

**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.*

<b>City Procurement Project Reference:</b>			
<b>Project / Contract Title:</b>			
<b>Category Board:</b>			
<b>Category Board date:</b>			
<b>Project Lead &amp; Contract Manager:</b>		<b>Lead Department:</b>	
<b>Category Manager:</b>		<b>Other Contact:</b>	
<b>Total Contract Value (excluding VAT and inc. extension options):</b>		<b>Contract Duration (inc. extension options):</b>	
<b>Revenue Budget Value:</b>		<b>Approved:</b>	Y/N
<b>Capital Budget Value:</b>		<b>Approved:</b>	Y/N
<b>Capital Project/project vision reference (if applicable):</b>			
<b>Agreed Savings Baseline (£):</b>			
<b>Gateway Approval Process</b>			
<ul style="list-style-type: none"> <li>- Is this project subject to the Gateway process? Yes/No</li>   <li>- 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?</li> </ul>			
<b>Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)?</b>			

**Procurement Strategy Recommendation**

<b>City Procurement team recommended option</b>

**Route to Market Recommendation**

<b>City Procurement team recommended option</b>

**Specification and Evaluation Overview**

<b>Summary of the main requirements:</b>
<b>Technical and Pricing evaluation ratio</b> % (Technical) / % (Price)
<b>Overview of the key Evaluation areas (if known at this stage):</b>
<b>Does contract delivery involve a higher than usual level of Health &amp; Safety, Insurance, or Business risk to be allowed in the procurement strategy?</b>
<b>Is there a requirement for a Performance Bond on this Project and if so, on what grounds?</b>
<b>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)</b>
<b>Will the procurement process require a financial assessment? Yes <input type="checkbox"/> No <input type="checkbox"/></b> <b>If yes, please indicate recommended assessment: Finance Check <input type="checkbox"/> Financial Appraisal <input type="checkbox"/></b>

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? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate If yes, please include information in the appendices section below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit <a href="#">Designing Specifications under GDPR</a> . 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 (£):	
<b>Summary of Baseline Calculations / Savings Proposal</b>	
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 <b>Baseline Calculation</b> that has been applied below to establish the <b>Agreed Baseline</b> :	
- <b>Previously Contracted Costs</b> (where there is an existing contract): <input type="checkbox"/>	
- <b>Previously Contracted Costs</b> (where there are multiple contracts): <input type="checkbox"/>	
- <b>Attributed Costs</b> : <input type="checkbox"/>	
- <b>Target Cost</b> : <input type="checkbox"/>	
- <b>Other methodology**</b> (agreed with Finance Representative) and explained below: <input type="checkbox"/>	
** 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.

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

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

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.*

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

**Outline of appendices**

- |  |
|--|
| <ul style="list-style-type: none"> <li>• Please list appendices here or mark 'Not applicable' if there is none.</li> <li>• Items to consider appending: <ul style="list-style-type: none"> <li>○ PTO (Project Plan with Roles and Responsibilities)</li> </ul> </li> </ul> |
|--|

- Data Protection Impact Assessment
- Financial Risk Assessment (if applicable)
- **Risk matrix if applicable**

**Report Sign-offs (prior to Category Board approval)**

<b>Senior Category Manager</b>		<b>Date</b>	<b>Click here to enter a date.</b>
<b>Finance Representative</b>		<b>Date</b>	<b>Click here to enter a date.</b>
<b>Departmental Stakeholder</b>		<b>Date</b>	<b>Click here to enter a date.</b>