

18. Thresholds Details

						Requirements if procured via a Framework or Open Framework	
Threshold	1	2	3	4	5	2-4	5
Value	£0 - £5,000	£5,001 - £25,000	£25,001 - £100,000	£100,001 – UK Procurement threshold	Above UK Procurement threshold (detailed in Appendix 2)	£5,001 - UK Procurement Threshold	Above UK Procurement Threshold (detailed in Appendix 2)
Sourcing Plan required?	No	No	Yes	Yes	Yes	Yes, if over £25,001	Yes
Receipt of quotes/tenders	Email	E-Sourcing system	E-Sourcing system	E-Sourcing system	E-Sourcing system	E-Sourcing system	E-Sourcing system
Procurement Process	Minimum of one quote sought (local Suppliers should be used where appropriate)	Minimum of 5 bidders to be invited to quote. Alternatively, open process.	Minimum of 5 bidders to be invited to quote. Alternatively, open process.	Open tender	Open tender or Competitive Flexible Procedure	Mini competition or Direct Award	Mini competition or Direct Award
Advertising requirements	None	None, if inviting quotes. If open, advertise via E-Sourcing system.	None, if inviting tenders. If open, advertise via Find a Tender.	Find a Tender	Find a Tender	None	None
Procurement lead	Service Area	Service Area	Service Area	Corporate Procurement Team	Corporate Procurement Team	Under £100,000 Service Area. Over £100,000, Corporate Procurement Team	Corporate Procurement Team
Financial assessment required	No	No	Yes	Yes	Yes	Yes, if over £25,001	Yes
Award Process	Budget Manager to approve	Budget Manager to approve	Award report to be approved.	Award report to be approved.	Award report to be approved.	Under £25,000 Budget manager to approve	Award report to be approved.
Contract Award notice required	No	No	Yes	Yes	Yes	No	Yes
Type of Contract	Purchase Order Terms and Conditions	Legal to advise on appropriate form of contract	Legal to advise on appropriate form of contract	Legal to advise on appropriate form of contract	Legal to advise on appropriate form of contract	As per framework guidance	As per framework guidance
Who can authorise / sign the contract	Group Head	Group Head	Legal to action in accordance with the Council's constitution	Legal to action in accordance with the Council's constitution	Legal to action in accordance with the Council's constitution	Legal to action in accordance with the Council's constitution	Legal to action in accordance with the Council's constitution