



Pre-procurement checklist

[Insert procurement/contract title]

[Insert procurement/contract reference number]

[Insert name of procurement lead]

[MONTH YYYY] [Insert date of publication or any other additional text]

Version control

Version number	Author	Date	Changes

*Add rows as required



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[This is an automated contents table, based on text in the styles Heading 1 and Heading 2.
To update this table, right-click on it and select Update Field. Delete this text]

Introduction

Disclaimer

Whilst we have made every effort to ensure this template is aligned to policy, regulations and best practice, you should always seek commercial and legal advice in the context of specific procurements.

It is only intended to serve as a guide and should be supplemented and or, adapted where relevant and proportionate to each individual procurement, based on risk, complexity and novelty.

Timing

This template should be used for procurements where the tender notice will be published on or after 24 February 2025 and is subject to the Procurement Act 2023.

Confidentiality and classification

Contracting Authorities must ensure that appropriate protective security markings are applied to this document when completed in conjunction with a classification as detailed in the Government Security Classifications Policy.

Instructions

The checklist is divided into 4 sections;

1. The requirement
2. The procurement process
3. Governance; and
4. Logistics

To demonstrate you have considered each section, you should check the box in the relevant section of the form. Where you haven't checked a box, you may wish to provide supporting information for this decision in the comments box.

Replace the GCF logo with your own departmental logo.

1 The requirement

Consideration	Check
The requirement is articulated in a clear and unambiguous way.	<input type="checkbox"/>
The requirement addresses relevant wider policy requirements, including the National Procurement Policy Statement, prompt payment, social value, modern slavery and carbon reduction requirements.	<input type="checkbox"/>
The requirements are complete and can be clearly traced back to the business need as set out in the business case, as well as the programme strategic document and programme design documents.	<input type="checkbox"/>
Checks have been made to ensure there is no repeat of the same thing in the procurement documentation in multiple places, but in a slightly different way.	<input type="checkbox"/>
The requirement does not artificially narrow supplier participation e.g. by specifying technical requirements rather than functional/outcome-based needs.	<input type="checkbox"/>
Consideration has been given to sub-dividing the contract into lots where possible.	<input type="checkbox"/>
The procurement process and any exclusions are proportionate to the contractual requirement (e.g. financial capacity and insurance requirements)	<input type="checkbox"/>
Adequate preliminary market engagement has been carried out and the market understands the business context and need; a competitive market exists which is ready to respond to the requirement; the market recognises the value of the opportunity; the procurement strategy, and the procurement timetable.	<input type="checkbox"/>
Contract risk will be allocated to the party best able to manage the risk.	<input type="checkbox"/>
Comments	

2 The procurement process

Consideration	Check
The procurement documentation is aligned to the commercial strategy, as set out in the business case and sourcing strategy.	<input type="checkbox"/>
Preliminary market engagement has been carried out in way that does not give a supplier an unfair advantage, distort competition preventing SMEs/VCSEs from competing, and consideration has been given to removing any barriers to competing.	<input type="checkbox"/>
The procurement is complying with all transparency requirements, including the publication of all necessary notices.	<input type="checkbox"/>
The procurement is complying with the relevant requirements of the Sourcing Playbook and relevant Government Functional Standards , including, but not limited to, GovS 008: Commercial	<input type="checkbox"/>
There is a clear and documented justification for the chosen procurement route.	
The procurement process is described in a proportionate, clear and unambiguous way.	<input type="checkbox"/>
All procurement documentation is ready for publication/release (including but not limited to the assessment criteria and methodology).	<input type="checkbox"/>
The assessment methodology has been fully quality assured (including legal review where required).	<input type="checkbox"/>
The assessment methodology has been tested to ensure it is clear, unambiguous, transparent, robust and cannot be manipulated/gamed.	<input type="checkbox"/>
The assessment methodology has been reviewed against assessment guidance in the sourcing playbook .	<input type="checkbox"/>

The criteria addresses policies such as Social Value.

Conditions of participation, and award criteria has been tested and assured.

There is a clear process for dealing with tenders whose scores are close or tied.

Comments

3 Governance

Consideration	Check
The requirement and the procurement process has received the appropriate level of internal and external approval requirements, including where relevant, commercial spending controls (i.e. Cabinet Office and HM Treasury).	<input type="checkbox"/>
The Business Case is up to date.	<input type="checkbox"/>
The team is appropriately skilled and resourced.	<input type="checkbox"/>
The team has the time set aside to provide the right inputs and deliver the required outcomes.	<input type="checkbox"/>
There is an agreed plan to migrate to post award contract management.	<input type="checkbox"/>
There is an appropriate level of Programme and Project Management in place to ensure good governance, and risks and issues are being effectively captured and managed.	<input type="checkbox"/>
Conflict of interests declarations and conflict assessments have been completed (and revised as needed) throughout the procurement process, in accordance with Section 83 of the Procurement Act, and there is a conflict management plan in place for the duration of the commercial lifecycle.	<input type="checkbox"/>
There is a robust process in place for capturing and systematically recording material procurement decisions, together with all communications with suppliers (including notes of any dialogue/negotiations).	<input type="checkbox"/>
A clear and defined assurance process has been applied proportionately to the risk and value of the procurement and contract.	<input type="checkbox"/>
Comments	

4 Logistics

Consideration	Check
The procurement timetable is realistic and proportionate to the complexity of the procurement, from both the perspective of the team and that of potential suppliers, and observes minimum time limits in accordance with the Procurement Act 2023. The timetable accounts for seeking approval for relevant internal and external approval requirements	<input type="checkbox"/>
All the necessary resources have been secured and committed for the entire duration of the process (this includes people and technology).	<input type="checkbox"/>
The eProcurement Portal is ready and managed by a qualified resource.	<input type="checkbox"/>
The process for managing clarifications is clearly understood by all parties and adequately resourced. ("All parties" includes those bidding, those in your team responding to and approving responses, any incumbent supplier who may need to provide data and responses, and those issuing responses.)	<input type="checkbox"/>
The process is clear to all parties for identifying which clarification responses are to be shared with all suppliers and those which are confidential and, therefore, should only be shared with the supplier raising the question.	<input type="checkbox"/>
Tender assessors have been identified and their time has been secured throughout the process. Conflicts of Interest Declarations have been completed for all Tender assessors.	<input type="checkbox"/>
Tender assessors have been made aware of the tender assessment process and timescales.	<input type="checkbox"/>
Necessary resources and time have been set aside for moderating individual assessment scores.	<input type="checkbox"/>
Time has been set aside to allow suppliers sufficient time to absorb and respond to the outcome of the procurement, including complying with minimum standstill requirements.	<input type="checkbox"/>

Comments
