

Contract Standing Orders Table of Changes – February 2025

	<u>Description</u>	<u>Existing Contract Standing Orders</u>	<u>New Contract Procedure Rules</u>
1.	<i>Thresholds for competition</i>	<p>Band 1 – up to £10,000</p> <p>Band 2 £10,001 - £75,000</p> <p>Band 3 £75,000 – EU thresholds</p> <p>No option available for Procurement to allow the use a band down</p>	<p>Band 1 – up to £15,000 for services and supplies. Up to £25,000 for works</p> <p>Band 2 £15,001 – £100,000 for supplies and services. Up to £250,000 for works</p> <p>Band 3 £100,001 (£250,000 works) – Procurement Act 2023 thresholds</p> <p>Option to request permission in exceptional circumstances to use a less onerous band or more informal process.</p>
2.	<i>Overview and responsibly</i>		Obtain a Contract reference at the start of the process.
3.	<i>Exemptions</i>	Delete exemption for Goods and materials sold at a fixed price or are wholly controlled by trade organisations or government order as not used	<p>Create new exception for “unforeseen works or circumstances where delay will adversely impact on the service delivery for the council or access to external funds”.</p> <p>Create new exception for “exceptional circumstances not covered by above” (other exemptions) which must be approved by Borough Solicitor and Corporate Procurement Manager</p>
4.	<i>Using Framework agreements</i>		<p>Duty to consider and research if there is an appropriate framework that is likely to provide better value than our own procurement exercise.</p> <p>Prohibit the use of direct award options where the framework has a mini competition option. Waiver can be applied for using waiver reason B</p>

Contract Standing Orders Table of Changes – February 2025

			or new waiver option above if circumstances warrant.
5.	<i>Social value thresholds</i>	Not currently detailed in CSOs but has been	<p>All Band 3 procurements to have 10% of the evaluation given over to social value. Unless works with duration under 9 months. To be evaluated and contract managed in house.</p> <p>All over Procurement Act 2023 Threshold. To have 10% evaluation given over to social value and the use the Social Value portal for evaluation and contract management and reporting.</p>
6.	<i>Pre market engagement</i>	Currently quite light touch, suggests it would be a good idea	<p>To make it a requirement to do some pre-market engagement.</p> <p>Guidance of what to be on the intranet rather than in CPR's</p>
7.	<i>Using existing council services or existing contracts</i>		If in existence, make proportionate efforts to engage with service or contract manager with a view to use if appropriate.
8.	<i>Contract Management</i>	Wholesale re write	<p>Expectation that contract managers ensure contractors are fulfilling their obligations under the contract Insurance, qualifications, certifications etc and of course perform under the contract.</p> <p>Expectation to have a contract file stored centrally within the department to enable a new contract manager to take over without a formal handover.</p> <p>Need to inform procurement for over threshold contracts of issues that will need a notice published.</p> <p>Need to inform procurement on over threshold contracts when the contract finishes.</p> <p>Need to consider next procurement (if an ongoing need) in sufficient time.</p>

Contract Standing Orders Table of Changes – February 2025

			<p>Formal KPI monitoring for over £5Million contracts.</p> <p>All staff with contract management in Job descriptions must attend contract management training as soon as possible after appointment.</p>
9.	<i>Contract Extensions and Contract Variations</i>		<p>Include requirement to consult with Corporate Procurement before invoking extensions and before agreeing variations where the contract is covered by or where it may become covered by the Procurement Act 2013.</p>