

2023-24 PROCUREMENT STANDING ORDER (PSO) AMENDMENTS

PSO	Title	Changes	Text
Glossary of Terms	Agent	Delete title and text	A person who has the authority to act on behalf of another and consents so to act
Contents 1.4.3	Collaborative Arrangements	Delete 1.4.3 text	Contracts where the Council acts as Agent
1.3.3	Grant Funding	Correct spelling Grand to Grant.	Irrespective of value, Contracts and Framework Agreements that are subject to grant funding requirements shall be procured in accordance with the Grant
1.3.4	Procurement Risk Assessment	Insert new text - Equal to or	The relevant officer shall consult with the Divisional Manager – Audit, Procurement and Operational Finance (or nominated officer) regarding the need to complete a PRA for all procurement activity equal to or exceeding £25,000 in value.
1.3.5	Preliminary Estimates Report	Insert new text - Equal to or	1. Preliminary Estimate Report – Contracts equal to or exceeding £1,000,000 in Value Before starting a tendering procedure for a contract equal to or exceeding £1,000,000 in value the Executive Board
1.3.7	Council Contracts	Include ref. to PSO 1.14.5	Council Contracts The relevant officer shall ascertain whether there is an existing Council contract before seeking to procure any works, services or supplies. Where such a contract exists, the officer may not enter into a separate contract except with the prior written approval of the Divisional Manager – Audit, Procurement and Operational Finance in accordance with Procurement Standing Order 1.14.5.
1.4.1	Frameworks	Replace CBD with CPB	Framework Agreements Where a Call-off is proposed under an existing Framework Agreement that has been established by a Central Purchasing Body (CPB)
1.4.1 (v)	Frameworks	Replace 1.3.4 with 1.3.5 and Insert new text - be Equal to or	Procurement Standing Order 1.3.5 [AM1] in respect of preliminary estimate reports, where the

			contract value is forecast to be equal to or exceeding £1,000,000 over its duration.
1.4.1 (vi)	Frameworks	Replace text greater than with exceeding	The relevant Operational Director shall ensure that 'call-offs' with a value equal to or exceeding £25,000 are published on Contract Finder in compliance with Procurement Standing Order 1.2.5.
1.4.3	Contracts where the Council acts as an Agent	Delete 1.4.3 title and text	Contracts where the Council acts as Agent Where the Council acts as the Agent for any other local authority or public body or company these Standing Orders shall apply unless the principal in question instructs otherwise in writing
1.5.7	Dynamic Purchasing System	Insert new point 1.5.7	Call-off under a DPS does not remove the requirement to comply with the following Procurement Standing Orders: Procurement Standing Order 1.3.5 in respect of preliminary estimate reports, where the contract value is forecast to exceed £1,000,000 over its duration Procurement Standing Order 1.9 regarding the acceptance of tenders.
1.6.1	EPS	Replace text greater than with exceeding	Electronic Procurement System (EPS) All Invitations to Tender (ITT) and Request for Quotations (RFQ) equal to or exceeding £25,000 will be issued and received electronically using the Council's approved EPS. Tenders submitted by any other means shall not be considered.
1.8.3(iv)	Evaluation Matrix	Insert new text - with dated signatures from all of the evaluators	All scores and notes made by the evaluation panel must be recorded in writing, with dated signatures from all of the evaluators and used for reference in the event that further moderation is required.
1.8.4 (i)	Moderation	Insert new text - All notes must be recorded in writing with dated signatures from all of the evaluators and	The evaluation panel will discuss their individual scores with a view to reaching agreement on a moderated score and justifying comments, in consultation the Divisional Manager – Audit, Procurement and Operational Finance or nominated officer. All notes must be recorded in writing with

		moderating office	dated signatures from all of the evaluators and moderating officer.
1.14.5(v)	Waiver Supplementary	Replace text - 1.3.6 with 1.3.7	In cases where the waiver request is to seek approval to use an alternative supplier to the one contracted by an existing Council contract, this must be in accordance with Procurement Standing Order 1.3.7.
Part 2	Title	Replace text - greater than with exceeding	PART 2: STANDING ORDERS FOR CONTRACTS EQUAL TO OR EXCEEDING THE PUBLIC CONTRACT REGULATIONS (PCR) 2015 VALUE THRESHOLDS INCLUSIVE OF VAT
2.1	Application	Replace text - greater than with exceeding	Part 2 of these Standing Orders shall apply to all contracts equal to or exceeding the PCR 2015 Works, Services or Supplies Value Threshold inclusive of VAT
2.4	Contracts equal to	Replace text - greater than with exceeding	Contracts equal to or exceeding the PCR 2015 Works Value Threshold
3.2	Title	Replace text - greater than with exceeding	Value equal to or exceeding £25,000
3.3	Title	Insert new text - Exclusive of VAT	Value less than £25,000 – exclusive of VAT
3.3 (i)	Value less than £25,000	Delete existing text and replace with new text	(i) Appropriate documentary evidence is retained as evidence to show how the award provides best value for the Council.
3.4	Aggregation of Low Value Purchases	Insert new text - Equal to or	Officers must determine the actual value of expenditure in line with regular recurring purchases of the same nature. Any aggregated value that is equal to or exceeds £25,000 must comply with Procurement Standing Order 3.2.
	Compliant Procurement Routes	Replace existing table with amended V7	Compliant Procurement Routes – V7 attached