



# Staffordshire Fire and Rescue Service

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FOI reference 102/17

Date Received 29 September 2017

## Request:

Please can you provide me with information as to Staffordshire Fire and Rescue Procurement Thresholds and procedures.

In particular at what financial thresholds the requirements of Staffordshire Fire and Rescue change; and what procurement requirements need to be satisfied at each stage.

## Response:

### For All Goods, Services and Works

- Under £5,000:
- Require a purchase order to be raised via the Finance Purchase System. If the requirement is a one off purchase from a new vendor then where possible a Purchase Card should be used. It is the Budget Holders responsibility to ensure best value is achieved.

### Between £5,001 and £25,000:

- A minimum of three written or electronic quotations must be sought and the details of the quotes sent to the Procurement Officer. Once the decision has been made to take up a quote a purchase order is to be raised via the Finance Purchase System and the details of the transaction must be passed to the Procurement Officer for Inclusion in the Transparency Code Report.

### For Goods and Services

### Between £25,000 and £164,175:

- Procurement involvement is required and a Tendering procedure must be followed.
- The Sourcing Model flow chart should be consulted to confirm all relevant stakeholders have been consulted.
- To ensure budget availability no Contract for the supply of goods or services under any lease, hire, rental or any other credit arrangement, where the value of the agreement exceeds £25,000(used to be 30,000) or contracts that cover



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more than one financial period can be entered into without:

- a. A decision that has been made at a Directorate meeting or at Service Management Board or Service Delivery Board level and logged in the relevant minutes.
- b. Authority is given by the Director of Finance.
- c. Guidance has been sought from the Finance Team or the Procurement Officer confirming budget availability and approval.

Over £164,176 (€200,000):

- EU Procurement Regulations must be complied with. Seek advice for the correct procurement route from the Procurement Officer.

For Works

Between £25,000 and £4,104,393:

- Procurement involvement is required and a Tendering procedure must be followed.

Over £4,104,394 (€5,000,000):

- EU Procurement Regulations must be complied with.

1.1 The Tendering procedure will require the specification to be up loaded into the EU Bluelight Supply Portal and a notice seeking expressions of interest will be published. This notice will automatically generate where applicable, an advert on the Contacts Finder database and an advert in the Official Journal of the European Union, meeting our obligation to the Governments requirements to advertise the procurement of Goods, Services or Works.

1.2 No Tendering procedure is required in respect of:

- Contracts for the purchase of Goods of which tenders have been obtained from a purchasing consortium or other recognised Government agency (such as Crown Commercial Services) where the Authority has been identified in any previous procurement exercise undertaken by the consortium or agency.



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- To achieve best value some frameworks will require further competition by means of a mini competition.
- Contracts for the supply of Goods which DCLG have specified as the type of Goods which should be used for a particular purpose and only one supplier of such Goods exists.
- Contracts for the supply of Goods or Services the price of which is fixed by a trade organisation or government department and no reasonably suitable alternative is available.
- There is no genuine competition for the goods, works or Services being procured. Examples of this would include a requirement to utilise the Services of suppliers such as United Utilities, Criminal Records Bureau or OFCOM
- A contract for the engagement of a Counsel.

Subscriptions or fees to Government Departments.