**Legal advice request form (Procurement)**

Please email this form to [legalservices@reading.ac.uk](mailto:legalservices@reading.ac.uk) together with all relevant documents

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| --- |
| **Name**: |
| **School or function**: |
| **Contact details**: |
| **Date**: |

**Please fill in each part of this form. This will enable us to allocate your matter to the right person in the team and ensure it is prioritised appropriately. You should refer to the “Procurement Instructions to Legal” document to see when or if to seek Legal advice. If the following categories don’t apply please use the Standard Request form.**

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| **What type of legal advice are you requesting?** | | |
| * Dispute (a claim, a letter before action or a dispute that could lead to legal action) * Bespoke contract to be drafted * Third party framework to be reviewed (including individual terms) * Non-software contract to be reviewed (including individual terms) * Software contract to be reviewed * Category 1 * Category 2 * Drafting of flow down terms | | * Advice on University templates/standard terms * Advice on an existing contract * Advice on application of the procurement regulations      * Advice on procurement process * Advice other legal or regulatory compliance * Advice on intellectual property * Advice on data protection (including non-standard terms) |
| **What is your question for Legal to answer?** (If this relates to a single clause of an agreement, please specify this clearly) | | |
| **Background information:**  Use this section to briefly set out the background and context to your request, including the following: | | |
| **Type** of procurement: |  | |
| **Stage** of procurement: |  | |
| Form of **contract**: |  | |
| What are we **buying**: |  | |
| **Value** of tender/contract: |  | |
| Name and contact details of the **Contract Owner** if applicable: |  | |
| **Issues and risks** (not just legal ones) you have already identified relating to your question: |  | |
| Relevant **background information/context**: |  | |
| **Other information** Legal should be aware of in responding to your request: |  | |
| Are there are **key relevant documents** that we need to see to advise you? If so, please list here and attach: | | |
| Details of any **third parties** involved: | | |
| What is the **financial** **value** of the work (if this is different to the value of the tender, e.g. it is part of a bigger project)? | | |
| What is the **strategic benefit** to the University/School/Function? | | |
| Will any element of the work/services/goods be **performed or delivered outside the UK**? If yes, please provide details (including the names of all parties, where activity will take place and what is being delivered): | | |
| Is there an **internal or external deadline**? What is this deadline for? If this relates to regulatory deadlines (e.g. standstill period, dates in an advert) please set these out clearly: | | |
| Have you been in contact with someone in legal over a **similar/same matter**, and if so, who and approximately when? | | |