

APPROVALS CHECKLIST

PRE PROCUREMENT ASSESSMENT OF PROJECT PROPOSALS FOR THE NATIONAL FRAMEWORK OR FOR SINGLE-SCHOOL ADDITIONS TO BSF

GENERAL GUIDANCE:

This document is intended as a self assessment form for the LA to complete
 The LA should consider each of the questions below and answer yes/no to each point raised. Where required the LA should include the name, profession and current position of key personnel. For further guidance, the LA should refer to the appropriate PfS Outline Business Case guidance document and to their PfS Project Director.

PfS should consider the responses given by the LA and the project proposals as submitted. PfS can add comments to support/challenge the responses given by the LA as they deem appropriate.

DCSF will consider the responses given and review the project proposals as submitted by the LA. The DSCF will annotate each question as acceptable/unacceptable. DSCF will refer any unacceptable issues back to PfS for further consideration/discussion with the LA.

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
1. Does the LA have enough appropriately qualified resources in place to deliver this project? Who has the LA appointed to the following key roles:	Yes		Acc/UnA
	Please include name, profession and current position.		Acc/UnA a) b) c) d)

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
a) LA Design Champion b) Client Design Adviser c) Technical Advisers d) ICT Advisers	a) TBC b) TBC c) Navigant Consulting d) Navigant Consulting		
2. Has a robust and thorough options appraisal been carried out to determine the project proposals?	Yes		Acc/UnA
Were Building Bulletin 98 / Building Bulletin 77 used to develop these proposals?	Yes		Acc/UnA
Was Asset Management Planning data reflected fully in developing the proposals?	Yes		Acc/UnA
3. Have all stakeholders been consulted in developing the project proposals?	Yes		Acc/UnA
Is there stakeholder support for the project?	Yes		Acc/UnA
4. Has the LA confirmed their intention to follow the Design Quality Indicators process?	Yes		Acc/UnA

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
Has the LA appointed a recognised Design Quality Indicator Facilitator?	Yes		Acc/UnA
5. Has a design brief been developed?	Yes		Acc/UnA
Can the LA confirm they require a BREEAM rating of very good or excellent for this project?	Yes		Acc/UnA
Does the LA have a clear policy on sustainability that will need to be met by this project?	Yes		Acc/UnA
6. Has an initial cost estimate been prepared for the proposed project?	Yes		Acc/UnA
Does this estimate include an assessment of likely abnormal costs including consideration of initial site investigations that have been carried out?	Yes		Acc/UnA
Has a value-for-money assessment been conducted that shows the proposed project as good value for money?	Yes		Acc/UnA

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
7. Does this estimate indicate that the proposals are affordable within the funding allocation?	Yes		Acc/UnA
If not, has the LA indicated how they propose to meet any shortfall?	N/A		Acc/UnA
8. Can the LA provide a copy of a section 151 letter or Local Cabinet approval to proposals including acceptance of any affordability issues?	Yes, subject to cabinet approval		Acc/UnA
9. Has a detailed risk register for the project been developed?	Yes		Acc/UnA
Has the LA developed a clear strategy to manage/mitigate risks?	Yes		Acc/UnA
10. Are there any statutory issues to resolve such as Planning/Highways/section 77/ section 106 etc?	No (letter of comfort obtained from Herefordshire Planning Department)		Acc/UnA
Has LA commenced necessary procedures?	N/A		Acc/UnA

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
<p>11. If ICT is included in the procurement:</p> <ul style="list-style-type: none"> - Has a robust and thorough ICT options appraisal been carried out to determine the ICT approach? - Is the proposed ICT scope and approach in line with the overarching ICT strategy of the LA? - Have all stakeholders been consulted in developing the ICT proposals? - Has an initial cost estimate been prepared for the ICT project? - Has a value-for-money assessment been conducted that shows the proposed ICT project as good value for money? - Does the estimate indicate that the proposals are affordable - 	Yes		Acc/UnA
	Yes		Acc/UnA
	Yes		Acc/UnA
	Yes		Acc/UnA
	Yes		Acc/UnA
	Yes		Acc/UnA

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
within the funding allocation?			
- If the proposals are not affordable, then has the LA indicated how they propose to meet any shortfall?	N/A		
- Is the ICT project included in the section 151 letter or Local Cabinet approval to proposals including acceptance of any affordability issues?	Yes (subject to Cabinet approval)		Acc/UnA
- Has a detailed risk register for the ICT project been developed?	Yes		Acc/UnA
- Has the LA developed a clear strategy to manage / mitigate ICT risks?	Yes		Acc/UnA
- Where applicable, has the ICT contract been completed to a satisfactory level	N/A		Acc/UnA
- Where applicable, has the ICT Output Specification been completed to a satisfactory level	N/A		

Consideration	LA Response	PfS Comments	DCSF ACC/UnA
<p>Signed by the Director of Children Services for the Local Authority:</p> <p>Date:</p>			
<p>Are there any fundamental issues/concerns that should be addressed before commencing procurement of this project?</p> <p>PfS:</p> <p>DCSF:</p>			