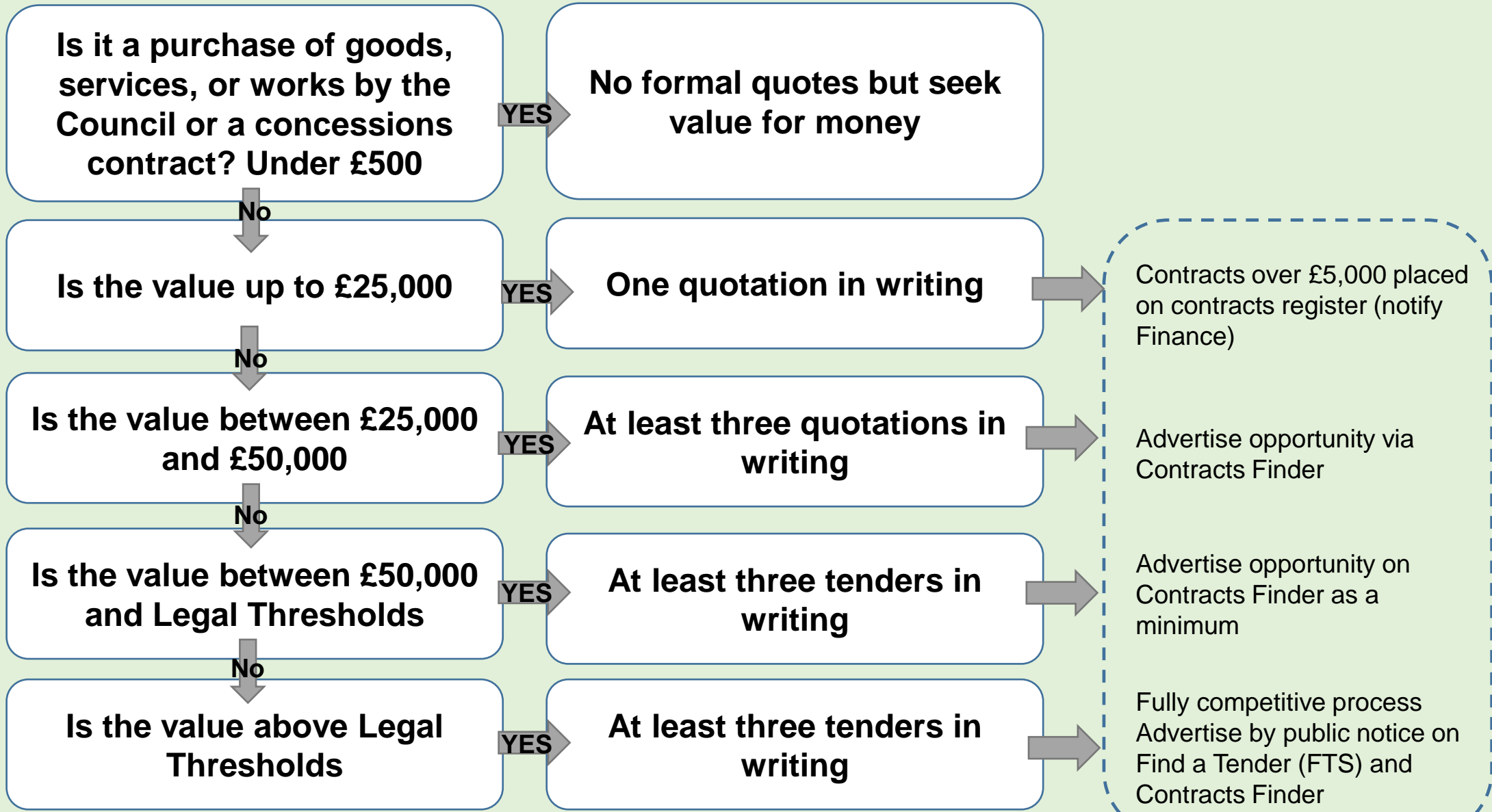


Gravesham Borough Council Procurement - Thresholds



Gravesham Borough Council Procurement - Process

If you need assistance with any aspect of this process contact Legal Services at graveshaminstruction@medway.gov.uk

Or Finance Department at procurement@gravesham.gov.uk

Conduct a risk analysis of the contract and whether a higher level of procurement or bidder vetting is required to meet the risk level despite the lower value

Consider calling off a pre procured framework agreement (e.g. from Crown Commercial Service)

1. Draft specification
2. Consider bespoke amendments to the GBC standard terms and conditions. If bespoke then instruct Legal Services to draft a contract.
3. Consider evaluation criteria for determining best value or the most economically advantageous bid.
4. For quotations or invitations to tender (ITT) draft instructions to prospective bidders (consult Finance who have templates for this). Add list of things to consider e.g. procurement timetable, how bidder will be evaluated, how any negotiations will be conducted, how the bidder will respond and which documents they should provide.
5. Clarification procedures - Ensure transparency in all clarifications. E.g. include in the procurement timetable and publish by a set date to all bidders.
6. Opening tenders - this should be fully electronic. Consult Procurement if unsure.
7. Treatment of late tenders
8. Alterations - where examination of tenders reveals errors or discrepancies which would affect the tender figure(s) of an otherwise successful tender, the tenderer shall be given details of the same and given an opportunity of confirming or withdrawing their offer.
9. Post tender negotiation – post tender negotiations are permitted to obtain adjustment in prices and content but here post-tender negotiations result in a fundamental change to the specification or contract terms the contract must be re-tendered
10. Power to accept quotations or tenders - the appropriate Responsible Officer can authorise an award up to their delegated authority values. Anything exceeding this would require approval from Cabinet or Full Council.

If these procedures are not correctly followed and a contract is awarded there is a risk of judicial review.

CONTRACT MANAGEMENT PROCEDURES

Once the contract has been awarded either use the standard Terms and Conditions or if a bespoke contract is required then complete a Contract Approval Form and send to graveshaminstruction@medway.gov.uk and send any accompanying documents which may be required for the contract to be drafted .