

ASHFIELD DISTRICT COUNCIL

Urban Road,

Kirkby-in-Ashfield,

Nottingham.

NG17 8DA

Tel: 01623 450000

Fax: 01623 457585

www.ashfield-dc.gov.uk



1. Competition Requirements as determined by the Council's "Contract Procedure Rules":

Contract Value		Process	Award Procedure based on	Contract Opportunity Publication/Route	Short listing
From	To				
£0	£1,000	Verbal quotation	One verbal quotation (e-mail acceptable)	<ul style="list-style-type: none"> No mandatory procurement involvement 	Contract Officer
£1,001	£10,000	Verbal quotation	Make decision based on at least three verbal quotes.	<ul style="list-style-type: none"> Consider use of Source Nottinghamshire (www.sourcenottinghamshire.co.uk) Approved List 	Contract Officer
£10,001	£50,000	Request for Quotation (RFQ) and a minimum of 5 quotations	Five written quotations including, if possible at least one local based on a RFQ with standard Terms & Conditions	<ul style="list-style-type: none"> Mandatory procurement involvement Source Nottinghamshire (www.sourcenottinghamshire.co.uk) Approved List can be used 	Chief Officer or nominated representative. Third Tier Officer not involved in quotation prep.
£50,001	< EU Threshold	Formal Tender and a minimum of 5 tenders.	Tender Process with ITT (invitation to tender) pack - minimum of five tenders with at least one local, if possible.	<ul style="list-style-type: none"> Mandatory procurement involvement Source Nottinghamshire (Mandatory) (www.sourcenottinghamshire.co.uk) Specialist publication in the Official Journal of the European Union (OJEU) An approved list cannot be used 	Chief Officer or nominated representative. Assistant Chief Executive or nominated representative. Procurement Officer. Appropriate Portfolio holder.
≥ EU Threshold	No upper limit	Formal Tender	Full OJEU Tender Process (Open or Restricted unless the Assistant Chief Executive agrees otherwise)	<ul style="list-style-type: none"> Mandatory procurement involvement OJEU (Mandatory) Source Nottinghamshire (Mandatory) Tenders Electronic Daily (TED) 	Contract Officer, Assistant Chief Executive, Evaluation Panel, Procurement Officer Portfolio holder.

2. EU procurement thresholds (applicable from 1 January 2014, net of VAT)

The following schedule summarises the current EU threshold

Supplies	Services	Works
£172,514	£172,514	£4,332,012

The EU thresholds are subject to regular review and change. The thresholds that apply shall be those advised from time to time by the Crown Commercial services (CCS) and shall supersede those detailed in these CPR's where they differ.

3. Contract Advertising

Anything above £20,000 is advertised on www.sourcenottinghamshire.co.uk by the procurement unit based at Bassetlaw.

4. Contract Award Evaluation Criteria

- Lowest Price and/or
- Most Economically Advantageous Tender (M.E.A.T)

Where appropriate the Chief Officer shall form an Evaluation Team responsible with evaluating tenders.

5. Key Contacts List

SERVICE / DIRECTORATE	CORE SERVICES / FUNCTIONS	KEY CONTACTS
Chief Executive	Corporate Communications	Carys Turner-Jones
	Planning, Performance and Improvement	Joanne Wright
Assistant Chief Executive	Legal Services	Ruth Dennis
	Democratic Services	David Dalby
	Electoral Services	David Dalby
	Overview and Scrutiny	Michael Joy
Deputy Chief Executive	Revenues	Craig Scott
	Financial Management	Sharon Lynch
	Internal Audit	Richard Gaughran
Corporate Services	Business Contingency and Sustainability	Jenni French
	IT	Andy Slate
	HR and Payroll	Mariam Amos
	Property Management	Matthew Kirk
	Asset Management	Elaine Saxton
Economy	Planning	Christine Sarris
	Locality and Community Empowerment	Theresa Hodgkinson
	Regeneration	Paul Thomas
	Strategic Housing	Peter Kandola
Environment	Waste	Sam Dennis
	Environmental Services	Sam Dennis
	Environmental Health	Chris Booth
	Transport and Depot	David White
	Community Protection	Rebecca Whitehead
	New Cross Support Team	A.Wilson

The information provided above is for information only. You are asked **not** to contact these individuals in the first instance.

Initially you are requested to channel all requests for information and/or guidance through Howard Lane at howard.lane@bassetlaw.gov.uk or by calling 01909 533449. Through this approach we will be able to co-ordinate requests for similar information and channel them to the most appropriate person and try to achieve a coordinated approach across the two authorities and to ensure that both parties benefit.