

*Royal Borough of Kensington and Chelsea
Procurement Code of Practice*

Contract Regulations Financial Thresholds and Best Practice

Total Value	Award Procedure	Advertising	Shortlisting	Documentation/Audit Requirement	Member Involvement
Up to £5000	One written Quotation	No advertisement	N/a	Retain evidence of quote	Award decision delegated to relevant Director Directors may compile and maintain a scheme of delegation specific to their area of responsibility identifying staff who may approve orders or contracts up to specific values
£5,000 to £99,999	Three written Quotations	No advertisement but where practicable for contracts over £15,000 place contract opportunity on the Councils buyer profile, supply2.gov.uk or other reasonable publicity	N/a	Invitations to quote and <i>Quotations</i> received, Keep a written record; <ul style="list-style-type: none"> - of any exemptions and reasons for it - of the reason if the lowest price is not accepted - of award criteria other than price - of communications with the successful contractor.	Award decision delegated to relevant Director Directors may compile and maintain a scheme of delegation specific to their area of responsibility identifying staff who may approve orders or contracts up to specific values
£100,000 to £173,933	Four written Quotations received	Public Advertisement or invitation from select list where authorised under these Regulations	Director	Follow audit guidance on retention and destruction of documents Spot checks will be undertaken to validate documentation and compliance.	Contract Award is a Key Decision

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<p>£173,933 to £499,999</p>	<p>Invitation to Tender by advertisement to at least 4 organisations</p> <p><i>EC Procedure must be followed where EC rules apply .</i> Consult the Procurement Guidance .</p>	<p>Public advertisement or invitation from select list Where so authorized under these Regulations</p>	<p>Director in consultation with Cabinet Member</p>	<ul style="list-style-type: none"> - follow pre-purchase/advertising checklists <p>Keep written record including :</p> <ul style="list-style-type: none"> - the method for obtaining bids - any contract award <i>Decision</i> and the reasons for it; - any exemption together with the reasons for it; - the <i>Award Criteria</i> (including those other than price) and the evaluation of tenders against these criteria; - tender documents sent to and received from <i>Candidates</i>; - pre-tender market research; - clarification and post-tender negotiation (to include minutes of meetings); - the contract documents; - post-contract evaluation and monitoring; - communications with candidates and with the successful contractor throughout the period of the contract. <p>Follow audit guidance on retention and destruction of documents</p> <p>Spot checks will be undertaken to validate documentation and compliance.</p>	<p>Contract Award is a Key Decision</p>
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Above £500,000	EC Procedures must be followed consult Procurement guidance/ Head of Procurement./legal services/group finance manager	See above for contracts above £173,933 Major contracts may require Cabinet Member/Cabinet approval to advertise	Major contracts may require Cabinet Member involvement in shortlisting process.	As per contracts of £173,933 and above	Contract Award is a Key Decision Major and sensitive contracts may require substantial Member involvement from the earliest stages and a Cabinet decision.
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EU limits - Works Contracts: £4,348,350
 Supplies Contracts: £173,933
 Service Contracts: £173,933

Contracts of £100,000 and above will normally be sealed and require a Key Decision.