

# Procurement Thresholds – Aide Memoire

Single quotation =< £50,000

Minimum of 3 written quotations  
£50,001- £100,000 (Goods, Services)

Minimum of 3 written quotations  
50,001 – 250,000 (Works)

Tender (Good, Services) > £100,001 and <  
£189,330

Tender (Works) > £250,001 and < £4,733,252

Tender (Light Touch Regime – LTR) > 100,001 <  
£663,540

FTS Tender > £189,330 (Goods and Services) and  
> £4,733,252 (Works) and  
> £663,540 (LTR)

Note: All values are aggregated values (Total contract value for maximum duration)  
Ask Strategic Procurement to determine whether a service is LTR  
Note: FTS thresholds subject to bi-annual review (Next review 1 January 2024)

Procurement Procedure to be Undertaken	Single Quotation	Minimum Three Quotations	Tender – Goods, Services, LTR & Works	Tender - Works and EU LTR	FTS Tenders
<b>Procurement Event Responsibility</b>	<b>Directorate</b>		<b>Strategic Procurement &amp; Contract Management Only</b>		
Must seek value for money. When possible, must be local supplier	✓				
A minimum of 3 quotations must be requested.		✓			
Research relevant companies and invite them to quote		✓			
Where possible, 2 local suppliers must be invited		✓			
Must be performed through YORtender (training is available)		✓	✓	✓	✓
Obtain delegated approval for expenditure required for procurement under governance requirements		✓	✓	✓	✓
Best Value form justifying the procurement	✓		✓	✓	✓
Best Value Quote form justifying the procurement		✓			
Procurement Event Approval Document justifying the procurement			✓	✓	✓
Procurement must be performed as an open tender process and be accessible to any supplier			✓		✓
Council contract terms and conditions must be used. *Legal advice must be sought to confirm if additional T&Cs are required for complex / higher value procurement	✓	✓	✓	✓	✓
Equality Impact Assessment (to be considered / completed where appropriate)	✓	✓	✓	✓	✓
Data Protection Impact Assessment must be completed if contract involves personal data	✓	✓	✓	✓	✓
Consider Social Value criteria where appropriate			✓	✓	✓
Specification of service, goods or works required	✓	✓	✓	✓	✓
Pricing schedule for breakdown of costs		✓	✓	✓	✓
Evaluation criteria and scoring methodology needs to be established and included within the RFQ / ITT Documentation provided to suppliers		✓	✓	✓	✓
Use standard documentation (see Strategic Procurement & Contract Management Intranet site)		✓	✓	✓	✓
Tiering tool must be used to tier contract as Gold, Silver or bronze (and appropriate contract management plan put in place)	✓ (over £5k)	✓	✓	✓	✓

Contract Advert and Contract Award Notices must be placed on Contracts Finder (The link to the project must also be advertised on BMBC internet site)	*	✓	✓	✓	✓
Procurement Process must be performed using Government Standard Selection Questionnaire (SSQ) (where applicable)			✓	✓	✓
Must apply public procurement rules and timescales			✓ (Best Practice)	✓ (Best Practice)	✓
All RFQ / tender documentation must be made available when the procurement is published (even under restricted procedure)		✓	✓	✓	✓
Provide bidders feedback at end of tender exercise		✓	✓	✓	✓
Conduct due diligence checks	✓	✓	✓	✓	✓
Compulsory 10-day standstill between formal and final contract award			✓ (Best Practice)	✓ (Best Practice)	✓ (Mandatory)
Complete and place FTS contract notice and contract award notices (within 30 days of the final signature on the contract), must be completed before any other notice is publicised and contain the same information					✓
Signing of contract - 2 authorised signatories (see Contract Procedure Rules)		✓	✓	✓	✓
Publish contract on contracts register (via YORtender)	✓ (over £5k)	✓	✓	✓	✓
Conduct inception meeting with supplier (appropriate for services and works contracts)		✓	✓	✓	✓

- For all quotations above £25,000 in value, the **contract award** must be placed on contracts finder via YORtender and where the procurer choses to go out to open procurement then they must **advertise and place an award notice** on the contracts finder.