

**PROCUREMENT**

**POLICY**

<b>Document Reference</b>	<b>PrPol2016-02</b>
<b>Issue Date</b>	<b>March 2019</b>
<b>Version</b>	<b>2.0</b>
<b>Prepared By</b>	<b>Campbell Forsyth, Head of Procurement</b>
<b>Authorised By</b>	<b>Ken Neilson, Director of Corporate Services</b>
<b>Review Period</b>	<b>36 Months</b>

## Table of Contents

### Table of Contents

Section 1	General Procurement Guidelines.....	3
1.1	Introduction .....	3
1.2	Legal Framework.....	3
1.3	Scottish Model for Procurement .....	4
Section 2	Procurement Process .....	5
2.1	Competitive Procedures through the Procurement Journey .....	5
2.3	Key Considerations Prior to any Procurement starts.....	6
2.2	Approval to Tender / Award Contracts for High and EU Value Tenders.....	6
2.4	Sustainable Procurement Duty .....	8
2.5	Collaboration.....	8
2.6	Contract & Supplier Management .....	9
2.7	Escalation Process / Procedure.....	9
2.7	Use of Consultants .....	10
2.8	Supporting the Third Sector and Supported Businesses .....	10
2.9	Single Source Justification.....	11
Section 3	Purchase Orders, Approvals and Control.....	11
3.1	Authority to Spend.....	11
Section 4	Other Procurement Related Matters.....	12
4.1	Capital Process .....	12
4.2	Grant Awards .....	12
4.3	State Aid.....	13
4.4	Separation of Duties .....	13
4.5	Declaration of Interests .....	13
4.6	Data Sharing.....	13

## Section 1 General Procurement Guidelines

### 1.1 Introduction

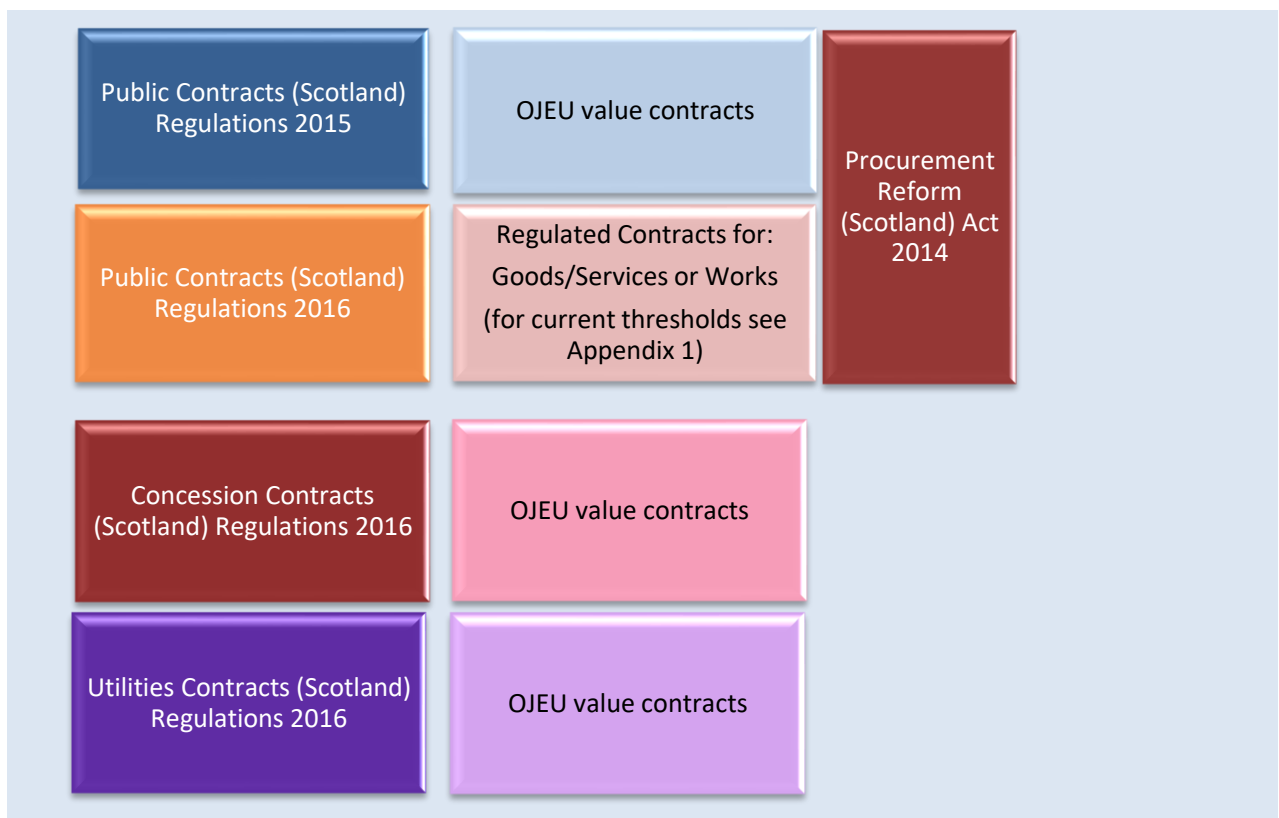
A high proportion of the VisitScotland's budget is allocated to the procurement from third party contractors for the goods, services and works required to deliver the Operational Plan. As a public sector body, the organisation is responsible for ensuring that such expenditure is disbursed in accordance with Procurement Legislation, Financial Regulations and under a scheme of delegated authority.

The prime objective of public sector procurement is to achieve best Value for Money (VFM) at all times. Therefore, all purchasing decisions for Goods, Services and Works should be based on the principle of VFM, which are Cost, Sustainability and Quality (being Adherence to Specification and Delivery). It is also the aim of this policy to introduce the concept of Whole Life Costs into the procurement process.

Procurement has produced this policy to assist staff in the procurement process to ensure that appropriate internal controls are maintained and to act as a point of reference.

### 1.2 Legal Framework

Public Sector Procurement is regulated by the following legislation:



- OJEU means Official Journal of the European Union

## Public Contracts (Scotland) Regulations 2015

EU Procurement Directives set out detailed procedural rules which are based on the principles outlined in the Treaty on the Functioning of the European Union.

The Directives are transposed into Scots law as the Public Contracts (Scotland) Regulations 2015. Effective from 18 April 2016, the duties of these Regulations apply to procurements for goods and services with an aggregated value exceeding the EU Threshold (current value as stated in Appendix 1).

## Procurement Reform (Scotland) Act 2014

The Procurement Reform (Scotland) Act places legal duties on certain contracting authorities in the Scottish public sector. The Act is effective from 18 April 2016 and applicable to procurements with a value greater than the Medium Value Threshold stated in Appendix 1. VisitScotland is subject to the Act.

## Procurement (Scotland) Regulations 2016

These regulations relate to procurements in the range of High Value to EU Threshold.

## Concession Contracts (Scotland) Regulations 2016

These regulations apply to concession contracts awarded by contracting authorities.

## Utilities Contracts (Scotland) Regulations 2016

These regulations apply to entities operating in the water, energy, transport and postal services sectors only.

### 1.3 Scottish Model for Procurement

The Scottish Model of Procurement is widely acknowledged, and the Scottish Government Procurement Journey is now embedded within VisitScotland as the principle procurement process. The principles of Cost, Sustainability and Quality are key to all procurement decisions within VisitScotland.

## Scottish Procurement



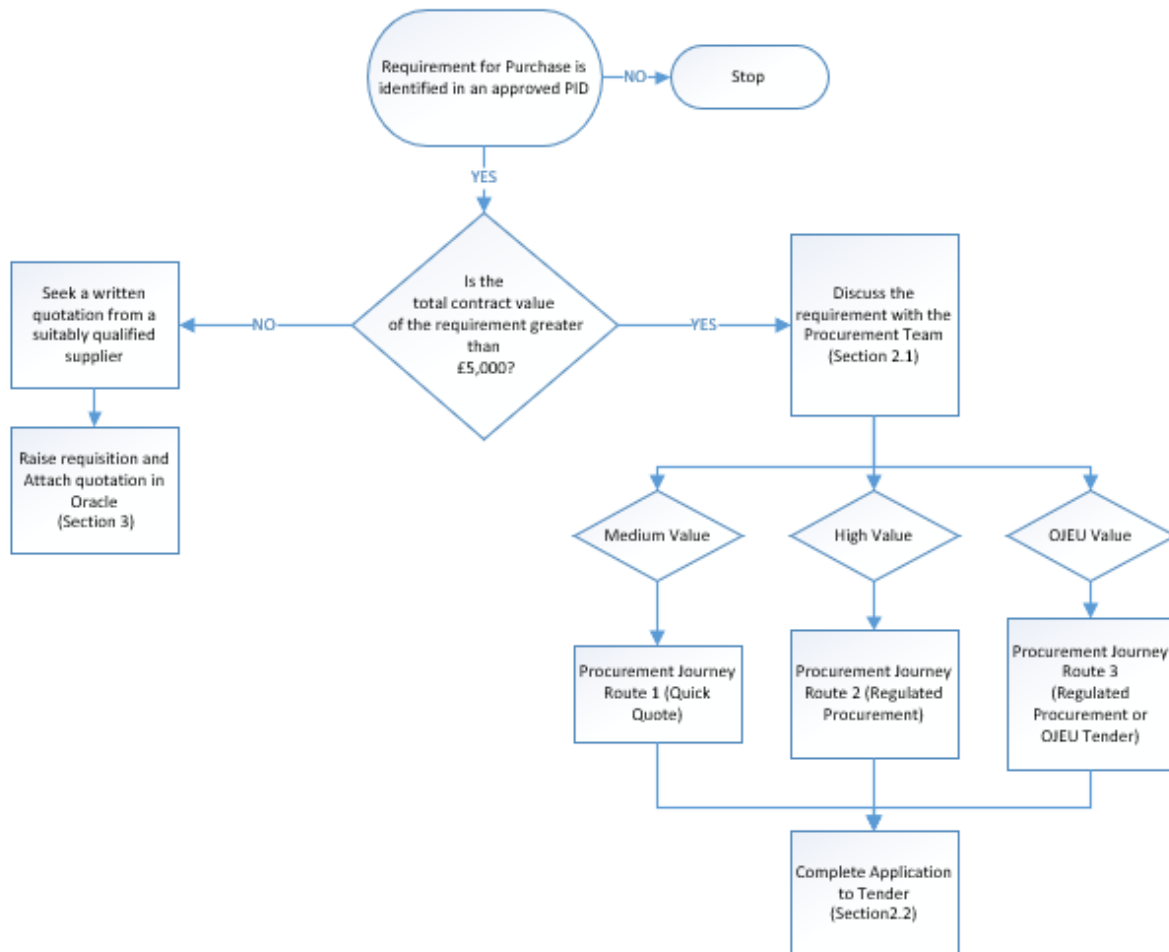
Scottish Model of Procurement



## Section 2 Procurement Process

This Section 2 outlines the Procurement Processes to be applied within VisitScotland for the Procurement and Contracting of Goods and Services. The requirements of this section must be completed before the placement of any purchase orders.

Fig 1 Quick Guide



### 2.1 Competitive Procedures through the Procurement Journey

Where there is a need for Procurement and Contracting of Goods and Services, VisitScotland will operate in adherence with the Scottish Government’s Procurement Journey in an open, fair and transparent manner. As a heavily regulated area of activity an audit trail must be maintained for all procurements.

**Appendix 1, Procurement Journey Thresholds and Process** outlines the necessary approval levels and timescales that will apply to procurement exercises, depending on the total contract value and complexity of the requirement. Procurement Thresholds are summarised below:

All procurement requirements with a total contract value greater than £5,000 must be directed to the Procurement Department. Procurements of this nature will be managed via the Public Contracts Scotland (PCS) tender portal:

- Low Value:** a total contract value up to £5,000 (ex VAT), a single written quote is required;
- Medium Value:** recognised as Route 1 of the Procurement Journey for low risk and non-repetitive procurements. Usually managed as a Quick Quote;
- High Value:** recognised as Route 2 of the Procurement Journey and captures regulated procurements up to the OJEU Threshold Normally requires a regulated procurement or publicly advertised tender;
- EU Value:** recognised as Route 3 of the Procurement Journey and required for regulated procurements of OJEU Threshold and above. Requires a fully regulated EU tender where an existing pre-tendered call-off contract is not available.

For the current thresholds applying to each level of procurement, please see Appendix 1.

## 2.2 Key Considerations Prior to any Procurement starts

There are some key considerations before commencing any procurement activity:

- Is the product/service part of an approved PID
- Is the product/service required?
- Is there a significant risk to the organisation's reputation or ability to deliver if something went wrong with the products/services?
- Could the requirement be aggregated with other similar purchases to achieve better overall value for money and/or reduce procurement costs to the organisation and public finances?
- What considerations have been given to assist the organisation meet the Sustainable Procurement duty of the Procurement Reform Act (refer to section 2.4 below)?

Additionally, when making purchasing decisions for goods, services or works for High Value procurements, Whole Life Costs, or Total Cost of Ownership must be considered. These two descriptions relate to the 'cradle to grave' impact to the organisation of the purchasing requirement. For examples, design, development, implementation, usage, maintenance, decommissioning and disposal costs must all be factored into the total budget. Internal costs of change must also be considered, including internal resource or reduced access to services during any change to supply/services.

The considerations listed above must be addressed within all Applications to Tender and will form part of the review and approval process.

## 2.3 Approval to Tender / Award Contracts for High and EU Value Tenders

Once a requirement has been identified for High Value and EU value procurements an 'Application to Tender' form must be submitted for approval.

For High and EU level procurement exercises, the approval levels for both 'Application to Tender' and 'Approval to Award' are summarised below:

- High Value procurements must be approved by the Head of Department;
- EU Value procurements below £500,000 per annum (ex VAT) must be approved by the Leadership Group;
- All procurements with a total contract value greater than £500,000 per annum (ex VAT), or £1,000,000 per annum (ex VAT) if a call-off from a pre-tendered contract such as the Scottish Government or Crown Commercial Service (CCS) framework contracts, must be considered by the Audit & Risk Committee and approved by the Board.
- Any contract with a term exceeding 36 months will require to be considered by the Audit & Risk Committee, then approved by the Board and Scottish Government prior to tender.

#### Overview of Board and ARC Approval Process

Step	1	2	3	4	5
Board	PID in the budget process or a Business Case from a PID		Board approves the need for the product / service of the procurement as described		Board confirms the need still exists and approves the procurement
Audit & Risk Committee (ARC)		Application for Tender – the route map of the procurement: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Procurement route</li> <li>• Award Criteria</li> <li>• Management Recommendation</li> <li>• ARC Recommendation</li> </ul>		Approval to Award – Has the intended process been undertaken: <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Procurement route</li> <li>• Tender Scores</li> <li>• Due Diligence</li> <li>• Management Recommendation</li> <li>• ARC Recommendation</li> </ul>	

Application forms are appended to this policy and can be found in the Procurement Guidelines section of the Hub. Completed forms should be submitted to the Procurement team.

Appendix 2 – Application to Tender

Appendix 3 – Approval to Award

**At the end of the procurement exercise an Approval to Award must be created by Procurement and approved in the same manner as the Application to Tender. This must be done prior to any communication with the supplier and the award of contract to the supplier.**

For Low or Medium procurement exercises there is no formal requirement to submit an Application to Tender, or to seek Approval to Award a contract.

## 2.4 Sustainable Procurement Duty

Sustainable public procurement aims to make best use of public money, helping the government achieve its overarching purpose and strategic objectives. The sustainable procurement duty of the Procurement Reform (Scotland) Act 2014 requires that before the organisation buys anything it must consider how it can:

- a) **improve the social, environmental and economic wellbeing of the area in which it operates;**
- b) **facilitate the involvement of small and medium enterprises, third sector and supported businesses in the process, and;**
- c) **promote innovation**

The sustainable procurement duty applies to all regulated procurement exercises (i.e. those falling into the High or EU value category). The Application to Tender (ATT) format requires that the duties of the Act are considered, and where applicable can be evidenced, as a key part of the approval process.

Four key Sustainable Procurement Processes have been developed by the Scottish Government: The Procurement team will conduct a review on the requirements to be tendered using the processes below as necessary.

- **Scottish Public Procurement Prioritisation Tool;**
- **The Sustainability test;**
- **Life Cycle Impact Mapping; and**
- **The Scottish Flexible Framework**

## 2.5 Collaboration

Collaboration across procurement in the public sector provides opportunities for better utilisation of public resources and procurement expertise. Through collaboration it is anticipated that aggregation of spend should improve leverage, develop innovation in the marketplace; maximise benefits and promote best practice.

VisitScotland supports the principle of collaborative procurement and activity participates in user driven collaborative opportunities. The following groupings define how and by whom the procurement contracts are established for each of the following categories.

- **Category A – National Contracts put in place by Scottish Procurement.** VS will support appropriate collaborative User Intelligence Groups, contributing to specification development and tender assessment.
- **Category B – Sector Specific Contract via appropriate Centres of Expertise.** VS will support appropriate collaborative User Intelligence Groups, contributing to specification development and tender assessment.
- **Category C1 – Regional.** VS will support appropriate collaborative User Intelligence Groups, contributing to specification development and tender assessment. On occasion, VS may lead the procurement.
- **Category C – Local.** This is a VS only procurement.

Collaborative Framework Agreements allow for a quick and compliant route to market as the regulated procurement process has been adhered to by the collaborative purchasing authority. Where there is no



framework coverage through the Scottish Centres of Expertise (Scottish Procurement), VisitScotland may call-off from UK Crown Commercial Service (CCS) frameworks, or another preapproved route where appropriate.

The Procurement team will undertake this activity with internal colleague support.

## 2.6 Contract & Supplier Management

The fundamental purpose of Contract and Supplier Management is to ensure that suppliers meet their contractual obligations, and that the contract requirements are successfully delivered. Where the total contract value for goods or services is at High or EU Value, the contract must be governed by a contract specific Service Level Agreement, or some other performance management mechanism. The level of management requirements, including frequency of meeting, measures, and roles & responsibilities may vary subject to the contract requirements, value and risk. At the commencement of a procurement exercise a CMAT (Contract Management Assessment Tool) is applied to determine the level Contract and Supplier Management that will be applied to that specific contract.

The Procurement team will oversee the implementation of Contract and Supplier Management. The outputs and KPIs will be agreed with the appropriate internal colleagues and with the contracted supplier. The frequency of review meetings will be determined by CMAT.

Further details on Contract and Supplier Management can be found at [www.procurementjourney.scot](http://www.procurementjourney.scot)

### Key Supplier Monitoring

The Contract Management Assessment Tool (CMAT) will identify suppliers that are categorised as 'Key Suppliers' to the organisation. Key Suppliers are those that would present a risk of business disruption in the event of an issue impacting the availability of critical goods or services, thereby the organisation may be affected in the short term to fulfil operational and strategic objective

To mitigate this risk, as part of the Contract & Supplier Management review process, Key Suppliers will be asked to provide a 'business update', including new contracts, expired contracts, percentage (%) of turnover attributed to VS, and copies of management accounts as appropriate. Finance will be invited to review accounts to highlight any issues/concerns.

## 2.7 Escalation Process / Procedure

In the event that a contract is not being delivered as agreed, or the agreed quality standards are not being met. Performance issues should be addressed immediately and escalated within the organisation if not resolved promptly.

- If a supplier is not delivering the agreed level of service, you should raise this with them immediately. The supplier should be asked for an action plan to ensure that the required levels of service re-commence in a short time frame. Depending on the severity of the issue, it may also be necessary to hold a face-to-face meeting with the supplier. All discussions/meetings,

etc. should be recorded to ensure an audit trail exists. If resolution of the issue is not completed within the timescales agreed, then the issue should be escalated to your line manager, or to Procurement.

- If the issues raised are not resolved to your satisfaction, then they should be escalated within the supplier organisation, and an early face-to-face meeting arranged where actions and timescale to remedy the situation should be agreed and implemented. The recovery actions should be monitored on a regular basis to ensure that the agreed recovery / resolution dates do not slip. All discussions/agreements should be recorded in writing.

## 2.7 Use of Consultants

The use of external consultants is only permitted in circumstances where knowledge or expertise required is not available in-house, that staff substitution is not an option, and that other, less expensive external resource options have been explored.

Approval levels for consultancy should not be confused with the Competitive Procedures laid down in this Section 2 and anyone buying consultancy MUST also comply with the Competitive Procedures.

**It is essential that an Application for the Use of Consultants form is approved before commencing any procurement activity. Approval levels are as follows:**

- Up to £10,000 expenditure must to be approved by a Director
- £10,000 and above expenditure must to be approved by the Chief Executive

Guidelines for the Use of Consultant Services are available on the Hub, and Applications for the Use of Consultants must be submitted to the Procurement Team.

## 2.8 Supporting the Third Sector and Supported Businesses

The organisation is committed to the Scottish Government's aims to improve the access to public contracts by the third sector and supported businesses. Therefore, when it is appropriate to do so, the Scottish Government Framework agreement for supported factories and businesses shall be considered as an appropriate procurement route.

Additionally, where an identified requirement of a total value less than the High Value threshold can be provided by a third sector organisation or a supported business then a direct contract award may be possible and should be discussed with Procurement.

Such direct awards shall be recorded as a Single Source Justification (refer to section 2.9) and all contracts awarded to the third sector or supported businesses require to be reported to Scottish Government.

## 2.9 Single Source Justification

In exceptional circumstances, a Single Source Justification (SSJ) is available for use but must only be considered when competition is not an option. The organisation has delegated authority to approve SSJs of Low to Medium Value SSJs above the High Value threshold require Scottish Government approval. All SSJs must be reviewed and approved by the Director of Corporate Services.

**All SSJs are reported to the Audit and Risk Committee (ARC).**

SSJs fall into three categories to be selected on the application form:

- i. Sole Source of Supply relates to occasions when the goods or services can only be provided by a single provider. Examples include proprietary products or services that are only available under license from one supplier, or attendance at events that can only be procured via the event management company.
- ii. A Non-Competitive Action (NCA) will be considered in circumstances when goods or services are required urgently, and not obtainable under the conditions of existing contracts.
- iii. Where a direct contract award has been made to a third sector organisation or supported business.

The application for Single Source Justification (SSJ) can be found in the Procurement Guidelines section of the Hub and completed applications must be submitted to Procurement.

**This method of procurement is NOT an alternative to the normal methods and all proposals will be subject to considerable scrutiny.**

## Section 3 Purchase Orders, Approvals and Control

**This Section 3 outlines the approvals, procedures and authority required to place a Purchase Order for Goods or services once the requirements of Section 2 have been completed.**

### 3.1 Authority to Spend

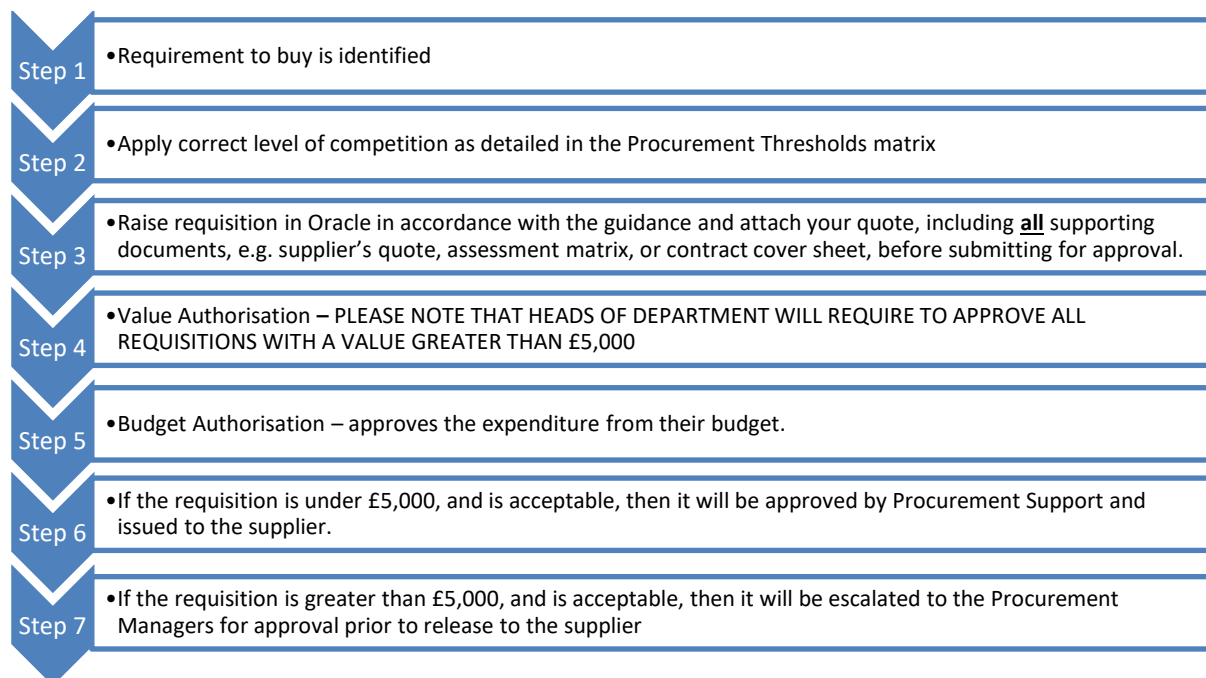
A purchase order is VisitScotland's only authorisation to a supplier to supply goods or commence services. A contract will set out the terms that have been agreed with a supplier however it is the purchase order that provides the financial commitment on behalf of the organisation.

A purchase order must be raised for all purchases of goods, services or works provided to VisitScotland. To do this a purchase requisition must be created in Oracle and approved according to the delegated limits within the system. Control Points as follows:

- **A Purchase Order (PO) is VisitScotland's authorisation to a supplier to begin work and agreement to pay and provides the organisation with a means to manage its budgets;**
- **It provides a record of what goods or services the supplier will provide and how much the supplier intends to charge;**
- **A copy of the supplier quotation, tender evaluation or other evidence that the Procurement Journey has been completed must be uploaded into Oracle.**

- **Every Supplier has a unique Contract Purchase Agreement (CPA) with a set maximum contract value. Each requisition is linked to the Supplier’s CPA and draws down on the allocated value allowing the organisation to track contract expenditure in real time. Where a CPA value is exceeded the requisition is blocked**

The requisition approval route is outlined in the process flow below:



## Section 4 Other Procurement Related Matters

**This Section 4 outlines other organisational procedures that may have an impact on procurement matters.**

### 4.1 Capital Process

The organisation has a Capital Budget for capital equipment purchases allocated each year by the Scottish Government. The capital budget must be used for all equipment purchases over £2,000 and is controlled centrally by the Head of Finance. Capital equipment is covered by special requirements under the Companies Act, and its purchase or disposal is tightly controlled.

VisitScotland’s Capital Process is captured under a separate policy and is available on the Hub - [Link](#)

### 4.2 Grant Awards

VisitScotland from time to time makes grant payments or other forms of assistance, in kind assistance or contribution (e.g. Growth Fund) to external organisations to help them in their activities. Any such scheme requires approval from the Leadership Group/Board and the Scottish Government in the first instance and it is likely to be covered by European rules and limits on what is termed “State Aid”.

### 4.3 State Aid

State aid is a European Commission term which refers to forms of assistance from a public body, or publicly-funded body.

The European Commission's rules on this type of assistance or "state aid" provided by public bodies of member states to external organisations apply to all public bodies covered by the Scottish Public Finance Manual (SPFM). The SPFM provides guidance on the application of these rules - visit the SPFM website at: <http://www.scotland.gov.uk/Topics/Government/Finance/spfm/stateaidrules>. It also refers to further guidance issued by the State Aid Unit on its website at [www.stateaidscotland.gov.uk](http://www.stateaidscotland.gov.uk).

**In the first instance please refer all concerns to the Director of Corporate Services for advice on how to proceed.**

### 4.4 Separation of Duties

The role of End User/Budget Holder Dept., Procurement Dept., and Finance Dept. must be separated, that is no single individual should be able to raise a requisition, approve an order and pay an invoice. Separation of these duties within the procurement process protects both individuals and the organisation from unethical practice and prevents fraud.

### 4.5 Declaration of Interests

In undertaking or participating in any aspect of procurement or grant award and in accordance with the Employee Handbook, colleagues are required to declare, any personal interest, which may be perceived, or be perceived by others to affect that member of staff's impartiality in a matter relevant to his or her duties.

Alternatively, where an employee, or the spouse/ partner, or a close relative of an employee acts as a supplier, or is employed, or holds significant interest in a business that trades, or has the potential to trade with VisitScotland, then the employee has a duty to declare any such interests.

In the first instance this declaration must be made to the Head of Procurement or the Finance Manager and may be referred to the Director of Corporate services and/or the Leadership Group (VSLG).

The staff 'Conflict of Interest and Confidentiality Declaration' is to be found in the Procurement Policy section of the Hub.

For regulated procurement all colleagues must complete a separate Conflict of Interest and Confidentiality Statement. The Conflict of Interest and Confidentiality Statement will be circulated by the Procurement team in advance of any regulated procurement under the following conditions:

- When an open public advert is required for a tender the Conflict of Interest declaration will be required at the point where the list of bidders is confirmed;
- When a mini-competition is required, and bidders are identified under a pre-tendered contract, then the Conflict of Interest declaration is required prior to the Application to Tender.

### 4.6 Data Sharing

The General Data Protection Regulation (GDPR) applies to information about individuals ("personal data") and how this data is handled. Depending on the products or services that are being purchased it is possible that personal data may be a significant consideration.

We are not permitted to share Personal Data with third parties unless certain safeguards and contractual arrangements have been put in place.

You may only share the Personal Data we hold with third parties, such as our service providers, if:

- they have a need to know the information for the purposes of providing the contracted services;
- sharing the Personal Data complies with the Privacy Policy provided to the Data Subject and, if required, the Data Subject's Consent has been obtained;
- the third party has agreed to comply with the required data security standards, policies and procedures and put adequate security measures in place;
- the transfer complies with any applicable cross-border transfer restrictions; and
- a fully executed written contract that contains Data Protection legislation-approved third-party clauses has been obtained.

The organisation takes great care to ensure that effective contractual provision is evident with third parties.

For further information on GDPR please contact the Records Management & Data Protection Officer, the organisation's Legal Counsel, or the Head of Procurement. Additional information on GDPR is detailed on the Hub.

**Contact - Should you require clarification on any aspect of this policy please refer to the Procurement Team.**

## Appendix 1 - Procurement Journey Thresholds and Process

PROCUREMENT JOURNEY THRESHOLDS AND PROCESS						
The procedures outlined in this table are <u>mandatory</u> .						
Journey managed by	Accumulated value covering the full term of the contract	Action Required	Assessment Team (minimum)	Format & Route	Estimate time for the procurement to be completed	Approval to Proceed (Application to Tender)
<b>Low Value User Dept.</b>	Up to £5,000 ex VAT	A <u>single written</u> quotation	1 from User Department	Supplier Quote	Up to one week	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>Medium Value (Route 1) Proc. Dept.</b>	£5,001 to £50,000 ex VAT	Via <u>Quick Quote</u> ; a minimum of 3 competitive written quotations invited and a minimum of 2 obtained	Procurement will lead on exercise with support from 3 HoD appointed staff from User Dept. 2 must be permanent employees Peer and technical support will be utilised as necessary	Quick Quote Tender	2 - 4 weeks for response time and full assessment / clarification of bids.	<ul style="list-style-type: none"> <li>N/A</li> </ul>
<b>High Value (Route 2) Proc. Dept.</b>	£50,000 to £181,302 ex VAT	As a 'regulated' procurement, <u>full written tendering</u> procedures must be applied, and the requirement must be advertised on <a href="http://www.publiccontractsscotland.com">www.publiccontractsscotland.com</a> Please contact the procurement team before proceeding  Call-off contracts from pre-tendered frameworks are covered in the notes below		Tender via PCS	6 - 8 weeks Internal approvals, advertising and assessment/ clarification of bids.	<ul style="list-style-type: none"> <li>Application to Tender must be approved by HoD</li> </ul>
<b>EU (Route 3) Proc. Dept.</b>	£181,302 ex VAT and over	In this case it is necessary to follow EU Procurement legislation. Please contact the procurement team before proceeding.  Call-off contracts from pre-tendered frameworks are covered in the notes below		Tender via PCS / OJEU	Up to 12 months Provision as above	<ul style="list-style-type: none"> <li>EU value procurements under £500,000 must be approved by the Leadership Group</li> <li>All public procurements with a total contract value greater than £500,000 per annum (ex VAT) must be considered by the Audit &amp; Risk Committee and approved by the Board</li> <li>All call-off procurements with a total contract value greater than £1,000,000 per annum (ex VAT) from a pre-tendered contract, such as Scottish Government or Crown Commercial Service (CCS) framework, must be considered by the Audit &amp; Risk Committee and approved by the Board</li> <li>Any contract with a term exceeding 36 months will require to be considered by the Audit &amp; Risk Committee, then approved by the Board and Scottish Government prior to tender.</li> </ul>
<b>Notes:</b>						
<ul style="list-style-type: none"> <li><u>Collaborative / Pre-tendered contracts</u> - access to existing suppliers via Scottish Government and other collaborative contracts should be considered before seeking a quote from another external source. Call-off procurements are managed through PCS as a Medium Value (Route 1) exercise, however specific legal obligations are applied to 'regulated' procurements. Please contact the Procurement team for guidance.</li> <li><u>Existing contracts</u> may only be used with the permission of the contract owner (please refer to the contracts register on the Hub or contact the procurement team); The Contract Purchase Agreement (CPA) tracks expenditure to ensure that the requisition value is within the limit of the contract.</li> </ul>						

Appendix 2	<b>Application to Tender for the Provision of</b> *****	
		Date:

**Tender Title:**

**Sponsor Department:**

**Goods/Services Required**

**Period of the contract (including extension periods)**

<b>Projected Contract Value</b>	Current Contract / Operating Value (per annum).	
	Projected Contract / Operating Budget (per annum)	
	Total Budget (per annum)	
	Value for Money Savings (per annum)	
	Contingency Allowance (per annum)	
	<b>Total Contract Value (including all extension periods) Net of Savings</b>	

**1.0 Existing Contract**

Please delete as appropriate

Is this tender for a repeat purchase	<b>Yes</b>	<b>No</b>
--------------------------------------	------------	-----------

If the answer to the above is yes, please state the name of the incumbent supplier, the existing Contract Reference No. and the contract expiry date

Supplier	<input type="text"/>
Contract Ref	<input type="text"/>
Expiry Date	<input type="text"/>

**2.0 Planning Provision**

Please delete as appropriate

Is the proposal included in the Operational Plan?	<b>Yes</b>	<b>No</b>
---	------------	-----------

If No, please provide a detailed justification for exclusion from the Operational Plan

If Yes, please provide the name of the respective PID.



Appendix 2	<b>Application to Tender for the Provision of *****</b>	
		Date:

**3.0 Collaborative Contracts**

Is there currently an existing Collaborative Contract or any opportunity to collaborate which will capture this requirement?	<b>Yes</b>	<b>No</b>
--	------------	-----------

If you have ticked 'Yes' please indicate the Collaborative Contract to be used. If there are circumstances why you believe that the Collaborative Contract is not appropriate for this requirement, please detail the steps you have taken to review and summarise your rationale why?

**4.0 Specification and Project Outputs**

Please outline the project requirements highlighting the key outputs and benefits of the activity.

**5.0 Sustainability (to be completed in conjunction with Procurement)**

To align with the duties of the Procurement Reform Act 2014, please summarise what consideration has been given to Sustainability. Specifically, how can the contract:

<b>a) improve the social, environmental and economic wellbeing of the area in which it operates;</b>
<b>b) facilitate the involvement of small and medium enterprises, third sector and supported businesses in the process, and;</b>
<b>c) promote innovation</b>

**6.0 Market Intelligence (to be completed in conjunction with Procurement)**

Please outline what level of market intelligence has been conducted to inform the specification and route to market, including associated risks:

Appendix 2	<b>Application to Tender for the Provision of *****</b>	
		Date:

**7.0 Value for Money Savings**

Please outline how value for money savings will be delivered within the period of the contract, providing cash or efficiency savings values and rationale for the figures offered.

**8.0 Award Criteria**

Please determine the award criteria that will be applied to select the most suitable qualified supplier(s) to be taken forward to research.

Award Criteria	Weighing

The award criteria (shall be evaluated subject to the following additional sub-criteria:

No.	Sub-Criteria - Technical	Weighting

\*final sub-criteria weightings will be determined in the ITT

**9.0 Approvals**

<b>Date of Meeting</b>	
<b>Minute of Approval:</b>	<b>Accept /Reject (delete as appropriate)</b>

Appendix 3	Approval to Award Contract for Provision of *****	
Tender Ref:		Date:

Tender Title:

Sponsor Department:

Period of the contract (including extension periods)

Projected value	Current Contract Value	<input type="text"/>
	Proposed Contract Value	<input type="text"/>
	Value for Money Savings against Contract	<input type="text"/>
	Total Contract Value (including all extension periods) Net of Savings	<input type="text"/>

**1.0 Summary of Tender Activity**

Please summarise the tender process undertaken.

**2.0 Options & Risks**

Please summarise the options available for consideration and outline the merits and risks

**3.0 Value for Money**

Please outline how value for money savings will be delivered within the period of the contract, providing cash or efficiency savings values and rationale for the figures offered.

**4.0 Recommendation**

Please summarise the proposed recommendation of the tender assessment group

Appendix 3	<b>Approval to Award Contract for Provision of</b> *****	
Tender Ref:		Date:

--

**5.0 Approval to Award Contract**

<b>Date of Meeting</b>	
<b>Minute of Approval:</b>	<b>Accept /Reject (delete as appropriate)</b>