

APPENDIX B

Procurement Procedure Rules – Summary of Key Changes

Item Description	FROM (2012 Version)	TO (2017 Version)
Authority to Procure/Award	<p><i>Current thresholds for Committee approval:-</i></p> <p><£100,000 – Executive Director</p> <p>£100,000 – £164,176 EU Threshold (Services) - Delegated Member approval</p> <p>>£164,176 – Cabinet/Executive</p>	<p><i>New Thresholds in Section 7 – ‘Authorisation to procure and Award’:</i></p> <p>Introduces the Joint Procurement Forward Plan and annual reporting through Medium Term Financial Plan (MTFP)</p> <p>Proposed authorisation limits:-</p> <p><£25,000 – Head of Service / Director</p> <p>>£25,000 - <£164,176 EU Threshold (Services) – Executive Director / Chief Executive</p> <p>>£164,176 - <£1,000,000 – Delegated Member decision</p> <p>>£1,000,000 – Cabinet/Executive</p>
Performance Bonds	Current level of £100,000 with no review on risk	Section 9 – Contract Value increased to £250,000, but considerations include a criteria for review of risk, and also consideration of applying to contracts under £250,000 if there is a financial risk to the Authority of default
Contract Extensions and Variations	Variation/Extension to contract allowed up to 10% of original value	Section 8 - increased to up to 50% of the original contract value (as guided by Public Contract Regs) subject to this being procured compliantly – this would not be considered if breach of EU threshold.
Advertising	<p>Details EU timescales</p> <p>>£2k+ (request for quotations)– 3 wks</p> <p>>£25k (tenders) – 4 wks</p>	<p>Replaced in Section 6 ‘Procurement Thresholds and Process’– this covers timescales for both HP/SM procedures and EU (PC Regs)</p> <p>>£2k - <£5k no min time set</p> <p>>£5K Reduced to min of 2 wks</p> <p>>£25K Reduced to min of 3 wks</p>
Key Responsibilities (Service Areas)	<p><i>Removed:</i></p> <p>Property Services – (responsible for Construction procurements)</p>	<p><i>Section 3: Added:</i></p> <p>Expanded items for Finance: (options appraisals for funding arrangements and Insurance advice)</p> <p>Health and Safety: responsibilities – previously not included</p> <p>Procurement: MTFP reporting Provide Contract Management advice and support</p>

Prior to Procurement	<i>Removed:</i> Procurement Gateway over £10K (method of consulting with Procurement)	<i>Replaced with:</i> 'Procurement Reviews' (section 4) and 'Procurement Electronic Webform Portal' (section 10)
The Procurement Process	Flow chart and process for obtaining quotes / tendering thresholds	Condensed into Section 12 'Procurement Procedures' and detailed in Section 6 'Procurement Thresholds and Process' <u>Values of sourcing thresholds not changed still remain the same</u>
Opening Procedures & Late Tenders,	Opening Procedures – Paper tenders (values over EU Thresholds) witnesses required etc Late tenders: only considered by Director / Monitoring officer	Section 14: Removed requirements for witness of opening, Procurement now lead on this through e-tendering portal. Full audit trail is available – nothing can be changed or altered. Section 13: Late tender considerations undertaken by Finance and Procurement Manager