

Cover note - Runnymede Borough Council Contract Standing Orders Council rules for the purchase of Goods, Works and Services, changes summarised below

- Tracked changes are not possible due to the restructuring of the CSOs
- CSOs have been reordered into chronological order to reflect the flow of the procurement process
- The threshold levels remain unchanged
- The requirement for all procurements in excess of £100k to go to CMC remains unchanged
- Wording on finances and contract administration has been refined to remove duplication and align with the Council, Committee and Administrative Standing Orders and Financial regulations.
- Clearer wording is provided to confirm that all roles inside of IR35 are out of scope of the CSOs
- Reference to bespoke contracts have been removed and instead defers to Legal to advise of the correct form of contract to be utilised
- Financial assessment required for all contracts in excess of £25k
- Confirmation provided as to acceptable tolerances for changes to contracts
- Inclusion of a Conflict Of Interest & Confidentiality Declaration form
- The CSOs will require further minor administrative amendments once the Procurement Act 2023 is adopted.

The below is a summary of the movement of sections within the document to assist with tracking the amendments.

Definitions	Moved to the end of the document
1. Scope and Purpose	CSO 1 - 2
2.1 Classification and Valuation of Contracts	CSO 3.3
2.2 Summary of procedures to be followed	CSO 4
2.3 Guiding Principles	CSO 3.1
2.4 Exemptions from advertising requirements	CSO 5
2.5 Approvals	CSO 3.4 / 4 / 24
2.6 Exemptions	CSO 10
2.7 Contract Formalities Sealing and Register	CSO 24
2.8 Contract Documents	CSO 24
2.9 Record Keeping	CSO 24.9
2.10 Contract Management, Evaluation and Review	CSO 28
2.11 Insurance	CSO 15
3.1 General	CSO 3 / 7
3.2 Contract Managers	CSO 28
3.3 Corporate Heads	CSO 11
3.4 Codes of Practice and training	CSO 11
3.5 Form of Contract and record keeping	CSO 24
4.1,4.2 Steps Prior to Purchase	CSO 6
4.3,4.4 Pre-Tender	CSO 8
4.5,4.6 Prevention of Corruption	CSO 7
5.1, 5.2 Advertising and assessing potential tenderers	CSO 5 / 22
6. Framework Agreements	CSO 19
7. The Appointment of Consultants to Provide Services	CSO 2
8. The Council as a Supplier	CSO 27
9. Collaborative and Partnership Arrangements	CSO 9
10. Setting Standards and Award Criteria	CSO 12
11. Invitations to Tender/Quotations	CSO 16 / 17 / 18
12. Submission, Receipt and Opening of Tenders / Quotes	CSO 21
13. Clarification Procedures and Post Tender Negotiations	CSO 20
14. Evaluation, Award of Contract and Debriefing Tenderers	CSO 22 / 23
15. Local Lists	-
16. Constructionline	-
17. Liquidated Damages and Security	CSO 26
18. Requirements for Contracts	CSO 24
19. British Standards	-
20. Additional Work not contracted for	CSO 25
21. Nominated Sub-Contractors and suppliers	-
22. Authorisation of payments, claims etc	CSO 25