Revised Contract Procedure Rules (CPR) – Key Changes Appendix 3

Current rule	New rule	Reason for change
No current comparable rule	1 – Introduction This introduction includes "All thresholds referred to in these Rules are inclusive of VAT."	To provide a basic introductory section detailing what these rules are and the purpose behind them. Made it clear that all values are inclusive of VAT throughout aligning with Procurement legislation.
CPR Rule 4 - Relevant Contracts	CPR Rule 3 – Relevant Contracts Added "Please note, the Council cannot simply choose to treat a project as a Grant in order to avoid complying with these Contract Procedure Rules. Grants will have different conditions with regards to procurement. Generally, procurement is required when the Council is acquiring goods, services, or works to meet its own needs, and it retains control over the specification and delivery of those services. A grant is awarded to support an activity that aligns with the Council's objectives but is initiated and delivered by the recipient, who retains a degree of autonomy over the process. Where there is any clarity required, please contact the Procurement & Contracts service."	To provide a brief explanation regarding a Grant versus a procurement requirement.
No current comparable rule	5 – Conflicts of Interest	To provide details of what Officers must do with regards to procurement projects and conflicts of interest.
No current comparable rule	6 – Pre-Market Engagement	To provide details of what Officers can do with regards to engaging with suppliers prior to a procurement process.

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CPR Rule 3 – Exemptions/Variations	CPR Rule 7 – Exemptions Added an additional circumstance for an exemption (7.3.10): "where an existing contract is being re-procured and there are delays to that procurement process which means that the new contract cannot start at the expiry of the existing contract (this exemption cannot be for longer than 6-months and cannot make the contract a "convertible contract" under the Procurement Act 2023 by exceeding the applicable threshold)."	To enable a compliant approach where unexpected delays occur as part of a procurement process whereby officers can extend the existing contract for a period no longer than 6 months.
CPR Rule 8 – Framework Agreements	CPR Rule 11 – Frameworks In line with the new Procurement Act 2023, outlined the two framework options (Open and Closed).	To ensure officers comply with the new legislation when setting up frameworks.
No current comparable rule	CPR Rule 12 – Dynamic Markets	To provide details of Dynamic Markets (a type of framework) should there be a need to utilise.
CPR Rule 9 – Competition Requirements / Assets for Disposal £0 - £5,000 – One written quote -this should be a local provider wherever possible. A Purchase Order must be raised £5,001 - £10,000 – Two written quotes – one should be a local provider wherever possible. A Purchase Order must be raised £10,001 - £40,000 – At least three written quotes shall be sought and two must be received. Local providers must be given an opportunity to provide a quote, wherever possible. A purchase order must be raised £40,001 - £85,000 – At least five written quotations shall be sought via a Request for Quotation via the e-Tendering Portal.	CPR Rule 13 – Procurement Thresholds £0 - £7,500 – One written quote – this should be a local provider wherever possible. A Purchase Order must be raised. £7,500.01 - £15,000 - Two written quotes – one should be a local provider wherever possible. A Purchase Order must be raised £15,000.01 - £60,000 – At least three written quotes shall be sought. Local providers must be given an opportunity to provide a quote, wherever possible. A purchase order must be raised £60,000.01 - £120,000 – At least three written quotations shall be sought. A request for quotation via the e-Tendering portal is	Increase in thresholds is reflective of current figures being exclusive of VAT and proposed figures being inclusive of VAT. Slight increase in addition to this is to align with inflationary increases. Change to what was "at least five written quotations" to allow more flexibility to go out for a simpler quotation process where it is deemed appropriate. This is to enhance local supplier usage as they often don't want

Local providers must be given an opportunity to provider a quote, wherever possible. A purchase order must be raised. £85,000 up to Procurement Act 2023 thresholds – Open tender via e-Tendering portal. A social value clause must be built into the specification and contract. (Public Service (Social Value) Act 2012). A purchase order must be raised.	recommended. The Procurement & Contracts service must be involved. Where a formal Request for Quotation process is not utilised, the Procurement & Contracts service must agree the alternative process (e.g., retrieving quotations from suppliers via email etc.). Local providers must be given an opportunity to provide a quote, wherever possible. A purchase order must be raised. £120,000.01 up to Procurement Act 2023 thresholds – Open tender via the e-Tendering portal & a below-threshold tender notice published on Find a Tender. Social value must be considered as part of the specification / award criteria. A purchase order must be raised.	to go through the effort of a formal procurement process.
CPR Rule 9 - Competition Requirements / Assets for Disposal 9.2 Assets for Disposal	Removing Assets for Disposal section	Covered within Finance Procedure Rules which is considered to be the appropriate place.
CPR Rule 21 – Contract Management / Monitoring	CPR Rule 24 – Addition The Contract Manager must monitor the overall performance of the contract in line with the specification, agreed service levels and contract terms. The Contract Manager must ensure that they undertake contract management meetings with the supplier in line with the agreed timescales as per the contract. The Officer named in the Contract Register will act as the Contract Manager and will be responsible for ensuring the obligations of these Rules. The Procurement & Contacts service are available to be contacted for any contract management support.	To put more importance and emphasis on contract management and what officers are required to do as part of this.

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No current comparable rule	CPR Rule 25 – Contract Modifications	To ensure a clear process regarding contract changes/variations.
CPR Rule 22 – Post Contract Monitoring and Evaluation	CPR Rule 26 – Post Contract Monitoring and Evaluation - Addition Where the total value of the contract exceeds £5,000,000, the Contract Manager must assess performance at least once every 12 months. A Contract Performance Notice must be published – the Procurement & Contracts service can do this providing the relevant Officer provides them with the required information. If the supplier has breached the contract and the breach results in termination (or partial termination), award of damages, or a settlement agreement between both parties, a Contract Performance Notice must be published within 30 days of the relevant breach. Where a contract naturally expires or is terminated, a Contract Termination Notice must be published.	To align with Procurement Act 2023.