on regulated procurement by our external managing agents when they procure on our behalf.

During this period, our managing agents completed 9 regulated procurements for goods, services and works with a total value of £1,180,051.

A total of 48 regulated contracts were awarded totalling £13,681,126 during the reporting period.

Summary of Regulated Procurements Completed by CES:

Measurement	Crown Estate Scotland
Total number of regulated contracts awarded during the period	39
Total value of regulated contracts awarded during the period	£12,501,075

Summary of Regulated Procurements Completed on behalf of CES:

Measurement	Crown Estate Scotland
Total number of regulated contracts awarded during the period	9
Total value of regulated contracts awarded during the period	£1,180,051

Section 2:- Review of Regulated Procurement Compliance

Section 18(2)(b) of the Act places a requirement on CES to consider the regulated procurements that have been completed in the period covered by this report and to review their compliance with CES's Procurement Strategy, particularly to the requirements referred to under Section 15(5) of the Act.

In the period covered by this report, regulated procurement activity across CES has been undertaken in accordance with the Corporate Procurement Policy and relevant legislation and regulation.

In carrying out regulated procurement activity, care has been taken to ensure that contract awards are made to suppliers who are capable, reliable and demonstrate that they meet the stated selection and quality criteria.

Crown Estate Scotland will ensure that all future regulated procurements comply with our Corporate Procurement Strategy by continuing to develop and refine internal procedures. This includes, but not limited to, introducing further internal training programmes and tools for all staff involved in or affected by the procurement process. Contract strategies will be revised on an ongoing basis to ensure all procurements meet legislative requirements and regulatory guidance including but not limited to the duties laid out in the Act.

Benefits and Savings Summary

Section 18(2)(g) of the Act, requires CES to include other information specified by the Scottish Ministers and CES's approach to spend and savings is covered in this report.

The Procurement team supports the delivery of cashable and other benefits through effective procurement activity. As our procurement activity matures and notwithstanding current market and global factors, there are fewer opportunities to make savings and achievement of rebates is more limited.

Our primary focus for procurement activity has over a period shifted towards cost avoidance measures and limiting price increases. However, the residual effect of the Global Pandemic, Brexit, energy price increases and the conflict between Ukraine and Russia has impacted on price, availability of materials and labour and delivery timescales.

Over future reporting periods Crown Estate Scotland will look to implement the recording of benefits and savings in line with the [Scottish Government Procurement Benefits Reporting Guidance](#).

Fair Work First and the Real Living Wage

Section 18(2)(g) of the Act requires CES to include other information specified by the Scottish Ministers and the CES's approach to fair work and the real living wage is covered in this report.

Crown Estate Scotland has a commitment to Fair Work First which is consistent with the core elements of the Scottish Governments Fair Work First criteria. Over future reporting periods Crown Estate Scotland will implement [SPPN1/2024 Fair Work First Implementation](#) in policy and procedures.

During 2024/25 Fair Work matters were considered and included in all CES regulated procurement activities and were also considered in a number of non-regulated procurements where it has been relevant, appropriate and proportionate to do so based on the subject matter of the procurement.

During this reporting period a total of 199 contracts were awarded, of which 55 (28%) were to suppliers either accredited by the Living Wage Foundation or committed to pay the Real Living Wage.

Of the 39 regulated contracts awarded, 18 (46%) were to suppliers either accredited by the Living Wage Foundations or committed to paying the real Living Wage.

SME's and Third Sector

The Sustainable Procurement Duty as defined within section 9 of the Act involves facilitating the involvement of small and medium enterprises, third sector bodies and supported businesses. For example, consideration includes but is not limited to feedback from Supplier Engagement Events for forthcoming tender opportunities.

36% of regulated contracts awarded by Crown Estate Scotland were awarded to Small and Medium Enterprises.

In future reporting periods, Crown Estate Scotland will consider joining the Supplier Development Programme which offers public sector tendering guidance and support to Scotland's Small and Medium size Enterprises (SME's) and Third Sector organisations and is available free to the supply base through online and in person training sessions.

Payment Performance

Section 18(2)(g) of the Act requires CES to include other information specified by the Scottish Ministers and CES's approach to prompt payment is covered in this report. Prompt payment can support Scotland's economic recovery and longer-term wellbeing. Prompt payment across the supply chain is embedded into CES's tendering and contracting processes.

Crown Estate Scotland has an obligation to make payment within 30 days of receipt of a valid invoice. All staff are encouraged to assist the organisation in paying invoices in time by:

- Processing invoices timeously through the appropriate system;
- Resolving invoice mismatches promptly;
- Encouraging suppliers to issue valid invoices;
- Payment Method

To enable quicker and reliable payments all payments are made by BACS (Bank Automated Clearing Services) with electronic remittances distributed by e-mail.

For this reporting period 94% of directly procured services were paid within 30 days of invoicing, improving from 88% in 23/24.

Climate Change

The Climate Change (Scotland) Act 2009 requires public bodies to report on how procurement has contributed to compliance with the climate change duties as set out in the Act, including on reducing emissions. By embedding the duty into Crown Estate Scotland's approach to procurement, climate change can be considered and reported on accordingly.

As such during future reporting years will ensure that appropriate sustainable procurement tools are used proportionately for all regulated procurements to determine opportunities for its procurement activities to contribute to sustainability objectives. Alongside this it is intended to embed appropriate Scottish Government sustainable procurement tools within procurement policies and processes.

Over future reporting periods the Procurement team will continue work with internal Climate Change colleagues to influence future internal and external plans and policy development, and progress emerging priorities.

Section 3:- Community Benefit Requirements Summary

Section 18(2)(d) of the Act requires CES to summarise what community benefits were delivered via regulated procurements.

During this reporting period Community Benefit requirements were not developed. Over future reporting years regulated tender strategies will assess the relevance and importance of Community Benefits. Where proportionate and appropriate tenderers will be asked to deliver Community Benefits as part of the contract.

Section 4:- Supported Businesses Summary

Section 18(2)(e) of the Act requires CES to summarise any steps taken to facilitate the involvement of supported businesses in regulated procurements during the year covered by this report.

CES is committed to supporting and improving access to procurement opportunities for micro, small and medium enterprises (SMEs), voluntary organisations, third sector bodies, supported businesses and social enterprises, as outlined in section 4.5 of its Corporate Procurement Strategy.

During 2023/24 No contracts were awarded to supported businesses as the profile of our tendering activity did not match the supported business skillset available. In future years Crown Estate Scotland will consider the use of the [Scottish Government Dynamic Purchasing System for Supported Businesses](#) where appropriate.

Section 5:- Future Regulated Procurements Summary

Section 18(2)(f) of the Act requires CES to provide a summary of the regulated procurements it expects to commence in the next two financial years. A summary of the regulated procurements for the next two financial years has been provided at **Appendix 2**.

Information such as timescales, route to market and anticipated values may change as Contract Strategies and requirements develop over time. However, the summary within Appendix 2 is derived from future workplans based on consultation with Directorates, and current contracts which are known to be retendered or extended in that period. The same is published on the Procurement page of the Crown Estate Scotland website and is also in Appendix 2 of this report.

Section 6:- Other Content for Consideration

During 2024-25, Crown Estate Scotland launched its Advance Transformation Programme. This is being developed to drive a step change in performance, enabling the organisation to become an agile, high-performing, strategically focused, and resilient organisation that effectively manages and leverages the Scottish Crown Estate for the benefit of the nation.

In Autumn of 2024 Crown Estate Scotland undertook its first Procurement and Commercial Improvement Programme (PCIP) assessment, led by Scottish Government. A base rating of Developing was gained across all areas assessed. Crown Estate Scotland wishes to improve its procurement activity and achieve higher ratings in future assessments.

As a result of the recognised need to improve procurement activity, and the results from the PCIP assessment, a "Procurement Journey" project to address improvement areas has been developed as part of the Advance programme.

The Project Initiation Document was approved during this APR reporting period. The project contains 10 work packages (WP) for delivery over the next two financial years.

The aim of the following work packages is to improve and streamline procurement activity to deliver a proportionate approach which will deliver organisational priorities. Work commenced on delivery of the following work packages during the last quarter of this reporting period.

WP1	Review the current procurement policy to reflect public sector best practice and obtain ARC approval for any proposed changes.	End of May 2025
WP2	Recruit and train Procurement Champions (Delegated Purchasing Officers) within each business area.	End of January 2026
WP3	Procurement Skills Development for team and stakeholders/SMEs	End of January 2027
WP4	Improve Procurement Data and Information Reporting and implement systems to support this.	End of February 2026
WP5	Review, Develop and Document end-to-end procurement processes for Goods and Services using detailed process maps and flowcharts. Develop a set of organisation templates for use which meet the requirements of the SG Procurement Policy Handbook and Manual, and sustainability/climate requirements.	End of March 2026
WP6	Review, Develop and Document end-to-end procurement processes for Construction and Works contracts using detailed process maps and flowcharts. Develop one set of organisation templates for use which meet the requirements of the SG and the Construction Procurement Manual and sustainability/climate requirements.	End of August 2026
WP7	Develop and Implement a Procurement Lessons Learned and Feedback loop process to capture successes and areas for improvement	End of March 2026
WP8	Refresh the Corporate Procurement Strategy to support the delivery of the Corporate Plan. Ensure SMART deliverables are set. Implement a Procurement Risk Register	End of April 2026
WP9	Develop and implement a comprehensive contract management framework with an associated suite of training and templates	End of March 2027
WP10	Implement Benefits and Savings recording and tracking as per SG Procurement Benefits recording guidance.	End of March 2026

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
1	Scotland Excel Resources 24-25	Scotland Excel	11/03/2024	09/09/2025	£127,475.00	One Off	Services
2	Marine Data Handling and Analysis for MDE	ABP Marine Environmental Research Ltd	18/03/2024	17/02/2028	£180,000.00	Recurring	Services
3	Leadership Development	Northern Flight aka Culture builders	22/03/2024	26/03/2027	£132,000.00	One Off	Services
4	Rapid 7	Computacenter	25/03/2024	24/03/2025	£75,068.32	Recurring	Goods
5	FY2024/25 insurance policy	The Risk Factor	31/03/2024	31/03/2025	£353,673.10	Recurring	Services
6	Annual renewal of maintenance and support for Esri's ArcGIS Enterprise software and subscriptions	Esri	01/04/2024	31/03/2027	£180,661.00	Recurring	Services
7	Managing Agent and Asset Management Services - Cables & Pipelines	Bidwells LLP	01/04/2024	31/03/2029	£250,000.00	Recurring	Services
8	Provision of Managing Agent Services & Asset Management Services for the Coastal Portfolio	Bidwells LLP	01/04/2024	31/03/2031	£7,000,000.00	Recurring	Services
9	MDE Collaboration Agreement	The Crown Estate	01/04/2024	31/03/2034	£500,000.00	Recurring	Services
10	Repair of West Breakwater at Rhu Marina	DMG Engineering	10/04/2024	29/07/2024	£120,692.31	One Off	Services
11	Recruitment of temporary Director of Business Improvement.	Venesky Brown	16/04/2024	02/08/2024	£59,000.00	One Off	Services
12	Internet Services for CES Offices plus mobile phone service in Glenlivet	SCG Cloud Limited	12/06/2024	11/06/2030	£78,639.69	Recurring	Services
13	Cyber Testing	Prism Infosec Ltd	01/07/2024	30/06/2030	£143,598.70	Recurring	Services
14	Carbon Capture and Storage	Xodus	03/07/2024	31/10/2024	£61,897.00	One Off	Services

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
15	Provision of VAT and PAYE advice for CES	Deloitte LLP	15/07/2024	14/07/2028	£173,200.00	One Off	Services
16	Recruitment advertising	Penna	30/07/2024	30/07/2028	£60,000.00	Recurring	Services
17	Access finance system	Access UK Ltd	31/07/2024	31/07/2028	£157,650.00	Recurring	Services
18	Temporary senior procurement manager	Venesky Brown	26/08/2024	23/05/2025	£56,000.00	One Off	Services
19	Red book valuation of offshore wind cables	Carter Jonas LLP	17/09/2024	30/04/2025	£50,000.00	Recurring	Services
20	Recruitment of Interim Head of Legal, Governance and Risk role to support Governance function	Venesky Brown	21/10/2024	21/08/2025	£100,002.00	One Off	Services
21	Consultancy support to develop a strategic workforce plan, competency framework and skills audit	PWC	01/11/2024	31/05/2025	£200,000.00	One Off	Services
22	Recruitment of Interim Head of Governance	Venesky Brown	04/11/2024	05/09/2025	£115,050.00	One Off	Services
23	Temporary Resource - Project Director, Development, Capital Delivery and Decarbonisation	Venesky Brown	04/11/2024	30/09/2025	£65,000.00	One Off	Services
24	Recruitment of Programme Director	Venesky Brown	05/11/2024	04/04/2026	£262,500.00	One Off	Services
25	Temporary PMO Manager	Venesky Brown	06/11/2024	25/07/2025	£103,000.00	One Off	Services
26	Recruitment of Interim Head of HR	Venesky Brown	21/11/2024	21/06/2025	£55,120.00	One Off	Services
27	George Street - Surveys & Business Case Support	Aecom	25/11/2024	12/05/2025	£52,780.00	One Off	Services
28	Recruitment of interim Programme Director Venesky Brown	Venesky Brown	14/01/2025	31/07/2025	£106,100.00	One Off	Services
29	Provision of an engineer led site safety review	Ironside Farrar Limited	21/01/2025	31/03/2026	£558,500.00	One Off	Services
30	Dumfries and Galloway Call for Ideas	Stantec UK Limited	22/01/2025	30/09/2025	£97,755.00	One Off	Services

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
31	Coastal Annual Valuation contract Feb 2025 to Feb 2029	Savills (UK) Limited	07/02/2025	02/02/2029	£66,808.00	Recurring	Services
32	Photography and videography supply to Crown Estate Scotland	Analog Film Company	11/02/2025	11/02/2029	£96,000.00	Recurring	Services
33	Provision of Call for Ideas support	Stantec UK Ltd	19/02/2025	31/07/2025	£93,935.00	One Off	Services
34	Providing a SaaS SIEM and managed service for Incident response.	Computacenter	25/02/2025	25/02/2026	£81,569.80	Recurring	Services
35	Annual Valuation of OSW Portfolio for period 2025 to 2029	Jones Lang LaSalle	26/02/2025	23/02/2029	£117,400.00	Recurring	Services
36	The supply of forest trees and materials for restocking works at Applegirth Estate.	Cheviot Trees Ltd	01/03/2025	31/08/2025	£63,401.50	Recurring	Services
37	Staff conference for 2025/2026	Doubletree Dunblane Hydro	11/03/2025	12/03/2026	£50,000.00	Recurring	Services
38	Insurance for FY 2025-26	The Risk Factor	01/04/2025	31/03/2026	£400,598.93	Recurring	Services
39	Supply of Interim Governance Assistant	Venesky Brown	28/04/2025	24/04/2026	£56,000.00	One Off	Services
Total Contracts Awarded						39	
Total Value of Contracts Awarded					£12,501,075.35		

Summary of Regulated Procurements (Indirect) completed between 1st April 2024 – 31st March 2025

SL No	Contract Title	Supplier	Start Date	End Date including Extensions	Contract Value	Recurring or One Off	Type
1	Non-Native Conifer Regeneration Removal, Glenmullie, Glenlivet	RTS Ltd	05/03/2025		£243,770	One Off	Services
2	Gourlaw Farmhouse Energy Efficiency Works	MP Group UK Limited	16/08/2024		£213,357.00	One Off	Services
3	Keepers Cottage - Energy Efficiency Works	P J Brown (Building Contractor) Ltd	13/09/2024		£181,987.00	One Off	Services
4	8 Gorton Loan - Energy Efficiency Works	Ivanhoe Forth Limited	05/03/2025		£167,643.00	One Off	Services
5	Solar North - Phase 1	WarmUK	05/02/2025		£108,000.00	One Off	Services
6	Solar South - Phase 2	Saltire Facilities Management Ltd	04/10/2024		£88,887.00	One Off	Services
7	Dryfeholm Farm Wall Works	Divine Construction & Joinery Limited	16/08/2024		£70,542.00	One Off	Services
8	Tree Survey Remedial Work - Glenlivet Estate	Wakeley Tree Surgeon Ltd	22/01/2025		£54,886.00	One Off	Services
9	Saughtrees Cattle Shed Roof Replacement Applegirth	L K Roofing Services	12/04/2024		£50,979.02	One Off	Services

Total Contracts Awarded	
Total Value of Contracts Awarded	1,180,051.02

Future Regulated Procurements planned between 01.04.2025 to 31.03.2027

Appendix 2

Financial Year Start	Title	Recurring/One Off	Estimated Value	Current Contract End Date
25/26	Cascade HR	Recurring	£75,260	Mid 2025
25/26	Data and Reporting Project Support - licensing	Recurring	£135,000	Early 2026
25/26	Provision of VAT and PAYE advice for CES for up to 4 years (2+2). Value Limited.	Recurring	£170,000	Early 2026
25/26	Office 365 licences for Feb 2023 - Feb 2026	Recurring	£200,000	Late 2025
25/26	IT Support-Kick ICT	Recurring	£360,600	31/01/2026
25/26	Travel portal	Recurring	£400,000	Mid 2025
25/26	Legal Contract	Recurring	£3,000,000	Late 2025
25/26	Regulatory Pathway for collating Wave Energy	One - Off	TBC	TBC
25/26	Development Services Framework	Recurring	£3,350,000	Late 2025
25/26	Internal Audit	Recurring	£182,000	Early 2026
25/26	George St Full Design Team	One - Off	£1,000,000	Late 2025
26/27	George Street Main Contractor	One - Off	£10,000,000	Late 2026
25/26	Montrose Zero Four Design Team to FBC	One - Off	TBC	Late 2025
26/27	Montrose Zero Four Main Contractor Appointment late 25/26 or 26/27	One - Off	TBC	Late 2026
25/26	Local Development Plan Support	One - Off	£100,000	Late 2025
25/26	Whitehill Gateway Development Phase 1	One - Off	TBC	Late 2025
26/27	Whitehill Gateway Development Phase 2	One - Off	TBC	Late 2026
26/27	Finance system	Recurring	£160,000	Late 2026
25/26	Annual Valuation of Rural & Forestry Portfolios - Contract Renewal	Recurring	£267,500	Early 2026
25/26	Glenmullie Planet Trail	One - Off	£85,000	Mid 2025
25/26	MeyGen Funders Technical Advisor	Recurring	£90,000	Late 2025
25/26	PR & Marketing services for ZeroFour project	One - Off	£68,000	Late 2025

25/26	Supply of trees/materials	One - Off	£170,000	Mid 2026
25/26	Professional consultancy advice on modelling grid constraints	One - Off	£50,000	TBC
25/26	Land Agency Support	One - Off	£120,000	TBC
25/26	Graphic Design		£80,000	Late 2025
25/26	Offshore wind enabling activity	One - Off	£1,242,500	Mid 2025
25/26	Build robust business cases for capital investment across the Estate	One - Off	TBC	Late 2025
25/26	Managing portfolio decommissioning liabilities	One - Off	TBC	TBC
25/26	Tree planting services	One - Off	£100,000	Mid 2025
25/26	Ground preparation	One - Off	TBC	Mid 2025
25/26	Board Support	Recurring	£149,000	Mid 2025
25/26	Policy engagement	One - Off	TBC	Mid 2025
25/26	Consultancy support to develop biodiversity strategy	One - Off	TBC	TBC
25/26	Supply of trees/materials	One - Off	£150,000	Mid 2025
25/26	Asset Management Project Support		£180,000	Mid 2025
25/26	Management Development Training	Recurring	TBC	TBC
25/26	Board Recruitment Support	One Off	£60,000	Mid 2025
25/26	Employee Assistance Services	Recurring	TBC	Late 2025
26/27	Renewal of maintenance and support for Esri's ArcGIS	Recurring	£180,661	31/03/2025
26/27	Managing Agents Portfolio - Salmon Fishing, Minerals and Mines, Coastal	Recurring	TBC	Mid 2026
26/27	ESCA engagement	Recurring	£162,000	Early 2026
26/27	Marine Cables and Pipeline asset management	Recurring	£250,000	Late 2026
26/27	Health & Safety Advisory Services	Recurring	£97,500	Late 2026
26/27	Sustainable Communities Fund - administration contract	Recurring	TBC	Early 20207
26/27	Commercial advice on CCS Leasing	Recurring	TBC	TBC
26/27	Wave and Tidal Leasing	One - Off	£500,000	TBC

25/26	Professional Advisory Services Framework	Recurring	£2,000,000	Early 2026
25/26	Acquisition Agent	Recurring	TBC	Mid 2026
26/27	Tenant Surveys	Recurring	TBC	Mid 2027
25/26	Events and Engagement Facilitation	Recurring	£90k	31/07/2026
26/27	VAT Advice	Recurring	TBC	TBC
25/26	Data Reporting Project Support to develop Business Case and its implementation	One Off	£60,000	Mid 2025
25/26	Data Catalogue software	Recurring	£60,000	Late 2025
25/26	Report on innovation to enable project/technology delivery	One off	£50,000	31/12/2025
25/26	Supply chain developments in context of grid and consenting challenges for OSW.	One off	£78,000	31/12/2025
25/26	Analysis of economic and social impact of various OSW deployment scenarios	One off	£80,000	31/01/2026
25/26	Analysis of commitments and ambitions in SCDS and recommendations to enable ambitions.	One off	£50,000	31/10/2025