

ANNEX 2: Proposed Thresholds, routes to market, delegation of authority for contract award etc**Notes for all tables:**

Contract value means the estimated total aggregate value payable in pounds sterling inclusive of Value Added Tax (VAT) over the entire contract period and must include all of the facts which are material to the estimate and available at the time, including for example any extensions of the contract, any additional options to procure or fees, commissions or interest payments.

Roles cited are the current Surrey County Council delegations of authority and will be aligned with the equivalent new West Surrey Unitary Authority roles once known.

Procurement Type A: Goods or Services

Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £29,999	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or One written quote or commercial negotiation with supplier.	All Council Officers	Council's Standard Terms & Conditions or the established Framework, or DPS Terms	Budget Holder	Not Required if standard terms apply – (Budget Holder's approval of the Purchase Order is sufficient). If Framework or DPS or DM: Budget holder to sign both Access Agreements and subsequent Call-Off Contracts
£30,000 – £207,719 Below Regulatory Threshold	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; or Seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Council's Standard Terms & Conditions or the established Framework or DPS Terms.	Head of Service or Delegated Manager	Head of Service or Delegated Manager

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£207,720 - £999,999 Equal to or above Regulatory Threshold	Procurement in compliance with Procurement Act 2023 (PA 23). This may be through a new procurement process or via existing compliant Frameworks, DPS's or Dynamic Markets.	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Dynamic Market Terms	If within +5% of budget: Exec Director Approval (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	Procurement in compliance with Procurement Act 2023. This may be through a new procurement process or via existing compliant frameworks/DPS's/Dynamic Markets.	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS /Dynamic Market Terms	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	Executed under Deed by Legal Services

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Procurement Type B: Works

Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £29,999	Use available Frameworks or Dynamic Purchasing System's where they offer best value; or One written quote or commercial negotiation with supplier.	All Council Officers	Industry standard form of contract with Council amendments	Budget Holder	Not Required – (Approval of Purchase Order)
£30,000 – £207,719	Use available Frameworks or Dynamic Purchasing System's (DPS) where they offer best value; Alternatively, seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms or JCT / NEC Model Forms.	Procurement & Head of Service	Head of Service.
£207,720 – £1m	Use available Frameworks, Dynamic Purchasing Systems or Dynamic Markets) where they offer best value. Alternatively, seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, Dynamic Market Terms	If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.

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			or JCT / NEC Model Forms.		
Over £1m	If below £5,193,000: Use available Frameworks, Dynamic Purchasing Systems or Dynamic Markets where they offer best value. Alternatively, seek a minimum of 3 quotes. If equal to or over £5,193,000: This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Markets.	Procurement	Industry standard form of contract with Council amendments, bespoke Contract terms agreed by Legal Services or established Framework Terms, DPS Terms, Dynamic Market Terms or JCT / NEC Model Forms.	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.

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Procurement Type C: Light Touch

Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award (prior to commencement)	Who signs the contract on the Council's behalf
£0 - £29,999	Use available Frameworks, Approved Lists or Dynamic Purchasing System's where they offer best value; or One written quote or commercial negotiation with supplier	All Council Officers	Council's Standard Terms & Conditions	Budget Holder	Not Required – (Approval of Purchase Order)
£30,000 – £214,903	In consultation with Procurement, determine the best and most proportionate route to market for below threshold. This may include use of available established Frameworks/DPS's where they offer best value; Alternatively, seek a minimum of 3 quotes.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS /Dynamic Market Terms	Procurement & Head of Service	Head of Service or delegated manager
£214,904 – £663,540	In consultation with Procurement, determine the best and most proportionate route to market for below threshold.	Procurement, unless agreed otherwise by Head of Procurement or Delegate.	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework, DPS or Terms.	Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget:	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under

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Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award (prior to commencement)	Who signs the contract on the Council's behalf
	This may include use of available Frameworks, DPS' or where they offer best value. Alternatively, seek a minimum of 3 quotes.			Exec Director and S151 Officer	seal as determined by Legal Services.
£663,540 - £1m	This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Market	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS/Dynamic Market Terms.	Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	This may be through a new procurement process in accordance with the PA 23, or via existing compliant Frameworks, DPS's or Dynamic Market	Procurement	Council's Standard Terms & Conditions, bespoke Contract terms agreed by Legal Services or established Framework/DPS or Dynamic Market Terms.	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.

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Procurement Type D: Provider Selection Regime (PSR)

[NB: Healthcare and Public Health Services that are in-scope of PSR have no minimum threshold.]

Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 - £207,719	One of the following PSR procedures: • Direct Award A • Direct Award B	Procurement, unless otherwise agreed by Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Procurement & Head of Service	Head of Service or delegated manager
	One of the following PSR procedures: • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Procurement & Head of Service	Head of Service or delegated manager
£207,720 - £1M	One of the following PSR procedures: • Direct Award A • Direct Award B • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	Within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.

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Over £1m	One of the following PSR procedures: • Direct Award A • Direct Award B • Direct Award C • Most Suitable Provider • Competitive Process	Procurement	Council's Standard Terms & Conditions or bespoke Contract terms agreed by Legal Services	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.
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Procurement Type E: Concessions

Estimated Contract Value Inc VAT	Procurement Method	Teams authorised to undertake the Procurement	Type of Contract Required	Who must approve Contract Award prior to commencement	Who signs the contract on the Council's behalf
£0 – £207,719	Seek a minimum of 3 quotes.	Procurement unless agreed otherwise by Head of Procurement (or delegate)	Bespoke Contract terms agreed by Legal Services.	Procurement & Head of Service	Head of Service.
£207,720 – £1m	Seek a minimum of 3 quotes.	Procurement	Bespoke Contract terms agreed by Legal Services.	If within +5% of budget: Exec Director Approval (or delegated) & Head of Procurement (or delegated). If not within budget: Exec Director and S151 Officer	Under 500k, Head of Procurement and Head of Service. Over £500k: to be executed by authorised signatory in legal services under seal as determined by Legal Services.
Over £1m	If below £5,193,000: Seek a minimum of 3 quotes. If equal to or over £5,193,000: Procure in compliance with the relevant Procurement Legislation.	Procurement	Bespoke Contract terms agreed by Legal Services.	If within +5% of budget: Exec Director Approval (or delegated). If not within budget and under £5M: Exec Director, Portfolio Holder and S151 Officer. If not within budget and over £5M: Full Cabinet.	To be executed by authorised signatory in legal services under seal as determined by Legal Services.