

Total Contract Value		Up to £5k	>£5k to £50k	>£50k to £150,000	>£150,000 to Threshold ⁽¹⁾	>Threshold ⁽¹⁾ to £1m ⁽²⁾	>£1m ⁽²⁾
Recording as Key Decision / Appropriate Report	Add SPP or summary report (as appropriate) to Executive Work Plan (EWP) as a Key Decision	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	✓	✓
Approval to Procure	Summary Plan to Assistant Director, or Head of Service where there is no AD ⁽⁴⁾		✓				
	Summary Plan to Executive Director ⁽⁴⁾			✓			
	Report to Executive Director with Procurement Plan as confidential annex				✓		
	Report to Executive Member with Strategic Procurement Plan as confidential annex					✓	
	Report to Executive with Strategic Procurement Plan as confidential annex						✓
	Entry on the Corporate Procurement Pipeline (minimum 18 months in advance)		advised	advised	✓	✓	✓
Format / Competition	One formal Quote	✓					
	Three formal Quotes		✓				
	Request for Quotation (RFQ) process undertaken with at least 3 quotes sought			✓	✓		
	Invitation to Tender (ITT)					✓	✓
	Use of the e-Sourcing Portal		advised	✓	✓	✓	✓
	Accessing a compliant framework or Dynamic Marketplace, or calling off from an existing contract BFC is eligible to use ⁽⁵⁾	✓	✓	✓	✓	✓	✓
Specification		✓ outline	✓ outline	✓	✓	✓	✓
Terms	BFC standard terms and conditions (Purchase Order or Services) ⁽⁶⁾	Preferred	Where suitable	Where suitable	Where suitable		
	Bespoke terms and conditions ⁽⁶⁾					✓	✓
Advertising / Notices⁽⁷⁾	Pipeline Notice (18 months prior to tender design, NOT publication date)						✓
	Preliminary Market Engagement Notice (note pre-market engagement required or provide justification for not doing it)				advised	✓	✓
	Tender Notice					✓	✓
	Dynamic Market Notice ⁽⁸⁾	✓	✓	✓	✓	✓	✓
	Transparency Notice ⁽⁸⁾	✓	✓	✓	✓	✓	✓
	Assessment Summary (a notice containing details of all evaluation & assessment carried out to lead to award)					✓	✓
	Contract Award Notice					✓	✓
	Contract Details Notice ⁽¹⁰⁾				advised	✓	✓
	Procurement Termination Notice ⁽¹¹⁾	✓	✓	✓	✓	✓	✓
	KPI Publication (annually)						✓
	Contract Performance Notice (annually)						✓
	Contract Change Notice ⁽¹²⁾				advised	✓	✓
	Payment Compliance Notice (annually)	✓	✓	✓	✓	✓	✓
Contract Termination Notice ⁽¹³⁾	✓	✓	✓	✓	✓	✓	
Approval of Contract Award	Add details of contract to Executive Work Plan (EWP) as a Key Decision	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	✓	✓
	Summary Report to Budget Holder	✓					
	Award report to Assistant Director, or Head of Service where there is no AD ⁽⁴⁾		✓				
	Award report to Executive Director ⁽⁴⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	✓	✓		
	Award Report to Executive Member with confidential annex (unless delegated to officer in Approval to Procure)					✓	✓
	Report to Executive with confidential annex where it hasn't been delegated at Approval to Procure (only applies >£1m ⁽²⁾)					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.	
Form of Contract	Purchase Order approved by Budget Holder	✓					
	Contract signed by Executive Director ⁽⁴⁾		✓	✓	✓	✓	
	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				✓
	Addition to the Corporate Contracts Register ⁽¹⁴⁾	✓	✓	✓	✓	✓	✓
Waivers, extensions and variations	Add contract award to Executive Work Plan (EWP) as a Key Decision	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	If > one ward ⁽³⁾	✓	✓
	Waivers - refer to section 13 of Contract Standing Orders.		✓	✓	✓	✓	✓
	Contract extensions and variations - refer to para 8 of Contract Standing Orders		✓	✓	✓	✓	✓

(1) Please refer to separate guidance documents for current thresholds

(2) If the Threshold for your contract is greater than £1m, these requirements will only apply from Threshold, not from £1m

(3) "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.

(4) 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.

(5) Officers may access or "call off" from any framework, Dynamic Marketplace or awarded contract that Bracknell Forest Council is eligible to use IN PLACE OF carrying out a bespoke procurement. This framework etc. replaces the minimum required procurement. Officers are required to confirm that a) the framework has been compliantly awarded, b) it delivers what BFC requires without amendment, c) BFC is eligible to access the framework (i.e. is a named commissioner), d) that they will adhere to the framework process

(6) Seek legal advice. If a Framework, Dynamic Marketplace or existing contract is accessed, those terms are used. If a framework, Dynamic Marketplace or existing contract are NOT accessed AND BFC Standard Terms and Conditions are NOT used, then bespoke terms and conditions must be prepared REGARDLESS of contract value. Supplier Terms & Conditions should NOT be used without Legal and Corporate Procurement approval

(7) Under the Procurement Act 2023 there are 12 types of Notices that apply to BFC. These are NOT just for advertising but also apply to pre procurement activities and post contract award. These are legal obligations that BFC MUST adhere to, therefore officers are responsible for ensuring ALL notices relevant to their contract are published. Note that if we voluntarily use a Notice (i.e. a Below Threshold Tender Notice) to advertise a below Threshold contract, the rules surrounding those notices apply

(8) Only applies if creating a Dynamic Marketplace through the procurement

- (9) Must be published for ANY direct award without competition
- (10) Must be published IN ADDITION to the Contracts Register entry
- (11) Must be published if ANY procurement ends for ANY reason other than contract award
- (12) Must be published for ANY change or variation to a contract for ANY reason
- (13) Must be published at the end of EVERY contract for ANY reason, including ending naturally at the end of the contract term
- (14) If less than £5000, only a purchase order is needed. If a PO is used, it doesn't need to be added to the Contracts Register. If a full contract document is used, and for above £5000 regardless, the contract should be added to the Contracts Register