

Procurement Policy



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Abbreviations Commonly Found in Procurement

Abbreviation	Meaning
2023 Act	The Procurement Act 2023
2024 Regulations	The Procurement Regulations 2024
Associated Person	A person or entity that the supplier is relying on in order to satisfy the conditions of participation (other than a guarantor).
CAN	Contract Award Notice - the notice issued to Find a Tender Service to advertise intention to award a contract.
CDN	Contract Details Notice – the notice issued to Find a Tender Service to notify market the contract has been awarded
CoI	Conflict of Interest
Commercial Tool	A framework, dynamic purchasing system or dynamic market
Connected Person	An individual or entity: a. with significant influence or control over the supplier; b. which the supplier has significant influence or control over; and c. which have certain associations with the supplier Examples include majority shareholders, directors and shadow directors, parent and subsidiary companies, predecessor companies.
Contract manager	The Council's contract manager
Council	This Council – Newry, Mourne and Down District Council
Covered Procurement	A procurement to which the Procurement Act 2023 applies
CPD/DoF	Construction & Procurement Delivery (CPD) which provides a central procurement function for central government in Northern Ireland under DoF (Department of Finance)
CPV	Common Procurement Vocabulary

DAC	Direct Award Contract – also known as Single Tender Action
Debarment list	A central list of suppliers maintained by the UK Cabinet Office. Inclusion on the list means that the supplier's past behaviour or circumstances mean that it is not, or may not be, allowed to participate in covered procurements or be awarded public contracts for up to 5 years. If on the debarment list as an excluded supplier, a contracting authority must not award a contract to the supplier. If on the debarment list as an excludable supplier, a contracting authority may award a contract to the supplier.
DM	Dynamic Market – a commercial tool available under the 2023 Act
DPS	Dynamic Purchasing System – a commercial tool available under the PCR 2015
Excludable supplier	A supplier who has failed the discretionary exclusions set out in the Procurement Act 2023
Excluded supplier	A supplier who has failed the mandatory exclusions set out in the Procurement Act 2023
FTS	Find a Tender Service (where notices are published)
Implied term	A term which applies to a contract owing to the PCR 2015 or 2023 Act even if the term is not explicitly stated in the terms and conditions
ITT	Invitation to Tender
ITT Submission	Tender Return or formal offer from a supplier
KPI	Key Performance Indicator
Lead Officer	The person responsible for procuring and managing a contract. Typically this would be the Contract Manager
MAT	Most Advantageous Tender
NMDDC	Newry, Mourne and Down District Council
PCR 2015	Public Contract Regulations 2015 – as amended - http://www.legislation.gov.uk/ukxi/2015/102/contents/made
PO	Purchase Order

PPN	Procurement Policy Notes (PPNs) are the means by which the NI public sector is advised of procurement policy: http://www.dfpni.gov.uk/content - cpd - policy - _procurement_guidance_notes
PQQ	Pre-Qualification Questionnaire
RFQ	Request for Quotation
Tender notice	The notice published on Find a Tender Service to advertise a public contract
Transparency notice	The notice published on Find a Tender Service before making a direct award.
UK Threshold	The thresholds at which the 2023 Act apply to procurement.
VfM	Value for Money

1. BACKGROUND & PURPOSE

1.1 What is Public Procurement?

Public procurement refers to the process by which public authorities purchase goods, works or services from external providers that enable them to deliver the services for which they are responsible.

Public Procurement is defined as¹:

"The process of the acquisition, usually by means of a contractual arrangement after public competition, of goods, services, works and other supplies by the public service' and adopts 'Best Value for Money' as 'the most advantageous combination of cost, quality and sustainability to meet customer requirements."

As such, procurement is a critical function of government and accounts for a significant proportion of public spending. Given the resource implications, it is essential that procurement activity is well managed to secure the maximum possible value from this expenditure. The overriding procurement policy requirement is that all public procurement must be based on value for money, defined as "the most advantageous combination of cost, quality and sustainability to meet customer requirements".¹ This should be achieved through competition unless there are compelling reasons to the contrary.

For any procurement within scope of the Procurement Act 2023 (the 2023 Act), procurement "means the award, entry into and management of a contract"². The 2023 Act places additional obligations on the Council regarding conflicts of interest and contract management compared to the PCR 2015.

Procurement is also about making choices and a public authority's procurement activity provides a very clear signal of the organisation's values and how it wants to be seen now and in the future. At a strategic level, aligning procurement decision-making to the organisation's broader policy objectives means that the organisation's purchasing power can be leveraged to make a positive impact towards those goals, for example to achieve wider economic, environmental and social benefits.

¹ <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/NI-public-procurement-policy.pdf>

² [Procurement Act 2023](#), section 1

1.2 Mission Statement for NMDDC's Procurement Policy

The overarching objective of Newry, Mourne and Down District Council's (NMDDC/the Council) procurement activities is to secure the most advantageous tender (MAT). The aim is to achieve a best value for money (VfM) outcome for the ratepayer whilst delivering on the key economic, environmental and social outcomes set out in the Council's Corporate Plan.

In the achievement of this overarching objective, Council's procurement activities must also:

- Demonstrate propriety and good practice
- Comply with legal requirements that apply to public procurement activities
- Meet the Social Value Criteria as approved by the Council.

1.3 Purpose, Application and Scope

The purpose of this Policy is to govern the method by which the Council procures the goods, works and services required to enable it to deliver its services effectively.

This document is designed therefore to assist Council Officers to determine the most appropriate method of procurement when purchasing goods, works and services. It details what the Council expects from its Officers in terms of behaviour, actions taken and processes to be followed. Acceptable procurement methods are set out in Appendix 2.

This Policy applies to all Council Officers involved in the execution of works, supply of products or provision of service contracts, where they are involved in a procurement process, whether as requisitioners, specifiers, purchasers or those who validate or authorise payment. This includes full-time and part-time employees on a substantive or fixed-term contract and associated persons such as agency staff, contractors and secondees. Consultants working on behalf of the Council who are involved in the procurement process must ensure they and their documentation comply with this Policy.

For covered procurements above the UK Threshold, this policy also applies to anyone internal or external to the Council who influences decisions relating to a covered procurement, including approving any stage of a procurement from business case to signing the final contract. This includes full-time and part-time employees on a substantive or fixed-term contract and associated persons such as agency staff, contractors and secondees as well as external advisors and consultants.

All those engaging in procurement activity shall be aware of, and comply with, this Policy and relevant and associated statutory and regulatory requirements, as detailed in section 2, when undertaking procurement activity.

This Policy **does not** apply to:

- A contract for the acquisition, by whatever means, of land, buildings or any other complete work, or of an interest in or right over any of them, or which concerns an interest in or right over any of them
- Certain legal services (for example, legal representation or advice by a lawyer in judicial proceedings before the courts or in situations where there is a high probability that judicial proceedings will result)
- A contract for the provision to a contracting authority of arbitration, mediation or conciliation services, or of any other similar services
- A contract for the provision or carrying out of certain investment services or activities, or of an ancillary service, in relation to a financial instrument by an investment firm or a qualifying credit institution
- Loans
- Employment contracts
- Civil defence and danger prevention services that are provided by non-profit organisations covered by section 20 in Schedule 2 of the Act
- A contract that is required to be awarded in accordance with the public service obligations regulations (as defined by section 136(11) of the Railways Act 1993)
- Public contracts known as vertical or horizontal arrangements between public sector entities that satisfy a range of conditions
- A contract for the provision of research and development services to a contracting authority, where (a) the services are intended by the authority to be for, or to result in, benefit to the public, and (b) the contract does not also provide for the provision of goods or works
- Statutory payments such as TV licensing, LPS rate payments, pension contributions
- Cost of attending training and development events
- Cost of study courses; attendance at conferences, exhibitions, seminars and workshops
- Officer's professional fees required as legal necessity to perform their duties
- Payments to individuals such as speaker fees; organist; medical reports
- Internal purchases (including petty cash)
- To Grants: refer to Managing Public Money Annex 5.1³

³ [Managing Public Money NI \(MPMNI\) | Department of Finance](#)

For a full list of exempted contracts and specific definitions of each exemption, please refer to Schedule 2 of the 2023 Act⁴.

1.4 Procurement Act 2023 Objectives

For procurements covered by the 2023 Act (covered procurements), the Council must have regard to the importance of

- (a) delivering value for money;
- (b) maximising public benefit;
- (c) sharing information for the purpose of allowing suppliers and others to understand the Council's procurement policies and decisions;
- (d) acting, and being seen to act, with integrity.

In carrying out a covered procurement, the Council must treat suppliers the same unless a difference between the suppliers justifies different treatment.

If the Council considers that different treatment is justified in a particular case, the Council must take all reasonable steps to ensure it does not put a supplier at an unfair advantage or disadvantage.

In carrying out a covered procurement, the Council must have regard to the fact that small and medium-sized enterprises may face particular barriers to participation, and consider whether such barriers can be removed or reduced.

In addition to these objectives, some general principles of law have emerged from the case law. The most important of these general principles of case law to be aware of in the procurement context are:

- **Equal treatment (non-discrimination/fairness):** Contracting Authorities are obliged to treat both potential and actual suppliers in the same way, without favour or prejudice. When specifying requirements avoid brand names and other references which would favour or eliminate particular providers, products or services and accept

⁴ [Procurement Act 2023](#) schedule 2

equivalence. Contracting Authorities must accept equivalent certificates or standards to those specified in tender documents.

- **Transparency (openness):** Advertising (appropriate to the size of the contract) is necessary to demonstrate transparency. Contracting Authorities must be upfront with Suppliers about the conditions for participation, clearly specified requirements, contract details, award criteria and the reasons why they were or (more importantly) were not successful.
- **Proportionality:** Contracting Authorities must ensure that tender requirements and procedures are both relevant to the contract being procured and proportionate to the contract.
- **Confidentiality:** Contracting Authorities are obliged to respect the confidentiality of the information received from suppliers during the procurement process, subject to the Freedom of Information Act and other legislation requiring disclosure of such information.

1.5 Northern Ireland Public Procurement Policy

The Northern Ireland Public Procurement Policy Statement⁵ sets out four principles to be considered in addition to the objectives set out in the 2023 Act. These are:

Accessibility: Government contracts will be accessible to Small and Medium Sized Enterprises, Micro Businesses and Social Enterprises

Efficiency and Effectiveness: We have a high performing, efficient and effective procurement function

Social Value: We will maximise social, economic and environmental outcomes through procurement spend and grant funding

Transparency: We will be transparent about our pipeline of procurement opportunities; how public money is being spent and how we are meeting the Executive's procurement policy requirements

⁵ [Public Procurement Policy Statement | Department of Finance](#)

1.6 Managing Public Money

Managing Public Money⁶ requires everyone working in public services in Northern Ireland to be aware of the need to manage and deploy public resources responsibly in the public interest.

This requirement is clearly very relevant when undertaking procurement activity which must be carried out:

- In the spirit of, as well as to the letter of, the law
- In the public interest
- To high ethical standards
- To achieve value for money.

⁶ <https://www.finance-ni.gov.uk/publications/managing-public-money-ni-mpmni>

2. LEGISLATION & POLICY

2.1 Legal Context

The Local Government Act (Northern Ireland) 1972 states a Council may enter contracts necessary for the discharge of any of its functions⁷. To enter contracts for the supply of goods, works and services, Local Authorities are subject to and must adhere to procurement related legislation.

The Procurement 2023 (the 2023 Act) and the Procurement Regulations 2024 (the Regulations) apply to all above threshold procurements from 24th February 2025.

The PCR 2015 will continue to apply to frameworks and contracts awarded under the PCR 2015 until the expiry of those frameworks and contracts.

2.2 Procurement Thresholds

The thresholds at which public procurement opportunities are subject to the full suite of UK regulations governing public contracts are revised every two years. This is to take account of currency fluctuations, and to ensure the UK complies with its obligations under the World Trade Organisation's Agreement on Government Procurement (GPA)⁸. The current applicable thresholds are provided in the attached

⁷ [Local Government Act \(Northern Ireland\) 1972 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1972/12/section/1)

⁸ <https://www.gov.uk/government/publications/ppn-1123-new-thresholds/procurement-policy-note-1123-new-thresholds-html#background>

Appendix 1.

Officers must calculate the estimated value of a contract based on the total amount payable including VAT. For guidance on how to recalculate contract value for contracts below the UK Threshold, see paragraph 2.5 of PPN 04/21⁹.

2.3 Regulated Procurement ('Above Threshold')

2.3.1 UK Public Procurement Regulations - The Procurement Act 2023

All regulated procurements started **on or after 24 February 2025** are subject to the provisions of the 2023 Act and the Procurement Regulations 2024. The 2023 Act introduced new public procurement rules and several new notices and discontinued notices used under the PCR 2015.

A competitive tender procedure is formally commenced by publishing a tender notice. Prior to this, for above threshold procurements, the Council must publish a PME notice if any PME has been undertaken unless there are good reasons not to and such reasons must be set out in the tender notice.

2.3.2 UK Public Procurement Regulations - Prior to the Procurement Act 2023

The PCR 2015 and the Concession Contracts Regulations 2016 will continue to apply to any contracts or any framework agreement, dynamic purchasing system or qualification system (referred to as 'commercial tools') set up under that legislation and will continue to be managed until their end for whatever reason e.g. expiry, termination) in accordance with that legislation. Any dynamic purchasing system and qualification system established under the previous legislation must come to an end as set out when they were established, or by 23rd February 2029 (four years after the new regime comes into effect), whichever is earlier. Any contract awarded under such an arrangement will continue until it comes to an end and be managed in accordance with the previous legislation.

There will be a transition period during which contracting authorities may be able to award contracts under commercial tools set up under both regimes. Therefore, Council officers should ensure that any decision on which commercial tool is to be used and the associated rationale is fully documented before commencing the procurement.

⁹ [PPN 04/21 Procurement Control Limits | Department of Finance](#)

2.4 Other Relevant Legislation When Procuring

When conducting procurement exercises it is usual to assess whether the bidders can comply with relevant legislation. The types of legislation that are commonly relevant in a procurement exercise are:

- Health and Safety Regulations
- Environmental Regulations
- Employment Regulations

When setting legislative requirements, it is important to check with the relevant Council section that the requirements are appropriate.

2.5 Wider Procurement Policy Landscape

The Council carries out its procurement activities adhering to Council Policy and Procedures.

In Northern Ireland, the Procurement Board, chaired by the Finance Minister, is responsible for the Northern Ireland Public Procurement Policy (NIPPP).

Construction & Procurement Delivery (CPD) is a business area within the Department of Finance (DoF) in the Northern Ireland Civil Service and supports the Procurement Board, liaising with the Cabinet Office on legislative matters, helping in the development of new policies, and monitoring their implementation¹⁰.

CPD is responsible for disseminating advice and guidance on the policies on public procurement, determined by the Procurement Board, to the Northern Ireland Central Government and arms' length bodies and monitors their implementation. It does this through the production of Procurement Policy Notes and Toolkits , which are developed in consultation with its public sector stakeholders. Procurement Policy Notes and Toolkits are available on the [CPD Website](#).

Although the Council is not directly subject to Northern Ireland Public Procurement Policy, Council Officers are encouraged to refer to CPD procurement policy notes and toolkits to

¹⁰ <https://www.finance-ni.gov.uk/topics/procurement-policy-and-guidance>

assist them if they are looking for any further guidance when performing procurement exercises, especially if the project is funded through central government.

2.6 Ethical Procurement and Social Value

Responsible and ethical procurement encompasses both Social Value and Sustainability and recognises the Council's responsibility to procure value for money goods, services, works and utilities, whilst maximising social value, minimising environmental impacts and ensuring the ethical treatment of people throughout its supply chains.

2.6.1 Legislative Context

The Council conducts procurement activity in line with the objectives of the 2023 Act and best practice principles of transparency, non-discrimination, fair treatment, proportionality, value for money and the maximising public benefit when conducting procurements of any value.

The 2023 Act sets out the specific types of eligibility, conditions of participation and award criteria that may be used to assess suppliers to ensure suppliers are treated in a fair and transparent manner. Conditions of participation and award criteria must be linked to the subject matter of the contract. Assessing suppliers on criteria considered as non-commercial (i.e. not linked to the subject matter of the contract) is not permitted. Non-commercial considerations could include, for example, a supplier's political affiliation.

The Council recognises the following:

2.6.2 Social Value

Leveraging service and works contracts to protect and enhance the health and wellbeing of local people and the local environment, providing skills and employment opportunities and promoting the local economy.

- Protecting people and the environment by ensuring Health and Safety is an inherent part of the procurement process
- Promoting social inclusion, equality and community benefit by including work-related opportunities, employability and apprenticeships in relevant contracts
- Supporting local economic regeneration by paying the living wage and ensuring that supply chain opportunities are accessible to Small and Medium Enterprises, Social Enterprises and the Voluntary and Community Sector.

2.6.3 Environmental Sustainability

Minimising environmental impacts, promoting animal welfare and improving efficiency throughout the supply chains of all goods, services and works procured.

- Sourcing lower impact materials and methods and promoting sustainable food, farming and animal welfare
- Maximising resource efficiency by considering whole life costs and seeking to reduce waste
- Mitigating and adapting to climate change by ensuring energy efficiency and promoting renewable and carbon energy.

2.6.4 Ethical Sourcing

Ensuring that human rights and employment rights are protected throughout the Council's supply chains and encouraging responsible business practices within the procurement process.

- Ensuring human and labour rights
- Ensuring legal and fair employment practices
- Contracting with responsible businesses.

Responsible Procurement will be balanced and guided by use of available resources whilst achieving value for money and constantly seeking continuous improvement and will contribute towards the Council Values and Outcomes.

2.6.5 Ethical Procurement

Ethics refers to the use of recognised social principles that involve fairness throughout the business relationship and being ethical means following a behaviour perceived as fair by the business community and wider society.

Being ethical means treating suppliers in a just, fair, honest and fitting manner; preferential treatment is considered unethical. Council departments are in control of large budgets; hence it is important to set out:

- The legislative context in which we operate

- The expected behaviours for all Officers and how these are built into our processes
- What we expect from our suppliers and how we can assess that within our procurement exercises.

The Council expects high standards of ethical conduct from employees and its consultants and advisors involved in Procurement and from its suppliers. Procurement specialists are also expected to observe and comply with codes of conduct set out by the Chartered Institute of Procurement and Supply.

For procurement exercises conducted under the 2023 Act, the Council will act in accordance with applicable legislation and have regard to the importance of the 2023 Act's objectives (set out in section 1.5).

2.7 Expected Officer Behaviour & Conflicts of Interest

To embed this approach, anyone internal or external to the Council involved in any procurement activity or who influences decisions relating to a covered procurement must adhere to the principles of conduct and the standards of behaviour expected as detailed in the Council's Code of Conduct.

The Council must take all reasonable steps to identify, and keep under review from identification of need through to contract expiry, in relation to a covered procurement any:

- (a) Conflicts of interest, or
- (b) Potential conflicts of interest.

The Council must, for covered procurements, mitigate conflicts of interest and address circumstances which it considers are likely to cause a reasonable person to wrongly believe there to be a conflict or potential conflict of interest ('perceived conflict of interest').

For the purposes of covered procurements, the 2023 Act defines interest as "includes a personal, professional or financial interest and may be direct or indirect".¹¹

For the avoidance of doubt, for covered procurements, conflict of interest declarations will be required from anyone who:

¹¹ [Procurement Act 2023](#) Section 81(4)

- approves a business case relating to a procurement, specifications, tender documents, the award of a contract or signs the final contract
- engages with suppliers in order to shape the specification, tender documents or procurement process
- develops the specification or tender documents
- is directly involved in assessing suppliers' tender submissions
- influences or makes a decision related to a procurement
- manages a contract awarded under the 2023 Act or approves any material decision in relation to such a contract (such as exercising an option to extend or introduce a contract change)

Any declared conflict of interest for above UK threshold covered procurements must be reviewed by a three person panel comprising officers from Procurement, the relevant Department and Corporate Services. The panel will decide appropriate mitigations.

Any declared conflict of interest for a procurement below the UK threshold must be reviewed by the individual's line manager, who will decide appropriate mitigations. In the event an external advisor or consultant declares a conflict of interest, the officer responsible for appointing the advisor or consultant will review the conflict and decide appropriate mitigations.

2.8 Assessing Suppliers

The Council exercises due diligence in assessing suppliers' ethical practices and, for covered procurements, the ethical practices of suppliers' Connected Persons (CPs), Associated Persons (APs) and sub-contractors by the following means:

- Whether a supplier or their CPs, APs or intended sub-contractors are on the national debarment list
- Mandatory exclusion of suppliers or their CPs, APs and intended sub-contractors who have been convicted of offences including conspiracy, corruption, bribery, non-payment of taxes (following consideration of whether the circumstances are likely to recur and allowing a supplier to replace any excluded AP or intended sub-contractor)
- Discretionary consideration of excluding suppliers or their CPs, APs and intended sub-contractors who are guilty of violating labour laws, professional misconduct, being involved in distorting competition (following consideration of whether the circumstances are likely to recur and allowing a supplier to replace any excludable AP or intended sub-contractor)
- Confirmation that suppliers comply with Fair Employment and Treatment (Northern Ireland) Order 1998

- Confirmation that suppliers have not and will not take part in canvassing, soliciting or have any conflicts of interest
- Confirmation that suppliers comply with the requirements of the Modern Slavery Act 2015.

2.9 Procurement Approach

The Council adopts a hybrid approach whereby a central procurement function supports trained and competent staff within directorates. However, ultimate responsibility for procurement resides in the Council service area where the expenditure is being incurred.

Where appropriate, the use of Government Procurement Frameworks and other relevant frameworks will be explored. Collaborative procurement opportunities should also be considered where relevant.

For procurement over the UK thresholds as set out in

Appendix 1, as part of the Social Value considerations the Council will assess suppliers on policies relating to ethical procurement and fair treatment of their supply chains.

2.10 Related Policies

A non-exhaustive list of current policies that should also be reviewed in conjunction with this Policy is listed below:

- Code of Conduct for Local Government employees
- The Northern Ireland Local Government Code of Conduct for Councillors
- Anti-Fraud Policy
- Fraud Response Plan
- Gifts and Hospitality Policy
- Freedom of Information Policy
- Data Protection Policy
- Conflicts of Interest Policy
- Complaints Policy and Procedure.

2.11 Complaints

The Council is committed to the provision of high-quality services. Our Complaints Handling Procedure reflects the Council's commitment to valuing complaints. Occasionally, things can go wrong. When this happens, we will investigate all complaints received and advise you of the outcome. We will conduct thorough, impartial and fair investigations of customer complaints so that, where appropriate, we can make evidence-based decisions on each case. You may find the following guidance useful in submitting a complaint.

Complaint Handling Procedure – Guide for Complainants [here](#).

Appendix 1 UK Threshold for Procurements

UK Thresholds for Procurements (Effective 1 January 2024 and updated 14 January 2025) ¹²		
Public Contracts	Threshold inc. VAT (published threshold)	Threshold exc. VAT (for information)
Supplies & Services	£214,904	£179,087
Works and Concessions	£5,372,609	£4,477,174
Light Touch Contracts for Services	£663,540	£552,950

¹² [Guidance: Thresholds \(HTML\) - GOV.UK](#)

Appendix 2: NMDDC Procurement Procedures

NMDDC Procurement Thresholds		
Contract Value	Procurement Process	Approvals Required
Low Value Order £0.01 to £500 <u>Restricted to specific users</u>	Low Value Orders are a specific type of order limited to a few named designated users who require orders under £500 to be issued directly to the supplier. The Assistant Director of Finance and Performance determines the users who can avail of LVO use.	A cumulative value for the requirement over a typical three-year contract period to be calculated.
Value for Money £0.01 to £10,000	Council Officer must demonstrate ' Value for Money ' (VfM) has been achieved by providing evidence that 2 prices have been sought, where possible. For some specialist supplies or services there may only be one supplier in the market. If this is the case, sufficient justification for not seeking a second price check should be documented. If a Framework or Dynamic Purchasing Systems is used, follow the rules of the particular Framework or DPS.	Requisition approved by authoriser with an approval limit greater than or equal to the requisition value.
Request for Quotation (RfQ) £10,000 to £50,000	3 written quotations are sought, where this is possible. For some specialist supplies or services there may only be one supplier in the market. If this is the case, sufficient justification for not seeking a second price check should be documented. If a Framework or Dynamic Purchasing Systems is used, follow the rules of the particular Framework or DPS.	Approval to Commence Procurement Form completed by Officer and signed by authoriser with an approval limit greater than or equal to the RfQ contract value.
Invitation to Tender (ITT) £50,000 to UK Thresholds – Goods, Works and Services	'Invitation to Tender' (ITT) documentation completed by Council Officer and uploaded for approval by Officer's authoriser.	Appropriate business case template completed depending on value and signed by the Director.

	Once approved, documentation is transferred to Procurement for review. When documentation has been finalised between Officer and Procurement, ITT is uploaded and advertised on the Council's tender portal by Procurement. If a Framework or Dynamic Purchasing Systems is used, follow the rules of the particular Framework or DPS.	Business case brought to relevant Committee for consideration and approval. Committee's decision referred to full Council for approval.
Above UK Threshold Level	Invitation to Tender (ITT) documentation completed by Council Officer using the appropriate above-threshold tender document templates and uploaded for approval by Officer's authoriser. Once approved, documentation is referred to Procurement for review. When documentation has been finalised between Officer and Procurement, the ITT is advertised on a UK wide basis via eTendersNI and the 'Find a Tender' service (FTS). This route must be used to establish any new Frameworks or Dynamic Markets. If a Framework, Dynamic Purchasing Systems or Dynamic Market is used, follow the rules of the particular Framework, DPS or DM.	Appropriate business case template or economic appraisal completed depending on value and signed by the Director. Business case or Economic Appraisal brought to relevant Committee for consideration and approval. Committee's decision referred to full Council for approval.

For contracts below the UK Thresholds, follow the advice in PPN 04/21 paragraph 2.5 on how to recalculate contract value to exclude VAT.¹³

For details on how to conduct the appropriate procurement, refer to the Procurement Procedures.

¹³ [Master Copy PPN 04 21 - Procurement Control Limits.pdf](#)