

Changes to Contract Procedure Rules – March 2017

This update has been initiated due to minor changes to procurement practice and to bring the rules up to date with the use of electronic tools and internal processes.

Contents	
Updated titles and added sections 23 and 24 into contents table	
Definitions	
PQQ – now updated to SQ (Standard Questionnaire)	
Officer Responsibilities	
2.1.2	Included requirement for a business case to be approved before commencing procurement activity
Exemptions to these Rules	
3.1-3.5	Update to bring in line with current practice
3.6	Included the use of electronic signatures
3.15-3.18	Update to terminology
Steps prior to purchase	
5.3	Introduced requirement to consider Responsible Procurement Strategy and supporting policies
Records	
Update to best practice and in-line with procurement regulations.	
Advertising, Framework Agreements	
7.1	Increased the number of local suppliers who should be given the opportunity to participate in procurement activity below £50,000, where suppliers are selected for participation. This has been provided as a 'wherever possible' provision to accommodate procurement activity which may require specialist services or suppliers which are not available in the geographic boundary.
7.3.2	Removed due to updated procurement practice
7.5	The different procurement procedures available for officers to consider have been set out.
Competition Requirements	
8.1.1	Table: Updates for clarity and to be in line with actual processes followed
Standards and Selection & award criteria	
10.1	Reference to Pre-Qualification Questionnaire removed as this has now been replaced with the Standard Questionnaire.
10.4	Highest price removed as this is in relation to the disposal of assets and set out in the Finance Procedure Rules
Shortlisting	
12.4	Update to procurement practice
Submission, receipt and opening of tenders/quotations	
13.2-13.3	Updated to reflect current practice
13.4	Updated to capture process through use of electronic tendering system
13.6-13.10	Updated to capture process now procurement activity conducted electronically rather than by the receipt of hard copy submissions
Clarifications	
14.2	Post tender negotiations at this stage are not permitted through the procurement process.
Evaluation, award of contract and debriefing suppliers	
15.4	Disposal removed as this is a duplication of what is set out in Finance Procedure Rules
15.6-15.8	Included requirement for internal approval to be obtained before an officer can award a contract following procurement activity above £50K.

15.10	Removed due to being captured under the shortlisting section in 12.4.
15.13-15.15	Included requirement for a contract award notice to be published in line with the regulations
Contract Documents	
16.2.4	Removed as new contracts may be required to be signed before previous contract has expired due to mobilisation requirements or other circumstances.
16.4	Included requirement for contract register to comply with Transparency Code
Prevention of Corruption and anti-competitive behaviour	
18.1	Tidied up wording
18.1.3	Removed as the Council uses Standard Terms and Conditions approved by legal.
18.2	Removed as captured under new wording at 18.1.
Declaration of interests	
19.2	Removed due to repetition
Managing Contracts	
20.3	Included requirement for internal approval to be captured for the extension to contract.
Risk assessment and contingency planning	
21.1	Removed as requirement for business case set out previously
Contract monitoring, review and benchmarking	
22.1	Amended to reflect contract monitoring in line with the contract management toolkit
22.3-22.4	Removed as this is captured in the contract management toolkit
22.5	Removed as this information should be part of the lessons learned which will feed into the business case for any re-procurement activity.
22.6-22.9	Removed due to duplication as this information is set out in Finance Procedure Rules