

Appendix 1 - Summary of Contract Thresholds

Value of Contract	Purchase Decision	Advertising	Procurement Process	Approval / Signature of Contract
Goods, services and works up to £5,000	Officer	Not required	Obtain Best Value. Multiple Quotations not necessary.	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £5,000 up to £25,000.	Officer	Not required	Obtain at least 3 Written Quotations (1 Local quote).	Contract approved by Purchase Order. Written Contract only required where complex requirements signed by Officer with appropriate authority or Purchase Order issued.
Goods, services and works from £25,000 up to £75,000.	Officer	Must use Contracts Finder for advert notice and award notice.	Obtain at least 3 Written Quotations (1 Local quote) using formal RFQ process.	Purchase Order raised not issued. Written contract signed by Director or Officer with appropriate authority to enter into a Contract. Standard terms or bespoke terms approved by Legal Services.

<p>Goods, services and works from £75,000 up to Public Contract Regulations 2015 Threshold.</p>	<p>Officer and Legal Services.</p>	<p>Must use Contracts Finder for advert notice and award notice.</p>	<p>Obtain at least 3 Tenders using formal Tender process.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract signed by Director or Officer with appropriate authority to enter into a contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works from Public Contract Regulations 2015 Threshold and over</p>	<p>Officer, Legal Services and relevant Committee</p>	<p>Must use Contracts Finder for advert notice and award notice.</p> <p>All FTS Notices must be issued by the Procurement resource.</p>	<p>All FTS Notices to be published by the Procurement resource.</p> <p>Obtain at least 3 Tenders using formal tender process.</p>	<p>Purchase Order raised not issued.</p> <p>Written Contract signed by Director or Officer with appropriate authority to enter into a Contract.</p> <p>Standard terms or bespoke terms approved by Legal Services.</p>
<p>Goods, services and works using a Framework Agreement</p>	<p>Officer (and Legal Services if over 75,000)</p>	<p>N/A</p>	<p>Follow call-off procedure within Framework Agreement.</p>	<p>Purchase Order raised not issued.</p> <p>Written contract created from Framework Agreement.</p> <p>Sign-off as per above thresholds.</p>