



## 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.


As a general overview:




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

We've broken down the specific tasks involved below, based on whether you are an individual or an organisation. You can also watch this short information video here:

<https://vimeo.com/853625883/b544606144>

 <b>For individuals</b>		
Stage	Action	More details
Procurement Process	✓ HR Form	First step is <b>completing page 1 and 2 of the Contractors 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 <a href="mailto:edu.contracts@churchofengland.org">edu.contracts@churchofengland.org</a> . 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.
	✓ Procurement Forms	Next, you will <b>complete two Procurement forms</b> (a Supplier Questionnaire and a GDPR Questionnaire) and return them to <a href="mailto:procurement@churchofengland.org">procurement@churchofengland.org</a> . Please complete these to the best of your ability.
Contract signing	✓ Contract signed by both parties	After Procurement completes their due diligence and you're set up on our Finance system, The Contracts Team 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 the Contracts Team by email first.
Purchase Order issued	✓ PO issued	When the contract is fully signed, Anna at <a href="mailto:CEEOFinance@churchofengland.org">CEEOFinance@churchofengland.org</a> <b>issues a purchase order (PO) to you.</b>
Now you can invoice	✓ Invoice submitted to CEEOFinance	Once the PO has been issued, the contractor is expected to <b>submit invoices in a timely manner, quoting the PO number on their invoices.</b> (See also, 'Payment Condition' in your contract).



 For organisations		
Stage	Action	More details
Procurement Process	✓ Insurance	<b>Insurance is a mandatory requirement</b> , per NCIs policy. For Delivery Partners, min £5m each for Employer Liability, Public Liability and Professional Indemnity (as per contract).
	✓ Procurement Forms	Next, you will <b>complete two Procurement forms</b> (a Supplier Questionnaire and a GDPR Questionnaire) and return them to <a href="mailto:procurement@churchofengland.org">procurement@churchofengland.org</a> .
Contract signing	✓ Contract signed by both parties	After Procurement completes their due diligence and you're set up on our Finance system, The Contracts Team will be in touch to <b>provide your contract for electronic signing</b> via Adobe Sign. Your contract will be sent to your nominated signatory. 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 The Contracts Team by email first.
Purchase Order issued	✓ PO issued	<b>For Delivery Partners:</b> their POs are issued by Noah ( <a href="mailto:npqfinance@churchofengland.org">npqfinance@churchofengland.org</a> ) in advance of the first invoicing milestone of the cohort. <b>For all other NPQ contractors:</b> When the contract is fully signed, Anna ( <a href="mailto:CEEOFinance@churchofengland.org">CEEOFinance@churchofengland.org</a> ) <b>issues a purchase order to the contractor.</b>
Now you can invoice	✓ Invoice submitted to appropriate inbox	Once the purchase order has been issued, the contractor is expected to <b>submit invoices in a timely manner, quoting the purchase order number on their invoices.</b> The budget holder will always be required to approve invoices before payment.  <b>For Delivery Partners</b> – please submit your invoices to <a href="mailto:npqfinance@churchofengland.org">npqfinance@churchofengland.org</a> . <b>For all other NPQ contractors</b> – please submit your invoices to <a href="mailto:CEEOFinance@churchofengland.org">CEEOFinance@churchofengland.org</a> .

#### 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 the Contracts Team ([edu.contracts@churchofengland.org](mailto:edu.contracts@churchofengland.org)) (The Contracts Team are 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 ([CEEOFinance@churchofengland.org](mailto:CEEOFinance@churchofengland.org))
- **Finance information (Delivery Partners)** – [npqfinance@churchofengland.org](mailto:npqfinance@churchofengland.org)

If you are unsure who to contact or have a general query, please contact [npq@churchofengland.org](mailto:npq@churchofengland.org).