

**ANNEX 3: Proposed Thresholds, routes to market, delegation of authority for contract award etc**

The table below sets out the key governance decisions that need to be made, and the potential options identified for each value range under each header. Separate tables would be required for each of the following buying scenarios:

- Procurement Type A: Goods or Services
- Procurement Type B: Works
- Procurement Type C: Light Touch
- Procurement Type D: Provider Selection Regime (PSR)
- Procurement Type E: Concessions

| Estimated Contract Value Inc VAT                                                                                                                                                        | Procurement Method                                                                                                                                                                                                                                                                                                                                               | Teams authorised to undertake the Procurement                                                                                                                                                                                                           | Type of Contract Required                                                                                                                                                                                                                                                                                                           | Who must approve Contract Award prior to commencement                                                                                                                                                                                       | Who signs the contract on the Council's behalf                                                                                                                                                                                                                                                                                                             |
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| <b>Example value ranges could be:</b> <ul style="list-style-type: none"> <li>- £0 - £29,999</li> <li>- £30,000 - £207,719</li> <li>- £207,720 - £999,999</li> <li>- Over £1m</li> </ul> | Examples include (to be distributed across value ranges): <ul style="list-style-type: none"> <li>- Available Frameworks or Dynamic Purchasing System's (DPS) ;</li> <li>- One written quote or commercial negotiation with supplier.;</li> <li>- Minimum of 3 quotes ;</li> <li>- PA23 compliant tender process;</li> <li>- Other regulator processes</li> </ul> | Options include: <ul style="list-style-type: none"> <li>- All Council Officers;</li> <li>- All Officers of a pre-determined job family and/or above a certain grade;</li> <li>- Procurement, unless otherwise agreed;</li> <li>- Procurement</li> </ul> | Options include: <ul style="list-style-type: none"> <li>- Council's Standard Terms &amp; Conditions;</li> <li>- Established Framework/Dynamic Purchasing System (DPS) Terms;</li> <li>- Bespoke Contract terms agreed by Legal Services;</li> <li>- Industry standard form of contract (with/without) Council amendments</li> </ul> | Options include: <ul style="list-style-type: none"> <li>- Budget Holder;</li> <li>- Head of Service or Delegated Manager;</li> <li>- Exec Director (or delegated representative);</li> <li>- S151 Officer;</li> <li>- Executive.</li> </ul> | Options include: <ul style="list-style-type: none"> <li>- Not required (approval of Purchase Order sufficient);</li> <li>- Head of Service or Delegated Manager;</li> <li>- Head of Procurement and Head of Service;</li> <li>- Executed by authorised signatory in Legal Services under seal;</li> <li>- Executed under Deed by Legal Services</li> </ul> |

**Contract value** would be the estimated total aggregate value payable in pounds sterling inclusive of Value Added Tax (VAT) over the entire contract period and must include all of the facts which are material to the estimate and available at the time, including for example any extensions of the contract, any additional options to procure or fees, commissions or interest payments.

**Roles cited** are the current Surrey County Council roles to provide an indication of potential delegations of authority at varying value levels, and will be aligned with the equivalent new East Surrey Unitary Authority roles once known.