



Dordon Parish Full Council. Tuesday 19th October 2021

Agenda Item 47. Procurement Policy

Recommendation

1. That Members approved and adopt the draft Procurement Policy.

1. Introduction.

- 1.1 A purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared or a purchase order would be inappropriate. Copies of orders shall be retained.
- 1.2 Purchase orders and contracts shall be controlled by the clerk.

2. Authorisation to create a contract or purchase order.

- 2.1 When entering a contract of less than £25,000 but more than £3,000 in value for the supply of goods or materials or for the execution of works or specialist the Clerk shall obtain a minimum of 3 quotations as a result of a tendering process. Where the value is below £3,000 and above £500 the Clerk shall strive to obtain 3 estimates.
- 2.2 All members and officers are responsible for always obtaining value for money. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions stated in the council's financial regulations. The council shall not be obliged to accept the lowest or any tender, quote, or estimate.
- 2.3 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated, and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate, or quote who was present when the original decision-making process was being undertaken.
- 2.4 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
 - a) The Full Council for all items over £500.
 - b) The Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for items up to a value of £500.
- 2.5 Such authority is to be evidenced by a minute or by a purchase order number issued by the Clerk and agreed by the appropriate Chairman by email.

3. Procedure for creating and evaluating a tender.

- 3.1 For all tenders a tender document will be prepared that will state the specification and evaluation criteria and legal terms and conditions of contract
- 3.2 A scoring methodology will be established to evaluate each tender received. This evaluation criteria will be outlined in the tender documents.
- 3.3 The parish council will not accept tenders or amendments after the published deadline unless there are very special reasons for doing so.
- 3.4 Tender evaluation will be undertaken by members of the Finance Committee; the evaluation will always be undertaken in private following the exclusion of the press and public.
- 3.5 Committee members will score tenders individually then come together to produce a moderated score. Scoring will be undertaken in writing using a pre-agreed scoring template that allows scorers to record comments on each bid.
- 3.6 All unsuccessful bidders will be provided with feedback on their bids, as soon as possible after the winning bidder is decided. Actual pricing or any other commercial in confidence information will not be disclosed amongst bidders but bidders will be told their position relative to the winning tender.

4. Publication of tenders.

- 4.1 Dordon parish Council will publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £500.
- 4.2 For each invitation, the following details will be published:
 - a) Reference number.
 - b) Title.
 - c) Description of the goods and/or services sought.
 - d) Start, end and review dates.

5. Procedure for creating a purchase order

- 5.1 Each purchase order shall be allocated a reference number, and then recorded on the Purchase Order database on Cashflow Manager accounting programme. A hard copy will also be retained. Purchase order will record:
 - a) Purchase order reference number
 - b) Date of order
 - c) Supplier name
 - d) Detail of goods / services ordered
 - e) Value of order
 - f) Minute reference if applicable
 - g) A budget expenditure code if operated
- 5.2 A written purchase order shall be issued for all work, goods and services unless a formal contract is to be prepared, or an official order would be inappropriate.
- 5.3 All purchase orders will be generated by the clerk.

6. Publishing awarded contracts exceeding £3,000 in value.

6.1 The Parish Council will publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £3,000.

6.2 For each contract, the following details will be published:

- Reference number.
- Title of agreement.
- Description of the goods and/or services sought.
- Supplier name and details.
- Sum to be paid over the length of the contract or the estimated annual spending or budget for the contract.
- Value Added Tax (VAT) that cannot be recovered
- Start, end and review dates.
- Whether or not the contract was a result of an invitation to quote or a published invitation to tender.
- Whether or not the supplier is a small or medium sized enterprise and/or a voluntary or community sector organisation and where it is, provide the relevant registration number.

7. Pre-contract start.

7.1 Before a contract starts the clerk will meet with the supplier and reach a common understanding of the contract. This meeting will agree a delivery plan with:

- a) Dates for the start and end of works.
- b) Outcomes and owners of activity.
- c) Dates for regular update review meetings.

8. Updating and completing a purchase order.

8.1 The Clerk will submit an up-to-date Purchase Order Sheet for examination and approval by Full Council at each meeting.

- a) Once the goods or services have been received, the Purchase Order Sheet should be updated, with the date 'delivered'. Any delivery note should be retained on file.
- b) If at any time the purchase order is cancelled the Purchase Order Sheet should be updated accordingly with the date of cancellation and reason.
- c) To complete a purchase order, and before it can be authorised for payment, an invoice must be received following satisfactory delivery of the goods or services.

This policy was adopted by Dordon Parish Council at agenda item 47 on 19th October 2021.

Cllr Byron Melia.

Chair. Dordon Parish Council.

Policy review date: October 2022.