

PT3 - Procurement Options Report: Services and Goods

This document is used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

City Procurement Project Reference:			
Project / Contract Title:			
Category Board:			
Category Board date:			
Project Lead & Contract Manager:		Lead Department:	
Category Manager:		Other Contact:	
Total Contract Value (excluding VAT and inc. extension options):		Contract Duration (inc. extension options):	
Revenue Budget Value:		Approved:	Y/N
Capital Budget Value:		Approved:	Y/N
Capital Project/project vision reference (if applicable):			
Agreed Savings Baseline (£):			
Gateway Approval Process - Is this project subject to the Gateway process? Yes/No - If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval?			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?			

Procurement Strategy Recommendation

City Procurement team recommended option

Route to Market Recommendation

City Procurement team recommended option

Specification and Evaluation Overview

Summary of the main requirements:
Technical and Pricing evaluation ratio % (Technical) / % (Price)
Overview of the key Evaluation areas (if known at this stage):
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy?
Is there a requirement for a Performance Bond on this Project and if so, on what grounds?
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped)
Will the procurement process require a financial assessment? Yes ☐ No ☐ If yes, please indicate recommended assessment: Finance Check ☐ Financial Appraisal ☐

Please indicate reasons for this recommendation (please include in this section information on project being rated low/not low):	
Are there any accompanying documents with this report? <i>e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate</i> If yes, please include information in the appendices section below.	Yes ☐ No ☐
Will this project require the winning supplier(s) to process personal data on our behalf?	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 . You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names of evaluators and Departments below (if known)	

Procurement Timeframes

Target tender live date (to market)	Click here to enter a date.	Notification of outcome / intention to award date	Click here to enter a date.
Target contract start date	Click here to enter a date.		
Are there any time, quality, or cost constraints which need to be taken into consideration?			

Policy and Compliance Considerations

How will the Procurement meet the City's:
Responsible Procurement Strategy:
TUPE/Pension liabilities that need to be considered (including future exit provisions where applicable)?
Will this procurement be split into Lots?
Other:

Baseline Savings Calculation: *This section should include how the baseline figure for savings has been calculated against the [Efficiency and Savings Process Manual](#) in accordance with paragraph 3.1, including any suggested savings or efficiencies e.g. reduced service.*

Agreed Baseline (£):	
Summary of Baseline Calculations / Savings Proposal	
Note: Typically, the baseline is an existing price but may also be a budget value, estimate, forecast, standard cost or planned expense.	
Please confirm the Baseline Calculation that has been applied below to establish the Agreed Baseline :	
- Previously Contracted Costs (where there is an existing contract): ☐ - Previously Contracted Costs (where there are multiple contracts): ☐ - Attributed Costs: ☐ - Target Cost: ☐ - Other methodology** (agreed with Finance Representative) and explained below: ☐	
** e.g. BAFO for under OJEU contracts	

Procurement Strategy Options: *This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.*

Option 1:
Advantages to this Option: (include savings opportunity of the option)
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 2:

Advantages to this Option: (include savings opportunity of the option)
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 3:
Advantages to this Option: (include savings opportunity of the option)
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 4:
Advantages to this Option: (include savings opportunity of the option)
Disadvantages to this Option:
Please highlight and possible risks associated with this option:

N.B. Additional advantages/disadvantages may apply if a waiver is the recommended route. If recommending an extension, please make sure that CCM has been consulted (where appropriate) and that we include information on contract terms.

Route to Market Options: *Route to market is the way in which the City will invite suppliers to bid for the procurement.*

Option 1:
Advantages to this Option:
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 2:
Advantages to this Option:
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 3:
Advantages to this Option:
Disadvantages to this Option:
Please highlight and possible risks associated with this option:
Option 4:
Advantages to this Option:
Disadvantages to this Option:
Please highlight and possible risks associated with this option:

Outline of appendices

• Please list appendices here or mark 'Not applicable' if there is none. • Items to consider appending: ○ PTO (Project Plan with Roles and Responsibilities)
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- Data Protection Impact Assessment
- Financial Risk Assessment (if applicable)
- **Risk matrix if applicable**

Report Sign-offs (prior to Category Board approval)

Senior Category Manager		Date	Click here to enter a date.
Finance Representative		Date	Click here to enter a date.
Departmental Stakeholder		Date	Click here to enter a date.