

Appendix B – Revised Contract Procedure Rules and Standing Orders

Section	Old	New	Reason
All	Public Contract Regulations 2015	Procurement Act 2023	Reflect the change in legislation
All	Reference s to Commercial & Procurement	Reference changed to Procurement	Reflect change in team name
All			Change to order to reflect process flow and aid navigation
All	Definitions	Definitions	Update language used and definitions reflecting new legislation
Scope	Single document	<ul style="list-style-type: none"> • Main body of the policy does not include Health Services. • Scope to now include Contract Management 	<ul style="list-style-type: none"> • Separate document to be produced to reflect the introduction of the Health Act (provider Selection Regime) applicable to a small scope of health-related services. • Procurement Act has an extended definition of Procurement to include Contract Management
4– basic Principles	3.2 Reflected Public Contract Regulations	Amended to cover new Procurement Act principles	
5 Officer responsibilities	4.2 requires an authority to procure prior to commencement confirming budget availability	Removed	This decision delays action and serves little purpose. In addition to avoid breaches of the act it may be prudent to commence procurement prior to budget being in place – such as receipt of central government grant funding.
13Total Contract Value		Definition of contract value amended to include the cost	

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		of any demobilisation of the contract.	
14 Procurement Process Values	<ul style="list-style-type: none"> • Up to £25k one quote • £25k-£50k three quotes • £50k to £100k quick quote through Procurement • £100k – Act threshold – Invitation to tender through procurement. • Over threshold – full Invitation to tender in line with legislation through Procurement 	<ul style="list-style-type: none"> • Up to £30k seek three quotes, one response is acceptable. • £30k- £100k seek three quotes - two responses are acceptable. • £100k to Act thresholds Invitation to tender through procurement. • Over Act threshold – Full invitation to tender in line with the legislation. • Increased limits for Works contracts 	<p>To reflect the reduction in Procurement staff and the increased transparency burden placed on the team due to the Procurement Act Regulations.</p> <p>The increase in the levels for works reflects the general higher level of the contract's values, the act has always had higher applicable thresholds for Works contracts.</p> <p>This increases the responsibility on officers to ensure best value for lower value contracts.</p>
20-24 processes	Covers processes required based on value	Updated to reflect new limits in section 13.1 and the new Act processes.	
11 – market engagement		Officers to inform Procurement of any pre-tender market engagement	Procurement needs to issue transparency notices
39 – Contract Signing	Two signatories	One signatory	Speeds up signing process, especially given current restricted delegated authorities-unknown reason for originally having two.
37 intentions to award a contract	10-day standstill period to apply from notification of award	8 working day standstill period to apply from notification of award	Reflects changes included with the Act

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41/42- Contract changes and termination			Greater consultation with procurement as the Act includes greater transparency requirements
new		Annual review of the policy	To ensure it remains current and relevant.