

# Witham Town Council: Extended Procurement Process

*This policy should be read in conjunction with the Financial Regulations.*

## Policy Overview

This policy explains the protocol in which the Town Council carries out 'extended procurement' as defined in the Financial Regulations.

## Extended Procurement

1. This process applies for all works estimated to exceed £25,000 (exclusive of VAT) ordered or otherwise agreed by Witham Town Council via resolution.
2. It is the responsibility of the Responsible Financial Officer to determine and advise the Council accordingly if the extended procurement process applies.

## Process for Extended Procurement

3. The RFO should first determine if a proposed contract is likely to invoke this process by way of an educated estimate using the SPONS valuation guide or similar methodology.
4. Where the process applies, a formal package of tender documents should be created using the standardised template and must include (but is not limited to) the following information:
  - I. Quantities of materials/items.
  - II. Specification (if applicable)
  - III. Date of return for the tender.
  - IV. Specified payment terms.
  - V. Contract terms.
  - VI. Supplementary information.
5. A summary overview advertising details of the procurement exercise will be published on noticeboards and the Town Council website for the duration of the tender window.

6. Details will also be advertised on the 'Contracts Finder' website as per the Public Contracts Regulations 2015.
7. All responses submitted will be quantified by officers and returned to the relevant committee for Members to make a decision in accordance with Financial Regulations.
8. The Town Clerk/RFO shall make available any supplementary or clarifying information to interested parties in order to facilitate a successful procurement exercise.
9. There shall be no maximum or minimum number of expected responses, and the Council shall not be obliged to accept any tender received, nor accept the lowest value.
10. All tenders will be assessed on their merits taking into account value for money, delivery and professional competency.

## Awarding of Contracts

11. When awarding a contract, a letter of acceptance will be supplied by the Town Council to the successful contractor and a purchase order number issued as per financial regulation 10.1.
12. Upon issue of the letter, contract arrangements and payment terms will be finalised and agreed by the Responsible Financial Officer and if necessary, a pre-commencement meeting held with the nominated contractor/supplier.

**JS/24.01.2019**

**Agreed at Minute **XX** of Policy & Resources Meeting held **XX-XX-XXXX****

**Review Date: 01/06/2020**

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