

APPENDIX D – Tender and Contract Regulations Delegations

| | Procurement Threshold Value (ex-VAT) | Pre-procurement - Business Case | | Route to Market | | Post Procurement - Contract Award | | Permitted Extension | | Contract Variation | |
|---|---------------------------------------------------------------|---------------------------------|--------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| | | Authorisation | Requirement | Authorisation | Requirement | Authorisation | Requirement | Authorisation | Requirement | Authorisation | Requirement |
| A | Low Value (0-£25k) | n/a | n/a | n/a | Ideally 3 written competitive quotations | Budget Holder | PO with quotations attached PO terms and conditions | Budget Holder | PO change order | Budget Holder OR Move to next threshold | PO change order |
| B | £25k up to LOW VALUE THRESHOLD | Head of Service | LV Business Case | Head of Service | Minimum 3 written competitive quotations OR Portal Tender Publish Notices | Head of Service | PO with suitable evidence of Signed Contract (If over £100,000 instruct Legal Services to sign) Publish Notices | Head of Service | PO change order Publish Notices | Head of Service OR Move to next threshold | PO change order Publish Notices |
| C | LOW VALUE THRESHOLD – Key Decision Value | Director | Business Case | Chair of Procurement Board recommendation to Director | Route to Market gateway report Procurement tender to be run via portal Publish Notices | Chair of Procurement Board recommendation to Director | Contract Award Report Instruct Legal Services to sign contract. PO with suitable evidence of signed contract Publish Notices | Chair of Procurement Board recommendation to Director | Procurement Extension Report PO change order Publish Notices | Chair of Procurement Board recommendation to Director OR Move to next threshold | Procurement Variation Report (refer to Reg 30.3) Publish Notices |
| D | Key Decision Value and above (or as required by Constitution) | Corporate Director | Business Case KDN | Chair of Procurement Board recommendation to Lead Cabinet Member | Route to Market gateway report Procurement tender to be run via portal Publish Notices | Chair of Procurement Board recommendation to Corporate Director | Contract Award Report KDN Instruct Legal Services to sign contract. PO with suitable evidence of signed contract Publish Notices | Chair of Procurement Board recommendation to Corporate Director | Procurement Extension Report PO change order Publish Notices | Chair of Procurement Board recommendation to Corporate Director | Procurement Variation Report (refer to Reg 30.3) PO change order KDN (if applies) Publish Notices |