

## APPENDIX A: APPROVAL FOR USE OF A FRAMEWORK AGREEMENT

### Guidance Notes

- a) A framework agreement is a contract let by another contracting authority, usually another Council, or an NHS body or a central purchasing authority (e.g. Crown Commercial Service).
- b) The framework agreement must have named the Council as one of its potential users, either generally or specifically.
- c) The framework agreement will have been published with rules and guidance notes; these must be followed in order for the call off contract to be compliant and valid.
- d) The Contract Procedure Rules and Procurement Toolkit contain further guidance on using a framework agreement.
- e) Approval must be sought before the framework call off process is started.

Name of Officer seeking approval	
Service area	
Contract title	
Description of contract (supporting documentation may be attached)	
Estimated total value of the contract	
Contract start date	
Name of framework agreement	
Owner of framework agreement	
Further competition or direct award	
Confirm that rules of the framework agreement have been followed	
Proposed length of contract (detail any extensions)	

### Authorisation

Head of Service/Director Authorised:                      Yes       No  

Reason for Rejection (if applicable):

Signature

Print Name

Date

Please remember to follow the filing procedure, let Welland Procurement have the relevant details to publish the contract award and add your Contract to the Contracts Register.