

<b>LUV Ref</b>	
<b>Procurement Project Title</b>	
<b>Departmental Procurer</b>	
<b>Procurement Unit Lead</b>	
<b>Date Checklist Completed</b>	

*The following checklist is to assist in ensuring that key elements of the procurement strategy have been considered for low value/risk/complexity procurement exercises. The procurement strategy template should be used for higher value/risk/complexity procurement exercises.*

<b>No.</b>	<b>Check</b>	<b>✓</b>	<b>Note</b>
1	Alignment with University <b>policies/strategies</b> ?		
2	<b>Business case</b> for the procurement, including: <ul style="list-style-type: none"> <li>Options appraisal?</li> <li>Recognition of dependencies and attributable (integration) costs?</li> </ul>		
3	<b>Total contract value</b> known, including firm period and extension options?		
4	<b>Budget</b> in place? VAT rate/reverse charge VAT? <i>Note: If a new requirement, check with the respective Management Accountant.</i>		
5	<b>Saving</b> opportunity?		
6	<b>Income generation</b> opportunity?		
7	Clear <b>what</b> is being procured; goods, services, works, combination? Support and training?		
8	Full understanding of <b>volume</b> requirements, including maverick spend, scalability?		
9	All relevant <b>stakeholders</b> spoken to, including: <ul style="list-style-type: none"> <li><b>Internal customers / end users</b>?</li> <li><b>Potential collaborative partners</b>?</li> </ul>		

No.	Check	✓	Note
10	Understanding of the <b>supply market</b> and its likely response to the contract opportunity?		
11	Procurement <b>routes</b> options appraisal undertaken (including any framework options and lotting strategies)? <i>Note: Where a contract is not to be divided into separate lots, the reason for this decision must be stated here. Where the contract is to be divided into lots, the number of lots for which tenderers may bid, and the number of lots which may be awarded to any one tenderer, including the criteria for making such a decision, should also be noted</i>		
12	Is it intended to <b>buy, hire or lease</b> ? (If leasing, will the lease be with a third party?)		
13	Who is to be on the <b>tender evaluation panel</b> ? <i>Note: For £50k+ contracts, panellist must complete the Conflict of Interest Declaration Form at the outset</i>		
14	Clear <b>exit strategy</b> (e.g. mitigation of risks listed at 15-27 below, clause allowing for termination for convenience, alignment with other potential collaborative partners' contracts)?		
15	Established contract <b>advertising</b> strategy? <i>Note: £25k+ contracts must be advertised on Contracts Finder where the contract opportunity is openly advertised</i>		
	Proportionate account taken of risks/impacts:		
16	<ul style="list-style-type: none"> <li>• <b>Financial stability</b>?</li> </ul>		
17	<ul style="list-style-type: none"> <li>• <b>Insurance levels</b>?</li> </ul>		
18	<ul style="list-style-type: none"> <li>• <b>IT element/interfaces</b>, including Cloud-based products? (incl. compatibility with IT stack) (Contact IT Business Partner)</li> </ul>		
19	<ul style="list-style-type: none"> <li>• <b>Data protection</b>? Is Personal Data and/or Special Category Data to be processed? If so, contact <a href="mailto:records.management@le.ac.uk">records.management@le.ac.uk</a> to add to the Records of Processing Activities (ROPA) <i>Note: A Data Protection Impact Assessment (DPIA) may be required once the ROPA has been assessed</i></li> </ul>		

No.	Check	✓	Note
20	<ul style="list-style-type: none"> <li>• <b>Business continuity / Disaster Recovery</b> (e.g. escrow)?</li> </ul>		
21	<ul style="list-style-type: none"> <li>• <b>Health and safety?</b> (For construction, the supplier must comply with our Contractors' General Code of Safe Practice)</li> </ul>		
22	<ul style="list-style-type: none"> <li>• <b>Slavery/human trafficking</b> within the supply chain, particularly in low pay sectors (e.g. agriculture, construction, hospitality and manufacturing) and less developed countries?</li> </ul>		
23	<ul style="list-style-type: none"> <li>• <b>Equality</b> (e.g. latest web accessibility standards)?</li> </ul>		
24	<ul style="list-style-type: none"> <li>• <b>Environment</b> (e.g. carbon emissions)?</li> </ul>		
25	<ul style="list-style-type: none"> <li>• <b>Local economy</b> (e.g. apprenticeship, internship clauses, advertise arising £25k+ subcontract opportunities via Contracts Finder)?</li> </ul>		
26	<ul style="list-style-type: none"> <li>• <b>SME-friendly?</b></li> </ul>		
27	<ul style="list-style-type: none"> <li>• <b>Intellectual property rights?</b></li> </ul>		
28	<ul style="list-style-type: none"> <li>• <b>TUPE?</b></li> </ul>		
29	Agreed <b>Selection and Award criteria</b> (including <b>price/quality</b> split)?		
30	Established structure of <b>pricing schedule</b> ?		
31	University's standard <b>contract conditions</b> to be used?		
32	Any <b>external funding body requirements</b> are reflected in the tender document / contract conditions (e.g. ERDF requirements)?		
33	Involves the purchase of materials, technology and/or knowledge which (i) could have <b>military application</b> (ii) will require an End Use Certificate and/or (iii) explicitly requires compliance with domestic or international Export Control regulations?		
	Effective ongoing <b>contract management</b> is assisted by:		

No.	Check	✓	Note
34	<ul style="list-style-type: none"> <li>• <b>Dedicated Contract Manager?</b></li> </ul>		
35	<ul style="list-style-type: none"> <li>• <b>Management information?</b></li> </ul>		
36	<ul style="list-style-type: none"> <li>• <b>Service Level Agreement / Key Performance Indicators?</b> (Technical and/or Contract based)</li> </ul>		
37	<ul style="list-style-type: none"> <li>• <b>Liquidated damages?</b></li> </ul>		
38	<ul style="list-style-type: none"> <li>• <b>Reset</b> for checking and tracking on-site supplier staff?</li> </ul>		
39	Appropriate to use <b>Sciencewarehouse e-Catalogue?</b>		
40	Opportunity for <b>payment efficiencies</b> , e.g. via consolidated invoices, e-invoicing or embedded pCard?		
41	Agreed procurement <b>timetable</b> , including availability of evaluators, internal approval dates, presentation/demos and acceptance testing?		
42	Alignment with any <b>wider project</b> governance?		