


## PROCUREMENT BUSINESS CASE

 <p>ABERDEEN CITY COUNCIL</p>	For proposed procurements where the total estimated expenditure exceeds £50,000 (supplies/services) or £250,000 (works)
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<b>Procurement / Contract Title and start date</b>			
<b>Procurement Ref No.</b>			
<b>Current contract in place?</b>			
<b>Function</b>		<b>Cluster</b>	
<b>Lead Officer</b>		<b>Date prepared:</b>	
<b>1. Recommendation</b>			
<b>2. Compliance with Demand Management Gateways</b>			
<u>Gateway 1:</u> Is the spend from a national or regional framework and if not, what is the justification for the spend to be off contract?	<p>What is the proposed route to market and why?</p> <p>What alternative models have been explored? ; i.e. partnerships for example across the public sector, with voluntary sector, joint ventures, insourcing.</p> <p>What benchmarking / market sourcing has been undertaken?</p>		
<u>Gateway 2:</u> Is this spend connected with an identified budget option/service redesign? If not what is the justification for the contract?			
<u>Gateway 3:</u> Does the spend support outcomes associated with the LOIP and/or the Council's associated commissioning intentions?	Describe any community benefit to be derived from the spend. What are the drivers behind these? How these will mitigate cost? How does delivery support the LOIP?		
<u>Gateway 4:</u> Have officers concluded all processes to avoid the demand associated with the external spend?	<p>Describe the response to mitigating demand:-</p> <ul style="list-style-type: none"> <li>i. What options to reduce / consolidate / rationalise / standardise have been considered to manage demand?</li> <li>ii. What options are there to generate income through the contract?</li> <li>iii. What digital options have been explored?</li> </ul>		

<p><b>Gateway 5:</b> Are the performance measures to assess the impact of the associated external spend robust and appropriate?</p>	<p>How will community benefits be monitored?</p> <p>How will the benefits be sustained at the end of the contract?</p> <p>How will reduction in demand be measured?</p>
<p><b>Gateway 6:</b> Are the managerial and governance reporting arrangements against these performance measures robust and appropriate?</p>	<p>What contract management procedures will be put in place?</p>
<p><b>3. Risk</b></p>	
<p>What risks are associated with this procurement?</p>	<p>Describe risks of proceeding with the recommendation and how these can be mitigated.</p> <p>Describe risks / implications of not agreeing spend and how these can be mitigated.</p>
<p><b>4. Consultation</b></p>	
<p>Details of consultation undertaken</p>	<p>List key stakeholders, which may include other Council services, staff / TUs, and state whether/how they have been consulted.</p>
<p><b>5. Legal</b></p>	
<p>Does the proposal comply with all relevant legal provisions?</p>	<p>Yes / No</p> <p>Commentary:</p> <p>Name:</p> <p>Date:</p>
<p><b>6. Finance</b></p>	
<p>Budget including all revenue and on costs</p>	<p>£</p>
<p>Budget Type</p>	<p><input type="checkbox"/> Revenue</p> <p><input type="checkbox"/> Capital</p> <p><input type="checkbox"/> Housing Revenue</p> <p><input type="checkbox"/> Common Good</p>
<p>Budget Code(s)</p>	
<p>Estimated Spend</p>	<p>Annual contract value: £</p> <p>Total contract value: £</p>
<p>Reviewed by</p>	<p>Name of Finance Officer:</p> <p>Date of review:</p>
<p>Is budget sufficient for procurement?</p>	<p>Yes / no</p>
<p><b>7. Governance</b></p>	

Approved by Director / Chief Officer	Name / date:
Approved by Legal:	Name / date:
Approved by Finance:	Name / date:
Approved by Commercial and Procurement:	Name / date:
Approval by Demand Management Control Board	Date:
Presented to Committee:	Name of Committee:  Date: