

Gateway Three

Procurement Approval Form - Award

For use with contract awards and waiving procurement procedures

Completing this Form

Procurement Approval Type:		Waiver
Is a waiver to Contract Standing Orders required? See the Officer Delegated Decision Report for Reference		<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO If yes, which clause(s)? <u>No(s). 8.1.</u>
Procurement project title (100 characters max):	Borough wide Loft Insulation Programme	Contract Requisition No. (For Procurement Use only)
PB Date:	17 th September 09	
SPB Date:	28 th October 09	<input type="checkbox"/> N/A
Department:	Housing Regeneration and Environment	
Business unit code:	874	
Business unit:	Technical Services Major Works – Lambeth Living	
Lead officer's name title, and phone number:	Ian Phillips Senior Programme Manager 0207 926 8143	Is this contract listed on the Contract Register? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name, phone and mobile numbers of presenter:		

Please complete all of the information requested in the following table:

1	Short description of contract (no word limit)	The scope of work is to provide access equipment for the execution of Loft Insulation. This work is being substantially funded by EON	
2	If different from the lead officer, indicate the project manager and contact details here:		<input type="checkbox"/> N/A
3	Contract type (select one):	<input type="checkbox"/> Supplies <input type="checkbox"/> Services <input checked="" type="checkbox"/> Works <input type="checkbox"/> Consultancy	
4	Has an Equalities Impact Assessment been completed? If yes, indicate the rating here. (EIA is compulsory for contracts above £100k, voluntary below)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low	
5	How often will the Contract Register need to be updated with performance review reports?	<input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Six-Monthly <input type="checkbox"/> Annually <input type="checkbox"/> Once – Short Contract Review (for project contract with a term of up to 6 months in length)	

6	Total contract or framework value (including the value of any contract extensions):	£512,012	
7	Cashable savings:	£340,694.00	
8	Non-cashable savings:	None	
9	Contract start date (dd/mm/yyyy):	1 st November 2009	
10	Contract end date - excluding any extension periods (dd/mm/yyyy):	31 st March 2010	
11	Is there provision to extend this contract within the terms and conditions?	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
12	Planned extension type (e.g. 2 x 1 yr, 3 years, etc):		<input checked="" type="checkbox"/> N/A
13	What is the maximum end date including all extensions (dd/mm/yyyy)?	31 st March 2010	
14	Contract renewal reminder date. This is the date when an automatic reminder will be sent to the project manager to commence gaining approval to an extension or the re-tendering of the contract. If this is an EU tender allow at least a year for the prior research and tender process. (dd/mm/yyyy)	Not applicable	

15	Has an entry for this procurement decision been made in the Forward Plan? (Applies to contracts with a value above £500k only.)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
16	Has this procurement exercise been entered onto the 3 Year Procurement Plan?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		
17	Has your Executive Member been consulted on this project? (Applies to contracts with a value above £500k only.)	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A		
18	If there are IT elements, was Lambeth IT involved in the procurement panel?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A If no, please explain why not in your report		
19	Was this tender advertised on the Lambeth website and on www.supply2.gov.uk ?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A If no, please explain why not in your report		
20	Officer Decisions			
	All procurements valued at £100k+ must be entered onto Officer Decisions by the CCO within 2 days of award approval. Confirm that this will be done here:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> N/A		

Board Approval	
PB Date approved: 17/09/2009	SPB Date approved: 28/10/2009
Chair of PB signature: Christina Thompson signed on the 17/09/2009. Signature is not included on this document for fraud prevention	Chair of SPB signature: Sally Leigh signed on the 28/10/2009. Signature is not included on this document for fraud prevention

Note: for a single appointment complete the Service Provider Details section below. Copy this section (including the board administration rows) as many times as necessary for each firm on the same framework arrangement or programme of work with the same contract details, but different individual contract values.

Service Provider Details:			
Exor supplier number, Business Questionnaire date, OGC/LCSG contract number, or other framework (specify):		ON8227	
If this firm is currently registered on Oracle, provide Oracle No. and Site ID	N/A <input type="checkbox"/>	Oracle No.:	178110
		Site ID:	LEA 1AW
Annual value of contract with this supplier: also indicate whether this is an estimated value.	£512,012	Estimated? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Total value of contract with this supplier: also indicate whether this is an estimated value.	£512,012	Estimated? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
Company name:	Mark Group Ltd		
Contact name:	Mr Brian Talbot		
Address:	70 Boston Road Beaumont Leys Leicester		
Post code:	LE4 1AW		
Phone:	0116 236 6523		
Fax:	0116 234 0167		
Email:	Brian.talbot@markgroup.co.uk		
For Procurement Board Administration Use:			
Contract Register: For each contract the following documents will be required in PDF format to complete registration:			
	Received	Scanned	Uploaded
Business Questionnaire			
Signed Officer Delegated Decision Report - Procurement			
Signed/sealed contract			