

Best Value Form (Single Quote)

IMPORTANT NOTICE TO OFFICERS

It is the responsibility of the Officer completing this form to ensure it complies with the Contract Procedure Rules (CPR) and any related instructions or guidance contained.

Please complete all sections in full.

INFORMATION

In accordance with the CPR, Value for Money/Best Value should be sought in all circumstances where the Council is procuring and contracting goods, services or works.

This is defined as; the best mix of quality and effectiveness for the least outlay over the period of use of the goods/ services bought. It is not about minimising initial purchase costs, but 'four Es' – economy, efficiency, effectiveness and equity:

- economy – minimising the cost of resources for an activity ('doing things at a low price')
- efficiency – performing tasks with reasonable effort ('doing things the right way')
- effectiveness – the extent to which objectives are met ('doing the right things')
- equity - This reflects the extent to which services are available to, and reach, the people they are intended for, and whether the benefits from the services are distributed fairly.

When considering 'outlay', the key factor is whole life cost, not lowest purchase price. Whole life cost takes into account the total cost over the life of a contract, including capital, maintenance, management, operating and disposal costs, and can be very different from initial price.

In accordance with CPR, section 14.7

For contracts valued up to and including £50,000 a Procuring Officer shall proceed in a manner which ensures Value for Money and the efficient management of the service. Where possible this process shall prioritise the placing of orders with local businesses under the Council's social value policy.

All contracts with an aggregated contract value of £5,000 and above must be placed upon the Council's [Contract Register](#) in accordance with legislative requirements. In addition, all contracts awarded above £25,000 must have a contract award notice publicised on Contracts Finder. This includes contracts created by a single quotation.

The Procuring Officer should ensure that the contract has been scored prior to any procurement process in line with the Council's Tiering Tool to assess the level of contract management required once a supplier is appointed.

The Procuring Officer should complete a Best Value Form (Single Quote) or Best Value Form (Quote Process) to document the process undertaken to select a supplier on each contract up to £50,000.

All procurement activity is subject to review by the Strategic Purchasing, Procurement and Contract Management Team and periodic review by the Corporate Assurance Team. It is the responsibility of the Officer completing the Form to keep this record for audit trail purposes.

Please seek advice from the Information Governance team as to whether a Data Protection Impact Assessment (DPIA) is required in relation to the delivery of this contract.

Please seek advice from the Equalities team as to whether an Equalities Impact Assessment (EIA) is required in relation to the delivery of this contract.

The Procuring Officer should ensure prior to the commencement of a procurement they have estimated the contract value and obtained approval for the required budget. Further information on calculating estimated contract values is included in the Contract Value Estimate Guidance available on the [Procurement Intranet Site](#)

Text highlighted in Blue is instructions to the Officer completing the form and should be deleted from the final document.

Text highlighted in Yellow is sections which need to be completed by the Officer. Highlighting and background text should be removed from the final document.

DIRECTORATE	[INSERT]
SERVICE	[INSERT]
CONTRACT OWNER/MANAGER	[INSERT]
BUDGET MANAGER	[INSERT]
BUDGET MANAGER APPROVAL	Choose an item. If the Budget Manager is different to the Officer completing this form you must seek their approval.

SECTION 1: CONTRACT DETAILS	
Contract title	[INSERT TITLE]
Type of supply	Choose an item.
Contract start date	Click here to enter a date.
Contract end date	Click here to enter a date.
Possible extensions (<i>if applicable</i>)	#
Estimated total contract value including extensions (Excluding VAT):	£
Estimated total contract value including extensions (Including VAT):	£
VAT Rate	20.00% / 12.50% / 5.00% / 0.00% / Exempt
Is this construction related works (CIS)	

SECTION 2: SUPPLIER DETAILS	
Supplier Name	[INSERT]
Address	[INSERT]
Telephone	[INSERT]
Email	[INSERT]
Vendor Number	[INSERT]

SECTION 3: COST BREAKDOWN	
Total contract cost (excluding VAT)	[INSERT]
Total annual cost (excluding VAT)	[INSERT]
Please detail below any specific one-off costs within the contract cost and a breakdown of on-going costs	
One-off contract cost	[INSERT]
On-going cost e.g. support/maintenance	[INSERT]

Budget which will pay for this provision

[INSERT]

SECTION 4 : JUSTIFICATION FOR DIRECT AWARD (INCLUDING FRAMEWORK AGREEMENT DIRECT CALL OFF)

(Please provide as much information as possible - remember this information is subject to audit/review and you are the accountable Officer)

Background to requirement (e.g. reference to business case / contract / need etc.)

Reason for Direct Award (e.g. Compatible with existing equipment/available from only one supplier / no other equipment meets specification requirement etc.)

Evidence of supporting reason (e.g. Market Testing undertaken / first price not accepted etc.)

Evidence value for money sought (e.g. benchmarking, whole cost assessment done etc.)

SECTION 5: COMMERCIAL ACCEPTANCE / VALUE FOR MONEY

I hereby confirm that, to the best of my knowledge, this procurement is commercially reasonable and delivers best value.

NAME

[INSERT]

JOB TITLE

[INSERT]

SIGNED

[INSERT]

DATE

Click here to enter a date.

Please email completed forms to procurement@barnsley.gov.uk

Further guidance and support should be obtained from Strategic Purchasing, Procurement & Contract Management (procurement@barnsley.gov.uk)