

Procurement Policy



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Contents

ABBREVIATIONS COMMONLY FOUND IN PROCUREMENT	4
1. BACKGROUND & PURPOSE.....	6
1.1 What is Public Procurement?	6
1.2 Mission Statement for NMDDC's Procurement Policy	6
1.3 Purpose, Application and Scope.....	7
1.4 Guiding Principles of Procurement	8
1.5 Managing Public Money	9
2. LEGISLATION & POLICY.....	10
2.1 Legal Context.....	10
2.2 Procurement Thresholds.....	10
2.3 Regulated Procurement ('Above Threshold')	10
2.3.1 The Procurement Act 2023	10
2.3.2 Prior to the Procurement Act 2023.....	11
2.3.3 Post Brexit	Error! Bookmark not defined.
2.3.4 Treaty Obligations	11
2.4 Other Relevant Legislation	Error! Bookmark not defined.
2.5 Wider Procurement Policy Landscape	12
2.6 Ethical Procurement and Social Value.....	12
2.7 Expected Officer Behaviour & Conflicts of Interest	14
2.8 Assessing Suppliers	Error! Bookmark not defined.
2.9 Procurement Approach	16
2.10 Related Policies	16
2.11 Complaints	17
<u>Appendix 1: UK Thresholds for Regulated Procurements</u>	
<u>Appendix2: NMDDC Procurement Thresholds</u>	

Abbreviations Commonly Found in Procurement

Abbreviation	Meaning
CN/CAN	Contract Notice - the notice advertising a contract opportunity on Find a Tender. Contract Award Notice - the notice issued on Find a Tender to advertise the award of a contract.
CCS	Crown Commercial Services - The UK Central Procurement Body https://www.gov.uk/government/organisations/crown-commercial-service
CoI	Conflict of Interest
CoPE	Centre of Procurement Efficiency (UK) Expertise (NI) – Any recognised central purchasing body - see PCR2015 Reg.37
Council	Newry, Mourne and Down District Council
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
DPS	Dynamic Purchasing System
EJC	European Court of Justice
EO	Economic Operator - The generic term for a Contractor, Service Provider or Supplier
FoIA	Freedom of Information Act
ITT	Invitation to Tender
ITT Submission	Tender Return or formal offer from an Economic Operator (EO)/Tenderer
KPI	Key Performance Indicator

MAT	Most Advantageous Tender
NDPB	Non-Departmental Public Bodies
NIPPP	Northern Ireland Public Procurement Policy is approved by the Northern Ireland Executive and is mandatory for central government Departments, Non-Departmental Public Bodies and Public Corporations.
NMDDC	Newry, Mourne and Down District Council / the Council
PCR 2015	Public Contract Regulations 2015 – as amended - http://www.legislation.gov.uk/ukxi/2015/102/contents/made
PIN	Prior Information Notice
PO	Purchase Order
PPN/PGN	Procurement Policy Notes (PPNs) / Procurement Guidance Notes (PGNs) 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 Also: https://www.gov.uk/government/collections/procurement-policy-notes
PPP/PFI - JVC	Public Private Partnership / Private Finance Initiatives – Joint Venture Company
PQQ	Pre-Qualification Questionnaire
RfQ	Request for Quotation
VEAT	Voluntary Ex-Ante Transparency Notice
VfM	Value for Money
WTO/GPA	The World Trade Organisation and their Agreement on Government Procurement (GPA)

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 best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought". This should be achieved through competition unless there are compelling reasons to the contrary².

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.

1.2 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.

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

² <https://www.gov.uk/guidance/public-sector-procurement-policy>

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.

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 their documentation complies with this Policy.

All Officers 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 to³:

- The acquisition or rental, by whatever financial means, of land or existing buildings
- 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)
- Certain financial services (for example, those in connection with the issue, sale, purchase or transfer of securities)
- Loans
- Employment contracts
- Civil defence and danger prevention services that are provided by non-profit organisations covered by certain Common Procurement Vocabulary codes, with the exception of patient transport ambulance services
- Using public transport services by rail or metro

- Public contracts between public sector entities that satisfy a range of conditions
- 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, as defined:
 - As a transaction below the UK threshold
 - As the Council contributing to the cost of a particular purpose or activity, where the nature of the relationship created is to spend the money in accordance with the grant or return it
 - As expenditure that does not form payment for a contract for services, or where the Council specifies the output or outcomes to be delivered.

1.4 Guiding Principles of Procurement

There are 12 guiding principles to govern the administration of public procurement⁴:

1. **Accountability:** effective mechanisms must be in place in order to enable Officers and their equivalents to discharge their personal responsibility on issues of procurement risk and expenditure.
2. **Competitive Supply:** procurement should be carried out by competition unless there are convincing reasons to the contrary.
3. **Consistency:** economic operators should, all other things being equal, be able to expect the same general procurement policy across the public sector.
4. **Effectiveness:** public bodies should meet the commercial, regulatory and socio-economic goals of government in a balanced manner appropriate to the procurement requirement.
5. **Efficiency:** procurement processes should be carried out as cost effectively as possible. Where possible and allowed, collaborative procurement is to be encouraged.
6. **Fair-dealing:** suppliers should be treated fairly and without unfair discrimination, including protection of commercial confidentiality where required. Public bodies

⁴ <https://www.finance-ni.gov.uk/sites/default/files/publications/dfp/NI-public-procurement-policy.pdf>

should not impose unnecessary burdens or constraints on suppliers or potential suppliers.

7. **Integration:** the procurement policy should pay due regard to the Council's other economic and social policies, rather than cut across them.
8. **Integrity:** there should be no corruption or collusion with suppliers or others.
9. **Informed decision-making:** public bodies need to base decisions on accurate information and to monitor requirements to ensure that they are being met.
10. **Legality:** public bodies must conform to all legal requirements.
11. **Responsiveness:** public bodies should endeavour to meet the aspirations, expectations and needs of the community served by the procurement.
12. **Transparency:** public bodies should ensure that there is openness and clarity on procurement policy and its delivery.

1.5 Managing Public Money

Managing Public Money⁵ 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.

⁵ <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 functions⁶. To enter contracts for the supply of goods, works and services, Local Authorities are subject to and must adhere to procurement related legislation.

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)⁷. The current applicable thresholds are provided in the attached **Appendix 1**.

For tenders close to the UK Threshold, Officers should calculate the estimated value of a contract based on the total amount payable including VAT.

2.3 Regulated Procurement ('Above Threshold')

2.3.1 UK Public Procurement Regulations - The Procurement Act 2023

The Procurement Act 2023 (the 2023 Act), which reforms existing Procurement Rules, received Royal Assent in October 2023. In March 2024, the Procurement Regulations 2024 were laid in Parliament to bring some elements of the Bill and the wider regime into effect.

On 12 September 2024, the Cabinet Office announced that the Procurement Act 2023 would commence on 24 February 2025. There was a delay of four months from the original go-live date of 28 October 2024, to allow time for a new National Procurement Policy Statement (NPPS) to be produced⁸.

All regulated procurements started **on or after 24 February 2025** are subject to the provisions of the 2023 Act. The 2023 Act has introduced new public procurement rules. Procurement exercises formally commenced on or after the go-live date and contracts awarded under those exercises will be subject to the new Public Procurement rules.

⁶ [Local Government Act \(Northern Ireland\) 1972 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukpga/1972/12/section/1)

⁷ <https://www.gov.uk/government/publications/ppn-1123-new-thresholds/procurement-policy-note-1123-new-thresholds-html#background>

⁸ <https://www.legislation.gov.uk/ukpga/2023/54/>

Publishing a PIN (Periodic Indicative Notice under UCR2016) does not formally commence a procurement for the purposes of the Act. Any contracts awarded through a framework agreement, dynamic purchasing system or qualification system (referred to as 'commercial tools') set up under the previous legislation, will continue to be managed in accordance with that legislation until the end (for whatever reason e.g. expiry, termination) of the last contract awarded under the framework, dynamic purchasing system or qualification system during its term.

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

For procurements prior to the 2023 Act, the Public Contracts Regulations (PCR) 2015⁹ established rules for procurement for the Council with respect to public contracts and design competitions.

The Concession Contracts Regulations 2016¹⁰ establish the rules on procurement by contracting authorities with respect to works or service concessions i.e. where there is income to be generated.

2.3.3 Public Procurement Regulation Post-Brexit

The Regulations continued to apply even though the UK had left the EU, and the transition period has ended.

Some minor changes to the PCR 2015 were brought in by the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 (PPR 2020)¹¹. The PPR 2020 remove all references to the EU and so, for example, the financial thresholds are no longer calculated in Euros. They have also removed the requirement to publish OJEU notices. Instead, UK contracting authorities publish procurement notices on the Government's new platform 'Find a Tender' Service (FTS).

2.3.4 Treaty Obligations

All public procurement is subject to the EU Treaty principles of:

- Non-discrimination
- Free movement of goods
- Freedom to provide services
- Freedom of establishment.

⁹ <https://www.legislation.gov.uk/uksi/2015/102/contents/made>

¹⁰ <https://www.legislation.gov.uk/uksi/2016/273/regulation/3/made>

¹¹ <https://www.legislation.gov.uk/uksi/2020/1319/contents>

In addition to these fundamental treaty principles, some general principles of law have emerged from the case law of the European Court of Justice. The most important of these general principles of 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 tenderers 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 equivalence.
- **Transparency (openness):** Some degree of advertising (appropriate to the size of the contract) is likely to be necessary to demonstrate transparency. Must be upfront with tenderers about the conditions for participation, clearly specified requirements, selection criteria, contract details, award criteria and the reasons why they were or (more importantly) were not successful.
- **Proportionality:** Contracting Authorities must ensure that tender requirements are both relevant to the contract being procured and necessary.
- **Mutual recognition:** Member States are required to accept on their territory, products which are legally produced and marketed and services that are legally provided, in other Member States. There must also be mutual recognition of diplomas, certificates or other evidence of formal qualifications.
- **Confidentiality:** Contracting Authorities are obliged to respect the confidentiality of the information received from tenderers during the procurement process.

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.

Although the Council is not directly subject to Northern Ireland Public Procurement Policy, Council Officers are encouraged to use CPD best practice procurement guidance to assist them if they are looking for any further guidance when performing procurement exercises, especially if the project is funded through central government.

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 implementation¹².

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

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 best practice principles of transparency, non-discrimination, fair treatment, value for money and the public good when conducting procurements of any value.

The Procurement Regulations set out the specific types of qualification, selection and award criteria that may be used to assess bidders to ensure suppliers are treated in a fair and transparent manner. Assessing suppliers on criteria considered as non-commercial is not permitted. Non-commercial considerations could include, for example, a supplier's political affiliation.

The Council recognises the following:-

¹² <https://www.finance-ni.gov.uk/topics/procurement-policy-and-guidance>

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 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 following objectives:

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

2.7 Expected Officer Behaviour & Conflicts of Interest

To embed this approach Officers involved in procurement activity must adhere to the principles of conduct and the standards of behaviour expected as detailed in the Council's Code of Conduct.

The Council will take all reasonable steps to identify, and keep under review, in relation to a covered procurement any –

- (a) conflicts of interest, or
- (b) potential conflicts of interest.

2.8 Assessing Suppliers

The Council exercises due diligence in assessing bidder's ethical practices by the following means:

- Mandatory exclusion of bidders who have been convicted of offences including conspiracy, corruption, bribery, non-payment of taxes etc.
- Discretionary consideration of excluding bidders who are guilty of violating labour laws, professional misconduct, being involved in distorting competition etc.
- Confirmation that bidders comply with Fair Employment and Treatment (Northern Ireland) Order 1998.

- Confirmation that bidders have not and will not take part in canvassing, soliciting or have any conflicts of interest.
- Confirmation that bidders 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.

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

Regularly used supplies, services and works will be procured through the 'tenders for services and supplies' process. These will be reviewed at appropriate intervals.

For procurement over the thresholds as set out in Appendix 1, as part of the Social Value considerations the Council will assess bidders on:

- Prompt payment i.e. that our suppliers pay their supply chain promptly and
- 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 Thresholds for Procurements (Effective 1 January 2024) ¹³		
Public Contracts	Threshold inc. VAT (published threshold)	Threshold exc. VAT (for information)
Supplies & Services (central government authorities)	£139,688	£116,407
Supplies & Services (other public sector authorities)	£214,904	£179,087
Works and Concessions	£5,372,609	£4,477,174
Light Touch contracts for Services	£663,540	£552,950

¹³ <https://www.gov.uk/government/publications/ppn-1123-new-thresholds/procurement-policy-note-1123-new-thresholds-html#annex-a--summary-of-thresholds-from-1-january-2024>

Appendix 2

NMDDC Procurement Thresholds		
Contract Value	Procurement Process	Approvals Required
Low Value Order £0.01 to £250 <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 £250 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 £5,000	Council Officer must demonstrate ' Value for Money ' (VfM) has been achieved by seeking a minimum of 3 documented prices/quotations on a like for like basis. Quotations can be sought via telephone, email or internet search but must be documented. A VfM record is to be retained by the Officer. Best practice is to attach a summary of the VfM exercise to the requisition as an internal attachment.	Requisition approved by authoriser with an approval limit greater than or equal to the requisition value.
Request for Quotation (RfQ) £5,000 to £30,000	'Request for Quotation' (RfQ) documentation is completed by Council Officer along with a RfQ Issuance Form and uploaded for approval by Officer's authoriser. Once approved by the authoriser, documentation is released by Procurement. By exception, the Officer can request a Procurement review of their RfQ documentation via the RfQ Issuance Form. Once the documentation has been finalised between Officer and Procurement the RfQ is released. RfQs can be run on an open or restricted basis. If Council Officer requests a restricted list, a minimum of 4 registered suppliers should be invited to participate.	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.
Internal Framework Agreement/DPS £5,000 to £30,000	A Framework Agreement can be established by NMDDC for NMDDC use only. The Framework establishes a pre-qualified list of supplier(s) that can be engaged as and when the need arises. Framework documentation is completed by Council Officer and uploaded for approval by Officer's authoriser. Once the documentation has been finalised between Officer and Procurement the Framework is released.	Approval to Commence Procurement Form completed by Officer and signed by authoriser with an approval limit greater than or equal to the Framework value.

External Framework Call-Off/DPS £5,000 to £30,000	<p>NMDDC can make use of Frameworks established by other Contracting Authorities and/or Purchasing Organisations provided the Council is named as a potential buyer.</p> <p>Access to the Framework and award of contracts under it is determined by the Framework rules, as specified by the Framework owner, which must be adhered to.</p>	<p>Approval to Commence Procurement Form completed by Officer and signed by authoriser with an approval limit greater than or equal to the call-off contract(s) value.</p>
Invitation to Tender (ITT) £30,000 to UK Thresholds – Goods, Works and Services	<p>'Invitation to Tender' (ITT) documentation completed by Council Officer and uploaded for approval by Officer's authoriser.</p> <p>Once approved, documentation is transferred to Procurement for review.</p> <p>When documentation has been finalised between Officer and Procurement, ITT is uploaded and sent to nominated suppliers by Procurement.</p>	<p>Appropriate business case template completed depending on value and signed by the Director.</p> <p>Business case brought to relevant Committee for consideration and approval.</p> <p>Committee's decision referred to full Council for approval.</p>
Internal Framework Agreement/DPS £30,000 to UK Thresholds – Goods, Works and Services	<p>A Framework Agreement can be established by NMDDC for NMDDC use only. The Framework establishes a pre-qualified list of supplier(s) that can be engaged as and when the need arises.</p> <p>Framework documentation is completed by Council Officer and uploaded for approval by Officer's authoriser.</p> <p>Once the documentation has been finalised between Officer and Procurement the Framework is released.</p>	<p>Appropriate business case template completed depending on value and signed by the Director.</p> <p>Business case brought to relevant Committee for consideration and approval.</p> <p>Committee's decision referred to full Council for approval.</p>
External Framework Call-Off/DPS £30,000 to UK Thresholds – Goods, Works and Services	<p>NMDDC can make use of Frameworks established by other Contracting Authorities and/or Purchasing Organisations provided the Council is named as a potential buyer.</p> <p>Access to the Framework and award of contracts under it is determined by the Framework rules, as specified by the Framework owner, which must be adhered to.</p>	<p>Appropriate business case template completed depending on value and signed by the Director.</p> <p>Business case brought to relevant Committee for consideration and approval.</p> <p>Committee's decision referred to full Council for approval.</p>
ITT Above UK Threshold Level	<p>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.</p> <p>Once approved, documentation is referred to Procurement for review. When documentation has been finalised between Officer and Procurement, ITT is uploaded and sent to nominated suppliers by Procurement.</p> <p>ITT is advertised on a UK wide basis via the 'Find a Tender' service (FTS).</p>	<p>Appropriate business case template or economic appraisal completed depending on value and signed by the Director.</p> <p>Business case or Economic Appraisal brought to relevant Committee for consideration and approval.</p> <p>Committee's decision referred to full Council for approval.</p>

Internal Framework Agreement/DPS Above UK Threshold Level	<p>A Framework Agreement can be established by NMDDC for NMDDC use only. The Framework establishes a pre-qualified list of supplier(s) that can be engaged as and when the need arises. Framework documentation is completed by Council Officer and uploaded for approval by Officer's authoriser. Once the documentation has been finalised between Officer and Procurement the Framework is released</p>	<p>Appropriate business case template completed depending on value and signed by the Director. Business case brought to relevant Committee for consideration and approval. Committee's decision referred to full Council for approval.</p>
External Framework Call-Off/DPS Above UK Threshold Level	<p>NMDDC can make use of Frameworks established by other Contracting Authorities and/or Purchasing Organisations provided the Council are named as a potential buyer. Access to the Framework and award of contracts under it is determined by the Framework rules, as specified by the Framework owner, which must be adhered to.</p>	<p>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.</p>