

PROCUREMENT ACT 23 - CONTRACT STANDING ORDERS PROCEDURAL RULES								
<u>Whole Life Contract Value</u>	<u>Level of Authority to Proceed required</u>	<u>Support required from Procurement Team</u>	<u>Advertising the Opportunity</u>	<u>Approach to Market</u>	<u>Testing Market Capability</u>	<u>Evaluation by</u>	<u>Approval to Award Contract</u>	<u>Contract Required?</u>
Under £5,000	Budget Holder	No	Opportunity does not need to be advertised	Local ¹ suppliers must be sought. If no local suppliers can be found, then a regional suppliers should be sought. If the selected supplier is not Local or Regional ² then approval to proceed must be sought from Group Heade and the variation must be added to the Exemption Report	Selected suppliers confirm prices in writing /email in advance	Budget Holder	No further approval required	No. Invoices and quotes to be retained in accordance with the retention policy.

¹ Local is defined as within the Borough of Spelthorne

² Regional is defined as in the wider County of Surrey.

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£5,000 - £30,000 (Inc VAT)	Procurement Business Case is approved by Group Head	No, except where the opportunity is to be advertised on Contracts Finder	Not required but if the value of contract is over £30,000 and is advertised, it must be advertised in Contracts Finder (Govt transparency requirements)	Requirement communicated to suppliers and confirmed in writing.	A minimum of 3 written quotes to be obtained and retained on file.	Budget Holder	Group Head	Yes. Support from Legal Services required.
£30,000 (Inc VAT) – (BELOW³ THRESHOLD TENDER)	Procurement Business Case and Procurement process must be approved by Group Head and MaT	Yes, Project needs to be discussed at the Procurement Board and put on the Procurement Project Plan	Opportunity advertised on Elcom portal and on Contracts Finder (if over £30K)	Detailed Specification with required outcomes, outputs and KPIs. (Invitation to Tender, Request for Quotation or suitable Framework)	A minimum of 3 suppliers to be invited to tender. (Select 1 “Local” supplier)	Project Lead with Procurement	Deputy Chief Exec or Service Committee (if the requirement is strategic/critical)	Yes, support from Legal Services required unless a framework is used. <i>Contract made under seal if over £100,000.00</i>

³ Supplies and Services Threshold - £214,904, Works Threshold - £5,372,609.00 (inc VAT) as from 1st Jan 24. These figures are revised every two years.

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Over Procurement Act 2023 Threshold	Procurement Business Case and Procurement process must be approved by Group Head and MaT and appropriate Service Committee . The project must be on the Council's Forward Plan	Yes, Project needs to be discussed at the Procurement Board and put on the Procurement Project Plan	Opportunity must (unless a suitable Framework is sought) be advertised on Find A Tender (FTS) via the Elcom portal and on Contracts Finder	Detailed Specification with required outcomes, outputs and KPIs. (Invitation to Tender or suitable Framework)	ITT (inclusive of Suitability Assessment Questionnaire) in accordance with the Procurement Act	Project Lead and /or subject matter experts and Procurement	Service Committee	Yes, support from Legal Services is required. Contract will be made under seal.

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<u>CONTRACT STANDING ORDERS PROCEDURAL RULES</u> <u>Whole Life Contract Value</u>	<u>Level of Authority to Proceed required</u>	<u>Support required from Procurement Team</u>	<u>Advertising the Opportunity</u>	<u>Approach to Market</u>	<u>Testing Market Capability</u>	<u>Evaluation by</u>	<u>Approval to Award Contract</u>	<u>Contract Required?</u>
Procurements from an internal Spelthorne Framework Agreement (in accordance with the contract values above)	Procurement Business Case and Procurement process must be approved by Group Head and MaT	Yes, where the contract value exceeds £30,000.00. The project needs to be discussed at the Procurement Board and put on the Procurement Project Plan	No	Detailed Specification with required outcomes, outputs and KPIs. In accordance with the specific Framework, ie, Mini Comp or Direct Award	In accordance with the framework conditions.	Project Lead and Procurement	In accordance with the expect contract value as above.	No. Use the Framework Terms and Conditions. Contract made under seal if above £100,000.00
Procurements from an external Framework Agreement (in accordance with the contract values above)	Procurement Business Case and Procurement process must be approved by Group Head and MaT	Yes, where the contract value exceeds £30,000.00. The project needs to be discussed at the Procurement Board and put on the Procurement Project Plan	No	Detailed Specification with required outcomes, outputs and KPIs. In accordance with the specific Framework, ie, Mini Comp or Direct Award	In accordance with the framework conditions.	Project Lead and Procurement	In accordance with the expect contract value as above.	No. Use the Framework Terms and Conditions. Contract made under seal if above £100,000.00

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Variations to a Contract Over £100,000.00 NOTE: Not to exceed 50% of the original Contract value	Service Committee	Yes	No, but needs to be put on the internal Contract Database	Existing Supplier only	N/A	Project Lead	Service Committee	Variation to be included in the existing Contract – Legal
Extending a contract's duration	Service Committee	Yes – only if the existing contract has extension periods.	No, but needs to be put on the internal Contract Database	Existing Supplier only	N/A	Project Lead	Service Committee	Extension to contract to be included in the existing Contract – Legal

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