

Procurement Policy

The Intent and Principles

1. The Council will strive to attain best value for all goods, materials, and services when 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 all procurement.
2. The Council will purchase locally wherever possible and where best value can be satisfied. The Council will primarily make purchases within the Town of Southwell and the Newark and Sherwood District.
3. In evaluating 'Best Value', the past record of the supplier will be taken into account and this does not always mean that the Town Council should select the lowest quotation.
4. The Council will purchase Fair Trade goods where possible.
5. The Council will purchase re-cycled goods or less environmentally damaged 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 follow guidance in the National Association of Local Councils (NALC) Procurement Toolkit where possible.
7. Tender opportunities will be promoted on the Council's website to encourage tenders from local community and voluntary organisations and the local Small and Medium Enterprise (SME) sector.
8. The Council will look favourable to organisations that pay the Living Wage as set by the Living Wage Foundation.
9. All quotes above £250 to be encouraged to have an environmental policy.

B. Thresholds and Procedures

Estimated contract value	Contract requirements
Up to £250 (excluding VAT)	The Clerk may obtain a verbal quote and appoint contractor/supplier.
£250 - £500 (excluding VAT)	The Clerk may obtain a verbal quote and appoint contractor/supplier.
£500 - £2,500 (excluding VAT)	The Clerk must obtain at least 3 verbal quotes – contracts will not be formally awarded until a written quote has been received.
£2,501 - £14,999 (excluding VAT)	The Clerk must obtain 3 written quotes detailing priced descriptions of the proposed supply. Quotations to be reviewed by Governance & Finance (G&F) Committee before appointing Contractor/Supplier
£15,000 - £25,000 (excluding VAT)	<p>A formal tender process shall be followed.</p> <p>A contract shall be advertised on the Town Council website and/or other public advertisement as determined by the Town Council.</p> <p>The contract shall be advertised as an invitation to tender on the Government’s Contracts Finder Website.</p> <p>Where specialist trades or materials are required or there is likely to be an insufficient response to advertisements, in consultation with the Responsible Financial Officer, it may be agreed to approach suppliers (preferably local) on an ad hoc basis. When inviting expressions of interest, 3 written quotes shall be sought.</p>
£25,000 - Official Journal of the European Union (OJEU) threshold (excluding VAT)	<p>A formal tender process shall be followed in accordance with The Public Contracts Regulations 2015 for all contracts over £25,000.</p> <p>A contract shall be advertised on the Town Council website and/or other public advertisement as determined by the Town Council.</p> <p>Where the council intends to procure, or award a public supply contract, public service contract or public works contract as defined by ('the Regulations') within The Public Contracts Regulations 2015</p>

	<p>which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations.</p> <p>The Regulations set out that:</p> <p>The Council must (within 24 hours) also advertise an invitation to tender on the Government's Contracts Finder Website and must then have the contract details available on the internet AND there must be no pre-qualification stage in such a contract. After the contract has been awarded, whether or not it has been advertised on Contracts Finder at the Invitation to Tender stage, the Council must publish on the UK Government's Contracts Finder Website: the name of the contractor; the date on which the contract was entered into; the value of the contract; and whether the contractor is an SME or Voluntary Community and Social Enterprise (VCSE).</p> <p>Every public contract which a local council awards must contain the following 'suitable provisions': The authority must pay the contractor within 30 days of getting a valid and undisputed invoice. (Any undue delay in considering verifying an invoice is not to be regarded as sufficient justification for failing to regard an invoice as valid and undisputed.) Every contract which permits subcontracting must contain similar 30-day-payment provisions — and the same for sub-contracts.</p>
Over OJEU threshold	<p>OJEU thresholds — The UK/EU Withdrawal Agreement specifies that European legislation must be followed until further notice.</p> <p>Professional support is required to comply with procurement regulations according to the EU/UK regulations.</p>

C. Formal Process for Contracts exceeding £15,000

1. The invitation to tender shall be advertised for all contracts over £15,000 on the Town Council Website, and on The Government Contracts Finder Website along with any other manner that is appropriate including local press or news circulation;
2. Tenders are to be submitted in writing in a sealed marked envelope addressed to the Town Clerk;
3. Tenders shall be opened by the Town Clerk in the presence of at least one Councillor after the deadline for submission of tenders has passed;
4. Tenders are to be reported to and considered by the appropriate meeting of the Town Council or a Committee or Working Group with delegated responsibility. Decisions on contracts awarded over £15,000 must be made by the Full Town Council.

5. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
6. Where the value of a contract is likely to exceed £164,176 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2006 (Statutory Instrument (SI) No.5, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.
7. When applications are made to waive procedures relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.

This Policy has been adopted by the Council on:

Review Date: