

Contractor / Lease Due Diligence Checklist

Provider: _____

	YES	NO	NOT REQUIRED
Procurement Process			
Conflict of Interest Form			
Due Diligence			
Companies House printout			
Audited Accounts			
Credit agency check (if required)			
Contractor Documentation			
Contract (signed)			
Service Level Agreement			
Timetable / Scheme of Work			
Contractor staff list (inc DBS checks if required)			
Leases			
Legal - Terms and Conditions sign-off			
Finance – affordability checks			
Section 151 Officer (or Deputy) Sign-off (required for all leases – no other officers can sign a lease for the council)			

In accordance with Part 4.06.07/9 and Part 4.06.07/18, once completed this form should be returned to the Procurement Officer to be retained alongside the councils' contracts register.