

Appraisal:		
<ul style="list-style-type: none"> <li>• For contracts valued at greater than £50,000, all steps below should be completed.</li> <li>• For contracts less than £50,000, the Purchaser is advised to complete these steps with appropriate effort proportionate to the total contract value and complexity:</li> </ul>		
		Tick each box as the task is completed
1	Have Identified and listed the shortfall in the existing outcomes. Have placed list on file.	
2	Have carried out a needs analysis, including the consideration of alternative solutions.	
3	Have mapped existing relevant resources in the school / consortium / local community, including: <ul style="list-style-type: none"> <li>• skills and knowledge</li> <li>• related staffing</li> <li>• materials</li> <li>• finance</li> <li>• products and or services</li> </ul>	
4	Have produced a written specification, copy of file. (go to section 5.10) <i>(a <b>must</b>, if the contract value is <b>more</b> than £50,000: strongly advisable if between £5,000 - £50,000)</i>	
5	Have estimated contract cost and identified the budget	
6	Challenge whether the purchase is both proper and necessary for the purposes of the school / consortium and consider how the purchase meets the principles of Best Value. Have considered alternative solution.	
7	Have consulted with potential service users. Recorded findings on File.	
8	Have consulted with potential stakeholders. Recorded findings on File.	
9	Have considered revisions of specification following consultations etc.	
10	Have confirmed the purchase is in line with school's / consortium's policies and priorities	
11	Have carried out a market analysis	
12	Have produced a "Risks Register" and assessed and identified ways in which the risk associated with the purchase can be managed (Section 5.4)	
13	Have Identified the procurement process required. This will be dependant on the estimated Contract Value (see Definitions)	
14	If the total contract value exceeds £10,000, have a written record of the appraisal. The Schools Purchasing Appraisal Form, Appendix T9 may be used for this purpose.	
15	If a single tender purchase, Also complete & attach T9b to T9.	
16	<b>Contract Register:</b> Headteachers <b>must</b> keep a Register of: <ul style="list-style-type: none"> <li>•All Contracts (<b>£10k and greater</b>) and arrange their safekeeping on School premises, <i>[It is recommended that <b>all</b> contracts are included]</i></li> <li>•Exemptions recorded under Regulation C 8 of the Contract Regulations.</li> </ul>	