

Appendix 4 – Minimum Contract Requirements

VALUE OF CONTRACT	MINIMUM PURCHASING REQUIREMENTS	MINIMUM CONTRACT REQUIREMENTS	ENTER ON COMMISSIONING INTENTIONS Y/N	USE OF PROCONTRACT	ENTER CONTRACT ON CONTRACT REGISTER
£1 - £500	<ul style="list-style-type: none"> – Use purchasing card if accepted by supplier – Demonstrate VfM by testing the market – Think Local 	Ensure written record of purchase	No	Recommended	n/a
£501 - £5,000	<ul style="list-style-type: none"> – Demonstrate VfM by testing the market – Think Local – Consider the Social Value Policy & Toolkit 	Ensure written record of purchase	No	Recommended	Recommended
£5,001 - £50,000	<ul style="list-style-type: none"> – Think Local – 3 written Quotes via ProContract – Consider the Social Value Policy & Toolkit – Do NOT use a PQQ but can ask suitability questions – Advertise on Contracts Finder if >£25K – State award criteria – Award Contract on Contracts Finder if >£25K 	Council's Standard Contract Terms (unless agreed with the Legal or Procurement departments)	No	Mandatory	Yes
£50,001 -	<ul style="list-style-type: none"> – Think Local 	Council's Standard	Yes	Mandatory	Yes

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£100,000	<ul style="list-style-type: none"> – 3 written Tenders via ProContract – Consider the Social Value Policy & Toolkit – Advertise on Contracts Finder – Do NOT use a PQQ but can ask suitability questions – Advertise on Contracts Finder – State award criteria – Award Contract on Contracts Finder 	Contract Terms (unless agreed with the Legal or Procurement departments)			
£100,001 – EU Threshold (£172,514 goods and services or £4.3m works)	<ul style="list-style-type: none"> – 3 written Tenders via ProContract – Apply the Social Value Policy and Toolkit – Advertise on Contracts Finder 	Follow guidance at Appendix 11 (Contract Forms and Terms & Conditions)	Yes	Mandatory	Yes

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	<ul style="list-style-type: none"> – Works can use a PQQ but NOT for Goods and Services below the threshold – State award criteria – Award Contract on Contracts Finder – Contract must be sealed 				
Above EU Threshold (£172,514 goods and services or £4.3m works)	<ul style="list-style-type: none"> – Follow an EU compliant procedure (see Appendix 9 (Procurement Options), Appendix 5 (Drafting Specifications) and Appendix 13 (Evaluation Criteria) and Appendix 20 (Procurement above the EU Thresholds - Options)) 	Follow guidance at Appendix 11 (Contract Forms and Terms & Conditions)	Yes	Mandatory	Yes

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	<ul style="list-style-type: none"> – Apply the Social Value Policy and Toolkit – Advertise on Contracts Finder and in OJEU – Contract MUST be sealed – Award Contract in OJEU 				
Light Touch Regime – Below threshold (£625,050)	<ul style="list-style-type: none"> – Think Local – 3 written Tenders via ProContract (above £50k) – Apply the Social Value Policy and Toolkit – Advertise on Contracts Finder if >£25k – State award criteria 	Council's Standard Contract Terms (unless agreed by the Legal or Procurement Departments)	Yes (above £50K)	Mandatory	Yes
Light Touch Regime – above threshold	<ul style="list-style-type: none"> – Follow a procedure compliant with EU procurement rules for LTR (see Appendix 7 Procurement Options) 	Follow guidance at Appendix 11 (Contract Forms and	Yes	Mandatory	Yes

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(£625,050)	<ul style="list-style-type: none">- Apply the Social Value Policy and Toolkit- Advertise on Contracts Finder- Award Contract in OJEU- Contract <i>MUST</i> be sealed	Terms & Conditions)			