



PROCUREMENT POLICY

BACKGROUND

CURRENT EU PROCUREMENT THRESHOLDS

These thresholds are valid from July 2016 and are subject to change every year.

The council is also obliged to follow some basic principles.

For supplies and services over a specific contract value, a tender notice must be placed in the Official Journal of the European Union (OJEU) to give all providers within the EU an opportunity to tender.

Tenders must be invited in accordance with one of the prescribed procedures either Open, Restricted, Competitive with Negotiation, Competitive Dialogue, Innovation Partnership or Light Touch Regime. Each of these procedures imposes minimum time scales covering the tender activities to ensure that reasonable time is given to interested parties to respond to advertisements and prepare submissions.

NATIONAL RULES

Whilst there is no prescription on local authorities to tender out specific services all councils have a duty under best value legislation as laid down by Part 1 of the Local Government Act 1999 to fundamentally review their services and make arrangements to ensure continuous improvement, having regard to economy, efficiency and effectiveness.

All contracts opportunities and contract awards of £25,000 in value and above in accordance with The Public Contracts Regulations 2015 must be advertised on the Contracts Finder portal.

LOCAL RULES

The Council will strive to attain best value for all goods, materials and services which it purchases.

“Best Value” will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations and Standing Orders for Contracts.

1. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the parish of Skelton and the district of Eden.
2. In evaluating “best value”, the past record of the supplier will be taken into account.
3. For goods, materials or services over £4,000, a service level agreement incorporating an evaluation report will be agreed.
4. The Council will purchase Fair Trade goods where possible.
5. The Council will purchase re-cycled goods or less environmentally damaging materials where they meet the required functional standard and will have regard to protect and sustain the environment.
6. Procurement activities will comply with the Council's Financial Regulations and the Procurement Regulations 2015 and reflect the practises as recorded in the NALC Procurement Toolkit.
7. Tender opportunities will be promoted on the Councils website to encourage tenders from local community and voluntary organisations and the local SME sector.
8. The Council will show favour to organisations that pay the Living Wage as set by the Living Wage Foundation.

THRESHOLDS & PROCEDURES

Procedures as recorded in the Financial Regulations apply

Estimated contract value	Contract requirements
up to £15,000	<p>A purchase can be made from the source that offers the best value for money to the Council.</p> <p>This could be demonstrated by the obtaining of 3 written quotes, where this is possible.</p>
£15,001 to £24,999	<p>Shall be advertised on the website of the Council (and/or other public advertisement as determined by the relevant Committee) unless, in consultation with the Responsible Financial Officer it is agreed to approach suppliers on an ad hoc basis inviting expressions of interest (in which case 3 written quotes shall be sort).</p>
£25,000	<p>Any procurement opportunity over £25,000 that is advertised shall also be advertised.</p>

Approved: July 2016

Review: July 2017