

Newry, Mourne and Down District Council

Procurement Policy & Procedures



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ABBREVIATIONS COMMONLY FOUND IN PROCUREMENT

Abbreviation	Meaning
ADR	Alternative Dispute Resolution - includes mediation and arbitration.
CN/CAN	Contract Notice - the normal OJEU notice advertising a contract. / Contract Award Notice - the notice issued to OJEU to award the contract.
CCS	Crown Commercial Services - The UK Central Procurement Body https://www.gov.uk/government/organisations/crown-commercial-service
CoPE	Centre of Procurement Efficiency (UK) Expertise (NI) – Any recognised central purchasing body - see PCR2015 Reg.37
Council	This Council – Newry, Mourne and Down District Council
CPD / DoF	Central Procurement Directorate www.cpdni.gov.uk - under DoF (Dept. of Finance)
CPV	Common Procurement Vocabulary
DCA /STANCA/NCP	Direct Contract Award – also known as Single Tender Action, Non-competitive Action or Procurement (NCP)
EJC	European Court of Justice
EO	Economic Operative - The generic term for a Contractor, Service Provider or Supplier
ESPD	The European Single Procurement Document (ESPD) is a standard form of documents for use by all EU member states to facilitate easier Tender bidding throughout EU.
FoIA	Freedom of Information Act
ITT	Invitation to Tender
ITT Response	Tender Return or formal offer from an Economic Operator (EO)/Tenderer
KPI	Key Performance Indicator
MI/MIS	Management Information / Management Information System
MN	OJEU Notice of modification of a contract during its term (see PCR2015 Reg.72(3))
OCB	Other Contracting Body
OJEU	Official Journal of the European Union www.ted.europa.eu/
MEAT	Most Economical Advantageous Tender
NDPB	Non Departmental Public Bodies – i.e. Local Authorities
NIPP	Northern Ireland Procurement Policy from CPD, which covers Central Government Bodies in NI. www.finance-ni.gov.uk/central-procurement-directorate
PCR2015	Public Contract Regulations 2015 – as amended - http://www.legislation.gov.uk/ukxi/2015/102/contents/made
PIN	Prior Information Notice (for OJEU Tenders)
PGN	Procurement Guidance Notes: 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 – successful EO's produces “candidates”
RFQ/eRFQ	Request for Quotations/ Electronic Request for Quotations
SOPO/LGA - NAG	Society of Procurement Officers /Local Government Association - National Advisory Group for Procurement - https://www.local.gov.uk/
VEAT	Voluntary Ex-Ante Transparency notice see PCR2015 Reg.99(3) and EU Directive 2014/24/EU
VFM	Value for Money
WTO / GPA	The World Trade Organisation and their Agreement of Public Procurement (GPA)

1. STATEMENT FOR NEWRY MOURNE AND DOWN DISTRICT COUNCIL PROCUREMENT POLICY

All procurement must seek to accommodate the core values of local government and be administered to ensure adherence to relevant UK and EU legislation and ultimately provide the best value for money.

The Council procures goods and services with a view to:

- obtaining value for money i.e. ensuring that the Council's business needs and requirements are delivered to the required quality at the best available price;
- demonstrating propriety and good practice;
- complying with legal requirements that apply to public sector procurement activities.

This document is designed therefore to assist Council Officers to determine the most appropriate method of procurement when purchasing goods and services in line with the above provisions.

2. BACKGROUND TO PROCUREMENT

2.1 What is Public Procurement?

The National Procurement Strategy for Local Government defines procurement as “the process of acquiring goods, works and services, covering both acquisitions from third parties and from in-house providers. The process spans the **whole cycle** from identification of needs, through to the end of a services contract or the end of the useful life of an asset. It involves options appraisal and the critical “make or buy” decision, which may result in the provision of services in-house in appropriate circumstances.

In the context of a procurement process, obtaining “best value for money” means choosing the bid that offers “**the optimum combination of whole life costs and benefits to meet the customer’s requirement**”. This is not always the lowest initial price option and requires assessing the ongoing revenue/resource costs as well as initial capital investment. The Council’s requirement can include social, environmental and other strategic objectives and is defined at the earliest stages of the procurement cycle. The criterion of best value for money is used at the award stage to select the bid that best meets the requirement.

Procurement is also about making choices. The choice that members make about a particular contract or form of partnering is a very clear signal of what type of authority the Council wants to be and how it wants to be seen now and in the future.

2.2 Guiding Principles of Procurement

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

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 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 the European Community and other 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.

3. SCOPE / THE LEGAL FRAMEWORK – INTERNATIONAL OBLIGATIONS

Even when a competition process is not subject to the EU Directives and UK Regulations, for example below threshold or when no perceived cross EU border interest exists, the EU treaty based principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality apply and some degree of advertising, appropriate to the scale of the contract, is likely to be necessary to demonstrate transparency. This is also in line with the Government objective of achieving value for money in all public procurement.

3.1 Treaty obligations:

Public procurement is subject to the EU Treaty principles of:

- non-discrimination;
- free movement of goods;
- freedom to provide services; and
- freedom of establishment.

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 for you 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. Also 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.

3.2 EU Directives:

To support the treaty principles in the field of public procurement and to provide the necessary guidance to buyers in member states, the EU has adopted a series of procurement directives. The 2014 EU Procurement Directives came into force at EU level on 17 April 2014.

Public Sector: Directive 2014/24/EU as amended – (normally thresholds amended each year)

More information can be found on the [European Union](#) website.

3.3 UK Public Contract Regulations:

The Current UK Regulations, which is the transposition of the EU Directives into UK law and which covers Public Procurement in Northern Ireland, as well as England and Wales is:

THE PUBLIC CONTRACT REGULATIONS 2015 - [As amended](#)

The Regulations were developed in response to Procurement Directives issued by the European Union and they set out how the UK has transposed these EU Directives into national law.

3.4 Northern Ireland Public Services Ombudsman

The Northern Ireland Public Services Ombudsman investigates complaints about possible maladministration in the delivery of public services. The Ombudsman's role is to ensure that the people of Northern Ireland are served by a fair and efficient public administration that is committed to accountability, openness, and quality service. For further information see the [NIPSO website](#).

3.5 Best Practice Guidance

Local Government Procurement Strategy can be found here following this [link](#). This has been developed by the Local Government Association for Local Government bodies to share and learn from each other.

Best Practice on the entire process from start to completion of a project/contract can be accessed on the [UK Cabinet Office website](#).

CPDNI sits within DoF, and 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. This it does through the production of [Procurement Guidance Notes](#), which are developed in consultation with its public sector stakeholders. Once endorsed these guidance notes are issued to Permanent Secretaries, Finance Directors and all CoPEs for implementation by bodies covered by Northern Ireland Public Procurement Policy. Procurement Guidance Notes are available on the [CPD Website](#).

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 rules, we would encourage Council Officers to use CPDNI best practice procurement guidance to assist them if they are looking any further guidance when performing procurement exercises, especially if the project funded through central government.

All NI public procurement is bound by the same Regulations and Directives, albeit Local Government has different thresholds and a more inward, local remit based on the Local Government Strategy.

Failure to follow the procurement procedures set out in the Regulations may result in penalties for non-compliance.

There are three routes under which remedies may be sought: Judicial review, Article 226 proceedings and remedies under the Regulations.

In any case if a challenge is made, the procurement process can be suspended or even cancelled and damages can be awarded.

4. 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; and
- Complaints Policy and Procedure

The most recent versions of these policies can be found on the [internal intranet](#).

In addition any other pertinent Policies can also be found on the [internal intranet](#) as they are adopted and made available.

5. PROCUREMENT/PURCHASING OVER EU THRESHOLD VALUES

Almost all public procurement contracts for business worth more than the EU threshold must be published in the supplement of the OJEU (Official Journal of the European Union). The threshold normally changes every two years and varies according to the type of contract (supplies, works or services) and the 2 main types of public sector entities - Central Government or other contracting authorities (the latter includes Local Government).

The up to date threshold values that apply for the purposes of EU Procurement regulations can be found on the [OJEU website](#). This Council falls under the heading 'other contracting authorities'.

At the 1st January 2018 the following thresholds have been implemented for Local Government (NB: The first is higher than Central Government's threshold which is also subject to WTO GPA):

Supply, Services and Design Contracts £181,302

Works Contracts £4,551,413

5.1 EU Threshold Levels

EU Treaty principles apply to all procurement, but there are specific rules that apply to most contracts where the estimated value exceeds a specified threshold.

In determining the value of a contract, for the purposes of assessing whether it is above the EU threshold, all options and renewals must be taken into consideration. Where the Council has a single requirement for goods, services or works contracts and a number of contracts are to be entered into to satisfy the requirement or the requirement is to be repeated over a period, the figure to be considered is the total value of all the contracts.

Even when a Tender or Quotation process is not subject to the EU legislation, for example the value is below threshold, EU treaty based principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality apply and some degree of advertising, appropriate to the scale of the contract, is likely to be necessary to demonstrate transparency. This is also in line with the Executive's objective of achieving value for money in all public procurement – not just those covered by the EU Procurement Directives.

6. TYPES OF PROCUREMENT PROCEDURE

In order to identify the best route to market for your purchase/project and to ensure compliance, it is essential to discuss your requirements and needs with the Procurement and Logistics Department while scoping out the potential project and certainly in advance of preparing any tender documentation.

The EU Procurement Directives provide for numerous procedures, tools and techniques but there are 2 main procurement procedures used by contracting authorities which are the **Open and Restricted Procedures**.

In addition, other routes include, existing Frameworks (Reg.33), Collaborative Tenders (reg37/38), Service Level Agreements maybe more suited, but must be checked to be in line with our Policies and Procedures and verified they are applicable for us to use. (The most common error is omitting to verify that we are clearly identified by name in the Call/Contract Notices and Award Notice.)

Under Reg.38 we can undertake procurement in conjunction with, or on behalf of, other contracting authorities similar to a Central Purchasing Body (Reg37) except it is not our main objective and therefore will occur on a more occasional basis.

6.1 Open Procedure (Reg. 27)

Under the Open Procedure, all interested suppliers who respond to an OJEU advertisement must be invited to tender. This procedure does not allow any form of pre-qualification. If the supplier meets the selection criteria, the Council must consider and evaluate the submitted tender.

6.2 Restricted Procedure (Reg. 28)

Under the Restricted Procedure, interested suppliers are invited to respond to an OJEU advertisement by submitting an "Expression of Interest" (a completed PQQ) in which they reply against defined selection criteria such as technical capability, financial standing, or experience of supplying similar projects. A shortlist of suppliers is then drawn up and invited to submit tenders (an ITT).

The submitted tenders are then evaluated against the award criteria, e.g. price, quality and delivery/project timeframes. The Council will then award the contract to the tenderer that best satisfies all the criteria.

6.3 Other Procedures and Tools

There are various other procedures and tools including, but not limited to:

- Preliminary Market Consultations (Regs.40-41)
- Competitive Procedure Negotiation (Reg.29)
- Competitive Dialogue (Reg.30)
- Innovation Partnership (Reg.31)
- Design Contests (Reg. 78)
- Procurement Tools and Techniques (Regs 33-36)
 - Framework (reg.33)
 - Dynamic systems (reg.34)
 - Electronic auctions (reg.35)
 - Electronic Catalogues (reg.36)

There are also Concessions Contracts and Commissioning.

As well as Public-Private Partnerships (PPP) including Private Finance Initiatives (PFI) and the less risk adverse Private Finance 2 (PF2) whether utilising JVCs or PPP/IPPPs.

Due to this extensive range and the complexity of the various procurement routes, along with the different levels of risk involved, close liaison with the Procurement and Logistics Department from conception to the final delivery/sign off of a project is essential.

7. NEWRY, MOURNE AND DOWN DISTRICT COUNCIL PROCUREMENT PROCEDURES.

Dealing with Suppliers

In all dealings with suppliers or potential suppliers, the Council must endeavour to satisfy the twelve guiding principles which govern the administration of public procurement (as stated previously) and treat suppliers responsibly as follows:

- be fair, efficient and courteous;
- achieve high professional standards in the award of contracts;
- publicise clear procurement contact points and processes;
- make available as much information for suppliers to respond to the bidding process;
- suitably notify the outcome of the adjudication process promptly (noting EU standards);
- provide feedback to winners and losers on the outcome of the bidding process;
- achieve high professional standards in the management of contracts; and
- provide prompt, courteous and efficient responses to suggestions, enquiries and complaints

Best Value for Money

Procurement by the Council of works, supplies and services shall be based on best value for money, i.e. the optimum combination of whole life cost and quality (or fitness for purpose) to meet the Council's requirements. Where appropriate, a full option appraisal shall be carried out before procurement decisions are taken.

To maintain competitiveness in the market and provide protection against accusation or the perception of collusion, the Council should avoid inviting the same suppliers repeatedly to bid for procurements.

When supplier categories are being used in the selection process the Council should ensure that such lists are regularly refreshed and provide an easily accessible and transparent process for suppliers who wish to be considered for inclusion on a list.

Competitive procurement involves more than one supplier participating in the procurement process. Conducting price reviews, obtaining quotations, inviting suppliers to bid for work or advertising work will bring about a competitive situation. There are often significant costs associated with procurement. It is therefore vital that the form of competition should be appropriate to the value and complexity of the goods or services to be acquired.

Contracts/ orders should not be artificially split nor should values be under estimated in order to allow an award to be made under procedures appropriate to a lower threshold.

Aggregation, i.e. contracts awarded for similar goods or services will be considered as a single contract unless there are persuasive reasons that confirm otherwise. Care needs to be taken when budget lines are split across more than one budget holder.

8. PROCUREMENT/PURCHASING THRESHOLD VALUES

The Council's procedures for the normal supply of works, goods and services are noted in the table below:

Value *	Type of Procurement Processes	Template Required
Up to £250 (Selected use)	Referred to as a ' low value order ' to assist with a speedy purchase. Raise Purchase Order Requisition on e-Hub which can be approved by the requisitioner.	Completed solely by Council Officer Purchase Order Requisition form
Up to £5,000	Council Officer must demonstrate ' value for money ' has been achieved. Must seek minimum of 3 documented prices / quotations, Documentation must be retained by Council Officer.	Completed by Council Officer. Purchases Requisition then sent to procurement. Purchase Order Requisition form
£5,000 to £30,000 –Construction Works including professional services	' Request for Quotation ' (RFQ) completed by Council Officer. This is then sent to nominated supplier categories on e-Hub by procurement. Council Officer can also request a restricted list (nominated suppliers). Minimum of 4 suppliers invited to participate.	RFQ completed by the Council Officer. Procurement upload details to e-Hub RFQ works template RFQ professional services template
£5,000 to £30,000 – supplies and services	' Request for Quotation ' (RFQ) completed by Council Officer. This is then sent to nominated supplier categories on e-Hub by procurement. Council Officer can also request a restricted list (nominated suppliers). Minimum of 4 invited to participate.	RFQ completed by the Council Officer. Procurement upload details to e-Hub. RFQ template
£30,000 to EU Thresholds – Construction Works including professional services	' Invitation to Tender ' (ITT) to be completed by Council Officer. The tender is then advertised on e-Hub by procurement.	ITT completed by the Council Officer. Procurement upload details to e-Hub. ITT works template ITT Professional Services template
£30,000 to EU Thresholds – supplies services	' Invitation to Tender ' (ITT) to be completed by Council Officer. The tender is then advertised on e-Hub by procurement.	ITT completed by the Council Officer. Procurement upload details to e-Hub. ITT Template
Above EU Threshold Level	EU Directives now apply. Contact Procurement team to initiate process. Advertise on the ' Official Journal of the European Union ' (OJEU).	Council Officer to contact procurement for guidance before starting the procurement process.
Single Tender Action / Direct Award Contract	STA/DAC is the process where a contract is awarded to a supplier without competition. Must have justification and be approved by a Director or Chief Executive.	Completed by Council Officer, approved by Senior Management and forwarded to procurement to raised Purchase Order STA/DAC template form
Frameworks	A procurement framework is an agreement put in place with a provider or range of providers that enables buyers to place orders for services without running lengthy full tendering exercises. Frameworks are based on large volume buying.	Contact procurement team if you wish to purchase through a framework.
Grant Funded Schemes	In certain cases, the Council will have to follow the procurement guidelines of the body who provides funding. Council Officer must ensure that they adhere to the funders advertising rules.	As direct by the funding provider.

*The estimated value should **exclude** value added tax (VAT) but **include** all foreseeable expenses relating to the contract. In general, the estimated value is based on the proposed life of the contract. For goods/ services of the same type that are purchased frequently the estimated value should be over 12 months or over the contract period if that is longer. Where there is uncertainty regarding the value of the contract/ order, the rules that apply to the highest estimate should be applied.

All purchasing decision taken by Council (>£250) must flow through the Councils procurement team. However, the responsibility for spending funds still rests with the Contract Managers and those Council Officers with delegated authority to spend money. The Councils Finance Team will also have a role to play in monitoring spend versus budget.

8.1 Low Value Orders (up to £250)

Low Value Orders are in place to assist Council operational staff with the opportunity to carry out a speedy purchase. For example, so a Joiner can carry out repairs to a piece of equipment which may be a health and safety hazard.

Only a limited amount of Council Officers will have authority to place Low Value Orders.

Council Officers requiring access need to seek approval from their Assistant Directors who can then propose staff for access to utilise low value orders to the Assistant Director of Corporate Services (Finance). The final decision on who can utilise low value orders lies with Assistant Director of Corporate Services (Finance).

The Low Value Order process requires an approved Council Officer to raise a Purchase Order Requisition on e-Hub which will be immediately self-approved as a Purchase Order and electronically sent direct to the supplier.

When the supplier forwards the invoice to the accounts payable department, the invoice must be approved by the requisitioner and also their line manager to ensure there is segregation of duties at payment stage.

Those who do not have this approval must raise a requisition and await their line manager to approve the transaction, which will then be sent to the Procurement Department for processing, the same as other non LVO requisitions.

8.2 Value for Money (up to £5,000)

The Council Officer must ensure that all purchases up to £5,000 are subject to value for money considerations.

Council Officers should ensure that:

- (i) the purchase is not covered by a suitable framework agreement (call-off contract);

- (ii) the purchase is a one-off requirement;
- (iii) the total aggregated spend is up to £5,000; and
- (iv) the requirement is clearly specified.

When existing arrangements at (i) are not available, then Council Officers should carry out a price check with **at least three contractors/suppliers** to ensure value for money has been achieved. Price checks (can include internet price comparisons) should be documented and retained on file for audit purposes.

When the Value for Money exercise is completed, the Council Officer will complete a purchase requisition which will be approved by their line manager. When forwarding purchase requisition, the Council Officer must note that the Value for Money exercise has been completed. Procurement will then issue a Purchase Order to the Supplier.

8.3 Specifications

Specifications are the essential basis required for all competitions, irrespective of level of spends. (PCR2015 Reg.42)

A **specification** is a **document** that clearly, accurately and completely describes in detail what we need and/or require to procure, so that any person who just reads the specification can fully comprehend our needs, requirements, outputs and goals with minimum ambiguity.

A clear, accurate and complete **specification** is the foundation of any purchase of goods, services (including consultancies) or works, and can require cross functional stakeholders involvement.

The selection process depends on a clear specification and identifying the important requirements or outputs therein are suitably identified at the start to form the adjudication criteria. This is to assure a clear and unbiased assessment, post tender, will clearly identify the most suitable supplier for the best value for money is selected. (PCR2015 Reg 57-65)

8.4 Request for Quotation

'Request for Quotation' (RFQ) completed by Council Officer. The Council Offer will complete the template RFQ pack (separate packs for works and supplies – see section 8). The Council Officer should ensure the specification is sufficiently detailed to ensure the tenders received are of a high quality.

Once the packs have been completed, the Council Officer sends the packs to the procurement team who will review the packs. Procurement will then send the RFQ to the nominated supplier categories on e-Hub. The Council Officer can also request a restricted list (nominated suppliers) if they feel the procurement process they are facilitating would benefit from a nominated supplier list (however other companies will still be able to tender).

A minimum of 4 suppliers should be invited to participate within a nominated supplier list. The winning supplier will be based on the Most Economically Advantageous Tender (MEAT).

8.5 Invitation to Quote

'Invitation to Tender' (ITT) to be completed by Council Officer. The Council Offer will complete the template ITT pack (separate packs for works and supplies – see section 8). The Council Officer should ensure the specification is sufficiently detailed to ensure the tenders received are of a high quality.

Once the packs have been completed, the Council Officer sends the packs to the procurement team who will review the packs. Procurement will then send the ITT to the nominated supplier categories on e-Hub and advertised elsewhere as requested by the project officer to meet any funding or other requirements.

8.6 OJEU

EU Directives now apply. The Council Officer should contact the procurement team to initiate process. When goods or services are over the EU threshold values the following principles must be used as a guide:

1. Commence with completing a Business Case identifying the need to purchase the good or service;
2. Specify it clearly, bearing in mind that it cannot be extended (though it can be narrowed);
3. Make reference to recognised standards, where relevant, making provision for equivalents to be offered where appropriate;
4. Leave room for innovation, to the greatest extent possible, describe the requirement in terms of what is to be achieved rather than precisely how the outcome should be constituted – i.e. outcome rather than process based;
5. Include economic, social and environmental policy objectives where appropriate;
6. Avoid specifying any bias directly or indirectly in favour of UK suppliers;
7. Set out how bids will be evaluated;
8. Keep the costs of the bidding process to the minimum necessary for effective competition;
9. Design a competition which will work for the widest range of size and type of firms, without discrimination;
10. Publish procurement and project timetables and stick to them.

8.7 Single Tender Action / Direct Award Contract (STA/DAC)

STA/DAC is the process where a contract is awarded or where it is extended, amended or modified from the original awarded contract, to an economic operator (i.e. tenderer, supplier, and contractor) without a suitable competition.

Purchases up to £5,000 awarded without competition are not considered to be STA/DACs if the:

- a) cumulative spend over the last 12 months or
- b) perceived cumulative spend over the next 12 months does not exceed this limit for similar products, goods or services procured during this period - (PCR 2015 Reg.16)

In light of their exceptional nature, all STAs/DACs should be subject to Chief Executive or Director approval. For an STA/DAC to receive approval the [STA/DAC template form](#) (see Appendix 2) has to be completed. **Approvals must be sought and signed prior to the expenditure being committed.** STAs/DACs are also scrutinised on a quarterly basis via the Audit Committee.

The exceptional circumstances required to consider such an approach, which should be clearly detailed and justified in the STA/NCA request form, includes:

- Where the works, supplies or services can be supplied only by a particular supplier for any of these reasons:
 - the aim of the procurement is the creation or acquisition of a unique work of art/ artistic performance;
 - competition is absent for technical reasons (but only where no reasonable alternative or substitute exists);
 - due to the protection of exclusive rights (including intellectual property rights);
- Where for reasons of extreme urgency, brought about by unforeseeable events, the time limits for certain procurement procedures cannot be met;
- In the case of a supplies contract where the products involved are manufactured purely for the purpose of research, experimentation, study or development;
- In the case of supplies contracts where additional deliveries are required from the original supplier which are intended as a partial replacement or extension of existing supplies and a change of supplier would mean the supplies acquired would have different technical characteristics and result in incompatibility or
- Disproportionate technical difficulties in operation and maintenance. (The DAC cannot exceed three years in duration);
- For supplies quoted and purchased on a commodity market;
- For the purchase of supplies or services on particularly advantageous terms, from either a supplier which is winding up its business activities or the liquidator in an insolvency procedure or an arrangement with creditors or similar procedure;
- For service contracts following a design contest; and
- For the repetition of works/services (provided that those works/services are in conformity with a basic project for which the original contract was awarded and that the basic project indicates the extent of possible additional services and the total estimated cost of the subsequent works/services). Only to be used during the 3 years after the original contract was concluded.

- It should be noted that although it is permissible under the Regulations to award a STA/DAC in the circumstances listed above, a competitive procedure should be the standard method for conducting a procurement. This will help drive efficiencies, fight corruption and obtain fair and reasonable pricing.

An STA/DAC is not justified where better planning would have negated the need for STA or where the award of a limited value consultancy or other contract could lead to further work and possibly give the chosen firm a major advantage at a subsequent stage of tendering.

Further information is published in [PGN 02/10: Award of Contracts without a Competition](#).

8.8 Frameworks

Framework Agreements are put in place with one or more suppliers of the same product or service. The Framework Agreement sets out the general terms and conditions under which specific purchases can be made as and when they are required. They are mainly used when the quantity of supplies, works or services is undetermined.

The competition for awarding a place on a Framework is usually very similar to that for winning an ordinary contract. There may well be a formal pre-qualification process, and/or a tendering stage which suppliers must complete successfully before they can be party to the agreement. Framework Agreements normally last a maximum of four years.

A supplier who has succeeded in being awarded a place on a Framework Agreement, can receive a call-off order directly, or (since a Framework Agreement does not mean an automatic agreement to purchase) may be asked to take part in a mini-competition with other suppliers on the Framework. The formal contract is formed when the customer places a 'call-off' order against the Framework requesting specific delivery of supplies or service.

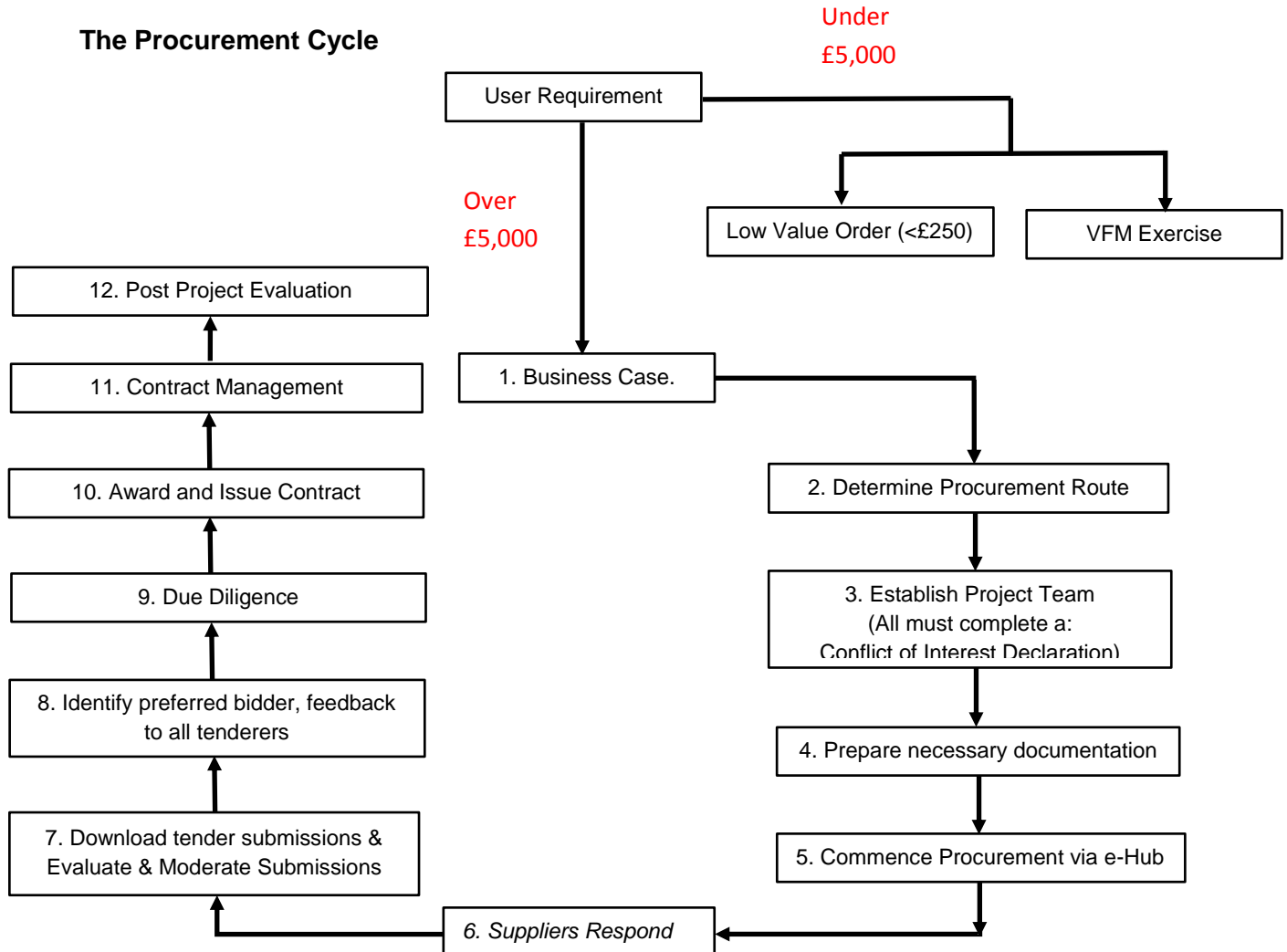
This Council both set up frameworks for other public bodies and utilises frameworks created/managed by others. Due to the numerous issues and requirements of utilising third party frameworks, they should not be entered into unless accessed and agreed with the relevant procurement officer.

8.9 Grant Funded Schemes

In a number of cases the Council will have to follow the procurement guidelines of the body who is providing the funding. This needs careful considerations by the project officer and discussed with the relevant procurement officer to ensure they are compatible with our policies and procedures. For example, certain projects may have to follow CPD procurement rules (i.e. advertising requirements, random selections, etc.). For further details see [PGN 01/07: Grant and Procurements](#) is of particular relevance to the Council's activities.

9. THE NEWRY, MOURNE AND DOWN DISTRICT COUNCIL PROCUREMENT CYCLE

The Procurement Cycle



9.1 Business Case

This is the initial stage of any procurement process where the need is identified by means of a business case. The extent of the documentation should be at a level of detail that is appropriate to the importance, cost, size, and complexity of the need for the goods, services or works required. A set of [Economic Appraisals and Business Case procedures](#) have been developed for NMDDC.

9.2 Determine Procurement Route

At this early stage the Project Officer should seek advice from the Procurement and Logistics Department on the best route to market, where they will identify both the procurement procedure (section 6.0 (TYPES OF PROCUREMENT PROCEDURE) - open / restricted / competitive dialogue/ negotiated/ etc..) and the procurement process (section 8.0 (PROCUREMENT/PURCHASING THRESHOLD VALUES) – LVO / VFM / RFQ/ ITT / OJEU / STA / Frameworks / Grant Funded).

9.3 Establish Project Team/Evaluation Panel

At this stage the lead Council Officer will need to consider who should be present in the project team and on the evaluation panel. The Evaluation Panel will consist of individuals with the necessary expertise and experience. The size of the panel should be relevant to the size of the procurement and members need to understand the process and act in a consistent manner with regard to the specification, selection and award. Actual or perceived conflicts of interest must be carefully considered when determining panel members and the [Conflict of Interest Declaration](#) needs to be completed by all parties involved in the Project Team, before they become involved.

Where a conflict of interest is identified, the team/panel member will recuse themselves (remove (oneself) from participation to avoid a conflict of interest) and a suitable replacement must be found.

9.4 Prepare the Necessary Documentation

Based on the procurement route which was appropriate from step 2, the template forms are available at section 8.0 (PROCUREMENT/PURCHASING THRESHOLD VALUES).

Award criteria must be based on either lowest price or MEAT, again reflecting the key principles of transparency, non-discrimination and equal treatment, however as public money is being used the price weighting must play a fairly significant part. Other award criteria can include non-technical questions that are open – however it may be better to be specific in questions and provide some hints/tips on the type of information you are after.

Once the Council Officer completes the relevant documents the procurement team performs quality checks of the documentation to ensure the documentation are compliant with the rules and regulations and that a clear requirement has been identified and appropriately conveyed in the documentation.

9.5 Commence Procurement via e-Hub

Once the necessary documentation has been completed by the Council Officer, the Officer will then pass the documentation to the Procurement team electronically who will upload the documents onto e-Hub when they have been finalised and approved by the Council Officer and their superior if required.

All suppliers are given the same information in regard to closing times and dates via e-Hub and these must be adhered to rigidly, in addition all suppliers will be provided with a set of NMDDC Terms and Conditions of contract at this stage. Any late or incomplete tenders should not be considered unless Procurement have been advised of technical difficulties in advance of the closing date.

9.6 Suppliers Respond

9.7 Evaluate and Moderate Submissions

When staff are given details of Quotations/Tenders for evaluation they must act in a responsible, accountable, open and transparent manner while also maintaining strict confidentiality of all aspects. The following guidelines must be observed:

- There must be no direct contact with any supplier unless through the Procurement Department, until the award has been made.
- All adjudication members and any support staff attending, before involvement, must sign the Conflict of Interests declaration - [Conflict of Interest Declaration \(for all procurement exercises\)](#)
- Adjudication team members should not change through the process.

Further guidance containing best practice principles is available at – [PGN 04/16 Selection & Tender Evaluation Procedures](#)

Adjudication

The normal accepted process laid down for adjudicating on tenders requires ideally a minimum of 3 suitable (suitable in so far as having the relevant knowledge and technical capability to undertake the adjudication) staff each undertaking their assessments separately but based solely on the clearly defined criteria(s) pre-disclosed in the tender to suppliers as part of the tender process to date. See [Adjudication Assessment template](#) and also the [Sample Tender Scoring Summary Template](#).

There are 3 stages, although the first stage can be done in advance by the Project Officer and then just reviewed by the team:

1. Formal compliance check which would include insurance, financial, word count, professional standing etc. Any failure - the adjudication for that supplier stops here.
2. Any selection criteria requested should be assessed if set out clearly in the tender documentation. Any failure - the adjudication for that supplier stops here.
3. Adjudication of the scored criteria of each tenderer that has progressed to this stage.

When adjudication stops and a tenderer is identified for potential exclusion or disqualification, it is essential the grounds are checked first with the relevant procurement officer and an agreed action is then taken.

As this is a very litigious area, the full reasons for exclusion or disqualification will have to be clearly justified and disclosed to them.

Moderation

The individual panel members can then come together for the moderation process, agreeing and finalising all tenderers scores and comments for release to the tenderers to justify identifying the preferred bidder/tenderer.

It is recommended that a member of the Procurement team is present to act as a moderator during this stage to help ensure the process is fully compliant, the scoring is justified and to help identify where future similar tenders can be improved.

If any doubt as to whether information supplied meets that which is requested by the Council, Staff evaluating the Quotations/Tenders, must consult with the relevant procurement officer prior to making a decision.

The Procurement Department will advise whether an omission from a Tender is an acceptable omission and therefore does not invalidate the Tender or whether the omission is so grave as to invalidate the Tender, or in some circumstances where further clarification can or should be sought.

Where there is reasonable information to evaluate the Tender then staff as far as possible should try to evaluate the Tender from the information that has been supplied by the Tenderer. In some circumstances the Tenderer needs to be approached for matters of clarification or indeed it may be desirable to inspect the goods that the Tenderer is offering. This should only be done through the relevant procurement officer.

Details and transcripts of any contact with a tenderer must be recorded and copies returned to the relevant procurement officer.

Report

A [tender report](#) needs to be prepared, which will contain an outline of the tender requirement and process to date, the moderated scores and comments - these will also be released to the suppliers and the name and reason why the preferred bidder has been chosen.

Note: this stage has only identified the preferred bidder, the actual award can only take place at a later stage following standstills or when other required steps have been fully addressed and a purchase order or other contract award process has been fulfilled.

9.8 Select and Notify Bidders

Once the evaluation has concluded and the panel have selected a preferred bidder, both the successful and unsuccessful suppliers should be notified via feedback/standstill letters based on comments provided by the panel in the report at 9.7. See [link to sample letters](#).

For contract awards over the EU Thresholds a minimum standstill period (Alcatel) is mandatory, this refers to the time between a buyer notifying tenderers of the decision to award a contract and contract signature. This is to allow tenderers time to review the award decision and provides an opportunity for unsuccessful suppliers to decide whether to seek further information concerning the award decision.

For Standstill Periods below the EU threshold levels, the Council Officer / Procurement Officer can jointly use their discretion as to what is appropriate in each separate procurement exercise.

It is essential that before the final award takes place, due diligence has taken place.

9.9 Due Diligence before Award

Please ensure you have completed due diligence before any award is made, i.e. at any stage after identifying the preferred bidder but before the actual award, where applicable, this could be during or before the end of the Standstill (Reg87) period.

The main objective of this 'Due Diligence' is to undertake a final comprehensive check, so as to ensure you're getting what you want. It also allows time to ensure all information provided by both sides during the competition process is still valid and correct and there are no perceived impediments to proceeding.

The intention of this process is to help minimise future costs, challenges, ambiguity or any other associated risks to the process, both during and after the specified project life to both the individual and the Council.

At the stage a preferred bidder has been identified it is essential to:

1. Establish whether the preferred bidder can meet your requirements that you have specified and in the time frame specified in the competition documentation. i.e. that the preferred bidder has correctly interpreted your requirements and timeframes as you intended and these interpreted requirements still meet the requirements of the project.
2. Check whether any of the specifications, declarations, requirements, claims or any other information supplied or specified at the time of competition has now changed or been modified and they are all still valid – noting validity periods that may also expire during the contract to ensure continued compliance.

This is recommended for all competition processes but Project Officers or their designate need to be even more cautious where any of the following arise:

- there is a delay of more than 2 weeks from the close of a competition
- the project is or becomes more complex.
- where there has been valid clarification questions raised, and therefore potential ambiguity in the issued specifications may have arisen.

9.10 Award and Issue Contract

At the conclusion of a successful standstill period or similar, the Council Officer will advise, via the relevant procurement officer, the winning supplier to sign an acceptance form which will be linked to the Council's Terms and Conditions and where applicable the relevant contract. Upon receipt of the acceptance form, the Council Officer must arrange for the award to be confirmed via a purchase order. The value and quantity of this Purchase Order must not be exceeded without consulting and agreeing with the relevant procurement officer the correct action to be taken to maintain compliance with the PCR2015.

To comply with the Council's Standing Orders any contract awarded greater than £30k must be signed and sealed by the Council. See section 28 from the Council's [Standing Orders](#).

9.11 Contract Management

Contract management is the phase of the procurement cycle in which the successful tenderer delivers the required supplies, works and services in accordance with the Council's specification. The approach to managing the relationship is critically important to ensuring successful contract delivery and VfM. When things go wrong, the failure can be expensive in human, financial and reputational terms.

Good management of this operational phase of the procurement is therefore critical. It ensures that both parties fully meet their respective obligations as efficiently and effectively as possible, in order to meet the business and operational objectives required from the

contract. Any issues or changes to a contract must first be discussed and approved with the Procurement team to ensure the process remains compliant under the Public Contract Regulations.

To facilitate contract management, the Procurement Team maintains a central Contract Register, based on the information provided by Council staff. The register records detail of current contracts such as name of responsible Council Officer; Supplier name and contact; agreed contract prices; stating whether maintenance is included; contract start and end dates; extensions available and extensions confirmed with supplier.

For detailed Council contract management procedures, see Appendix 3.

9.12 Post Project Evaluations

A Post Project Evaluation (PPE) should also be carried out by the Council contract manager to ensure that lessons learned are fed back into the decision making process. The extent of post project evaluation will depend on the nature and contract value of the project. Issues to be considered here include whether the goods/services were delivered:

- on time;
- within budget; and
- to the required standard.

In addition, whether the supplier:

- needed greater Council input than expected;
- provided a good service or added value;
- changed the specification or goods/services without proper consultation.

This review should reach conclusions about the way the contract was organised and run and whether there are lessons to be learned. Council contract managers should use the standard template for completing a [Post Project Evaluation](#).

10 Policy Review Date

The policy will be reviewed in line with the Council's agreed policy review cycle i.e. every 4 years (as per Council's Equality Scheme commitment 4.31), or sooner, to ensure it remains reflective of legislative developments.

Staff wishing to receive clarification on this policy and/or suggest improvements should contact the Head of Procurement and Logistics.

11 Equality Screening

Having screened the Procurement Policy and Procedures, the decision is that it should not be subject to an Equality Impact Assessment (EQIA) with no mitigating measures required. A copy of the equality screening is available from the Head of Corporate Policy.

Version 1.2

APPENDIX 1

Newry Mourne and Down District Council Delegated Limits

(Approved by Senior Management Team in May 2017)

Grade Role	Approval level
Chief Executive	£30,000 *
Directors	£30,000 *
Assistant Director of Finance	£30,000
Assistant Directors	£15,000
Heads of Service	£10,000
Manager / Officers	£5,000
Supervisors	£500
Identified Staff for Low Value Orders	£250

The approval level refers to both the final approver for Purchase Order Requisitions and all invoices.

The Chief Executive and Directors can approve Purchase Orders / Invoices over £30k as long as the supplies / services / works provided can be linked to a suitable contract / framework or service level agreement. This should be attached to the requisition prior to going to purchasing.

For all other spend Council approval is required.

APPENDIX 2

Non Competitive Action (NCA), Single Tender Action (STA) or Direct Contract Award (DCA).

This form must be completed with respect to all orders exceeding **£5,000** (excluding VAT) or where similar orders are raised amounting to **£5,000** (excl. VAT) based on the aggregate amount over 12 months, where:

- The proposed purchase is **not** being made under a new or existing contract & Competitive offers have **not** been suitably obtained

OR

- Where additional costs, above the initial tendered and accepted costs from the award of a recognised Quotation (eRFQ), Tender or other approved public competition process.

Note: If this exceeds 10% by value for Goods or Services or 15% for Works, as per Public Contract Regulations 2015, this increases the risk considerably and should normally require a new competition.

A copy should be attached to the requisition and original retained in the project file for audit purposes to justify non-compliance with the Council's Procurement Policy.

Note: STA/NCAs are not required for subscriptions to professional journals, trade events or attending training courses or conferences.

If in any doubt, or if you require any help or advice, please contact the Procurement & Logistics Department, before proceeding to commit the Council to any expenditure.

This form must be completed and signed by the end user and not administration staff.

Department		Requestor	
Telephone/Extension		Email	
Proposed Supplier			
Supplier's Contact Details:			
Estimated total cost of this STA/ NCA¹. (Please provide price breakdown including on-going maintenance etc.)			
Estimated Duration of this proposed award			
Description of goods/services required			
Is this a new or additional requirement which has not been procured before?			
If this is a variant on an existing awarded quotation (e-RFQ) or Tender Please advise Reference and Purchase Order No. or Final approved Contract Value.	Reference:		
	Purchase Order Ref:		
	Contract Award Value:		
Has a business case been prepared for this or for the amendment of the initial competition value? If so please reference and attach.			

¹ NCA (Non Competitive Action) includes STA (Single Tender Action) and DCA (Direct Contract Award).

If funded by a Grant or other Public Funding, please provide name of the granting body.	No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, please provide further details below)
Will this STA/NCA affect the Grant or other Funding Body terms and conditions?	No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, please provide further details below)
Type of Purchase²:	One-off <input type="checkbox"/> Repeat Order <input type="checkbox"/> Repair <input type="checkbox"/> Other <input type="checkbox"/>
Detailed Recognised Justification for not undertaking a Competition. Or Detailed Reasoning for the Variance on Initial competition award value.	
Supporting statement on how value for money will be achieved and maintained.	
Does or will this potentially exceed the allocated budget?	
Please include Project/Capital Codes applicable to this STA/NCA.	
Has any payment or undertaking been agreed at this stage? If so please detail.	
Does any conflicts of interest exist or maybe perceived to exist, between the Council and/or staff and the Supplier and/or their staff?	No <input type="checkbox"/> Yes <input type="checkbox"/> (if yes, please provide further details below)

By signing this Declaration, I confirm that I have read and understand the current Procurement Policy and in particular accept the Risks of issuing a STA/NCA as outlined or referenced therein.
I also confirm the information provided is accurate, comprehensive and a true reflection of the requirement and circumstances surrounding the need for a STA/NCA .

Non Competitive Action Recommended by: (Requestor)			
Name:		Signature	
Position:		Date	

Supported and approved by: (Director)*			
Name:		Signature	
Position:		Date	

***The STA/NCA Justification Form must be approved by the Requestor's Director.**

² NCA must be completed for all orders if the 12 month aggregate amount exceeds the threshold. See Policy.

Contract Management

Introduction

Contract management is the active monitoring and control of all aspects of a contract between the provider and the Council to ensure that the outcome of the contract meets the contractual agreement i.e. the work is completed to the specified timescale, to the specification, and at the agreed price; this includes managing a robust, progressive & harmonious relationship between the supplier and the Council in order to facilitate continually improving performance. Good contract management is essential if the Council is to obtain the maximum benefit from its suppliers. However, contract management should be proportionate to the value, risk and complexity of the contract.

Contract Manager

A named Council Officer (contract manager) should be appointed to take responsibility for the performance of the contract. During the tendering process the tenderers should be asked to nominate an account/project manager who will be responsible for the supplier's performance. Depending on the nature and length of the contract, both parties may appoint one individual who will have strategic oversight of the contract and another who will be responsible for day to day liaison and management.

The responsibilities of the Councils contract manager include:

- setting up effective liaison arrangements with the supplier, as appropriate;
- where relevant, providing the Procurement Team with names of the supplier's staff who will be working on the project along with project start dates ;
- keeping the supplier fully briefed throughout the duration of the contract;
- briefing the supplier on expected or emerging problems;
- ensuring that the supplier conforms to their own quality standards and the Councils;
- validating the contract deliverables;
- managing any changes to the contract;
- monitoring the remaining life of the contract and recommending contract extension or alternative action to the Budget Holder, if allowable under the contract (see paragraphs 6.11 below) to allow for delivery of the goods/ services to be maintained, as appropriate;
- systematically monitoring contract costs against budget;
- regularly reviewing supplier performance and carrying out a Post Project Evaluation review; and
- reporting of under-performance and lessons learnt to the Budget Holder.

Additionally, consultants engaged in Council work will be regarded as representatives of the Council throughout the assignment and should be treated as such.

Validating the Contract Deliverables

Goods or services should be received according to the agreed timetable and specification set out in the contract. Deliveries of goods or services should be checked on receipt against the agreed contract deliverables and any discrepancies queried.

Determining the successful delivery of a service (as opposed to goods) can be more subjective. In the event of likely failure to deliver, the Council contract manager should discuss the problems with the supplier with the aim of securing delivery at the earliest opportunity. Such problems will be minimised if the deliverables are properly specified in the first instance and if effective relations are maintained with the supplier throughout the process. Whenever a new delivery date is agreed, the project documentation should be updated accordingly.

If the final deliverable is less than satisfactory the Council's contract manager should:

- assess the deliverable against the agreed specification within the contract and the supplier's tender;
- make clear to the supplier what is wrong;
- discuss how to rectify the situation; and
- keep a record of all communications with the supplier.

Payment should not be authorised if the work and the deliverable continue to be unsatisfactory. Generally the way forward will be to withhold payment until the goods and services have been delivered. It will be necessary to have a dialogue and probably to meet with the supplier to resolve the issue. If necessary the dispute should be escalated to more senior levels in both the Council and the supplier's organisation. Depending on the circumstances, Budget Holders may need to be involved and the Council may consider sending a formal letter to the supplier setting out the Council's concerns. The letter should be copied to the finance team to ensure that the dispute does not adversely affect the Council's 30 day maximum payment target. Often a part payment will be made in respect of goods and services delivered in accordance with the contract/order.

Once the Councils contract manager is satisfied with the deliverable, they should confirm this to the supplier who can then submit their (final) invoice. The Council aims to pay all valid invoices within 30 days of receipt. Invoices should be checked for accuracy of the claim for payment before being approved. Staff should be mindful of appropriate segregation of duties between ordering and authorisation for payment.

Contract Variation

The Council contract manager is responsible for managing any changes to the contract and should discuss all variations to the work with the Budget Holder and the Procurement Team, as necessary. Any changes to requirements and extra costs likely to be incurred by the supplier must be formally approved in advance by the Budget Holder and communicated to the supplier in writing. Costs should only be approved for additional work which could not be foreseen at the time of original tender. The Council contract manager is also required to consider, and where appropriate approve, any subletting or changes in staffing requested by the supplier.

Contract Extension

Any extension to the contract duration must be explicitly allowed for in the terms of the contract (usually within the contract terms of reference) and, for those contracts advertised in OJEU, the contract term advertised in the original Notice must allow for the extension. Without such provision, any contract “extension” will in fact be an STA and as such will require justification and approval at the appropriate level. The Budget Holder is responsible for agreeing in writing the contract extension with the supplier. Contract extensions must be notified to the Procurement Team.

Contract Termination

The Council enters into contracts with the intention that termination will occur upon successful completion of contracted tasks by the supplier. Where earlier termination is required or being considered, the Procurement Team must be notified to ensure that action is taken in accordance with the Councils Standard Terms and Conditions.

It is Council policy to honour its contractual obligations and staff should not allow the Council to be in breach of contract, for example by failing to pay invoices due. Generally the Council’s suppliers should not be in a position where they can “walk away” from their contracts without the Council’s consent.

Contract Review and Evaluation

Contractor performance should be evaluated regularly and appropriate records of the evaluation maintained. Such records should be made so that both good and bad performance may be taken into account for future procurement exercises, where appropriate. Supplier performance for all contracts with a duration greater than one year should be formally and regularly reviewed and documented throughout the duration of the contract, at a frequency and to an extent that is appropriate to the importance, size, cost and complexity of the contract. As a minimum formal supplier performance review should be carried out annually.

A Post Project Evaluation (PPE) review should also be carried out by the Council contract manager to ensure that lessons learned are fed back into the decision making process. For more details see section 9.12.

Contract Register

To facilitate contract management the Procurement Team maintains a central Contract Register which can be made available to the Budget Holder. The register records details of current contracts such as name of responsible Council contract manager; agreed contract prices; contract start and end dates; extensions available and extensions confirmed with supplier. Council Contract Managers are responsible for ensuring that relevant information is fed through to the Procurement Team on a timely basis. This is essential in order to keep the register accurate and up to date.

Documentation

A registered file should be set up for each contract. This file will be held by the relevant Council contract manager. Files should be kept up to date and made available for internal and external review as necessary.

The following details should be retained on the contract management file:

- copy of contract award letter (signed by Council) and supporting Invitation To Tender;
- copy of the contract acceptance form (signed by the supplier);
- copies of invoices and payment authorisation forms;
- authorisation of any additional work;
- any correspondence or queries on fees;
- a record of all information passed to the appointed firm;
- Supplier Performance Assessments;
- Post Project Evaluation; and
- correspondence with supplier.