

## APPENDIX A – LIST OF SBC PROCUREMENT POLICIES AND PROCEDURES

Phase	Policy / Procedure	Development Status
1	01_Procurement Policy	COMPLETE
1	02_Developing the Procurement Plan	COMPLETE
1	03_Delivering Social Value through Procurement	COMPLETE
1	04_Advertising and Reserving Spelthorne Procurement Opportunities	COMPLETE
1	05_Using SBC's Framework Agreements	COMPLETE
1	06_Managing Contracts	COMPLETE
1	07_Request for Quote and Tender Process	COMPLETE
2	08_Procurement Due Diligence Checklist (Suppliers)	NOT STARTED
2	09_Managing Risk in Procurement projects	UNDERWAY
2	10_Drafting a Specification of Requirements	UNDERWAY
2	11_Exemption Reporting	NOT STARTED
1	Contract Standing Orders and Financial Regs	COMPLETE
1	Procurement Strategy	COMPLETE
1	Template: Specification of Requirements	COMPLETE
1	Template: RFQ (small value projects)	COMPLETE
2	Template: Exemption Report	UNDERWAY