



Contract Procedure Rules (CPR) - Appendix A

Summary of values and thresholds determining competition requirements



Summary of values and thresholds determining competition requirements

Total value	Award procedure
Low value: Up to £5,000 (plus VAT)	- Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive. - Must obtain a written quotation from at least 1 supplier - The supplier can be selected on price alone or quality assessment (or a combination of both). Evaluation criteria must be used to support the decision if the contract is awarded other than on price alone.
Medium value: Goods and Services £5,001 - £50,000 (plus VAT)	- Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive. - Must seek written quotations from at least 3 suppliers - The supplier can be selected on price alone or quality assessment (or a combination of both). Evaluation criteria must be used to support the decision if the contract is awarded other than on price alone. - Legal requirement to advertise on Contracts Finder if the opportunity is advertised and has a value of over £30k (including VAT) - Should consider using a Tender procedure if appropriate - Good practice to use E-Procurement Portal
Medium value: Works £5,001 - £100,000 (plus VAT)	- Must consider using existing corporate contract if there is one or an existing Framework Agreement provided costs are competitive. - Must seek to obtain at least 3 written quotations - Quality evaluation criteria must be used to support decision if contract awarded other than on price alone. - Legal requirement to advertise on the Central Digital Platform if the opportunity is advertised and has a value of over £30k (including VAT) - Should consider using Tender procedure if appropriate - Good practice to use E-Procurement Portal

Total value	Award procedure
High value: Goods and Services £50,001 (plus VAT) – UK threshold*	• Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive • Must advertise contract and invite expressions of interest • Must be advertised on the Central Digital Platform • Must use the Council's formal Tender Documents • The supplier would normally be selected on a combination of both price and quality. Evaluation criteria must be used to support the decision. • Consider using a SAQ (Suitability Assessment Questionnaire), or Common Assessment Standard (CAS) for Works contracts. • Officers must ensure that they are satisfied that there is sufficient interest from suppliers and that Value for Money has been demonstrated with/by the responses received
High value: Works £100,001 (plus VAT) – UK threshold*	• Consider using an existing Corporate Contract if there is one or an existing Framework Agreement provided costs are competitive • Must advertise contract and invite expressions of interest • Must be advertised on the Central Digital Platform • Must use the Council's formal Tender Documents • The supplier would normally be selected on a combination of both price and quality. Evaluation criteria must be used to support the decision. • Consider using a SAQ (Suitability Assessment Questionnaire), or Common Assessment Standard (CAS) for Works contracts. • Consider a prequalification stage – for Tenders over the UK Services threshold value • Officers must ensure that they are satisfied that there is sufficient interest from suppliers and that Value for Money has been demonstrated with/by the responses received

UK thresholds by contract type as at 1 January 2024 (These values include VAT)

Type of contract	Threshold Value
Supplies and services contracts	£214,904
Works contracts	£5,372,609
Special and other specific services (Light Touch)	£663,540
Concession contracts	£5,372,609

Any contract above the UK threshold, must be awarded in accordance with the UK Procurement Legislation and advice from the Procurement Team and Legal Department.

See Section 15 of the CPR for further information. Values do not include VAT (excepting the UK thresholds) – see below.

The UK thresholds must be updated in line with relevant Crown Commercial Service Procurement Policy Notes and are updated every two years. Since 1st January 2022 thresholds have been inclusive of VAT.

Goods and Services Contracts

Table 1: Authorisation and Acceptance Thresholds – Goods and Services Contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Post-Procurement Approval required to accept tender and sign contract
Low Value Up to £5,000 (plus VAT)	Must obtain at least 1 written quotation	None if contained within existing budget	Copies of quote(s) received Purchase Order	None if contained within existing budget.
Medium Value £5,001 - £50,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must advertised on the Government Digital Service	None if contained within existing budget	Request for quotation (RFQ) and Purchase Order or standard T&C's	As per Financial Regulations
High Value £50,001 (plus VAT) - UK Threshold £214,904 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed
Above UK Threshold Above £214,904 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed

Schedule 3 Services – Light Touch Regime Contracts

The light touch regime (LTR) refers to a specific set of rules for certain service contracts that tend to be of lower interest to cross-border competition. These contracts include social, health, and education services, defined by Common Procurement Vocabulary (CPV) codes. Essentially, LTR provides more flexibility and fewer regulations for procuring these services, making the process more adaptable and streamlined

Table 2: Authorisation and Acceptance Thresholds – Schedule 3 Services – Light Touch Regime Contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts Under the Scheme of Delegation
Low Value Up to £5,000 (plus VAT)	Must obtain at least 1 written quotation	None if contained within existing budget	Copies of quote(s) received Purchase Order	None if contained within existing budget
Medium Value £5,001 - £50,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must advertised on the Government Digital Service	None if contained within existing budget	Request for quotation (RFQ) and Purchase Order or standard T&C's	As per Financial Regulations
High Value £50,000 (plus VAT) – UK Threshold £663,540 (VAT inclusive)	Tender process (using e-tender system) or quotation Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Authorisation for award of contracts Under the Scheme of Delegation
Above UK Threshold Above £663,540 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed

Works Contracts

Table 3: Authorisation and Acceptance Thresholds – Works Contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Post-Procurement Approval required to accept tender and sign contract
Low Value Up to £5,000 (plus VAT)	At least 1 verbal quotation (confirmed in writing)	None if contained within existing budget	Copies of quote(s) received Purchase Order	None if contained within existing budget
Medium Value £5,001 - £100,000 (plus VAT)	Minimum 3 quotes (using e-tender system) If over £30k and advertised, must be advertised on the Government Digital Service	None if contained within existing budget	Request for quotation (RFQ) Purchase Order / JCT / NEC Contract	As per Financial Regulations
High Value £100,001 (plus VAT) - UK Threshold £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval	Tender documentation JCT / NEC Contract	As per Financial Regulations Contracts over £100K must be sealed
Above UK Threshold Above £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval	Tender documentation JCT / NEC Contract	As per Financial Regulations Contracts over £100K must be sealed

Concession Contracts

Section 8(1) of the Procurement act 2023 defines a concession contract as a contract for the supply, for pecuniary interest, of works or services where at least part of the consideration for that supply is a right for the supplier to exploit the works or services that are the subject of the contract and where, under the contract, the supplier is exposed to a real operating risk. A contract for the provision of goods is not a concession contract. There are two different types of concession contracts:

- a) concession contract for the supply of works; for example for the construction and operation of a car park where the supplier would receive income directly from users of the car park; and
- b) a concession contract for the supply of services; for example a contract to operate a canteen/cafe where the supplier would receive income directly from customers using the facility.

Table 4: Authorisation and Acceptance Thresholds – Concession Contracts

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Post-Procurement Approval required to accept tender and sign contract
Low Value Up to £5,000 (plus VAT)	At least 1 verbal quotation (confirmed in writing)	None if contained within existing budget	Copies of quote(s) received Purchase Order	None if contained within existing budget
Medium Value £5,001 - £50,000 (plus VAT)	Minimum 3 quotes If over £30k and advertised, must advertised on the Government Digital Service	None if contained within existing budget	Request for quotation (RFQ) and standard T&C's	As per Financial Regulations

Total Spend / Aggregate Contract Value	Procurement Process	Pre-Procurement Approval Required	Documentation Required	Post-Procurement Approval required to accept tender and sign contract
High Value £50,001 (plus VAT) - UK Threshold £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed
Above UK Threshold Above £5,372,609 (VAT inclusive)	Tender (using e-tender system) Advertised on the Government Digital Service	Executive approval IT projects only – approval from South Worcestershire ICT Shared Service (SWICTSS).	Tender documentation Contract via legal	As per Financial Regulations Contracts over £100K must be sealed