



Spelthorne Borough Council
Procurement Policies & Procedures

**DRAFT 04_Advertising & Reserving
Spelthorne Procurement Opportunities**

Advertising & Reserving Spelthorne Procurement Opportunities

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1. Introduction

Advertising Contracts

Following the UK's exit from the EU on 31 December 2020, and changes to the public procurement regulatory regime, new UK public procurement opportunities which are required to be advertised should be published on the e-notification 'Find a Tender' service (FTS) and can no longer be placed in the Official Journal of the European Union.

Reserving Contracts

The exit from the EU allows the UK to exercise greater freedom in relation to spend on goods, services and works contracts with a value below the applicable Public Contracts Regulations (PCR) 2015 thresholds, in terms of reserving certain contracts, for example, for local suppliers, and for small and medium enterprises (SMEs).

2. Purpose

The purpose of this Procedure is to advise officers:

- how and when contracts need to be advertised; and
- how and when 'below threshold' contracts may be reserved for local, SME, Voluntary, Community and Social Enterprises (VCSEs) suppliers.

3. Advertising contract opportunities

Table 1 below shows the requirement to advertise contract opportunities, either under SBC's Contract Standing Orders (CSOs) and / or the PCR 2015. Where the opportunity needs to be advertised, Corporate Procurement will support this; please refer to the Procurement Advice and Support section for each level of expenditure.

Contract Value	Advertising the Opportunity	Approach to Market
Under £5000	Opportunity does not need to be advertised.	Local (within the Borough of Spelthorne) suppliers must be sought). If no Local supplier can be found, then Regional (within the county of Surrey) suppliers should be sought. If the selected supplier is not Local or Regional then approval to proceed must be sought from Group Head, and the variation must be added to the Exemption Report

Procurement Advice and Support

Whilst there is no requirement to advertise contracts of this value, officers may want to ensure that they are widely communicated. Consider whether the use of the following would attract a manageable, targeted response, most likely to deliver the best value for money, or most advantageous outcome for local businesses:

- SBC website;
- Spelthorne Business Forum;
- Other Local business websites.

Contract Value	Advertising the Opportunity	Approach to Market
£5,000 - £40,000	Advertising of the opportunity is not required but if the value is over £25k and is advertised, it must also be placed on Find a Tender Services (FTS)	Requirement communicated to supplier(s) (the number of suppliers as required within the Contract Standing Orders (CSOs)) and confirmed in writing

Procurement Advice and Support

Where officers wish to advertise an opportunity over £25k on the Find a Tender system (FTS), the Procurement team can support this, and provide training for officers to be able to carry this out for themselves for subsequent opportunities.

Contract Value	Advertising the Opportunity	Approach to Market
£40,000 – PCR 2015 threshold	Yes. Contract advertised on e-sourcing portal and on Find a Tender Services (FTS)	Specification with required outcomes and outputs in Request for Quote (RFQ).

Procurement Advice and Support

Procurement advice needs to be sought, and Procurement will help to advertise the opportunity on Find a Tender (FTS).

Contract Value	Advertising the Opportunity	Approach to Market
Over PCR 2015 threshold	Yes. Opportunity must be advertised with a Contract Notice in Find a Tender Services (FTS) via the e-sourcing portal	Detailed Specification with required outcomes, outputs and performance indicators in Invitation to Tender (ITT).

Procurement Advice and Support

Procurement advice needs to be sought, and Procurement will help to advertise the opportunity on

4. Reserving 'Below Threshold' Contract Opportunities

Where the value of an opportunity is below the PCR 2015 threshold, officers may wish to consider whether the contract requirements could be best met by reserving the opportunity either to:

- local or regional suppliers, specific to a certain geographical area (e.g. within the Borough);
- small and medium enterprises (SMEs); and / or
- Voluntary, Community and Social Enterprises (VCSEs)

specifying that only these types of suppliers may bid.

Consideration must still be given to the achievement of value for money and officers must apply good commercial judgment in carrying out the procurement. Corporate Procurement can advise further in this regard.

5. Considerations in Reserving a Procurement

Officers should always consider the following when reserving a Procurement for specified sectors of the market. That:

- value for money is achieved;
- the sector or market has been researched sufficiently to predict a good outcome;
- risks are identified and mitigating actions are put in place, for example to prevent fraud;
- an approved budget is available;
- an appropriate form of contract is used;
- suitable performance measures are in place to measure the outcome;
- thorough supplier due diligence is carried out;
- that the outcome of such a procurement is published on Find a Tender.

6. References to relevant documents and other SBC Procurement Procedures

Contract Standing Orders
03_Delivering Social Value through Procurement
06_Sustainable Procurement
07_Tender Process

Link to Local Business Directory:

<https://sbf.biz/directory/>

For further information contact Procurement@spelthorne.gov.uk. The Economic Development team e.development@spelthorne.gov.uk are also able to provide support in finding local suppliers able to deliver particular goods and services.