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|  | **Procurement Prep Sheet for Services (includes companies engaged to provide a specific project)** |  |
|  | **Question** | **Response** |
|  | Name of Faculty |  |
|  | Name of Department |  |
|  | What is the estimated total value of the Service excluding VAT? If a call off service and so value not known, what is the estimated annual spend? Or, what is the allocated budget? |  |
|  | Funding Source e.g. Department, Wellcome Trust, EPSRC, other |  |
|  | If external grant, has award already been confirmed? If not, when is this expected? |  |
|  | Are the funds available for use now, or can you only raise a PO against them from a specific date? If the latter, please advise the date. |  |
|  | If external, has the funder stipulated that a competitive process must be undertaken i.e. OJEU or are they happy for you to follow College procurement regulations? (This information is usually contained in your award documentation). |  |
|  | Is there a deadline by which the monies have to be spent and/or the Project completed? If yes, please provide details? |  |
|  | Who is the primary contact for this project i.e. the person(s) who will sign off final invitation to tender documents, chair the evaluation panel etc? If there are external bodies who also need to be consulted, please advise who and for what element e.g. specification, award recommendation. |  |
|  | What do you wish to purchase / what is the project for which the service is required and what is the service. |  |
|  | Have you received any quotes already e.g. as part of a funding application, general market testing, more formal discussions etc. If yes, please provide details, copies? |  |
|  | Please provide details (contact name, address, email address) of the companies you wish to invite to tender (should be at least 4 if possible). |  |
|  | Please confirm you have checked that the above companies do indeed supply the service you are seeking to purchase, or are deemed capable of doing so. |  |
|  | Have any of the proposed tenderers been involved in discussions about this procurement prior to the issue of the tender out-side of very general market investigation, quotes for funding applications etc? If yes, please provide full details. |  |
|  | Does anyone in the Department/College who will be involved in this procurement i.e. writing the specification, on the evaluation panel, have a potential or actual conflict of interest? If yes, not sure, please provide details. |  |
|  | Are you using any external consultants, third parties to assist with this procurement? If yes, please provide details of who, their role etc and confirm if they have signed a confidentiality agreement and Declaration of Interest form. |  |
|  | Please provide the names of at least 3 people who will form the evaluation panel. If any of these are external, please highlight if not clear from your response to the above question. |  |
|  | Are there any dates, upcoming periods of absence that may impact on evaluation panel availability that need to be factored into the final procurement timeline? If yes, please provide details. |  |
|  | **Specification** |  |
|  | Have you drafted a technical specification? If yes, please provide a copy. If no, please do so. Please advise if you would like a sample specification for assistance e.g. determining the type of information required, level of detail. |  |
|  | Are you satisfied that the specification does not unduly favour one of the proposed tenderers and so a competitive procurement process is capable of being undertaken? If not, then you may need to discuss further with Purchasing whether there are grounds to proceed on a single supplier basis. |  |
|  | Are all of your requirements mandatory, or are some merely desirable? If both, this will need to be made clear in the specification. |  |
|  | Are there any criteria/factors you will seek to include in the evaluation that will have a higher weighting than others, or will all factors be equal? If the former, please advise which ones so that Tenderers can be advised in advance. Please note, you cannot decide to add such weightings when you begin the evaluation. |  |
|  | Is there anything else you would like the procurement to include, cover that has not been addressed in the above questions? If yes, please provide details. |  |
|  | Is there anything else Purchasing should be aware of for this procurement e.g. discussions with tenders, anything that whilst not intended to be such, a tenderer may have taken as an indication as to a tender approach which whilst they cannot rely on, they may seek to do so. |  |
|  | Do you have permission to commence this tender and therefore incur expenditure on behalf of the College, including from your Departmental Finance Officer? This is particularly important if the College is directly contributing to the cost. If such approval was given before March 2020, please reconfirm with the Departmental Finance Officer. |  |
|  | Is the service replacing an existing service? If yes, when does the current contract expire and are there any TUPE issues? |  |
|  | When do you need the service to commence? |  |
|  | Do you need a service implementation phase or transition phase? If yes, how long? |  |
|  | In order to confirm if the tender process or contract requirements require the use, inclusion or transfer of any personal data as defined by the Data Protection Act 2018 and so may require a full Data Privacy Impact Assessment (DPIA), please answer the following questions by entering Yes or No. |  |
|  | Will you be processing / collecting special categories of personal data[[1]](#footnote-1) or data which is likely to raise privacy concerns e.g. health records? |  |
|  | Will you be evaluating, scoring, profiling or predicting individuals’ behavior? |  |
|  | Will there be automated decision making about individuals with legal or similar effects?[[2]](#footnote-2) |  |
|  | Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them? |  |
|  | Will the project include systematic monitoring, observing or controlling personal data? |  |
|  | Will you be carrying out large scale processing of personal data? (This could include large volumes of data, large population of data subjects, length of processing or geographical extent of data) |  |
|  | Will you be combining or matching datasets or collecting and creating new information about individuals? |  |
|  | Will you be collecting the personal data of vulnerable individuals? |  |
|  | Will you be deploying a new or innovative use of technology to process personal data? |  |
|  | Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics, facial recognition or tracking. |  |
|  | Is data likely to be transferred outside of the European Union? |  |
|  | Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information? For example, UCAS, NHS, other Universities |  |
|  | Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used? |  |
|  | Will the project involve the processing of personal data by third parties (third parties would include all cloud based services, webinar platform providers etc.)? |  |
|  | Will the project expose personal data to elevated levels of security risks? Could the processing result in physical harm to individuals if a breach were to occur? |  |

1. For the d43.6.efinition of sensitive personal data or special categories of data please see this website: https://www.imperial.ac.uk/admin-services/secretariat/information-governance/data-protection/processing-personal-data/ [↑](#footnote-ref-1)
2. For guidance on what automated decision making is please as follows: <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/rights-related-to-automated-decision-making-including-profiling/> [↑](#footnote-ref-2)