

PT2 - Procurement Request Form

This document is to be used for all procurement requests over £100k

APPENDIX 3



Project Title	CoL Freeman's School Revenue Works Programme 2021/2022	Category	
Name	Joanne Horne	Directorate	City Surveyors, Operations Group
Date	06/01/2020	Location	City of London Freeman's School

Summary of Goods or Services to be sourced

A variety of building fabric and mechanical and electrical projects based on the requirements of the City of London School's 20-year plan for repairs and maintenance, as well as other requirements such as safeguarding, health and safety, and security requirements. A large portion of the works can only be carried out during the summer holidays to avoid disruption to the school's facilities and services.

Estimated Cost	£851,000 (Enabling works £12,000. City Surveyor Staff Costs £10,000. Contractor Delivery Costs £829,000)	<input type="checkbox"/> Capital	<input checked="" type="checkbox"/> Revenue
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Baseline Costs	
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Department Budget	<input checked="" type="checkbox"/> Confirmed	<input type="checkbox"/> Pending
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Business Case Link	W:\ The School's local strategy plan requires that we continue to invest in security and safeguarding, mindful of regulatory requirements, and continue to invest to maintain the school's site through planned repairs, maintenance and improvements and well as developing the school possible yearly cohort intake.
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Time Scales Insert dates as to when you expect the goods or service to be mobilised / delivered

July-August 2021 and throughout the 21/22 financial year

Key Stakeholder What departments, teams and services are impacted and how

Project Manager	Contract Manager	Legal / Finance, CO
Sunil Singh , Operation Group		

Historical Data Insert information on past contracts, goods, services and suppliers relating to this project

The Summer Works Revenue Programme of needs to be approved, procured and delivered by the end of summer to provide essential maintenance for the school

On Sourcing Plan	<input type="checkbox"/> Yes <input type="checkbox"/> No	On Status Report	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Contract Type

<input type="checkbox"/> New Yes	<input type="checkbox"/> Replace	<input type="checkbox"/> Extension	<input type="checkbox"/> Repeat
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Savings / Efficiencies / Benefits

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Data Protection - will this project require the supplier to process personal data? Yes No ☒

If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit [Designing Specifications under GDPR](#).

Risks potential risks to the business

Description of Risk	Type	Likelihood	Impact	Mitigation Plan
Overrun of works	<select from list>	<select from list>	<select from list>	
Cancellation of works	<select from list>	<select from list>	<select from list>	

Approvals <i>This must be completed by the Budget Holder and the Senior Responsible Officer and Head of Department</i>		
Name	Role	Date Approved
Joanne Moore	CoL School Bursar	Click here to enter a date.
Roland Martin	CoL Headmaster	Click here to enter a date.

Sign Off <i>This must be completed by Senior Category Manager</i>		
Name	Procurement Reference Number	Date Approved
		Click here to enter a date.

Corporate Programme Delivery Unit	
Name	Date Approved
	Click here to enter a date.