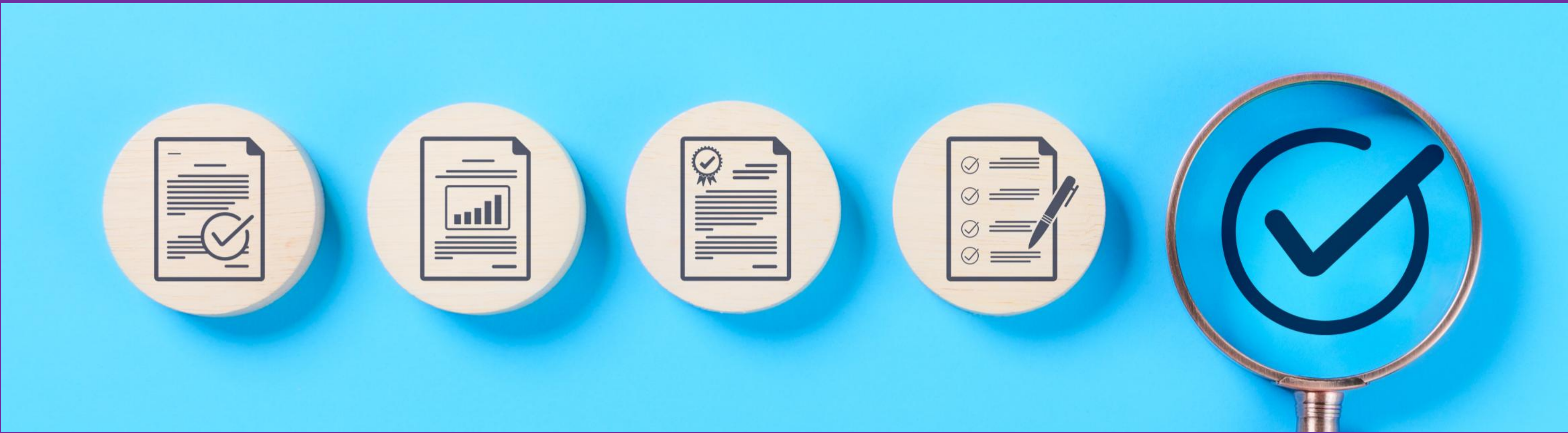
WORCESTER

Procurement Code - Appendix A

Summary of values and thresholds determining competition requirements



Worcester City Council

Procurement Code - Appendix A

SUMMARY OF VALUES AND THRESHOLDS DETERMINING COMPETITION REQUIREMENTS

Total value	Award procedure
Low value: Below £10,000 (plus VAT)	• Use an existing Corporate Contract if there is one or use an existing Framework Agreement provided costs are competitive. • Seek at least two or more written quotes **or** select a supplier that offers Best Value. A Demonstration of Best Value Form **MUST** be completed and returned to the Procurement Team if only one quote is sought. • The supplier can be selected on price alone or quality assessment (or a combination of both). Evaluation criteria must be used to support the decision if the contract is awarded other than on price alone. • Consider using the E Procurement Portal Quick Quote process.
Medium value: Goods and Services £10,001 - £50,000 (plus VAT)	• Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive. • Must obtain written quotations from at least 3 suppliers • The supplier can be selected on price alone or quality assessment (or a combination of both). Evaluation criteria must be used to support the decision if the contract is awarded other than on price alone. • Legal requirement to advertise on Contracts Finder if the opportunity is advertised and has a value of over £30k (including VAT) • Should consider using a Tender procedure if appropriate • Good practice to use E-Procurement Portal
Medium value: Works	• Must consider using existing corporate contract if there is one or an existing Framework Agreement provided costs are competitive. • Must seek to obtain at least 3 written quotations • Quality evaluation criteria must be used to support decision if contract awarded other than on price alone.

£10,001 - £100,000 (plus VAT)	• Legal requirement to advertise on the Central Digital Platform if the opportunity is advertised and has a value of over £30k (including VAT) • Should consider using Tender procedure if appropriate • Good practice to use E-Procurement Portal
High value: Goods and Services £50,001 (plus VAT) – UK threshold*	• Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive • Must advertise contract and invite expressions of interest • Must be advertised on the Central Digital Platform • Must use the Council's formal Tender Documents • The supplier would normally be selected on a combination of both price and quality. Evaluation criteria must be used to support the decision. • Consider using a SAQ (Suitability Assessment Questionnaire), or Common Assessment Standard (CAS) for Works contracts. • Officers must ensure that they are satisfied that there is sufficient interest from suppliers and that Value for Money has been demonstrated with/by the responses received
High value: Works £100,001 (plus VAT) – UK threshold*	• Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive • Must advertise contract and invite expressions of interest • Must be advertised on the Central Digital Platform • Must use the Council's formal Tender Documents • The supplier would normally be selected on a combination of both price and quality. Evaluation criteria must be used to support the decision. • Consider using a SAQ (Suitability Assessment Questionnaire), or Common Assessment Standard (CAS) for Works contracts. • Consider a prequalification stage – for Tenders **over the UK Services threshold value** • Officers must ensure that they are satisfied that there is sufficient interest from suppliers and that Value for Money has been demonstrated with/by the responses received

***UK thresholds as at 1 January 2024** **(These values include VAT)**	**Supplies & services contracts**	**£214,904**
	Works contracts	**£5,372,609**
	Special and other specific services (Light Touch)	**£663,540**
	Concession contracts	**£5,372,609**
Above UK thresholds*	In accordance with the UK Procurement Legislation and advice from the Procurement Team and Legal Department.	

See Section 15 of the CPR for further information. Values do not include VAT (excepting the UK thresholds) – see below.

The UK thresholds must be updated in line with relevant Crown Commercial Service Procurement Policy Notes and are updated every two years. Since 1st January 2022 thresholds have been inclusive of VAT.

TABLE 1 - GOODS AND SERVICES CONTRACTS

TABLE 1: AUTHORISATION AND ACCEPTANCE THRESHOLDS – GOODS AND SERVICES CONTRACTS

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Low Value Up to £10,000 (plus VAT)	Seek at least two or more written quotes **or** select a supplier that offers Best Value. A Demonstration of Best Value Form **MUST** be completed and returned to the Procurement Team if only one quote is sought.	Check that there is not an aggregation of contracts beyond this value Lead officer to confirm contained within existing budget. Head of Service must approve if insufficient specific budget available.	Copies of quote(s) received Best Value form (if required) Purchase Order	No further approval required if contained within existing budget. Comply with arrangements for executing contracts
Medium Value £10,001 - £50,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must advertised on the Government Digital Service	Check that there is not an aggregation of contracts beyond this value The Head of Service must approve if	Request for quotation (RFQ) and Purchase Order or standard T&C's Use the Invitation to Quote template as a starting	As per Financial Regulations. Comply with arrangements for executing contracts Forward a signed copy of the

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
		insufficient service budget available.	point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance. Maintain appropriate records for all purchases.	contract to the Legal team to archive. Head of Service must provide written approval before an official Purchase Order is placed.
High Value £50,001 (plus VAT) - UK Threshold £214,904 (VAT inclusive)	Tender (using e-tender system)	Executive approval Corporate Director must provide written approval if sufficient budget available or written approval from CLT if	Tender documentation Use the Invitation to Tender Template as a starting point. This will need to be	As per Financial Regulations Comply with arrangements for executing contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
	Advertised on the Government Digital Service	insufficient budget available. IT projects only – approval from South Worcestershire ICT Shared Service SWICTSS). Seek advice and guidance from Procurement and Legal teams at planning stage.	individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance Contract via legal	Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed
Above UK Threshold Above £214,904 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation – seek advice from Procurement Team Contract via legal	As per Financial Regulations Comply with arrangements for executing contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
				Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed

TABLE 2 - SCHEDULE 3 SERVICES – LIGHT TOUCH REGIME CONTRACTS

The light touch regime (LTR) refers to a specific set of rules for certain service contracts that tend to be of lower interest to cross-border competition. These contracts include social, health, and education services, defined by Common Procurement Vocabulary (CPV) codes. Essentially, LTR provides more flexibility and fewer regulations for procuring these services, making the process more adaptable and streamlined

TABLE 2: AUTHORISATION AND ACCEPTANCE THRESHOLDS – SCHEDULE 3 SERVICES – LIGHT TOUCH REGIME CONTRACTS

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Low Value Up to £10,000 (plus VAT)	Seek at least two or more written quotes **or** select a supplier that offers Best Value. A Demonstration of Best Value Form **MUST** be completed and returned to the Procurement Team if only one quote is sought.	Check that there is not an aggregation of contracts beyond this value Lead officer to confirm contained within existing budget. Head of Service must approve if insufficient specific budget available.	Copies of quote(s) received Best Value form (if required) Purchase Order	No further approval required, if contained within existing budget Comply with arrangements for executing contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Medium Value £10,001 - £50,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must be advertised on the Government Digital Service advertised on the Government Digital Service	Check that there is not an aggregation of contracts beyond this value The Head of Service must approve if insufficient service budget available.	Request for quotation (RFQ) and Purchase Order or standard T&C's Use the Invitation to Quote template as a starting point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance. Maintain appropriate records for all purchases.	As per Financial Regulations. Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed.

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
High Value £50,000 (plus VAT) – UK Threshold £663,540 (VAT inclusive)	Tender process (using e-tender system) or quotation Advertised on the Government Digital Service	Executive approval Corporate Director must provide written approval if sufficient budget available or written approval from CLT if insufficient budget available. IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS). Seek advice and guidance from Procurement and Legal teams at planning stage.	Tender documentation Use the Invitation to Tender Template as a starting point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance Contract via legal	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository. Head of Service must provide written approval before an official Purchase Order is placed

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Above UK Threshold Above £663,540 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation - seek advice from Procurement Team Contract via legal	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
				Comply with the contract execution requirements

TABLE 3 - WORKS CONTRACTS

TABLE 3: AUTHORISATION AND ACCEPTANCE THRESHOLDS – WORKS CONTRACTS

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Low Value Up to £10,000 (plus VAT)	Seek at least two or more written quotes **or** select a supplier that offers Best Value. A Demonstration of Best Value Form **MUST** be completed and returned to the Procurement Team if only one quote is sought.	Check that there is not an aggregation of contracts beyond this value Lead officer to confirm contained within existing budget.	Copies of quote(s) received Best Value form (if required) Purchase Order	No further approval required, if contained within existing budget Comply with arrangements for executing contracts
Medium Value £10,001 - £100,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must advertised on the	Check that there is not an aggregation of contracts beyond this value The Head of Service must approve if	Request for quotation (RFQ) and Purchase Order or standard T&C's Use the Invitation to Quote template as a starting point. This will need to be individually	As per Financial Regulations. Comply with arrangements for executing contracts Forward a signed copy of the contract to the

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
	Government Digital Service	insufficient service budget available.	tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance. Maintain appropriate records for all purchases. Purchase Order / JCT / NEC Contract	corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed. Comply with arrangements for executing contracts
High Value £100,001 (plus VAT) - UK Threshold £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval Corporate Director must provide written approval if sufficient budget available or written approval from CLT if insufficient budget available.	Tender documentation Use the Invitation to Tender Template as a starting point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
		1.4. Seek advice and guidance from Procurement and Legal teams at planning stage.	conditions for your contract. Contact the legal team for guidance Contract via legal JCT / NEC Contract	corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed
Above UK Threshold Above £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval	Tender documentation - seek advice from Procurement Team JCT / NEC Contract – Seek advice from Legal Section	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
				official Purchase Order is placed

TABLE 4 - CONCESSION CONTRACTS

Section 8(1) of the Procurement act 2023 defines a concession contract as a contract for the supply, for pecuniary interest, of works or services where at least part of the consideration for that supply is a right for the supplier to exploit the works or services that are the subject of the contract and where, under the contract, the supplier is exposed to a real operating risk. A contract for the provision of goods is not a concession contract. There are two different types of concession contracts:

- a concession contract for the supply of works; for example for the construction and operation of a car park where the supplier would receive income directly from users of the car park; and
- b. a concession contract for the supply of services; for example a contract to operate a canteen/cafe where the supplier would receive income directly from customers using the facility.

TABLE 4: AUTHORISATION AND ACCEPTANCE THRESHOLDS – CONCESSION CONTRACTS

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
Low Value Up to £10,000 (plus VAT)	Seek at least two or more written quotes **or** select a supplier that offers Best Value. A Demonstration of Best Value Form **MUST** be completed and returned to the Procurement Team	Check that there is not an aggregation of contracts beyond this value Lead officer to confirm contained within existing budget.	Copies of quote(s) received Best Value form (if required) Purchase Order	No further approval required, if contained within existing budget Comply with arrangements for executing contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
	if only one quote is sought.			
Medium Value £10,001 - £50,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must advertised on the Government Digital Service	Check that there is not an aggregation of contracts beyond this value The Head of Service must approve if insufficient service budget available.	Request for quotation (RFQ) and Purchase Order or standard T&C's Use the Invitation to Quote template as a starting point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance. Maintain appropriate records for all purchases.	As per Financial Regulations. Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed.

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts under the Scheme of Delegation
High Value £50,001 (plus VAT) - UK Threshold £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval Corporate Director must provide written approval if sufficient budget available or written approval from CLT if insufficient budget available. IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS). Seek advice and guidance from Procurement and Legal teams at planning stage.	Tender documentation Use the Invitation to Tender Template as a starting point. This will need to be individually tailored to your requirements. Ensure you have appropriate terms and conditions for your contract. Contact the legal team for guidance Contract via legal	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed

Total Spend / Aggregate Contract Value	**Procurement Process**	**Pre-Procurement Approval Required**	**Documentation Required**	**Authorisation for award of contracts under the Scheme of Delegation**
Above UK Threshold Above £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation seek advice from Procurement Team Contract via legal	As per Financial Regulations Comply with arrangements for executing contracts Forward a signed copy of the contract to the corporate contracts repository Head of Service must provide written approval before an official Purchase Order is placed

<u>Arrangements for the execution of contracts*</u>

Contracts up to £50k	Signed by the relevant Head of Service
Contracts above £50k and below relevant UK Threshold	Is in writing and is signed by the Managing Director, Monitoring Officer or Deputy Monitoring Officer.
Contracts above relevant UK Threshold	Is in writing and is either: (a) affixed with the Council's Common seal and attested by the Managing Director, Monitoring Officer or Deputy Monitoring Officer; 1.6. or (b) signed by two authorised sigantories being: the Managing Director, Monitoring Officer and Deputy Monitoring Officer.
Use of the Common Seal of the Council	The Council's Common Seal **must** be applied where the contract is a deed, irrespective of its financial value. The Council's Common Seal **may** also be applied to contracts above the relevant UK Threshold. Otherwise at the discretion of the Monitoring Officer.

Use of electronic signatures	An electronic reproduction of the signature of an authorised signatory **may** be used for a contract below the relevant UK threshold **provided that:** **(a)** it is not required to be executed under Seal; and **(b)** the authorised signatory has expressly agreed to the application of their signature on each occasion and maintains a written record of the same. 1.7.

- **NB: other types of legal agreements, which are not contracts for goods, works or services, must be referred to the Monitoring Officer for authorisation.**