

Pre Procurement Approval Form (PPAF)

This form must be completed for all proposed new R&D projects, or any other procurement over £10,000.

This form must be completed for all proposed new Single Tender Actions (STA) above £5,000.

Please see guidance in the [No Contract No PO Policy](#) for advise on non-R&D procurements below £10,000 or for Grants.

All costs are exclusive of VAT.

Do NOT use this form for variations to existing contracts.

Approvals via email will be accepted, but must accompany this form.

Sections A, B & E to be completed for all procurements.
Section C required only for Single Tender Actions
Section D required only for Evidence requirements

General enquiries on this form should be made to; Network Procurement Send Pre Procurement Approval Forms to Network Procurement. Email : Network.Procurement@defra.gsi.gov.uk

Section A - Procurement Summary

Procurement / Project Title

Procurement / Project Objectives

Estimated Total Contract Value (Excl of VAT)

Required Contract Start Date

Required End Date

Organisation Code

Procurement Category

Category Code

(This is mandatory. Click this link and open [Category Codes](#). You must choose the most appropriate category code to describe your requirement)

Is the Project subject to Treasury Office Approval?

Yes No

NB: If Yes, please attach business case & approval

Detail any considerations given to the Social Value Act during the identification of this procurement requirement.

Is your request sensitive?

Yes No

If you select yes we will restrict access to the request on our Procurement Caseload System

Section B – Budget Allocation & Budget Approval

Budget Allocation by Contract Year

Year 1

Year 2

Year 3

Year 4

Year 5

Is the Project Evidence?
(will it come from an evidence budget?)

Yes No

If it is evidence, does the project fall within the Defra approved definition of R&D

Yes No

Insert Name of Person with the appropriate Delegated Authority

Email approval from the person with Delegated Authority has been received and is attached

Yes No

Directorate

Cost Centre Code

Objective Code

Project Code

Section C – Single Tender Action (STA)

Single Tender Action (STA) guidance can be accessed [here](#).

Reason why exception is required

Technical	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Exclusive Rights	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Artistic Rights	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Consultancy	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Section D – Evidence Requirements

Has Evidence Triage Approval been received?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is this requirement subject to ERANet Co-fund?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the Project fall within an Evidence Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

If Yes, please state which evidence plan

Which professions have you consulted to develop this project?

e.g. Social Research, Natural Sciences, Economics, Operational Research, Statistics, Vets, Engineering, others. (you can add the name of the analyst/ specialist if you wish)

Preferred Procurement Route

Section E – Additional Information

a. Communications

Have you assessed whether the project is likely to attract significant interest from the media (positive or negative), or be politically sensitive?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Has this been agreed with your Evidence and Analysis Deputy Director?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the interest from media / public expected to be...	High <input type="checkbox"/>	Med <input type="checkbox"/>	Low <input type="checkbox"/>

b. Survey Control

Does the proposed work include a survey?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you obtained SRO / Policy approval?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Have you obtained approval in principal from the Survey Control Liaison Unit (SCLU)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

c. Intellectual Property

Where relevant, are Intellectual Property (IP) Rights generated by the project to be owned by Defra?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
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If NO, IP should be owned by Defra as a default. Indicate and briefly describe rationale if not proposing IP to be owned by Defra

This is not subject to approval but will be reviewed by Network Procurement and forwarded to Legal for review.

Completed Pre Procurement Approval Forms should be sent to:
Network.Procurement@defra.gsi.gov.uk