



# Procurement Compliance Checklist

Effective from 24 February 2025



01925 282 398



info@pfh.co.uk



pfh.co.uk



The Procurement Act 2023 brings a fresh approach to public procurement, with a focus on transparency, competition and value for money. With the new rules in effect from 24 February 2025, it is important that procurement teams feel confident and ready to work within the new framework.

This checklist is here to help. It's broken down into five practical areas:

- Being organised:** Ensure your procurement approach is well-prepared and aligned with the requirements
- Running a compliant procurement:** Covering the end-to-end sourcing process
- Transparency and reporting:** Ensuring finance teams meet publication duties
- Legal alignment:** Confirming contract updates and adherence to Freedom of Information (FOI) and General Data Protection Regulation (GDPR) requirements
- Managing contracts effectively:** Supporting contract managers with the Procurement Act 2023 requirements

Use this checklist to review your current processes, identify any gaps, and take action where needed. It's designed to support you in delivering great outcomes while staying compliant.

You'll also find a summary of the mandatory procurement notifications at the end – another useful reference as you embed the new rules into your day-to-day work.

# Being organised

Checklist item	Completed
<p>Check your business case/procurement strategy has been created and includes information on areas such as:</p> <ul style="list-style-type: none"><li>• The outcomes: key aims and objectives of the procurement</li><li>• Market analysis</li><li>• Whole life costing / total cost of ownership and benchmarking</li><li>• Route to market</li><li>• Commercial structure options appraisal</li><li>• Key requirements</li></ul>	<input type="checkbox"/>
<p>Identify the stakeholders who will be involved in the procurement process and complete stakeholder mapping to gauge their role and level of involvement.</p>	<input type="checkbox"/>
<p>Create and complete a procurement project risk log to capture risks, likelihood, impact, owner and mitigation strategies, as part of your procurement strategy document.</p>	<input type="checkbox"/>
<p>Identify the procurement project RACI:</p> <ul style="list-style-type: none"><li>• Who is Responsible for completing the activity?</li><li>• Who is Accountable for ensuring the activity is completed? There should only be one individual accountable.</li><li>• Who needs to be Consulted with to complete the activity?</li><li>• Who needs to be kept Informed about the activity?</li></ul>	<input type="checkbox"/>
<p>Ensure that all stakeholders in the RACI are clear on their role and the requirements on them.</p>	<input type="checkbox"/>
<p>Create a procurement project timeline with all key milestones. Start from the delivery date and work backwards to identify the sourcing steps required beforehand, and forwards to outline the contract management activities that follow.</p>	<input type="checkbox"/>
<p>Engage with existing and new suppliers to work through the requirements, approach and ongoing contract management considerations to gain their input on how to successfully achieve the identified outcomes.</p>	<input type="checkbox"/>

# Running a compliant sourcing process

Checklist item	Completed
<p>Register your organisation on the enhanced Find a Tender service (FTS) – the UK’s central digital platform for public procurement. This allows teams to:</p> <ul style="list-style-type: none"> <li>• Check the debarment list for excluded or excludable suppliers</li> <li>• Review performance notices issued against suppliers</li> </ul>	<input type="checkbox"/>
<p>Identify common procurement types and design suitable templates and procedures to reduce one-off design effort.</p>	<input type="checkbox"/>
<p>As part of procurement decision-making, ensure there’s clear consideration of:</p> <ul style="list-style-type: none"> <li>• The barriers faced by Small and Medium-sized Enterprises (SMEs) and Voluntary, Community and Social Enterprises (VCSEs) – both in accessing opportunities and delivering contracts.</li> <li>• The priorities set out in the National Procurement Policy Statement (NPPS), including sustainability, carbon reduction and wider social value.</li> </ul>	<input type="checkbox"/>
<p>Develop specifications that are clear, compliant and focused on service needs. Train teams – especially technical leads – to avoid unnecessary complexity (‘gold-plating’) and instead concentrate on identifying the problems to solve. Align this approach with the priorities set out in the NPPS.</p>	<input type="checkbox"/>
<p>Set effective and measurable KPIs that reflect contract outcomes. Support teams with guidance on how to engage bidders to refine and agree KPIs during the procurement process, where appropriate.</p>	<input type="checkbox"/>
<p>Maintain clear and consistent record-keeping throughout the procurement process. This should include:</p> <ul style="list-style-type: none"> <li>• Conflicts of interest, documented from the start of the procurement through to contract closure</li> <li>• Decisions not to exclude suppliers, with a clear rationale recorded</li> <li>• A RAID (Key risks, Assumptions, Issues and Dependencies) log to promote transparency and track mitigation actions</li> </ul>	<input type="checkbox"/>
<p>Continue engaging suppliers to support their understanding of the Procurement Act 2023 and gather feedback on any remainin support needs.</p>	<input type="checkbox"/>

## Transparency and reporting

Checklist item	Completed
Map and align your data journey – understand how procurement and finance data flows across systems to ensure you can extract, report and publish the right information at the right time.	<input type="checkbox"/>
Confirm which team is responsible for: <ul style="list-style-type: none"> <li>• Publishing notices related to the pre-sourcing activities</li> <li>• Publishing notices related to the sourcing exercise, including contract award</li> <li>• Publishing notices related to the ongoing management of the contract</li> <li>• Publishing payment compliance notices</li> <li>• Publishing individual payments over £30,000</li> </ul>	<input type="checkbox"/>
Check how your systems will generate reports needed to meet these obligations and create a plan to close out any gaps.	<input type="checkbox"/>

## Legal alignment

Checklist item	Completed
Create or review standard contract terms, including: <ul style="list-style-type: none"> <li>• Where relevant, alignment to the new implied terms on payment and termination – particularly if flowing down to sub-threshold contracts.</li> <li>• The right to publish contracts (required for contracts over £5m, unless Welsh procurement)</li> <li>• Include clauses to support contract performance data collection and reporting</li> </ul>	<input type="checkbox"/>
Create or update guidance on what is and how to identify commercially sensitive information to support transparency requirements.	<input type="checkbox"/>

## Managing contracts effectively

Checklist item	Completed
Engage contract managers early – they may need Introductory training on procurement and the new Act.	<input type="checkbox"/>
Review and update: <ul style="list-style-type: none"> <li>• Contract management systems to meet new performance reporting needs</li> <li>• Processes to include transparency notices (e.g. for modifications, termination, performance)</li> <li>• Handover processes between sourcing and contract management teams to ensure continuity and clarity of responsibilities</li> <li>• KPI monitoring and reporting requirements to support performance tracking throughout the contract lifecycle</li> </ul>	<input type="checkbox"/>

# Procurement notifications under the Procurement Act 2023

The Procurement Act introduces a range of notifications designed to support transparency, compliance and fair competition. Some are mandatory, while others are discretionary depending on the procurement route and context.

Use the summary below to understand which notifications apply at each stage of the procurement process, and when they should be issued to meet your obligations under the new regime.

Notice number	Notice name	Explanation	What it is for
UK1	Pipeline Notice	Mandatory for Contracting Authorities paying more than £100m per annum under relevant contracts.	Tells suppliers what major procurements (over £2m) are likely coming in the next 18 months. Published <b>annually</b> between <b>1 April-26 May</b> .  'Relevant contracts' is all contracts for the supply of goods services or works other than exempted contracts.
UK2	Preliminary Market Engagement Notice	Only required if Preliminary Market Engagement (PME) is carried out. If no notice is published, the reasons will need to be explained in the Tender Notice.	Lets suppliers know <b>how organisations will engage with the market</b> (e.g. meet-the-buyer events). Must come <b>before a tender notice</b> if engagement is done. Can be published after completion of PME, however is a useful advertisement to engage with the market around the PME phase.
UK3	Planned Procurement Notice	Discretionary but must be published at least 40 days before Tender Notice, to a max of 12 months in advance.	Gives <b>early warning</b> of a future competitive procurement. Can help <b>shorten the tender period</b> later.

Notice number	Notice name	Explanation	What it is for
UK4	Tender Notice	Mandatory for procurements.	The <b>main call for tender responses</b> . Published to open a competition (e.g. open or flexible procedures).
UK5	Transparency Notice	Mandatory for direct award except to protect life public contracts.	Used to explain <b>why a contract is being directly awarded</b> (without competition). Also used where a failed competition is stopped and a direct award is made.
UK6	Contract Award Notice	Mandatory for all public contract awards.	Published <b>after selecting a supplier</b> and issuing assessment summaries, but <b>before signing the contract</b> . The standstill period gives unsuccessful suppliers time to review the outcome and request further clarification. Legal challenges can be brought within six months.
UK7	Contract Details Notice	Mandatory for all contracts.	Gives details of the signed contract including call-offs from frameworks. For <b>contracts over £5m</b> , the contract (redacted) <b>must be published</b> .
UK10	Contract Change Notice	Mandatory where a public contract is modified, or a modification will create a convertible contract.	Published when an organisation <b>changes an existing contract's value, term or ownership</b> . Some exemptions apply.
UK11	Contract Termination Notice	Mandatory whenever a public contract ends.	Confirms when a contract has <b>ended</b> , either naturally or early.
UK12	Procurement Termination Notice	Mandatory where a public contract will not be awarded following a competitive process.	Tells the public if a <b>procurement process is cancelled</b> (before a contract is signed).

Notice number	Notice name	Explanation	What it is for
<b>UK13</b>	Dynamic Market Intention Notice	Mandatory	Announces intention to create a <b>Dynamic Market</b> (an open list of suppliers you can buy from). Suppliers can start applying.
<b>UK14</b>	Dynamic Market Establishment Notice	Mandatory	Confirms a <b>Dynamic Market has been set up</b> and lists the suppliers included.
<b>UK15</b>	Dynamic Market Modification Notice	Mandatory where modifications are made.	Notifies changes to the Dynamic Market – e.g. if suppliers are <b>added or removed</b> .
<b>UK16</b>	Dynamic Market Cessation Notice	Mandatory where the Dynamic Market is closed.	Announces that a <b>Dynamic Market is no longer active</b> and can't be used.

## Need support embedding the new procurement rules?

Explore our procurement solutions to streamline compliance, improve transparency, and deliver better outcomes. From strategy development to contract management, we're here to help.