

SECTION 10

10. CONTRACT ~~PROCEDURE STANDING ORDERS AND PROCUREMENT~~ RULES

10.1 INTRODUCTION

- 10.1.1 Procurement is the process by which the Corporate Joint Committee (“CJC”) manages the acquisition of all its Goods, Services and Works. ~~Upon it includes the~~ identification of need, ~~it includes~~ consideration of options, ~~the actual~~ procurement process and the subsequent management and review of the contracts.
- 10.1.2 These Contract ~~Procedure Rules~~ (~~‘CPRs’~~) ~~Standing Orders and Procurement Rules~~ ~~cover the procurement activities of the CJC that are not governed by the Procurement Act 2023 (‘Act’) and the Procurement (Wales) Regulations 2024/782 (‘Regulations’).~~ ~~Compliance with the Act and the Regulations is a strict legal requirement upon the CJC, and it is not open to the CJC to waive compliance of these for procurements.~~ ~~provide a corporate framework for the procurement of all Goods, Services and Works for the Council. The Rules are designed to ensure that the CJC obtains value for money and the required level of quality and performance in all contracts let and that all procurement activity is conducted with openness, probity, and accountability.~~
- 10.1.3 ~~These CPRs apply to procurements that are to be commenced on or after 24 February 2025. Any contracts awarded under previous legislation will continue to be managed under that legislation until such a time as the contract ceases to exist. In all its procurements the CJC must comply with the based principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality and these rules are designed to ensure compliance with the same.~~
- 10.1.4 ~~Procurement by the CJC is governed by the Act and Regulations. The law requires all CJC procurement and contracting to be conducted transparently, fairly and in a non-discriminatory manner. In the event of statutory or other legal requirements exceeding the requirements contained within these CPRs, then statute shall take precedence over nay provisions within these CPRs.~~
- 10.1.5 ~~The Act sets out the following objectives for the procurement of contracts: delivering value for money, maximising public benefit, sharing information for the purpose of allowing suppliers and others to understand the authority’s procurement policies and decisions, and acting and being seen to act, with integrity (the ‘Procurement Objectives’).~~

10.1.6 In addition, the CJC shall have regard to particular participation barriers which may face small and medium sized enterprises and consider whether such barriers can be removed or reduced.

10.1.7 In all its procurements the CJC must comply with the basic principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionally and these rules are designed to ensure compliance with the same.

10.2 DEFINITIONS AND INTERPRETATIONS

10.2.1 In these Rules the following definitions apply:

- **Authorised Officers** means the holder for the time being of any post named in the Scheme of Delegation as having delegated powers and duties in respect of the procurement concerned.
- **Chief Officer** means any officer in the following categories of officer, Chief Executive, Corporate Director and Head of Department ~~or Senior Manager~~.
- **Contract** means any form of agreement (including, without limitation, official purchase orders) for the supply of Goods, provision of Services or carrying out of Works.
- **Contractor** means any contractor, supplier, or provider with whom the CJC enters into a Contract for the carrying out of works, provision of services or the supply of goods.
- **Corporate Contract Register** means a list of contracts given by the CJC.
- **Frameworks Agreement** means an agreement between a contracting authority (CJC) and one or more suppliers~~with one or more Contractors~~, the purpose of which is to establish the terms (in particular with regard to price and quantity) governing a contract or contracts to be awarded during the period for which the framework ~~agreement~~ applies.
- **Goods** covers all the goods, supplies, substances and materials that the CJC purchases, hires or otherwise obtains.
- **Grant and Grants** a sum of money paid or to be paid by the CJC to a third party, and in respect of which the CJC does not require the grantee to provide the CJC with any services, goods or carry out any works for the CJC's direct benefit. The Grant may be conditional (i.e. obligation to spend the Grant in a particular manner, to account for that spend and repay the Grant if the Grant conditions are breached).
- **ITT** means an invitation to submit a Tender.

- **Light Touch Contract** means a proposed contract for the provision of certain social or other specific services listed in Schedule ~~13~~ of the Regulations.
- **Procurement** means the process by which the CJC manages the acquisition of all its goods, services and works. It includes the identification of need, consideration of options, the actual procurement process and the subsequent management and review of the contracts.
- **Procurement Manager** means ~~the CJC's Gwynedd Council's~~ Procurement Manager or any officers under his/her supervision or management who are given delegated powers to carry out any of the obligations, duties or activities required to be performed by him/her under these Rules or to act in his/her absence.
- **Procurement Process** means the procurement process spans the whole life cycle, from identification of needs, options appraisal, ~~conditions of participation~~ ~~supplier selection~~, award and contract management through to the end of a contract or the end of the useful life of the asset, or disposal of the asset.
- **Rules** means these Contract ~~Standing Orders and~~ Procurement Rules.
- **Services** includes all services, which the CJC purchases or otherwise obtains including advice, specialist consultancy work, agency, staff, etc.
- ~~Negotiated Procedure whereby the CJC has negotiated the terms of the Contract with one or more providers, Contractors or suppliers selected by it.~~
- **Regulations** means the Procurement (Wales) Regulations 2024 ~~Public Contracts Regulations 2015~~ and any amendment or re-enactment thereof.
- **Tenderer/Tenderers.** Individual, individuals, partnerships, companies, or other bodies invited to submit quotes/tenders, prices for providing the CJC with services, supplying goods or carrying out works.
- ~~Variant Bid means an offer/bid which contains variants on the requirements specified by the CJC in its procurement documentation.~~
- **Variation and Variations** means any alterations to a contract, including additions, omissions, substitutions, alterations, or changes of any other nature.
- **Works** includes all works of new construction and repairs in respect of physical assets (buildings, roads, etc.) including all those activities constituting works for the purposes of the Regulations.
- **Written** means in writing or in a "written" electronic form.

10.2.2 All values referred to in these Rules are exclusive of VAT.

- 10.2.3 Any dispute regarding interpretation of these Rules shall be referred to the Monitoring Officer for resolution.
- 10.2.4 These Rules shall be read in conjunction with the CJC's Constitution as a whole and in particular the CJC's Financial Procedure Rules, which must be complied with.
- 10.2.5 The Procurement Manager shall undertake a formal review of these Rules at least every two years and advise the Monitoring Officer of any changes needed.

10.3 COMPLIANCE WITH THESE RULES

- 10.3.1 These Rules must be followed when dealing with any CJC Procurement except for those Procurements and other matters referred to in Rule 10.4.
- 10.3.2 Every Procurement undertaken by the CJC or any other party on its behalf must comply with:
 - (a) all relevant statutory provisions.
 - (b) where applicable the Regulations.
 - (c) the CJC's Constitution.
 - (d) the CJC's strategic objective and policies including the Corporate Procurement Strategy.
 - (e) the CJC's Sustainable Procurement Policy; and
 - (f) the guidance on the Procurement Unit Intranet Site.
- 10.3.3. The Procurement Manager may from time-to-time issue procurement guidance. Chief Officers must ensure that employees in their Service are aware of such guidance and should ensure compliance.
- 10.3.4 Any failure by an officer to comply with any provision of these Rules may result in disciplinary action.

10.4 EXEMPT CONTRACTS ~~EXCEPTIONS TO THE RULES~~

- 10.4.1 ~~These Rules do not apply to:~~ Exemptions are where the CPRs are suspended entirely. The following contracts are exempt from the requirements of these CPRs:

- i. Internal purchases or service provision;
- ii. Vertical arrangements, i.e. a public contract awarded by the CJC to a legal person controlled by the CJC and which carries out at least 80% of its activities for the CJC;
- iii. horizontal arrangements, where two or more contracting authorities genuinely

- cooperate with each other to meet public service obligations that each is entrusted to perform;
- iv. utilities contracts between a utility and a relevant joint venture to which that utility is party, where the joint venture was formed for the purpose of carrying out that utility activity for at least three years and the parties to the joint venture are committed, by way of written agreement to continue to be parties to the joint venture for a period of three years following the date of that agreement;
 - v. Contracts relating solely to the acquisition, by whatever means, of land, buildings or any other complete work (i.e., a functioning structure that results from the carrying out of works), or of an interest in or right over any of them (with the exception of development agreements);
 - vi. Contracts for the acquisition, development, production or co-production of material intended for broadcast (by any means) by a contracting authority to the general public;
 - vii. Contracts to facilitate the provision to the general public of an electronic communications service (within the meaning of s.32 of the Communications Act 2003);
 - viii. contracts for the provision to a contracting authority of arbitration, mediation or conciliation or other similar services;
 - ix. contracts for the provision of Exempt Legal Services;
 - x. financial services – contracts for the lending of money in any currency to a contracting authority;
 - xi. contracts of employment or worker's contracts;
 - xii. contracts for the provision of research and development services;
 - xiii. international agreements and organisations;
 - xiv. any contracts that a contracting authority determines should not, in the interests of national security, be subject to this Act;
 - xv. award of Grants (Grants are not regulated by public procurement law as they are not public contracts. However, they are regulated by the rules on state aid and by general public law controls relating to fiduciary duty and proper spending of public money as well as specific conditions which may include procurement requirements);
 - xvi. individual orders placed under contracts which provide for orders to be placed against agree schedules of rates, or under a measured term contract or under a Framework, provided that such contracts or Framework have been let by the Council in accordance with these Rules;
 - xvii. individual orders placed under Crown Commercial Service and or Welsh Government let Framework or other public sector Framework where the CJC is permitted to place orders under such agreements;
 - xviii. contracts for services entered into in pursuance of powers under the National Health Services and Community Care Act 1990 and the Children Act 1989 for the benefit of an individual;
 - xix. instructions and briefings issued by or on behalf of the Monitoring Officer to Counsel. The Monitoring Offices will make arrangements to ensure that a record is kept of all such instructions or briefs together with a record of Counsel's fee;
 - xx. Goods, Services and Works procured by another public body on behalf of or for the joint benefit of the CJC and other parties (i.e. a collaborative procurement agreement such as contracts awarded via the National Procurement Service etc.) and provided that in such case, the other public body's procurement/contract rules, all UK procurement law requirements, and the Procurement Objectives have been complied with. The advice of the Procurement Manager must be sought before placing reliance

- on any such arrangement;
xxi. Individual “De-minimus” contracts within the CJC’s public transport support budget up to an aggregated maximum of 40% of that budget.

10.4.2 Where the CJC procures health care services as described and provided for in Schedule 1 of the Health Services (Provider Selection Regime)(Wales) Regulations 2024 (‘PSR’), such procurements shall be carried out in accordance with the PSR and not the Act or Regulations.

10.5 COUNCIL-WIDE FRAMEWORKS ~~AND DYNAMIC MARKETS ARRANGEMENTS~~

10.5.1 Where available, use must be made of the CJC’s existing corporate purchasing and Framework ~~Agreements~~ let or a Dynamic Market in accordance with these Rules, unless in exceptional circumstances the Procurement Manager has agreed otherwise. The Corporate Procurement Unit maintains a register of such agreements and can provide advice on their use.

10.6 ESTIMATING THE CONTRACT VALUE

10.6.1 The general rule for estimating the value of a contract includes a calculation taking into account:

- The value of any goods, services or works providing by the contracting authority under the contract other than for payment;
- Amounts payable if an option to extend or renew the term of the contract was exercised;
- Amounts representing premiums, fees, commissions or interest that could be payable; and
- amounts representing prizes or payments that could be payable to participants in a procurement; and
- inclusive of VAT.

~~No works or requirements for goods or services may be artificially split to avoid compliance with UK procurement law or these Rules.~~

10.6.2 ~~The estimated value of a Contract/procurement exercise shall be — the expects to be payable under the Contract.~~ No works or requirements for goods or services may be artificially split to avoid compliance with UK procurement law or these Rules.

10.6.3 In determining the value of the total consideration, which the CJC expects to pay, the CJC shall, where relevant, take account of:

- any form of option
- the term/period of the proposed Contract
- any rights to renew the Contract/extend the Contract period

(d) any price, payment, premium, fees, commission, interest, or other form of remuneration payable under the proposed Contract or in respect of the proposed procurement.

10.6.4 In determining the value of any Contract for the hire of Goods, if the term of the Contract is indefinite or uncertain at the time the Contract is entered into, then the value shall be taken as equating to the value of the monthly consideration multiplied by 48.

10.6.5 In determining the value of any Contract for the provision of Services or carrying out of Works, if the term of the Contract is indefinite or uncertain at the time the Contract is entered into then the value shall be taken as equating to the value of the monthly consideration multiplied by 48.

10.6.6 Where the CJC has requirements over a period of time for Goods and Services where the contracts have similar characteristics and the Goods and Services are of the same type, and enters into a series of contracts or a contract which is renewable, then the estimated value shall be calculated by the total spend on such matters over the last 12 months or projected estimated spend for next 12 months, whichever is the greater. In estimating this value, the advice of the Procurement Manager must be sought, ~~and regard had to provisions of Regulation 6 of the Regulations.~~

10.6.7 For Framework Agreements, or similar, without a known annual expenditure but with duration exceeding one year, the number of years duration will be multiplied by the likely annual expenditure and must be determined in consultation with the Procurement Manager. The maximum period now permitted under the UK Procurement Rules for Frameworks ~~Agreements~~ is 4 years, unless there are clear justifications for this, which must be set out in the Tender Notice or Transparency Notice relating to the Framework.

10.6.8 Open Frameworks must be valued by including the value of all Frameworks that could be awarded under the Open Framework and therefore the value of all contracts that could be awarded under each of the Frameworks in the scheme.

10.6.9 Concession contracts are to be valued differently. Concession contracts should be valued by way of estimating the maximum amount the supplier could expect to receive, taking account of a similar non-exhaustive list of variables in the general rule, with certain modifications more pertinent to concession contracts, such as amounts received on the sale of assets held by the supplier under the concession contract.

10.6.10 If a contract value cannot be estimated, then the contract is deemed to be valued as above threshold.

10.7 CONTRACTS UNDER £50,000 (Quotations)

- 10.7.1 Where possible, goods, services and works must be obtained via existing corporate Frameworks ~~Arrangements~~, standing lists or consortia arrangements.
- 10.7.2 Where there are no existing approved arrangements, the following number of quotations must be sought and evidenced in accordance with Rules 10.7.3 or 10.7.4.
- (a) Up to £5,000 require only one quotation.
- (b) Between £5,000 and £50,000 require three quotations.
- 10.7.3 For Procurements up to £5,000 the quotation obtained must be in writing in order that best value and the integrity of the process can be demonstrated. This information must be retained by the Service.
- 10.7.4 For Procurements of £5,000 to £50,000 records will be kept detailing which Contractors were selected to quote, to whom the Contract was awarded and the reasons for so doing (lowest price or offer which represents best value to the CJC and why), so that best value and the integrity of the process can be demonstrated. The confidentiality of quotes will be maintained until the contract has been awarded. This information must be retained by the Service. It is important to appreciate that Contractors must be informed of how their quotations will be evaluated and this information should be set out when Contractors are asked to quote.
- 10.7.5 Where similar goods, services and works are regularly required, and arrangements described in Rule 10.5 ~~7.4~~ are not available, consideration must be given to awarding a framework ~~arrangement~~ and the advice of the Procurement Manager must be obtained.
- 10.7.6 Where goods, services or works are regularly procured from a single ~~—~~particular supplier under this Rule and the aggregated value of those contract exceed £50,000 in any financial year, the matter must be reported by the Head of Department to the Procurement Manager who will undertake a review of the arrangements with regard to ensuring compliance with these Rules and the ~~CJC's councils~~ Policies and Strategies.

10.8 CONTRACTS VALUED ABOVE £50,000 (TENDERS)

- 10.8.1 For procurements with an estimated value of more than £50,000 at least three written tenders must be invited.
- 10.8.2 For the rules as to: Pre-qualification, Invitation to Tender, Receipt of Tenders, Custody and Opening of Tenders, Tender Evaluation, ~~Post Tender Negotiation~~, Evaluation Team, Risk and Awarding Contracts, see rules 10.12 ~~– 10.13, 10.18, 10.20 – 10.24 to~~ ~~10.25~~.

10.8.3 The Corporate Procurement Unit shall maintain a Corporate Contract Register which will record to whom contracts are awarded and the procurement route following in each case. The Authorised Officer must provide the Corporate Procurement Manager with all required information to facilitate this.

10.8.4 All tenders must use a tender reference number and advise the Corporate Procurement Unit of this number.

10.9 CONTRACTS TO WHICH THE REGULATIONS APPLY

10.9.1 In the case of procurements that fall to be dealt with under the Regulations:

- (a) tenders will be invited in accordance with the requirements of the said directives and Regulations for the time being in force; and
- (b) such Act directives and Regulations will take precedence over these Rules.
- (c) such Act directives and Regulations include requirements which are over and above the requirements set out in these Rules.

10.9.2 Advice and guidance on whether a particular procurement is subject to the Regulations can be obtained from the Procurement Manager and Monitoring Officer.

10.9.3 The current thresholds, as of the 1st of January 2022 are:

- Supplies and Services £214,9043,477
- Subsidised Services Contracts ~~pplies~~ £214,9043,477
- Works £5,372,60936,937
- Light Touch Contract for Services £663,540

The value of a procurement must now be calculated inclusive of VAT as per the Procurement Policy Note 10/21 and 11/23.

The thresholds change every two years and are due to change again on the 1st of January 20264.

~~10.9.4 The Corporate Procurement Unit is responsible for collation and submission of statistical returns in accordance with Regulation 40 of the Regulations and will make the necessary arrangements for information to be collected annually. Heads of Service shall comply with these arrangements.~~

10.10 CONSULTANTS

10.10.1 Any consultants used by the CJC shall be appointed in accordance with these Rules. Where the CJC uses Consultants to act on its behalf in relation to any procurement, then the relevant Head of Service shall ensure that the consultants carry out any procurement in accordance with these contract ~~procedure rules~~standing orders. No consultant shall make a decision on whether to award a contract or to whom a contract should be awarded. The relevant Head of Service shall ensure that the consultant's performance is monitored.

10.11 NOMINATED AND NAMED SUB-CONTRACTORS

10.11.1 If a sub-contractor, supplier or sub-consultant is to be nominated or named to a main contractor, quotations or tenders must be invited in accordance with these ~~Rules~~Standing Orders and the terms of the invitation shall be compatible with the main contract.

10.12 PRE QUALIFICATION (Applies to all)

10.12.1 The CJC shall only enter into a Contract with a Contractor if it is satisfied as to the Contractor's competencies. The criteria for selecting Tenderers may include, but need not be limited to:

- (a) Technical or professional competence and experience including qualifications.
- (b) Health and Safety.
- (c) Quality including certification by official quality control institutes or agencies of recognised competence and or attesting conformity to quality assurance standards and or measures or equivalent bodies or standards.
- (d) Financial and economic standing including appropriate insurance provisions.
- (e) Sustainability, including environmental management measures, ~~and~~
- (f) Evidence as to whether they are unsuitable on grounds, e.g. of bankruptcy, criminal conviction or failure to pay taxes.

(g) Welsh Language Measures

(h) Data Protection, and

(i) Ethical Employment and Safeguarding

- 10.12.2 Any procurements subject to the Regulations shall comply with the appropriate Regulations.
- 10.12.3 All Pre Qualification processes shall comply with the Procurement Objectives principles referred to in 10.1.~~72.1~~ above and any requirements as to Pre Qualification must be formulated so as to avoid breaching those principles.
- 10.12.4 All time limits for Pre Qualification processes shall be such as are reasonable having regard to the subject matter of the contract, the value of the contract and the Procurement Objectives. Treaty Principles.

10.13 THE INVITATION TO TENDER

- 10.13.1 These requirements apply to all invitations to Tender irrespective of value.
- 10.13.2 The invitation to tender must include details of the CJC's requirements for the particular contract including:
- (a) a specification of the Services, Goods or Works being procured and instructions on whether any variants are permissible.
 - (b) the procurement timetable including the tender return date and time, which shall allow a reasonable period for the applicants to prepare their tenders.
 - (c) the CJC's terms and conditions of contract.
 - (d) the evaluation criteria including attached weightings.
 - (e) the Form of Tender.
 - (f) pricing mechanism and instructions for completion.
 - (g) whether the CJC is of the view that TUPE will apply.
 - (h) form and content of method statements to be provided.
 - (i) rules for submitting of tenders.
 - (j) tender reference.
 - (k) any further information which will inform or assist Tenderers in preparing tenders.
- 10.13.3 Every Tenderer submitting a tender will be required to sign a declaration to the effect that:
- (a) they have not and will not inform any other person of the amount of their tender.

- (b) they have not fixed the amount of any tender in accordance with a price fixing arrangement.
- (c) they accept that the CJC is entitled to cancel the contract and to recover from them the amount of any loss resulting from such cancellation if it is discovered that there has been any corrupt or fraudulent act or omission by them which in any way induced the CJC to enter into the contract.
- (d) acknowledging that the CJC is not bound to accept the lowest or any tender submitted, that the tender exercise may be aborted at any stage during the tender process and that they tender at their own cost and expense.

10.13.4 All time limits for Tendering Processes shall be such as are reasonable having regard to the subject matter of the contract, the value of the contract and the Procurement Objectives Treaty Principles.

10.14 COMPETITIVE TENDERING PROCEDURE (OPEN PROCEDURE)

10.14.1 The CJC may chose to award a public contract to a supplier submitting the most advantageous tender ("MAT") in a competitive tendering procedure, which must take one of two forms

10.14.2 In the case of procurements not governed by the Regulations the CJC will publish a notice on the CJC's Sell2Wales website, ~~and, where appropriate having regard to the requirements of these Rules, at least one of the following — the local press, and any appropriate national press and/or trade journals in order to target the appropriate market for the particular contract.~~ The extent and nature of the publication shall be proportional to the value and subject matter of the Procurement and regard shall be had to the Procurement Objectives Treaty Principles.

10.14.3~~2~~ The advertisement shall contain details of the proposed contract and specify a time limit within which interested parties may express an interest in tendering for the contract. After the expiry of the deadline date for expressions of interest, the CJC shall send any party expressing an interest an ITT. The ITT shall specify the return date for tenders.

10.14.3 All Tenderers expressing an interest are invited to tender. In the case of procurements with an estimated value above £50,000 where fewer than three Tenderers have expressed an interest the Authorised Officer must, in consultation with the Procurement Manager, determine whether there is sufficient interest to demonstrate genuine competition before deciding to continue the Procurement.

10.15 OPEN TENDERING PROCEDURE (RESTRICTED PROCEDURE)

10.15.1 a single stage procedure under which any interested party can submit a tender. The decision to award the contract must be based solely on the single tender, subject to any disregarded tenders. This is a process where all providers interested in the contract and who have responded to an advertisement can submit tenders. All such tenders must be considered without any prior selection process. The conditions of participation and evaluation stages are carried out after the submission of the tenders.~~In the case of Procurements not governed by the Regulations, the CJC publishes a notice in accordance with Rule 10.14.1 above except that the notice shall state that a Restricted Procedure is being used.~~

~~10.15.2 Only those Tenderers selected by the CJC are invited to tender. Tenderers shall be only selected on the basis of the published Pre-Qualification criteria comply with Rule 10.12.~~

~~10.15.3 At least 3 Tenderers must be selected to tender. In the case of procurements with an estimated value above £50,000 where fewer than three Tenderers have expressed an interest or are competent to be invited to tender, the Authorised Officer must, in consultation with the Procurement Manager, determine whether there is sufficient interest to demonstrate genuine competition before deciding to continue the Procurement.~~

10.16 COMPETITIVE FLEXIBLE TENDERING PROCEDURE (NEGOTIATED PROCEDURE)

10.16.1 this procedure is non-prescriptive and allows the Council flexibility to design their own procurement process, to suit its specific needs and requirements. The Council must have regard to the Procurement Objectives and meet the procedural requirements applicable to the competitive tendering procedure, such as relating to time and transparency. The Council must decide who to award the contract to based on who the Council considers appropriate for the purpose of awarding the public contract.~~In the case of Procurements not governed by the Regulations the CJC publishes a notice in accordance with 10.14.1 above except that the notice shall state that a Negotiated Procedure is being used.~~

10.16.2 The Council must use the competitive flexible procedure where:

- it wishes to limit the number of suppliers before inviting tenders;
- when procuring under a dynamic market; and
- when reserving a public contract to Supported Employment Providers or Public Service Mutuals.

~~Only those Tenderers selected by the CJC are invited to negotiate. Tenderers shall only be selected on the basis of the published Pre-Qualification criteria complying with paragraph 10.12 of these Rules.~~

~~10.16.3 A competitive tendering procedure does not need to be used by the CJC where a Direct Award is justified in accordance with the Act or when awarding a public contract under a Framework.—At least 3 tenderers must be invited to tender. In the case of procurements with an estimated value above £50,000 where fewer than three tenderers have expressed an interest or are competent to be invited to tender, the Authorised Officer must, in consultation with the Procurement Manager, determine whether there is sufficient interest to demonstrate genuine competition before deciding to continue the Procurement.~~

~~10.16.4 In the case of procurements with an estimated value above £50,000 at least two officers, at least one of whom shall be a Head of Service or Senior Manager shall be present at all times during the negotiations.~~

~~10.16.5 The CJC shall keep proper records of all negotiations, and these shall be signed as such by all participants.~~

~~10.16.6 At all times during the negotiations, the CJC shall apply the Treaty principles.~~

~~10.16.7 The Negotiated Procedure shall only be used in the following circumstances:~~

~~(a) in the event that the procedure leading to award of a contract by the CJC using the Open Procedure, the Restricted Procedure or the Competitive Dialogue Procedure was discontinued because of irregular tenders; or unacceptable tenders but only if the original terms of the proposed contract offered in the discontinued procedure have not been substantially altered in the negotiated procedure;~~

~~(b) exceptionally, and in consultation with the Procurement Manager when the nature of the work or works to be carried out, the goods to be purchased or hired or the services to be provided under the contract or the risks attaching to them are such as not to permit prior overall pricing;~~

~~(c) in the case of a services contract, when the nature of the services to be provided, in particular in the case of financial services and intellectual services, such as services involving the design of work or works, is such that specifications cannot be established with sufficient precision to permit the award of the contract using the Open Procedure or the Restricted Procedure; or~~

~~(d) in the case of a works, when the work or works are to be carried out under the contract solely for the purpose of research, testing or development but not with the aim of ensuring profitability or to recover research and development costs.~~

~~10.16.8 In the case of Procurements not governed by the Regulations the CJC may negotiate a contract directly with a single contractor only in the following circumstances and, excepting the urgency provisions in (c) below, in the case of procurements with an estimated value above £50,000 the procedure may only be applied after prior written consultation with the Procurement Manager.~~

~~(a) in the absence of tenders, suitable tenders or applications in response to an invitation to tender by the CJC using the Open or the Restricted Procedure but only if the original terms of the proposed contract offered in the discontinued procedure have not been substantially altered in the Negotiated Procedure.~~

~~(b) when, for technical or artistic reasons, or for reasons connected with the protection of exclusive rights, the contract may be awarded only to a particular Contractor.~~

~~(c) when (but only if it is strictly necessary) for reasons of extreme urgency brought about by events unforeseeable by, and not attributable to, the CJC and there is insufficient time to invite tenders (in such event the Procurement Manager shall be advised of the use of the procedure as soon as reasonably practicable in all procurements with an estimated value above £50,000.00).~~

~~(d) in the case of a supply contract:~~

~~when the goods to be purchased or hired under the contract are to be manufactured solely for the purpose of research, experiment, study or development but not when the goods are to be purchased or hired with the aim of ensuring profitability or to recover research and development costs.~~

~~when the goods to be purchased or hired under the contract are required by the CJC as a partial replacement for, or in addition to, existing goods or an installation and when to obtain the goods from a supplier other than the supplier which supplied the existing goods, or the installation would oblige the CJC to acquire goods having different technical characteristics which would result in: incompatibility between the existing goods or the installation and the goods to be purchased or hired under the contract; or disproportionate technical difficulties in the operation and maintenance of the existing goods or the installation.~~

~~(e) for the purchase or hire of goods quoted and purchased on a commodity market;~~

~~(f) to take advantage of particularly advantageous terms for the purchase of goods in a closing down sale brought about because a supplier is subject to insolvency.~~

~~(g) in the case of a services contract, when the rules of a design contest require the contract to be awarded to the successful contestant or to one of the successful~~

~~contestants, provided that all successful contestants are invited to negotiate the contract.~~

10.17 EXTENSIONS TO CONTRACTS

~~10.17.1 This provides for the award of a public contract without using a competitive tendering procedure and the public contract is able to be placed with the supplier directly without competition.~~

~~10.17.2 There are limited circumstances in which the Council is permitted to award a public contract without first running a competitive tendering procedure. Officers should refer to the circumstances as set out in section 41 and Schedule 5 of the Act. These circumstances also apply to below-threshold Direct Awards~~

~~10.17.3 Before awarding a contract in this way, the council must consider whether the supplier is an Excludable Supplier, if so, the council will need to determine if it is appropriate for the supplier to be awarded the contract.~~

~~10.17.4 Paragraph 15 of Schedule 5 (Direct Award: User Choice Contracts) of the Act allows for Direct Award of a user choice contract provided certain conditions are met. User Choice Contracts are not suitable for a competitive tendering procedure due to the needs or preference of an individual. The council must also be of the view that it is in the best interests of the individual that the contract is not awarded under a competitive tendering procedure. User choice services should be delivered under Light Touch Contracts for the purpose of benefitting a particular individual and where the council is required to take into account the view of the individual or their carer as to who should supply the user choice services.~~

~~In the case of Procurements not governed by the Regulations the CJC may use the Negotiated Procedure in 10.16.8 above to negotiate a Contract extension directly with a single contractor only in the following circumstances and subject to the following conditions:~~

~~Condition 1~~

~~Where the value of the initial contract or the aggregated estimated value of the contract and any extension will be above £50,000.00 the decision must be taken in consultation with the CJC's Procurement Manger.~~

~~Condition 2~~

~~Where the value of the initial contract or the aggregated estimated value of the contract and any extensions will be above £100,000, the decision must be taken in consultation with the Head of Finance and Monitoring Officer.~~

~~(i) in the case of a works contract or a services contract when the CJC wants a Contractor which has entered into a works contract or a services contract with the CJC to carry out additional work or works or provide additional services which were not included in the project initially considered or in the original works contract or services contract but which through unforeseen circumstances have become necessary, and such work, works or services:~~

~~cannot for technical or economic reasons be carried out or provided separately from those under the original contract without major inconvenience to the Council; or~~

~~can be carried out or provided separately from those under the original contract but are strictly necessary to the later stages of the performance of that contract; and~~

~~provided that the aggregate value of the consideration to be given under contracts for the additional work, works or services shall not exceed 50 per cent of the value of the consideration payable under the original contract.~~

~~(ii) when the CJC wants a Contractor which has entered into a works contract or a services contract with the CJC to carry out new work or works or provide new services which are a repetition of the work or works carried out or the services provided under the original contract and which are in accordance with the project for the purpose of which the first contract was entered into on condition that:~~

~~the published notice relating to the original contract stated that a works contract or a services contract for the new work, works or services which would be a repetition of the work or works carried out or the services provided under the original contract may be awarded using the negotiated procedure in accordance with Rule 10.16.8~~

~~in determining the estimated value of the original contract for the purposes of paragraph 10.6, the CJC took into account the value of the consideration which is expected to be payable for the new work, works or services; and~~

~~the procedure for the award of the new contract is commenced within 3 years of the original contract being entered into.~~

~~10.18 TENDERING PROCEDURE (COMPETITIVE DIALOGUE)~~

~~10.18.1 In particular complex contracts where the CJC is not able to either:~~

~~define the technical means of satisfying its needs or objectives, or~~

~~specify either the legal or financial make up of a project or both and consider that neither the open restricted or negotiated procedure will allow the award of the contract, the competitive dialogue procedure may be used.~~

~~10.18.2 The CJC publishes a notice. Only those tenderers selected by the CJC are invited to be part of the competitive dialogue process. Tenders are selected on the basis of the criteria set out in the Contract Notice. The notice shall state that the competitive dialogue procedure is being used.~~

~~10.18.3 Minimum of three tenderers should be invited to take part in the competitive dialogue process following publication of the Notice. Where fewer than three tenderers have expressed an interest or are competent to be invited to tender the Authorised Officer must, in consultation with the Procurement Manager, determine whether there is sufficient interest to demonstrate genuine competition before deciding to continue the procurement.~~

~~10.18.4 At least two officers, at least one of whom shall be a Head of Service or Senior Manager shall be present at all times during the competitive dialogue process.~~

~~10.18.5 The CJC shall keep proper records of all discussions, and these shall be signed as such by all participants.~~

~~10.18.6 At all times during the competitive dialogue process, the CJC shall consider and implement the principles of fairness, confidentiality, nondiscrimination, equal treatment and transparency.~~

~~10.18.7 The competitive process of dialogue procedure will not be used for contract with an estimated value of below the Regulations thresholds.~~

10.189 RECEIPT, CUSTODY AND OPENING OF TENDERS

10.189.1 Invitations to tender must clearly set out the latest tender return date and time.

10.189.2 All tenders must be returned using the official envelope or official returns labels and the exterior of the envelope may not be marked in any way which identifies the tenderer.

10.189.3 Tenders with an estimated value below £50,000 (if received by post in the official envelope or using the official tender return label) will be returned to the Head of Service. Tenders will be opened in the presence of two employees designated by the Head of Service of the relevant service as the case may be. Both employees must be independent to the letting of the Contract. When opened, all tenders will be recorded in a tender register and the tenders and register will be initialled and dated

by designated officers present at the time. A copy of such record shall be sent to the Procurement Manager.

10.189.4 Tenders with an estimated value above £50,000 must be addressed to the Monitoring Officer by post enclosed in the official envelope or using the official tender return label provided by the Council. The Monitoring Officer will be responsible for the receipt, custody and opening of such tenders. Tenders for the same procurement will be opened consecutively at the same session in the presence of two employees designated for the purpose. One employee will be nominated by the Monitoring Officer and the other employee will be nominated by the relevant Head of Service. Both employees must be independent to the letting of the Contract. When opened, all tenders will be recorded in a tender register and the tenders and register will be initialled and dated by designated employees present at the time. The opened tenders will then be sent to the evaluation officer.

10.189.5 Tenders received after the date and time for receipt of tenders will not be accepted.

10.1920 ELECTRONIC TENDERING

10.1920.1 With the agreement of the Procurement Manager, the tender process including invitation and receipt of tenders may be conducted electronically using the Council's eProcurement tools and the provisions of Rules 10.14 to 10.189 may be modified to facilitate this, provided that the electronic system used is approved by the Senior Manager Revenues and Risk.

10.1920.2 When requesting multiple quotations or tenders the use of personal or generic email addresses should be avoided to ensure that bids are received in accordance with opening procedures and that receipt of bids are correctly recorded.

10.201 TENDER EVALUATION

10.201.1 Tenders shall be evaluated in accordance with the evaluation criteria and weightings set out in the invitation to tender. All contracts, except contracts where lowest price was predetermined to be the appropriate criteria, shall be awarded on the basis of the offer which represents ~~the most advantageous tender~~ best value for money to the CJC ~~(most economically advantageous tender)~~ having regard to the evaluation criteria and weightings set. The evaluation criteria and weightings must be predetermined and listed in the invitation to tender documentation. In addition, the criteria and weightings shall be strictly observed (and remain unchanged) at all times throughout the contract award procedure. Guidance and assistance on relevant evaluation criteria can be obtained from Corporate Procurement Unit and ~~Monitoring Officer~~ Legal Unit.

10.204.2 The assessment criteria used shall be given a weighting representing a percentage of the total importance. A consideration to social value shall be included in the assessment criteria or otherwise specified in the requirements of the contract

10.20.3 If, after the tenders have been opened and examined, an error in computation of the tender is detected, the Tenderer will be given details of the error and the opportunity to confirm the tender submission as corrected or withdraw their tender.

10.20.41.3 At all times during any such clarification process the CJC shall consider and comply with the Procurement Objectives principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality, principles which apply to all the CJC's Procurements.

10.212 EVALUATION TEAM

10.212.1 For each Contract with an estimated value above £50,000 the Authorised Officer shall form an evaluation team ('Evaluation Team') with responsibility for evaluating tenders. The Evaluation Tam shall consist of at least two officers with relevant experience to successfully complete the evaluation. Written records of the evaluation must be kept.

10.232 RISK

10.223.1 For Procurements with an estimated above £50,000 the Authorised Officers shall carry out a risk assessment at the outset and thereafter maintain and update the same throughout the Procurement Process. The decision maker must be informed of any risks identified.

10.223.2 For Procurements with an estimated value of £50,000 or above, the Evaluation Team shall consider whether a performance bond and/or a parent company guarantee (if applicable) will be required from the preferred Supplier and where such a requirement arises ensure that it is included as a requirement of the procurement process.

10.223.3 For all Procurements the Authorised Officer shall consider the appropriate type (employee liability, public liability, professional indemnity, etc.) and level of insurance required for each contract and ensure that it is included as a requirement of the procurement process.

10.234 APPROVED LIST

10.234.1 Approved Lists can only be used where recurrent contracts of a similar type are likely but where such contracts need to be priced individually and cannot easily be aggregated and priced in a single tendering exercise. Approved Lists cannot be used for contracts where the estimated value is above £50,000.

10.234.2 No supplier may be entered on an Approved List until there has been an adequate investigation, having regard to Rule 10.12 into both their financial and their technical ability to perform the contract, unless such matters will be investigated each time bids are invited from that list.

10.234.3 Approved Lists must be drawn up after an advertisement inviting applications for inclusion on the list. The advertisement must be placed to secure the widest publicity among relevant suppliers. Persons may be entered on a list between the initial advertisement and re-advertisement provided the requirements of Rule 10.234.2 are complied with.

10.234.4 Approved lists of suppliers to Services shall be maintained in an open, fair and transparent manner and must be made available to the public on the CJC's website. Any request by an economic operator to be included on the list can be accommodated provided that they meet the requirements of Rule 10.234.2

10.24.5 The list must be reviewed at least annually and re-advertised at least every three years. On re advertisement, a copy of the advertisement must be sent to each person on the list, inviting them to reapply. Review means:

- (i) the reassessment of the financial and technical ability and performance of those persons on the list, unless such matters will be investigated each time bids are invited from that list.
- (ii) the deletion, with notice, of those persons no longer qualified, with a written record kept justifying the deletion.

10.245 AWARDING CONTRACTS

10.245.1 A Contract may only be awarded by an Authorised Officer. The Authorised Officer must ensure, prior to seeking such a decision that sufficient funds are in place to meet all contract payments and if any funding is being obtained from third parties that any conditions attaching to such funding have been complied with.

10.245.2 Where the Contract to be awarded has an estimated value of £250,000 or above the relevant ~~Cabinet~~ Member must within 5 working days of the date of award of the

contract be advised in writing of the award of the contract such notification to specify the subject matter, parties and value of the contract.

10.245.3 The CJC shall only award a Contract where it represents best value for money. A Contract shall only be awarded using the pre-determined tender evaluation criteria and weightings. Where a tender is to be evaluated on price only, the Contract must, subject to Rule 10.245.4 below, be awarded to the Tender submitting the lowest price.

10.245.4 If, in the opinion of the Authorised Officer, a Tender is considered to be abnormally low the Tender may be disregarded but only if:

- (a) the Authorised Officer has requested in writing an explanation of the Tender or of those Parts which it considers contribute to the offer being abnormally low.
- (b) taken account of the evidence provided in response to a request in writing; and
- (c) subsequently verified the Tender.

10.254.5 Save for exceptional circumstances, no Contractor should be asked to provide any Services, supply any Goods or carry out any Works (including preliminary Works) until the Contract is concluded or the Services, Goods or Works concerned are covered by a letter of intent. Any decision to the contrary must be made by the Head of Service for the service area concerned and such decision shall contain a full risk assessment as to the possible implications to the CJC of the Contractor being allowed to start before the contract terms and conditions have been finalised or a letter of intent issued.

10.254.6 Letters of intent shall only be used in exceptional circumstances, as follows:

- (a) Where a Supplier is required to provide services, supplies, or works prior to formal written acceptance by the CJCouncil; or
- (b) Where the CJC's form of tender does not include a statement that until such time as a formal contract is executed, the CJC's written acceptance of a tender shall bind the parties into a contractual relationship.

10.265 NOTIFICATION OF RESULTS AND ASSESSMENT SUMMARIES DE BRIEFING ALCATEL

Standstill Period

10.256.1 Once the evaluation has been completed, ~~contract award decision has been made~~, then save for the successful Tenderer, all those expressing an interest and tendering will receive an assessment summary: ~~standard regret letter containing details of:~~

- The award criteria and weightings.
- The score that the Tenderer obtained against those award criteria and weightings (where relevant).
- The overall score the winning Tenderer obtained; and
- The name of the winning Tenderer.

10.256.2 If any additional information is to be disclosed to Tenderers, must need in advance with the Procurement Manager, taking into account the requirements of any legislation relating to the disclosure of information.

10.256.3 The list of points where de-briefing may be appropriate includes:

- Conditions of participation~~selection~~: where the candidate is not selected (short listed) to take part in the tender process.
- award: where the Tenderer was not awarded the Contract after evaluation of proposals/tender. Such de-briefing should never be conducted before the contract award decision is made and all unsuccessful Tenderers have been formally notified of the same. It should be made clear that the de-briefing process cannot be used to change the choice of a Contractor or to re-open the selection process.
- If any potential supplier is asked to withdraw or withdraws during the Procurement. De-briefing will only be conducted at the request of the Contractor.

10.256.4 The CJC may voluntarily enter into a standstill period, which should be for no less than 8 working days from the day on which the CJC Award Notice is published. If the award of a Contract is subject to the Regulations there must be a standstill period of a minimum of 10 calendar days between communicating the award decision to all Tenderers and conclusion of the Contract.

10.25.5 A standstill period is not mandatory where the CJC awards a public contract in accordance with a Direct Award under section 41 and section 43 of the Act; contracts awarded under Frameworks or Dynamic Markets; and Light Touch Contracts

10.25.6 A Contract Details Notice is a mandatory notice which must be published by the CJC each time a public contract is entered into. If the contract is a light touch contract, this must be published before the end of the period of 120 days beginning with the day on which the contract is entered into. Otherwise, the notice must be published before the end of the period of 30 days beginning with the day on which the contract is entered into. The Contract Details Notice must set out that the CJC has entered into a contract, and include the information contained in Regulation 32 (Contract Details Notices: Open or Competitive Flexible Procedure), Regulation 33 (Contract Details Notices: Frameworks), Regulation 35 (Contract Details Notices: Direct Award) or Regulation 36 (Contract Details Notices: Below-Threshold Contracts) of the Regulations (as applicable depending on the route the Council has taken) as amended from time to time.

10.267 COMPLETION OF CONTRACTS

10.267.1 With the exception of any Contract formed using a purchase order output on a CJC electronic purchasing system any Contract with an estimated value above £1050,000 must be:

- i. in writing.
- ii. made under the CJC's seal.

10.27.2 Contracts of £1050,000 and under in value must be made using:

- i. a purchase order generated by CJC electronic purchasing system, or
- ii. be an official order form produced by the CJCouncil, or
- iii. a written Contract.

10.278 CONTRACT MANAGEMENT

10.287.1 Once the Contract has been awarded the Authorised Officer must identify and nominate an individual who will manage the day to day aspects of the Contract for its term and if requisite to plan what will happen once the Contract comes to an end (plan for any new procurement exercise required).

10.287.2 The day to day management of the Contract shall include ——monitoring in respect of:

- i. performance
- ii. compliance with specification and contract terms

- iii. cost
- iv. any value for money/best value requirements
- v. user satisfaction, and
- vi. risk management.

10.278.3 Where the total value of the Contract exceeds £250,000 the Authorised Officer must make a written report to the Head of Service evaluating the extent to which the Contract is meeting the objectives set. This should be done normally when the Contract is completed but for term contracts such report should be prepared annually.

10.298 SOCIAL SERVICE CONTRACTS AND THE LIGHT TOUCH CONTRACT

10.289.1 Section 9 of the Act and Schedule 1 of the Regulations. There is a specific regulatory framework for procuring social service contracts and these are addressed for both contracts that fall under these Rules and the Regulations. Such contracts are in many ways different from contracts for construction work, office supplies and IT equipment.

~~The procurement of these types of contracts fall under the Light Touch Contract arrangements (Section 74 to 77 of the Regulations). The full list of services to which the light touch regime applies is set out in Schedule 3 of the Public Contracts Regulations 2015 (Annex A). The value thresholds where the Regulations apply are stated in section .9.3 of these Rules.~~

10.289.2 The light-touch regime (LTR) is a specific set of rules for certain contracts which include certain social, health, education and other public services, defined by Common Procurement Vocabulary (CPV) codes, and are subject to much more flexible procurement rules

10.28.3 At and above the threshold level, in the case of procurements where the Regulations apply, the mandatory requirements are:

- (a) Tender Advertising: The publication of a Planned Procurement Notice ~~Tender Notice (unless a direct award justification applies); contract notice or prior information notice, except where the grounds for using the negotiated procedure without a call for competition could have been used, for example where there is only one provider capable of supplying the services required.~~
- (b) The publication of a contract award notice following each individual procurement, ~~or if preferred, group such notices on a quarterly basis.~~
- (c) Compliance with Procurement Objectives of these CPRs ~~Treaty principles of transparency and equal treatment.~~

- (d) Conduct the procurement in conformity with the information provided in the Tender Notice or Planned Procurement Notice ~~or information notice~~ regarding: any conditions for participation; time limits for contacting or responding to the CJCouncil; and the award procedure to be applied.
- (e) Time limits imposed by the CJC on suppliers, such as for responding to adverts and tenders, must be reasonable and proportionate. There are no stipulated minimum time periods in the light touch regime rules, so the CJC should use its discretion and judgement on a case by case basis.

10.28.49.3 Below-Threshold

In the case of procurements where these Rules apply, being that the procurement falls below the light touch regime threshold, the main mandatory requirements are:

- (a) Below threshold procurement procedures should replicate other sections of these Rules to ensure value for money, the required level of quality and performance.
- (b) Where there are no existing approved arrangements, the following number of quotations should be sought and evidenced:
 - i. Up to £5,000 requires only one quotation.
 - ii. Between £5,000 and £50,000 requires three quotations preferably via S2W.
 - iii. An openly publicised and available procurement process should be conducted whilst seeking to invite at least three written tenders.
- (c) The flexibility of the light touch regime are utilised whilst also undertaking a procurement activity which is conducted with openness, probity and accountability.

10.28.59.4 Further considerations to social service contracts and the Light Touch Contract arrangements:-

10.28.5.19.5 Reserved Contracts ~~— Section 33 of the Act Regulation 77~~ provides for procurements for certain service contracts to be “reserved” to organisations that meet certain criteria. These contracts may run for a maximum period of 3 years. In essence, this means it is possible to run a competition in compliance with the new light-touch contracts regime of UK procurement rules where participation is limited to qualifying organisations such as mutual and social enterprises.

10.28.5.29-6 The same arrangement for awarding reserved contracts will apply for services below the threshold covered by the light touch regime.

10.28.5.39-7 Standstill Period - We will send a standstill notice and observe the standstill period for light touch procurements that fall under the Regulations as per the 'Guidance on the Standstill Period' ~~issued by The Crown Commercial Service which can be found on Procurement Act 2023 guidance: contract details notices | GOV.WALES~~

10.28.5.49-8 Contracts below the light touch regime threshold do not need observe a standstill period. However, the award of contracts should be undertaken in accordance with section 10.254 and the relevant sections of 10.265 of these Rules.

10.2930 WAIVERS OF CONTRACT PROCEDURE RULES

10.2930.1 A waiver may be agreed by the relevant ~~Cabinet~~ Member if he or she is satisfied after considering a written report by the appropriate officer, that the waiver is justified because:

- i. the nature of the market for the works to be carried out or the goods or services to be provided has been investigated and is demonstrated to be such that a departure from the requirements of ~~these Rules Contract Standing Orders~~ is justifiable, or
- ii. the circumstances of the proposed contract are covered by legislative exemptions; or
- iii. it is in the CJC's overall interests; or
- iv. there are other circumstances which are genuinely exceptional.

10.2930.2 A record of the decision approving a waiver and the reason for it must be kept and an entry made in the appropriate register.

10.2930.3 There is no power to provide a waiver in respect of the requirements of the Regulations.