



BUSINESS CASE FOR PROFESSIONAL SERVICES

APPROVAL FOR PROFESSIONAL SERVICES REQUIREMENTS ABOVE £25K
PLEASE ENSURE THAT YOU READ THE GUIDANCE WHEN COMPLETING THE TEMPLATE

Business Case Ref		Parent Business Case		Directorate or Business Area	
Title				Submission Date	

SECTION 1 – STRATEGIC CASE

To be completed by the Business Stream

1. Role Objectives. Outline SMART deliverables and parameters for the project	Measure of Success

2. Person Responsible for Managing the Contract.

3. Requirement. Summarise the resource requirement and how the solution should operate
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3a. Requirement	<input type="checkbox"/> New Role <input type="checkbox"/> Extension
	Please provide Justification for extension:- <div style="border: 1px solid black; height: 80px;"></div>

3b. Consideration of Employment Status What is the employment status of the individual or group or workers that you are potentially contracting with. (If contracting direct with individuals or groups of workers there could be potential VAT and National Insurance implications / liabilities for the contracting body). Please complete The HMRC Employment Status Indicator, and record the ESI reference. http://www.hmrc.gov.uk/calcs/esi.htm	Employment Status:- <div style="border: 1px solid black; height: 60px;"></div>
	HMRC ESI Reference:- <div style="border: 1px solid black; height: 60px;"></div>

4. Proposed Procurement Route. Please indicate the proposed procurement route and give an explanation below.	<input type="checkbox"/> NPS FW (Mini Competition) <input type="checkbox"/> Other Framework (Mini Competition)
	<input type="checkbox"/> Competitive Tender <input type="checkbox"/> Single Tender Action <input type="checkbox"/> Competitive Quotes <input type="checkbox"/> Extension

5. Proposed Start Date.				6. Estimated End Date.			
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BUSINESS CASE FOR PROFESSIONAL SERVICES

6. Retrospective Business Case?

Yes No

Please provide explanation for retrospective business case:--

7. Benefits.

Describe key benefits (indicate benefits type)

Please provide description of key benefits that will be delivered as a result of this engagement:- **Eg Quantitative** – rate reduction, £ savings, £ cost reductions to existing processes, up skilling of staff. **Qualitative** – community benefits.

Description of key benefits:-

Quantitative Qualitative

8. Category

- Professional Services Consultancy
 Professional Services Interim & Specialist
 Professional Services Other
 Research
 Administrative Staff (Agency)

9a. Consultancy - Sub Category.

Add in Link to defs

- Strategy Financial Legal HR PPM IT
 Organisational Property / Estates Marketing Technical
 Procurement

9b. Temporary Staff - Sub Category.

- Interim Manager Specialist Contractor Administrative Staff (Agency)

10. Skills Transfer and Exit Strategy.

Outline how the desired skills of the resource will be transferred to internal staff and monitored. (If appropriate).

Define the exit plan(s)



BUSINESS CASE FOR PROFESSIONAL SERVICES

11. Budget.	Year 1 (state year below)				Year 2 (state year below)	Year 3 (state year below)	Total
	QTR 1	QTR 2	QTR 3	QTR 4			
	Total £				£	£	£

12. Risks Identified: Specify top two (2).

Risk Description	Consequence	Probability (High/Medium/Low)	Who is responsible for managing this risk? (Supplier / Organisation)

13. Contract Management.

Name of Contact Manager responsible for monitoring performance / delivery	Key Measure (Quantity/Price/Risk/Time)	Frequency of Measurement
	Eg Achievement of milestones	Quarterly/ Monthly
	Draft / finalised reports	

SECTION 2 – ECONOMIC CASE

To be completed by the Business Stream

1. What alternatives options to letting this contract have been explored and what are the reasons for not pursuing them?

Option	Impact	Recommended Option
Do Nothing		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do Internally (if possible)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Do Minimal (do what is done now but with minor adjustments to maintain status quo)		<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Resource		<input type="checkbox"/> Yes <input type="checkbox"/> No



BUSINESS CASE FOR PROFESSIONAL SERVICES

2. Confirmation given for expenditure from budget?

Yes No

SECTION 1 & 2 – STRATEGIC AND ECONOMIC CASE – SIGNOFF

to be signed off by the Director of the Business Stream

Position	Name	Date	e-Signature

SECTION 3 – HR CASE (RECOMMENDATIONS)

to be completed by HR Business Partner

1. Other Options Checked?

Managed Moves Loan Secondee FTA
 PPM Pool

2. Skills Available Internally?

Yes No

3. Business Area Consulted?

Yes No

4. Date

SECTION 3 – HR CASE – SIGNOFF

to be signed off by the HR Business Partner

Position	Name	Date	e-Signature

SECTION 4 – COMMERCIAL CASE (RECOMMENDATIONS)

to be completed by Procurement

1. Recommended Procurement Route.

NPS Framework (Mini Competition) Alternative Framework (Mini Competition) Competitive Tender Single Tender Action Competitive Quotes
 Extension

2. Recommended Category

Professional Services Consultancy Interim & Specialist Administrative Staff (Agency)
 Professional Services Other Research

2a. Consultancy - Sub Category.

Strategy Financial Legal HR PPM IT
 Organisational Property / Estates Marketing Technical
 Procurement

2b. Temporary Staff - Sub Category.	<input type="checkbox"/> Interim Manager <input type="checkbox"/> Specialist Contractor <input type="checkbox"/> Administrative Staff (Agency)				
3. Explanation of Recommendation.					
4. Business Area Consulted?	<input type="checkbox"/> Yes <input type="checkbox"/> No	5. Date			
SECTION 4 – COMMERCIAL CASE – SIGNOFF to be signed off by the Procurement Category Manager/ Strategic Procurement Lead					
Position	Name	Date		e-Signature	
SECTION 5 – BUSINESS CASE – SIGNOFF To be signed off by the appropriate level of delegated authority in line with the Organisations delegated authority and operating procedures (E.g. Director / Head of Finance, Head of Dept. etc.)					
1. Business Case Accepted or Rejected?		<input type="checkbox"/> Rejected <input type="checkbox"/> Accepted			
Position	Name	Date		e-Signature	
FINAL AUTHORISATION TO BE SIGNED OFF BY A PERMANENT SECRETARY/ MINISTER – IN LINE WITH DELEGATIONS / DEPARTMENTAL PROCESSES (For requirements above £100k)					
Position	Name	Date		Signature	