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**Approval to Award Report**

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| **Contract Name**:  | **Date:**  |
| **To:**  | **Position: Cabinet Member**  |
| **From:**  | **Position**:  |

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| **Authority To Award***It is important that correct authority has been given before the award of the contract, if the value is less than £1million then the Delegate Authorities Matrix in the Financial Regulations applies.**If greater than £1million then one of the below will apply, for a formal decision where the* *a) a formal decision of a Cabinet Member, of the Cabinet, (or in some cases of full Council)  to enter into this specific contract with the specific other party**OR**b) a delegation of that decision to a specific officer PLUS the exercise of that delegation by that person (in writing)**OR**c) an entry in the Budget Book either on its own or with relevant delegated approval. If a budget line or Business Plan reference is sufficiently clear and detailed to cover the action required, then it is quite possible that no further decision or authority is required. However, a problem arises when the description relied on is too vague, general or imprecise to be able to adequately cover what is required to be done. It very much depends on individual circumstances, i.e. whether the wording used matches the action to be taken. If the Budget / Business Plan is insufficiently precise what is then needed is the necessary approval from the relevant MD (or their delegate) to say what should proceed (this will no longer be an acceptable form of authority soon as Budgets / Business Plans will no longer be approved by full Council)**As regards b), the delegation of that decision to a specific person can be in a number of ways:**i. a formal Cabinet /Cabinet Member decision can delegate further decisions to specific officers**ii. certain things are already delegated to the relevant Managing Director under the Constitution - a list of them is held by Democratic Services**Where a decision is delegated to the Managing Director then that MD can sub-delegate it by a formal scheme of delegation under the Constitution"* |

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| **Report Summary:**  |

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| **Background:** *Background to Project* |

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| **Procurement Route:**  |

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| **The Process:** *Description of the procurement process used, dates, timescales. Details of tenders received, any presentations or interviews run* |

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| **Evaluation Process:** *Details of scoring definition, regime and weightings used.* |

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| **Results:***Details of the tender scoring for key tenderers break down by section if applicable. Explanation of results in needed.*  |

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| **Recommendation:***Outline award recommendation and any other relevant comments.*  |

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| **Contract Management:***The name of the contract manager and the Director that will be responsible for the delivery of this contract***Name of Contract Manager:** **Name of Director responsible for Contract:**  |

**Approval to Award (in accordance with the Delegated Authorities Matrix)**

I agree with the award recommendation specified above.

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| **Signed** |  |
| **Name** |  |
| **Position** |  |
| **Date** |  |