

2.2 Summary of procurement process to be followed according to value for the purposes of these CSOs.

Total Contract Value (excluding vat)	Procurement Process Required:	Type of Contract
Up to £5,000.00	One written quote	Purchase order using the council's Terms and Conditions
Between £5,000.01 and £25,000.00	3 quotes obtained via the council's e-tendering system	Purchase order using the council's Terms and Conditions depending on the nature of the procurement (pending discussions with the Procurement Office and Legal Team) <i>or</i> Standard Form of Contract <i>or</i> Bespoke Contract if amends to the council's standard terms and conditions are required
Above £25,000.00	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Tender process via the council's e-tendering system; legal obligation to publish opportunity and contract award on Contracts Finder where applicable .	Bespoke Contract only
Above £100,000.00	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Tender process plus approval from the relevant committee for the budget and procurement process	Bespoke Contract only
Above Threshold for Supplies, Services or Works	Sourcing Plan to be completed and submitted to corporateprocurement@runnymede.gov.uk Find a Tender Service (FTS) process	Bespoke Contract only

Please refer to the relevant Procurement Toolkit for process maps for each threshold

2.4.5 Where it can be clearly demonstrated that goods or services can only be provided by a single source, an exemption to advertising requirements may be requested via the waiver to CSOs process (2.6).

In all instances, advice should be sought from the council's Legal Services or the Procurement Office.

2.5 Approvals

- a) Procurement can only occur if there is a budget allocation or express approval by the relevant Committee. All Contracts in excess of £100,000.00 must be appropriately authorised by the relevant Committee or in accordance with the council's Scheme of Delegation before a procurement process is begun.
- b) For procurements with a value in excess of £100,000.00:
 - i. Contract Managers must seek approval from the relevant Committee for the procurement route and estimated total Contract value prior to the procurement exercise commencing;
 - ii. if, after evaluation of tender responses, the actual Contract value is less than or equal to that agreed by Committee for the procurement, Contract Managers must report to the relevant Committee the award of the Contract to the successful tenderer as information only;
 - iii. if, after evaluation of tender responses, the actual Contract value is greater than that agreed for the procurement or there has been a substantial modification to the specification or terms and conditions of Contract, Contract Managers must request the approval of the procurement outcome at the relevant Committee prior to Contract award notification.
- c) All Contracts must be in written form and once the terms and conditions are agreed should be submitted to the appropriate person for signature. The written formalities must be completed before the Contract is due to start.

2.6 Exemptions

2.6.1 Subject to any legal requirements, any requirement of these CSOs may be waived with the consent of the relevant Committee or via the waiver to CSO process. The Procurement Office administers the process and further information is available in the Procurement Toolkit. The Procurement Manager will assess waiver applications and if the grounds for the waiver are deemed appropriate, waivers will be approved by either the Procurement Manager or the Corporate Head of Law and Governance. Additional approval as detailed in the process may be required from the Chief Executive or the Assistant Chief Executive who may authorise other officers to exercise all or part of these powers on their behalf.

2.6.2 An application for a waiver shall:

- (a) be submitted in writing to corporateprocurement@runnymede.gov.uk;
- (b) set out clearly the reasons for requiring the waiver and indicate the time

- 4.4 Contract Managers may seek or accept technical advice on the preparation of a specification from anyone who may have a commercial interest in bidding/tendering for the Contract provided that it does not prejudice the equal treatment of all potential Tenderers and distort competition. Records must be kept of this consultation until the expiry of the Contract.

Prevention of Corruption

- 4.5 An anti-bribery and corruption clause must be inserted into every Contract. The wording of the clause is to be advised by the council's Legal Services.

Every written Contract must state that the council may cancel the Contract and recover any resulting loss from the contractor, if the contractor or anyone acting on his behalf, or his employees (with or without his knowledge):

- i. has improperly offered, given or agreed to give anything to any person in return for doing or refraining to do anything in connection with the obtaining or execution of the Contract or any other Contract with the council, or in return for showing or refraining from showing favour or disfavour to anyone in relation to the Contract or any other Contract with the council;
 - ii has, in relation to any Contract with the council, committed an offence under the Bribery Act 2010, or has given any fee or reward the receipt of which is an offence under Section 117 (2) of the Local Government Act 1972.
- 4.6 A non-collusive tendering certificate is to be included with all procurement documentation which must be signed by Tenderers and included with their Tender.

5. Advertising and Assessing Potential Suppliers

5.1 Advertising

~~5.1.1 Where a contract value is All proposed Contracts where the Total Value of the Contract is expected to exceed £30,000.00 incl of VAT (or £25,000 excl VAT at 20%) £25,000.00 (excl of VAT), and the opportunity is being advertised in an public manner on must be advertised on the council's website, then it ite. The minimum advertising requirements are:~~

~~5.1.2 all Contracts above £25,000.00 must also be published on the council's website and Contracts Finder;~~

~~5.1.1~~

~~5.1.3 All Contracts exceeding the applicable Public Procurement thresholds must also be published to the Find a Tender Service (FTS);~~

~~5.1.2~~

~~5.1.4~~ 5.1.3 Advertisements for Contracts exceeding the applicable FTSEU threshold should not appear on the council's website until after they have appeared on the FTS.

~~5.1.5~~ 5.1.4 For Where all Contracts above an estimated total contract value of £30,000.00 incl of VAT (incl of VAT or £25,000 excl VAT at 20%), irrespective of procurement route, the contract award must be are advertised, the PCR 2015 (as amended) require that they must also be advertised published on Contracts Finder.

5.2 Assessing potential suppliers or contractors

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