

APPENDIX B: APPROVAL FOR CONTRACT AWARD

Guidance Notes

- a) The Contract Procedure Rules set out the rules which must be followed for each value of procurement.
- b) The Procurement Toolkit is available to help you with practical advice on completing a procurement process.
- c) The Welland Procurement Unit is on hand to provide practical procurement advice and must be involved where the value of the procurement is over the relevant OJEU threshold (see Contract Procedure Rules for further details).

Name of Officer seeking approval	
Service area	
Contract title	
Description of contract (supporting documentation may be attached)	
Procurement process used	
Summary of evaluation criteria and weightings (supporting documentation may be attached)	
Copy of final evaluation schedule	Please attach
Reason for contract award	
Total value of the contract	
Contract start date	
Length of contract (detail any extensions)	
Confirm that Contract Procedure Rules followed	Yes <input type="checkbox"/> No <input type="checkbox"/>
If no, please provide further information	

Authorisation

Head of Service/Director Authorised: Yes No

Reason for Rejection (if applicable):

Signature

Print Name

Date

Please remember to:

- follow the contract/procurement filing procedure;
- let Welland Procurement have the relevant details to publish the contract award; and
- add your Contract to the Contracts Register.