**Bloom Customer Requirement Form**

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| --- | --- | --- | --- | --- | --- |
| **Overview** | | | | | |
| Project Summary | | | | | |
| Is this requirement in relation to COVID-19?\* | Yes  No | | | | |
| Organisation Name\* | Click or tap here to enter text. | | | | |
| Requirement Name\* | Click or tap here to enter text. | | | | |
| Which Directorate/Department does this requirement relate to?\* | Click or tap here to enter text. | | | | |
| Which Service within the Directorate/Department does this requirement relate to?\* | Click or tap here to enter text. | | | | |
| Please provide a summary of the project \* | Click or tap here to enter text. | | | | |
| Client Requirement Owner | | | | | |
| First Name\* | Click or tap here to enter text. | | | | |
| Surname\* | Click or tap here to enter text. | | | | |
| Email Address\* | Click or tap here to enter text. | | | | |
| Telephone Number\* | Click or tap here to enter text. | | | | |
| Service Delivery Plan Approver Details | | | | | |
| Will the requirement owner approve supplier Service Delivery Plan submissions?\* | Yes  No | | | | |
| If no to above, please provide SDP approver details\* | Click or tap here to enter text. | | | | |
| Budget Approver Details | | | | | |
| *If your requirement needs budget approval before Bloom process, please confirm details below* | | | | | |
| Is internal budget approval of the requirement needed?\* | Yes Click or tap here to enter text.  No | | | | |
| **Details** | | | | | |
| Publication Date \*  *It will take up to 3 working days to publish the tender from point of submission.* | Click or tap to enter a date. | | | | |
| Clarification Deadline\* | Click or tap to enter a date. | | | Time: Click or tap here to enter text. | |
| Submission Deadline\* | Click or tap to enter a date. | | | Time: Click or tap here to enter text. | |
| Project Start Date\* | Click or tap to enter a date. | | | | |
| Project End Date \* | Click or tap to enter a date. | | | | |
| Estimated Cost (£)\* | Click or tap here to enter text. | | | | |
| Budget Code | Click or tap here to enter text. | | | | |
| Sub Code | Click or tap here to enter text. | | | | |
| PO Number | Click or tap here to enter text. | | | | |
| Submission Details |  | | | | |
| Preferred Procurement Process\* | Direct Award  Mini Competition | | | | |
| **If Direct Award**\* | *Please provide details of the supplier organisation you wish to award this project to* | | | | |
| Company Name\* | Click or tap here to enter text. | | | | |
| Contact Info \* | Click or tap here to enter text. | | | | |
| Please provide the rationale for using direct award rather than mini competition\* | Click or tap here to enter text. | | | | |
| **If mini competition** | | | | | |
| How many suppliers do you want to include?\* | Click or tap here to enter text. | | | | |
| Are there any specific suppliers you would like Bloom to include? \* | Click or tap here to enter text. | | | | |
| Supplier Shortlisting Criteria | | | | | |
| Supplier Shortlisting | *Are there specific criteria you want us to consider in supplier selection?* | | | | |
| Region  (Select as many as required) | |  | | --- | | London | | East Midlands | | West Midlands | | East of England | | Yorkshire & the Humber | | North East England | | North West England | | South East England | | South West England | | Belfast | | Outer Belfast | | East of N. Ireland | | North of N. Ireland | | | |  | | --- | | West & South of N. Ireland | | Central Scotland | | North East Scotland | | West Scotland | | South Scotland | | Glasgow | | Lothians | | Mid Scotland & Fife | | Mid Wales | | North East Wales | | North West Wales | | South East Wales | | South West Wales | | | |
| Size of Supplier  (Please select one) | Micro  Small | | Medium  Large | | |
| Security (Inc. data Security)  (Select as many as required) | |  | | --- | | Cyber Essentials | | Cyber Essentials Plus | | ISO27001 | | ISO27017 | | ISO27018 | | ISO27032 | | | |  | | --- | | ISO27035 | | ISO27031 | | ISO22301 | | PAS555 | | Cloud Security Alliances Cloud Controls Matrix | | Other | | | |
| Security Clearance  (Select as many as required) | |  | | --- | | Baseline Personnel Security Standard (BPSS) | | Security Check (SC) | | Developed Vetting (DV) | | Counter Terrorist Check (CTC) | | Enhanced Security Check (eSC) | | Enhanced Developed Vetting (eDV) | | | | | |
| Industry Standards  (Select as many as required) | |  | | --- | | ISO9001 | | ISO14001 | | | ISO45001 | | | ISO27001 | | | ISO37001 | | | ISO22301 | | | ISO55000 | | | ISO5001 | | | ISO14064-1 | | | ISO44001 | | | |  | | --- | | ISO13053 | | ISO31000 | | ISO20000 | | ISO26000 | | ISO28000 | | ISO20121 | | | BS10500 | | | PAS2010 | | | PAS2060 | | | BS11000 | | | | | |  | | --- | | BS8543 | | PAS99 | | BS10008 | | BS13500 | | PCI DSS | | BS10012 | | BES6001 | | SA8000 | | TL9000 | | Other | |
| DBS  (Please select one) | Choose an item. | | | | |
| Technical Accreditation  (List accreditations required) | Click or tap here to enter text. | | | | |
| **Categories** | | | | | |
| Project Category & Sub-Category\* | See Category List - Appendix A (Page 6) | | | | |
| **Compliance** | | | | | |
| Insurance | | | | | |
| *Are the Bloom standard insurance levels sufficient for this requirement?* | | | | | |
| Professional Indemnity Insurance\* | Yes  No, amount required: Click or tap here to enter text. | | | | |
| Public Liability \* | Yes  No, amount required: Click or tap here to enter text. | | | | |
| Employers Liability \* | Yes  No, amount required: Click or tap here to enter text. | | | | |
| Are there any other types of insurance required?\* | Yes, please specify: Click or tap here to enter text.  No | | | | |
| Special Considerations | | | | | |
| *Bloom can only facilitate projects (under its framework) which are outside IR35* | | | | | |
| Do you confirm that this requirement is outside of IR35?\* | Yes  No | | | | |
| Do you require the supplier to hold any standards or certifications in respect of the creation of social value or have a social value policy?\* | Yes, please specify­­­­­­­­: Click or tap here to enter text.  No | | | | |
| Do you require any special clauses to be included in the terms and conditions?\* | Yes, please specify: Click or tap here to enter text.  No | | | | |
| Do you require a Non-Disclosure Agreement (NDA) to be agreed by all suppliers prior to releasing your project brief/ITT?\* | Yes  No | | | | |
| Do you require a Non-Disclosure Agreement (NDA) to be agreed by the successful supplier prior to awarding your project?\* | Yes  No | | | | |
| Is a collateral warranty required?\* | Yes  No | | | | |

|  |  |
| --- | --- |
| **Envelopes** | |
| Commercial Envelope | |
| Which commercial model do you want to follow? \* | Choose an item. |
| Will you accept expenses? \* | Yes, capped. Please specify: Click or tap here to enter text.  Yes, uncapped  No |
| After evaluation of the supplier responses for this requirement, do you want Bloom to seek the Best and Final Offer from the suppliers? \* | Yes  No |
| Please confirm if any elements of this project will be funded by external agencies, such as Arts Council, ERDF, Heritage Lottery Fund, LEP’\* | Yes, please specify: Click or tap here to enter text.  No |
| Do you want Bloom to share the budget with suppliers? \* | Choose an item. |
| Which payment schedule would you like to follow? \* | Choose an item. |
| Who do you want to evaluate the commercial envelope? \* | Choose an item. |
| If customer or combination of both, please provide contact details\* | Click or tap here to enter text. |
| Technical Envelope | |
| What Evaluation Methodology do you want to use? \* | Price & Quality (MEAT) |
| Have you completed the evaluation criteria in the specification document? \* | Yes  No |
| Do you require the supplier to provide resumes in respect of their delivery team? \* | Yes  No |

**APPENDIX A – Categories of Spend**

**Asset Management and Delivery**

• Asbestos (not removal)

• Asset Disposal

• Chartered Surveyors

• Conservation and Preservation Consultancy

• Maintenance

• Property Consultancy

• Property Management Services

• Rating, Valuation

**Business Strategy**

|  |  |
| --- | --- |
| • Alliances/Mergers and Disinvestment  • Alternative Delivery Models  • Business Planning  • Category Management  • Cmmissioning  • Corporate and Service Grouping  • Corporate Operational Planning | • Corporate Performance  • Corporate Service Delivery  • Data and Analytics  • Development of Shared Services  • Disaster Recovery Systems and Testing  • Market Analysis |

**Commercialisation and Public Sector Services**

|  |  |
| --- | --- |
| • Capital Management  • Commercialisation  • Commercial Modelling  • Commercial Strategy Development  • Costing and Pricing  • Developing Competitive Advantage  • Financial and Legal Diligence | • Funding Applications  • Funding Opportunities  • Income Generation  • Market Analysis  • Market Exploration  • Portfolio Management  • Trading Arms |

**Construction, Design & Engineering**

|  |  |
| --- | --- |
| • Architect  • Building Control  • Civil Engineering and Design  • Cost Consultancy  • Costing and Estimation Services  • Ecology and Green Infrastructure Services | • Mechanical and Electrical Design Planning  • Project Management  • Property Management  • Structural Engineering and Design  • Survey Services  • Urban Design |

**Education, Learning and Curriculum**

|  |  |
| --- | --- |
| • Academic Research  • Academy Conversion  • Admission Processes and Planning  • Adult and Higher Education  • Behavioural Programmes  • Curriculum  • Educational Support  • E-learning Development  • Forecasting, Planning and Strategy  • National Policy Implementation  • NEETS | • Ofsted Audit Planning  • Pre-school Education  • Primary and Secondary Education  • Qualification Management and Advice  • Schools of Excellence  • Skills Training  • Special Education Needs  • Teaching and Learning  • Technology  • Training  • Training Needs Analysis |

**Environment, Sustainability and Waste**

|  |  |
| --- | --- |
| • Archaeological Services  • Bio-Diversity  • Building Conservation  • Carbon Reduction  • Ecological  • Environmental Health  • Environmental Management Impact Assessments  • Farm and Agriculture  • Flood Risk Assessments  • Forestry and Woodlands  • Geotechnical and Geographical  • Green Technologies | • Ground Engineering, and Environmental Services  • Heat Networks  • Landscape Conservation Preservation and Restoration  • Pest Control  • Pollution  • Preservation & Restoration  • Renewable Energy & Sustainability  • Resource Efficiency Behaviour Change Programmes  • Surveys & Investigations  • Sustainability (Environment and Social)  • Waste and Recycling |

**Environmental Health and Consumer Protection**

|  |  |
| --- | --- |
| • Animal Health and Welfare  • Contaminated Land  • Environmental Health  • Environmental Legislation  • Fair Trading and Consumer Advice  • Food Safety and Standards  • Infectious Disease Control | • Licensing and Markets  • Occupational Safety and Health  • Pollution Control  • Private Sector Housing Enforcement  • Private Water Supplies  • Product Safety and Metrology |

**Facilities Management and Catering**

|  |  |
| --- | --- |
| • Building Maintenance, Administration and Contract Management  • Commercial Feasibility and Technical Reviews  • Communication Infrastructure  • Equipment and Facilities  • Food Hygiene  • Healthy Eating Programs | • Maintaining and Developing Myriad Services  • Nutrition  • Property Security  • Property Strategy  • Space Management |

**Finance, Audit and Accounting**

|  |  |
| --- | --- |
| • Accounting Advice and Solutions  • Accounting Services  • Acquisition Finance Solutions  • Asset Financial Management  • Audit  • Budgetary Management  • Cash Management  • Credit Services  • Debt Recovery, Restructuring and Management  • Disposals and Acquisition  • Financial and Fraud Investigation  • Financial Systems and Processes  • Forecasting and budgets  • Foreign Exchange  • Fund Management | • Investments  • Mergers, Acquisitions and Divestments  • Pensions  • Procurement  • Purchasing and Procurement P2P  • Regulation Benchmarking and Statistical Analysis  • Revenue and Benefits Systems Financial Processes and Protocols  • Risk Management  • Single Person Discount Review  • Strategic/Corporate Finance  • Taxation  • Treasury Management  • Valuation Services |

**Health & Wellbeing**

|  |  |
| --- | --- |
| • Biostatistics  • Carers  • Clinical Care  • Commissioning and Decommissioning  • Counselling  • Development of Shared Services  • Diagnostic Services  • Elective Care  • Emergency Services  • Health and Safety Legislation  • Health Issues and Improvement  • Home Independence  • Inspections and Audits  • Learning Difficulties  • Locums  • Long-Term Care  • Medical Professionals | • Mental Health and Wellbeing  • Occupational Health  • Older Persons  • Personalisation  • Physical Disabilities  • Physiotherapy  • Primary Care  • Public Health Schemes  • Revenue Optimisation and Funding  • Risk Assessments and Controls  • Safe Working Procedures  • Service Transformation & Rationalisation  • Social Care  • Speech and Language Development  • Substance Abuse and Addiction  • Support for Carers |

**Highways and Transport**

|  |  |
| --- | --- |
| • Costing and Estimation Services  • Civil Engineering and Design  • Life Cycle Planning  • Mechanical and Electrical Design  • Park and Ride Schemes  • Public and Passenger | • Real Time Traffic Monitoring and Information  • Road Safety Audits and Feasibility Studies  • Structural Engineering and Design  • Survey Services  • Traffic Modelling, Management and Planning |

**Housing and Community**

|  |  |
| --- | --- |
| • Access & Social Inclusion  • Arms-Length Management Organisations  • Charity / Third Sector  • Commercial and Efficiency Reviews of Public Services  • Commissioning Models  • Community Engagement and Partnerships  • Decent Homes  • Fire Safety Inspection and Compliance  • Funding including Grant Applications and Income Generation  • Housing Management  • Housing Supply  • Improvement Programmes | • Increasing Expertise in Local Businesses  • Judicial and Community Support  • Large Scale Voluntary Transfer  • Licensing  • Local Economic Assessment  • Master Planning  • Neighbourhood Sustainability and Investment  • Policing Services  • Private and Social Landlords  • Social Housing  • Strategic Housing Assessments  • Tenant Participation Schemes  • Valuation Services |

**Information, Communication Technology**

|  |  |
| --- | --- |
| • Application Delivery and Services  • Business Case Development  • Business Continuity Planning  • Cloud Solutions  • Data and Management Information  • Disaster Recovery Systems and Testing  • Forecasting, Planning and Strategy  • Hardware Assessment and Selection  • ICT Infrastructure  • ICT Management  • Investigative and Testing Services  • Maintenance and Support | • Networks and Infrastructure  • Policy Advice and Review  • Programme and Project Management  • Security and Risk Assurance  • Server Solutions  • Software Assessment and Selection  • System Appraisals and Opportunity Definition  • Systems and Software Development  • Telecommunications  • Viability Studies  • Web Services |

**Leisure, Culture and Heritage**

|  |  |
| --- | --- |
| • Archaeology  • Art/Artefacts Maintenance and Management  • Biodiversity  • Commercial and Efficiency Reviews  • Funding and Funding Applications  • Heritage  • Heritage Building Maintenance and Management | • Landscape Services  • Monument Maintenance and Management  • Museum, Theatre and Cultural Services  • Sport and Library Services  • Tourism  • Traditions  • Trusts and Joint Ventures |

**Marketing, Media and Communications**

|  |  |
| --- | --- |
| • Advertising  • Branding  • Communication  • Consultation  • Creativity  • Crisis Management  • Design (Outdoor Media)  • Design (Printed Matter)  • Design (Radio) | • Design (TV)  • Events Management  • Marketing Agencies  • Market Research  • Media Relations  • Photography  • Public Relations  • Social Media  • Web Design |

**Organisational and Change Management**

|  |  |
| --- | --- |
| • Absence Management  • Change Management Strategy  • Changing Attitudes and Behaviour  • Culture Change  • Effective Change Management  • Employee Welfare  • Employment Law  • Equality and Diversity  • Industrial Relations  • Job Evaluation  • Leadership Development  • Operational and Organisational Diagnosis  • Organisational Diagnosis  • Performance Management | • Re-Engineering Systems and Processes  • Restructuring and Managing People  • Reward and Remuneration  • Service Rationalisation  • Service Transformation  • Skills Analysis and Audit  • Staff Recruitment and Selection  • Strategic Change  • Structural Change  • Sustainability  • Technological Change  • Transformation  • Value for Money |

**Planning and Development Control**

• Adverts and Applications

• Landscapes

• Listed Buildings

• Protected Trees

**Safeguarding**

|  |  |
| --- | --- |
| • Abuse  • Discrimination  • Domestic Abuse  • Emotional Abuse  • Financial Abuse or Mistreatment  • Modern Slavery  • Neglect | • Organisational Abuse  • Physical Abuse  • Safeguarding – Adults  • Safeguarding – Children  • Self-Neglect  • Sexual Abuse |

**Social Care (Adults & Children)**

|  |  |
| --- | --- |
| • Adoption and Fostering  • Alcohol, Drugs and Substance Misuse  • Children in Need  • Clinical Evaluations  • Collaborative Working Arrangements  • Commissioning and Decommissioning  • Community | • Health Issues  • Learning Disabilities  • Outreach Programs  • Safeguarding – Adults  • Safeguarding – Children  • Social Inclusion  • Youth Services |

**Social Value and Regeneration**

|  |  |
| --- | --- |
| • Business Growth  • Business Regeneration  • Delivering Social Value  • Economic Appraisal and Analysis  • Economic Policy and Development  • Employment  • Master Planning | • Planning Policy  • Regeneration Strategy  • Regeneration  • Tourism  • Town Planning  • Wealth Creation |