

SLOUGH BOROUGH COUNCIL

CONTRACT PROCEDURE RULES¹

As approved by the Council on xxxxxxxxxx

Operative with effect from 28th October 2024

UK Procurement Thresholds from 28 th October 2024 ²	
Works Contracts	£5,372,609
Light Touch Regime Services	£663,540
Supplies Contracts	£214,904
Services Contracts	£214,904

¹ Legal Status of these Contract Procedure Rules

Slough Borough Council is required by section 135 of the Local Government Act 1972 to maintain Contract Procedure Rules.

The Head of Commercial Services is the custodian of these Contract Procedure Rules and is responsible for keeping them under review. If the UK Directives or any other Law is changed in a way that affects these Contract Procedure Rules then the Head of Commercial Services will issue a notice and the change must be observed until the Contract Procedure Rules can be revised.

² The thresholds are inclusive of VAT.

Document Control

Version	Date	Lead Author	Main Changes
1.0	July 2024	SBC Commercial Services – Harjinder Jutle	Refresh CPRS following the introduction of the Procurement Act 2023

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1. OVERVIEW

1.1. The Council's Contract Procedure Rules (CPRS) are designed to provide the governance structure for the Council to procure goods, works and services and to ensure that responsible management and integrity is maintained in accordance with the relevant provisions of the ethical framework contained in Part 5 of the Council's Constitution. These CPRS should be read in conjunction with The Council's Financial Procedure Rules which set out mandatory financial procedures that must be followed. These CPRS are also designed to ensure compliance with the following:

- Procurement Act 2023
- The Procurement Regulations 2024 and Guidance issued by the Cabinet Office
- Health Care Services (Provider Selection Regime) Regulations 2023
- Public Contracts Regulations 2015 (where contracts were procured under these regulations)
- The Public Services (Social Value) Act 2012
- Council policies

Officers who have both strategic and day to day responsibility for commissioning, procurement or contract management must have regard to the delivering the following:

Procurement Act Objectives
Delivering Value for Money
Maximising public benefit
Sharing information for the purpose of allowing suppliers and others to understand the Council's procurement policies and decisions
Acting, and being seen to act with integrity

1.2. The Application and Authorisation table at the back of these CPRS set out the key requirements that must be adhered to within the procurement process.

1.3. Council employees and Members have a duty to report breaches of the CPRS to a Senior Manager and/or the Head of Commercial Services. Compliance with the CPRS will be monitored by Commercial Services and Procurement Review Board (PRB).

2. APPLICATION OF THE CPRS

2.1. These mandatory CPRS apply to public procurement activity defined by the Procurement Act 2023.

2.2. Approved Officers (Council Constitution 3.6 - Scheme of Delegation) are accountable for all procurement and contract management in their respective service area. This includes ensuring that everyone that reports into them are complying with the CPRS.

2.3. All officers must ensure that the Council's approved processes and standards for procurement are always adhered to including: information governance; insurance; safeguarding; contract management guidance; social value policy; Procurement Toolkit; low carbon policy; conflict of interest requirements; equality impact requirements. Failure to comply with the requirements in these CPRS may result in disciplinary action in accordance with the Local Code of Conduct for Employees.

- 2.4. The Head of Commercial Services in consultation with the Monitoring Officer shall issue and maintain the CPRS. The Head of Commercial Services in consultation with both the Monitoring Officer and Cabinet Member with responsibility for Procurement may at any time issue urgent amendments to the CPRS where not to do so would place the Council in breach of its legal duties.

3. SCOPE OF THE CPRS

- 3.1. The CPRS apply to all procurement activity defined in the Procurement Act 2023, including the spending of income received by the Council from external sources, except where exempt under section 3.3.
- 3.2. Where the Council is the lead in a multi-organisation procurement these CPRS will take precedence. Where the Council is part of a collaboration where another Council is the lead for the procurement then the lead authority's CPRS will take precedence.
- 3.3. The following are out of scope of the Contract Procedure Rules and the Procurement Act 2023:
- For activities not covered by 7. (User Choice) below that result in a contractual obligation for social care placements and special education needs where the decision has been made on the Council's behalf (such as court directed order, personal budget/statement request or an individual's specific needs) the authority to sign off to award an individual funding agreement in accordance with the decision-making framework is contained within the Allocation of Responsibilities section of the Constitution.
 - Any purchase or sale of a property, interest in land, transaction in land and or lease transaction is excluded from the CPRS but must be authorised in accordance with the requirements set out in the Constitution.
 - The delegation of function between local authorities;
 - Contracts falling within the specific exclusion provisions within the legal framework for public procurement. This exclusion applies to (amongst other things), contracts of employment; certain contracts for legal services; certain financial services and debt finance; or other exclusions as amended from time to time.
 - other non-procurement activities whereby the Council has to pay for a Service which it did not initiate or for payments where it is not appropriate to tender including (but not exclusively) inter-authority and inter-agency payments, subscriptions/memberships, emergency temporary accommodation for vulnerable people, assessments, recoupment and Council grant allocations, including those payments that constitute an investment in the community infrastructure of the Borough. Payments to third parties for these activities are subject to authorisation by Finance.
 - The receipt of grants from central government (or other bodies) and the award of grants. The Head of Commercial will advise on whether a proposed grant falls within the scope of these rules. However, Council officers should always ensure the grant terms and conditions are complied with, and that the principles of openness and fairness, non-discrimination, compliance with the public sector equality duty and value for money are applied. Where relevant, officers must comply with the Procurement Act 2023 and these CPRS.
- 3.4 The procurement of health care services is subject to the Health Care Services (Provider Selection Regime) Regulations 2023 and the Appendix to these Contract Procedure Rules shall

apply to the procurement of health care services. Where there is a conflict or inconsistency between the provisions of the Appendix and the remainder of these CPRSS, the provisions of the Appendix shall take precedence.

4. THE CALCULATION OF CONTRACT VALUE

- 4.1. For the purposes of calculating the Contract values in the Authorisation and Acceptance table below, the contract value is the estimated aggregate or recurring value payable in pounds sterling excluding VAT (unless stated otherwise) over the entire Contract period including any form of options or extensions of the Contract. For the purposes of determining whether the procurement thresholds (as set out in the Procurement Toolkit) have been met or exceeded (in which case the Procurement Act will apply in full to the procurement) the same calculation will apply except that the sum shall be inclusive of VAT Where the Council is not able to estimate the value of the contract (for example where the contract duration is not fixed), the Contract is to be treated as being subject to the Procurement Act 2023 as a covered procurement (i.e. an above-threshold contract).
- 4.2. Subject to 4.1, in the case of Framework Agreements or Dynamic Markets the contract value must be calculated to include the total estimated value of all the contracts envisaged to be awarded for the total term.
- 4.3. The value of contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application the CPRS and the Procurement Act 2023.
- 4.4. For Concession Contracts the estimated maximum value is the total estimated value the supplier could expect to receive, taking account certain variables.

5. AUTHORISATION

- 5.1. For procurements with an anticipated value above £25,000 (exclusive of VAT), a detailed business case should be prepared and submitted for review to the Procurement Review board (PRB) consisting of Procurement, Legal and Finance, before submission for approval in accordance with the Application and Authorisation table contained within these Contract Procedure Rules.
- 5.2. All transactions must fall within the powers delegated to the relevant officer and must have been approved by a decision (in accordance with the Council's Constitution) of the Executive, the Council or one of its committees or sub- committees.
- 5.3. No contract, agreement or other document shall be signed or sealed unless it gives effect to a decision or resolution (in accordance with the Council's Constitution) of the Cabinet, or one of its committees or sub committees or in accordance with the Scheme of Delegation.
- 5.4. Any Procurement must be authorised in accordance with the Application and Authorisation table within these CPRS and Scheme of Delegation as published within Part 3.6 of the Constitution.
- 5.5. A Council Member shall not, either orally or in writing, enter into any contract on behalf of the Council.
- 5.6. A Council Member shall not negotiate personally on behalf of the Council for the purchase of goods or services or the sale of any land, property, plant rights, or commodities or for any lease or tenancy.

- 5.7. Where appropriate, an Equalities Impact Assessment should be completed.
- 5.8. The Council is a Regulated Activity Provider. The Council has ultimate responsibility for the management and control of Regulated Activities provided under Contracts procured pursuant to these CPRS for the purposes of the Safeguarding Vulnerable Groups Act 2006. The Relevant Officer must consider whether there are any Safeguarding aspects to their procurement and, if so, consult with the Safeguarding Lead for input.
- 5.9. The Council is committed to the need to identify and prevent all forms of modern slavery in Slough. Modern slavery is the illegal exploitation of people for personal or commercial gain. The Council's modern slavery policy and statement set out the Council's commitment to supply chain management regarding modern slavery. Officers must give due regard to this policy statement when conducting procurement.
- 5.10. A partnership arrangement must not be used as a means of avoiding the CPRS or the Procurement Act 2023. All new partnership arrangements are required to be reported as required by the Financial Procedure Rules. This clause is not applicable to the award of grant payments.
- 5.11. It is a serious breach of the financial procedure and the CPRS to engage with suppliers and to order the provision of goods, works or services without the appropriate approval to do so. It is mandatory to raise a Purchase Order (PO) on the Corporate Financial System prior to making a commitment to procure goods, works or services. No order must be raised without raising a PO to the value of the purchase. The PO number must be referenced on the invoice by the supplier.

6. PROCUREMENT METHOD

- 6.1. Officers are strongly advised to seek the advice of Commercial Services when considering methods of procurement and the most appropriate procurement route. Officers are required to have regard to the provisions of the Procurement Toolkit when determining the method of procurement and appropriate procurement route.
- 6.2. The justification for, and choice of competitive flexible procedure must be included in the Business Case submitted to PRB.
- 6.3. The Council must consider whether a procurement opportunity should be divided into separate lots and what the size and subject matter of those lots should be. If commissioners consider that the goods, works or services could reasonably be supplied under more than one contract, then the procurement arrangements must be undertaken by reference to lots. If in the reasonable view of the commissioner, it is not possible to divide a procurement into lots they must document the main reasons for their decision. Where lots are not to be used, the reasons must be included in the Business Case submitted to PRB.
- 6.4. The Council must have regard to the fact that small and medium-sized enterprises may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced.
- 6.5. For the procurement of regulated contracts (contracts that are not concession contracts, utilities contracts or contracts that are otherwise exempt) that are below the financial thresholds, tenders or quotes may not be restricted by reference to the supplier's suitability (this includes assessments of the supplier's legal and financial standing and its technical ability). This section 6.6 does not apply in relation to a works contract if the estimated contract value exceeds £214,904 (including VAT).

- 6.6. Procurement activity for Contracts for certain social, community, educational and cultural related services including “Light-Touch Regime Services” whose value is equal to or over the threshold set out in the Procurement Toolkit must be tendered and awarded in compliance with the Procurement Act 2023.
- 6.7. The award and entry into a public contract must be done so based on the Most Advantageous Tender (MAT).
- 6.8. If a tender price is considered abnormally low for the performance of the contract the tenderer must be given the opportunity to demonstrate that they can perform the contract at the price tendered, and cannot be disregarded from the process should they do so.

7. USER CHOICE

- 7.1. A User choice contract is the awarding of a Contract to a contractor without undertaking a competitive tendering exercise. This is permitted only where:
 - i. In certain circumstances where light touch services allow for a user choice;
 - ii. In certain circumstances where the Council is required by statute to have regard to the views of an individual or their carer; or in certain other exceptional circumstances
 - iii. For Social Care user choice contracts, a general waiver is granted so that there is no need to tender such requirements acknowledging at all times that the Council has a duty to give choice and achieve Value for Money in making such placements.
- 7.2. The authorisation of award of such contracts will be in accordance with Council Constitution, and the latest Scheme of Delegation

8. FRAMEWORK AGREEMENTS

- 8.1. Framework agreements that have been established by other public sector bodies that are accessible to the Council must be used in accordance with the terms and conditions of the relevant framework agreement. Before using a third party framework agreement, due diligence checks must be conducted to ensure the Council can lawfully use the framework.
- 8.2. It is the responsibility of the director of the service area wishing to use a framework agreement to sign access agreements. Authority to procure through a framework must follow the authorisation routes set out in table 1-3 at the back of these CPRS.

9. DYNAMIC MARKETS

Dynamic Markets refers to a list of qualified suppliers who are eligible to participate in future procurements. There is no mandated maximum or minimum period. The market should be divided into categories that can be easily identified by contracting authorities and potential suppliers. The conditions for membership for a dynamic market, must be proportionate and only assess whether the suppliers have the legal and financial capacity and technical ability to perform any contracts awarded.

10 DIRECT AWARD

- 10.1 The circumstances under which PRB can agree a Direct Award are determined by law and must be set out in Procurement Business Case. Valid reasons for the use of a Direct Award may include the following:

Exemption Reason	Meaning
Sole Supplier	It can be proven that there is only one Supplier who can deliver the Supplies or Services. Please note it is considered better practice to issue a tender to evidence that there is only one Supplier capable of delivering such Supplies or Services.
Demonstrable Best Interest	It can be demonstrated that it is in the Council's best interest, and this is clearly demonstrated in the Exemption report.
Urgency	There is a clear need to provide a service or a product immediately in the instance of a sudden unforeseen crisis; the immediate risk is to health, life, property, or environment.
Service Imperative	Demonstrable circumstance that is exceptional.
Extension as an Exemption	Where an extension to a Contract is being sought but it is not possible under the current terms and conditions of the Contract.

10.2 In cases of urgency, that is, where the requirement for goods, services or works is urgent and cannot be procured via a competitive tendering procedure and has been brought about by events unforeseeable and unattributable to the contracting authority, a business case or report detailing the situation and proposed rectification can be submitted to the s.151 officer who will consult with the Monitoring Officer prior to making a decision, the Head of Commercial will be responsible for issuing the statutory notice.

10.3 In all circumstances other than set out in rule 9.2 above a timeframe that does not allow for an alternative route to be taken will be deemed to be non-compliant and a breach of the CPRS.

11 HEALTH CARE CONTRACTS

Health Care Services must be procured in accordance with the Provider Selection Regime (PSR). There are specific requirements detailed in Appendix 2.

12 CONCESSIONS CONTRACTS

Concession Contracts are contracts under which the council outsources works or services to a contractor or provider, who then has the right to commercially exploit those works or services in order to recoup its investment and make a return. The key feature is that the contractor/provider bears the operating risk of the arrangement and so has no guarantee of recouping its investment or operating costs. Permission must be sought from ECP before embarking on the procurement of such an agreement and advice sought from legal services and commercial services.

13 ENGAGEMENT OF CONSULTANTS

13.1 An Authorised Officer may only appoint an external consultancy or advisory firm providing professional or consulting services if such services are not available within the Council or if Council officers providing them do not have the resources to meet the needs of the service.

13.2 Appointment of individual consultants and individual advisors should be procured through the Council's corporate contract for temporary agency resources.

13.3 Where it has not been possible to recruit interim and agency staff under the Council's approved interim and agency staff provider contract the Authorised Officer may seek to procure an external consultancy or advisory firm providing professional or consulting services. Such procurement shall comply with the appropriate threshold/process as set out in the Procurement Application and Authorisation Table contained within these CPRS.

14 CONTRACT SIGNING AND SEALING

14.1 Every contract, contract novation, contract extension or contract variation must use the appropriate SBC template unless otherwise approved by legal services.

14.2 Contracts with an Estimated Procurement Value greater than £100,000 must be sealed (in hard copy or, at the discretion of legal services, electronically) on behalf of the Council unless the Monitoring Officer or delegated officer directs otherwise.

14.3 Where the Monitoring Officer or delegated officer considers it desirable that a Contract should be sealed other than as specified above, then such Contract must be sealed.

14.4 All contracts are required to have a clear start and end date, detail all approved extension options and full aggregate contract value including the value of the potential full term of extensions.

15 CONTRACT MANAGEMENT

15.1 During the life of the Contract, Strategic Directors, Directors and Officers with contract management responsibility must ensure that the Council's approved processes for contract management are followed.

15.2 A contract manager must be nominated by the Head of Service responsible for the service for each Contract valued at £30,000 and over. The Contract Manager is responsible for monitoring the performance of the Supplier and the Contract.

15.3 The Council requires a minimum of 3 KPIs to be produced for all contracts procured under these regulations. The KPIs should be those that are relevant or important to the delivery, performance or success of the contract in question.

15.4 Unless covered by the light touch exemptions, it is a legal requirement that three Key Performance Indicators (KPIs) be established for all public contracts with an estimated value of more than £5m and the Council must, at least once every 12 months assess and publish details of supplier performance against the set KPIs to the central digital platform, using a contract performance notice.

15.5 To enable consistency and ensure that data is comparable across public contracts, the central digital platform will require KPI data to be published using the same standardised rating system:

- Good
- Approaching target
- Requires improvement
- Performance is below the key performance indicators
- Inadequate:
- Performance is significantly below the key performance indicators.
- Other

15.6 No officer of any grade is permitted to issue instructions commissioning new services and/or variations directly to any sub-contractor of a primary contractor of the Council. All communication for variations and change of scope must be directed to the primary contractor and not their sub-contractors. Day to day communication relating to delivery of their responsibilities as sub-contractors is permitted.

16 MODIFICATIONS

16.1 Contracts that have been originally advertised with extension options and which contain clear extension options can be extended beyond their original term subject to approval by the Scheme of Delegation. Where delegated authority does not exist contract extensions will be treated as a new procurement and the appropriate authority must be sought in accordance with the arrangements set out in these rules.

16.2 Approval for an extension must be sought sufficiently in advance of the date the extension is required. The use of an extension option must be demonstrated to deliver value for money and service interest and must not simply be sought because of inadequate time to procure as a result of poor planning.

16.3 A variation or extension of a Contract is lawful under the Procurement Act 2023 (Regulation 74 applies) or Public Contracts Regulations 2015 (Regulation 72 applies, where contracts were procured under these regulations) where the modification is not substantial. Substantial is defined as:

- increases/decreases the term of the contract by more than 10% of the term at award;
- materially changes the contract's scope; or
- materially changes the economic balance in favour of the supplier

16.4 Contracts may be extended or varied where all of the following conditions have been met:

16.4.1 The initial Contract was based on a CPRS compliant competitive tender, direct award, or quotation process.

16.4.2 The value of the extension or variation added to the value of the original Contract does not exceed the original Authorisation threshold.

16.4.3 The extension or variation has an approved budget allocation.

16.4.4 If the initial Contract was subject to an UK regulated tender procedure, that the extension option was declared within the required UK Notice(s) and the original Award report.

16.5 If any of the conditions at 12.1 or 12.4 cannot be met, then a new Procurement exercise must be commenced.

17 WAIVER

17.1 Circumstances may arise where permission is required to waive one or more of the Contract Procedure Rules. Waivers are reserved for exceptional circumstances and will only be approved where good and sufficient reason has been demonstrated. The circumstances under which a waiver may be considered include:

Waiver Reason	Meaning
Sole Supplier	It can be proven that there is only one Supplier who can deliver the Supplies or Services. Please note it is considered better practice to issue a tender to evidence that there is only one Supplier.
Demonstrable Best Interest	It can be demonstrated that it is in the Council's best interest, and this is clearly demonstrated in the Waiver report.

Emergency	There is a clear need to provide a service or a product immediately in the instance of a sudden unforeseen crisis; the immediate risk is to health, life, property, or environment.
Service Imperative	Demonstrable circumstance that is exceptional
Extension as a waiver	Where an extension to a Contract is being sought but it is not possible under the current terms and conditions of the Contract.

17.2 The Council can only waive the rules established by the Council – the Council cannot waive the Procurement Act 2023 or Public Contracts Regulations 2015 (where contracts were procured under these regulations) or any UK law.

17.3 A waiver to any of the Council’s rules must be sought and approved in advance of any contractual agreement, order placement, use of Works, Services, or purchase of Supplies. Any waiver requests that are submitted in a timeframe that does not allow for an alternative route to be taken will be deemed to be non-compliant and a breach of the CPRS. In such circumstances where the waiver request is retrospective it will only be noted, not approved.

17.4 A waiver should not be more than one year in duration, unless it can be demonstrated that any longer period is in the best interest of the Council.

17.5 To seek approval for a waiver a business case must be completed and authorised by the departmental executive director and submitted to Procurement Review Board for approval.

18. CABINET AND MEMBER ENGAGEMENT

18.1 Cabinet is responsible for monitoring the contractual arrangements for any significant work delivered to it by third parties or external bodies in line with the CPRS. For this purpose, significant is deemed to be contracted annual income from a body that is greater than £214,904 including VAT.

18.2 The procurement forward plan to Cabinet which requires authority for procurements with a total value of over £214,904 including VAT (goods and/or services) and £1 million (works), is sent each April.

18.3 If a procurement is presented to the PRB that has not been approved by Cabinet, a separate report must be written by the service and presented to Cabinet before any tendering exercise can begin.

18.4 Following Cabinet approval to commence procurement, the procurement process must commence as soon as reasonably practicable after the approval has been granted unless otherwise approved by Cabinet. This means preparing the Specification, Evaluation Criteria and Pricing Schedule in advance of the tender exercise.

For any queries not covered within these Contract Procedure Rules, please contact the Head of Commercial Services.

Slough Borough Council Procurement Application and Authorisation Table

TABLE 1: AUTHORISATION AND ACCEPTANCE THRESHOLDS			
Total Spend / Aggregate Contract Value	Procurement Process	Documentation Required	Authorisation to commence procurement and award contracts Under the Scheme of Delegation
REQUEST FOR QUOTATION			
<p>Up to £24,999</p> <p>For guidance on the application of VAT in the procurement process please see 4.1 and 4.2 of these CPRS</p>	<p>Up to 3 quotations</p> <p>As many quotations as possible should be from a local SME or VCSEs <u>where possible</u>.</p>	<p>Quotation must be attached to the requisition.</p> <p>As a minimum the Council's Very Low Value Terms and Conditions of Contract (attached automatically to the Purchase Order) will apply.</p> <p>Proforma must be sent to the Commercial Services for recording on the Councils contracts register.</p>	<p>Executive Director in accordance with the Scheme of Delegation (section 3.6 of the Constitution)</p>
<p>£25,000 Up to £214,904 including VAT</p> <p>For guidance on the application of VAT in the procurement process</p>	<p>Procurement must be consulted.</p> <p>Minimum 3 quotes or proportionate tenders required from suitable Suppliers or accessing a compliant framework - must be advertised via the SE Shared Services Portal.</p>	<p>Below Tender Threshold Notice is required.</p> <p>A business case must be submitted to the Procurement Review Board (PRB). Finance, Procurement Lead and Legal must sign off. If there are IT implications this must be presented to the IG Board. Capital Projects require Capital Monitoring Board sign off.</p>	<p>Executive Director in accordance with the Scheme of Delegation (section 3.6 of the Constitution)</p>

<p>please see 4.1 and 4.2 of these CPRS</p>		<p>A written contract must be signed between the Council and the Supplier. Sealing is required over £100,000.</p> <p>Original signed/sealed copies must be sent to Commercial Services. An original copy will then be sent to the Supplier and one master retained. An electronic copy sent to the Commercial Services.</p> <p>The contract must be entered on to the Council's contracts register.</p>	
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TENDERING PROCESS: PROCUREMENT, LEGAL AND FINANCE INVOLVEMENT MANDATORY

<p>From £214,904 including VAT to £499,999</p> <p>For guidance on the application of VAT in the procurement process please see 4.1 and 4.2 of these CPRS</p>	<p>Authority to procure must be obtained through Cabinet prior to any tender activity starting.</p> <p>The procurement must be advertised and tendered via the e-tendering Portal unless it is a direct award from a compliant framework.</p> <p>Procurement of Supplies of Goods, Services or Works over the Thresholds* requires a UK Notice and advertising.</p> <p>For Supplies of Goods, Services or Works a Standstill Period must be observed prior to award of Contract.</p>	<p>Tender Notices required.</p> <p>Must have been included on the Cabinet report for £214,904 including VAT. Separate Cabinet report will be required if this has not been included.</p> <p>A business case must be submitted to the Procurement Review Board (PRB). Finance, Procurement Lead and Legal must sign off. If there are IT implications this must be presented to the IG Board. Capital Projects require Capital Monitoring Board sign off.</p> <p>The Council's Terms and Conditions of Contract must be approved and sealed.</p>	<p>Executive Director in accordance with the Scheme of Delegation (section 3.6 in the Constitution)</p>
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		<p>Original signed/sealed copies must be sent to Commercial Services. An original copy will then be sent to the Supplier and one master retained. An electronic copy sent to the Commercial Services.</p> <p>The contract must be entered on to the Council's contracts register.</p>	
<p>£500,000+</p> <p>For guidance on the application of VAT in the procurement process please see 4.1 and 4.2 of these CPRS</p>	<p>Authority to procure must be obtained through Cabinet prior to any tender activity starting.</p> <p>The procurement must be advertised and tendered via the e-tendering Portal unless it is a direct award from a compliant framework.</p> <p>Procurement of Supplies of Goods, Services or Works over the Thresholds requires a UK Notice and advertising.</p> <p>For Supplies of Goods, Services or Works a Standstill Period must be observed prior to award of Contract.</p> <p>Approval to award is a significant decision and approval must be obtained by a Cabinet decision to make an award of Contract.</p>	<p>Tender Notices required.</p> <p>Must have been included on the Cabinet report for £214,904 including VAT. Separate Cabinet report will be required if this has not been included.</p> <p>A business case must be submitted to the Procurement Review Board (PRB). Finance, Procurement Lead and Legal must sign off. If there are IT implications this must be presented to the IG Board. Capital Projects require Capital Monitoring Board sign off.</p> <p>The Council's Terms and Conditions of Contract must be approved and sealed.</p> <p>Original signed/sealed copies must be sent to Commercial Services. An original copy will then be sent to the Supplier and one master retained. An electronic copy sent to the Commercial Services.</p>	<p>Cabinet</p> <p>Any contract over £500k for Goods or Services or £1m for Works is a significant decision and must be approved prior to any contract award</p>

	When required Standstill Period must be observed prior to award of Contract.	The contract must be entered on to the Council's contracts register.	
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APPENDIX: HEALTH CARE SERVICES SPECIFIC REQUIREMENTS

Regardless of value, those health care services set out in Schedule 1 of the Health Care Services (Provider Selection Regime) Regulations 2023 (the “PSR Regulations”) must be procured in accordance with the PSR Regulations.

The procurement methods and routes for health care services are as set out in the PSR Regulations. When a requirement to procure health care services arises, Officers must first consult with the Corporate Procurement Team (CPT) to determine the appropriate procurement route.

All procurement must go through the authorisation process as detailed in these CPRS.

All PSR award of contracts a decision-making record must be completed and kept on file for audit purposes.

Decision making records are to be presented to the relevant approver under the Scheme of Delegation for approval in consultation with Commercial Services.

Any requirement in these CPRS to seek quotes or to go out to tender shall not apply where: One of the mandatory award routes in the PSR Regulations applies.

Where an existing provider has satisfied the existing contract and is likely to satisfy a new contract that is not considerably different from the existing contract.

Where the Council is able to identify the most suitable provider of the services without seeking tenders or quotes.