

MANSFIELD DISTRICT COUNCIL

Civic Centre,

Chesterfield Road South,

Mansfield,

NG19 7BH

Tel: 01623 463463

www.mansfield.gov.uk



Mansfield
District Council

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	£2,000	Verbal quotation	Two verbal quotations (e-mail acceptable)	<ul style="list-style-type: none"> No mandatory procurement involvement 	Contract Officer
£2,001	£20,000	Written quotation	Make decision based on at least three written quotations.	<ul style="list-style-type: none"> Consider use of Source Nottinghamshire (www.sourcenottinghamshire.co.uk) 	Contract Officer
£20,001	£50,000	Request for Quotation (RFQ) and a minimum of 3 quotations	Three written quotations	<ul style="list-style-type: none"> Mandatory procurement involvement Source Nottinghamshire (www.sourcenottinghamshire.co.uk) 	Chief Officer or nominated representative. Third Tier Officer not involved in quotation prep.
£50,001	< EU Threshold	Formal Tender and a minimum of 4 tenders.	Tender Process with ITT (invitation to tender) pack - minimum of four tenders.	<ul style="list-style-type: none"> Mandatory procurement involvement Source Nottinghamshire (Recommended) (www.sourcenottinghamshire.co.uk) 	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	<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)

5. Key Contacts List

SERVICE / DIRECTORATE	CORE SERVICES / FUNCTIONS	KEY CONTACTS
Housing & Environment	Cemeteries & Crematorium	Sally Curtis
	Transport & Fleet Management	George Farrell
	Parks & Playing Fields	Tim Downes
	Energy / Carbon Management	Helen Bartle
	Refuse & Waste Collection	Sally Rose
	Street Cleansing	Julie Snowden
	Car Parks	Kevan Poyntz
	Design Services & Facilities Management	Brian Holmes
	Markets	Kevan Poyntz
	Housing - Strategic	Rob Purser
	Housing Needs	Michelle Turton
	Housing - Landlord Services	Paul Barker
Regeneration & Regulation	Marketing & Communications	Helen Sisson
	Events & Promotions	Emma Johnston
	Museum	Liz Weston
	Theatre	Andrew Tucker
	Leisure & Sports Centres	Mandy Mellor
	Sports Development	Ken Brown
	Performance Management	David Evans
	Health & Safety	Jim Moran
	Planning Services	Rob Routledge
	Environmental Health	Julia Beresford
	Community Safety	Lesley Reece
	Building Control	Philip Cook
Regeneration	Paul Thomas	
Finance, Property & Revenue	Customer Services	Christine Fenton
	Council Tax & Business Rates	Ian Kirk

Services	Financial Services	Eve Allsop
	Internal Audit	Adrian Pullen
	ICT & Data Protection	Christine Marsh
	Housing Benefit	Ian Kirk
	Property & Estates	Philip Colledge
Managing Director	Legal Services	Sarah Hall
	HR and Payroll	Mariam Amos
	Democratic Services	Mark Pemberton

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.