

## PROCUREMENT APPROVAL FORM

<b>Procurement / Contract Title</b>			
<b>Procurement Ref No.</b>	Reference number generated from Contracts Register - use consistently throughout procurement process and associated paperwork AND when adding this contract to the Contracts Register		
<b>Current contract(s) in place?</b>	If yes, Detail title(s), contract number(s) and durations If no, please state n/a		
<b>Directorate</b>		<b>Service</b>	
<b>Lead Officer</b>	Senior or Chief Officer who will authorise	<b>Date prepared:</b>	
<b>Procuring Officer</b>	Person completing PAF		
<b>1. Recommendation</b>			
Proposed route to market (delete as appropriate)	Tender / Framework Call Off Competition / Direct Award / Contract Extension		
Description:	Brief description of the goods/services/works required		
Contract Start Date:	Date		
Contract End Date (excluding any extensions):	Date		
Is there a provision to extend the contract?	Yes / No If yes, state maximum number of months		
Maximum end date including extensions:	Date		
<b>2. Justification for Procurement</b>			
1. Is the procurement linked to a national or regional framework and if not, explain need for this procurement	<p>If from a national or regional framework, say what that is.</p> <p>If not from an adopted national or regional framework what is the justification?</p> <p>What alternative models have been explored? i.e. partnerships for example across the public sector, with voluntary sector, joint ventures, internal delivery.</p> <p>What benchmarking / market sourcing has been undertaken?</p> <p>If direct award, say who the award is being made to and include justification (reference to relevant clause in procurement standing orders). If recommissioning provide evidence that previous contract met its objectives, and what lessons have we learned.</p>		

2. Is the procurement part of a bigger project?	If yes - say what that project is and give the details of where that project was approved (committee and date).
3. Detail the drivers for demand related to this procurement	<ul style="list-style-type: none"> <li>• Identify causes of demand;</li> <li>• provide data on trends and projections for future demand;</li> </ul> <p>Describe the response to mitigating demand:-</p> <ol style="list-style-type: none"> <li>i. What options to reduce / consolidate / rationalise / standardise have been considered to manage demand?</li> <li>ii. What options are there to generate income through the contract?</li> <li>iii. What digital options have been explored?</li> </ol>
4. How does the planned procurement support the Service's plans, strategies and related council policies and the outcomes associated with the Council Priorities and/or the Council's associated commissioning intentions?	<p>Identify which Council Priorities are relevant.</p> <p>Link to the Service's business plans, service specific plans, strategies and council policy. Show context and connection to service delivery</p> <p>Describe specific outcomes / commissioning intentions and any other strategic priorities.</p>
5. How does the planned procurement support the Medium-Term Financial Strategy and deliver Best Value for the Council?	<p>If the procurement contributes directly to a financial saving – detail the saving and the financial years over which the saving will be achieved.</p> <p>If there is no direct contribution – detail how the procurement will indirectly contribute to the MTFs (eg service re-design to reduce demand etc).</p> <p>Detail how this procurement is expected to achieve Best Value.</p>
6. Will Community Benefits be achieved?	<p>Broadly describe what measurable community benefits are expected from the contract, additional to the main purpose of commissioning the goods or services. What are the drivers behind these? How would these lead to savings in expenditure, perhaps in other council services?</p> <p>If no CBs are expected, detail reasons for this.</p>
7. How will the resulting Contract be managed?	<p>What contract management procedures will be put in place? The Procurement Manual contains tools to determine whether a high, medium or low level of contract management is required.</p> <p>Describe clearly how you propose to measure and benchmark the benefits to justify the investment, including financial monitoring of cashable benefits.</p> <p>Include performance indicators</p> <p>These will be used later by you to track, monitor and measure the delivery of the benefits and assess the overall impact of the spend in achieving stated objectives.</p> <p>How will community benefits be monitored?</p> <p>How will the benefits be sustained at the end of the contract?</p> <p>How will reduction in demand be measured?</p>

3. Risk	
What risks are associated with this procurement?	<p>Consider and set out any related risk.</p> <p>Describe risks of proceeding with the recommendation and how these can be mitigated.</p> <p>Describe risks / implications of not agreeing spend and how these can be mitigated.</p>
4. Consultation	
Details of consultation undertaken	List key stakeholders, which may include other Council services, staff / Trade Unions, and state whether/how they have been consulted.
5. Legal	
Please state any legislation, statutory guidance or national policy applicable to the proposal. Does this comply with all relevant legal provisions? <b>(to be completed by Service)</b>	<p>Provide reference to regulations / legislation/ Council policies and the Procurement Standing Order / Financial Regulation that has been complied with</p> <p>Procurement Standing Order / Financial Regulation:</p>
6. Finance	
Expenditure Classification	<input type="checkbox"/> Revenue <input type="checkbox"/> Capital <input type="checkbox"/> Housing Revenue Account <input type="checkbox"/> Common Good <input type="checkbox"/> Other (please state)
Budget Page(s): Budget Line reference (when contract is contained within one line): Financial Code (when contract contained within one code):	
Any type of Expenditure - the revenue implications	<p>This applies to Capital, Revenue and any other type of expenditure. Note, fully the revenue implications and the financial years impacted upon. If implications affect another service, include details (including financial implications) and outcome of consultation(s). Confirm that budget will be allocated for all the revenue implications and which service is responsible.</p>
Contract Value:	Annual contract value: £ Total contract value (initial contract period): £ Maximum total contract value (including optional extensions): £

Are contract values estimated?	Yes / No
What cash savings or benefits will be achieved through this procurement?	<p>£ insert value, say whether linked to:</p> <ul style="list-style-type: none"> <li>• Price reduction – volume unchanged</li> <li>• Volume reduction</li> <li>• Change in quality required</li> <li>• Income generation</li> </ul>
Is budget sufficient for procurement?	<p>Yes / No</p> <p>If no, explain how the cost will be met, e.g. virement, grant funding, use of reserves.</p>
<b>7. Governance</b>	
Supported by Finance:	<p>Name / date:</p> <p>Enter name of person in finance who confirmed budget sufficient for procurement</p>
Supported by Procurement & Commissioning:	<p>Name / date:</p> <p>Enter name of person in P&amp;C Team who you liaised with.</p>
Approved by Director (or officer with recorded sub-delegation)	<p>Name:</p> <p>Date:</p>