

Appendix 3 Table 1: Proposed Revised Procedural steps of the Procurement

1 Value over 4 years	2 Advertising required	3 Specification	4 Method	5 Receipt of quotes/ tenders?	6 Selection of contractor	7 Contract required	8 Who Signs contract	9 Exemption agreed by	10 Error subsequent signed off by?
Under £5000	None	Communicated to bidder and confirmed in writing	1 quote	Procurement Manager	Procurement Manager	No. Keep records of quotes/invoices on file	Procurement Manager	HoS	HoS
£5001 - £100,000	Contract placed on council's e-sourcing website	Detailed in Request for quote (RFQ)	At least three written quotes	Received via the e-procurement systems	HoS up till £40,000 and then DCEX	Yes, for contracts in excess of £20,000 , agreed with Legal ³	HoS	CFO	CFO
£100,001 – OJEU Values	Contract placed on council's e-sourcing website	Detailed in invitation to tender (ITT)	At least three tenders	Received via the e-procurement systems	DCEX in consultation with Portfolio Holder	Yes, Agreed with Legal and under seal ³	HoCG	Cabinet	Cabinet
Over OJEU Values	Advert placed on e-sourcing website and OJEU contract notice generated	Detailed in invitation to tender (ITT)	At least three tenders ²	Received via the e-procurement systems	Cabinet	Yes, Agreed with Legal and under seal ³	HoCG	Cabinet	Cabinet
Framework Agreements	Advert placed on framework's or Council's e-procurement systems as required	Detailed in invitation to tender (ITT)	As specified by framework	Received via the e-procurement systems	DCEX and Cabinet for contracts in excess of £100,000	Yes, Agreed with Legal and under seal ³	HoCG	Cabinet	Cabinet

Notes –

- Contract values to determine procurement strategy is calculated by considering the whole life costs of the project. So a project that costs £50,000 in one year and £200,000 in 4 years, being the life cycle of the project, should be run via the OJEU process in line with public contract regulations. Please check with procurement if you require further information

2. Different procedures may apply - open, restricted, negotiated, competitive dialogue, with and without negotiation and innovative partnership. Please check with procurement if you require further information
3. All contracts in excess of £20,000 must be agreed with legal prior to signature. All contracts in excess of £100,000 in addition to signature need to be under seal. Please check with legal if you require further information

Further Change Request

- There is a provision in the constitution, article 13. 3 (b) which a key decision as '*any executive decision which results in a significant expenditure or saving of £164,000 or more*'. This statement is at variance the actual contract standing order which requires escalation for cabinet approval only for OJEU value spend (presently £181,302). The 2 statements need to be matched