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| bu-core-logo-landscape | **Procurement**  | February 2017 |
| **Supplier Insurance Level/Indemnity Change** |

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| **Instructions:** This form is to be completed when seeking approval to change any of the University’s default supplier insurance levels and/or indemnity provisions - which are included within the Standard Terms & Conditions – based on the risks presented by the specific contract: |
| **Type of Insurance** | **Works** | **Goods/Services** | **Consultants** |
| Employers Liability | £10m | £10m | £10m |
| Public Liability | £10m | £10m | £10m |
| Professional Indemnity | £2m | £2m | £10m |
| As a default, the University’s Standard Terms & Conditions require suppliers to fully indemnify the University against all liabilities resulting from the supplier being at fault.  |

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| **(A) The Procurer:** |
| Name |  | Department |  | Date |  |

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| **(B) The Contract/Framework Agreement/Order:** |
| Description of Goods / Services / Works |  |
| Contract Start Date |  | End Date |  | Extension option |  |
| Total Value of Contract/Framework/Order, incl. any extension options  | £ | Ex. VAT | £ | Incl. VAT |

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| **(C) The Supplier:** *(If the intended supplier is already known, and has been identified without following a competitive process as required by the University’s* [*Procurement regulations*](http://www2.le.ac.uk/offices/finance/information-for-staff/financial-operations/procurement/procurement-regulations)*, then an approved exception from the Regulations must first be gained by Head of Procurement)*  |
| Organisation |  | Contact |  | Tel |  |
| Address |  | Email |  |

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| **(D) Proposed change to the default supplier insurance level(s) and/or indemnity:** |
| Insurance level to be changed | Employers Liability |  | Public Liability |  | Professional Indemnity |  |
| Proposed insurance level | £ | £ | £ |
| Proposed indemnity change (from full indemnification of the University in the University’s Standard Terms & Conditions) |  |
| Reason for change, based on completion of the risk assessment tool in the appendix overleaf *(Please note: Where the proposed change is the result of a supplier challenging the University’s Standard Terms & Conditions (e.g. by restricting their liability – the extent to which they indemnify the University), or insisting upon their own being used, it is important to consider both parties’ relative bargaining power and therefore the extent to which we can challenge their proposals)* |
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| **(E) Approval:**  |
|  | **NAME (PRINT)** | **SIGNATURE** | **DATE** |
| **Procurer** *– This change proposal is based on a risk assessment informed by my reading of the Insurance Indemnity and Procurement guidance and completion of the risk assessment tool in the appendix overleaf* |  |  |  |
| **Head of Procurement Dave Lifford** **Email –** **dlifford@bournemouth.ac.uk****Tel: 01202 962772** |  |  |  |

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| **APPENDIX – Risk Assessment Tool** |
| Running through the questions/factors below will not establish a definitive risk level, but will support you in considering the risks associated with the contract/purchase order and therefore the proposed change to the insurance and/or indemnity levels.  |
| *Public/Product Liability* |
| Which buildings would be (potentially) impacted by the purchase? |  |
| Does the activity involve work at heights? | YES / NO |
| Does the activity involve work with heat? | YES / NO |
| Does the activity involve utilising the University’s electricity supply? | YES / NO |
| What other areas of the business (if any) will be impacted? |  |
| To what extent does the activity have the potential to cause injury to staff/students/members of the public? *(On a scale of 1-10, where 10 is high)* |  |
| Would the supplier be providing an ‘off the shelf’ or bespoke service/product?  |  |
| Would the supplier have access to, or store, any personal data of University staff and/or students? | YES / NO |
| *Professional Indemnity* |
| Would the supplier be providing advice or guidance to the University?*If NO, Professional Indemnity insurance may not be required* | YES / NO |
| To what extent does the service have a bearing on the University’s decision making, strategic investment and regulatory compliance? *(On a scale of 1-10, where 10 is high)* |  |
| To what extent does the service have a bearing on the University’s ability to deliver teaching/research? *(On a scale of 1-10, where 10 is high)* |  |
| *Public/Product Liability / Professional Indemnity* |
| Other factors considered as part of the risk assessment: |  |

**Risk Matrices from the** [**Insurance/Indemnity & Procurement Guidance**](http://www2.le.ac.uk/offices/purchasing/procurement-policies-and-guidance/supplier-indemnity-insurance-cover):

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