

Procurement Gateway Report

Requirement Title:	
PI reference:	

Directorate	
Service	
Requirement Title:	
Contract Start Date:	Click or tap to enter a date.
Contract Term:	
Extension Term:	
Estimated overall Requirement Value (including extensions)	
Goods, Works, or Services	Choose an item.

Gateway One – Commissioning and Procurement Strategy

1.1 Business Need, Objectives, Scope, and Overview of Specification

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1.2 Have the Specification guidelines been followed? Yes No

1.3 Contact details

Service Leader:	
Contract Manager:	
Procurement Lead:	
Budget Holder:	

1.4 Draft Procurement Timetable

Milestone	Estimated Date
CPB Sign Off	Click or tap to enter a date.
Estimated Tender Publication	Click or tap to enter a date.
Issue of Invitation to Tender	Click or tap to enter a date.
Tender Clarification Deadline	Click or tap to enter a date.
Tender Submission Deadline	Click or tap to enter a date.
Evaluation completed	Click or tap to enter a date.
Intention to Award Published	Click or tap to enter a date.
Standstill Period End	Click or tap to enter a date.
Expected Award Date	Click or tap to enter a date.
Contract Commencement	Click or tap to enter a date.

	Capital (£)	Revenue (£)	Total (£)
Total annual funding available:			
Budget code for capital and revenue:			

1.5 Financial Baseline

1.6 Social Value Considerations

How will Social Value be considered as part of this Procurement?

1.7 Climate Change Considerations

How will Climate change be considered as part of this Procurement?

1.8 Summary of market conditions and any market engagement undertaken

1.9 Options Appraisal - Route to Market (RTM)

Option	Description of Option	Relative Advantages/Disadvantages, Reasons for selection or not, and any cost implications
Option 1 – <i>Proposed Route to Market</i>		
Option 2 – <i>title</i>		
Option 3 – <i>title</i>		
Option 4 – <i>do nothing</i>		

(If required add additional lines to include other options)

1.10 Collaboration opportunities

Provide details of any options available for collaboration:

CONTRACT REQUIREMENTS

1.11 Rationale for Contract Term

1.12 Details of Framework or Dynamic Purchasing System (if appropriate)

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1.13 Required financial security for performance if applicable (For contracts over £1,000,000 only)

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TENDER/EVALUATION DETAILS

1.14 Evaluation Panel – technical (minimum three)

Name	Position	Service Area

1.15 Selection and/or Award Criteria and weighting

If the weighting is not 70 (price)/30 (technical), please outline why.

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APPROVED BY:

Report approval by	Name:	Date:
<i>Senior Specialist Procurement – Route to market</i>		Click or tap to enter a date.
<i>Finance authorisation – available funding and benefits forecast</i>		Click or tap to enter a date.
<i>Legal sign off</i>		Click or tap to enter a date.

Gateway Two - Contract Award

2.1 Summary of Tender Activity (complete as relevant)

Tender Procedure	
Number of expressions of interest	
Number of responses (SQ)	
Names of tenderers passing the SQ process and reasons for their selection	
Number of responses	
Number of suppliers shortlisted (if applicable)	
Reasons for any rejection of any tender found to be abnormally low	
Significant changes during tender (e.g. revised spec, pricing schedule)	
Number of clarifications	
Other pertinent information/ ongoing decisions	

2.2 Successful Supplier(s) scoring

Successful supplier name	Technical Score %	Commercial Score %	Total Score %	Ranking
				1
				2
				3
				4
				5
				6

2.3 Unsuccessful Supplier/tenderer(s)

Unsuccessful supplier name	Technical Score %	Commercial Score %	Total Score %	Ranking
				1
				2
				3
				4
				5

2.4 Detail any issues which have arisen which may affect contract award, or a decision not to award

2.5 How has Social Value been delivered in this award?

2.6 How has Climate change been delivered in this award?

2.7 Total contract value

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2.8 Details of any savings

Contract Period	** Enter contract length and split out the savings per FY years in the table below	
FY Years	Total Savings Achieved	Total Cost Avoidance Achieved
19/20		
21/22		
22/23		
23/24		
24/25		
25/26		
Total:		

FINAL APPROVAL:

Report approval by	Name:	Date:
Senior Specialist Procurement:		Click or tap to enter a date.
CPB Approval:		Click or tap to enter a date.

Contract award decision made by	Name:	Date:
Service Leader:		Click or tap to enter a date.