

GREATER **LONDON** AUTHORITY

(by email)

Our reference: MGLA050825-1644

11 September 2025

Dear

Thank you for your request for information which the Greater London Authority (GLA) received on 5 August 2025. Your request has been considered under the Freedom of Information Act (FOI) 2000.

You requested:

Under the Freedom of Information Act 2000, I am requesting information regarding the procurement of LS Events for the planning and delivery of celebration events related to the following football tournaments:

1. 2024 Men's UEFA European Championship (Euros) final screening in London's O2 Arena.
2. 2024 Men's UEFA European Championship (Euros) celebrations in London's Hyde Park.

Specifically, I would like to request the following information for each of the aforementioned events:

- a) Details of the procurement process used to appoint LS Events. Please include:
 - i. Whether the contract was awarded through a competitive tender process (e.g., open tender, restricted tender, competitive dialogue) or directly awarded.
 - ii. If a competitive process was used, details of how the tender was advertised, the number of bids received, and the criteria used for evaluation.
 - iii. If a direct award was made, a clear justification for this decision, citing any relevant exemptions under procurement regulations.
- b) The total value of the contract(s) awarded to LS Events for each event.
- c) The scope of services provided by LS Events under these contracts (e.g., event management, creative design, logistics, site management, fan zones, parades, etc.).
- d) Copies of any decision notices, contracts, or agreements between the Greater London Authority (or any of its functional bodies involved in these events) and LS Events relating to these celebrations. Please redact any commercially sensitive information or personal data if necessary.
- e) Any internal reports, evaluations, or reviews relating to the performance or value for money of LS Events' services for these events.

Our response to your request is as follows:

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A(i)

Direct award – Rational based on individual venue locations - MD3237

A(ii)

N/A

A(iii)

Hyde Park – Utilised the existing temporary infrastructure for the event which was taking place and managed by LS Events.

O2 – AXS own and manage the O2 arena and only permit suppliers from their existing approved supplier list.

B

This framework call-off award to LS Events for £815,685;
£315,685 for the O2 screening and £500,000 for the Hyde Park Screening.

C

Manage creative and branding of the event.

Technical Production Management including Screen, PA and Lighting

Stage management

Backstage Security

Artist Liaison

Accreditation

Technical Health and Safety

Crew Catering

Production Radios

Creative Dressing

Managing the hire of any equipment required to be sourced from the venue

Managing technical requirements

Providing any furniture required

Managing staffing of the event

Managing security of the event

Providing refreshments of the event

Managing all H&S requirements of the event

Ensuring the event is adequately insured

Stage management

Backstage Security

Crew Catering

D

Please find attached the information that the GLA holds within the scope of your request.

Please note that some of the content is exempt from disclosure under the exemption for Commercial Interests at section 43(2) of the FOIA. Section 43(2) provides that information can be withheld from release if its release would, or would be likely to, prejudice the commercial interests of any person. A commercial interest relates to a person's ability to participate

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competitively in a commercial activity and in this instance, the GLA is withholding the the information because it would be likely to prejudice the commercial interests of LS Events in future negotiations for similar events and undermining competitiveness. The GLA is satisfied that in this instance disclosure of this information would be likely to, prejudice or harm the commercial interests of LS Events.

Section 43(2) constitutes a qualified exemption from our duty to disclose information under the FOIA and consideration has to be given as to whether the public interest favouring disclosure of the information covered by this exemption outweighs the public interest considerations favouring maintaining the exemption and withholding the information. In this instance the GLA recognises the legitimate public interest in the transparency regarding the award of contracts. In balancing the public interest in disclosure, we consider the greater good or benefit to the community if the information is released or not. The 'right to know' must be balanced against the need to enable effective government and serve the best interests of the public. Although in many cases disclosure promotes competition, there is undoubtedly a public interest in allowing public authorities to withhold information which, if disclosed, would negatively affect their ability to negotiate or to compete in a commercial environment.

In this case, it is felt that the public interest would not be met by revealing information which would be likely to be detrimental to the way in which contracts are secured in relation to the events it runs and in turn how much savings can be made to the public purse when delivering events.

Finally, the names of junior / non-public facing GLA staff and third parties are exempt from disclosure under s.40 (Personal information) of the FoI. This information could potentially identify specific employees and as such constitutes as personal data which is defined by Article 4(1) of the General Data Protection Regulation (GDPR) to mean any information relating to an identified or identifiable living individual. It is considered that disclosure of this information would contravene the first data protection principle under Article 5(1) of GDPR which states that Personal data must be processed lawfully, fairly and in a transparent manner

We also hold a copy of Mayoral Decision - MD3237. This information is exempt from disclosure under Section 22 of the FOI Act. Section 22 provides an exemption for information that is intended to be published in the future. Information is exempt if, at the time when the public authority receives a request for it:

- the public authority holds the requested information;
- the public authority intends the information to be published at some future date, whether that date is determined or not; and
- in all the circumstances it is reasonable to withhold the information until its planned publication.

Section 22 acknowledges that public authorities must have freedom to be able to determine their own publication timetables. This allows them to deal with the necessary preparation, administration and context of publication. It is however necessary to consider whether the public interest in maintaining the exemption (and withholding the information until the publication date), is greater than the public interest in releasing the information before this date.

In this instance, it is felt that there is a greater public interest for the GLA to establish a clear view which workstreams would form part of the remaining contract.

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The public interest – i.e. the best interests of the public – is met by the GLA being open and transparent, but also by managing its resources effectively, and this includes setting reasonable publication schedules to meet this public interest. While there is an obvious public interest in the release of this decision, we believe this is met by our intention to publish this information in the coming month. We do not believe the public interest favours the disruption that would be caused to GLA staff by expediting this publication when its early publication would not meet any immediate or exceptional public concerns at the present time. We therefore find the balance of public interest falls in maintaining the exemption and the GLA publishing this information in accordance with our existing publication timetable.

E

Please find attached the sourcing justification.

If you have any further questions relating to this matter, please contact me, quoting the reference MGLA050825-1644.

Yours sincerely

Information Governance Officer

If you are unhappy with the way the GLA has handled your request, you may complain using the GLA's FOI complaints and internal review procedure, available at:

<https://www.london.gov.uk/about-us/governance-and-spending/sharing-our-information/freedom-information>

SCHEDULE 6 - CALL-OFF CONTRACT TEMPLATE

Framework Number: TfL 95932

Call-Off Contract Number: Lot 1 Task 11

THIS CALL-OFF CONTRACT is made the 11th day of July 2024

BETWEEN:

- (1) **Greater London Authority** (GLA), City Hall, Kamal Chunchie Way, London, E16 1ZE ("**the Authority**"); and
- (2) **LS EVENTS LTD**, a company registered in England and Wales (Company Registration Number 5088309) whose registered office is at KL.325 Edinburgh House, 170 Kennington Ln, London, SE11 5DP ("**the Service Provider**").

RECITALS:

- A. The Contracting Authority and the Service Provider entered into an agreement dated 14th September 2023 which sets out the framework for the Service Provider to provide certain Services to the Contracting Authority or the Authority ("**the Agreement**").
- B. The Authority wishes the Service Provider to provide the specific Services described in this Call-Off Contract pursuant to the terms of the Agreement and this Call-Off Contract and the Service Provider has agreed to provide such Services on those terms and conditions set out in the Call-Off Contract.

THE PARTIES AGREE THAT:

1. CALL-OFF CONTRACT

- 1.1 The terms and conditions of the Agreement shall be incorporated into this Call-Off Contract.
- 1.2 In this Call-Off Contract the words and expressions defined in the Agreement shall, except where the context requires otherwise, have the meanings given in the Agreement. In this Call-Off Contract references to Attachments are, unless otherwise provided, references to attachments of this Call-Off Contract.

2. SERVICES

- 2.1 The Services to be performed by the Service Provider pursuant to this Call-Off Contract are set out in Attachment 1.

- 2.1 The Service Provider acknowledges that it has been supplied with sufficient information about the Agreement and the Services to be provided and that it has made all appropriate and necessary enquiries to enable it to perform the Services under this Call-Off Contract. The Service Provider shall neither be entitled to any additional payment nor excused from any obligation or liability under this Call-Off Contract or the Agreement due to any misinterpretation or misunderstanding by the Service Provider of any fact relating to the Services to be provided. The Service Provider shall promptly bring to the attention of the Call-Off Co-ordinator any matter that is not adequately specified or defined in the Call-Off Contract or any other relevant document.
- 2.2 The timetable for any Services to be provided by the Service Provider and the corresponding Milestones (if any) and Project Plan (if any) are set out in Attachment 1. The Service Provider must provide the Services in respect of this Call-Off Contract in accordance with such timing and the Service Provider must pay liquidated damages in accordance with the Agreement of such an amount as may be specified in Attachment 1. The Service Provider shall be liable for the ongoing costs of providing Services in order to meet a Milestone.
- 2.3 The Service Provider acknowledges and agrees that as at the commencement date of this Call-Off Contract it does not have an interest in any matter where there is or is reasonably likely to be a conflict of interest with the Services provided to the Authority under this Call-Off Contract.

3. CALL-OFF TERM

This Call-Off Contract commences on the date of this Call-Off Contract, or such other date as may be specified in Attachment 1 and subject to Clause 4.2 of the Agreement, shall continue in force for the Call-Off Term stated in Attachment 1 unless terminated earlier in whole or in part in accordance with the Agreement.

4. CHARGES

Attachment 2 specifies the Charges payable in respect of the Services provided under this Call-Off Contract. The Charges shall not increase during the duration of this Call-Off Contract unless varied in accordance with the Agreement. The Service Provider shall submit invoices in accordance with the Agreement and the Charges shall be paid in accordance with the Agreement.

5. CALL-OFF CO-ORDINATOR AND KEY PERSONNEL

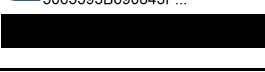
The Authority's Call-Off Co-ordinator in respect of this Call-Off Contract is named in Attachment 1 and the Service Provider's Key Personnel in respect of this Call-Off Contract are named in Attachment 2.

This Call-Off Contract has been signed by duly authorised representatives of each of the Parties.

SIGNED

For and on behalf of the [Authority]

Signature: _____

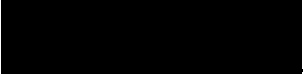
Name: _____

Title: Senior Manager - Events & Commercial Partnerships

Date: 12/7/2024 | 08:46 PDT

SIGNED

For and on behalf of the Service Provider]

Signature: _____

Name: _____

Title: _____

Date: 12/7/2024 | 03:17 PDT

Attachment 1

1. Services to be provided

1.1 Core Services

The production and delivery of a screening of the UEFA EURO 2024 Final at the O2 Arena London on Sunday 14th July 2024.

The supplier shall:

- Manage creative and branding of the event.
- Technical Production Management including Screen, PA and Lighting
- Stage management
- Backstage Security
- Artist Liaison
- Accreditation
- Technical Health and Safety
- Crew Catering
- Production Radios
- Creative Dressing

1.2 Optional Services

Should England win the UEFA EURO 2024 Final and a parade is held, the Authority may require the supplier to produce and deliver a screening of the parade at Hyde Park. The expected date of the parade is Tuesday 16th July 2024.

Should the Authority wish to proceed with the optional services the Authority's Call Off Coordinator shall confirm this in writing to the supplier and agree a cost for the deliver of the event which shall include:

- Managing the hire of any equipment required to be sourced from the venue
- Managing technical requirements
- Providing any furniture required
- Managing staffing of the event
- Managing security of the event
- Providing refreshments of the event
- Managing all H&S requirements of the event
- Ensuring the event is adequately insured
- Stage management
- Backstage Security
- Crew Catering

2. Timetable

Commencement date: 11th July 2024

Call-Off Term: 2 weeks

3. Liquidated Damages

Amount of liquidated damages per day (if any): n/a

4. Expenses

Expenses (if any) that the Service Provider may claim: n/a

5. Authority Account Details

G0468

6. Address for Invoices

invoices@tfl.gov.uk

Date/Period for submission of Invoices:

- LS invoice for 100% of the works to secure contractors of O2 screening Thursday 11 July
- LS invoice for 70% of parade screening Friday 12 July
- LS invoice for 30% of parade screening Monday 22 July

7. Authority Call-Off Co-ordinator

Name: [REDACTED]

Address: City Hall, Kamal Chunchie Way, London E16 1ZE

Phone: [REDACTED]

Email: [t\[REDACTED\]@london.gov.uk](mailto:t[REDACTED]@london.gov.uk)

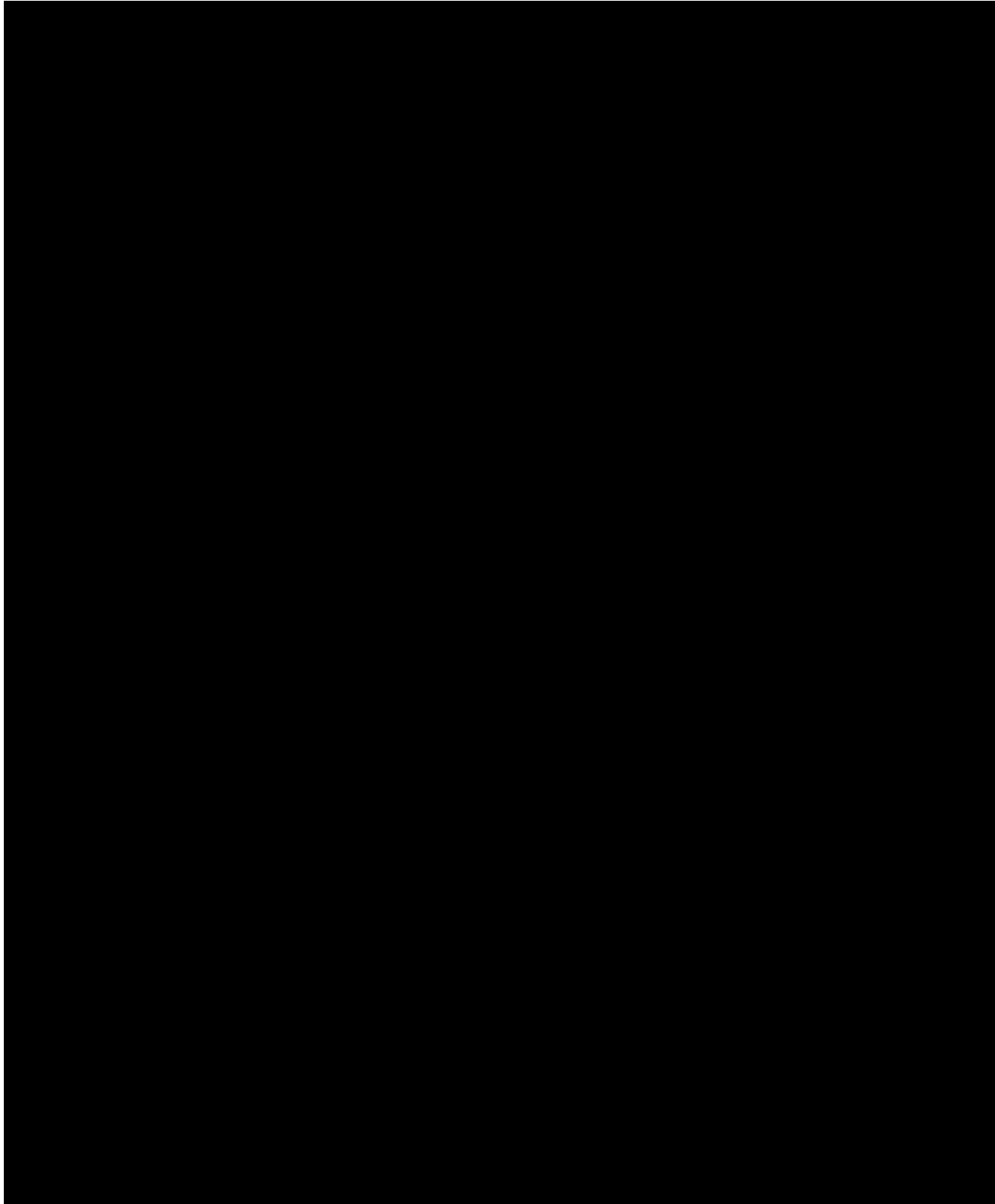
8. Availability of Key Personnel

n/a

Attachment 2

1. Charges

The fixed fee for the delivery of the O2 Screening shall be £315,734.72 (Three Hundred and Fifteen Thousand, Seven Hundred and Thirty Four Pounds and Seventy Two pence).



The exact fee for the Hyde Park screening, should it be required, shall be confirmed and agreed in writing with the Authority's Call-Off Coordinator but in any event shall not exceed £500,000.00 (Five Hundred Thousand Pounds).

2. Key Personnel

The Service Provider's Key Personnel (include grades and areas of responsibility): n/a

3. Proposed sub-contractors (if any)

Name and contact details of proposed sub-contractor(s) and details of any proposed sub-contracted work: to be confirmed

4. Proposed completion date:

16th July 2024

Attachment 3

Special Conditions for Call-Off

n/a

Certificate Of Completion

Envelope Id: 1674A33437C74AD6854535635ABA65FA
Subject: CW64658 - TfL 95932 Lot 1 Task 11 EURO 2024 Screening FINAL.docx
Source Envelope:
Document Pages: 8
Certificate Pages: 5
AutoNav: Enabled
Envelope Stamping: Enabled
Time Zone: (UTC) Dublin, Edinburgh, Lisbon, London

Status: Completed

Envelope Originator:
[Redacted]
42-50 Victoria Street
, LONDON SW1H 0TL
v_gemmapearson@tfl.gov.uk
IP Address: 35.242.209.174

Record Tracking

Status: Original
12/7/2024 | 09:45

Holder: [Redacted]
[Redacted]

Location: DocuSign

Signer Events	Signature	Timestamp
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[Redacted]

LS Events Ltd
Security Level: Email, Account Authentication (None)

Signature Adoption: Pre-selected Style
Using IP Address: 93.174.154.193

Sent: 12/7/2024 | 09:46
Viewed: 12/7/2024 | 11:16
Signed: 12/7/2024 | 11:17

Electronic Record and Signature Disclosure:

Accepted: 18/12/2023 | 16:15
ID: 5b36f52c-1a42-407e-8e14-16de7e858a88

[Redacted]
[Redacted]@LONDON.GOV.UK
Senior Manager - Events & Commercial Partnerships
Greater London Authority
Security Level: Email, Account Authentication (None)

DocuSigned by:
[Redacted]
5065593B690843F...

Signature Adoption: Drawn on Device
Using IP Address: 80.79.209.48

Sent: 12/7/2024 | 11:17
Viewed: 12/7/2024 | 16:46
Signed: 12/7/2024 | 16:46

Electronic Record and Signature Disclosure:

Accepted: 12/7/2024 | 16:46
ID: f7197956-24a1-41e3-bed4-152ef1309dfa

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Envelope Summary Events	Status	Timestamps
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Envelope Sent
Certified Delivered

Hashed/Encrypted
Security Checked

12/7/2024 | 09:46
12/7/2024 | 16:46

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	12/7/2024 16:46
Completed	Security Checked	12/7/2024 16:46
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Transport for London (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Transport for London:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [REDACTED]@tfl.gov.uk

To advise Transport for London of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [REDACTED]@tfl.gov.uk and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Transport for London

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to lukethorogood@tfl.gov.uk and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Transport for London

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;

ii. send us an email to [REDACTED]@tfl.gov.uk and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Transport for London as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Transport for London during the course of your relationship with Transport for London.

Sourcing Justification

Template Owner – P&C Governance, Risk and Assurance

Template Version: 1.1 | Template Version Date: 22.01.2024

Sourcing Justification

Purpose of this template

This document is a mandatory requirement for new competitive sourcing and revenue generating activities **between £25,000 and £124,999** and all **works contracts subject to competition up to £1,000,000** and **call-off's from Frameworks up to £1,000,000** and outlines the sourcing approach, objectives, stakeholders and risk considerations (among others).

This document supports TfL / GLA in meeting its legislative and value for money obligations. This document must be attached to the SAP Ariba activity.

See guidance document [here](#) for advice on applicability of use and completion notes.

Text key

Black text – populate and complete details as appropriate. **Blue text** – delete as applicable

Sourcing title:	EURO 2024 Screening		SAP Ariba Ref:
P&C submitter:	[REDACTED] – Commercial Manager		WS2079732796
Business requestor:	[REDACTED] – City Delivery Manager		
Finance Business Partner	[REDACTED]	Retrospective?	☐
Committed value:	£815,685	Expenditure/Revenue:	Expenditure
Duration:	2 weeks		
Summary of scope:			
The Mayor's office advised on 8th of July 2024 that they would like to host a public screening of the EURO 2024 final on Sunday 14th July. There is a contract in place with Heart Productions Limited to deliver sporting celebrations including victory parades and screenings for up to £1.5m. However, the current projected costs for a parade, should England be successful, would not give sufficient headroom for a screening. As England are still in the tournament at this stage those costs must remain ring fenced. A variation to that contract to uplift the value would have been an option. However, given the last-minute nature of the request, the commercial lead was unable to explore this. Prior to approaching commercial the GLA opted instead to investigate a direct relationship with a venue. Various options were reviewed and assessed. Many did not have availability at such short notice and those that remained were assessed based on capacity, cost, licensing requirements and accessibility. The O2 Arena was identified as the best option and a provisional agreement is already in place. The GLA now require an agreement with a supplier to prepare and deliver the screening. The O2's event organiser (AEG) has advised that they can only work with suppliers on their preferred supplier list. One of those suppliers, LS Events Ltd, is also on TfL's event framework which allows for compliant direct awards to be placed.			



Sourcing Justification

Template Owner – P&C Governance, Risk and Assurance

Template Version: 1.1 Template Version Date: 22.01.2024

Hyde Park Parade Screening

As well as the live screening of the final, the Mayor's Office have requested that the parade is screened live within an open space. Various sites were reviewed and assessed, again many not having availability at such short notice and those that remained were based on the cost, capacity and accessibility. Hyde Park was identified as the best possible site already having the infrastructure in place due to British Summer Time taking place it has meant the GLA have made a significant saving.

LS Events are the event management company operating on Hyde Park for British Summer Time therefore it is there contractors on site, the GLA are bound to use their infrastructure and cannot tender the work to Heart due to the

This paper requests approval for a framework call-off award to LS Events for £815,685. £315,685 for the O2 screening and £500,000 for the Hyde Park Screening.

Quote summary:

Supplier	Name	Value	Reason chosen
Supplier 1 (chosen supplier)	LS Events Ltd	£815,685	Only supplier on the framework that is also on the chosen venue's preferred supplier list.
Supplier 2	[Name]	£[value]	N/A
Supplier 3	[Name]	£[value]	N/A
Supplier 4 (if applicable)	[Name]	£[value]	N/A
Supplier 5 (if applicable)	[Name]	£[value]	N/A

Name, Company Registration Number and Registered Address of Supplier(s) party to the contract:

LS EVENTS LTD, a company registered in England and Wales (Company Registration Number 5088309) whose registered office is at KL.325 Edinburgh House, 170 Kennington Ln, London, SE11 5DP(“

Part B: Declaration

By submitting this Sourcing Justification, the Author and the P&C lead are confirming that:

- All records required (see [guidance](#)) will be maintained through the process
- Evidence of endorsements by all relevant stakeholders will be kept on file, electronically in SAP Ariba, and before this paper is submitted to the Commercial Assurance Meeting.
- The relevant guidance information has been read and incorporated into this document where necessary
- The guidance on which stakeholders must be engaged and the required governance routing for the paper is allowed for in the project plan



Sourcing Justification

Template Owner – P&C Governance, Risk and Assurance

Template Version: 1.1 Template Version Date: 22.01.2024

- The approver will have the appropriate level of Procurement Authority and the correct P&C assurance route will be followed. The Delegated Procurement Authority register can be found [here](#).

By approving this Sourcing Justification (award of a contract) Recommendation, the approver is:

- Declaring that you have no prior or existing personal or financial interest(s) in known suppliers (including the incumbent)

Where appropriate, the original approved Sourcing Justification should be sent to the TfL Contract Store with the original contract documents. As a minimum, a copy should also be retained within SAP Ariba and by the requestor (if different). TfL's information and records management policies must be followed at all times in relation to this form and other contract documents.

