

Procurement and Contract Requirements

Standard Procurement Requirements: All Procurements should be on the Procurement Schedule and on the Forward Plan (if applicable in advance of the approval of the Forward Plan) The date for the Cabinet decision should be inserted on the FP

Contract Value from (excluding VAT)	Contract Value from (excluding VAT)	Procurement Requirement	Contract Requirement	Forward Plan - Single Ward	Forward Plan - 2 or more Wards	Acceptance	Contract Retention	Other
£0	£10,000	Quotes	Purchase Order	Not needed	Not needed	Admin Decision : Lead Specialist	3 years or lifetime of contract	
(Above) 10000	£25,000	Written quotations	Purchase Order	Procurement Schedule Only	Individual item on Forward Plan	Admin Decision: Lead Specialist	3 years or lifetime of contract	
(Above) £25,000	£60,000	Written quotations	Written contract	Procurement Schedule Only	Individual item on Forward Plan	Admin Decision: Director	3 years or lifetime of contract	
(Above) £60,000	£100,000	Written quotations	Sealed contract	Procurement Schedule Only	Individual item on Forward Plan	Delegated Executive Decision: Director only	6 years from expiry of contract	Include liquidated damages where appropriate
(Above) £100,000	£250,000	Tender	Sealed contract	Individual item on Forward Plan	Individual item on Forward Plan	Delegated Executive Decision: Portfolio Holder	6 years from expiry of contract	Include liquidated damages where appropriate
(Above) £250,000		Tender	Sealed contract	Individual item on Forward Plan	Individual item on Forward Plan	Cabinet (then implemented by Admin decision)	6 years from expiry of contract	Include liquidated damages where appropriate

Matters not listed on the Procurement Schedule will require consideration by the Director/ MO/ s151 as outlined below

Matters Considered by Director / MO / S151 to be obligatory for all procurement concerning:

- Matters outside the normal pattern of contracting or service
- New partnerships
- Matters not listed on the Procurement Schedule

to consider the appropriate approval requirements.

Exemptions: written quotations or tenders are not required if:

- (a) the total estimated value is less than £10,000 although obtaining quotes to ensure best value is encouraged. Where quotations have been sought they should be retained in a format agreed by the Procurement Specialist; or
- (b) the goods, services or works are proprietary or of such a specialised nature that they can only be obtained from one particular supplier; or are sold only at a fixed price and no reasonably satisfactory alternative is available; or
- (c) the prices of the goods or materials are wholly controlled by trade organisations or Government Order and no reasonably satisfactory alternative is available; or
- (d) a purchase is to be made at a public auction, provided that the person bidding is satisfied that the cost of the purchase is reasonable compared to the cost of alternative methods of purchase; or
- (e) the purchase is through an alternative contract or Framework Agreement available to the Council and which has been put together as a result of a lawfully tendered competition; or
- (f) the contract is with professional persons for the provision of services where the personal skill of those persons is of primary importance; or
- (g) for other reasons certified by the relevant Director there would be no genuine competition; or
- (h) the contract is for the execution of work, the supply of goods, or services certified by the relevant Director as being required so urgently as not to permit the invitation of quotations or tenders; or
- (i) the works to be executed or the goods, works or services fall within the scope of the existing contract; an extension of an existing contract as stated in the initial contract agreement; or
- (j) the works to be executed or the goods, works or services fall within the scope of an existing contract where there is a genuinely justifiable case to use the existing contract to maintain continuity of supply. Extensions will not be considered where to do so would breach procurement or other legislation.

Waiving the Rules

Subject to UK law any of these rules may be waived. Waivers should be included in the Procurement Schedule to be approved by Council as part of the budget setting process. If this is not possible, waivers shall be approved where to do so is justified in special circumstances and those special circumstances and the advantages and disadvantages of the alternative options are identified.

Waivers relating to insurance claims where the procurement requirements of the insurer have been followed will only need to be reported as part of the Corporate Financial Monitoring process even if over £100,000

Waivers and Exemptions must follow these requirements:

Contract Value from (excluding VAT)	Contract Value from (excluding VAT)	Standard Procurement Requirement	Standard Contract Requirement	Forward Plan - Single Ward	Forward Plan - 2 or more Wards	Consultation / agreement of	Approval of Waiver or Exemption:
£0	£10,000	Quotes	Purchase Order	Not needed	Not needed	N/a	Admin Decision: Lead Specialist
£10,000	£25,000	Written quotations	Purchase Order	Procurement Schedule Only	Individual item on Forward Plan	Procurement Specialist / Specialist Legal	Admin Decision: Lead Specialist
£25,000	£60,000	Written quotations	Written contract	Procurement Schedule Only	Individual item on Forward Plan	Procurement Specialist / Specialist Legal	Admin Decision: Director
£60,000	£100,000	Written quotations	Sealed contract	Procurement Schedule Only	Individual item on Forward Plan	Procurement Specialist / S151 Officer / Monitoring Officer	Delegated Executive Decision: Director only
£100,000	£250,000	Tender	Sealed contract	Individual item on Forward Plan	Individual item on Forward Plan	Procurement Specialist / S151 Officer / Monitoring Officer	Delegated Executive Decision: Portfolio Holder
£250,000		Tender	Sealed contract	Individual item on Forward Plan	Individual item on Forward Plan	Procurement Specialist / S151 Officer / Monitoring Officer	Cabinet then implemented by Admin decision

*Use the Public Contracting thresholds as set out for Other Contracting Authorities and the "Supply, Service and Design contracts" thresholds will be applied to all SLDC contracts, regardless of type, for the purposes of this process (i.e. £189,300 for works)

The Public Contracting Thresholds for 2021/22 are (excluding VAT):

	Supply, Service and Design contracts	Works contracts	Social and other specific services
Central Government	£122,976	£4,733,252	£663,540
Other Contracting Authorities	£189,330	£4,733,252	£663,540
Small Lots	£70,778	£884,720	N/A

The thresholds are not round figures (as in £4,500,000) as they are based on the historic exchange rate against the Euro. They are also excluding VAT.