

Procurement Procedure

Rules - A Quick Guide

Overview

If you have a requirement to procure goods, works or services, there are value-based processes that need to be followed.

The Corporate Procurement Team must be involved and will provide all relevant guidance and advice on your project.



Procurement Process

Total Contract Values

£0-£500

Verbal Quotation is sufficient. No requirement for procurement to be involved

£501-£25,000

Three (3) written/email quotes to be obtained where possible. Procurement can assist where required. Officers must seek written approval from Senior Managers/Budget Holders prior to placing any orders.

All contracts awarded over £5000 must be notified to procurement to ensure that they are published on the Council's contract register.

£25,001-£100,000

A quotation process is required to be run via the e-tendering portal. Procurement must be involved in the process.

£100,000+

A tender process is required to be run via the e-tendering portal. Procurement must be involved in the process.

Contact

CorporateProcurement@milton-keynes.gov.uk

As of January 1st 2022

When calculating the estimated value of the contract to determine whether the regulations apply, the contract value estimation should be inclusive of VAT (where applicable).

Suppliers & Services £213,477

Works £5,336,937

Light Touch Regime £663,540

What are Procurement Thresholds?

The Cabinet Office posted revised Procurement Threshold information in November 2020 following Brexit. Find a Tender Service (FTS) is replacing OJEU (Official Journal of the European Union) for the publication of all procurement activity where these thresholds are met.

There are specific procurement rules that must be followed for such procedures.

Procurement will talk you through all the processes that have to take place.

Brexit Update

The Cabinet Office is currently reviewing feedback from the Public Sector on their proposed amendments to the Procurement Regulations with a review of the Green Paper feedback currently underway.

These amendments will be shared once live.