# **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 submissions  Note 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 | Market Frameworks | Directorate | Consumer and Competition policy |

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| **Requirements** | | | |
| Programme Title | | | |
| Drip pricing: Understanding prevalence | | | |
| Is this a new requirement, re-procurement, extension, or amendment to existing arrangements? | | | |
| New requirement | | | |
| 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:** | | | |
| *Supplier Name*  *Put “N/A” if this is a new requirement N/A* | | *Jaggaer Contract Reference* | |
| Expected time to transition from the incumbent(s) to a new supplier? | | N/A | |
| What lessons have been learnt from the existing contract(s) and the previous procurement process? | | N/A | |
| **Please provide a brief description of the requirement(s):** | | | |
| Requirement Title | Estimated total value (ex. VAT) | Description | Timeline goods/service required |
| Drip pricing: Understanding prevalence | <£40,000 | This research will provide the department with evidence to estimate the prevalence and scale of drip pricing across some of the most frequently used websites and apps by UK consumers in the sectors where evidence suggests drip pricing is common.  These estimates can then be used to inform the development of future policy and ensure policy making is evidence based. Additionally, it will provide evidence for any future CBA which will assess the impacts on both consumers and businesses of policy options. | The outputs of the research should include an assessment of the prevalence of online drip pricing across the selected sectors, websites and apps. This should include, but is not limited to:   1. Estimates on the prevalence of drip pricing across the outlined sectors 2. Trends in the type of dripped fees found 3. The magnitude of dripped fees relative to the base price 4. Estimates on the amount of spending influenced by drip pricing strategies 5. Commentary on how drip pricing strategies vary with price 6. Commentary on how drip pricing strategies vary across websites and how they vary across apps for identical products 7. Commentary on the prevalence of drip pricing online in comparison to mobile apps |
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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 |  |
| 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/:p:/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* | **Y** | Sub-category | Data |
| 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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| Ensure you follow the [Delegated Authority guidance](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Delegated-Authorities.aspx?xsdata=MDV8MDF8fDQyODg1MWM0Mjk3ZDQzNjQ2MjBlMDhkYTkxYTliY2E4fGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODI0NTU0MjY5OTg3OTh8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRRMk5EUmhZbU10TjJVeU15MDBOVFF3TFRrek5HSXRPVFE1TldaaU4ySTJNakpoWHprME1ESmpNR1pqTFdGaVpqQXRORFEzWlMwNE5tVXhMVFJoTnpGaU1ESTBZVFEzTVVCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=TFNjcmFPc2dtRnBKeWZET2pMZGxGODVtUkdaeXNuNzZGMmJ2MXJEM0dXWT0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662650570245&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | |
| **Approval** | **Name** | **Grade** | **Date of Sign-Off** |
| Policy Team Lead (incl Directorate) | **Bikram Chaggar** | **G7** | 08/11/2022 |
| **DocuSign Signature** |  | |
| SRO/Budget Holder | **Siobhan Dennehy** | **DD** | **22/11/2022** |
| **DocuSign Signature** |  | |
| Finance  *Confirmation that approvals are within delegations* | **Rosanna Fieldsend** |  | **01/06/2022** |
| **DocuSign Signature** |  | |
| *For Digital & Technology requirements only*  *Confirm Senior Assurance Manager and reference no*  *For guidance on whether Digital Approval is required, refer to the* [*Digital Assurance Guidance.*](https://beisgov.sharepoint.com/sites/corporateserviceshub/SitePages/Digital-Assurance.aspx?xsdata=MDV8MDF8fDdjOGI4OTBjYmQ3MDRiZjg2MTI1MDhkYTkyNWNkZmQzfGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODMyMjQ4MTYxNjUxNTd8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlQUjBadFRrZE9hMXBFYTNST1YwMHlUbmt3TUZwVVJYZE1WMFV4VDBSSmRFOUhTVFZQUkZWNFRXcEZNazVVV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=Y0JrcHhaWndjRnFLdGJpM1hnVnFQby9VNmRhSGtCTWh2VDh4dmw1eVg3MD0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662726009472&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | **Case Reference number** | *CA-YEAR-XXXX* | |
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| **DocuSign Signature** |  | |
| *For Research requirements only*  Confirm Research Panel has been involved | RAF Number: RAF115/2223 |  |  |
| Other Approvers  *Please Specify who is approving and why, and add relevant rows to enable DocuSign approvals* | | | |
| *Additional Approver 1* |  |  |  |
| **DocuSign Signature** |  | |
| *Additional Approver 2* |  |  |  |
| **DocuSign Signature** |  | |

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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** |
| No cabinet controls |  |  |
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| **Commercial Controls**  *For Commercial Business Partner to complete – Please complete what commercial controls apply*  *(projects with total value >£10m or as required under* [*BEIS Spend Controls*](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Controls-and-Assurance.aspx?OR=Teams-HL&CT=1647877640591&params=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjAyMDcwMTgxMiJ9)*)* | | | |
| Commercial Lead | **Paul Farthing** | | |
| Commercial Assurance Board | **n/a** | Cabinet Office Spend Control | **n/a** |

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| **Finance** | |  | | |  | |  | |
| Expected value of contract (excluding VAT) | | **<£40,000 (excl. VAT)** | | | Expected value of contract  (including VAT) | | **<£48,000** | |
| VAT Code | | 888 8255 50 | | | | | | |
| Programme Code  *(why we’re spending the money – i.e. what we’re trying to deliver)* | | 100101 | | | Is spend included in budget plans? | | **Yes** | |
| Cost Centre | | 100021 | | | Account Code | | 52114006 | |
| **Estimated expenditure** | | | | | | | | |
| Financial Year | Admin | | Programme | Capital | | Total (incl VAT) | | Total (incl recoverable VAT) |
| 2022/23 |  | | <£40,000 |  | | <£48,000 | | <£48,000 |
| 20xx/xx |  | |  |  | |  | |  |
| 20xx/xx |  | |  |  | |  | |  |
| 20xx/xx |  | |  |  | |  | |  |
| **Cost details** | | | | | | | | |
| Cost breakdown | *<£40,000 excl VAT* | | | | | | | |
| Assumptions | *Spend if based on guidance in research budget calculator* | | | | | | | |
| Uncertainties | Allocated budget | | | | | | | |
| Value for money | A study of StubHub ticketing platform showed that when customers were charged dripped fees such as service fees, facility fees and processing fees this led to them spending 21% more than the original advertised price. The estimates of prevalence will be used to inform future policy proposals. | | | | | | | |

# **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 procurement  Some 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.* |
| The aim of this work is to understand:   1. The prevalence of online and in-app drip pricing across the selected sectors in the UK for the most popular products or services purchased through these means 2. The types of dripped charges added and their proportion of the final price which may be used as a proxy for consumer harm. 3. How drip pricing strategies vary across the sectors examined, including how drip pricing interacts with the products, basket, price and purchase frequency   By answering these questions, the department will gain insight into how widespread the problem of online drip pricing in the UK is for the chosen sectors. It is not within the scope of this research to understand the prevalence of offline drip pricing.  The results of this analysis will be used to:   * Ensure future policy development is evidence based * Inform the development of any future CBA to help support policy decision-making, particularly in understanding the impacts various policy options may have on businesses and consumers * Act as baseline evidence for monitoring the effect of any regulatory changes, to assess the effectiveness of any future proposals   The contractor is responsible for identifying a group of sectors where drip pricing strategies appear to be most prevalent in online and in-app sales and representative of purchases made by UK consumers. The research should estimate the prevalence and scale of drip pricing for the pre-selected list of checkout pages. In addition to this, it should consider the degree to which the identified dripped fees are harmful based on pre-defined criteria. Techniques to do this could be, but are not limited to, data science approaches which utilise web-crawling software to navigate and scrape pricing information from a range of webpages. Dripped fees could then be identified by using the text (i.e., name of charge) and contextual data scraped (checkout page number, whether the charge is avoidable etc.) from the page. In the case of mobile apps where there is a high market concentration of frequently used apps, we recommend a manual navigation and scraping approach.  We estimate the research to cost less than £40,000 (excl. VAT) and to take 3 months to complete. The estimated cost and length of the research is based off that of the Phase 2 of the Fake Reviews research that requires a similar methodology to that recommend in the research specification.  We have mitigated any risks related to the supplier not being able to deliver the list of outputs by requesting a methodology report prior to the commencement of the research. |

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| **Procurement administration** | | | |
| Ensure you follow the [Delegated Authority guidance](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Delegated-Authorities.aspx?xsdata=MDV8MDF8fDQyODg1MWM0Mjk3ZDQzNjQ2MjBlMDhkYTkxYTliY2E4fGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODI0NTU0MjY5OTg3OTh8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRRMk5EUmhZbU10TjJVeU15MDBOVFF3TFRrek5HSXRPVFE1TldaaU4ySTJNakpoWHprME1ESmpNR1pqTFdGaVpqQXRORFEzWlMwNE5tVXhMVFJoTnpGaU1ESTBZVFEzTVVCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=TFNjcmFPc2dtRnBKeWZET2pMZGxGODVtUkdaeXNuNzZGMmJ2MXJEM0dXWT0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662650570245&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | |
| **Form submitted and endorsed by** | | | |
| Commercial Delivery Lead(s) | Paul Farthing | | |
| Form completed by  (if different from above) | Camille Van de Wiele | | |
| Business Project Team | Analysis, Corporate Support and Digital Markets (CCP) | | |
| Jaggaer Project Reference | Prj1395 | | |
| **Form approved by** | **Name** | **Grade** | **Date of sign off** |
| Commercial Approver | Rob Emmett | G6 | 21/12/2022 |
| **DocuSign Signature** |  | |
| SRO | Siobhan Dennehy | DD | 22/11/2022 |
| **DocuSign Signature** |  | |
| *For Digital & Technology requirements only*  *Confirm Senior Assurance Manager and reference no*  *For guidance on whether Digital Approval is required, refer to the* [*Digital Assurance Guidance.*](https://beisgov.sharepoint.com/sites/corporateserviceshub/SitePages/Digital-Assurance.aspx?xsdata=MDV8MDF8fDdjOGI4OTBjYmQ3MDRiZjg2MTI1MDhkYTkyNWNkZmQzfGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODMyMjQ4MTYxNjUxNTd8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2YldWbGRHbHVaMTlQUjBadFRrZE9hMXBFYTNST1YwMHlUbmt3TUZwVVJYZE1WMFV4VDBSSmRFOUhTVFZQUkZWNFRXcEZNazVVV1RCQWRHaHlaV0ZrTG5ZeXx8&sdata=Y0JrcHhaWndjRnFLdGJpM1hnVnFQby9VNmRhSGtCTWh2VDh4dmw1eVg3MD0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662726009472&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) |  |  |  |
| **DocuSign Signature** |  | |

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| **Contract requirements** | | | |
| Is this an Extension of an existing contract? | No | Is this a first-generation outsourcing? | No |
| Proposed Procurement Route  (Delete as appropriate)  If Direct Award, ensure you are following the [Direct Award guidance](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Delegated-Authorities.aspx?xsdata=MDV8MDF8fDk2YWVmN2RiODQyNTRhNzEwOTM4MDhkYTkxYTk3OWE0fGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODI0NTQzMDI2NDA0NDB8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRRMk5EUmhZbU10TjJVeU15MDBOVFF3TFRrek5HSXRPVFE1TldaaU4ySTJNakpoWHprME1ESmpNR1pqTFdGaVpqQXRORFEzWlMwNE5tVXhMVFJoTnpGaU1ESTBZVFEzTVVCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=alJLbjFoa1ZLQzh5T2VlYmFlWWVqMVNTU3Y5eUFQN2RSSmxhR3BnYVBvQT0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662648637671&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D#direct-awards). | *Framework*  *Commercial Dialogue*  *Commercial Negotiation*  *Direct Award*  *Open (OJEU/FTS)*  *Accelerated (OJEU/FTS)*  *SBRI*  *Other* | Which Framework will be used (if applicable) | Research & Insights |
| 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. | | | |
| The Direct award route was discounted due to the minimal urgency of the research.  The project being over £10K meant we were unable to do this without UKSBS | | | |
| What are the business aims, benefits, objectives, deliverables and desired outcomes? | | | |
| The aim of this work is to understand:   1. The prevalence of online and in-app drip pricing across the selected sectors in the UK for the most popular products or services purchased through these means 2. The types of dripped charges added and their proportion of the final price which may be used as a proxy for consumer harm. 3. How drip pricing strategies vary across the sectors examined, including how drip pricing interacts with the products, basket, price and purchase frequency   The supplier will be required to provide the Department with an assessment of the prevalence of online drip pricing across the selected sectors. This should include, but is not limited to:   1. Estimates on the prevalence of drip pricing across the outlined sectors 2. Trends in the type of dripped fees found 3. The magnitude of dripped fees relative to the base price 4. Estimates on the amount of spending influenced by drip pricing strategies 5. Commentary on how drip pricing strategies vary with price 6. Commentary on how drip pricing strategies vary across and within websites 7. Commentary on how drip pricing strategies vary across and within apps for identical products 8. Commentary on the prevalence of drip pricing online in comparison to mobile apps   By answering these questions, the department will gain insight into how widespread the problem of online drip pricing in the UK is for the chosen sectors. It is not within the scope of this research to understand the prevalence of offline drip pricing.  The results of this analysis will be used to:   * Ensure future policy development is evidence based * Inform the development of any future CBA to help support policy decision-making, particularly in understanding the impacts various policy options may have on businesses and consumers * Act as baseline evidence for monitoring the effect of any regulatory changes, to assess the effectiveness of any future proposals | | | |
| What goods/services are required to fulfil these aims | | | |
| We recommend the contractor to use a data science approaches which utilise web-crawling software to navigate and scrape pricing information from a range of webpages. Dripped fees could then be identified by using the text (i.e., name of charge) and contextual data scraped (checkout page number, whether the charge is avoidable etc.) from the page. In the case of mobile apps where there is a high market concentration of frequently used apps, we recommend a manual navigation and scraping approach. In instances where a provider has both an online website and an app, the department proposes that the contractor assesses both means to enable a comparison of website and in-app drip pricing strategies. | | | |
| How is the Public Sector Equality Duty (PSED) being reflected in the requirements and approach to market? | | | |
| We outline in the research specification that the sample of chosen websites and apps are representative of those used by all UK adults. | | | |
| Expected contract value + extension options | £40,000 +£10,000 extension option | Expected contract length + extension options | 3 months |
| Expected contract start date | 10/02/2023  Interim findings 31/03/2022 | Expected contract end date | 05/05/2023 |

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| **Optional if total procurement value is <£250k** | | |
| **Sustainability Requirements** | | |
| How is Sustainability being built into the requirements? | | |
| *Cover all aspects of sustainability and how they are being built into the procurement approach. You can refer to the* [*Sustainability Opportunities*](https://beisgov.sharepoint.com/:x:/s/Commercial/Efdrm9YxYXNLilPWVDm6nY8Bkwt3AtKMsSybR7CdglJ0Xw?e=paTcx6) *sheet for ideas of how to build sustainability factors into your requirements.* | | |
| Net Zero – How are the specifications aligned with Net Zero principles? | | |
| *Reference all steps being taken to minimise the greenhouse gas impact of the specifications / requirements. You can refer to the* [*Net Zero Tool*](https://beisgov.sharepoint.com/:x:/s/Commercial/EUH0fl5JTDFImeLvtU6hvRIBLwSQegzr6KK47SJ0ZBsGDw?e=BhSvJG) *for ideas of how to align your project with Net Zero principles.* | | |
| Modern Slavery – What is the inherent level of Modern Slavery risk for this contract? | | |
| *Use the* [*RAMS tool*](https://beisgov.sharepoint.com/:x:/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? | *Yes / No* | *If “No” please provide a brief explanation* |
| If you will not be reserving this procurement for SMEs or VCSEs, how will you use this procurement to support SMEs and VCSEs? | | |
| *For example, requiring subcontract opportunities to be published on Contracts Finder, requiring the primary contractor to be a signatory to the prompt payment code, etc.* | | |

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| **Optional if total procurement value is <£250k** |
| **Market Analysis** |
| What level of competition is there in the market? |
|  |
| Are there any supplier performance or financial concerns with either an incumbent or any prospective supplier(s)? |
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| Is there history of a failed procurement?  If yes, provide detail on the failed procurement and the steps taken to mitigate the risks. |
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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.* |
|  |
| 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.* |
|  |
| 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/:x:/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) | | | |
|  | | | |
| What specific actions will be taken to manage the delivery of the Social Value commitments? | | | |
|  | | | |
| 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 decision  Some 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** | | | |
| Ensure you follow the [Delegated Authority guidance](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Delegated-Authorities.aspx?xsdata=MDV8MDF8fDQyODg1MWM0Mjk3ZDQzNjQ2MjBlMDhkYTkxYTliY2E4fGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODI0NTU0MjY5OTg3OTh8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRRMk5EUmhZbU10TjJVeU15MDBOVFF3TFRrek5HSXRPVFE1TldaaU4ySTJNakpoWHprME1ESmpNR1pqTFdGaVpqQXRORFEzWlMwNE5tVXhMVFJoTnpGaU1ESTBZVFEzTVVCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=TFNjcmFPc2dtRnBKeWZET2pMZGxGODVtUkdaeXNuNzZGMmJ2MXJEM0dXWT0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662650570245&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D) | | | |
| **Form submitted and endorsed by** | | | |
| Commercial Delivery Lead(s) |  | | |
| Form completed by (if different from above) |  | | |
| Business Project Team |  | | |
| **Form approved by** | **Name** | **Grade** | **Date of sign off** |
| Commercial Approver |  |  |  |
| **DocuSign Signature** |  | |
| SRO |  |  |  |
| **DocuSign Signature** |  | |

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| **Contract information** | | | |
| Is this a Direct Award? |  | If this is a Direct Award, Please confirm that the [Direct Award Guidance](https://beisgov.sharepoint.com/sites/Commercial/SitePages/Delegated-Authorities.aspx?xsdata=MDV8MDF8fDk2YWVmN2RiODQyNTRhNzEwOTM4MDhkYTkxYTk3OWE0fGNiYWM3MDA1MDJjMTQzZWJiNDk3ZTY0OTJkMWIyZGQ4fDB8MHw2Mzc5ODI0NTQzMDI2NDA0NDB8R29vZHxWR1ZoYlhOVFpXTjFjbWwwZVZObGNuWnBZMlY4ZXlKV0lqb2lNQzR3TGpBd01EQWlMQ0pRSWpvaVYybHVNeklpTENKQlRpSTZJazkwYUdWeUlpd2lWMVFpT2pFeGZRPT18MXxNVGs2TVRRMk5EUmhZbU10TjJVeU15MDBOVFF3TFRrek5HSXRPVFE1TldaaU4ySTJNakpoWHprME1ESmpNR1pqTFdGaVpqQXRORFEzWlMwNE5tVXhMVFJoTnpGaU1ESTBZVFEzTVVCMWJuRXVaMkpzTG5Od1lXTmxjdz09fHw%3D&sdata=alJLbjFoa1ZLQzh5T2VlYmFlWWVqMVNTU3Y5eUFQN2RSSmxhR3BnYVBvQT0%3D&ovuser=cbac7005-02c1-43eb-b497-e6492d1b2dd8%2CRichard.Scarlett%40beis.gov.uk&OR=Teams-HL&CT=1662648637671&clickparams=eyJBcHBOYW1lIjoiVGVhbXMtRGVza3RvcCIsIkFwcFZlcnNpb24iOiIyNy8yMjA3MzEwMTAwNSIsIkhhc0ZlZGVyYXRlZFVzZXIiOmZhbHNlfQ%3D%3D#direct-awards) has been followed. |  |
| 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) | | | |
|  | | | |
| 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 | | | |
|  | | | |
| 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/N  Value 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 |  |

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