

Contract Standing Orders Table of Changes – January 2014

	<u>Description</u>	<u>Existing Contract Standing Orders</u>	<u>New Contract Standing Orders</u>
1.	<i>Reference to Data Transparency</i>		<ul style="list-style-type: none"> New change to paragraph 1.2 to include data transparency requirements
2.	<i>Award Notification following an approved exemption to CSO's</i>		<ul style="list-style-type: none"> New paragraph 3.6 inserted to ask officers to complete an award notification form following the approval of a contract waiver if the waiver involves changes to an existing contract or constitutes a new contract.
3.	<i>Clarification of use for Band 2 and Band 3 thresholds</i>		<ul style="list-style-type: none"> Additional wording inserted into paragraphs 4.1 and 5.1 to say that if the existing supplier you are using has a total contract value within the higher band threshold and you anticipate the final contract total to be within the lower band threshold then the contract should still be procured using the higher band threshold.
5.	<i>Submission and Receipt of Tenders</i>	<ul style="list-style-type: none"> Paragraph 5.5 states that tenders shall be submitted in the official large sized orange envelopes supplied by the Council 	<p>The Council has not received a hard copy tender in an orange envelope since December 2010, so this change brings the CSO's in line with current practice.</p> <ul style="list-style-type: none"> Paragraph 5.4.1 and

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			<p>5.5 now states that tenders shall be submitted through the Council's E-tendering system – Delta.</p> <ul style="list-style-type: none"> • Paragraph 5.4.1 offers the use of hard copy tenders in exceptional circumstances which must be agreed by the Corporate Procurement Manager or Assistant Director (Finance) • Other references to hard copy tenders and associated practices have been updated throughout the CSO's to reflect this change.
4.	<i>Contracts above the EU Threshold (Band 4)</i>	<ul style="list-style-type: none"> • Service Contract - £173,934 • Supplies Contract- £173,934 • Works Contract - £4,348,350 	<p>Changes to reflect the new EU thresholds from 1st January 2014.</p> <ul style="list-style-type: none"> • Service Contract - £172,514 • Supplies Contract - £172,514 • Works Contract - £4,322,012
5.	<i>Shared Services</i>		<ul style="list-style-type: none"> • Shared Services has been added to the title 'Partnerships' under paragraph 7.7. • A new paragraph 7.76 has been included to say that procurements undertaken through an existing shared service will be made using the

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			contract standing orders of the contracting lead authority.
6.	<i>Contract Variations</i>		<ul style="list-style-type: none"> • . An additional line has been added to paragraph 8.4.3 to say that Legal Services must be consulted on variations to sealed contracts. • A new paragraph 8.4.4 has been included to say that all contract variations must be reported to Corporate Procurement to enable changes to be updated on the Council's contracts register.