# **Spend Approval**

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| **Guidance on Spend Approval Form** |
| **Responsible** | Policy/Business Owner |
| **Purpose** | To outline key business requirements and confirm that all non-commercial approvals are in place. |
| **When to use** | This form should be completed for all commercial projects with a total value >£10k over their life.Additional approval forms / templates will need to be completed for projects >£10m to support their CAB and / or PIC submissionsNote this should not be used for Contingent Labour requirements; for those please refer to Finance.  |
| **Who to involve** | The owner of the requirement is responsible for completing this form as part of the commercial commissioning process for a new procurement, or a contract change.You may need support from your Finance Business Partner to complete the necessary Finance sections, particularly when applying VAT. |
| **When in the procurement lifecycle** | Completing this form should happen at the start of the procurement lifecycle.BEIS Commercial colleagues can support you in completing the necessary information if required. |
| **Useful links or templates** | [BEIS Spend Controls](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Controls-and-Assurance.aspx?OR=Teams-HL&CT=1647877640591&params=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjAyMDcwMTgxMiJ9)[Cabinet Office Controls](https://www.gov.uk/government/collections/cabinet-office-controls) |

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| **Buying Team** |
| Director General Group | BEIS (Government Office for Science) | Directorate | Government Office for Science |

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| **Requirements** |
| Programme Title |
| Futures Procurement Framework |
| Is this a new requirement, re-procurement, extension, or amendment to existing arrangements? |
| Re-procurement |
| Is this a Grant to another public body? | No | Is this a Grant to third parties? | No |
| Is this an MOU to another public body? | No | Is this a SLA to another public body? | No |
| **Please provide a list of current contracts used to deliver the goods / services:** |
| Existing Futures Procurement Framework | *Jaggaer Contract Reference* |
| Expected time to transition from the incumbent(s) to a new supplier? | c. 3-4 months from Jaggaer initiation to launch of refreshed framework (via evaluation panel) |
| What lessons have been learnt from the existing contract(s) and the previous procurement process? | We have a keen and capable community of suppliers who aren’t being used by govt as well as they might be, due to clunky admin and barriers to commissioning via the framework, and lack of advertising of the framework across HMG. These things will be improved in the refresh. We still need external suppliers who can consult and support departments’ teams with the following:* Gathering intelligence and evidence on trends and what’s changing related to a policy area
* Analysing future possibility, impacts and disruptions
* Long-term planning and scenario building
* Connecting longer-term visions with shorter-term action plans, strategies and policies

For the re-procurement, we have also identified a need for external suppliers who offer:* Emerging technology scanning and analysis
* Quantitative modelling of future trends and scenarios
* Public engagement and participatory futures
 |
| **Please provide a brief description of the requirement(s):** |
| Requirement Title | Estimated total value (ex. VAT) | Description | Timeline goods/service required |
| Futures Procurement Framework (refresh) | Max value of framework = £3m (no cost to relaunch, aside from GO, UKSBS and BEIS Commercial staff time). The last framework had the same max value, and government customers only used ~£500k of that allowance. This time around, with easier access and more proactive advertising of the framework around government, we expect greater uptake. | Current xHMG futures procurement framework is managed by UKSBS and ‘owned’ by GO-Science (BEIS home department). It features 27 agencies/consultancies with expertise in helping organisations think about the future (foresight), using qualitative and quantitative techniques – from trend analysis and modelling to scenario planning and participatory futures. Right now there is still demand for futures and foresight support exceeding that which internal experts can provide, and the types of request made by departments even go slightly beyond what the current framework offers. Therefore we should refresh the framework and supplier list, and expand the scope (but keep the same max value limit as the current framework). | The framework has been extended and expires on March 31 2023. We will need to have a refreshed framework spec, templates and roster of suppliers in place by that date. |
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| **Requirement involving resources** |
| Which spend category best describes the requirements?*Please highlight all that apply**Refer to the published* [*Common Areas of Spend: Procurement*](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/978870/Procurement_CAS_Definition_Release_9_v1__2_.pdf) *for description if you are unsure* |
| Clinical and Medical | Communications |
| Construction | Defence |
| Emergency and Rescue | Energy and Fuels |
| Engineering Goods | Facilities |
| Fleet | ICT |
| Industrial Services | Learning & Development |
| Legal Aid | Logistics |
| Office Solutions | Operational Goods |
| Personnel Related | Print and Print Management |
| Professional Services – Consulting & Contingent Labour | Professional Services – Other |
| Research | Social Care |
| Travel | Waste Management |
| Welfare to Work | World Programmes |
| Do the requirements involve consultancy services? | **Y** | Sub-Category | Strategy, Futures, Foresight, Insight  |
| Do the requirements involve professional services? | **N** | Sub-Category |  |
| Do the requirements involve Digital, Data, or Technology (DDaT)?*Please refer to the* [*Digital Approvals Map*](https://beisgov.sharepoint.com/%3Ap%3A/r/sites/Commercial/Shared%20Documents/General/Commercial%20Toolkit/1.%20Governance/1.3%20Approval%20Process/Digital%20Approvals/Digital%20Approvals%20Map.pptx?d=wc001c2fbf26e43d9a4115140ddcabb0b&csf=1&web=1&e=eS1LND) *to ensure appropriate engagement and approvals from BEIS Digital are secured* | **N** | Sub-category |  |
| This form should not be used for Contingent Labour except where the procurement of the contingent labour providers is required. For any Contingent Labour requirements please follow the [BEIS Contingent Labour policy.](https://beisgov.sharepoint.com/sites/FinanceHub/SitePages/Contingent-Labour%20app%20page.aspx) |

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| **BEIS Approvals** |
| **Approval** | **Name** | **Date of Sign-Off** |
| Policy Team Lead (incl Directorate) | **Tom Wells (DD)** | **03.11.22** |
| SRO/Budget Holder | **Stu Wainwright** | **03.11.22** |
| Finance – with confirmation that approvals are within delegations | **Chuddy Umunnakwe / Jane Jackson** | **03.11.22** |
| *For Research requirements only*Confirm Research Panel has been involved | **n/a** |  |
| *For Digital requirements only*Confirm Digital Business Partner has been involved | **n/a** |  |
| Other*Please Specify who is approving and why* |  |  |

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| **Cabinet Office Controls (excluding Commercial Controls)***Please confirm what other spend controls apply and whether you have received approval. The full list of spend controls is available at this link:* [*https://www.gov.uk/government/collections/cabinet-office-controls*](https://www.gov.uk/government/collections/cabinet-office-controls) |
| **Applicable Control** | **Name of Approver** | **Date of Sign-Off** |
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| **Commercial Controls***For Commercial Business Partner to complete – Please complete what commercial controls apply* |
| Commercial Lead |  |
| Commercial Assurance Board |  | Cabinet Office Spend Control |  |

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| **Finance** |  |  |  |
| Expected value of contract (excluding VAT) |  | Expected value of contract(including VAT) |  |
| VAT Code | *Confirm with your Finance Business Partner* |
| Programme Code *(why we’re spending the money – i.e. what we’re trying to deliver)* |  | Is spend included in budget plans? |  |
| Cost Centre |  | Account Code |  |
| **Estimated expenditure** |
| Financial Year | Admin | Programme | Capital | Total (incl VAT) | Total (incl recoverable VAT) |
| 2022/23 | 0 | 0 | 0 | 0 | 0 |
| 2023/24 | 0 | 0 | 0 | 0 | 0 |
| 2024/25 | 0 | 0 | 0 | 0 | 0 |
| 2025/26 | 0 | 0 | 0 | 0 | 0 |
| **Cost details** |
| Cost breakdown | **There is no cost for the set-up and launch of the new framework, bar UKSBS, GOS and BEIS Commercial staff time to manage this. The £3m max value has been proposed as this is the upper limit for the current framework. We have not come close to that upper limit this time; however the refreshed framework will have an expanded scope, clearer users in govt, and be better marketed to departments. Any spend via the framework will break down into:*** **Consultancy fees / day rates**
* **Fees associated with designing and delivering workshops**
* **Report design and any collateral / printing**
* **Sub-contracting costs for specific needs**
 |
| Assumptions | **We assume that demand for futures and foresight expertise and support will continue to eclipse supply in government. We assume that departments will still have teams working on longer-range issues and challenges regardless of political leadership. We assume long-termism will continue to be a desirable feature of civil service culture (or any corporate culture).**  |
| Uncertainties | **If departmental budgets are severely restricted, so will govt customers’ ability to commission via this, or any, framework. If suppliers can no longer see value in being part of the framework, we may have to reconsider its existence (low likelihood).** |
| Value for money | **By doing high quality foresight and futures work, the strategies and policies developed within and across departments are made more resilient to future change and shock, require less costly adaptation or reworking over time and have fewer negative / unintended consequences for UK wellbeing, prosperity and sustainability. Having an easy-to-use framework for accessing support and consultancy for futures services reduces the burden on civil servants while upskilling whole teams and policy areas, and ensures external perspective is brought into the CS future view.**  |

# **Approval to Procure**

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| **Guidance on Spend Approval Form** |
| **Responsible** | Commercial Lead |
| **Purpose** | To outline the procurement strategy |
| **When to use** | Prior to launching the procurementSome sections of the Approval to Procure form are optional if the total value of the procurement is <£250k but should be used as guides and best practise for all values of contract. |

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| **Executive Summary***Limit summary to a few sentences covering what the contract is for, value and length. Summarise key commercial risks/issues.*  |
| *Include here any legal risks identified at this stage* |

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| **Procurement administration** |
| **Form submitted and endorsed by** | **Form approved by** |
| Commercial Delivery Lead(s) |  | Commercial Approver |  |
| Form completed by (if different from above)  |  | Date of sign off |  |
| Business Project Team |  | SRO  |  |
| Jaggaer Project Reference |  | Date of sign off |  |

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| **Contract requirements** |
| Is this an Extension of an existing contract? | N (re-procurement) | Is this a first-generation outsourcing? |  |
| What are the business aims, benefits, objectives, deliverables and desired outcomes? |
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| What goods/services are required to fulfil these aims |
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| How is the Public Sector Equality Duty (PSED) being reflected in the requirements and approach to market? |
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| Expected contract value + extension options | £3m (potential to revisit if >£1m in year 1) | Expected contract length + extension options | 3 years (potential to extend +max 3 months) |
| Expected contract start date | 1.4.23 | Expected contract end date | 31.3.26 |

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| **Optional if total procurement value is <£250k** |
| **Sustainability Requirements** |
| How is Sustainability being built into the requirements? |
| The very nature of futures work is to ensure our government’s ability to meet current needs without compromising the ability of future generations to meet their own. Futures and sustainability are intrinsically connected |
| Net Zero – How are the specifications aligned with Net Zero principles? |
| As above |
| Modern Slavery – What is the inherent level of Modern Slavery risk for this contract? |
| *Use the* [*RAMS tool*](https://beisgov.sharepoint.com/%3Ax%3A/s/Commercial/EYVV864ob9ZGi3msW-ta0CMBx05deZjfxm4yLn4wueYMCQ?e=BoAPo0) *to assess the risk associated with the requirement* |
| Modern Slavery – If the inherent risk is Medium or High, please explain the drivers of risk and what will be done through the procurement process to monitor, manage and mitigate that risk. |
| *Refer to the results from the RAMS tool to provide the drivers. Activities to monitor, manage and mitigate could include enhanced questions in the tender, conducting independent audits of suppliers, requiring suppliers to commit to / hold industry trust marks, and requiring suppliers to complete an MSAT assessment within 60 days of contract award. You should provide detail of the steps the procurement will take and how they will flow into the contract.* |
| Small and Medium Enterprises (SMEs), & Voluntary, Charity, and Social Enterprises (VCSEs) |
| Will you be reserving this procurement for SMEs or VCSEs under PPN 11/20? | No | Different shapes and sizes of company can offer a variety of futures and foresight support solutions. Larger companies often have greater/cheaper datasets; smaller companies often have more experimental practice or subject-specific expertise. Important to have both on the framework. |
| If you will not be reserving this procurement for SMEs or VCSEs, how will you use this procurement to support SMEs and VCSEs? |
| Ensuring a good mix of SME, VCSE and larger companies feature on the supplier list |

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| **Optional if total procurement value is <£250k** |
| **Market Analysis** |
| Proposed Procurement Route(delete as appropriate) | FrameworkCommercial DialogueCommercial NegotiationDirect AwardOpen (OJEU/FTS)Accelerated (OJEU/FTS)SBRIOther | Which Framework will be used (if applicable) |  |
| Please provide detail on other procurement routes considered and reasons they have been discounted.If not using an existing framework, provide an overview of why available frameworks are not suitable. |
| No other framework exists to meet this particular demand for futures and foresight consultancy. The closest contender is CCS’s Research and Insights framework, but that does not feature suppliers who can provide services for describing what the future might be like, and the implications of that for government strategy and policy. |
| What level of competition is there in the market? |
| Futures is a fast-developing field in academia and booming in industry. Many new orgs and futures arms of consultancies are being established every year; the government should be benefiting from this fertile external environment. |
| Are there any supplier performance or financial concerns with either an incumbent or any prospective supplier(s)? |
| Due diligence will be undertaken as part of the evaluation process. No concerns with current supplier base |
| Is there history of a failed procurement? If yes, provide detail on the failed procurement and the steps taken to mitigate the risks. |
| n/a |

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| **Optional if total procurement value is <£250k** |
| **Market Engagement** |
| Please outline the approach undertaken for market warming and market engagement. *E.g. Publishing PIN or early market engagement notice, events held, what was discussed with suppliers, SME engagement etc.* |
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| What feedback have you received from the market?*E.g. Feedback received on proposed commercial model, procurement route, approach to procure, specifications, terms and conditions etc.*  |
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| Please outline your approach to level the playing field to ensure the incumbent supplier(s) is not advantaged/disadvantaged and that competition is maximised. |
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| **Optional if total procurement value is <£250k** |
| **Delivery Model Assessment & Should Cost Modelling** |  |
| [Delivery Model Assessment](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/987129/Delivery_model_assessment_guidance_note_May_2021.pdf) – What delivery options have been considered? | *Analysis should be proportionate to the value and complexity of the services being procured. The guidance note on DMAs defines projects in scopes of a full DMA as per the Sourcing Playbook.* *Projects out of scope should at least analyse delivery options (e.g. do nothing, insource services) and considered lessons learnt from similar procurement exercises.* |
| What consideration has there been to aggregate or disaggregate the requirements and how has the proposed option led to greater competition? |  |
| [Should Cost Model](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/987128/Should_Cost_Modelling_guidance_note_May_2021.pdf) – How has the expected cost of this contract been estimated? | *Analysis should be proportionate to the value and complexity of the services being procured.* *Lower value/less complex projects should, at the very least, explain underlying budget assumptions including what benchmarking has been conducted.* |

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| **Evaluation Strategy & Commercial Model** |
| Please provide the link to your ITT to demonstrate your evaluation strategy & commercial model | *Insert link here* |
| Evaluation Strategy Commentary |
| *Optional – you can include any explanation or rationale for the proposed approach here that is not contained in your ITT document, otherwise put “n/a”**Please ensure that you have followed the guidance on incorporating* [*social value*](https://beisgov.sharepoint.com/%3Ax%3A/r/sites/Commercial/Shared%20Documents/General/Commercial%20Toolkit/3.%20Tender%20%26%20Evaluation/3.2%20Social%20Value/Social%20Value%20Priorities.xlsx?d=w2f056918b6214192abfc8e739278c124&csf=1&web=1&e=wBSnwD) *into your evaluations.* |
| Commercial Model Commentary |
| *Optional – you can include any explanation or rationale for the proposed approach here that is not contained in your ITT document, otherwise put “n/a”* |

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| **Optional if total procurement value is <£250k** |
| **Contract Management** |
| Contract Classification | Gold / Silver / Bronze | Is there a Contract Management plan in place? |  |
| What resources are required to manage the contract, who will be the day-to-day contract manager and the senior contract owners and what CMCP accreditations do they have/plan to achieve accreditation? |
|  |
| Please explain how the contract(s) will be managed. Outline approach to performance management, change management, governance, managing claims and disputes, supply chain management, payments to suppliers. Is the contract management plan in line with the [contract management standards?](https://www.gov.uk/government/publications/contract-management) |
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| What specific actions will be taken to manage the delivery of the Social Value commitments? |
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| Please confirm that the nominated contract manager / business manager / business owner of the contract has completed the Government Commercial College [Tackling Modern Slavery in Supply Chains: PPE Case Study](https://www.govcommercialcollege.co.uk/course/view.php?id=123) module. |
| *Insert name(s) and date completed* |

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| **Key Commercial Risks & Issues** |
| **Risks / Issues** | **Mitigations** |
| *These should be proportionate to value, complexity, and risk of your contract.* |  |

**Commercial approval form should be saved as a PDF and uploaded onto Jaggaer.**

# **Approval to Award**

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| **Guidance on Spend Approval Form** |
| **Responsible** | Commercial Lead |
| **Purpose** | To outline the procurement process and the award decision |
| **When to use** | Following supplier evaluation process, prior to informing suppliers of the award decisionSome sections of the Approval to Award form are optional if the total value of the procurement is <£250k but should be used as guides and best practise for all values of contract. |

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| **Executive Summary***Limit summary to a few sentences covering what the contract is for, value and length. Summarise key commercial risks/issues and changes since approval to procure stage.*  |
| *Please confirm that no details have changed from the Spend Approval or Procure to Award forms, otherwise provide an overview of the new details, providing a justification for those changes.* |

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| **Commercial Benefits** |
| What cost savings have been achieved? | *State benefits in current financial year, annualised benefits, and total benefits over the life of the contract. Include your calculation methodology* |
| What cost avoidance has been achieved? | *State total benefits over the life of the contract and your calculation methodology* |
| What non-financial benefits have been achieved? | *e.g. improved service levels and KPIs compared to current contracts, tonnes of CO2 removed from the requirements, etc.* |

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| **Procurement administration** |
| **Form submitted and endorsed by** | **Form approved by** |
| Commercial Delivery Lead(s) |  | Commercial Approver |  |
| Form completed by (if different from above)  |  | Date of sign off |  |
| Business Project Team |  | SRO  |  |
|  | Date of sign off |  |

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| **Contract information** |
| Final contract value + extension options |  | Final contract length + extension options |  |
| Have the contract extension options been priced as part of the agreement, or at they to be agreed if the contract is extended? |  |
| Contract start date |  | Contract end date |  |
| Does the final contract value vary from expected contract value (estimated figure in Approval to Procure?) |  |
| If price higher than expected - detail reasons here(Please note that the Spend Approval Form needs to be revisited if the approved Spend has increased) |
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| What financial benefits have been achieved through this contract award? |
| *The benefits listed here should match the savings form submission* |
| Awarded supplier name |  |
| Is the supplier a SME? |  |
| Is the supplier a VCSE? |  |
| Provide rationale on recommendation to award |
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| What Sustainability benefits have been achieved through this contract award? |
| *For example, this could include a reduction in carbon emissions associated with the delivery of the contract, enhanced modern slavery checks and auditing processes, working with a VCSE, etc.* |
| Is the contract likely to be sub-contracted? | *If there is one, refer to the supply chain plan, and / or the supplier’s supply chain transparency response from the ITT.* |
| If yes, please can you provide details for each sub-contractor?Supplier Name:SME: Y/NValue of the subcontract (exc. VAT) (percentage of total)If > 40% additional due diligence need to be carried out |  |

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| **Procurement Outcome** |
| Please provide a link to your Evaluation Report | *Insert link here* |
| Procurement Outcome Commentary |
| *Optional – you can include any explanation or rationale here for the procurement outcome that is not contained in your Evaluation Report document, otherwise put “n/a”* |

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| **Optional if total procurement value is <£250k** |
| **Commercial model** Detail any deviations to the commercial in relation to the answers provided at Approval to Procure stage including reasons for deviations.  |
| Payment Model |  |
| Performance Model |  |
| T&Cs |  |
| Contract Management |  |

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| **Key Commercial Risks & Issues** |
| What is the legal risk of this award?Use the GLD [Guidance Note on Legal Risk](https://www.gov.uk/government/publications/attorney-generals-guidance-on-legal-risk) to assess |  |
| If the Legal risk is medium-low / medium-high / high, What guidance has Legal provided?What are the likely grounds for challenge?What are the chances of a challenge being successful?What steps are being taken to mitigate / manage this risk?  |  |
| **Risks / Issues** | **Mitigations** |
| *These should be proportionate to value, complexity, and risk of your contract.* |  |

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| **Lessons learnt** |
| *Provide any lessons learnt from the procurement of this contract.*  |

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| **Final checklist** |
| Contract Award Notice published within 30 days |[ ]
| Savings recorded |[ ]
| Procurement folder zipped and saved on Jaggaer |[ ]
| Contract Management plan completed |[ ]
| Risk register completed |[ ]

**Commercial approval form should be saved as a PDF and uploaded onto Jaggaer.**