

ANNEX I - Proposed revisions

Clause	Current wording	Proposed wording	Rationale
1.4	These Contract Standing Orders do not provide guidelines on what is the best way to purchase works, supplies (goods) and services. They set out minimum requirements to be followed. Further information and guidelines are set out in the Council's Purchasing Guide, Procurement Strategy, Code of Conduct, Safety Policy, Equal Opportunities Policy, Protected Disclosure Policy (Whistleblowing) and Data Quality Standard'.	These Contract Standing Orders do not provide guidelines on what is the best way to purchase works, supplies (goods) and services. They set out minimum requirements to be followed. Further information and guidelines are set out in the Council's Purchasing Guide, Procurement Strategy, Code of Conduct, Safety Policy, Equal Opportunities Policy, Local First Policy, Safeguarding Policy, Commissioning Framework, Protected Disclosure Policy (Whistleblowing) and Data Quality Standard'.	Added the Commissioning Framework and Local First policy to this clause.
2.3.5	Contractual arrangements with other local authority's or similar body's where the Council is not the lead authority in which case the lead authority's Standing Orders shall prevail'.	Contractual arrangements with other local authority's or similar body's where the Council is not the lead authority in which case the lead authority's Standing Orders shall prevail. Contracts involving shared services, the CSO of the lead authority in the partnership shall apply even if different from the Council's'.	Contracts involving shared services, the CSO of the lead authority in the partnership shall apply even if different from the Council's.
2.3.6	New clause	"Framework Agreements providing that the Head of Finance has agreed the terms of the Framework Agreement".	Ensure that the Head of Finance is satisfied with the T&Cs the Council are signing up to.
3.1	All purchases however small shall be in writing and on an official order or appropriate contract document approved by the Head of Finance. The price to be paid must be specified together with a statement as to the amount of any discount(s) or other deduction(s). All committed expenditure must be entered by the relevant Service Unit onto the Council's accounting system including, at the commencement of each financial year the estimated annual contract sums for on-going contracts'.	All orders used in connection with Contracts shall be on the Council's official order template	Streamlined this clause in conjunction with Council's current financial system.

3.2	'Standard contract clauses shall be used in all contracts of a value of £15,000 or more. The standard contract clauses are issued by Legal Services and can be found on the intranet'	Standard contract clauses shall be used in all contracts of a value of £25,000 or more. The standard contract clauses are issued by Legal Services and can be found on the intranet'	The threshold has been raised to meet the same advertising and threshold we are obliged to follow by Crown Commercial Services for Local Authorities.
3.3	As a minimum, all contracts of a value of £15,000 or more shall include clauses which set out'	As a minimum, all contracts of a value of £25,000 or more shall include clauses which set out'	New PCRs require LG contracts over £25k to be published on Contracts Finder
3.5	All contracts shall include relevant specifications and / or briefs / technical requirements which are prepared taking into account the need for effectiveness of delivery, quality, sustainability and efficiency (as appropriate) and the information set out in the Council's Purchasing Guide'	All contracts shall include relevant specifications and / or briefs / technical requirements which are prepared taking into account the need for effectiveness of delivery, quality, sustainability and efficiency (as appropriate) and the information set out in the Council's Purchasing Guide. All procurement documentation including specifications and / or briefs / technical requirements and relevant contractual documentation need to be advertised all at the same time regardless of the procurement procedure'	PCR2015 Requirement where we must advertise all documentation to help SMEs'
3.6	All contracts of a value of £15,000 or more or which involve a substantial risk to the Council must be subject to a written risk assessment, which should be kept on the contract file'	All contracts of a value of £25,000 or more or which involve a substantial risk to the Council must be subject to a written risk assessment, which should be kept on the contract file'	To meet the Council's new proposed tender threshold.
4.1.2	The relevant rules and EU treaties principles which are defined in the Council's Purchasing Guide'	Delete	repeated in 4.2 of the Council's CSO's) – 4.1.3 and 4.1.4 have been renumbered to 4.1.2 and 4.1.3.
4.2	In the event of conflict between the above, the E.U. Rules will take precedence, followed by UK legislation, then the Council's Constitution, the	In the event of conflict in legislation, E.U. Rules will take precedence, followed by UK legislation, then the Council's Constitution, the Council's	Steam lined the clause

	Council's Purchasing Guide and guidelines, policies and procedures'	Purchasing Guide the Council's and guidelines, policies and procedures'	
5.3.6	that all contracts of a value of £15,000 or more are included on the Council's Contract Register'	that all contracts of a value of £5,000 or more are included on the Council's Contract Register'	This will ensure that we meet and remain compliant with the transparency code, that we are able to ensure that appropriate contractual arrangements are in place and to assist with commissioning and category management.
5.3.8	New clause	All Contracts over £25,000 will be: in the form approved by Legal Services; executed; a minimum of three copies of this contract are required; one to be stored in the Council's strong room; the second to the winning bidder/s and a copy for the lead officer or their staff. An electronic copy of the signed / sealed contract is to be emailed to procurement.	Raising to the new proposed threshold from £15k to £25k. To build resilience and auditability, Procurement will store the contract on their e-procurement system. This clause will ensure that all stakeholders are working to the same information.
5.3.10 (was 5.3.9)	consideration is given to providing adequate and appropriate security (such as a bond or guarantee) to protect the Council in the event of non-performance	that a risk assessment is carried for the approval of the Head of Finance out to ascertain whether a bond or guarantee is required to protect the Council in the event of non-performance.	To ensure this risk is considered prior to the procurement stage.
7.1	The table below sets out the general rules applying to the choice of purchasing procedure for contracts at the stated threshold values.	The table below sets out the general rules applying to the choice of purchasing procedure for contracts at the stated threshold values. All Figures quoted in this documents are exclusive of VAT.	To make clear these CSOs relate to net values
7.3	The public notice referred to at 7.2 may take the form of a notice or advertisement in an	The public notice referred to at 7.2 may take the form of a notice or advertisement in	Increasing the advertising threshold to a

	<p>electronic or paper format, on an easily accessible website or other electronic media and / or in the press, trade journals or Official Journal of the European Union (“OJEU”) (as appropriate). The Responsible / Lead Officer may choose to place one or more public notices in different media. Any tender as a minimum between £5,001 & £14,999 will be advertised on Swale.gov.uk. As a minimum any tender valued at £15,000 or above will be advertised on www.swale.gov.uk and the Kent Portal. Tenders valued at £25,000 or more will also need to be published on Contracts Finder’</p>	<p>an electronic or paper format, on an easily accessible website or other electronic media and / or in the press, trade journals or Official Journal of the European Union (“OJEU”) (as appropriate). The Responsible / Lead Officer may choose to place one or more public notices in different media. As a minimum any tender valued at £25,000 or above will be advertised on www.swale.gov.uk and the Kent Portal. Tenders valued at £25,000 or more will also need to be published on Contracts Finder’</p>	<p>proposed £25,000 in line with the new proposed tender threshold. CCS insist that all local authority opportunities over £25k are advertised. The Council will use the Council’s e-procurement system to find SMEs in the ME9 to ME13 Postcodes for works, good and services below £25,000 to obtain ITQs for works, goods and services. The Council will publicise this in the business bulletin, on our website, Inside Swale and any organisations contacting the Authority offering their works, goods or services.</p>
7.4	See Annex II	See Annex II	<p>Proposed changes in the advertising threshold as mentioned above to £25,000 Adopting the principles of e-procurement that become mandatory in September 2018 for local authorities. The introduction of a new light touch regime threshold has been incorporated in line with</p>

			the PCR 2015. Legal services to be present at tender opening. Cabinet Member not to be present at tender openings to prevent any unnecessary exposure. Change advertising threshold to £25k and to use the suppliers list on the e-procurement system to find SMEs in the ME9 to ME13 postcodes to undertake and RFQ.
7.6	Financial appraisals shall be carried out by Financial Services on all Contractors tendering for contracts of £75,000 and above, prior to invitation to tender. For contracts above £30,000 but not exceeding £74,999, prior to award of contract the proposed successful contractor shall be subject to financial appraisal by Financial Services'	Financial appraisals shall be carried out by Financial Services on all Contractors submitting a bid of £75,000 and above, this will be undertaken at the PQQ or suitability assessment stage. For contracts above £30,000 but not exceeding £74,999, prior to award of contract the proposed successful contractor shall be subject to financial appraisal by Financial Services	To fit in with the PCR 2015 - open procedure procurements between £25,000 and the OJEU threshold for goods and services will have a suitability assessment. Procurement below £25k or above the OJEU for goods and services may have a PQQ.
8.3	All contracts valued at £75,000 or above must be reported to the Cabinet for approval and shall be executed as a deed. All other contracts may be signed by officers with appropriate delegated authority. £15,000 shall be the threshold for the purposes of Regulation 8 of the Local Authority (Executive Arrangements) (Modification of Enactments and Further Provisions) (England) Order 2001'.	All contracts valued at £75,000 or above must be reported to the Cabinet for approval and shall be executed as a deed, there is a 5 calendar day call in period post Cabinet, Once the Minutes have been published, usually the following Monday) All other contracts may be signed by officers with appropriate delegated authority. £74,999 shall be the threshold for the purposes of Regulation 8 of the Local Authority	Added in the 5 calendar day call in period as per the Council's Constitution

		(Executive Arrangements) (Modification of Enactments and Further Provisions) (England) Order 2001'	
9.2	There shall be no artificial splitting of a contract to avoid the application of the provisions of the EU Rules and / or these Contract Standing Orders'	Contracts may be split into lots where it is practical to do so. However the aggregated cost of the lots shall determine the contract's whole of life value and the procurement process to be followed. Artificial splitting of a contract to avoid the application of the procurement rules or these CSOs is not permitted.	Breaking contracts down into smaller lots is a PCR 2015 requirement and should also help SMEs to bid for works, goods and services.
9.3	The EU Rules can cover contracts which are below the stated EU threshold where they constitute repeat purchases and / or purchases of a similar type in a specified period. Responsible Officers should therefore seek advice on the application of the E.U. Rules where they envisage that they may require repeat purchases and / or purchases of a similar type	The EU Rules cover contracts which are below the stated EU threshold where they constitute repeat purchases and / or purchases of a similar type in a specified period. Responsible Officers should therefore seek advice on the application of the E.U. Rules where they envisage that they may require repeat purchases and / or purchases of a similar type.	Removed the word, "can"
11.1	An Invitation to Tender shall be issued by the Council for all contracts over £15,000 and tenders shall be submitted in accordance with the requirements of the Invitation to Tender.	An Invitation to Tender shall be issued by the Council for all contracts over £25,000 using the Council's e-procurement system and tenders shall be submitted in accordance with the requirements of the Invitation to Tender.	Increased tender threshold to £25k and to use the Council's e-procurement system where practicable.
11.5	<u>All tenders of £15,000 and above to be opened by the Democratic and Electoral Services Manager (or nominee),</u> in the presence of the Responsible / Lead Officer (or nominee) and an independent senior officer. And also where required or requested in the presence of the Cabinet portfolio holder (or nominee). An immediate record to be made of the tenders received including names and addresses and the date and time of opening. The record to be retained by the Democratic and Electoral Services Manager.	<u>All tenders of £25,000 and above are to be opened in the presence of the Democratic and Electoral Services Manager (or nominee),</u> in the presence of the Responsible / Lead Officer (or nominee) and an independent senior officer. An immediate record to be made of the tenders received including names and addresses and the date and time of opening. The record to be retained by the Democratic and Electoral Services Manager and Procurement.	Increase tender threshold to £25k, tender memorandum to be kept by procurement too for audit and monitoring purposes. Members excluded from tender opening to prevent any conflict of interest.

12.1	<u>All quotes and tenders shall be evaluated in accordance with evaluation criteria notified in advance to those submitting quotes / tenderers.</u>	<u>All quotes and tenders shall be evaluated in accordance with evaluation criteria notified in advance to those submitting quotes / tenderers. Evaluations shall be undertaken in accordance with the Council's evaluation procedure, P.16.</u>	Due to recent case law we have created a procedure to ensure that at least a minimum of three evaluators made up of either Officers, consultants or stakeholder is undertaken separately prior to collaboration.
12.3	<u>Save in exceptional circumstances approved in advance by the relevant Director all contracts shall be awarded on the basis of the quote or tender which represents best value for money to the Council and not on the basis of lowest price.</u>	<u>Save in exceptional circumstances approved in advance by the relevant Director all contracts shall be awarded on the basis of the quote or tender which represents the Most Economical and Advantageous Tender to the Council and not on the basis of lowest price.</u>	Changed to meet cost quality split, removing best value for money to the most economical and advantageous Tender.
13.1.4	at the discretion of the relevant Director, who may for contracts exceeding £15,000 but not exceeding £74,999 proceed in a manner most expedient to the efficient management of the service / Council with reasons recorded in writing.	at the discretion of the relevant Director, who may for contracts exceeding £25,000 but not exceeding £74,999 proceed in a manner most expedient to the efficient management of the service / Council with reasons recorded in writing.	Changed from £15,000 to the new proposed threshold of £25,000.
13.3.2	Subject to a written report in an approved format. For contracts not exceeding £74,999 the report shall be submitted in advance to the Head of Commissioning and Customer Contact and include the reasons why the waiver is genuinely required. For contracts of £75,000 and above the report shall be submitted to the Cabinet;	Subject to a written report in an approved format. For contracts not exceeding £74,999 the report shall be submitted in advance to Procurement and include the reasons why the waiver is genuinely required. For contracts of £75,000 and above the report shall be submitted to the Cabinet;	Waivers to go to Procurement first.
13.3.3	Subject to approval in advance by the Head of Commissioning and Customer Contact, in consultation with the Heads of Legal and Audit Services as appropriate, who shall, for contracts exceeding £15,000 but not exceeding £74,999,	Subject to agreement in advance by the Head of Commissioning and Customer Contact and in consultation with the Heads of Mid Kent Legal Services and Finance as appropriate, who shall, for contracts exceeding £25,000 but	Waivers over £25,000 will no longer go to Audit but go to Legal and finance plus the Head of Commissioning and

	<p>record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional. Waiver from competitive purchasing process for contracts of £75,000 and above must be approved in advance by the Cabinet. In the report to Cabinet a recommendation; "Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation". Prior to Cabinet, the waiver should still be considered by the heads of Legal and Internal Audit Services;</p>	<p>not exceeding £74,999, record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver. The Contracts and Procurement Manager and Contracts and Procurement Support Manager have the delegated authority to consider and approve Waivers valued between £5,000 to £24,999 and record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver are genuinely exceptional. Waiver from competitive purchasing process for contracts of £75,000 and above must be approved in advance by the Cabinet. In the report to Cabinet a recommendation; "Cabinet agree to the waiver requested in relation to the [works, goods / services] contract and that the Head of Commissioning and Customer Services be authorised to complete the necessary documentation". Prior to Cabinet, the waiver should still be considered by the heads of Mid Kent Legal Services and Finance. In the absence of the Head of Commissioning and Customer Contact, the Contracts and Procurement Manager has the delegated authority to record that they have considered the reasons for the waiver and that they are satisfied that the circumstances justifying the waiver and sign off over waivers over £25,000 in consultation with the Heads of Mid-Kent Legal Services and Finance, waivers above £75,000 subject to Cabinet approval;</p>	<p>Customer Contact. Procurement team are able to approve waivers up to £25,000 from £15,000. In the absence of the Head of Commissioning and customer contact the Contracts and Procurement Manager can sign off waivers >£25,000. All waivers over £75,000 will need to be approved by the Cabinet.</p>
13.3.4	Subject to approval in advance by the Head of Commissioning and Customer Contact, or	Subject to approval in advance by the Head of Commissioning and Customer Contact, or	Increased threshold from £15,000 to £25,000.

	representative in consultation with the Procurement Team or the Heads of Legal and Audit Services as appropriate for contracts exceeding £5,001 but not exceeding £15,000. For contracts exceeding £15,000 refer to 13.3.3.	representative in consultation with the Procurement Team or the Heads of Legal and Finance Services as appropriate for contracts exceeding £5,001 but not exceeding £25,000. For contracts exceeding £25,000 refer to 13.3.3.	Adding in Finance and omitting audit for considering waivers.
13.7	New clause	A wavier may only apply to the omission/s of certain item/s therefore, the Responsible / Lead Officer will be required to follow all other criteria in CSOs other than what has been approved and agreed in the submitted waiver	To enforce the fact that a waiver does not mean waiving all of Council's CSOs - only the parts illustrated in the waiver submitted and approved.
14.1	Where extensions to existing contracts are made the extensions must be determined in accordance with the contract terms, for a specified period and made in accordance with the principles set out in the Council's Purchasing Guide.	Where extensions to existing contracts are made the extensions must be determined in accordance with the advertisement / contract terms, for a specified period and made in accordance with the principles set out in the Council's Purchasing Guide.	Added the word advertisement.
14.2.2	Subject to a written report in an approved format. For contracts not exceeding £74,999 the report shall be submitted in advance to the relevant Director and include the reasons why the extension is required and is genuinely exceptional. For contracts of £75,000 and above the report shall be submitted to the Cabinet;	Subject to a written report in an approved format, form P.24 . For contracts not exceeding £74,999 the report shall be submitted in advance to the relevant Director and include the reasons why the extension is required For contracts where the extension value is £75,000 and above the report shall be submitted to the Cabinet;	Added P24 to officially log an extension to contract
14.2.3	Subject to approval in advance by the relevant Director who shall, for contracts not exceeding £74,999, record that they have considered the reasons for the extension and that they are satisfied that the circumstances justifying the extension are genuinely exceptional. Extensions for contracts of £75,000 and above must be approved in advance by the Cabinet.	Subject to approval in advance by the relevant Director who shall, for contracts not exceeding £74,999, record that they have considered the reasons for the extension and that they are satisfied that the circumstances justifying the extension are genuinely exceptional. Extensions for contracts where the extension value is £75,000 and above must be approved in advance by the Cabinet.	Contracts where just the extension period is less than £75,000 will not need to go to Cabinet for approval thus saving value time and resource.

15.5	New clause	Where appropriate, prior to using any purchasing scheme / framework, the Responsible Officer / Lead Officer should check with Economic Development to ensure that the works, good or services required are unable to be procured locally.	To ensure that any local companies that could provide the works goods or services are not excluded by using a framework.
16.1	These Contract Standing Orders shall be reviewed and updated on a regular basis. Save in the case of revisions to the EU Thresholds amended Contract Standing Orders shall be agreed and adopted by the Council. Revisions to the EU Thresholds shall be dealt with in accordance with the Constitution - Scheme of Delegation to the Head of Legal Partnership.	These Contract Standing Orders shall be reviewed and updated on a regular basis. Save in the case of revisions to the EU Thresholds amended Contract Standing Orders shall be agreed and adopted by the Council. Revisions to the EU Thresholds shall be dealt with in accordance with the Constitution - Scheme of Delegation to the Head of Legal Partnership. Any other modifications to CSOs outside of the scope above will need to be presented to SMT, General Purposes Committee and then to Full Council for approval. Any changes in legislation CSOs will be updated automatically however these CSOs will be reviewed every three years to ensure that these CSOs evolve with the Council's requirements.	Advising on how CSO are to be updated in the future.

ANNEX II

CLAUSE 7.4 - Current form

Total value	Type of contract	Procedure to be used
0 - 1000	works, supplies and services	<p>a) At least one quotation in advance</p> <p>b) All purchases however small to be in writing, on an official order</p> <p>c) Approved by the relevant Head of Service or authorised officer.</p> <p>d) Officer should be able to provide a rationale for why they selected the provider used.</p>
Procedure to be used 1001 to 5000	works, supplies and services	<p>a) At least two quotes in advance</p> <p>b) All purchases however small to be in writing, on an official order</p> <p>c) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M.</p> <p>d) Approved by the relevant Head of Service or authorised officer</p> <p>e) Records maintained to demonstrate probity and V.F.M. obtained</p>

<p>Procedure to be used</p> <p>5001 to 15,000</p>	<p>works, supplies and services</p>	<ul style="list-style-type: none"> a) At least two quotes in advance b) As a minimum to be advertised on www.swale.gov.uk c) All purchases however small to be in writing, on an official order d) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M. e) Approved by the relevant Head of Service or authorised officer f) Records maintained to demonstrate probity and VFM obtained g) Record to be entered on the Council s Contract Register
<p>15,000 to 74,999</p>	<p>works, supplies and services</p>	<ul style="list-style-type: none"> a) At least three written tenders in advance b) As a minimum to be advertised on www.swale.gov.uk and the Kent Business Portal, tenders over £25,000 will also need to be advertised on Contract Finder. c) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee) d) Record to be entered on the Council s Contract Register e) Contracts in writing using the standard clauses and to include the core clauses as set out within the CSOs document f) Award of contract approved by the Responsible Officer plus signed by another officer g) Risk assessment conducted (in writing) and kept on the file

75,000 to 164,176**	works, supplies and services	<p>a) At least three written tenders in advance.</p> <p>b) As a minimum to be advertised www.swale.gov.uk the Kent and Business Portal plus Contract Finder.</p> <p>c) List of contractors invited to tender approved by the Responsible Officer.</p> <p>d) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and an independent senior officer and also where required or requested in the presence of the cabinet portfolio holder (or nominee).</p> <p>e) Tenderers subjected to Financial Appraisal prior to invitation to tender.</p> <p>f) Approval required from the Cabinet for award of contract, waiver from CSOs and extensions to contracts.</p> <p>g) Contract executed as a deed.</p> <p>h) Record of the contract entered on the Councils Contract Register</p> <p>i) Standard contract clauses to be used and to include the core clauses as set out within the CSOs document.</p> <p>j) Risk assessment conducted (in writing) and kept on the file.</p>
164,176** plus **EU Threshold	Supplies and services	<p>a) EU Rules apply – full competitive process with tenders following advertisement in the O.J.E.U. for supplies and Part A* services. For Part B* services reduced requirements apply but there is a presumption in favour of advertising and a competitive process. This will also be advertised on the Swale website the Kent and the South East Business Portals and Contract Finder.</p> <p>b) Points a; c; d; e; f; g; h; I and j as above for works, supplies and services for £75,000 to £173,934**</p>
164,176 to 4,104,394**	Works	<p>a) Points a – j as above for works, supplies and services for £75,000 to £164,176**</p>

4,104,394** plus **EU Threshold	Works	a) EU Rules apply – full competitive process with tenders following advertisement in the O.J.E.U. b) Points a; c; d; e; f; g; h; l and j as above for works, supplies and services for £75,000 to £164,176**
--	-------	---

CLAUSE 7.4 – Proposed form

Total value	Type of contract	Procedure to be used
£0 - £999	works, supplies and services	<ul style="list-style-type: none"> a) At least one quotation in advance; b) All purchases however small to be in writing, on an official order; c) Approved by the relevant Head of Service or authorised officer; d) Officer should be able to provide a rationale for why they selected the provider used.
Procedure to be used £1,000 to £4,999	works, supplies and services	<ul style="list-style-type: none"> a) At least two quotes in advance; b) All purchases however small to be in writing, on an official order; c) Consideration given to Purchasing Scheme's e.g. to provide better V.F.M.; d) Approved by the relevant Head of Service or authorised officer; e) Records maintained to demonstrate probity and V.F.M. obtained;
Procedure to be used £5,000 to £24,999	works, supplies and services	<ul style="list-style-type: none"> a) At least three quotes in advance; b) Contracts & Procurement need to be made aware of any procurement where the whole life value is >£5,000. c) All purchases however small to be in writing, on an official order d) Consideration given to Purchasing Scheme's e.g. to provide better VFM; e) Approved by the relevant Head of Service or authorised officer; f) Records maintained to demonstrate probity and VFM obtained; g) Record to be entered on the Council s Contract Register;

<p>Procedure to be used</p> <p>£25,000 to 74,999</p>	<p>works, supplies and services</p>	<p>a) At least three electronic tenders in advance</p> <p>b) As a minimum to be advertised on www.swale.gov.uk, the Council's E-procurement System plus Contract Finder;</p> <p>c) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and a suitable person from Legal Service (or Nominee);</p> <p>d) Record to be entered on the Council s Contract Register;</p> <p>e) Contracts in writing using the standard clauses and to include the core clauses as set out within the CSOs document;</p> <p>f) Award of contract approved by the Responsible Officer plus signed by another officer;</p>
<p>Procedure to be used</p> <p>£75,000 to £164,176**</p>	<p>works, supplies and services</p>	<p>a) At least three written tenders in advance;</p> <p>b) As a minimum to be advertised www.swale.gov.uk the Kent and Business Portal plus Contract Finder;</p> <p>c) List of contractors invited to tender approved by the Responsible Officer;</p> <p>d) Tenders opened at the same time by the Democratic and Electoral Services Manager (or nominee), in the presence of the Responsible Officer (or nominee) and a suitable person from Legal Service (or Nominee);</p> <p>e) Tenderers subjected to Financial Appraisal prior to award of tender;</p> <p>f) Approval required from the Cabinet for award of contract, waiver from CSOs and extensions to contracts;</p> <p>g) Contract executed as a deed;</p> <p>h) Record of the contract entered on the Councils Contract Register;</p> <p>i) Standard contract clauses to be used and to include the core clauses as set out within the CSOs document;</p> <p>j) Risk assessment conducted (in writing) and kept on the file.</p>

Procedure to be used £164,176** plus **EU	Supplies and services	a) EU Rules apply – full competitive process with tenders following advertisement in the O.J.E.U. for supplies and services, there is a presumption in favour of advertising and a competitive process. This will also be advertised on the Swale website, Kent Business Portals and Contract Finder. b) Points a; c; d; e; f; g; h; I and j as above for works, supplies and services for £75,000 to £173,934**
Procedure to be used 164,176 to	Works	a) Points a – j as above for works, supplies and services for £75,000 to £164,176**
Procedure to be used £589,148** Plus **EU Threshold	Light Touch Regime Services	a) Points a – j as above for works, supplies and services for £75,000 to £589,148**
Procedure to be used £4,104,394** plus	Works	a) EU Rules apply – full competitive process with tenders following advertisement in the O.J.E.U. b) Points a; c; d; e; f; g; h; I and j as above for works, supplies and services for £75,000 to £164,176**