

Further Competition and Managed Services

Engagement Data Set Checklist

Data Set	Required	Source of Information	Intended Collection Method
Confirmation of the Business case and budget / Financial sign off	✓	Trust Board	Trust to provide via email
Accounts Payable / Invoices Paid and Purchase Order data for the previous 12 months (Service Baseline)	✓	Finance	Trust to provide via email
List of all Contracts Maintained by Procurement department (Value / Suppliers / Start Date / Extension Date / End Date / Scope of Services)	✓	Procurement Team / Contract Management Tool	Trust to provide via email
Confirmation of the relevant stakeholder teams who will be involved in the process	✓	Business Case / Project Team	Trust to provide via email
Confirmation of the scope of services including relevant specialisms to be included in the tender including, where applicable, Lab details and setup or Satellite Centre Details	✓	Assay and Data Table Template (available on request)	Trust to provide via email