

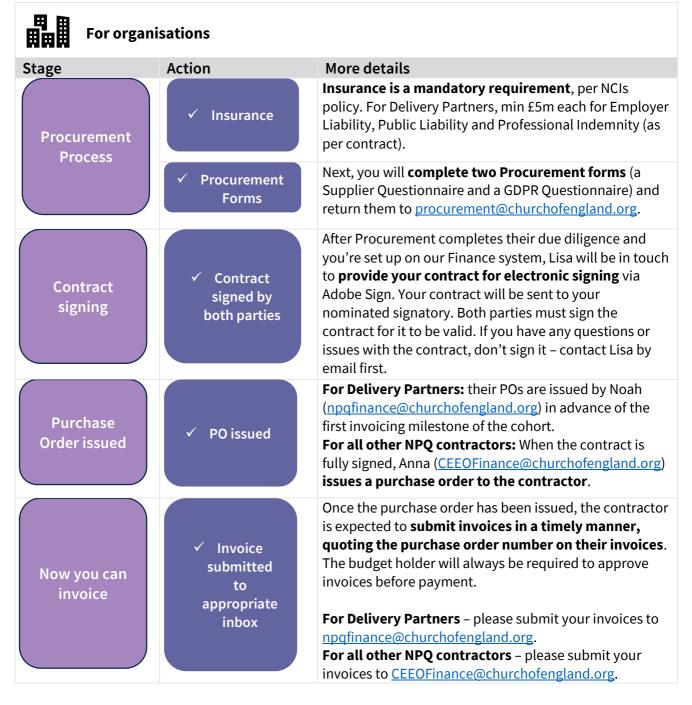
## **Procurement & Contracting Fact Sheet - Information for New Contractors**

This fact sheet is intended to summarise the steps involved in setting up new contractors on our systems.



Each step is contingent on the step before it, so this means we can't pay you until you complete the process.

For individuals		
Stage	Action	More details
Procurement Process	✓ HR Form	First step is <b>completing page 1 and 2 of the Contractors</b> <b>New Starter form</b> and providing evidence that you hold current and valid insurance and have a Right to Work in the UK. Page 3 is voluntary, and Page 4 we complete. Return this form to <u>lisa.osborne@churchofengland.org</u> . This form is part of our IR35 assessment to evidence you're being engaged as a contractor not an employee.
	✓ Insurance	<b>Insurance is a mandatory requirement</b> , per NCIs policy: minimum £50,000 for Professional Indemnity Insurance plus Public Liability Insurance if you are delivering at a face to face event.
	<ul><li>✓ Procurement</li><li>Forms</li></ul>	Next, you will <b>complete two Procurement forms</b> (a Supplier Questionnaire and a GDPR Questionnaire) and return them to <u>procurement@churchofengland.org</u> . Please complete these to the best of your ability.
Contract signing	<ul> <li>✓ Contract signed by both parties</li> </ul>	After Procurement completes their due diligence and you're set up on our Finance system, Lisa will be in touch to <b>provide your contract for electronic signing</b> via Adobe Sign. Both parties must sign the contract for it to be valid. If you have any questions or issues with the contract, don't sign it – contact Lisa by email first.
Purchase Order issued	✓ PO issued	When the contract is fully signed, Anna at <u>CEEOFinance@churchofengland.org</u> issues a purchase order (PO) to you. The PO is per calendar year, so if your work spans more than one year, you'll have multiple POs.
Now you can invoice	<ul> <li>✓ Invoice submitted to CEEOFinance</li> </ul>	Once the PO for the current calendar year has been issued, the contractor is expected to <b>submit invoices in</b> <b>a timely manner, quoting the PO number on their</b> <b>invoices</b> . (See also, 'Payment Condition' in your contract)



Who can I talk to for more information or help?

- **Contract content** hours, agreed rate, specific tasks, contract length, contract renewal talk to the member of the CEFEL team you've been dealing with
- **Procurement & contracting information** talk to Lisa (<u>lisa.osborne@churchofengland.org</u>) (Lisa is not able to help with POs, invoicing, or payments. Any queries received are redirected as below.)
- Finance information (non-Delivery Partners) such as POs, invoicing, payments etc talk to Anna (<u>CEEOFinance@churchofengland.org</u>)
- Finance information (Delivery Partners) talk to Noah (<u>npqfinance@churchofengland.org</u>)

If you are unsure who to contact or have a general query, please contact <u>NPQDeliveryPartner@churchofengland.org</u>.