

Consultant Engagement Request Form

For engagements lasting over 30 days, with a value exceeding £30,000, or a daily rate over £400, whichever is lower.

Section 1 - About the Requirement

1.1 Requirement

Please enter the description and details of the requirement. Why do we need this?

1.2 Objectives and Outputs

What deliverables or outputs and experiences will benefit the University?

1.3 Timescales

Please detail the target delivery dates for this project: how long will they be engaged for, how many days and over which period of time?

1.4 Background Information - Including Any Environmental/Sustainability Factors

Please provide information on (i) the current sourcing arrangements (if any), (ii) any known Issues, Challenges and Opportunities and (iii) details of any potential suppliers you may be aware of. Also include any other relevant additional information.

1.5 Cost

Please provide information on the estimated cost and value of this requirement.

1.6 Market Availability for this Requirement

What are the supply market conditions? Why is a permanent or fixed term recruitment not an option?

1.7 Details of Delivery Management Approach

How will performance and delivery be measured (i.e. KPIs)?

1.8 Procurement Route

What process will be followed to procure this requirement, how many quotes will be obtained and what evaluation approach is to be adopted?

1.9 Non Approval

Detail the impact of non-approval of this Procurement Plan.

Section 2 - Budget/Financial/Committee Approvals

2.1 Do you have approval from the Budget Holder to Proceed with this Project?

2.2 Do you have any committee or EG approvals required to proceed with this project?

Please ensure that you attach any approvals / supporting Documents to this Request

Section 3 - IR35/CEST Check

You must attach a copy of the CEST / IR35 Status Check for this engagement with this form. This check can be found at:

<https://www.gov.uk/guidance/check-employment-status-for-tax>

Section 4 - Proposed Cross-Functional Category/Project Team

4.1 Who will the consultant be reporting to?

Name	Department / School	Declaration/Conflict of Interest	If 'Yes' Please Add Details
	<i>e.g IS, Estates, Data Protection etc</i>	Click to Select	
		Click to Select	
		Click to Select	
		Click to Select	
		Click to Select	

Please ensure that all completed forms are emailed to procurement@kent.ac.uk

Section 5 - Approvals/Authorisation

5.1 Report Writer

Signed:

Name:

Position:

Date:

5.2 Budget Holder Approval

To be completed by the Budget Holder, or their delegate, and dated. (Budget Holder and Report Writer cannot be the same person)

Signed:

Name:

Position:

Date:

5.3 Procurement Approval including Commentary

To be completed by Head of Procurement, or their delegate, and dated.

Signed:

Name:

Position:

Date:

PLEASE INCLUDE AN AUTHORISED COPY OF THIS WITH ANY REQUISITION OR PURCHASE ORDER TO ENSURE APPROVAL IS NOT UNDULY DELAYED.