**Strategic Project Fund Bid Process**

* Bid proposals, supported by all members of relevant task group, submitted to SIG Co-ordinator on standard bid submission form
* SIG Co-ordinator sends bid submission form to all Programme Board members[[1]](#footnote-1) allowing four weeks consultation time.
* After four weeks a further email will be sent to remind Programme Board members that a non-response will be assumed to be an approval.
* During the 4 weeks consultation time, the bid owner may answer questions and queries raised by Programme Board members[[2]](#footnote-2) and these questions and relevant answers shall also be circulated amongst Programme Board members.
* Once all comments and statements of approval have been collected these will be sent to Chair of Programme Board for final approval.
* Chair of Programme Board to sign bid proposal form if approved.
* If not approved, SIG Co-ordinator[[3]](#footnote-3) to communicate reasons to bid owner and advise if there are ways in which to improve the proposal and then submit again to Programme Board.
* Once approved, SIG Co-ordinator to liaise with finance and performance leads to advise on bid; how much has been agreed in principle; and timescales for releasing funds.
* If funds are to be spent on project which requires procurement, then due process to be followed.
* If funds are to be spent on project where supplier is a MHA plus member authority, then supplier documentation will be completed as appropriate and signed off by relevant route.
* Once received, a purchase order can be raised by relevant finance and performance lead and sent to supplier so that an invoice can be raised.
* Where funds are to be released in a number of stages, in the first instance, SIG Co-ordinator[[4]](#footnote-4) will monitor progress of project to ensure that milestones are met before release of funds; if procurement has been undertaken – the procurement lead will be included as part of monitoring process.
* Regular contact will be kept with the successful bid project team and the SIG Co-ordinator[[5]](#footnote-5) will publish project progress reports on MHA ISP and MSIG platforms.
* On completion of the bid project the SIG Co-ordinator, or MHA+ lead will put a final review/case study/ feedback document together which will highlight successes and any issues to take into consideration for future projects.

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1. Including nominated scrutineer if there is a need for background information to be advised on bid [↑](#footnote-ref-1)
2. and scrutineer if there is a need for background information that related to the bid [↑](#footnote-ref-2)
3. and scrutineer, if necessary, who will have provided information to query the bid [↑](#footnote-ref-3)
4. 4&5 or MHA+ colleague if applicable [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)