

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	High/Med/Low
Category	<input type="text"/>
Received	DD/MM/YYYY
Complete by	DD/MM/YYYY
Est Hrs Required	<input type="text"/>

Type	Copy and paste:	<input checked="" type="checkbox"/>
Goods:		<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)		<input type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'		<input type="checkbox"/>
Works:		<input type="checkbox"/>

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:	<input checked="" type="checkbox"/>
Intermediate Value: £25,000 to OJEU threshold*		<input type="checkbox"/>
High Value: above relevant OJEU threshold*		<input type="checkbox"/>
*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413		

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?

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

Price / Quality Weighting

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

Price %

Quality %

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:

Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes No

If yes please give details, if no please state reason:

Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes No

If yes please give details:

Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes

No

If yes please give details:

Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes

No

If yes please give details:

Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes

No

If yes please give details:

If Yes, has the Information Governance Team been consulted?

Yes

No

If No, state why not:

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes

No

If yes please give details and please state whether there is a grant agreement:

Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?

Yes

No

N/A

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 determined contract management & information requirements?

Yes

No

N/A

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

Yes

No

N/A

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

Yes

No

N/A

Have you drafted 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

Yes

No

N/A

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

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

Grant Funding Source	Amount
	£
	£
Total Grant Funding:	£

Capital Funding Source	Amount
	£
	£
Total Capital Funding:	£

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£
Estimated Annual Value	£

Cost Code	
------------------	--

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

Contract

Provide basic details of any contract to be awarded

Type of Contract:	
Form of Contract for Works (eg JCT or NEC)	
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

Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

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.

Risk Assessment

What is the total estimated value of the proposal?	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.

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes

No

If Yes, please list member's names below and details of any feedback incorporated.

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature

Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)

(or Service Manager if within their spend authorisation limit)

Signature

Date

MANAGER OF BUSINESS TRANSFORMATION & ICT (Mandatory or all ICT Contracts)

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.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

PROCUREMENT OFFICER

DATE