



UPTON BY CHESTER AND DISTRICT PARISH COUNCIL

Procurement Policy

Approval Date	November 2023
Review Date	November 2024

1.0 Introduction

1.1 The Policy ensures that the Parish Council follows a clear, transparent and legal process when procuring goods and services.

1.2 This Policy expands on the Contracts information within the Parish Council's Financial Regulations (Section 11) and should be read in conjunction with this.

1.3 The Parish Council must ensure that, where applicable, it adheres to the [Public Contracts Regulations \(2015\)](#) and [Section 135 of the Local Government Act \(1972.\)](#)

2.0 General

2.1 Procurement is the method by which the Council strategically secures the purchase of goods and services to ensure maximum benefit to the Council.

2.2 A Contract is defined as an agreement between the Council and an individual or organisation for the provision of goods or services by way of payment.

2.3 A Tender is a submission from an individual or organisation normally in response to an invitation from the Council to bid for a Contract.

2.4 All Members and Officers are responsible for obtaining value for money, by using a robust procurement process.

2.5 The Council is not obliged to accept the lowest tender, quote or estimate.

2.6 The Council may consider joining a suitable Procurement Framework if it will bring benefits in terms of reduced costs.

2.7 The Council prefers to use local suppliers, tradespeople and businesses when it is possible and appropriate.

3.0 Procurement Thresholds

3.1 The procurement process is determined by the value of a Contract.

a) Contracts between £500 and £2,999

The Clerk or Responsible Financial Officer (RFO), duly delegated staff member, Working Party or Committee shall strive to obtain three estimates.

b) Contracts between £3,000 and £24,999

The Clerk or RFO, duly delegated staff member, Working Party or Committee must obtain three estimates for consideration.

c) Contracts over £25,000

The Clerk or RFO must ensure that procurement process adheres to the Public Contracts Legislation (2015.) This responsibility cannot be delegated to another staff member.

d) Contracts exceeding the Public Contracts Directive 2014/24/EU thresholds

The Public Contracts Directive 2014/24/EU must be adhered to for Contracts with values over €214,000 (goods and services) or €5m (construction.) These thresholds will be updated by the UK Parliament on 1 January 2024.

3.2 The Contract value is calculated as:

a) The estimated total cost over the life of the Contract at the point of invitation

b) Plus any extension or renewal options

c) Plus VAT (legislation amended on 1 January 2022 to include VAT)

For example if considering a three-year Contract, the value of the Contract is the total cost over the full three years including VAT.

3.3 Contracts must not be disaggregated so that they fall into a lower threshold.

4.0 Specification

4.1 A written specification should be set out for every contract over £500 so that quotes are comparable, and contractors are treated fairly.

4.2 The specification should be precise, detailed, and aim to anticipate all costs and risks that may be incurred.

4.3 The specification should specify, amongst other details, what the contract will deliver, the time frame, performance standards, quality level, service frequency and the plan for management of the contract.

5.0 Publication of Contract Opportunities

5.1 The Council may advertise Contract opportunities publicly and invite tenders; or it may choose not to advertise publicly and to approach Contractors directly for quotes.

5.2 If the Council publicly advertises a Contract opportunity over £25,000 it must place that Contract opportunity on the Government's [Contracts Finder](#) service within 24 hours of advertising it elsewhere (110(c) Public Contract Regulations 2015.)

6.0 Evaluation

6.1 All quotes or estimates should be evaluated using an agreed evaluation scorecard and the evaluation criteria may be made public.

7.0 Exemptions

7.1 This policy does not need to apply to contracts which relate to:

- a) the supply of gas, electricity, water, sewerage and telephone services
- b) specialist services such as legal professionals acting in disputes
- c) work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant
- d) work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council
- e) additional audit work of the external auditor up to an estimated value of £500
- f) goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.