*Aberdeenshire - Please select View and Edit Document to complete this form.*

|  |
| --- |
| Service Details |
| Aberdeen City Council [ ]  | **Aberdeenshire Council** [ ]  | **Joint Procurement** [ ]   **with**       |
| Directorate (Mandatory) |       |
| Service (Mandatory) |       |
| Budget Holder (Mandatory) |       |
| Submitted By (Mandatory) |       |
| Submitted Date (Mandatory) | Click here to enter a date. |
| Contract Details |
| Contract Name (Mandatory) |       |
| Procurement Category (Mandatory) |       |
| Supplier Name (Mandatory) |       |
| Contract Reference (If known) |       |
| Description (Mandatory) |       |
| Start Date (Mandatory) | Click here to enter a date. |
| End Date (Mandatory) | Click here to enter a date. |
| Extension Length (Months) |       |
| Contract Value (Mandatory) |       |
| (Please Tick Where Applicable – More than one can apply) |
| Goods [ ]  | **Works**  [ ]   | **Services**  [ ]  |
| Category A [ ] (National) | **Category B** **[ ]** **(Scotland Excel)** | **Category C** **[ ]** **(Local)** |
| * Support & Maintenance Agreement (Relating to Contract already in place) [ ]
* Extension (Relating to Contract already in place) [ ]
* Awarded through Mini Competition [ ]
* Direct Award [ ]
* Stand-Alone Tender [ ]
* Multi Supplier Framework [ ]
* Single Supplier Framework [ ]
* Please Provide the Original Contract Reference if Extension / Mini Comp
 |
| Savings (If Applicable) |
| Secured Savings | **Cashable [ ]**  | **Non Cashable [ ]**  | **Additional Benefits [ ]**  |
| Saving Type |       |
| Saving Notes |       |
| Saving £ (Enter Manually) |       |
| Total Saving £ |       |
| Financial Code |       |
| Documentation is Mandatory Attachments (REQUIREMENT -Please select and attach documents) |
| Committee Report Doc [ ]  | **Authorised Contract Doc [ ]**  | **Award Notice Doc [ ]**  | **SLA Doc [ ]**  |
| Please Return Completed form and Contract Documentation to CPSContracts@aberdeencity.gov.uk |

**Completion Guide**

**Service Details Section**

**Directorate** – Enter Directorate name of who holds the Contract.

**Service** – Enter the name of Service submitting the new contract.

**Budget Holder** – Who holds the Budget for the Contract?

**Submitted By** – Enter a Main Contact for Communications relating to said Contract

**Submitted Date** – Enter the date the Form and Contract Documentation was submitted to CPSContracts@aberdeencity.gov.uk.

**Contract Details Section**

**Contract Name** – What is the Contract title?

**Procurement Category** – Please Enter Category of New Contract (For Details please see New Procurement Categories on Commercial & Procurement Services pages on The Zone and Arcadia).

**Supplier Name** – Enter the supplier being awarded the contract

**Contract Reference** – Please contact Commercial & Procurement Services for a Contracts Reference at the beginning of the process.

**Description** – Enter a description of what the Contract provides.

**Start Date** – Enter the Contract Start Date

**End Date** – Enter the Contracts End Date – Without Extension

**Extension Length** – Advise how long extension is for, if applicable.

**Contract Value** – Provide an aggregate total Value

**Goods/Works/Services** – Please advice what the Contract Provides

**Goods** are physical products purchased or manufactured on request.

**Works** are related to civil works; this includes new construction of structures of all kinds (buildings, highways, bridges, etc), renovations, extensions, and repairs

**Services** are classified as consulting services and non-consulting services.

Consulting services are usually intellectual in nature and are considered technical services.

Non-consulting services usually involve the use of equipment and specific procedures to achieve their objectives - equipment maintenance and repair, operation and maintenance services, utility management, installation and maintenance services, surveys and field investigation etc.

**Category A/B/C** – Please advise what Category the Contract falls under

**Category A** contracts include goods and services that are used by all local public sector bodies in Scotland including: Corporate Services, IT Hardware, IT Software, IT Services, Office Equipment, Professional Services, Telecoms, and Utilities. http://www.gov.scot/Topics/Government/Procurement/directory

**Category B** contracts are managed by Scotland Excel. They are commodities which fall outside of Category A scope but are commonly purchased across the local authority sector and which maybe collaboratively purchased to facilitate efficiency and competitiveness. https://www.scotland-excel.org.uk/login.aspx

**Category C** contracts cover all goods and services that do not fall under Category A or Category B. Local authorities manage Category C contracts directly. Occasionally these are known as Category C1.

**Support & Maintenance** – Please advise if your contract applies – If your Contract is a support & maintenance agreement please provide the original contract reference in order to link the Contracts. **Support & Maintenance Agreement for Systems –** Services should procure goods and services with regard to the total cost of ownership from the start to the end of the agreement, including any extension period. Support and maintenance, as well as product licencing, training requirements and any upgrades should also be considered. Where contracts have lapsed and support and maintenance agreements are required in order to maintain business continuity, these should be used on a short term basis, and should only be used in consultation with ICT and Commercial and Procurement Services.

**Extension** – Please advice if your contract is an extension only – Also provide original Contract reference for linking.

**Awarded through Mini Competition** – Please advice if this is a call-off contract. If so please provide original Framework reference. A **Mini Competition** is a process in which a call-off contract is created under a framework agreement where the best value supplier has not been specified. It allows you to further refine your requirement whilst retaining the benefits offered under the collaborative agreement.

**Direct Award** – Please advise if this contract has been completed by a direct Award. Awarded without Competition.

**Savings**

**Secured Saving** – If applicable please advise if the savings from this contract/SLA are Cashable (Money Savings), Non Cashable (Time Saving, Collaborative Savings, Electronic Savings) or achieve Additional Benefits (Community Benefits, Sustainability benefits etc)

**Saving Type** - Please advise the type of savings achieved. Financial? Community Benefit?

**Saving Notes** – Please give a brief description of the savings achieved.

**Savings £ (Enter Manually)** –If applicable please enter the total savings in monetary value achieved.

**Total Savings** – Enter details of Total Savings throughout the whole Contract? Do you get a rebate?

**Financial Code** – Please enter Financial Code associated with this Contract/SLA

**Attachments**

Please attach either the Committee Report and approval or Authorised Signed Contract or Award Notice. This is to provide back up of Contract Approval.