

1 Financial Thresholds and Procedures

- 1.1 The table below sets out the general rules applying to the choice of purchasing procedure for contracts at the stated threshold values.
- 1.2 There is a general presumption in favour of competition. Wherever possible contract opportunities should be advertised by way of a public notice. The Council must consider the potential effect of a contract on interstate trade (at a European level). If a contract may be of interest to contractors from other member states then this may result in a need to advertise in a manner which ensures that potential contractors from other member states are aware of the opportunity, even for small value contracts or contracts under the EU Threshold levels outlined below.
- 1.3 The public notice referred to at 7.2 may take the form of a notice or advertisement in an electronic or paper format, on an easily accessible website or other electronic media and/or in the press, trade journals or Official Journal of the European Union (“OJ”) (as appropriate). The Responsible Officer may choose to place one or more public notices in different media.
- 1.4 Table setting out financial thresholds and procedures

Total Value	Type of contract	Procedure to be used
£0 to £10,000	works, supplies and services	At least one quote in advance
£10,000 to £74,999	works, supplies and services	At least three written quotes in advance
£75,000 to £1 below EU procurement threshold for supplies and services**	Supplies and services	At least three written tenders in advance, following advertisement by public notice
EU Threshold and above for supplies and services **	Supplies and services	EU Rules apply – full competitive process following advertisement in the OJ for supplies and Part A* services. For Part B* services reduced requirements apply under the EU Rules but there is a presumption in favour of advertising and a competitive process
£75,000 to EU procurement threshold for works**	Works	Full competitive process with tenders following advertisement by public notice
From EU	Works	EU Rules apply – full competitive

procurement threshold for works**		process with tenders following OJ advertisement
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* For the purposes of the EU Rules services are divided into two types and the EU Rules apply to a different degree. Responsible Officers should act cautiously and seek advice when considering the procedure to be used and application of the EU Rules to services contracts

** For details of the relevant threshold in force at the time under the EU Rules. Advice should be sought from the Audit and Efficiency or Legal Teams.

- 1.5 Where contracts are of a type and value which means that they are subject to the EU Rules then there are four main types of EU procedures available. These are the open, restricted, competitive dialogue and competitive negotiated procedures. Care must be taken to ensure that the correct and most appropriate procedure is used and assistance on the choice and use of EU procedure should be sought.