

Checklist – Schools Services contracts

Identify services required			
Estimated contract value		£	
	Under £5,000	£5,000 - £75,000	Over £75,000
Procurement Route	Direct order	3 written quotes	5 tenders
Core Documents	Specific terms General terms Specification Providers Proposal	Specific terms General terms Specification Providers Proposal	Specific terms General terms Specification Providers Proposal
Additional Documents	None	Letter inviting quotations Providers Quotation	Invitation and Instructions for Tendering Form of Tender
Optional Documents	Safeguarding Confidentiality Any other:	Safeguarding Confidentiality Any other:	Safeguarding Confidentiality Any other:
Evaluation	Price represents value for money and best value	Price/Value evaluated using [70/30] split and quality criteria set out in the quotation documents	Price/Value evaluated using [70/30] split to reflect most economically advantageous tender and quality criteria set out in the tender documents
Obtain internal approval for contract award*	Approved by: Date:	Approved by: Date:	Approved by: Date:
LBS approval for award	Not required	Required	Required
Finalise contract and sign*	To be signed by: Date of contract:	To be signed by: Date of contract:	To be signed by: Date of contract:
Inform unsuccessful bidders	Date:	Date:	Date:
Contracts register	Yes/No	Yes/No	Yes/No
Retain for records	Yes/No	Yes/No	Yes/No

* check Financial Scheme of Delegation