

Commissioning Form



This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title

Head of Service:

Manager:

Report Completed by:

Date:

Total Estimated Value:
£

PROCUREMENT TEAM USE ONLY	
Officer	<input type="text"/>
Priority	<input type="text" value="High/Med/Low"/>
Category	<input type="text"/>
Received	<input type="text" value="DD/MM/YYYY"/>
Complete by	<input type="text" value="DD/MM/YYYY"/>
Est Hrs Required	<input type="text"/>

Type

Copy and paste:



Goods	
Services: services not subject to the 'light touch regime' (i.e. most services)	
LTR: certain social, health, education & other services subject to the 'light-touch regime'	
Works	

Does the proposal include Land contracts or the appointment of developers? **Yes** **No**

If Yes, has the Monitoring Officer (Legal) been consulted? **Yes** **No**

If Yes state the Monitoring Officer's advice. If No, state why not:

Does the proposal include Information & Communication Technology, property or works? **Yes** **No**

If Yes, has the relevant council service been involved? **Yes** **No**

If Yes state the services' involvement. If No, state why not:

Procurement Level

Copy and paste:



Intermediate Value: £25,000 to OJEU threshold*	
High Value: above relevant OJEU threshold*	

Procurement Process

Copy and paste:



Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal? **Yes** **No**

If Yes, state which below:

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above? **Yes** **No**

If Yes, will the process be direct award or mini competition?

If No, state the relevant grounds to justify an exemption:

Are you using a competitive market process? Yes No

If yes, indicate which process. Open Tender Restricted Tender

Competitive Dialogue Dynamic Purchasing System E-Auction

Competitive Procedure With Negotiation Innovation Partnership

Don't know

Timescales

Date	Milestone
DD/MM/YYYY	Authorisation of Commissioning Form
DD/MM/YYYY	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
DD/MM/YYYY	Tender advertised
DD/MM/YYYY	Tender closed to responses, start evaluation
DD/MM/YYYY	Evaluation finalised (start of 10 day standstill period)
DD/MM/YYYY	Contract award
DD/MM/YYYY	Contract start

Outline

Briefly describe the proposal

Copy and paste:

Are there any links to other existing or planned commissions, projects or programmes or is this part of a multi-phase project (internal or external)? If yes please specify.

Yes No

Need / Demand

Briefly explain your evidence for the need or demand for this proposal.

Output / Benefit

What will the output and benefit of the proposal be? What will it deliver? What will it achieve?

Options

Copy and paste:

Has a zero cost option been considered?

Yes

No

Has a reduced cost option been considered?

Yes

No

State whether and why zero and/or reduced cost options have been adopted or discounted:

Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:-

Price

Quality

Welsh % Language Standards %

All advertisements in Sell2Wales and, where relevant, in the Office Journal of the European Union (OJEU), must be published bilingually in Welsh and English. The advertisement must state that quotations or tenders may be submitted in Welsh, and that a quotation or tender submitted in Welsh will be treated no less favourably than a quotation or tender submitted in English.

It is a requirement that all tender and contract documents are produced in Welsh in the following circumstances:-

- a) If the subject matter of the tender for a contract suggests that it should be produced in Welsh, or
- b) If the anticipated audience, and their expectations, suggests that the documents should be produced in Welsh.

Copy and paste:

Is there a requirement to produce the documents in Welsh?

Yes

No

State why you have selected either Yes or No:

Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been

Yes

No

N/A

completed?

Have you identified and mitigated any potential conflicts of interest?

Yes No N/A

Have you conducted market dialogue, research, analysis?

Yes No N/A

Have you consulted stakeholders, partners and/or end users?

Yes No N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes No N/A

Have you instructed the legal team to develop contract terms?

Yes No N/A

Have you sought advice on safeguarding issues?

Yes No N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes No N/A

Have you specified contract management & information requirements?

Yes No N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes No N/A

Have you considered how to encourage subcontractors or consortia?

Yes No N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes No N/A

Have you completed the tender specification?

Yes No N/A

Have you developed evaluation criteria & scoring methodology?

Yes No N/A

Have you identified the scorers/evaluators?

Yes No N/A

Have you drafted questions and guidance to bidders & scorers?

Yes No N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes No N/A

Have you drafted the tender advertisement?

Yes No N/A

Is this proposal funded wholly or in part by EU grant?

Yes No N/A

If you wish to expand on any of your responses to these questions please give details in the box below:

Finance

Copy and paste:



Capital Funding Source	Amount	Approved	Applied for	Approached
	£			
	£			
Total Capital Funding:	£			

Revenue Funding Source	Amount	Approved	Applied for	Approached
	£			
	£			
Total Revenue Funding:	£			

Estimated Total Value:	£
Estimated Annual Value	£

Cost Code	
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If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

N.B: **Approved – written approval exists; **Applied for** – no written approval but application made; **Approached** – initial approach to or by funding body but no application submitted*

Contract

Provide basic details of any contract to be awarded

Type of contract	Choose an item.
Terms and Conditions:	Choose an item.
Proposed Start date:	
Proposed End date:	
Proposed options for extension (if any):	
Maximum duration (including extensions):	

Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included

The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

If Yes, provide details below: If No, please state why not.

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Risk Assessment

What is the total estimated value of the proposal?	Choose an item.
How many external organisations are involved in developing the proposal?	Choose an item.
Has the Local Authority done this kind of thing before?	Choose an item.
If things go wrong, what is the operational risk to the Local Authority?	Choose an item.
If things go wrong, what is the reputational risk to the Local Authority?	Choose an item.
If things go wrong, what is the financial risk to the Local Authority?	Choose an item.

PROCUREMENT TEAM ASSESSMENT

***N.B:** This section is to be completed by the Procurement Team following receipt of an appropriately completed form from the commissioning service.*

<u>Section</u>	<u>Sign-Off?</u>		<u>Comments</u>
	Yes	No	
Type	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement Level	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement Process	<input type="checkbox"/>	<input type="checkbox"/>	
Timescales	<input type="checkbox"/>	<input type="checkbox"/>	
Outline	<input type="checkbox"/>	<input type="checkbox"/>	
Need / Demand	<input type="checkbox"/>	<input type="checkbox"/>	
Output / Benefit	<input type="checkbox"/>	<input type="checkbox"/>	
Options	<input type="checkbox"/>	<input type="checkbox"/>	
Price/Quality Weighting	<input type="checkbox"/>	<input type="checkbox"/>	
Welsh Language	<input type="checkbox"/>	<input type="checkbox"/>	
Procurement Checklist	<input type="checkbox"/>	<input type="checkbox"/>	
Finance	<input type="checkbox"/>	<input type="checkbox"/>	
Contract	<input type="checkbox"/>	<input type="checkbox"/>	
Community Benefits	<input type="checkbox"/>	<input type="checkbox"/>	
The Local Economy	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Assessment	<input type="checkbox"/>	<input type="checkbox"/>	

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

RED

ORANGE

YELLOW

GREEN

PROCUREMENT OFFICER

DATE

AUTHORISATION

N.B: This section is to be completed by the commissioning service following the completion and return of the Procurement Team Assessment (above).

For details of authority to decide procurement strategy and invite competitive bids see CPR 2.7.2

Response to Corporate Procurement Team Assessment

Please detail your response and plan of actions to the Corporate Procurement Team's assessment. In particular, if you are choosing not to abide by their recommendations please state why not.

Subject to compliance with the instructions above, the undersigned authorise the commissioning proposal described in this document to go ahead.

HEAD OF SERVICE: (Mandatory)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report