



Conflicts Assessment Template

[Delete this instructional text before issuing]

1. Replace the GCF logo with your own departmental logo
2. Add your security marking
3. Ensure an Authorised Individual¹ is responsible for preparing, and revising as necessary, the conflicts assessment.
4. Guidance notes are provided at the end of this document.

Disclaimer

Whilst every effort has been made 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.

PART A

Contracting Authority name	
Name of Procurement/Contract	
Unique identifier² (UI) number	
Procurement/Contract ref number (if different to UI number)	
Conflicts Assessment completed by (name and role)	
Conflicts Assessment approved by (name and role)	
Date of approval	
Planned date of next review/next review point	

¹ An “Authorised Individual” is any person(s) to whom management has been delegated (for example from an accounting officer) to be responsible for managing the disclosure of procurement information and conflicts of interest. For example, this may be a Commercial Officer, Manager or Lead.

² Unique identifier is the globally unique (OCID) number generated by the central digital platform.

[SECURITY CLASSIFICATION TO BE ADDED IF APPROPRIATE]

1) Details of individuals and teams relevant to the procurement / contract³

Individuals (or team) relevant to the procurement/contract	Role and/or relevance to the procurement/contract	Conflicts information received (e.g. by declarations or other means)	Date completed

*Add or delete rows as required

2) Details of any actual, potential or perceived⁴ conflicts identified and mitigations

No	Individual(s) impacted	Type of Conflict (actual, potential or perceived)	Details of conflict	Supplier(s) impacted	Mitigations / step taken or will be taken	Date mitigations completed

³ "Individual" applies to any person acting for or on behalf of a Contracting Authority, (or a Minister), where that individual influences a decision made by or on behalf of a Contracting Authority in relation to a procurement. Such persons may include (but are not limited to): the project management team, the senior responsible officer, the budget holder, the commercial director, members of the management board, commercial staff, specification writers, people who will assess tenders, contractors, external experts, private sector secondees and consultants, non-executive board members, special advisers, private office employees and Ministers.

⁴ See [Procurement Act 2023 guidance](#) on conflicts of interest for more information on perceived conflicts of interest. The Contracting Authority must - as part of the conflicts assessment - include steps it has taken or will take to demonstrate that no such conflict or potential conflict exists where there are perceived conflicts of interests.

[SECURITY CLASSIFICATION TO BE ADDED IF APPROPRIATE]

3) Details of impacted suppliers

Complete this section for any suppliers impacted in section '2) Details of any Actual, Potential or Perceived Conflicts Identified'.

Supplier Name	Are further actions required to remove an unfair advantage or disadvantage?	Further actions required to remove an unfair advantage or disadvantage ⁵	Date action taken

*Add or delete rows as required

4) Suppliers excluded from the procurement due to an unfair advantage (if applicable)

Supplier Name	Reason for removing supplier	Date supplier notified

*Add or delete rows as required

⁵ This may include steps taken by suppliers.

[SECURITY CLASSIFICATION TO BE ADDED IF APPROPRIATE]

PART B

1) Assessment Reviews

This section can be completed when the conflicts assessment is reviewed and revised.

Review date	Is there a change to the assessment?	Details	Approved by

*Add or delete rows as required

Guidance Notes

This template has been developed to help Contracting Authorities comply with section 83 of the Procurement Act 2023. Sections 81 and 82 of the Procurement Act 2023 confer a duty on Contracting Authorities to identify and mitigate conflicts of interest.

The Procurement Act requires that Contracting Authorities must prepare a conflicts assessment before publishing a tender or transparency notice in relation to a covered procurement or a dynamic market notice in relation to the establishment of a dynamic market. This requirement applies even if the Contracting Authority identifies no actual, potential or perceived conflicts of interest. When publishing these notices, they must confirm that a conflicts assessment has been prepared and reviewed and revised as necessary (until the end of the contract).

It is not mandatory to use this template and it may be adapted by Contracting Authorities (for example to align with individual organisational processes or systems, such as a spreadsheet format or constrained in an electronic system) but all approaches to conflicts of interest must still comply with the Procurement Act 2023 and any other legislation, such as those relating to data protection.

Make sure that you have read and understood the [Procurement Act 2023 guidance](#) on conflicts of interest prior to completing this form.

Part A includes details of the conflicts assessment and Part B includes details of any revisions or updates to the conflicts assessment upon review.

It may be useful for Contracting Authorities to create a new version of the conflicts assessment when revising (saving the old version for record-keeping purposes).

The conflicts assessment should be stored securely and its contents handled sensitively.