

## Appendix 4

### 1 FINANCIAL THRESHOLDS AND PROCUREMENT PROCESS

Where a Relevant Contract is being procured the minimum procurement process and rules for inviting tenders are as follows.

Estimated Total Contract Value (inclusive of VAT)	Minimum Process	Method of Invitation & Transparency Obligation	Authority to award	Authority to sign
<b>Less than £105000</b>	At least one quote must be sought from an appropriate source via the procurement portal (or alternative method with prior approval of the Procurement and Contracts Unit)	None mandated	Relevant Assistant Director	Relevant Assistant Director
<b>£105000 to £100,000</b>	Invitation to quote or tender must be sent via the procurement portal to at least three suppliers - including at least one SME* or VCSE* organisation - where appropriate and possible	Method to be approved by the Procurement and Contracts Unit., with any procurement over £50,000 requiring prior approval by Procurement & Contracts Group	Relevant Assistant Director and if over £50,000 in value with the prior approval of Procurement & Contracts Group. Procurement and Contracts Manager.	Authorised Signatory (Legal Services)
<b>Over £100,000 to the relevant FTS (Find a Tender Service) threshold</b>	Tender process via the procurement portal, with at least five written tenders sought, where appropriate and possible	Advertise open invitation to tender (ITT) on the Council's portal and Contracts Finder	Relevant Assistant Director with the approval of Procurement & Contracts Groups 151 and Monitoring Officer. If over £200,000 approval of Procurement & Contracts Group. For over -	Executed as Deed under Seal (Legal Services) or alternative method approved by the Monitoring Officer
<b>Over Relevant FTS threshold</b>	Full competitive tender process applies via the procurement portal.	Advertise relevant Procurement Procedure by on the	Relevant Assistant Director with the approval of Procurement & Contracts Group	Executed as Deed under Seal (Legal Services) or alternative

		<p>Council's portal.          Advertise on Contracts Finder and Find a Tender system          Other media may also be used</p>	<p>If over £500,000 Executive <del>approval</del> <b>decision</b> is required.</p>	<p>method approved by the Monitoring Officer</p>
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## PROCUREMENT & CONTRACTS GROUP

### TERMS OF REFERENCE

#### 1. INTRODUCTION

1.1 PCG means the Procurement & Contracts Group comprising of:

- Section 151 Officer or nominee
- Monitoring Officer or nominee
- Procurement & Contracts Manager
- Representative from each of the Directorates (where their procurement is under consideration)

#### For non operational matters

- The portfolio holder responsible for Procurement and/or Governance; and
- Such other Council Members as any of the Core Group may be invite on a case by case basis or their nominees

1.2 The PCG shall meet as required monthly quarterly or where urgent transact its business electronically

#### 2. TERMS OF REFERENCE OF THE PCG

2.1 Approve the contract strategy report, extension, exception and award reports of all Contracts above £250,000 (inclusive of VAT).

2.2 Perform a strategic and overview role in relation to the Council's procurement and contract management.

2.3 Provide a forum for Officers to discuss policy development, seek strategic advice and raise questions, issues and problems with procurement and contract management

2.4 Define and spread best-practice as it relates to contracting and contract management and monitoring

#### 3. PROCEDURES FOR THE PCG

3.1 The PCG shall both be chaired by the Monitoring Officer or his/her nominee.

3.2 The Procurement and Contract Manager shall convene all meetings of the PCG, and at least two working days before such meeting shall send to every member an agenda and copies of all reports.

3.3 Members of the PCG, or their nominees, shall attend any meeting of them when requested to do so.

3.4 Action shall be made by the Procurement and Contract Manager of the proceedings of the PCG.

3.5 Additional procedures and related arrangements may be issued in Guidance from time to time by the Monitoring Officer.