**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) |  |
| 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 |

|  |  |  |
| --- | --- | --- |
| **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)