

CHIEF FINANCE OFFICER PUBLISHED SUM UNDER CONTRACT STANDING ORDERS FOR MINOR CONTRACTS

Schedule A1 of Contract Standing Orders requires three written quotations to be invited for minor contracts to demonstrate best value, unless the value of the contract is below a sum published by the Chief Finance Officer from time to time.

The sum determined by the Chief Finance Officer is £2,500 (excluding VAT) for all goods and services supplied in a transaction as from the date published below.

When inviting quotations, it is important that the work required is not sub-divided in order to meet the value threshold, as this is contrary to the Procurement Regulations and if more than one quotation or evidence of alternative supplier prices can be obtained, this should be retained to demonstrate why a particular supplier has been selected.

Richard Burrell, Chief Finance Officer

25 July 2023