**CONTRACT REGISTER FORM – FOR CONTRACTS AWARDED OUTSIDE OF PROACTIS**

This form must be completed for all contracts above £100,000 that have not been procured via the Proactis eTendering Portal. Please attach approval report to this form.

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| **Contract Details** |
| Contract title | Provision of Idox Software |
| Lead Officer | Kit Collingwood |
| Directorate | Finance and Legal |
| Contract description  | Provision of Idox Software for GCD |
| Contract start | 29/09/2023 |
| Contract end | 28/09/2024 |
| Total Value | £37,436.00 |
| Annual Value (If Term Contract) |  |
| Extension options | If applicable, state extension period. |
| Reason outside Proactis | Single Source Award[[1]](#footnote-1) |[x]
|  | Procured by other organisation |[ ]
|  | Direct Award from Framework |[ ]
| **Supplier Details** |
| Contractor name | Idox Software Ltd |
| Supplier Status | Private Sector SME |
| Company Address | The Grosvenor Building, 72 Gordon Street, Glasgow, G1 3RS |
| Company Registration Number | 02933889 |
| Company Point of Contact |  |
| Company Phone | 0333 011 1696 |
| Supplier contact name and email/phone number |  |

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| **Internal Details** |
| Contract Manager (name, phone, email) | Kit Collingwood |
| Cost Code | F610460/44100 |
| Expenditure Type | Revenue |

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| **APPROVAL** |
| Budget Holder | I certify the contents of this form |
| Name | Kit Collingwood |
| Signed | Kit Collingwood |
| Date | 04/10/2023 |

1. This applies to new contracts, not extensions of previous contracting arrangements where the contract is already set up on Proactis. [↑](#footnote-ref-1)