7F Procurement Function Contracts Process





Contracts over £1,000,000										
Stakeholder determines need and identifies requirements	Request for work (RFW) form completed by Stakeholders and logged with 7F procurement Function. SRO to be identified	Procurement lead identified	Control Document signed off by stakeholder, budget holder, Finance lead and relevant PCCs. Strategic Governance Board approval to progress obtained.	Draft Statement of Requirements (SOR) completed by stakeholders	Tender process run in line with Contract Standing Orders	Contract Award Recommendation report (CAR) approved by all relevant stakeholders and delegated authorities. Strategic Governance Board recommend award to PCCS.	Contract Award Notice to winning bidder and Contract formally awarded after Standstill period	Complete admin and governance processes	Individual PCCs to seal contract in line with Contract Standing orders	Mobilisation and commencement of Contract Management Activities
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