**Procedure; PROC-002**

**Activity; Challenge Checklist (Prior to Procurement)**

**Requirement;**

*This checklist is to drive savings and improvements for the University for each procurement at an cost level*

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| **Item** | **Cashable Savings** | **Please Tick** |
| 1 | Do you need to procure this, or can the requirement be covered in another way, or do we really need the requirement at all? |  |
| 2 | What is the maximum time you need the requirement for? Can this be as short as possible? |  |
| 3 | How many suppliers can we engage in the process? What is the right number to secure effective competition? |  |
| 4 | Can we coordinate this requirement with other requirements across the University, to make the contract larger and more valuable? |  |
| 5 | Can we obtain this requirement via an existing consortia arrangement and obtain the benefits of aggregation |  |
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| **Item** | **Additional Savings and Benefits** | **Please Tick** |
| 6 | Have we undertaken a Sustainability Impact Analysis on the proposed purchase / Projects |  |
| 7 | Can we build in additional value for guarantees or warranties etc. that we can obtain as part of the pricing? |  |
| 8 | What is the "work to materials" ratio i.e. does this create employment or research opportunities for students, engagement with SME's or added Social Value and employment opportunities for young people, or long term unemployed? |  |
| 9 | Can we obtain sponsorship opportunities from the selected supplier as additional value? |  |
| 10 | Can we reduce Co2 emissions via few deliveries, lower energy consumption etc. |  |
| 11 | Can we explore reductions in packaging or waste etc. |  |
| 12 | Can we reduce costs further by using lower cost materials or processes? |  |
| 13 | Can we apply Value Engineering (before item made) or Value Analysis (existing products) to reduce material, process or waste costs? |  |
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| **Item** | **Security requirements** | **Please Tick** |
| 14 | Will this contract involve taking income? If YES, this may create a Payment Card Industry Data Security Standards requirement (PCI DSS). Please contact [pcidss@contacts.bham.ac.uk](mailto:pcidss@contacts.bham.ac.uk) Also consider any data protection and Intellectual Property Rights (IPR), these will generally be issues for any IT based requirements (hardware or software) |  |
| 15 | Can we reverse auction the requirement? |  |
| 16 | Might this requirement need to be considered for use by staff or students with disabilities? Should reasonable adjustments or alternative additional options be considered? |  |
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