****

**NEW WORK REQUEST (WRNEW01) FORM**

**This form is to be completed and submitted to CPD to request procurement advice for supplies and services contracts**

**(non-construction).**

Once this form is received by CPD your procurement project will be acknowledged and a procurement advisor will be in contact directly with the nominated client as per the details you provide:

|  |
| --- |
| **Section 1. Client Contact Details**  |
| **1.1 Name of Contact**  |  |
| **1.2 Department** |  |
| **1.3 e-mail address** |  |
| **1.4 Office Telephone Number** |  |
| **Please note:** There are important points for you to consider at the pre-tender stage, which will help avoid delays further in the process. Information on what you need to consider can be found at: [**https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form**](https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form) **entitled ‘New-Request-Form-Important-Information.**As a new CPD customer, useful guidance and templates are also available on the DoF website, which will help you understand your role and responsibilities throughout the procurement process, and help you develop your specification. [**https://www.finance-ni.gov.uk/publications/understanding-roles-and-responsibilities-supplies-and-services-procurement**](https://www.finance-ni.gov.uk/publications/understanding-roles-and-responsibilities-supplies-and-services-procurement)[**https://www.finance-ni.gov.uk/publications/general-tips-writing-specifications**](https://www.finance-ni.gov.uk/publications/general-tips-writing-specifications) |

|  |
| --- |
| **Section 2 – Extension of Shared Services**  |
| **Use of external providers**It is only where an 'in-scope' service cannot be taken forward using Enterprise Shared Services (ESS) or Business Consultancy Services (BCS), that a contract with an external provider is required - as per <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/daodfp0615.pdf>* **Buying technology or digital services**

If you intend to buy technology or digital services, you must firstly contact your ITAssist Account Manager, to ensure that the service cannot be delivered ‘in house’. CPD will require an email from the ITAssist Account Manager advising that the service cannot be provided in-house, before progressing an external procurement. * **Services available from Business Consultancy Services (BCS)**

Departments requiring consultancy assignments should contact BCS to establish if it has the capability and capacity to undertake assignments, prior to engaging any external consultants. More information is available on the DoF website: <https://www.finance-ni.gov.uk/articles/information-about-buying-technology-or-digital-services> |
| **2.1 Please confirm you have already discussed with ESS/ BCS** **(Yes / No / Not applicable)** |  |

|  |
| --- |
| **Section 3. Project Details**Please provide the following details about your project:  |
| **3.1 Project title** |  |
| **3.2 Please confirm if this is a request for a Pre-Market Engagement exercise (Yes/No)**More information on this is provided on the DoF website: [**https://www.finance-ni.gov.uk/articles/understanding-pre-market-engagement**](https://www.finance-ni.gov.uk/articles/understanding-pre-market-engagement) |
| **3.3 Estimated contract duration** (initial period including any options to extend) |  |
| **3.4 Estimated value for total contract period** (excluding VAT) |  |
| **3.5 Please specify whether Security Vetting is required for contractors’ personnel on this project (Yes/No)** More information on this is provided on the DoF website: [**https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form**](https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form) |
| **3.6 Project category**Please specify the category, from the following options:* General services
* General supplies
* Facilities management
* ICT
* Justice sector
* Energy
* Fleet
 |  |
| **3.7 Confirmation of authority to commission the services of CPD and acceptance of charges**By submission of this Work Request Form to CPD I confirm that:  |
| * an appropriate business case (developed in accordance with the NI Guide to Expenditure Appraisal and Evaluation website) has been prepared and appropriate approvals will be obtained prior to publication of this procurement competition (Not required at this stage if this is a request for a Pre-Market Engagement);
* I have provided a draft specification of the requirement based on the guidance and template on the CPD website (Not required at this stage if this is a request for a Pre-Market Engagement);
* I have the appropriate delegated authority and budget cover to commission CPD to undertake this procurement for the required Services or Goods;
* I accept the cost of CPD's services (Important Annex A) and will comply with the payment procedures;
* I have instructed the Finance Officer to make payment on receipt of CPD's invoices in accordance with CPD Service Level Agreement;

**Before submitting your work request form, it is essential that you have read and considered the important guidance on completing the new work request form.** |

|  |
| --- |
| **Section 4 – Conflict of Interest Form** |
| **4.1 CPD is required to take appropriate measures to identify and prevent any conflicts of interest during the procurement process.** **As clients may be involved in the preparation of tender documents, but then not subsequently sit on the evaluation panel, there is a need to address the risk of potential conflicts of interest at this pre-initiation stage.** Example of conflicts of interest would include: * An external personal, professional or monetary interest that could lead to a conflict of interest in the procurement or management of this contract;
* A close family or close personal connection with an individual involved with a company or other organisation which may wish to tender for this contract; or
* Any other interest which might reasonably be considered to influence my judgement, or which might affect my ability to act impartially, on matters relating to this procurement.
 |
| **Please name all persons working on the preparation of the tender documents:****Insert name/s:** |
| **You are asked to make a formal declaration, as follows:**  |
| **I declare that I / and all named persons involved in the preparation of the tender documents have no perceived or actual conflict of interest in this procurement.** **Insert name:**  |

|  |
| --- |
| **Section 5 – Confirmation** |
| **5.1 I confirm that I have read and understand the above conditions, and the ‘New Work Request Important Information’ document available at:** [**https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form**](https://www.finance-ni.gov.uk/publications/cpd-new-work-request-form) |
| **Insert date:**  |
| **SUBMITTING THE NEW WORK REQUEST FORM** |
| **This form should be fully completed from sections 1 to 4 and emailed to:** **ssdworkrequests.cpd@finance-ni.gov.uk****or****Justice.cpd@finance-ni.gov.uk** **(for Department of Justice Work requests incl. PSNI / PSNI ICT projects)** |

**If you have any queries about this form, contact the Supplies and Services Division helpdesk on 028 9081 6031.**