



STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

**PROCUREMENT FORWARD
PLAN 2022/23**

1. Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy (to be updated and presented for approval shortly), are essential to the achievement of the Alliance Procurement Objectives and set out the processes that must be followed.
- 1.2 A revised version of the Procurement Procedure Rules were presented and approved by full Council on 11th October 2017. The Rules were updated to reflect recent changes for example:-
- the service review process has resulted in a fully resourced central procurement unit incorporating the whole purchase to pay stream (procurement activity through to the payment of supplier invoices)
 - Processes have been reviewed and electronic systems implemented with the procurement process now utilising online procurement web-forms and an e-tendering system, removing paper records and improving efficiency.
- 1.3 The opportunity was also taken to review the Rules as a whole, with specific amendments made to:-
- Sourcing thresholds – advertising periods updated
 - Process for applying Performance Bonds / Parent Company Guarantees
 - Applying extensions/variatioins to contracts
 - Updated processes to include technology now utilised (for example, e-webform platform and e-tendering system)
 - Additional references where necessary – for example, the requirements of the Transparency Code
 - Expansion of Contract Management responsibilities / processes
- 1.4 In addition, consideration was given to how the authority to procure and award procurement activities is undertaken - with the aim of simplifying and ensuring the process is as efficient as possible.

2. Authorisation to Procure and Award

- 2.1 It was proposed within the Rules that the Procurement Forward Plan would be reported as part of the Budget and Medium Term Financial Plan in February each year.
- 2.2 This would identify all potential procurement activity to be completed in the following financial year (subject to business case), with approval sought to commence procurement of all activity listed. Performance and activity (including confirmation of award) against the forward plan would then be monitored and reported within the Quarterly Procurement Report to Committee.
- 2.3 The approval limits to be applied to then authorise the award of contracts and apply exemptions are in line with Public Contract regulations supplies and service thresholds which are refreshed every two years. The latest revision to thresholds were implemented in 01 January 2022, this will therefore instigate

a change to the levels of authorisation included within the Council's Procurement Procedure Rules.

- 2.4 Notification of the new threshold values to apply for the purposes of the Public Contracts Regulations 2015, Utilities Contracts Regulations 2016, Concession Contracts Regulations 2016 and the Defence and Security Public Contracts Regulations 2011. The threshold values are refreshed every two years and it is mandatory for public sector contracting authorities to adhere to these regulations.
- 2.5 The new procurement threshold values will apply to contracts advertised on and after 1 January 2022 and are detailed as follows:
- 2.6 The revised thresholds below are exclusive of VAT and relate to the full life of the Contract:

PUBLIC CONTRACT THRESHOLDS 2022 & 2023	£
Works Contracts	5,336,937
Small Lots	884,720
Supply, Services and Design Contracts	213,477
Small Lots	70,778
Social and other specific Services Light Touch Regime	663,540
Subsidised services contracts	213,477
Concession Contracts	5,336,937

- 2.7 The Council's Procurement Procedure Rules for Authorisation to procure and award contracts are requested to be updated to reflect the changes in the new thresholds. For procurements which commence after 1st January 2022 the revised thresholds as detailed in Annex C (see below table) of the Procurement Procedure Rules will apply (these values are not inclusive of VAT).

Award and Exemptions Authorisation Limits:

Total Contract Value (£)	Authorisation	Authorisation By
<25,000	Head of Service / Executive Director	Procurement Web-form
>25,000 - <213,477 (EU Service Threshold)	Executive Director / Chief Executive	Procurement Web-form
>213,477 (EU Service Threshold) - <1,000,000	Delegated Member Decision	Delegated Member Report (Portfolio Holder for Procurement and the relevant service area)
>1,000,000*	Cabinet SMDC	Committee Report

--	--	--

** Committee reports may be presented where the total contract value is less than £1,000,000 - where considered appropriate due to the nature of the procurement or where it relates to a key decision*

- 2.8 Any procurement activity undertaken during the year which was not included on the forward plan will also follow the authorisation rules (to procure/award) as detailed above - and detail will be included within the Quarterly Procurement Report.
- 2.9 Irrespective of the total contract value, Committee reports may be presented to Executive to obtain authority to procure and award where considered appropriate due to the nature of the procurement or where it relates to a key decision.

3. Procurement Forward Plan 2022/23

- 3.1 The Procurement Forward Plan, detailing all anticipated higher value procurement activity during 2022/23, is detailed at **ANNEX A**. This includes activity specific to Staffordshire Moorlands D.C. and also any joint procurement activity with Alliance partner High Peak B.C. Procurements which have already had approval in 2021/22 but not yet completed, will be progressed in addition to the programmed 2022/23 schedules.

4. Procurement undertaken by Agent

- 4.1 In addition to procurement activity commissioned by the Council, there may also be procurement activity commissioned via an agent on behalf of the Council where appropriate to do so. For example, the new Leisure Centre contract will allow provision for capital works required on the Leisure centres to be commissioned by the Contractor, but funded by the Council. In this case, the Council would complete due diligence to ensure compliancy and value for money has been achieved.
- 4.2 Similarly, ANSA on behalf of Alliance Environmental Services will be procuring fleet required by specific services, but this will be funded by the Council and appropriate due diligence undertaken.
- 4.3 Agents delegated to procure contracts on behalf of the Council, where the Council is the Contracting Authority, will be required to procure in compliance to Public Contract Regulations 2015 (PCRs15) for above threshold contracts and for contracts for lower values demonstrate that their procurement practice is as robust and transparent as that the Council would apply.

PROCUREMENT FORWARD PLAN 2022/23 – SMDC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
731	SMDC	Moorlands House Flat Roof / Air Handling	Works contract	Capital	Assets	185,000
1359	SMDC	Moorlands House Insultation	Works contract	Capital	Assets	50,000
121 450	SMDC	Car Parks Pay and Display machine upgrades	Supply and Installation	Capital	Assets	200,000
1360	SMDC	EV Charging Points SMDC Car Parks	Supply and Installation	Capital	Assets	200,000
1361	SMDC	Biddulph Grange County Park Drainage	Works Contract	Capital	Assets	64,900
1013	SMDC	Public Conveniences Refurbishments	Works Contract Wetton Milldale	Capital	Assets	99,640
933	SMDC	Fowlchurch Depot works	Works Contract	Capital	Assets	650,000

1094	SMDC	Upgrade to cttee audio / visual systems	Equipment upgrade	Revenue	Democratic Services	TBC
1348	SMDC	Fleet purchases (AES)	Replacement vehicles	Capital	Service Commissioning	320,000
1345 1346 1066	SMDC	Play Area refurbishments / Out Door sports developments 22/23 (Subject to feasibility and approval)	Various projects : Hot Lane Biddulph MUGA Birchall Leek Improvement project Glebeville Leek Play Area Church Road Biddulph Play Area	Capital	Service Commissioning	310,000 (combined)

PROCUREMENT FORWARD PLAN 22/23 – JOINT (HPBC/SMDC)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
239	JOINT	Civils Groundworks Contractor Framework	Works contract framework (2 yr – local small contractor opportunity)	Revenue / Capital	Assets / Service Commissioning / Housing	150,000 (est)
704	JOINT	Structural and Civil Engineer Framework	Professional Services	Revenue / Capital	Assets	150,000 (est)
980	JOINT	Electricity Supply Council Buildings	Utility Supply contract (Framework sourced – 4 yr term) (Climate Change: Review alternative options)	Revenue	Assets	700,000

523	JOINT	Architectural Services for HPBC & SMDC	Professional Services Recurring fixed term framework 4 yrs	Revenue / Capital	Assets	400,000 (est)
374	JOINT	Collection and Banking of Income and Internal Mail Courier Services	Service Contract (Fixed term 3 + 2 yrs) (Under Review)	Revenue	Customer Services	190,000
1258	JOINT	Hybrid Mail and Annual billing (Bulk mailings)	Hybrid Mail Printing and Distribution services Annual Billing Council Tax	Revenue	Customer Services / Income	200,000 (est)
522	JOINT	Elections Printing / Stationery / Annual Canvass	Supply and support service contract (5 yr fixed term)	Revenue	Legal and Elections	800,000 (est)
351	JOINT	External Legal Professional Services	Access to East Midlands Law Share – legal professional framework (4 yr term)	Revenue	Legal and Elections	200,000 (est)
975	JOINT	Committee Management and Reporting System (Modern Gov)	Licence renewal for new fixed term Recurring	Revenue	Democratic Services	40,000