

St Paul Malmesbury Without Parish Council

Report #01.3

Procurement Process

1. Purpose of the report

- 1.1 To invite the council to note the advice from the WC Procurement Manager regarding a less complex approved procurement process.

2. Background

- 2.1 Following a telephone conversation with the WC Procurement Manager, followed up by written confirmation, the following paragraph in the council's Financial Regulations permits a simplified process to procure the play equipment for the Rodbourne Road playing field.
- 2.2 The relevant paragraph from the council's Financial Regulations states "Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by the Public Contracts Regulations 2015 ('the Regulations') which is valued at £25K or more, the council shall comply with the relevant requirements of the Regulations. Therefore under the Regulations public sector organisations such as this council can undertake below threshold procurement by means of a Request For Quote (RFQ) process. The threshold is £213,477 including VAT.
- 2.3 The advice indicated that the best way to send out RFQs is by email to return on a fixed date and time. They should follow the basic principles of the regulations which are - Equal Treatment: all economic operators must be treated equally and without discrimination during the procurement process, Transparency: procurement procedures must be transparent, allowing potential suppliers to understand the process and make informed decisions, Non-Discrimination: procurement decisions should not discriminate against any economic operator based on nationality or other unjustifiable reasons, Proportionality: the procedures and requirements imposed on suppliers should be proportionate to the subject matter and value of the contract, Mutual Recognition: entities may accept documentation from suppliers that is widely recognised and used across the European Union, Electronic Communication: procurement processes should leverage electronic means of communication to enhance efficiency and transparency, Framework Agreements: authorities may use framework agreements to streamline and simplify the procurement process for recurring needs.
- 2.4 The detailed specification for the play equipment has already been prepared and agreed and therefore can still be used as the basis for the council going out to RFQ with the contractors who have already expressed an interest in undertaking this work. The RFQ can also be posted on the website and notice boards.

3. Options

- 3.1 To continue with the present government tender option.
- 3.2 To proceed using the RFQ process outlined above.

4. Financial Implications

- 4.1 Both options have the same financial implication for the council. Funding for the play equipment will come from the council's accumulated CIL funds,

5. Recommendation

- 5.1 The council is recommended to support Option 3.2.