|  |
| --- |
| **The form should be completed in consultation with University Procurement services (UPS) where required.**  **Please refer to the** [**Procurement Quick Reference Guide**](https://www.strath.ac.uk/professionalservices/procurement/procurementguidance/procurementquickreferenceguide/) **for additional information when completing this form.**  **Please complete the below and return the form to:**[procurement.enquiries@strath.ac.uk](mailto:procurement.enquiries@strath.ac.uk) |

|  |  |
| --- | --- |
| **Section 1 – Customer Details & Budget Details** | |
| **Customer Name** |  |
| **Job Title** |  |
| **Department/Faculty** |  |
| **Is the Budget available?**  **\*Please note where budget is not available procurement will only provide limited support until such time as budget becomes approved/ confirmed.** | Choose an item.  If no, when will the budget be available? |
| **Contact email address** |  |
| **Is the stakeholder(s) aware of any potential conflict of interest between any UoS staff and potential suppliers?** | Choose an item.  If yes, please provide details. |

|  |  |
| --- | --- |
| **Section 2 – Project Information** | |
| **Project Title** |  |
| **Type of Contract** | Goods  Services  Works  Leasing |
| **Estimated total contract value (exc VAT)**  **(The total contract value should include all support, maintenance and warranty)** |  |
| **Required contract start date** |  |
| **Contract duration (months)** |  |
| **Summary of requirements** |  |

|  |  |
| --- | --- |
| **Section 3 – Due Dilligence required pre procurement engagement**   * **Please note this must be completed before submitting your Request for Procurement Action** | |
| **Confirm completion and submission of the Data protection Impact Assessment Screening (DPIA) (**[**Data Protection Impact Assessments (sharepoint.com)**](https://strath.sharepoint.com/sites/igu/SitePages/DPIA.aspx) | Choose an item. |
| **Confirm completion go the Equalities Impact Assessment screening (EIA) (**[**Equality Impact Assessment | University of Strathclyde**](https://www.strath.ac.uk/professionalservices/accessequalityinclusionservice/equalitydiversity/equalityimpactassessment/#:~:text=Equality%20Impact%20Assessment%20(EIA)%20is,we%20conduct%20Equality%20Impact%20Assessments%3F)**)** | Choose an item. |
| **Digital Campus Sub-Committee (DCSC) – Where engagement required, confirm the date the related business case received approval from the DCSC** | Choose an item. |
| **Payment Card Industry - Data Security Standard (PCI-DSS) compliance – Please contact the PCI team prior to the procurement of any new payment system or services with a payment element. Contact pci-team@strath.ac.uk** | Choose an item. |
| **Consultancy**  **Where this project involves the acquisition of an individual consultant, the department is responsible for completing the required [CEST/ IR35](https://www.gov.uk/guidance/check-employment-status-for-tax) checks. Please confirm this is understood and that a copy of the CEST will be provided to Procurement for audit purposes** | Choose an item.  If no, please provide details. |
| **Does Transfer of Undertakings** [**(Protection of Employment) Regulations (TUPE)**](https://www.gov.uk/transfers-takeovers#:~:text=TUPE%20protection&text=When%20TUPE%20applies%3A,continuity%20of%20employment%20is%20maintained) **apply to this contract?** | Choose an item.  If yes, please provide details. |
| **Leasing (Where Applicable)**  **Where the “Type of Contract” is identified as “Leasing”, please confirm the department has directly engaged the related finance business partner for the required approval to proceed.** | Choose an item. |

**University of Strathclyde – Procurement Guidance**

If you have any further questions regarding the above please contact Procurement Enquiries [procurement.enquiries@strath.ac.uk](mailto:procurement.enquiries@strath.ac.uk)