



Process for the appointment of contract for the value of under £30,000

March 2023

Background

Parish Councils must comply with the full requirements of the Public Contracts Regulations Act 2015. This Act provides a requirement for public bodies to advertise their requirements on both Contracts Finder and Find-A-Tender. Where a contract runs for several years it is the total value of the contract not the annual value that matters.

There is a threshold for the procurement of public contracts before which the advertisement of the contract is not required. This was increased from 21 December 2022 from £25,000 to £30,000 (including VAT).

Headbourne Worthy PC's Procurement strategy

The goal of Headbourne Worthy PC's procurement process is to award timely and cost-effective contracts to qualified contractors, suppliers and service providers for the provision of goods, work and services in the Parish of Headbourne Worthy, in accordance with principles and procedures established in the public procurement rules.

The Council recognises the benefits to the economy of using local businesses and will seek out local contractors and suppliers wherever possible.

The Council shall only enter into a contract with a supplier if it is satisfied as to the supplier's suitability, eligibility, financial standing and technical capacity to undertake the contract by carrying out appropriate due diligence.

All contractors and suppliers working on Council sites will be required to provide their Health & Safety policy which will need to be agreed as suitable by the Clerk.

Headbourne Worthy's Standing Orders

18d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised on the Council's website and in any other manner that is appropriate;
 - iv. tenders are to be submitted to the Proper Officer
 - v. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- b Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

The process for procurement

1. Council and/or Working Group (for which the contract will apply) to agree the likely value of the Contract.
2. Clerk to draw up the specification of the goods and services to be procured.
3. The tender document to be approved by the relevant WG and/or the Council.
4. The tender document to be sent out to at least 4 appropriate local suppliers. If possible, more than 4 invitations to tender should be sent out. The invitation to tender should include a closing date of at least 3 weeks after the document has been sent out.
5. The Clerk should ensure the procurement opportunity is advertised on the Council's website.
6. All quotations should be addressed to the Clerk and can be received either by email, letter or by hand.
7. The Council should agree a separate WG for the contract appointment.
8. The Appointment WG should agree the criteria on which the contracts are to be judged eg: how much emphasis should be placed on quality or price.
9. After the closing date, the Appointment WG should meet to make the appointment. The meeting can be online or in person. The Clerk to supply the tenders at the meeting but the name of the contract will be removed from the tender.
10. The Appointment WG will score each quotation for price and quality.
11. The Appointment WG is not bound to accept the lowest price.
12. HWPC and the WG reserves the right not to make an appointment if there were no suitable quotations and to re-tender the opportunity.
13. Once an appointment is agreed the Clerk will write to the successful contractor notifying them of the appointment. The other contractors should be informed as to the result.
14. A two week standstill is then required.
15. A letter setting out terms and agreeing a start date and payment terms will be sent to the successful contractor.
16. The contract may start after the standstill period.
17. Payment will be in arrears and on invoice. Payment will be made once a month.