

SDF (Unofficial) SIG: Procurement arrangements for External Facilitators

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What do we want to achieve?

- Easy to understand process flowchart
- Uniformity of fees for standard facilitation
- Development of a pricing structure approach for prep/delivery
- Checklist questions to standardise what we ask new suppliers
- A shared resource/database of recommended suppliers
- Good practice guidance in acquiring suppliers
- A set of terms and conditions that can be modified by colleagues as they see fit

What do we already know/have that will help?

- Existing terms and conditions as a starting point
- Tender documents from participating institutions
- Lists of recommended/preferred external facilitators that we currently use

Potential actions (to be agreed at next meeting on 19th October from 11.15 – 12.15)

- Collect details of providers from universities
- Develop a checklist of questions that we might wish to ask
- Determine types of facilitation eg standardised, bespoke
- Set this up as a SIG