**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) |

|  |
| --- |
| [x]  London |
| [x]  East Midlands |
| [x]  West Midlands |
| [x]  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 |

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| --- |
| [ ]  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 |

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| 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 |

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| [ ]  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) |

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| Industry Standards(Select as many as required) |

|  |
| --- |
| [ ] ISO9001 |
| [ ]  ISO14001 |
| [ ]  ISO45001 |
| [ ]  ISO27001 |
| [ ]  ISO37001 |
| [ ]  ISO22301 |
| [ ]  ISO55000 |
| [ ]  ISO5001 |
| [ ]  ISO14064-1 |
| [ ]  ISO44001 |

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| --- |
| [ ]  ISO13053 |
| [ ]  ISO31000 |
| [ ]  ISO20000 |
| [ ]  ISO26000 |
| [ ]  ISO28000 |
| [ ]  ISO20121 |
| [ ]  BS10500 |
| [ ]  PAS2010 |
| [ ]  PAS2060 |
| [ ]  BS11000 |

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| [ ]  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 |

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| **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   |