<u>Consultant Engagement Request Form</u> For engagements lasting over 30 days, with a value exceeding £30,000, or a daily rate over £400, whichever is lower.

| tion 1 - About the Requirem | ent | | | | | | |
|--|--|---|---|----------------|----------------------------------|-------------|--|
| | | | | | | | |
| 1.1 Requirement Please enter the description and or requirement. Why do we need th | | | | | | | |
| 1.2 Objectives and Outputs What deliverables or outputs and benefit the University? | l experiences will | | | | | | |
| 1.3 Timescales | Ì | | | | | | |
| Please detail the target delivery d how long will they be engaged for and over which period of time? | | | | | | | |
| 1.4 Background Information - Inc Environmental/Sustainabillity Fa | | | | | | | |
| Please provide information on (i) arrangements (if any), (ii) any kno | the current sourcing | | | | | | |
| Challenges and Opportunities and potential suppliers you may be av any other relevant additional info | d (iii) details of any ware of. Also include | | | | | | |
| 1.5 Cost Please provide information on the value of this requirement. | e estimated cost and | | | | | | |
| 1.6 Market Availability for this R What are the supply market cond permanent or fixed term recruitm | litions? Why is a | | | | | | |
| 1.7 Details of Delivery Managem How will performance and deliver KPIs)? | | | | | | | |
| 1.8 Procurement Route | [| | | | | | |
| What process will be followed to requirement, how many quotes v what evaluation approach is to be | vill be obtained and | | | | | | |
| 1.9 Non Approval Detail the impact of non-approva Plan. | l of this Procurement | | | | | | |
| tion 2 - Budget/Financial/Co | mmittee Approvals | | | | | | |
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| 2.1 Do you have approval from t | he Budget Holder to Proceed | with this Project? | | | + | | |
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