

## Essex Compact Commissioning and Procurement Checklist

This checklist accompanies the Essex Compact Code for Commissioning and Procurement. It has been prepared by the Essex Compact Steering Group, and approved for use by the Essex Compact Forum.

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### Statutory Sector checklist

#### Preparing the opportunity

- Have you applied the guidance in your organisation's internal commissioning and funding strategy to your contracts with voluntary and community organisations?
- Have you explored potential for aligning opportunities with existing or planned work which is managed by other departments or partners?
- Have you supported equal access by removing barriers in your application processes?
- Have you clearly explained the eligibility criteria?
- Have you engaged with the voluntary and community sector to better understand the needs of the communities, service users or residents affected by this service?
- Have you built the capacity of the VC provider base, particularly those working with marginalised groups?
- Have you considered the full cost of recruiting and managing volunteers and paying their expenses in your funding calculations?
- Have you made sure that the length and contents of documents is in proportion to the nature of the risk and the amount of funding being allocated?

- Have you clearly defined and published how you will assess the bids?

### **Communication with potential beneficiaries**

- Where appropriate, have you identified a point of contact from both sectors, and have you made support and guidance available throughout the process?
- Have you allowed provision for VCS organisations to include overhead costs in the estimates for providing services?
- Have you regularly searched the market and updated records on service providers you may want to consider using and publicise to?
- Have you advertised at least 12 weeks ahead of new programme delivery?
- Have you kept groups informed of their progress during the application process?
- Have you given constructive feedback to unsuccessful groups?
- Have you identified potential risks and whose responsibility it will be to manage these risks?

### **Terms of agreement**

- Have you considered the most appropriate payment terms for the contract, factoring-in set-up costs? (e.g. advance payments)
- When you have received invoices have you made payment within the agreed time, or within 30 days if no time has been agreed?
- Have you put in place effective processes for control, accountability and audit of finances and funded projects?

- Have you made the outcomes which are required from the funding clear and specific?
- Where payment by results is applied, is it clear that no breach of contract will be deemed to have taken place if delivery is delayed or prevented by circumstances beyond the control of the funded party?
- Have you shown proportionality in your monitoring requirements? (based on amount of funding, size of organisation and risk of delivery)
- Have you sought to use joint monitoring procedures with other statutory bodies who are funding the same organisation?
- Have you made sure that all subcontractors work to the principles of the Essex Compact?
- Have you given at least 12 weeks notice when ending funding agreements?
- Have you given organisations time to respond to proposals to end funding, and have you considered these responses before taking a final decision?

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### **Voluntary and Community Sector checklist**

- Have you contributed to your funders programme design and focused on needs of stakeholders and beneficiaries?
- Have you been showing, in joint bids, that you have clear lines of accountability?
- Have you made sure that your suggested outcomes will meet the aims of your funders' programme?

- Have you been using monitoring and reporting systems which manage finances to ensure long term financial security for your organisation?
- Have you been monitoring and evaluating all project spend?
- Have you been honest and transparent in reporting to funders?
- Have you been planning different scenarios for project end, to manage the impact of negative funding outcomes?
- Have you considered what you will do if the funding agreement is terminated before the anticipated end date?
- Have you considered how you might gain better value for money and/or increased impact by linking this project to existing work you are doing, or to an application you are making?
- Have you spoken to your funder about any concerns you have, prior to bidding to deliver this work?
- Have you considered whether funding reductions for other areas of your work would have an impact on your ability to deliver the outcomes of this agreement?
- Have you identified any risks to your organisation and/or to the funding organisation that may arise as a result of delivering this work?
- Have you obtained any necessary permissions to enable you to fulfil this agreement? If not, have you thoroughly researched what is needed and are you confident that permissions will be granted?
- Have you considered whether you could deliver this work more effectively by working in partnership?