

Section	CSO Section	Sub Section	Current wording	Amended Wording
3	What these CSOs Cover	3.1.4	3.1.4 to grants (for further info, speak to Procurement);	Delete
		3.2.4	to internal “ contracts ” between departments within the Council	Service Level Agreements
4	Other Key Documents	4.1.1	...available from Procurement	Delete wording and add in intranet link
		4.1.5	... see Business Ethics	Delete ' see ' and add including
5	Commissioning Intentions		Commissioning Intentions	Contracts Pipeline
		5.1	All revenue procurements over £50k in value MUST be entered on the Commissioning Intentions list which can be found on the public website	All revenue procurements over £50k in value MUST be entered on the Contracts Pipeline which is published on the public website
		5.2	Applications to make an entry on the Commissioning Intentions list MUST be made via the Contracts Panel	Applications to make an entry on the Contracts Pipeline list MUST be made via the Strategic Procurement Team
8	Key Stakeholders	8.1	You MUST get Legal, Procurement and Financial advice prior to commencing any procurement	Delete
9	Proportionality	9.1	You MUST provide the suppliers the information they need to understand the requirement but not overload them with unnecessary information .	You MUST conduct a process that is proportionate to the value and risks of the requirement.
10	Market Analysis	10.1		Insert: Is there a supply market for the requirement?
12	Procurement Plan		[in heading] Do you really...	Delete
			How can Think Local apply to what you are buying?	How can Think Local apply to what you are buying? (Appendix 21)
		12.1	Consultancy requirements of any value MUST be approved in advance	Amend to: You MUST refer to the latest publish guidance on the intranet for Consultancy and ensure the required approvals are in place.

13	Undertake the Procurement Process		The flowchart below illustrates the procurement and commissioning process from planning, through contracting with the supplier, performance monitoring and reviews and finally analysis of the outcomes and the market for future needs.	The Procurement Cycle below illustrates the procurement and commissioning process from planning, through contracting with the supplier, performance monitoring and reviews and finally analysis of the outcomes and the market for future needs.
	Think LOCAL	1.3	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)	Apply Think Local (delete rest of statement)
		2.2	Apply Think Local (Preference will be given to local suppliers, where they exist, provided they offer Value for Money)	Apply Think Local (delete rest of statement)
		2.4	Obtain at least 3 written Quotes via ProActis if below £25k or advertise in Contracts Finder if contract is above £25K (see Appendix 20 Below Threshold Contracts)	Obtain at least 3 written Quotes via the Council's e-tendering system if below £50k . You MUST Publish an Award Notice in Contracts Finder if the contract is above £30K
		2.4(a)		Complete a Contract Spend Request
		2.9	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder if Contract is over £30K (inc VAT)
		3.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		3.5	Complete the Business Case and get approval from Contract Panel	Complete a Contract Spend Request
		3.9	You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)	Delete and replace with You MUST conduct relevant Due Diligence for the preferred bidder before award.
		3.12	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder
		4.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		4.5	Complete the Business Case and get approval from Contract Panel	Complete a Contract Spend Request

		4.8	You MUST take up references for the preferred bidder before award (a Reference Questionnaire is available from Procurement)	Delete and replace with You MUST conduct relevant Due Diligence for the preferred bidder before award.
		4.11	The contract MUST be signed using DocuSign	Delete
		4.12	Advertise the Contract award via Contracts Finder	Publish the Contract award on Contracts Finder
		5.2	You MUST add to Commissioning Intentions List	You MUST add to the Contracts Pipeline
		5.4	Complete the Business Case and get approval from Contract Panel	Delete and insert Complete the Contract Spend Request
		5.6	ProActis	Delete and add the Council's e-tendering system ✓
		5.11	The contract MUST be signed using DocuSign	Delete
		6.4, 6.6, 6.11	As per sections 5.4, 5.6, 5.11	As per sections 5.4, 5.6, 5.11
E	Contract Award & Implementation			
		14.1	It is critical that the Contract award and implementation are carried out effectively. Prior to contract award you MUST ensure that your objectives are fully addressed and that all approvals to award issues are covered	Prior to contract award you MUST ensure all that all of the objectives stated in the specification are met by the outcome of the Procurement.
		15.1	The Procurement Evaluation and Approval Report MUST be completed in line with the Public Procurement Regulations. The report MUST explain how you have come to the decision to award for all procurements above £50k.	The Procurement Evaluation and Approval Report MUST be completed in line with the Public Procurement Regulations. The report MUST explain how you have come to the decision to award. (delete rest of statement)

		16.2	If the supplier requests a face to face debrief, it is normal and courteous to do this where the Contract is complex, of high value and/or has taken a long time to complete, so long as you do so in a transparent and non-discriminatory way.	If the supplier requests a verbal debrief, discuss this with Procurement.
		17.1	17.1 For Contracts above the Thresholds, you MUST submit a Contract Award Notice in 'Find A Tender'.	17.1 For Contracts above the Thresholds, you MUST submit a Contract Award Notice in 'Find A Tender'. Add in: Unless the contract has been awarded under a framework.
		17.2	All Contracts above £25K in value MUST be published on Contracts Finder. See Appendix 20 (Below Threshold Contracts caught by Part 4 of the Regulations).	All Contract awards above £30K in (inc VAT) in value MUST be published on Contracts Finder. See Appendix 20 (Below Threshold Contracts caught by Part 4 of the Regulations).
APPDX	1		Business Case: A document that must be presented to the Contract Panel for approval prior to procuring revenue spend above £20,000	Replace with: A document that must form part of a Contract Spend Request for approval, prior to procuring revenue spend above £25,000
			Commissioning Intentions £50,000	Delete and replace with Contract Pipeline change value to £25,000
			Contract Panel	Remove
			Contracts Register: ProActis/ProContract	Delete and replace with the Council's e-tendering system
			DocuSign	Delete
			FOIA: The Freedom of Information Act 2000 and the Environmental Information Regulations 2004	Delete and the Environmental Information Regulations 2004 and insert separate definition
				Insert Prudential Code - The Prudential Code for Capital Finance in Local Authorities
			Selection Questionnaire	Delete and move to fall into alphabetical sequence
			ProActis	Delete

			Residents	Delete Means
			Social Value: Described in the Social Value Act	Delete and replace with Public Services (Social Value) Act 2012
	2	1	The completed and signed exemption form (available from Procurement	...(available via the Procurement intranet pages)
	3	7	Members MUST NOT breach the Bath & North East Somerset Code of Conduct by listening to or receiving viewpoints from contractors and suppliers or other interested parties unless they make it clear that they are keeping an open mind	Members MUST NOT breach the Bath & North East Somerset Code of Conduct by listening to or receiving viewpoints from contractors and suppliers or other interested parties during a procurement exercise
	7		The Council's Contract Register is available through the ProActis e-tendering system	The Council's Contract Register is available through the Council's e-tendering system
	9	1	the ProActis e-tendering system	the Council's e-tendering system
			In the absence of[to] for further details	Delete and replace with Where a Contract above £3025,000 (inc VAT) is advertised publicly the opportunity must be advertised on Contracts Finder through publication of a Contract Notice. Note: a Contract Notice is not required where the process is an invited process in accordance with the CSOs or where it is a call-off from an existing Framework Agreement, however the requirement in relation to an Award Notice is applicable. Where the Contract is above £30,000 (inc VAT) an Award Notice must be published on Contracts Finder within 30 days of the Contract award date. See Appendix 20 for
		3	Health and "Social" Services	Delete and include The
	11	1	followed	Delete and replace with applicable
	15	1	3 written Quotes via ProActis if <£25k	3 written Quotes via the Council's e-tendering system if <£30k (inc VAT)

			Advertise on Contracts Finder >£25K (or 3 quotes if using local market	Advertise on Contracts Finder >£30K (inc VAT)
			Award on Contracts Finder >£25K	Publish the Contract Award on Contracts Finder if >£30K (inc VAT)
				Publish the Contract Award
			Contract	Publish the Contract Award on Contracts Finder
	16		The timeframes above...	Delete
	20	1.1	...an advert on Contracts Finder via the ProActis e-tendering system	...an advert on Contracts Finder via the Council's e-tendering system
		1.2		Insert: or where the opportunity is an invited quote in accordance with the CSOs.
		2.1	You MUST not use a ...	Delete and replace with shortlist using an
		3.1		Insert: and when you run an invited quote in accordance with the CSOs.
		3.2	Delete a reasonable time	Replace with: 90 days of contract award
	21			New Think Local Guidance