

## Appendix 1 - SUMMARY OF CONTRACT PROCEDURE RULES (*Total Council Value over a minimum 3 year period*)

Level	Process Name	Competition	Advertising	Authority to award (following budget approval)	Officer Responsible for procurement	Signature of Letters	Signature Of contracts	
LEVEL 1	Quick Quote	one written Quotation - by email or Due North	None required	Director's delegated authority under scheme of Delegation - to the officers	Officer obtaining Quotation	Award letters signed by Officer	Signed by Officer's line manager, responsible for the purchase – up to £4,999	
LEVEL 2	Simple Quote	Three written Quotations – by email or Due North	None required	Director's delegated authority under scheme of Delegation to the Heads of Service	Officer obtaining Quotation	Award letter by Head of service	Signed by Head of Service	
LEVEL 3	Request For Quotation	Advertised	Due North Portal Contracts Finder	Director's delegated authority under scheme of Delegation - to the Heads of Service	Project Manager appointed by Head of Service	Award letter/ permission to execute contract by Head of service	Goods & Services Signed by Head of Service up to EU threshold	Works Construction Industry Contracts always Executed as a deed
LEVEL 4	Simple Tender	Advertised	Due North Portal Contracts Finder	Capital projects, revenue spend below £1,000,000 or a statutory requirement – Director's delegated authority  Over £1,000,000 (Key Decision) Scrutiny Committee & Executive Councillor	Project Manager appointed by Director/ Head of Service	Award letter/ permission to execute contract by Head of service	Goods & Services Signed by Director up to EU threshold	Works Construction Industry Contracts always Executed as a deed
LEVEL 5 (inc. new framework)	EU Tender	Advertised	Due North Portal Contracts Finder OJEU Notice	Capital projects, revenue spend below £1,000,000 or a statutory requirement – Director's delegated authority  Over £1,000,000 (Key Decision) Scrutiny Committee & Executive Councillor	Project Manager appointed by Director/ Head of Service	Standstill letters - procurement Award Letters – Director	Goods & Services Over EU threshold - Executed as a Deed	Works Construction Industry Contracts always Executed as a deed
USE of EXISTING  Framework Agreements	Direct draw-down  OR  Mini Competition	Submissions sought from ALL suppliers on the Framework OR Direct call-off where permitted	Not applicable	Call-off Contracts  Capital projects, revenue spend below £1,000,000 or a statutory requirement – Director's delegated authority  Over £1,000,000 (Key Decision) Scrutiny Committee & Executive Councillor	Project Manager appointed by Director/ Head of Service	Standstill letters - procurement Award Letters – Director	Goods & Services contracts below £150,000 Signed by Head of Service  over £150,000 executed as a deed	Works Construction Industry Contracts always Executed as a deed

*(All awards are Subject to prior committee approval of budgets)*

## Appendix 2

### SUMMARY OF FINANCIAL LEVELS AND EU THRESHOLDS

Procurement threshold name	Lower limit	Upper limit
LEVEL 1	£0	£4,999
LEVEL 2	£5,000	£24,999
LEVEL 3	£25,000	£99,999
LEVEL 4 – Goods & Services	£100,000	£164,176
LEVEL 4 – works	£100,000	£4,104,394
LEVEL 5 – Over EU thresholds	£164,176 for Goods & Services and £4,104,394 for works	

### TENDER PERIODS AND AWARD NOTIFICATION REQUIREMENTS

Procurement threshold name	tender period	Award notification
LEVEL 1	1 week	email
LEVEL 2	2 weeks	email
LEVEL 3	3 weeks	message through the portal
LEVEL 4 – Goods & Services	4 weeks	message through the portal
LEVEL 4 – works	5 weeks	message through the portal
LEVEL 5 – Over EU thresholds	5 weeks or more	Standstill notifications

### Appendix Level 3

The Council has purchased a licence to use the DUE NORTH, (PROACTIS) e-tendering portal in conjunction with SCDC and HDC, off the back of the County Contract contract. The Portal facilitates advertising opportunities, the procurement process (management and communication), and the contract register.

### Appendix Level 4

- Local Government Act 1972
- Public Contract Regulations 2015
- Concession Contract 2016
- Social Value Act 2012
- Localism Act 2011

## Appendix 5 – Guidance Procurement Timetable

stage	description	Below EU	Above EU
Ascertain procurement permissions	Budget cycle – capital & revenue applications	Up to 6 months	Up to 6 months
	Capital funding applications	3 – 6 months	3 – 6 months
	Scrutiny committee (Inc. forward plan)	n/a	3 – 6 months
Collate tender pack	Complete all necessary information	4 weeks	4 – 8 weeks
Advertisement, Q&A process	Contracts finder	3 – 5 weeks	5 plus weeks
	OJEU process		5 plus weeks *
Tender evaluation	Review, clarify and collate	1-2 weeks	3-4 weeks
Tender approval	Below Key decision/ statutory requirement or Pre-approved process with delegated authority	1 week	1 week
	Key Decision with delegated authority	n/a - G&S 1 week - Works	1 week
	Key Decision with required return for approval	n/a - G&S 4 week - Works	4 weeks
	Amended budget approval	4-8 weeks	4-8 weeks
Standstill	notification	n/a	10 days *
Award letters	notification	1 week	1 week
Collate contract	Compile, check with legal, bind	1 weeks	2 weeks
Sign contracts	supplier	1 weeks	1-2 weeks
	Council	1 week	1-2 weeks
Mobilisation			
total		3 – 6 month excluding initial funding approval	6 – 12 months depending on approval requirements

\* Fixed by legislation

## **Appendix 6 – list of standard templates**

### **1. Procurement Tender Pack (Co-branded with SCDC)**

- Invitation to Tender
- Part A – Instruction to Tenderers
- Part B – Project Brief and Specification
- Part C – Bidders Response
- Reference Pro-forma
- Standard Selection Questionnaire

### **2. Reports**

- Business Case part A and B
- Budget approval report
- Scrutiny report
- Tender Evaluation score sheet
- Tender Report (procurement, co-branded with SCDC)

### **3. Procurement Notifications**

- Standstill Letters
- EU award Letter
- Below EU notification Letters
- Variation/ Extension of Contract

### **4. Contracts**

- Standard Terms & Conditions for POs
- Standard Terms & Conditions for Goods
- Standard Terms & Conditions for Services
- Article & Particulars form for JCT
- Part 1 Data form for NEC

### **5. Forms**

- Deviation Request (previously Exemption form)
- Purchase Card Request form

### **6. Tables & Appendices**

- Summary of Contract Procedure Rules
- Draft Procurement Timetable