

Contract Standing Orders Table of Changes – October 2016

	<u>Description</u>	<u>Existing Contract Standing Orders</u>	<u>New Contract Standing Orders</u>
1.	<i>Responsibility for Compliance with the CSO's</i>		<ul style="list-style-type: none"> Revision of paragraph 1.5 to advise that the ultimate responsibility for procurement rests with the relevant Head of Service or Assistant Director.
2.	<i>Change of name from Pre-qualification Questionnaire to Standard Questionnaire</i>	<ul style="list-style-type: none"> References to pre-qualification questionnaire under Section 2, 6.4.4, 6.5.3 and 6.7.10 	<ul style="list-style-type: none"> All references to pre-qualification questionnaire under Section 2, 6.4.4, 6.5.3 and 6.7.10 have been updated to say standard selection questionnaire as per the name change in Government Procurement Policy Note 08/16 dated 09/09/16.
3.	<i>Exemptions to CSO's</i>	<ul style="list-style-type: none"> Option (e) a waiver is required to use a framework agreement. 	<ul style="list-style-type: none"> Waiver option (e) has been removed. The former option (f) for goods classed as used or second hand has now become option (e).
4.	<i>Selection of Suppliers</i>		<ul style="list-style-type: none"> Under 4.2.1 additional wording has been inserted to say that the members of Stevenage Borough Council support the use of local suppliers and that staff may wish to consider inviting local businesses to quote

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			for opportunities.
5.	Updates on use of E-tendering for Quotation Thresholds		<ul style="list-style-type: none"> Paragraph 4.3.3 has been updated to remove the option to send quotations out in the form of an email or letter to say that quotations must be submitted through Intend unless there are adequate reasons not to.
6.	Award Notification		<ul style="list-style-type: none"> An option in addition to the Award Notification Form has been added to paragraph 4.4.7 to say that a contract record can be completed on Intend. Paragraph 5.8.8, 5.8.9 and 6.8.10 have been updated to add an option to complete a contract record on Intend.
7.	The Invitation to Tender	<ul style="list-style-type: none"> Under 5.4.1 (b) a hard copy tender could be received under exceptional circumstances. 	<ul style="list-style-type: none"> The option to use a hard copy tender under 5.4.1 (b) has been removed. All tenders shall be issued through the Council's E-tendering System – In-Tend.
8.	Insurance	<ul style="list-style-type: none"> Under 5.4.8 and 6.5.6 it is stated that as a minimum, contracts within this banding should have Public 	<p>This has been updated following advice from the Councils Insurance Manager as follows:</p> <ul style="list-style-type: none"> Public Liability £5m,

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		and Employers Liability of 5 million pounds (and product liability of 2 million pounds if the contract is for supply of goods or Professional Indemnity Insurance of 2 million pounds if the contract is for Consultancy).	Employers Liability £10m (although the legal minimum is £5m), Professional Indemnity £2m, Products Liability between £1m and £5m. These must be reviewed for adequacy in light of the various risk factors affecting the contract.
9.	<i>Tender Evaluation</i>	<ul style="list-style-type: none"> Under 5.7.5 and 6.7.3, the procurement process should take no longer than 12 months from issue of advertisement to award of contract. Should the procurement process take longer than 12 months, authorisation must be sought from the Borough Solicitor or Assistant Director (Finance) to process with the contract award. 	<p>Changes have been made to paragraph 5.7.5 and 6.7.3 to reflect the reduction in EU procurement timescales</p> <ul style="list-style-type: none"> It should take no longer than 10 months from issue of advertisement to award of contract. Should the procurement process take longer than 12 months, authorisation must be sought from the Borough Solicitor or Assistant Director (Finance) to process with the contract award.
10.	<i>Contracts above the EU Threshold (Band 4)</i>	<ul style="list-style-type: none"> Service Contract - £172,514 Supplies Contract- £172,514 Works Contract - £4,322,012 	<p>Changes to reflect the new EU thresholds from 1st January 2016.</p> <ul style="list-style-type: none"> Service Contract - £164,176 Supplies Contract - £164,176 Works Contract -

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			£4,104,394
11.	<i>Engagement of Consultants</i>		<ul style="list-style-type: none"> • Paragraph 7.1.2 has been enhanced to say that under section (d) the preparation of a project brief should include action dates to be recorded against each section. • Under paragraph 7.1.11 (c) monitoring costs against budgets now includes payment schedules should include the agreed fees and the frequency of invoicing.
12.	<i>Contract Extensions</i>		<ul style="list-style-type: none"> • Under paragraph 7.3.4 a sentence has been added to say that if a contract record has already been entered on Intend then this will need to be updated with the contract extension details.