

# Appendix 1

Oct-22

## Supplies and Services

### Minimum Requirements

✓ = Mandatory

Total Contract Value		Up to £5k	>£5k to £35k	>£35k to £177,898 <sup>(1)</sup>	>£177,898 <sup>(1)</sup> to £400k	>£400k to £1m	>£1m
<b>Recording as Key Decision</b>	Add SPP or summary report (as appropriate) to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
<b>Appropriate Report</b>	Summary report to Executive Director <sup>(3)</sup>		✓	✓			
	Report to Executive Director with SPP as confidential annex				✓		
	Report to Executive Member with SPP as confidential annex					✓	
	Report to Executive with SPP as confidential annex						✓
<b>Format</b>	Request for Quotation (RFQ) or Extended RFQ for more complex requirements	✓ oral	✓	✓			
	Invitation to Tender (ITT)				✓	✓	✓
<b>Specification</b>		✓ oral	✓ outline	✓	✓	✓	✓
<b>Terms</b>	BFC standard terms and conditions (Purchase Order or Services)	Preferred	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>
<b>Competition</b>	Seek a minimum of 3 quotes	Preferred	✓	✓			
	Formal Tender - seek a minimum of 5 tenders				✓	✓	✓
	Utilise a Framework Agreement	Mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement (single supplier Framework Agreement permitted)					
<b>Advertising</b>	SE Business Portal (or equivalent) and Contracts Finder (except maintained schools)		Preferred above £25k <sup>(5)</sup>	Preferred <sup>(6)</sup>	✓	✓	✓
	Find a Tender Service (FTS)				✓	✓	✓
<b>Approval of Contract Award</b>	Add details of contract to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Summary report to Executive Director <sup>(3)</sup>	If > one ward <sup>(2)</sup>	✓	✓	✓		
	Report to Executive Member with confidential annex					✓	✓
	Report to Executive with confidential annex	Where a procurement above £1m has been the subject of an approved procurement plan, further approval by the Executive at contract award stage is only required where cost and scope as stated in the procurement plan are not met or where the procurement plan states that such approval is required. The result should be recorded and communicated to the Executive Director and Executive Member.					
<b>Form of Contract</b>	Purchase Order approved by Executive Director <sup>(3)</sup>	✓ oral	✓	✓			
	Contract signed by Executive Director <sup>(3)</sup>				✓	✓	✓
	Deed signed under seal by Borough Solicitor	Where required to give the contract legal efficacy or if requested, for example to comply with industry practice					
<b>Contract Award Notice</b>	SE Business Portal and Contracts Finder (maintained schools are exempt from Contracts Finder requirement)		Where advertised <sup>(5)</sup>	✓	✓	✓	✓
	Find a Tender Service (FTS)				✓	✓	✓
<b>Waivers, extensions and variations</b>	Add contract award to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Waivers - refer to para 7 of Contract Standing Orders.						
	Contract extensions and variations - refer to para 8 of Contract Standing Orders						

(1) As of 1st January 2022, the Supplies and Services Threshold is £213,477 inclusive of VAT, or £177,898 exclusive of VAT if assumed at 20%

(2) "If > one ward" applies where the resulting contract would be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Borough. If in doubt seek legal advice.

(3) Or person with expressly delegated authority under Register of Contract Delegated Authority. For contracts below £5k, written approval from the Executive Director or person authorised under the relevant Register of Contract Delegated Authority shall be sufficient.

(4) Seek legal advice

(5) Publication on Contracts Finder is required for contracts with a value of £25,000 inclusive of VAT

(6) The requirement to publish a contract opportunity on Contracts Finder applies where the Council advertises an opportunity, either by publishing a Contract Notice on FTS or by advertising in another way for example on another website

## Appendix 2

Oct-22

### Works

Minimum Requirements

✓ = Mandatory

Total Contract Value		Up to £5k	>£5k to £35k	>£35k to £177,898 <sup>(1)</sup>	>£177,898 <sup>(1)</sup> to £400k	>£400k to £1m	>£1m
<b>Recording as a Key Decision</b>	Add SPP or summar report (as appropriate) to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
<b>Appropriate Report</b>	Summary report to Executive Director <sup>(3)</sup>	✓	✓	✓	✓		
	Report to Executive Director with SPP as confidential annex						
	Report to Executive Member with SPP as confidential annex					✓	
	Report to Executive with SPP as confidential annex						✓
<b>Format</b>	Request for Quotation (RFQ) or Extended RFQ for more complex requirements	✓ oral	✓	✓			
	Invitation to Tender (ITT)				✓	✓	✓
<b>Specification</b>		✓ outline preferred	✓ outline	✓	✓	✓	✓
<b>Terms</b>	BFC standard terms and conditions or JCT terms <sup>(4)</sup>	Preferred	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>
<b>Competition</b>	Seek a minimum of 3 quotes	Preferred	✓	✓			
	Formal Tender - seek a minimum of 5 tenders				✓	✓	✓
	Utilise a Framework Agreement	Mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement					
<b>Advertising</b>	SE Business Portal (or equivalent) and Contracts Finder (except maintained schools) <sup>(7)</sup>					Preferred	✓
	Find a Tender Service (FTS)						Mandatory above Threshold <sup>(5)</sup>
<b>Approval of Contract Award</b>	Add details of contract to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Summary report to Executive Director <sup>(3)</sup>	If > one ward <sup>(2)</sup>	✓	✓	✓		
	Report to Executive Member with confidential annex					✓	✓
	Report to Executive with confidential annex	Where a procurement above £1m has been the subject of an approved procurement plan, further approval by the Executive at contract award stage is only required where cost and scope as stated in the procurement plan are not met or where the procurement plan states that such approval is required. The result should be recorded and communicated to the Executive Director and Executive Member.					
<b>Form of Contract</b>	Purchase Order approved by Executive Director <sup>(3)</sup>	✓ oral	✓	If < £50k			
	JCT Contract signed by Executive Director <sup>(3)</sup>			If > £50k	✓	✓	✓
	Deed signed under seal by Borough Solicitor	Where required to give the contract legal efficacy or if requested, for example to comply with industry practice					
<b>Contract Award Notice</b>	SE Business Portal and Contracts Finder (maintained schools are exempt from Contracts Finder requirement)		Where advertised <sup>(6)</sup>	✓	✓	✓	✓
	Find a Tender Service (FTS)						Where advertised
<b>Waivers, extensions and variations</b>	Add contract award to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Waivers - refer to para 7 of Contract Standing Orders.						
	Contract extensions and variations - refer to para 8 of Contract Standing Orders						

(1) As of 1st January 2022, the Supplies and Services Threshold is £213,477 inclusive of VAT, or £177,898 exclusive of VAT if assumed at 20%

(2) "If > one ward" applies where the resulting contract would be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Borough. If in doubt seek legal advice.

(3) Or person with expressly delegated authority under Register of Contract Delegated Authority. For contracts below £5k, written approval from the Executive Director or person authorised under the relevant Register of Contract Delegated Authority shall be sufficient.

(4) BFC standard terms (Purchase Order or Services) to be used below £50,000 and The Joint Contracts Tribunal (JCT) terms to be used above £50,000. If not appropriate, seek legal advice.

(5) As of 1st January 2022, the Works Threshold is £5,336,937 inclusive of VAT, or £4,447,447 exclusive of VAT if assumed at 20%

(6) Publication on Contracts Finder is required for contracts with a value of £25,000 inclusive of VAT

(7) The requirement to publish a contract opportunity on Contracts Finder applies where the Council advertises an opportunity, either by publishing a Contract Notice on FTS or by advertising in another way for example on another website

## Social and Other Specific Services

## Minimum Requirements

✓ = Mandatory

Total Contract Value		Up to £5k	>£5k to £35k	>£35k to £177,898 <sup>(1)</sup>	>£177,898 <sup>(1)</sup> to £400k	>£400k to £1m	>£1m
<b>Recording as a Key Decision</b>	Add SPP to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
<b>Appropriate Report</b>	Summary report to Executive Director <sup>(3)</sup>		✓	✓			
	Report to Executive Director with SPP as confidential annex				✓		
	Report to Executive Member with SPP as confidential annex					✓	
	Report to Executive with SPP as confidential annex						✓
<b>Format</b>	Request for Quotation (RFQ) or Extended RFQ for more complex requirements	✓ oral	✓	✓			
	Invitation to Tender (ITT)				✓	✓	✓
<b>Specification</b>		✓ oral	✓ outline	✓	✓	✓	✓
<b>Terms</b>	BFC standard terms and conditions (Purchase Order or Services)	Preferred	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>
<b>Competition</b>	Seek a minimum of 3 quotes	Preferred	✓	✓			
	Formal Tender - seek a minimum of 5 tenders				✓	✓	✓
	Utilise a Framework Agreement	Mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement					
<b>Advertising</b>	SE Business Portal (or equivalent) and Contracts Finder (except maintained schools) <sup>(7)</sup>			Preferred <sup>(7)</sup>	Preferred <sup>(7)</sup>	✓	✓
	Find a Tender Service (FTS)					Mandatory above Threshold <sup>(5)</sup>	✓
<b>Approval of Contract Award</b>	Add details of contract to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Summary report to Executive Director <sup>(3)</sup>	If > one ward <sup>(2)</sup>	✓	✓	✓		
	Report to Executive Member with confidential annex					✓	✓
	Report to Executive with confidential annex	Where a procurement above £1m has been the subject of an approved procurement plan, further approval by the Executive at contract award stage is only required where cost and scope as stated in the procurement plan are not met or where the procurement plan states that such approval is required. The result should be recorded and communicated to the Executive Director and Executive Member.					
<b>Form of Contract</b>	Purchase Order approved by Executive Director <sup>(3)</sup>	✓ oral	✓	✓			
	Contract signed by Executive Director <sup>(3)</sup>				✓	✓	✓
	Deed signed under seal by Borough Solicitor	Where required to give the contract legal efficacy or if requested, for example to comply with industry practice					
<b>Contract Award Notice</b>	SE Business Portal and Contracts Finder (maintained schools are exempt from Contracts Finder requirement)		Where advertised <sup>(6)</sup>	✓	✓	✓	✓
	Find a Tender Service (FTS)					Where advertised	✓
<b>Waivers, extensions and variations</b>	Add contract award to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Waivers - refer to para 7 of Contract Standing Orders.						
	Contract extensions and variations - refer to para 8 of Contract Standing Orders						

(1) As of 1st January 2022, the Supplies and Services Threshold is £213,477 inclusive of VAT, or £177,898 exclusive of VAT if assumed at 20%

(2) "If &gt; one ward" applies where the resulting contract would be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Borough. If in doubt seek legal advice.

(3) Or person with expressly delegated authority under Register of Contract Delegated Authority. For contracts below £5k, written approval from the Executive Director or person authorised under the relevant Register of Contract Delegated Authority shall be sufficient.

(4) Seek legal advice

(5) As of 1st January 2022, the Social and Other Services Threshold is £663,540 inclusive of VAT, or £552,950 exclusive of VAT if assumed at 20%

(6) Publication on Contracts Finder is required for contracts with a value of £25,000 inclusive of VAT

(7) The requirement to publish a contract opportunity on Contracts Finder applies where the Council advertises an opportunity, either by publishing a Contract Notice on FTS or by advertising in another way for example on another website

## Appendix 4

Oct-22

### Concessions

#### Minimum Requirements

✓ = Mandatory

	Total Contract Value	Up to £5k	>£5k to £35k	>£35k to £177,898 <sup>(1)</sup>	>£177,898 <sup>(1)</sup> to £400k	>£400k to £1m	>£1m
<b>Recording as a Key Decision</b>	Add SPP to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
<b>Appropriate Report</b>	Summary report to Executive Director <sup>(3)</sup>	✓	✓	✓	✓		
	Report to Executive Director with SPP as confidential annex						
	Report to Executive Member with SPP as confidential annex					✓	
	Report to Executive with SPP as confidential annex						✓
	Request for Quotation (RFQ) or Extended RFQ for more complex requirements	✓ oral	✓	✓			
	Invitation to Tender (ITT)				✓	✓	✓
<b>Specification</b>		✓ oral	✓ outline	✓	✓	✓	✓
<b>Terms</b>	BFC standard terms and conditions (Purchase Order or Services)	Preferred	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>	Where suitable <sup>(4)</sup>
<b>Competition</b>	Seek a minimum of 3 quotes	Preferred	✓	✓			
	Formal Tender - seek a minimum of 5 tenders				✓	✓	✓
	Utilise a Framework Agreement	Mini competition of all suppliers able to meet the requirement - or otherwise as defined in the Framework Agreement					
<b>Advertising</b>	SE Business Portal (or equivalent) and Contracts Finder (except maintained schools) <sup>(7)</sup>					Preferred <sup>(7)</sup>	✓
	Find a Tender Service (FTS)						Mandatory above Threshold <sup>(5)</sup>
<b>Approval of Contract Award</b>	Add details of contract to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Summary report to Executive Director <sup>(3)</sup>	If > one ward <sup>(2)</sup>	✓	✓	✓		
	Report to Executive Member with confidential annex					✓	✓
	Report to Executive with confidential annex	Where a procurement above £1m has been the subject of an approved procurement plan, further approval by the Executive at contract award stage is only required where cost and scope as stated in the procurement plan are not met or where the procurement plan states that such approval is required. The result should be recorded and communicated to the Executive Director and Executive Member.					
<b>Form of Contract</b>	Purchase Order approved by Executive Director <sup>(3)</sup>	✓ oral	✓	✓			
	Contract signed by Executive Director <sup>(3)</sup>				✓	✓	✓
	Deed signed under seal by Borough Solicitor	Where required to give the contract legal efficacy or if requested, for example to comply with industry practice					
<b>Contract Award Notice</b>	SE Business Portal and Contracts Finder (maintained schools are exempt from Contracts Finder requirement)		Where advertised <sup>(6)</sup>	✓	✓	✓	✓
	Find a Tender Service (FTS)						Where advertised
<b>Waivers, extensions and variations</b>	Add contract award to Executive Work Plan (EWP) as a Key Decision	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	If > one ward <sup>(2)</sup>	✓	✓
	Waivers - refer to para 7 of Contract Standing Orders.						
	Contract extensions and variations - refer to para 8 of Contract Standing Orders						

(1) As of 1st January 2022, the Supplies and Services Threshold is £213,477 inclusive of VAT, or £177,898 exclusive of VAT if assumed at 20%

(2) "If > one ward" applies where the resulting contract would be significant in terms of its effects on communities living or working in an area comprising two or more Wards or electoral divisions in the Borough. If in doubt seek legal advice.

(3) Or person with expressly delegated authority under Register of Contract Delegated Authority. For contracts below £5k, written approval from the Executive Director or person authorised under the relevant Register of Contract Delegated Authority shall be sufficient.

(4) Seek legal advice

(5) As of 1st January 2022, the Concessions Threshold is £5,336,937 inclusive of VAT, or £4,447,447 exclusive of VAT if assumed at 20%

(6) Publication on Contracts Finder is required for contracts with a value of £25,000 inclusive of VAT

(7) The requirement to publish a contract opportunity on Contracts Finder applies where the Council advertises an opportunity, either by publishing a Contract Notice on FTS or by advertising in another way for example on another website