MALDON DISTRICT COUNCIL

Contract Procedure Rules

Approved by Council December 2017
A BRIEF GUIDE TO CONTRACT PROCEDURE RULES .........................4

SECTION 1: SCOPE OF CONTRACT PROCEDURE RULES .................5
1. BASIC PRINCIPLES ........................................................................ 5
2. OFFICER RESPONSIBILITIES ......................................................... 5
3. EXEMPTIONS, COLLABORATIVE AND E-PROCUREMENT ARRANGEMENTS ........................................................................ 7
4. RELEVANT CONTRACTS ................................................................... 8

SECTION 2: COMMON REQUIREMENTS ............................................8
5. STEPS PRIOR TO PURCHASE ........................................................ 8
6. RECORDS (acquisitions and disposals) ........................................ 9
7. ADVERTISING, APPROVED LISTS AND FRAMEWORK AGREEMENTS 10

SECTION 3: CONDUCTING PURCHASE AND DISPOSAL ...............12
8. COMPETITION REQUIREMENTS FOR PURCHASE, DISPOSAL AND PARTNERSHIP ARRANGEMENTS ......................................................... 12
9. PRE-TENDER MARKET RESEARCH AND CONSULTATION .......... 14
10. STANDARDS AND AWARD CRITERIA ........................................ 14
11. INVITATIONS TO TENDER / QUOTATIONS .................................. 15
12. SHORTLISTING ............................................................................. 16
13. SUBMISSION, RECEIPT AND OPENING OF TENDERS/QUOTATIONS . 15
14. CLARIFICATION PROCEDURES AND POST-TENDER NEGOTIATION . 17
15. EVALUATION, AWARD OF CONTRACT, & DEBRIEFING CANDIDATES 17

SECTION 4: CONTRACT AND OTHER FORMALITIES .....................19
16. CONTRACT DOCUMENTS ............................................................. 19
17. BONDS AND PARENT COMPANY GUARANTEES .......................... 21
18. PREVENTION OF CORRUPTION .................................................. 21
SECTION 5: CONTRACT MANAGEMENT ......................................................... 21

20. MANAGING CONTRACTS ................................................................. 21
21. RISK ASSESSMENT AND CONTINGENCY PLANNING .................. 21
22. CONTRACT MONITORING, EVALUATION AND REVIEW ............ 21

DEFINITIONS APPENDIX ........................................................................ 24

All costs stated in these contract procedure rules are exclusive of VAT, Staff costs and fees. Terms appearing in the definitions appendix are italicised.
A BRIEF GUIDE TO CONTRACT PROCEDURE RULES

These contract procedure rules (issued in accordance with section 135 of the 1972 Local Government Act) are intended to promote good purchasing practice and public accountability and deter corruption. Following the rules is the best defence against allegations that a purchase has been made incorrectly or fraudulently.

Officers responsible for purchasing or disposal must comply with these contract procedure rules when undertaking Procurement on behalf of the Council. Council employees and third party service providers have a duty to report breaches of Contract Procedure Rules to an appropriate senior manager and the Monitoring Officer.

These rules apply to all relevant contracts.

These rules apply to Officers and Members.

For the purposes of these rules, where there is a requirement for communication to be in writing, this shall be deemed to include e-mail and fax transmissions as well as hard copy.

- Follow the rules if you purchase goods or services or order building work.
- Take all necessary legal, financial and professional advice.
- Declare any personal financial interest in a contract. Corruption is a criminal offence.
- Conduct any Best Value review and appraise the purchasing need.
- Check whether there is an existing Corporate Contract you can make use of before undergoing a competitive process.
- Normally allow at least four weeks for submission of bids (not to be submitted by fax or e-mail).
- Keep bids confidential.
- Complete a written contract or council order before the supply or works begin.
- Identify a contract manager with responsibility for ensuring the contract delivers as intended.
- Keep records of dealings with suppliers.
- Assess each contract afterwards to see how well it met the purchasing need and Value for Money requirements.

In accordance with the Constitution, the Director of Resources shall have the power to make amendments from time to time to these contract procedure rules after consultation with the Monitoring Officer.
SECTION 1: SCOPE OF CONTRACT PROCEDURE RULES

1. BASIC PRINCIPLES

All purchasing and disposal procedures must:

- Ensure value for money and propriety in spending of public money; be consistent with the highest standards of integrity
- Consider all necessary procurement, legal, financial and professional advice
- Comply with all legal requirements and these rules
- Ensure that the Council is not exposed to unnecessary risk and likelihood of challenge arising from non-compliant procurement activity
- Consider and incorporate necessary health and safety, inclusion and diversity, and safeguarding children and vulnerable adults’ requirements.
- Not be influenced by Non-Commercial considerations other than those permitted by law.
- Comply with the Council’s Procurement Strategy.
- Support the council’s corporate and departmental objectives, plan and policies

2. OFFICER RESPONSIBILITIES

2.1 Officers

2.1.1 Officers responsible for purchasing or disposal must comply with these contract procedure rules, Financial Regulations, the Code of Conduct and with all UK and European Union binding legal requirements. Officers must ensure that any Agents, Consultants and contractual partners acting on their behalf also comply.

All officers should undertake procurement in a manner which avoids any potential conflicts of interest.

2.1.2 Officers must:

- Obtain all appropriate authorisations and check that appropriate budget provisions exist before procurement
- Have regard to the guidance in the Purchasing Guidance
- Check whether a suitable Corporate Contract exists before seeking to let another contract; where a suitable Corporate Contract exists, this must be used unless there is an auditable reason not to keep the records required by Rule 6
- Take all necessary legal, financial and professional advice.

2.1.3 When any employee either of the authority or of a service provider may be affected by any transfer arrangement, Officers must ensure that the Transfer of Undertaking (Protection of Employment) (TUPE) issues are considered and obtain legal advice before proceeding with inviting Tenders or Quotations.
2.2 Directors

2.2.1 Directors must:

- Ensure that their staff comply with Rule 2.1 Keep registers of: Contracts Completed by signature, rather than by the council’s seal (see Rule 16.3)
- Arrange their safekeeping on council premises exemptions recorded under Rule 3.2.
- Ensure that where exemptions are obtained under section 3 that they are recorded and stored.
3. EXEMPTIONS, COLLABORATIVE AND E-PROCUREMENT ARRANGEMENTS

3.1 The council has the power to waive any requirements within these contract procedure rules for specific projects.

3.2 Where a proposed contract is likely to exceed the European Union (EU) Threshold, Directors have no delegated powers and the matter has to be determined by the council (see Rule 3.1). No exemption can be used if the EU Procedure applies or if the Total Value exceeds £24,999.

3.3 Where an exemption is necessary because of an unforeseeable emergency involving immediate risk to persons, property or serious disruption to council services, the Officer and the Director of Resources may jointly approve the exemption but they must prepare a report for the next Finance and Corporate Services Committee to support the action taken.

3.4 All exemptions, and the reasons for them, must be recorded using the form in the Purchasing Guidance. Exemptions shall be signed by the Officer and countersigned by the Director of Resources and where appropriate the Chairman of the Finance & Corporate Services Committee.

3.5 The Director of Resources must be consulted prior to commencing any procurement process using Office of Government Commerce (OGC) Buying Solutions Contracts. The terms and conditions of contract applicable to any OGC arrangement, including the requirement to undertake competition between providers, must be fully complied with.

3.6 Financial Officers must monitor the use of all exemptions.

3.7 In order to secure Value for Money, the authority may enter into collaborative procurement arrangements. The Officer must consult the Director of Resources and the Monitoring Officer where the purchase is to be made using collaborative procurement arrangements with another local authority, government department, statutory undertaking or public service purchasing consortium.

3.7.1 All purchases made via a local authority purchasing consortium are deemed to comply with these contract procedure rules and no exemption is required. However, purchases above the EU Threshold must be let under the EU Procedure, unless the consortium has satisfied this requirement already by letting their contract in accordance with the EU Procedures on behalf of the authority and other consortium members.

3.7.2 Any contracts entered into through collaboration with other local authorities or other public bodies, where a competitive process has been followed that complies with the contract procedure rules of the leading organisation, will be deemed to comply with these contract procedure rules and no exemption is required. However, advice must be sought from the Resources Directorate.

3.8 The use of e-procurement technology does not negate the requirement to comply with all elements of these contract procurement rules, particularly those relating to competition and Value for Money.
4. RELEVANT CONTRACTS

4.1 All Relevant Contracts must comply with these contract procedure rules. A Relevant Contract is any arrangement made by, or on behalf of, the authority for the carrying out of works or for the supply of goods, materials or services. These include arrangements for:

- The supply or disposal of goods;
- The hire, rental or lease of goods or equipment;
- The delivery of services, including (but not limited to) those related to:
  - The recruitment of staff
  - Land and property transactions
  - Financial and Consultancy Services

4.2 Relevant Contracts do not include:

- Contracts of employment which make an individual a direct employee of the authority, or
- Agreements regarding the acquisition, disposal, or transfer of land (for which Financial Regulations shall apply).

4.3 CONTRACT VALUE CALCULATION

Contract value means the estimated aggregate or recurring value payable in pounds sterling exclusive of Value Added Tax over the entire contract period including any extensions of the contract.

Where the contract term without fixed length the estimated value of the contract should be calculated by monthly value of spend multiplied by 48 in accordance with Regulation 8 of the EU regulations.

Contracts must not be artificially underestimated or disaggregated into two or more separate contracts where the effect is to avoid the application of Contract Procedure Rules or English Law.

Where a framework agreement is planned the contract value must be calculated to include the total value of all of the individual contract arrangements envisaged under the Framework Agreement.

4.4 EXTENSIONS AND VARIATIONS

Contracts may only be extended or varied if all of the following conditions have been met:
- the extension or variation is in accordance with the terms and conditions of the existing contract;
- the contract has not been extended before the extension or variation has an approved budget allocation;
For advice regarding acceptance thresholds for contract extensions and variations please contact the Director of Resources.

SECTION 2: COMMON REQUIREMENTS

5. STEPS PRIOR TO PURCHASE
5.1 The Officer must appraise the purchase, in a manner commensurate with its complexity and value and taking into account any guidance in the Purchasing Guidance, by:

- Taking into account the requirements from any relevant Best Value review appraising the need for the expenditure and its priority defining the objectives of the purchase.
- Assessing the risks associated with the purchase and how to manage them considering what procurement method is most likely to achieve the purchasing objectives, including internal or external sourcing, partnering, packaging strategy and collaborative procurement arrangements with another local authority, government department, statutory undertaker or public service purchasing consortium.
- Consulting users as appropriate about the proposed procurement method, contract standards and performance and user satisfaction monitoring.
- Drafting the terms and conditions that are to apply to the proposed contract setting out these matters in writing if the Total Value of the purchase exceeds £50,000

5.2 And by confirming that:

- There is Council or delegated approval for the expenditure and the purchase accords with the approved policy framework and scheme of delegation as set out in the Constitution.

6. RECORDS (ACQUISITIONS AND DISPOSALS)

6.1 Where the Total Value is greater than £500 but less than £50,000, the following records must be kept:

- Invitations to quote and Quotations;
- A record:
  - of any exemptions and the reasons for them;
  - of the reason if the lowest price is not accepted.
- Written records of communications with the successful contractor or an electronic record if a written record of the transaction would normally not be produced.

6.2 Where the Total Value exceeds £50,000 the Officer must record:

- The method for obtaining bids (see Rule 8.1);
- Any Contracting Decision and the reasons for it;
- Any exemption under Rule 3 together with the reasons for it;
- The Award Criteria in descending order of importance;
- Tender documents sent to and received from Candidates;
- Pre-tender market research;
- Clarification and post-tender negotiation (to include minutes of meetings);
- The contract documents;
- Post-contract evaluation and monitoring;
- Communications with Candidates and with the successful contractor throughout the period of the contract.
6.3 Records required by this rule must be kept for six years after the end of the contract. However, written documents which relate to unsuccessful Candidates may be electronically scanned or stored by some other suitable method after 12 months from award of contract, provided there is no dispute about the award.

7. **ADVERTISING, APPROVED LISTS AND FRAMEWORK AGREEMENTS**

7.1 **Identifying and Assessing Potential Candidates**

7.1.1 Officers shall ensure that, where proposed contracts, irrespective of their Total Value, might be of interest to potential Candidates located in other member states of the EU, a sufficiently accessible advertisement is published.

7.1.2 Generally, the greater the interest of the contract to potential bidders from other member estates, the wider the coverage of the advertisement should be. Examples of where such advertisements may be placed include:

- The council’s website
- Portal websites specifically created for contract advertisements (all contracts with a Total Value exceeding £24,999 must be advertised on the Contracts Finder website)
- National official journals,
  or
- The Official Journal of the European Union (OJEU) / Tenders Electronic Daily (TED) (even if there is no requirement within the EU Procedure).

7.1.3 Officers are responsible for ensuring that all Candidates for a Relevant Contract are suitably assessed. The assessment process shall establish that the potential Candidates have sound:

- Economic and financial standing;
- Technical ability and capacity to fulfil the requirements of the authority.

7.3 **Framework Agreements**

7.3.1 The term of a Framework Agreement must not exceed four years and, while an agreement may be entered into with one provider, where an agreement is concluded with several organisations, there must be at least three in number.

7.3.2 Contracts based on Framework Agreements may be awarded by either:

- applying the terms laid down in the Framework Agreement (where such terms are sufficiently precise to cover the particular call-off) without reopening competition, or
- where the terms laid down in the Framework Agreement are not precise enough or complete for the particular call-off, by holding a mini competition in accordance with the following procedure:
  - inviting the organisations within the Framework Agreement that are capable of executing the subject of the contract to submit written Tenders;
• fixing a time limit which is sufficiently long to allow *Tenders* for each specific contract to be submitted, taking into account factors such as the complexity of the subject of the contract;

• awarding each contract to the tenderer who has submitted the best *Tender* on the basis of the *Award Criteria* set out in the specifications of the *Framework Agreement*. 
SECTION 3: CONDUCTING PURCHASE AND DISPOSAL

8. COMPETITION REQUIREMENTS FOR PURCHASE, DISPOSAL AND PARTNERSHIP ARRANGEMENTS

The Officer must calculate the Total Value.

The following procedures apply where there are no other procedures which take precedence. Other procedures may include agency agreements with government. If in doubt, Officers must seek the advice of the Director of Resources.

8.1 Purchasing – Competition Requirements

8.1.1 Where the Total Value for a purchase is within the values in the first column below, the Award Procedure in the second column must be followed. Short-listing shall be done by the persons specified in the third column.

<table>
<thead>
<tr>
<th>Total Value</th>
<th>Award Procedure</th>
<th>Short listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £5,000</td>
<td>At least one and preferably up to three Quotations. (confirmed in writing where the Total Value exceeds £500)</td>
<td>Officer</td>
</tr>
<tr>
<td>£5,001 to £24,999</td>
<td>The Receipt of three written Quotations (this requirement may be waived with the written consent of the Director of Resources in consultation with the Chairman of the Finance &amp; Corporate Services Committee).</td>
<td>Officer and Line Manager</td>
</tr>
<tr>
<td>£25,000 to £50,000</td>
<td>Quotations sought by advertisement on Contracts Finder</td>
<td>Officer and Line Manager</td>
</tr>
<tr>
<td>£50,001 to EU Threshold</td>
<td>Invitation to Tender by advertisement on Contracts Finder</td>
<td>Officer, Line Manager and Director</td>
</tr>
<tr>
<td>Above EU Threshold</td>
<td>EU Procedure or, where this does not apply, Invitation to Tender by advertisement on Contracts Finder</td>
<td>Consult the Essex Procurement Hub – see Rule 8.1.4</td>
</tr>
</tbody>
</table>

8.1.2 Where it can be demonstrated that there are insufficient suitably qualified Candidates to meet the competition requirement, all suitably qualified Candidates must be invited.

8.1.3 An Officer must not enter into separate contracts nor select a method of calculating the Total Value in order to minimise the application of these contract procedure rules.

8.1.4 Where the EU Procedure is required, the Officer shall consult the Essex Procurement Hub to determine the method of conducting the purchase.
8.2 **Assets for Disposal**

8.2.1 Assets for disposal must be sent to public auction (including electronic auction sites such as eBay) except where better *Value for Money* is likely to be obtained by inviting *Quotations* and *Tenders*. (These may be invited by advertising on the council's internet site.) In the latter event, the method of disposal of surplus or obsolete stocks/stores or assets other than land must be formally agreed with the *Director of Resources*.

8.2.2 In the first instance surplus vehicles, plant and equipment should be offered to Parish Council's within the District at a fair price (sold as seen) agreed by the *Director of Resources* in consultation with the relevant *Director*.

8.3 **Providing Services to External Purchasers**

8.3.1 The *Director of Resources* and *Financial Regulations and procedures* must be consulted where contracts to work for organisations other than the authority are contemplated.

8.4 **Collaborative and Partnership Arrangements**

8.4.1 Collaborative and partnership arrangements are subject to all UK and EU procurement legislation and must follow these contract procedure rules.

8.4.2 If in doubt, *Officers* must seek advice of the *Essex Procurement Hub*.

8.5 **The Appointment of Consultants to Provide Services**

8.5.1 Consultant architects, engineers, surveyors and other professional *Consultants* shall be selected and commissions awarded in accordance with the procedures detailed within these contract procedure rules and as outlined below.

<table>
<thead>
<tr>
<th>Total Value</th>
<th>Award Procedure</th>
<th>Short listing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £5,000</td>
<td>At least one and preferably up to three <em>Quotations</em>. (confirmed in writing where the <em>Total Value</em> exceeds £500)</td>
<td><em>Officer</em></td>
</tr>
<tr>
<td>£5,001 to £24,999</td>
<td>The receipt of three written <em>Quotations</em> (This requirement may be waived with the written consent of the <em>Director of Resources</em> in consultation with the Chairman of the Finance and Corporate Services Committee).</td>
<td><em>Officer and Line Manager</em></td>
</tr>
<tr>
<td>£25,000 to £50,000</td>
<td><em>Quotations</em> sought by advertisement on Contracts Finder</td>
<td><em>Officer and Line Manager</em></td>
</tr>
<tr>
<td>£50,001 to <em>EU Threshold</em></td>
<td><em>Invitation to Tender</em> by advertisement on Contracts Finder</td>
<td><em>Officer, Line Manager and Director</em></td>
</tr>
<tr>
<td>Above <em>EU Threshold</em></td>
<td><em>EU Procedure</em> or, where this does not apply, <em>Invitation to Tender</em> by advertisement on Contracts Finder</td>
<td>Consult the Essex Procurement Hub – see Rule 8.1.4</td>
</tr>
</tbody>
</table>
8.5.2 The engagement of a Consultant shall follow the agreement of a brief that adequately describes the scope of the services to be provided and shall be subject to completion of a formal letter or contract of appointment.

8.5.3 Records of consultancy appointments shall be maintained in accordance with Rule 6.

8.5.4 Consultants shall be required to provide evidence of, and maintain professional indemnity insurance policies to the satisfaction of the relevant Director for the periods specified in the respective agreement.

9. PRE-TENDER MARKET RESEARCH AND CONSULTATION

9.1 The Officer responsible for the purchase:

- May consult potential suppliers prior to the issue of the Invitation to Tender in general terms about the nature, level and standard of the supply, contract packaging and other relevant matters, provided this does not prejudice any potential Candidate
- Must not seek or accept technical advice on the preparation of an Invitation to Tender or Quotation from anyone who may have a commercial interest in them, if this may prejudice the equal treatment of all potential Candidates or distort competition, and should seek advice from the Essex Procurement Hub.

10. STANDARDS AND AWARD CRITERIA

10.1 The Officer must ascertain what are the relevant British, European or international standards which apply to the subject matter of the contract. The Officer must include those standards which are necessary properly to describe the required quality. The Director must be consulted if it is proposed to use standards other than European standards.

10.2 The Officer must define Award Criteria that are appropriate to the purchase and designed to secure an outcome giving Value for Money for the authority. The basic criteria shall be:

- ‘Lowest price’ where payment is to be made by the authority;
- ‘Highest price’ if payment is to be received; or
- ‘Most economically advantageous’, where considerations other than price also apply.

If the last criterion is adopted, it must be further defined by reference to sub-criteria which may refer only to relevant considerations.

These may include price, service, quality of goods, running costs, technical merit, previous experience, delivery date, cost effectiveness, quality, relevant environmental considerations, aesthetic and functional characteristics (including security and control features), safety, after-sales services, technical assistance and any other relevant matters.
10.3 *Award Criteria* must not include:

- *Non-commercial Considerations*
- Matters which discriminate against suppliers from the *European Economic Area* or signatories to the *Government Procurement Agreement*.

11. **INVITATIONS TO TENDER / QUOTATIONS**

11.1 The *Invitation to Tender* shall state that no *Tender* will be considered unless it is received by the date and time stipulated in the *Invitation to Tender*. No *Tender* delivered in contravention of this clause shall be considered.

11.2 **All Invitations to Tender** shall include the following:

(a) A specification that describes the authority’s requirements in sufficient detail to enable the submission of competitive offers.

(b) A requirement for tenderers to declare that the *Tender* content, price or any other figure or particulars concerning the *Tender* have not been disclosed by the tenderer to any other party (except where such a disclosure is made in confidence for a necessary purpose).

(c) A requirement for tenderers to complete fully and sign all *Tender* documents including a form of *Tender* and certificates relating to canvassing and non-collusion.

(d) Notification that *Tenders* are submitted to the council on the basis that they are compiled at the tenderer’s expense.

(e) A description of the *Award Procedure* and, unless defined in a prior advertisement, a definition of the *Award Criteria* in objective terms and if possible in descending order of importance.

(f) Notification that no *Tender* will be considered unless it is enclosed in a sealed envelope or container which bears the word ‘*Tender*’ followed by the subject to which it relates, but no other name or mark indicating the sender. Proforma Tender labels are available from the Committee Services Office. (Refer to TENDERS AND QUOTATIONS – procedure note).

(g) A stipulation that any *Tenders* submitted by fax or other electronic means shall not be considered with the exception of the Council’s electronic tender portal.

(h) The method by which any arithmetical errors discovered in the submitted *Tenders* is to be dealt with. In particular, whether the overall price prevails over the rates in the *Tender* or vice versa.

11.3 **All Invitations to Tender or Quotations** must specify the goods, service or works that are required, together with the terms and conditions of contract that will apply (see Rule 16).

11.4 The *Invitation to Tender or Quotation* must state that the council is not bound to accept any *Quotation* or *Tender*. 
11.5 All Candidates invited to Tender or quote must be issued with the same information at the same time and subject to the same conditions. Any supplementary information must be given on the same basis. For contracts with a Total Value exceeding £24,999, documentation will need to be uploaded to Contracts Finder at the time of publishing the notice.

12. **SHORTLISTING**

12.1 Any Shortlisting must have regard to the financial and technical standards relevant to the contract and the Award Criteria. Special rules apply in respect of the EU Procedure.

12.2 The officers responsible for Shortlisting are specified in Rule 8.1.1.

12.3 Where Approved Lists are used, Shortlisting may be done by the Officer in accordance with the Shortlisting criteria drawn up when the Approved List was compiled (see Rule 7.2.2). However, where the EU Procedure applies, Approved Lists may not be used.

13. **SUBMISSION, RECEIPT AND OPENING OF TENDERS/QUOTATIONS**

13.1 Candidates must be given an adequate period in which to prepare and submit a proper Quotation or Tender, consistent with the complexity of the contract requirement. For contracts with a Total Value exceeding £24,999, the minimum term for receipt of tenders or quotations from the date advertised is 35 calendar days. The EU Procedure lays down specific time periods (see guidance in the Purchasing Guidance).

13.2 All Tenders must be returned to the Director of Resources.

13.3 Tenders received by fax or other electronic means (e.g. email) must be rejected, unless they have been sought in accordance with an electronic tendering system approved by the Director of Resources.

13.4 The Officer must not disclose the names of Candidates to any staff involved in the receipt, custody or opening of Tenders.

13.5 The Director of Resources shall be responsible for the safekeeping of Tenders until the appointed time of opening. Each Tender must be: Suitably recorded so as to subsequently verify the date and precise time it was received adequately protected immediately on receipt to guard against amendment of its contents recorded immediately on receipt in the Tender Record Log.

13.6 The Director of Resources must ensure that all Tenders are opened at the same time when the period for their submission has ended. Members will be made aware of the opening arrangements should they wish to observe the process. The Officer or his or her representative must be present. Tenders must be opened in the presence of two officers representing the Director of Resources, neither of whom can be the Officer. Where the Total Value is more than the EU Threshold, one must be the Director of Resources or Officer designated by the Director of Resources.

13.7 Upon opening, a summary of the main terms of each Tender (i.e. significant issues that are unique to each Tender submission and were not stated in the Tender invitation documents such as Tender sum, construction period, etc.) must be recorded in the Tender Record Log. The summary must be initialled on behalf of the Director of Resources.
14. CLARIFICATION PROCEDURES AND POST-TENDER NEGOTIATION

14.1 Providing clarification of an Invitation to Tender to potential or actual Candidates or seeking clarification of a Tender, whether in writing or by way of a meeting, is permitted. However, discussions with tenderers after submission of a Tender and before the award of a contract with a view to obtaining adjustments in price, delivery or content (i.e. post-tender negotiations) must be the exception rather than the rule. In particular, they must not be conducted in an EU Procedure where this might distort competition, especially with regard to price.

14.2 If post-tender negotiations are necessary after a single-stage Tender or after the second stage of a two-stage Tender, then such negotiations shall only be undertaken with the tenderer who is identified as having submitted the best Tender and after all unsuccessful Candidates have been informed. During negotiations tendered rates and prices shall only be adjusted in respect of a corresponding adjustment in the scope or quantity included in the Tender documents. Officers appointed by the relevant Director to carry out post-tender negotiations should ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.

14.3 Post-tender negotiation must only be conducted in accordance with the guidance issued by the Solicitor who, together with the Director of Resources, must be consulted wherever it is proposed to enter into post-tender negotiation. Negotiations must be conducted by a team of at least two Officers, one of whom must be from a service independent to that leading the negotiations.

14.4 Where post-tender negotiation results in a fundamental change to the specification (or contract terms) the contract must not be awarded but re-tendered.

15. EVALUATION, AWARD OF CONTRACT, & DEBRIEFING CANDIDATES

15.1 Apart from the debriefing required or permitted by these contract procedure rules, the confidentiality of Quotations, Tenders and the identity of Candidates must be preserved at all times and information about one Candidate’s response must not be given to another Candidate.

15.2 Contracts must be evaluated and awarded in accordance with the Award Criteria. During this process, Officers shall ensure that submitted Tender prices are compared with any pre-tender estimates and that any discrepancies are examined and resolved satisfactorily.

15.3 The arithmetic in compliant Tenders must be checked. If arithmetical errors are found they should be notified to the tenderer, who should be requested to confirm or withdraw their Tender. Alternatively, if the rates in the Tender, rather than the overall price, were stated within the Tender invitation as being dominant, an amended Tender price may be requested to accord with the rates given by the tenderer.

15.4 Officers may accept Quotations and Tenders received in respect of proposed contracts, provided they have been sought and evaluated fully in accordance with these contract procedure rules and, in respect of proposed contracts that are
expected to exceed £250,000, the approval of the relevant Committee has been secured.

15.5 For tenders up to the EU threshold it is best practice to inform all tenderers of the intention to award and give unsuccessful tenderers an opportunity to request feedback on their submission.

15.6 The Officer shall debrief in writing all those Candidates who submitted a bid about the characteristics and relative advantages of the leading bidder. No information, other than the following, should be given without taking the advice of the Solicitor:

1. How the Award Criteria were applied
2. The prices or range of prices submitted, in either case not correlated to
3. Candidates’ names
4. The names of Candidates where there were three or more Candidates.

15.7 If a Candidate requests in writing the reasons for a Contracting Decision, the Officer must give the reasons in writing within 15 days of the request. If requested, the Officer may also give the debriefing information at Rule 15.6 above to Candidates who were deselected in a pre-tender Shortlisting process.
SECTION 4: CONTRACT AND OTHER FORMALITIES

16. CONTRACT DOCUMENTS

16.1 Relevant Contracts

16.1.1 All Relevant Contracts that exceed £50,000 shall be in writing.

16.1.2 All Relevant Contracts, irrespective of value, shall clearly specify:

- what is to be supplied (i.e. the works, materials, services, matters or things to be furnished, had or done);
- the provisions for payment (i.e. the price to be paid and when);
- the time, or times, within which the contract is to be performed;
- the provisions for the council to terminate the contract.

16.1.3 The council’s order form (electronic order system) or standard terms and conditions issued by a relevant professional body must be used wherever possible.

16.1.4 In addition, every Relevant Contract of purchase over £50,000 must also state clearly as a minimum:

- that the contractor may not assign or sub-contract without prior written consent;
- any insurance requirements;
- health and safety requirements;
- ombudsman requirements;
- data protection requirements, if relevant;
- that charter standards are to be met if relevant;
- race relations requirements;
- Disability Discrimination Act requirements;
- Freedom of Information Act requirements;
- where Agents are used to let contracts, that Agents must comply with the council’s contract procedure rules;
- a right of access to relevant documentation and records of the contractor for monitoring and audit purposes if relevant.

16.1.5 The formal advice of the Solicitor must be sought for the following contracts:

- where the Total Value exceeds EU Threshold;
- those involving leasing arrangements;
- where it is proposed to use a supplier’s own terms;
- those involving the purchase of application software with a Total Value of more than £50,000;
- those that are complex in any other way.
16.2 Contract Formalities

16.2.1 Agreements (Contracts and Orders) shall be completed as follows:

<table>
<thead>
<tr>
<th>Total Value</th>
<th>Method of Completion</th>
<th>By</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to £5,000</td>
<td>Electronic order</td>
<td>Authorised buyer (see Rule 16.2.3)</td>
</tr>
<tr>
<td>£5,001 to £50,000</td>
<td>Electronic order</td>
<td>Authorised Buyer approved by Line Manager (see Rule 16.2.3)</td>
</tr>
<tr>
<td>Above £50,001</td>
<td>Signature on written contract</td>
<td>Director or Head of Paid Service (see Rule 16.2.3)</td>
</tr>
</tbody>
</table>

16.2.2 All contracts must be concluded in writing or by email before the supply, service or construction work begins.

16.2.3 The Officer responsible for securing signature of the contract must ensure that the person signing for the other contracting party has authority to bind it.

16.2.4 All contract documents must be placed in the central repository in accordance with Financial Regulations.

16.3 Sealing

16.3.1 Where contracts are completed by each side adding their formal seal, such contracts shall be signed in accordance with the Council’s Standing Orders (Chief Executive or Deputy and a Member).

16.3.2 Every council sealing will be consecutively numbered, recorded and signed by the person witnessing the seal.

16.3.3 A contract must be sealed where:

- the Council may wish to enforce the contract more than six years after its end;
- the price paid or received under the contract is a nominal price and does not reflect the value of the goods or services.
17.  **BONDS AND PARENT COMPANY GUARANTEES**

17.1 The Officer must consult the Director of Resources about whether a Parent Company Guarantee is necessary when a Candidate is a subsidiary of a parent company and:
- the Total Value exceeds £250,000; or
- award is based on evaluation of the parent company; or
- there is some concern about the stability of the Candidate.

17.2 The Officer must consult the Director of Resources about whether a Bond is needed:
- where the Total Value exceeds £250,000, or
- where it is proposed to make stage or other payments in advance of receiving the whole of the subject matter of the contract and there is concern about the stability of the Candidate.

18.  **PREVENTION OF CORRUPTION**

18.1 The Officer must comply with the Code of Conduct and must not invite or accept any gift or reward in respect of the award or performance of any contract. High standards of conduct are obligatory. Corrupt behaviour will lead to dismissal and is a crime under the statutes referred to in Rule 18.2 below.

18.2 The following clause must be put in every written Council contract:

“The Council may terminate this contract and recover all its loss if the Contractor, its employees or anyone acting on the Contractor’s behalf do any of the following things:

(a) offer, give or agree to give to anyone any inducement or reward in respect of this or any other Council contract (even if the Contractor does not know what has been done), or

(b) commit an offence under the Prevention of Corruption Acts 1889 to 1916 or Section 117(2) of the Local Government Act 1972, or

(c) commit any fraud in connection with this or any other Council contract whether alone or in conjunction with Council members, contractors or employees. Any clause limiting the Contractor’s liability shall not apply to this clause.”

19.  **DECLARATION OF INTERESTS**

19.1 If it comes to the knowledge of a member or an employee of the authority that a contract in which he or she has a pecuniary interest has been or is proposed to be entered into by the Council, he or she shall immediately give written notice to the Chief Executive. The Chief Executive shall report such declarations to the appropriate Committee.

19.2 Such written notice is required irrespective of whether the pecuniary interest is direct or indirect. An indirect pecuniary interest is distinct from a direct pecuniary interest in as much as it is not a contract to which the member or employee is directly a party.
19.3 A shareholding in a body not exceeding a total nominal value of £1,000 or 1% of the nominal value of the issued share capital (whichever is the less) is not a pecuniary interest for the purposes of this standing order.

19.4 The Monitoring Officer shall maintain a record of all declarations of interests notified by members and Officers.

19.5 The Chief Executive shall ensure that the attention of all members is drawn to the National Code of Local Government Conduct.

SECTION 5: CONTRACT MANAGEMENT

20. MANAGING CONTRACTS

20.1 Directors in sponsoring departments are to name contract managers for all new contracts. All contracts must have a named council contract manager for the entirety of the contract.

20.2 Contract Managers must follow the procedures set out in the council’s Purchasing Guidance.

21. RISK ASSESSMENT AND CONTINGENCY PLANNING

21.1 A business case must be prepared for all procurements with a potential value over the EU Threshold. Provision for resources for the management of the contract, for its entirety, must be identified in the business case.

21.2 For all contracts with a value of over £50,000, contract managers must:
- maintain a risk register during the contract period;
- undertake appropriate risk assessments and for identified risks;
- ensure contingency measures are in place.

22. CONTRACT MONITORING, EVALUATION AND REVIEW

22.1 All contracts which have a value higher than the EU Threshold limits, or which are High Risk, are to be subject to monthly formal review with the contractor. The review may be conducted quarterly if permitted by the Director of Resources.

22.2 For all contracts with a value higher than the EU Threshold limits, or which are High Risk, an annual report must be submitted to the relevant Committee.

22.3 The Council’s approved project management methodology must be applied to all contracts deemed to be High Risk, High Value, or High Profile.

22.4 During the life of the contract, the Officer must monitor in respect of:
- performance;
- compliance with specification and contract cost;
• any *Value for Money* requirements;
• user satisfaction and risk management.

22.5 Where the *Total Value* of the contract exceeds £250,000, the *Officer* must make a written report to the relevant Committee evaluating the extent to which the purchasing need and the contract objectives (as determined in accordance with Rule 5.2) were met by the contract. This should be done normally when the contract is completed. Where the contract is to be re-let, a provisional report should also be available early enough to inform the approach to re-letting of the subsequent contract.
DEFINITIONS APPENDIX

Agent
A person or organisation acting on behalf of the council or on behalf of another organisation.

Approved Buyer
Officer Designated by a Director who is authorised to generate electronic orders on behalf of the Council.

Approved List
A list drawn up in accordance with Rule 7.2.

Award Criteria
The criteria by which the successful Quotation or Tender is to be selected (see further Rules 10 and 11.2e).

Award Procedure
The procedure for awarding a contract as specified in Rules 8, 10 and 15.

Best Value
The duty, which Part I of the Local Government Act 1999 places on local authorities, to secure continuous improvement in the way in which functions are exercised, having regard to a combination of economy, efficiency and effectiveness as implemented by the council. This terminology has now in many instances been superseded by Value for Money.

Bond
An insurance policy: if the contractor does not do what it has promised under a contract with the council, the council can claim from the insurer the sum of money specified in the bond (often 10% of the contract value). A bond is intended to protect the council against a level of cost arising from the contractor’s failure.

Candidate
Any person who asks or is invited to submit a Quotation or Tender.

Chief Executive
The Council’s Head of Paid Service has defined in the Constitution.

Chief Finance Officer
The Officer Designated Chief Finance Officer (Section 151 Officer) by the Council.

Code of Conduct
The code regulating conduct of Officers issued by the Chief Executive.

Committee
A Committee which has power to make decisions for the Council, for example a joint Committee with another local authority, but not the scrutiny Committee.

Commissioning & Procurement Strategy
The document setting out the council’s approach to commissioning and procurement, setting out key priorities for the next few years.

Constitution
The constitutional document approved by the council which:

• allocates powers and responsibility within the council and between it and others;

• delegates authority to act to the Committees, and
Officers:
- regulates the behaviour of individuals and groups through rules of procedure, codes and protocols.

**Consultant**
Someone employed for a specific length of time to work to a defined project brief with clear outcomes to be delivered, who brings specialist skills or knowledge to the role, and where the council has no ready access to employees with the skills, experience or capacity to undertake the work.

**Contracting Decision**
Any of the following decisions:
- composition of Approved Lists;
- withdrawal of Invitation to Tender;
- whom to invite to submit a Quotation or Tender;
- Shortlisting;
- award of contract;
- any decision to terminate a contract.

**Corporate Contract**
A contract let by the Council to support the council’s aim of achieving Value for Money.

**Director**
One of three Directors responsible for operational delivery of services and designated as such in the constitution

**Director of Resources**
Director responsible for financial and procurement activities and internal audit

**Essex Procurement Hub**
The council’s central procurement partner charged with providing strategic direction and advice to secure Value for Money in the Council’s procurement activities. The hub also has EU regulations legal expertise.

**EU Procedure**
The procedure required by the EU where the Total Value exceeds the EU Threshold.

**EU Threshold**
The contract value at which the EU public procurement directives apply.

**European Economic Area**
The 27 of the 28 members of the European Union, and Norway, Iceland and Liechtenstein.

**Financial Officer**
The most senior Officer representing the Director of Resources or designated by him/her to provide financial advice to the Director.

**Financial Regulations and procedures**
The financial regulations and procedures outlining Officer responsibilities for financial matters issued by the Chief Finance Officer in accordance with the Constitution.
| **Framework Agreement** | An agreement between one or more authorities and one or more economic operators, the purpose of which is to establish the terms governing contracts to be awarded during a given period, in particular with regard to price and, where appropriate, the quantity envisaged. |
| **Government Procurement Agreement** | The successor agreement to the General Agreement on Trade and Tariffs. The main signatories other than those in the European Economic Area are the USA, Canada, Japan, Israel, South Korea, Switzerland, Norway, Aruba, Hong Kong, China, Liechtenstein and Singapore. |

| **Head of Paid Service** | The Council’s Chief Executive. |
| **High Profile** | A high-profile purchase is one that could have an impact on functions integral to council service delivery should it fail or go wrong. |
| **High Risk** | A high-risk purchase is one which presents the potential for substantial exposure on the council’s part should it fail or go wrong. |
| **High Value** | A high-value purchase is where the value exceeds the EU Threshold values. |
| **Invitation to Tender** | Invitation to tender documents in the form required by these contract procedure rules. |
| **Key Decision** | Decisions that are defined as key decisions in the Constitution. |
| **Line Manager** | An Officer designated by a Director to exercise the role reserved to the Line Manager by the contract procedure rules, this will be a Level 2 Manager (i.e. managers that report directly to a Director). |
| **Members** | Persons currently elected to serve on the Council |
| **Monitoring Officer** | The Officer defined as such in the Constitution |
| **Nominated Suppliers and Sub-contractors** | Those persons specified in a main contract for the discharge of any part of that contract. |
Non-commercial Considerations

a) The terms and conditions of employment by contractors of their workers or the composition of, the arrangements for the promotion, transfer or training of or the other opportunities afforded to, their workforces ('workforce matters').

b) Whether the terms on which contractors contract with their sub-contractors constitute, in the case of contracts with individuals, contracts for the provision by them as self-employed persons of their services only.

c) Any involvement of the business activities or interests of contractors with irrelevant fields of government policy.

d) The conduct of contractors or workers in industrial disputes between them or any involvement of the business activities of contractors in industrial disputes between other persons ('industrial disputes').

e) The country or territory of origin of supplies to, or the location in any country or territory of the business activities or interests of, contractors.

f) Any political, industrial or sectarian affiliations or interests of contractors or their directors, partners or employees.

g) Financial support or lack of financial support by contractors for any institution to or from which the authority gives or withholds support.

h) Use or non-use by contractors of technical or professional services provided by the authority under the Building Act 1984 or the Building (Scotland) Act 1959. Workforce matters and industrial disputes, as defined in paragraphs (a) and (d), cease to be non-commercial considerations to the extent necessary or expedient to comply with Best Value; or where there is a transfer of staff to which the Transfer of undertakings. (Protection of Employment) Regulations 1981 (TUPE) may apply.

Officer
The Officer designated by the Director to deal with the contract in question.

Parent Company Guarantee
A contract which binds the parent of a subsidiary company as follows:

• if the subsidiary company fails to do what it has promised under a contract with the council, the council can require the parent company to do so instead.

Priority Services
Those services required to be tendered as defined in the EU public procurement directives.

Procurement Strategy
The document setting out the council's approach to procurement and key priorities for the next few years.

Project
The process set up by the Council to ensure that a project is
Management Methodology
executed in a disciplined and structured manor

Purchasing Guidance
The suite of guidance documents, together with a number of standard documents and forms, which supports the implementation of these Contract Procedure Rules. The guidance is available on the council’s intranet.

Quotation
A quotation of price and any other relevant matter (without the formal issue of an Invitation to Tender).

Relevant Contract
Contracts to which these contract procedure rules apply (see Rule 4).

Resources Directorate
The directorate of the Council that includes responsibility for discharging the Council’s procurement responsibilities

Service
The services provided by the Council are currently broken down into three directorates, each under the responsibility of a Director.

Short-listing
The process of selecting Candidates who are to be invited to quote or bid or to proceed to final evaluation.

Solicitor
Any Solicitor designated by the Council's Chief Executive or the Monitoring Officer.

Standing Orders
Part of the Council’s Constitution specifying rules for how business shall be conducted.

Supervising Officer
The Line Manager’s immediate superior.

Tender
A Candidate’s proposal submitted in response to an Invitation to Tender.

Tender Record Log
The log kept by the Director of Resources to record details of Tenders (see Rule 13.5).

Total Value
The whole of the value or estimated value (in money or equivalent value) for a single purchase or disposal calculated as follows:

(a) where the contract is for a fixed period, by taking the total price to be paid or which might be paid during the whole of the period.

(b) where the purchase involves recurrent transactions for the same type of item, by aggregating the value of those transactions in the coming 12 months.

(c) where the contract is for an uncertain duration, by multiplying the monthly payment by 48.

(d) for feasibility studies, the value of the scheme or
contracts which may be awarded as a result.

(e) for **Nominated Suppliers and Sub-contractors**, the total value shall be the value of that part of the main contract to be fulfilled by the **Nominated Supplier or Sub-contractor**.

| **TUPE** (Transfer of Undertakings (Protection of Employment) Regulations 2006) (SI 2006 No.246) | Subject to certain conditions, these regulations apply where responsibility for the delivery of works or services for the authority is transferred from one organisation (e.g. private contractor, local authority in-house team) to another (e.g. following a contracting out or competitive tendering process) and where the individuals involved in carrying out the work are transferred to the new employer. These regulations seek to protect the rights of employees in such transfers, enabling them to enjoy the same terms and conditions, with continuity of employment, as existed with their former employer. Broadly, TUPE regulations ensure that the rights of employees are transferred along with the business. |
| **Value for Money** | Value for money is not the lowest possible price; it combines goods or services that fully meet your needs, with the level of quality required, delivery at the time you need it, and at an appropriate price. |