**OVER £15K SERVICES CONTRACT REQUEST**

*Please complete with as much information as possible and email to* ***“Legal DG”****. We will aim to process within 3-5 days.*

**PROCUREMENT**

Please confirm you have followed Nesta’s procurement procedures for this contract – see Procurement Manual on NestaNet. Tick one of the following:

|  |  |
| --- | --- |
| £500 - £10K (exc VAT): 3 verbal quotes |  |
| £10K – up to £50K: 3 written quotes |  |
| Over £50K (exc VAT): Tender published and formal selection process followed. Legal approval if over £100K. |  |
| Over £173,934: formal EU process may be required |  |
| Sole source form signed. Only permitted in limited circumstances – see Procurement Manual |  |

Teams are responsible for compliance with Nesta’s procurement processes and for keeping relevant documentation and evidence of compliance.

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| --- | --- | --- |
| **NAME AND TEAM OF REQUESTOR** |  | |
| **PROJECT TITLE** |  | |
| **NESTA PROGRAMME** | *If the contract is part of a bigger programme* | |
| **THIRD PARTY FUNDERS** | *Are we using any third party money to fund this contract?* | |
| **HAS CONTRACT BEEN APPROVED?** | *Please check procurement authorisations in Finance Handbook* | |
| **WHO WILL SIGN FOR NESTA?** | *Please check procurement authorisations in Finance Handbook. Only Exec Directors and above can sign.* | |
| **SUPPLIER NAME** | *Insert full company name as registered at Companies House* | |
| **TYPE OF ENTITY** | *e.g. company limited by guarantee, local authority, registered charity etc.* | |
| **REGISTERED ADDRESS** | *Insert address registered at Companies House. You can also add a correspondence address if necessary* | |
| **COMPANY/CHARITY NUMBER** | *Insert Companies House registration number or registered charity number where relevant; a charity may have both* | |
| **NAME OF MAIN CONTACT** |  | |
| **ANY INDIVIDUALS WHO WILL CARRY OUT SERVICES TO BE NAMED IN CONTRACT** |  | |
| **NAME OF SUPPLIER SIGNATORY** |  | |
| **TITLE OR POSITION OF SUPPLIER SIGNATORY** | *If company, this should be a director* | |
| **SUBCONTRACTORS** | *Is the supplier using any third parties or subcontractors to deliver the services?* | |
| **INSERT DESCRIPTION OF SERVICES AND ATTACH FULL PROPOSAL** | | |
| *Describe services in your own words with as much detail as possible. Set out everything you want the supplier to do.* *(For events - remember to include dates, descriptions and venue locations. For reports/written work/blogs - remember to include subject, length and format).* | | |
| **DELIVERABLES** | | |
| *Identify any physical deliverables* | | |
| **TOTAL CONTRACT PRICE**  *Fixed price or day rate. Fixed price normally provides more certainty for Nesta, but day rate may be appropriate in certain circumstances. Where using day rate, we recommend identifying a maximum contract price.*  *VAT is normally payable in addition on a services contract* | | |
| **FIXED PRICE** | | *£xxxx* |
| **DAY RATE (if not fixed price)** | | *£xxx up to a maximum of £xxxxx* |
| **CAN THE SUPPLIER ALSO CLAIM EXPENSES?** | | *If the supplier can claim expenses, state what type (e.g. travel, accommodation, printing etc)* |
| **MILESTONES AND PAYMENT SCHEDULE** | | |
| *Insert milestones for delivery of services below. For each milestone, set out what needs to be done, by when and amount due. A reasonable proportion of total contract price should be held back until the end of the contract to incentivise the supplier. Milestones should be specific and measurable.* | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Number** | **Payment** | **Description** | **Due Date** |
| 1 | £ |  |  |
| 2 | £ |  |  |
| 3 | £ |  |  |
| **Total** | **£** |  |  |