

Revised Contract Procedure Rules (CPR) Key changes for SHDC

Appendix 3

Current rule	New rule	Reason for change
<p>Contract and Procurement Procedure Rules</p> <p>Every variation/exemption form will be recorded on a master register to be maintained by the Contracts Team.</p> <p>3.5 Where a variation/exemption is being applied for by the Contracts Team, it must also be scrutinised by the Monitoring or S151 Officer, to ensure the robustness of the procedure.</p>	<p>Contract Procedure Rules</p> <p>3.5 Every variation/exemption must be recorded on the Council's Procurement Exemption Form at Appendix 1 to these Contract Procedure Rules and the form will be recorded on a master register to be maintained by a Contracts and Procurement Service.</p> <p>3.2 These Contract Procedure Rules may be exempted where the circumstances meet any of the following criteria within 3.3. Any exemption form must be completed and sent to the Head of Procurement & Contracts in the first instance to allow comments which will assist with the approval or rejection of the exemption.</p> <p>3.3 The Head of Procurement & Contracts will then pass this through to the Section 151 Officer and Monitoring Officer for approval prior to consideration by the Chief Executive and the Portfolio Holder for the relevant area, as well as the Portfolio Holder for Finance. This process must be followed in advance of the award of contract, and in compliance with the criteria set out in the Delegations to Officers:</p>	<p>Alignment across the 3 councils</p> <p>Changed approval process for exemptions to allow for more robust scrutiny before an exemption is approved.</p> <p>To ensure the council follows a robust procedure for all exemptions</p> <p>To follow recommendations from Peer Review and audit on aligning procurement and contract procedures across the partnership</p>
<p>No current comparable exemption</p>	<p>3.3.9 where building development opportunities are available to the Council, and have been proven to be financially viable, and the value is under the FTS Thresholds for Works (as per Appendix 2 – Above Public Contracts Regulations 2015 / Concessions Contracts Regulations 2016 thresholds.).</p>	<p>Added to allow reasonable exemption for this reason to assist with the development of housing, where appropriate.</p>
<p>Finance procedure rule - Supplier payments in excess of £50,000 shall be countersigned by an approved bank signatory. Prime documents must be produced for checking at the time of countersigning.</p>	<p>Supplier payments in excess of £100,000 shall be countersigned by 2 approved bank signatories. Prime documents must be produced for checking at the time of countersigning.</p>	<p>The automation and workflow controls within the new unit 4 system provides the assurance that purchase orders and</p>

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		invoices are appropriately approved, before payment is made.
£0 - £5,000 one verbal quotation, local supplier to be used where appropriate, officer to record details	£0 - £5,000 - One quote - this should be a local provider wherever possible. A purchase order must be raised.	<p>To align processes across the partnership, including changes to rules following EU exit.</p> <p>A new appendix with the Public Contracts Regulations / Concessions Contracts Regulations thresholds will be used to allow changes to be made in line with new legislation without the need to bring the CPRs back to committee every time</p>
£5,000 - £10,000 minimum of two written quotations One of the Quotations must be from a local supplier and a local supplier should be used where they provide the most economically advantageous offer. Employee to record details	£5,001 - £10,000 - Two quotes – one should be a local provider wherever possible. A purchase order must be raised.	
£10,000 - £25,000 minimum of 3 written quotations - One of the Quotations must be from a local supplier and a local supplier should be used where they provide the most economically advantageous offer. Employee to record details	£10,001 - £40,000 - At least three quotes shall be sought and two must be received. Local providers must be given an opportunity to provide a quote, wherever possible. A purchase order must be raised.	
£25,001 - £75,000 Three Written Quotations based on a RFQ document with simplified Terms & Conditions (T&Cs) web-based publications may be used documentation Must be based on a written specification provided to the Economic Operators by the Council quotation may be delivered by email	£40,001 - £85,000 - At least five written quotations shall be sought via a Request for Quotation via e-Tendering Portal. Local providers must be given an opportunity to provide a quote, wherever possible. A purchase order must be raised.	
£75,001 - < EU threshold full tender process Web based publications may be used. Publication if appropriate Pre-Qualification Questionnaire (PQQ) and Invitation to Tender (ITT) documentation as relevant with sealed bids which may be submitted via an electronic tendering process.	£85,001 up to Public Contracts Regulations 2015/Concessions Contracts Regulations 2016 threshold*) Open tender via E-Tendering Portal including Contracts Finder. A social value clause must be built into the specification and contract. (Public Service (Social Value) Act 2012). A purchase order must be raised	
EU threshold > full tender process and if above £500,000 the Key Decision process Official Journal of the European Union (OJEU), Web based publications may be used. Specialist publication if appropriate documentation - consult with your procurement resource	Above Public Contracts Regulations 2015/Concessions Contracts Regulations 2016 threshold*) UK Public Procurement Procedure – via E-Tendering Portal & Find a Tender notice. Local social value clause must be built into the specification of the contract. (Public Service (Social Value) Act 2012). A purchase order must be raised	