Procurement process checklist

1 School ICT plan approved

I have included an estimate of costs	
I have included appropriate completion dates	
I have allowed sufficient time for the procurement process and supplier lead times	

2 School receives funding for ICT

Funding is sufficient to cover the estimated cost of purchases	
Funding is more than sufficient to cover the estimated cost of purchases and I have considered what to do with the surplus	
Funding is insufficient to cover all planned purchases and I have revised the plan accordingly	

3 School prepares procurement strategy and plan

Funding is sufficient to cover the estimated cost of purchases	
Funding is more than sufficient to cover the estimated cost of purchases and I have considered what to do with the surplus	
Funding is insufficient to cover all planned purchases and I have revised the plan accordingly	

4 Strategy is to purchase from an existing framework agreement

I have identified the best value-for-money supplier(s) for my purchases and have decided who to purchase them from	

5 Strategy is to purchase via a mini-competition against an existing framework agreement

I have identified the suppliers who can meet my needs and have decided who I wish to invite to bid	

6 Purchases are below EC threshold; strategy is to seek competitive bids

I have identified the suppliers who can meet my needs and have decided who I wish to invite to bid	

7 Purchases are over EC threshold; strategy is to seek competitive bids

I have issued a call for competition	
I have assessed all responses to the call for competition in accordance with the set criteria and have decided who I wish to invite to bid	

8 Strategy is to obtain bids via quotation

I have prepared and issued a request for quotation to all suppliers that I want to bid	

9 Strategy is to obtain bids via tender

I have prepared and issued an invitation to tender to all suppliers that I want to bid	
The invitations to tender were issued with a covering letter and tender return label	

10 The tender process

I have received confirmation from all suppliers that they will submit a tender by the due date	
I have arranged site visits for tenderers to help them prepare their bids	
Tenders received have been placed in a secure location until the date for opening them	
Any amendments to the tender document have been notified to all tenderers	
Details of any extension of time to the due date for return of tenders has been notified to all tenderers	

11 Opening of tenders

All tenders received have been opened on the due date by a tender opening panel	
The details of all tenders received have been recorded in a tender opening log, together with the names of those suppliers who were invited to bid and who either declined or failed to submit a tender by the due date	
Any late tender received has been returned to the supplier unopened or details explaining the reasons for its acceptance have been recorded for audit purposes	

12 Assessment of quotations/tenders received

I have checked all offers for mathematical accuracy and have resolved discrepancies with relevant suppliers	
I have checked all offers for compliance with the specification	
I have considered all qualifications and have either received confirmation of their withdrawal from relevant suppliers, or applied weightings as appropriate to relevant bids	
I have considered any alternative offers submitted in addition to base offers	
I have undertaken any required post-tender negotiation	
I have checked that no issues have been left unresolved	
I have completed the assessment of all offers received against any specified criteria and have selected the offer(s) that represent the economically most advantageous offer(s) received	
I have written and submitted a recommendation for award of contract to the relevant authorising body	

13 Prepare purchase order/contract award letter

I have checked that no issues concerning my intended purchases remain unresolved	
I have approval to place the order or award the contract to the relevant supplier, and sufficient funding to cover the total cost	
I have completed all relevant details on the order form	
I have entered all relevant details in the contract award letter	
Before posting it, I checked that the order/contract was signed by an individual with the necessary delegated level of authority	
I have distributed copies to relevant individuals	

14 If relevant, prepare and issue contract award notice

I have prepared and issued the relevant contract award notice for publication in the Ojec	

15 If relevant, prepare and issue regret letters to unsuccessful tenderers

I have prepared and issued regret letters to unsuccessful tenderers	

16 If relevant, provide feedback to unsuccessful tenderers

I have provided feedback to all unsuccessful tenderers who have requested it	

17 Manage the contractor prior to completion

(This part of the checklist should be customised to meet your circumstances. Note: you may need to make additions to your list as the contract progresses. For example, you will not always need to vary the contract. But if you do, you may need to do so more than once. Likewise, it is hoped that you will not encounter any problems concerning the contractor's performance.)

I have received the relevant insurance certificates from the contractor's insurers	
I have held an inaugural site meeting with the contractor	
I have provided the agreed site access to the contractor	
I have provided the contractor with any agreed working and storage areas	
I have provided the contractor access to any agreed services	
I have approved the contractor's drawings in accordance with the conditions of contract	

Progress meetings have been booked	
A need to vary the contract/amend the order has been identified and I have consulted the relevant clause in the conditions of contract	
The contract or order has been varied/amended in accordance with the conditions of contract	
The supplier has requested an extension of time, and I have consulted the relevant clauses in the conditions of contract	
I have assessed the supplier's request for an extension of time and have granted an extension/rejected their request	
The contractor is not executing the works to my satisfaction and I have consulted the relevant clauses in the conditions of contract	
I have formally notified the contractor to address my complaint about their performance in accordance with the conditions of contract	
The contractor has responded to my satisfaction	
The contractor has not responded to my satisfaction and I have taken further action in accordance with the conditions of contract/sought legal advice	
I have prepared the necessary acceptance test material, etc	
I have provided the necessary equipment and facilities for the contractor to undertake the acceptance tests, and have witnessed them	
I have checked the equipment/goods received for damage, and, if appropriate, have notified the contractor of damage in accordance with the conditions of contract	
I have notified all personnel to be trained of the agreed date, time and venue	
I have made the agreed equipment and venue/room available for training	

18 Contractor completes delivery, installation, commissioning, training, etc

I have checked that the goods have been received, the service or works completed by the contractor to my satisfaction and, if required, have issued a certificate of completion, in accordance with the conditions of contract	

19 Was order/contract completed late?

I have noted whether the order/contract was completed to time	

20 Is order/contract subject to liquidated damages for late completion?

The order/contract was completed late. I have checked the conditions of contract to see whether the order/contract is subject to liquidated damages for late completion	
The order/contract is subject to liquidated damages	
The order/contract is not subject to liquidated damages, and I have considered what other remedy, if any, is open to me	

21 Calculate liquidated damages due from the contractor and inform them of your intention to deduct liquidated damages

I have consulted the conditions of contract and calculated the sum due from the contractor as liquidated damages	
I have decided to claim the sum due and have notified the contractor of my intentions	
I have decided to waive my right to claim liquidated damages on this occasion. I have recorded my reasons for this, and have informed the contractor of my decision	

22 Supplier/contractor submits invoice for payment

I have recorded receipt of the supplier's/contractor's invoice	
I have checked the invoice for compliance with the terms of the contract (is the supplier/contractor entitled to invoice at this time?)	
I have checked the invoiced prices, and have notified the supplier/contractor of any discrepancy	

I have checked that the goods, service or works have been received/completed to my satisfaction in accordance with the conditions of contract	
I have checked that the contractor has made the appropriate reduction for any liquidated damages due	
I have checked that the contractor has made allowance for any relevant retention	
I have checked that payment is to be made to the company with whom we have contracted, and have confirmed the details of any factoring arrangements that the supplier/contractor may have entered into	
I have calculated the due date for payment and, pending receipt of any required credit note, will ensure that payment is made by that date	

23 Monitor the supplier/contractor post-completion

(Like 'Manage the contractor prior to completion', this aspect needs to be customised to reflect the scope of the arrangements agreed under the contract.)

I have consulted the specification and conditions of contract and am aware of the supplier's/contractor's obligations with regard to warranty and support	
I have logged any necessary warranty or support claim in accordance with the agreed procedure/conditions of contract	