

Reference No:	CAT-2110-007-PC_2363_
Procurement Lead:	Sarah Dolman

Procurement Procedure: Options Appraisal

This document should be completed by Procurement and in discussion with project stakeholders during the initial engagement phase of any procurement project. Use the form to gather key information related to the project and to inform stakeholders about the procurement process and the obligations of all parties.

Once complete, the form should be signed by the key stakeholder and the procurement lead and saved in the contract file and e-portal.

1 – BACKGROUND

Project / Contract Title	High End Catering - Weddings	Value	£160,000 - £200,000
Description of the requirement	Exclusive High-End Events at The Orangery – University of Bristol.		
Project background	The Contract for the current award to Fosters is due to expire on the 17 th of March 2023 and therefore this needs to go out for tender to ensure continuation of the services currently provided.		
Reasons for procurement & Desired outcomes	End of the term of the existing Contract, this will be an open tender. Essential elements to the Contract will be Suppliers must incorporate ethical ingredients and locally sourced produce making best use of Bristol's food miles.		
Details of lots	High End Lot		
Form and length of contract	5 years		
Date Goods / Services needed by	17 th March 2023		

2 – STAKEHOLDERS

Business Owner Department / Division	Neil James	Finance Services Contact(s)	Jason Smerdon
Budget Holder (if different from Business Owner Department / Division)	Neil James	Legal & Insurance Contact (if not SECO)	Cristina Serna Benezet
Sustainability Contact	Agnes Chruszcz	Health & Safety Contact	Tendy Mwarewangepo

Any other stakeholder(s) to be consulted (e.g. IT Services)	Caroline Wynn, Head of Catering Kate Butler, Catering Branding & Relationship Manager
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3 – FUNDING

Type of Funding	
Date of Approval	
Value of Approval	
Spend Restrictions	
Budget Code(s)	

4 – PRE-PROCUREMENT MARKET ENGAGEMENT

Details of market engagement activities	This will be an Open tender, open to all suppliers within this field of expertise.
List of suppliers involved in the preparation of the procurement procedure (including advising on UoB requirements and/or product specification)	
Steps taken to prevent distorting competition	Open Tender

5 – ADDITIONAL CONSIDERATIONS

Logistics considerations	Local Supplier
Legal / Procedural considerations	UOB Terms and Conditions
Sustainability (including Social Value) considerations	Carbon emissions kept to a minimum, disposable compostable packaging.
IT Systems and Integration considerations	Maybe required for menu drafting - Storage of personnel data
Qualifications, Licences and/or accreditations Required	Food safety and hygiene regulations, trained certified staff – food hygiene and safety for catering.
Any other information relevant to the procurement	

6 – RISKS

RISK	OWNER	ACTION
Service Levels confirmed	Catering /procurement	Ensure robust SLA's are in place with the chosen supplier – ensuring quality assurance is completed for all events.
Key performance indicators set	Catering/procurement	Ensure that the key performance indicators align with the service agreement to ensure overall compliance for the contract duration and ensure any failings have immediate processes in place to deter any miss use of the service and provide quality on time in the right place at the right time and overall cost benefits.
Food Hygiene	Catering	Ensure the provision of all food hygiene policies and protocol for the Supplier, confirmation that this is in line with the current legislation surrounding food supply. The Food Safety Act 1990. The General Food Regulations 2004. The Food Safety and Hygiene (England) Regulations 2013.
Trained staff	Catering	Ensure all staff have met the requirements for serving and cooking food. That all staff represent the supplier in an acceptable manner.
Covid restrictions	Procurement/catering	Cover within the Contract for any issues surrounding Covid.
Carbon emissions	Catering/procurement	Ensure that the supplier is local
Local food supply	Catering	Local and high quality/organic when available.

7 – FRAMEWORKS

Details of Frameworks researched as part of the procurement process	Open tender
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8 – PROCUREMENT ROUTE

Choice of Procurement Route	This will be an open tender – advertised on contracts finder and TED
Justification	To complete an open tender for all suppliers in this area of expertise and award to the overall best supplier.
Quality / Price Split & Justification	Quality 80 price 20

Non-electronic supplier communications	
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9 – COMPLETION, RECOMMENDATION AND APPROVAL

Does this requirement need additional sign off? (e.g. Collaborative partner, local board, WOW PB, or Council?)	
Comments and Recommendations	To award to the winning supplier – based on an open tender. Quality will feature highly for this award.

Signatories

By signing this Options Appraisal I declare that I have read and understand the University's [Anti-Corruption and Bribery policy](#) and can confirm that I have not acted improperly in the Procurement of the Goods / Services that are the subject of this declaration. I am signing this document in accordance with my Delegated Authority.

	Name	Signature	Date
Business Owner	Neil James	N S James	15 th August 2022
Authorised by Delegated Procurement Signatory	Steve Davies	<i>S.R.Davies</i>	16/8/2022

Appendix 1: Sustainability Impact Assessment

Appendix 2: Procurement Authority to Award