Contract Procedure Rules Part 2

Rules, Regulations and Procedure for Contracts pursuant to The Local Government Act 1972 and the Local Government Act 2000 (Constitutions) (England) Direction 2000

Total Value of Whole Contract Period Including VAT*	**Competition Requirements**	**Requirements**	**Authority to Procure**	**Authority to Award Contract / Appoint Contractor**	**Sign / Seal**
Up to £3,000	Evidence of Best Value	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; Consider local suppliers and/or local voluntary, charity and social enterprise (VCSE) sector interest; Competitive enquires must be undertaken and evidenced; Documents relating to the award of the contract must be recorded and retained for not less than 1 year (this can be in the form of an	Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation	Officers authorised by managers who report to Assistant Directors under the Scheme of Delegation	Signature

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**Procurement WTO / GPA Thresholds were last updated on 1 January 2026

		email); Award can be on price alone, but if the selected supplier is not the lowest quote, MAT evaluation should justify the selection; Consider using the Due North Electronic Portal Quick Quote Process.			
£3,001 - £29,999	3 Written Quotes	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; **OR** A minimum of 3 written quotations must be obtained from appropriately qualified and competent suppliers. Include 2 local suppliers and/or local VCSE and/or SME sector interest where appropriate; Consider using the Invitation to Quote/Tender by Advertisement procedure if appropriate;	Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation	Assistant Directors(as defined by AD pay grades) under the Scheme of Delegation	Signature

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		Consider using the Due North Electronic Portal Quick Quote Process; Where 3 suppliers cannot be identified, the contract must be: • Openly advertised using the Due North Electronic Portal Quick Quote Process; or • Procured via a compliantly let framework agreement which meets the Council's requirements for that contract via the Due North Electronic Portal Quick Quote Process; Where the contract is advertised the Council's advertisement documentation must be used.			
£30,000 - £50,000	Invitation to Quote by Advertisement	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the requirements of the Council for	Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of	Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of	Seal

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		that contract; **OR** Must advertise the contract via a below-threshold tender notice on the central digital platform. Adverts on the central digital platform or such other platform as may be prescribed must include full, unrestricted and free direct internet access to relevant contract documents; Once a below-threshold tender notice has been published, must advertise the contract and invite expressions of interest via the Due North Electronic Portal. Contract must be advertised for a minimum of 15 working days; The Council's invitation to quote by advertisement documentation must be used. A contract details notice must be published on central digital finder; The Authorised Officer must consult the Procurement Team and	Delegation	Delegation	

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		the Legal, Democratic and Property Services Team to determine the procurement exercise.			
£50,001 – WTO / GPA tender threshold: Goods & Services above • £173,100 (excl. VAT) • £207,720 (incl. VAT) Works above: • £4,327,500 (excl. VAT) • £5,193,000 (incl. VAT)	Invitation to Tender by Advertisement	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive and meets the Council's requirements for that contract; **OR** Must advertise the contract via a below-threshold tender notice on the central digital platform or such other platform as may be prescribed. Adverts on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents; Once a below-threshold tender notice has been published, Officers must advertise the contract and invite expressions of interest via the Due North Electronic Portal;	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation **£200,000 and above (Key Decision threshold):** Executive or as otherwise delegated by Executive	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation **£200,000 and above (Key Decision threshold):** Executive or as otherwise delegated by Executive	Seal Seal

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		Contract must be advertised for a minimum of 15 working days; The Council's invitation to tender by advertisement documentation must be used; A below-threshold tender notice must be published on central digital platform; The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine procurement exercise.			
Above WTO / GPA Threshold** Goods & Services above • £173,100 (excl. VAT) • £207,720 (incl. VAT) Works above:	Compliant Procurement Procedure or by Invitation to Tender by Advertisement	Must consider using existing corporate contract or an existing framework agreement provided costs are competitive which meets the Council's requirements for that contract; **OR** The contract must also be advertised via a tender notice on the central digital platform; By the Invitation to Tender by Advertisement procedure using the	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation **£200,000 and above (Key Decision threshold):**	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation **£200,000 and above (Key Decision threshold):**	Seal Seal

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• £4,327,500 (excl. VAT) • £5,193,000 (incl. VAT)		Due North Electronic Portal. The Council's invitation to tender by advertisement documentation must be used; Adverts place on the central digital platform must include full, unrestricted and free direct internet access to relevant contract documents; The contract must be advertised for the periods specified in the Procurement Act 2024; The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to determine the procurement exercise;	Executive or as otherwise delegated by Executive	Executive or as otherwise delegated by Executive.	
Light Touch Regime	UK compliant Light Touch procurement process	Contracts involving the below supplies and services are subject to the 'light touch regime' if the value of the contract is above the WTO / GPA Threshold: • Health, social and related	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive	**Up to £199,000**: Service Unit Managers, Executive Directors (as defined by pay grades) and the Chief Executive	Seal

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		services (unless included in the Health Care Services (Provider Selection Regime) Regulations 2023); • Administrative social, educational, healthcare and cultural services; • Compulsory social security services; • Benefit services; • Other community, social and personal services including services furnished by trade unions, political organisations, youth associations and 9 other membership organisation services; • Legal Services (subject to not being an exempt contract under the PA 23) ; • Other administrative services and government	under the Scheme of Delegation **£200,000 and above (Key Decision threshold):** Executive or as otherwise delegated by Executive	under the Scheme of Delegation **£200,000 and above (Key Decision threshold):** Executive or as otherwise delegated by Executive	Seal

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		services; • Provision of services to the community; • Prison related services, public security and rescue services; • Investigation and security services; • International services; • Postal services; • Miscellaneous services listed in Schedule 1 of The Procurement Regulations 2024. The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team undertaking procurement under the Light Touch Regime.			
Concessions	Compliant procurement process under	A concession contract is an agreement where suppliers are given the right to exploit works or	As Above	As Above	As Above

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	the Concessions Contracts Regulations 2016	services provided for their own gain. Suppliers can either receive consideration for their services: • Solely through third party sources; or • Partly through payment from the Council along with income from third parties (e.g. a services concession is where a supplier has a contract to manage a local authority's subsidised catering services for staff). The risk in the concession making a profit rests with the supplier, not the Council. The Authorised Officer must consult the Procurement Team and the Legal, Democratic and Property Services Team before undertaking a Concession procurement.			
Contracting under a Framework	Use the award procedure(s) as set out in	• When calling off a contract from a framework, a contract award notice must	Not applicable.	**Up to £199,000**: Service Unit	Seal

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	the framework	first be published. • After the call off from a framework, a contract details notice must be published. • Where the value of the call of contract is below the WTO / GPA tender threshold, a contract details notice must be published in relation to that notifiable below-threshold contract. • The contract must purchased via a compliantly let framework; • Procedures set out in the framework must be followed for direct awards and mini-competitions; • The Authorised Officer must consult early the Procurement Team and the Legal, Democratic and Property Services Team to		Managers, Executive Directors (as defined by pay grades) and the Chief Executive under the Scheme of Delegation **£200,000 and above (Key Decision threshold):** Executive or as otherwise delegated by Executive	Seal

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		determine the procurement exercise.			

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