

CP001 County Procurement Business Case Process

Version history			
Version	Date	Detail	Author
1.0	07/06/2021	Initial Draft	E Webster
1.1	01/07/2021	Amendments made in text	A Hickson
1.2	02/07/2021	Formatting and text amendment	E Webster

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1.0 Summary

The County Procurement Team use an automated workflow process to manage Procurement Business Cases (BC's) through the approval process. This makes the process more efficient and enables it to be tracked at any point in the approval process.

The process follows several simple steps detailed in the guide below and an overview of the process can be found in section 2.1 (Overview Diagram).

If you have any questions or need help with any of the processes, please contact

BusinessCase.Review@derbyshire.gov.uk

2.0 Overview of Process

The Business Case template which is completed by the Business Case Owner is available on Procurement Connection for Protocols 2A, 8,9 or 10.

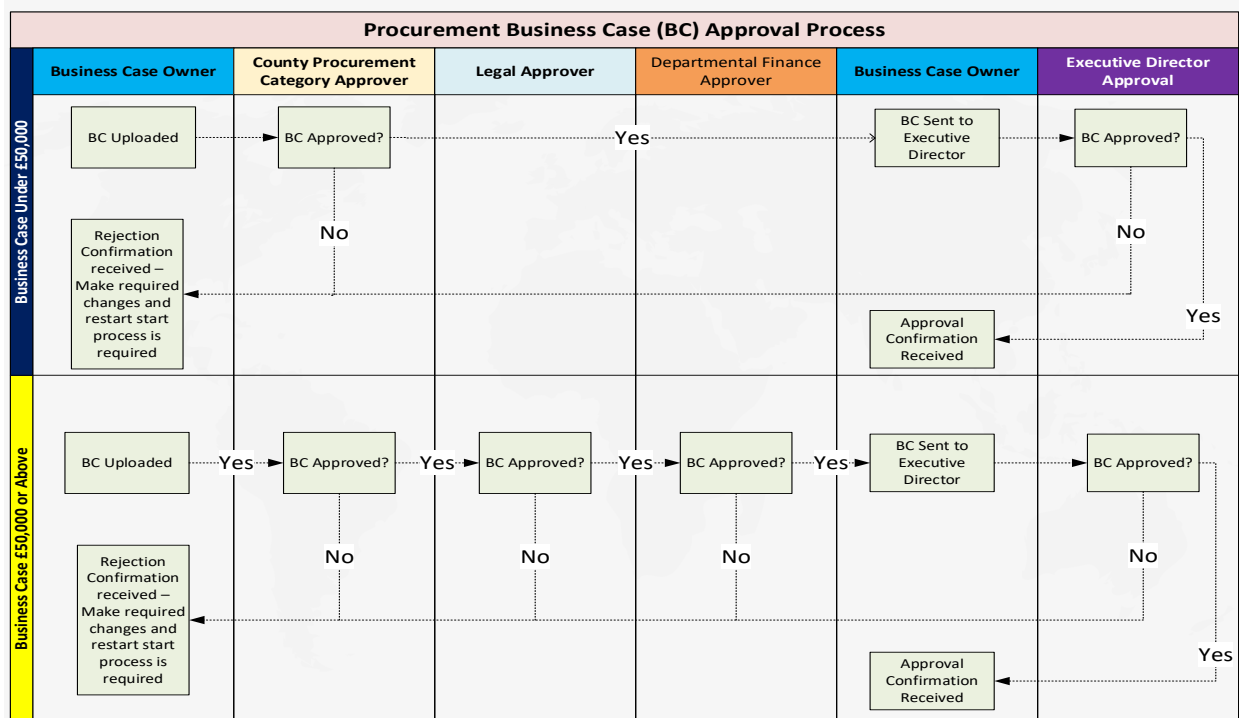
The Business Case owner completes the details in the e-Form which carries the information routing the Business Case to the correct approvers and then uploads the Business Case.

<https://forms.office.com/r/H7Wh75sn76>

The Business Case is sent firstly for approval to County Procurement, then if required on to Legal Services and Departmental Finance approval. At each of these steps the approver can then amend the Business Case and either approve it to continue it on the process or reject it to return it to the Business Case owner.

As the final stage of approval, the Business Case owner must seek the approval of their Executive Director (or authorised delegate) by inserting the email of the Executive Director (or delegate) in the confirmation of approval box in the e-Form and submitting this again. The Executive Director (or delegate) then approves or rejects the Business Case on the workflow card before returning it to the Business Case Owner.

2.1 Overview Diagram



3.0 Process Explanation

3.1 Prepare your business case document.

Complete the Business Case document using one of the forms available on Procurement Connection (see links below). Note: Other Business Case templates/formats will not be accepted.

For Business cases Under £50,000 please use:

<https://www.derbyshire.gov.uk/site-elements/documents/docx/business/procurement/business-case-for-protocols-2a-8-9-and-10-under-50000.docx>

For Business cases Over £50,000 please use:

<https://www.derbyshire.gov.uk/site-elements/documents/docx/business/procurement/business-case-for-protocols-2a-8-9-and-10-over-50000.docx>

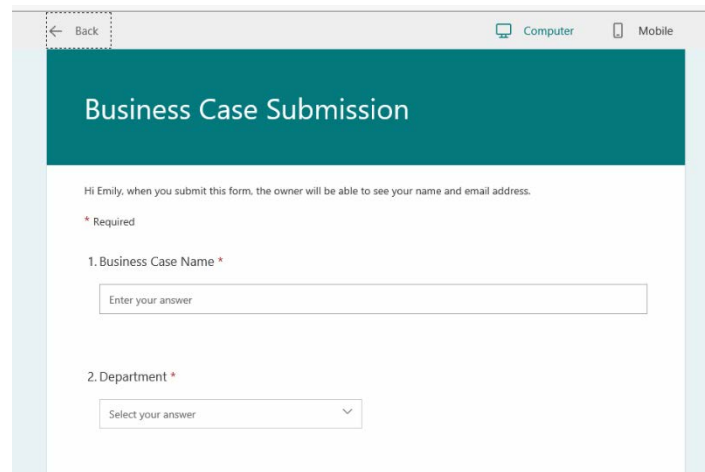
The Business Case templates contain instructions on how to complete the Business Case which gives the approvers the information they will require. The Business Case should clearly detail a relevant title, the protocol being used, the background, and the value. Use a clear phrase in the title like 'Supply of' or 'Extension of', to make it easier for approvers to understand the purpose of the Business Case. The Business Case should be saved with an appropriate file name including the Protocol being used and its subject matter. An example might be "Protocol 10 Extension of the Supply of roof tiles for County Hall".

3.2 Submission of the Business Case

1. When your Business Case has been completed it can be submitted for approval using the Business Case submission form which is an E-Form available at the following link:

<https://forms.office.com/r/H7Wh75sn76>

2. Complete the Business Case submission form (see extract below) and when you have finished all the questions and required details then click on 'Submit'



Business Case Submission

Hi Emily, when you submit this form, the owner will be able to see your name and email address.

* Required

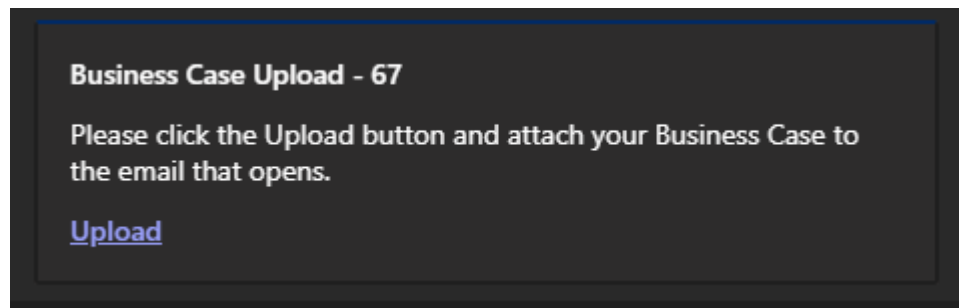
1. Business Case Name *

Enter your answer

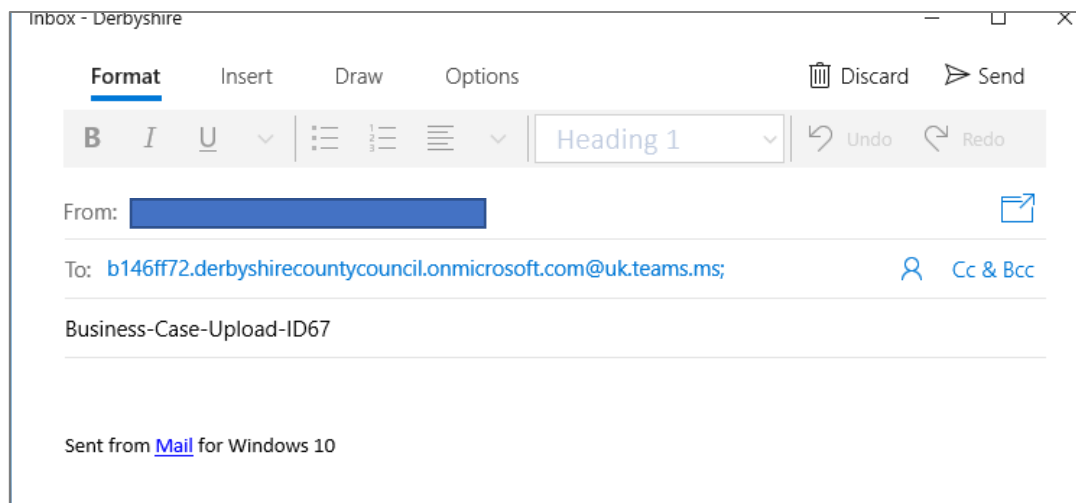
2. Department *

Select your answer

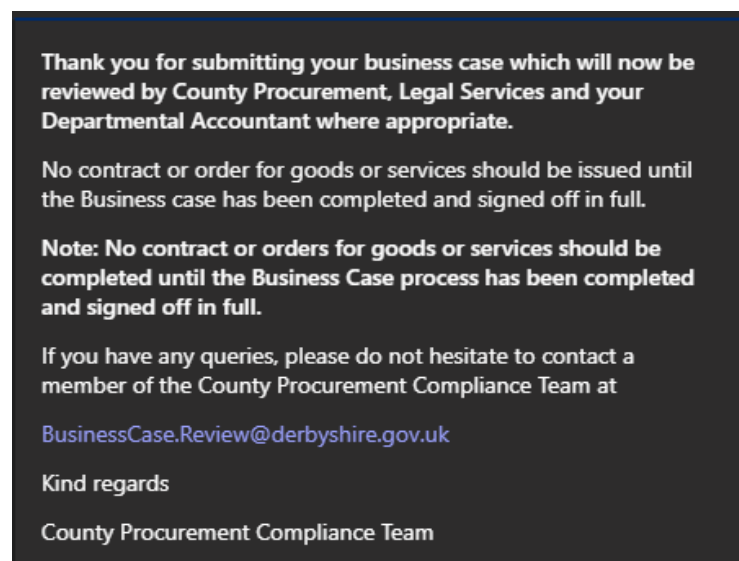
3. When the request has been submitted you will receive a card like the one below via the 'Power Automate' Function in M365 Teams. Select the Upload button.



- This will open an email in the Outlook App, and you should attach the Business Case document, by going to the Insert Tab and selecting the paperclip, you have created to the email and "Send". Do not make any changes other than attaching the Business Case.



- When you have sent your email with the Business Case attachment you will receive the Power Automate card below confirming submission.



6. Your Business Case will now be submitted for approval to a Procurement Officer from the relevant Category Team in County Procurement who will either approve it, decline it, or escalate it to their line manager for guidance. Based on the nature of the business case the PO selects 'Approve and Escalate' so the business case it will go to legal or Approve and it will return to the author to request approval from their Executive Director. The approval notification request received by the Procurement Officer is shown in the example 6.1 below.



6.1

The card will be updated based on the Procurement Officer decision. If it is approved, see 6.2, then based on the risk and value stratification it will go to either an approver within Legal Services or be returned to the Business Case owner to get the approval of their Executive Director (or delegate). If your Business Case is declined by County Procurement, see 6.3, it will be returned to the Business Case Owner for amendments.

 Approvals | Power Automate

Business case BC34Above £60k for Procurement ...

Please find in the link above a procurement business case for your review. Once you have reviewed the business case please Approve or Reject as appropriate adding your signature to the procurement business case document in the link and add any comments in the Response box and then press Submit.

If you have any queries about the process, please do not hesitate to contact a member of the County Procurement Compliance Team at


BusinessCase.Review@derbyshire.gov.uk

Kind regards

County Procurement Compliance Team

Response Approve
Comments Approved test business case
Approval Business case BC34Above £60k for Procurement Reject

6.2

 Approvals | Power Automate

Business case BC33 Sub £50k for Procurement Re...

Please find in the link above a procurement business case for your review. Once you have reviewed the business case please Approve or Reject as appropriate adding your signature to the procurement business case document in the link and add any comments in the Response box and then press Submit.

If you have any queries about the process, please do not hesitate to contact a member of the County Procurement Compliance Team at

BusinessCase.Review@derbyshire.gov.uk

Kind regards

County Procurement Compliance Team

Response Decline
Comments Declined as requested
Approval Business case BC33 Sub £50k for Procurement Reject

6.3

- If your Business Case is declined, you will receive an email detailing the reason(s) for this decision and which one of the approvers has declined it. This will enable you to contact them for further feedback if necessary and resubmit the Business Case with amendments.

The Business Case can be re-submitted by quoting the Business Case ID number which is included in the email declining the Business Case. An example of where this Business Case ID number can be found is shown in the red circled area of the email, 7.1, below. This Business Case ID number should be put the box in Question 5 of the Business Case submission form when re-submitting the Business Case. This will send the amended Business Case back to the same approver(s) who initially rejected it so that they can review the amendments and when approved send the Business Case on through the process.



7.1

- 8. The Legal and relevant Finance Team approvers will also see Power Automate Cards, seen below as 8.1, these are similar to those seen in figures 6.1, 6.2 and 6.3. They will have the option to approve or reject the Business Case. If they do decline, their comments will be also be provided as outlined in section 7.



Figure 8.1

9. When the approved Business Case is returned to the Business Owner then, as the final stage, they must obtain Executive Director's (or delegated) approval. The Business Case is not fully approved without completion of this final stage meaning orders should not be placed or contracts initiated. The Business Case owner will receive the Power Automate Card below (9.1) and in the space indicated "Email" add the email address of the Executive Director or their delegate. When this is completed, the Power Automate Card will change to reflect this (9.2).

Business Case Submission - BC42 A...

Your business case has now been approved by County Procurement, Legal Services and departmental accountant.

The final stage in the process is to now obtain Executive Director approval. Please send this business case to your Departmental Executive Director (or other authorised member of the Department under the Scheme of Delegation) by inserting their email to get the necessary approval.

If you have any queries about the process, please do not hesitate to contact a member of the County Procurement Compliance Team at

BusinessCase.Review@derbyshire.gov.uk

Kind regards

County Procurement Compliance Team

Email

James Heinzman (Commissioning Communities and Policy) (James.Heinzman@derbyshire.gov.uk) used Power Automate to send this notification. [Learn more](#)

9.1

Flow 18/06 15:31 Updated

Thank you, the approval and recommendations ...

Responded by You

James Heinzman (Commissioning Communities and Policy) (James.Heinzman@derbyshire.gov.uk) used Power Automate to send this notification. [Learn more](#)

Today

James Heinzman (Commissioning Communities and Policy) via Flow 09:37

Thank you for your response

You have set [REDACTED]@derbyshire.gov.uk as your approver for Strategic Director (under the scheme of delegation).

9.2

10. Once the Business Case has been approved by the Executive Director (or Delegate) confirmation of full approval and a copy of the approved Business Case is automatically sent to both the Business Case Owner and the Compliance Team.

4.0 Timescales

The approvals process operates on set timescales for responses. Approvers within County Procurement have two working days to review and either approve or reject the Business Case; relevant Finance and Legal officers will each have five working days to complete their review and either approve or reject. Where no response has been received approvers will receive two reminders before the lack of response is escalated to their line manager.

There is set timescale for the Executive Director (or delegate) approval with a reminder five working days after the Business Case has been sent. Where no response has been received after two reminders this will be escalated to the Business Case Owner's line manager.