

Business Case – FMS Lite Service (Procurement advice)

1. **Recommendation 1:** Taking into consideration the scope and value of procurement exercises to be conducted in 2025/26 and the need to plan future procurements strategically to lower risk, I recommend that the Commissioner subscribes to the FMS Lite Service (2,305 excluding VAT per annum)

[This is not currently budgeted for in the 2025/26 budget]

Recommendation 2: If recommendation 1 is agreed, we immediately seek guidance on the four contracts highlighted in this paper to allowing us to identify any risks and ask for advice on handling.

Current contracts requiring review in 2025/26

2. In 2025/26 the Commissioner potentially has the following procurement activities to undertake:

Service	Current Value	Expiry date	Incumbent
Legal Services	Variable	04/01/26 (we are already in the one-year extension following the first three year term)	Anderson Strathearn
Case management system – hosting, licencing support and maintenance	43,904 per annum	1 year extension expires on 31/03/2025	CAS Ltd
IT Support and Maintenance	18,270 per annum	Recently extended to 28/02/26	Microsys Solutions Ltd
Cleaning Services	20,271 per annum	Rolling contract	TCFM

3. There are other smaller contracts due for renewal/reconsideration during 2025/26, although these are of small value e.g. mobile phone contract, Virtual Cabinet, SAGE and Employee Assistance programme, they will require staff time and resource to investigate and obtain best value.
4. A number of the contracts detailed in the table above have already been extended beyond their original term. It is unfortunate that the services detailed above are the most significant in terms of cost and all appear to need consideration in the same financial year.
5. We currently have no in-house procurement advice/expertise.

Scottish Government's Fully Managed Service (FMS) and FMS Lite

6. A procurement advice service has been set up for Central Government, this is also open to the Commissioner under a shared service agreement. There are three types of service available:
 - (i) A Fully Managed Service, providing comprehensive support on all aspects of procurement including Tendering, Contract Management, Policy and Compliance and Procurement training.

- (ii) An FMS Lite Service, providing support to organisations with very low expenditure and typically minimal procurement activity, as provided for within this MOU; and
- (iii) A Contracting Service, through which organisations may secure support for any aspect of procurement and contract management for specific projects.

7. The Commissioner does not require the Fully Managed Service given the value of our service needs. The FMS Lite service, provides the following:

Standard FMS Lite Service
Organisation Performance and Compliance
A specific review conducted at least annually. To: • review accounts payable expenditure to identify the degree of compliance with existing partner or collaborative contracts; • report on current contract coverage and recommend next steps to improve performance; • report performance on savings and other benefits delivered through procurement including shared services KPIs; • review the use of Non Competitive Actions and recommend strategies to minimise this; and • report on organisational procurement risk together with recommendations for improved mitigation. •
Contract Register
Provision of a standard template and development of a tendering wave plan, updated on provision of information from the Retained Client and refreshed six monthly.

8. In addition, should further support be required, it also provides:

Other Services Available for Call Off
Tendering
Managing a tender process from identification of demand through to award of contract.
Contract management
For specific contracts and suppliers, or the provision of templates and training/coaching of Partners' staff undertaking this role.
Management of the Partner's Procurement waveplan
A regular (suggest monthly – 6-weekly) review of progress across the Partner organisation to deliver the required waveplan of tendering activity. To include overall project overview; provision of advice and guidance to Partner staff conducting tendering activities or carrying out contract management activities themselves. To provide regular updates, consideration of risk and recommended interventions to Partner Retained Client.
Corporate Procurement strategy

The development of a specific strategy in compliance with the Procurement Reform Act.
Reform Act obligations implementation
• The development and publication of a procurement strategy; • Implementation of the obligations related to sustainable procurement; • Advertisement of the contracts register and a rolling 2 year waveplan; • The practical application of the requirement to consider and account for decisions made on the use of community benefits in major procurements;
Training
A range of training can be provided and customised to individual partner requirements. Training may include but not limited to: • Contract management • Commercial awareness • Specification writing • Community benefits
Implementation of the Flexible Framework
Practical implementation of the flexible framework to enable Partners to monitor and measure their performance on sustainable procurement and impact on the environment.
Freedom of Information (FOI)
The development of draft responses to FOI requests where relevant and related to the services delivered by CGPSS.

9. The FMS Lite Service also provides clients with priority over ad-hoc contracted services. The FMS Lite includes 5 support days and general advice service. An indicative timeframe for each project is set out below. The procurement routes most relevant to the Value and services the Commissioner requires are highlighted in yellow.

Procurement Route	Activities	Grade of Project Lead	Time for Project Start to Finish - months	Approx # days to lead a project		
				B1	B2	B3
Route 1	Below £50,000 (ex VAT)	B1	3 - 6 months	10	1	
Route 2 - PRSA 2014	Between £50,000 (ex VAT) up to £139,688 (inclusive of VAT)/ (Indicative value excluding 20% VAT £116,407)	B2	6 - 9 months	1	20	
Route 3 - UK GPA	Above £139,688 (inclusive of VAT)/ (Indicative value excluding 20% VAT £116,407) up to £1 million	B2	9 - 12 months		30	

Route 3 - UK GPA - Complex requirement	Above £139,688 (inclusive of VAT)/ (Indicative value excluding 20% VAT £116,407) up to £1 million	B3	9 - 12 months		20	10
Route 3 - UK GPA	£1-10 million	B3	9 - 12 months			40
Route 3 - UK GPA - Complex requirement	£1-10 million	B3	12 - 18 months		30	40
Route 3 - UK GPA	Above £10 million	B3	12 - 18 months		38	107
Mini Competition via SG Framework	Any value	B2	2 - 3 months	1	10	
Mini Competition via other UK Govt Framework	Any value	B2	2 - 3 months	1	15	
Mini competition via Framework or Dynamic Purchasing System	Any value - complex requirement	B2	3 - 6 months	1	20	
Non Competitive Action	Low Value or low risk	B1	Up to 1 month	5	1	
Non Competitive Action	Medium - High value or medium to high risk	B2	1 - 3 months	1	15	1
Contract Variation	Contract Variation	B1	Up to 1 month	3	1	
Contract extension	Contract Extension - no change to contract terms	B1	Less than 1 month	1	1	
Contract Management	Tactical/Operational Contracts (1 day per month)	B2				12
Contract Management	Strategic Contracts (3 days per month)	B3				36

10. We will require advice on the most appropriate procurement route and it is likely that we will require additional support days on top of the contractual 5 support days.
11. FMS Lite annual cost: 2,305 excluding VAT
12. Additional support days:

Procurement Officer (B1) Day Rate		
Procurement Specialist (B2) Day Rate		
Senior Procurement Specialist (B3) Day Rate		
Portfolio Manager (C1) Day Rate		