

CONTRACT VALUE	METHOD OF TENDERING	FORM OF CONTRACT	MINIMUM NUMBER INVITED TO TENDER	AUTHORITY TO LET CONTRACT OR ORDER OR APPROVE INVOICE FOR OVER PERFORMANCE/ CQUIN
Less than £5,000	No Quotations required	Official Order	No minimum	Nominated Officer up to level of delegated authority
Up to £20,000	Quotations in writing if value in excess of £5,000	Official Order (with all Quotations attached if value in excess of £5,000)	At least three for quotes over £5,000	Executive Directors / Deputy Directors
Up to £50,000	Quotations in writing if value in excess of £5,000	Official Order (with all Quotations attached if value in excess of £5,000)	At least three for quotes over £5,000	Executive Director
Tender Threshold £50,000				
Up to £250,000	In compliance with relevant EU procurement law.			Chief Finance Officer or Accountable Officer
£250,000 to £1,000,000 (but see note 1)	In compliance with relevant EU procurement law.			Chief Finance Officer and Accountable Officer
Over £1,000,000 (but see note 1)	In compliance with relevant EU procurement law.			Governing Body
<p>Note 1 If the contract value exceeds the OJEU limit for the category of service to be procured formal OJEU tendering procedures are required to be followed.</p> <p>Procurement advice should always be sought for contracts over £100,000 to ensure compliance with EU procurement law.</p>				

Delegation to Commissioning Support Unit (CSU)

Waltham CCG has commissioned North and East London Commissioning Support Unit (CSU) to provide support services for the three year period ending 31st March 2016. The areas covered in this service level agreement include –

- Health needs opportunity assessment
- Business intelligence, informatics and information technology
- Communications and Freedom of Information response
- Support for commissioning
- Support for financial planning and service redesign
- Procurement and market management
- Quality and provider management
- Corporate services

Authorisation of clinical contract invoices

The CSU has the delegated authority to approve commissioning invoices on behalf of Waltham Forest CCG, committing the CCG to pay the, provided that they are for the contracted values or less. This delegation is put in place each year once the contract values have been formally agreed by the CCG Board.

The above authorisation will be limited to a schedule of contracts to be provided to the CSU in April of each financial year. The schedule will set out how much is to be paid on each contract each month and must be approved in writing by the CCG CFO.

The CCG can withdraw this authorisation at any point and on any individual contract within the contract period by providing the Chief Officer of the CSU with written instruction to that effect. Only the CCG Accountable Officer or CFO can provide such a withdrawal of authorisation..

Invoices which include a payment for over performance or CQUIN (contractual quality incentive payment) will be authorised by the appropriate CCG staff, at the authorisation level shown in the table above.

PRIME FINANCIAL POLICIES

1. NON-PAY EXPENDITURE

POLICY – the Group will seek to obtain the best value for money goods and services received

- 1.1. The Governing Body will approve the level of non-pay expenditure on an annual basis and the [Accountable Officer](#) will determine the level of delegation to budget managers
- 1.2. The [Accountable Officer](#) shall set out procedures on the seeking of professional advice regarding the supply of goods and services.
- 1.3. The [Chief Finance Officer](#) will:
 - a) advise the Governing Body on the setting of thresholds above which quotations (competitive or otherwise) or formal tenders must be obtained; and, once approved, the thresholds are incorporated in the scheme of reservation and delegation;
 - b) be responsible for the prompt payment of all properly authorised accounts and claims;
 - c) be responsible for designing and maintaining a system of verification, recording and payment of all amounts payable.

17.4 Waiver of the requirement for formal competitive tendering or competitive quotation.

Where competitive tendering or a competitive quotation is not used, the CCG should adopt one of the following alternatives, where European procurement law permits. Legal or procurement advice should always be taken for contracts valued over £100,000 before tendering is waived.

- use the CSU procurement team for procurement of all goods and services unless the Chief Officer or nominated executives deem it inappropriate. The decision to use an alternative means of procurement must be documented. .

- procure goods and services in accordance with procurement procedures approved by the Chief Finance Officer.
- All procurements must be compliant with EU procurement legislation.

Formal tendering procedures may only be waived in the following circumstances:

- in very exceptional circumstances where the Accountable Officer decides that formal tendering procedures would not be practicable
- where the requirement is covered by an existing contract;
- where NHS Buying Solutions Framework agreements, or other forms of national and/or regional agreements such as S-CAT OGC, ProCure21, FESC are in place.
- Where a London wide procurement is in place
- Where EU procurement legislation permits.
- where a consortium or collaborative commissioning arrangement is in place and a lead organisation has been appointed to carry out tendering activity on behalf of the constituent organisations
- where specialist expertise is required and is available from only one source;
- where there is a clear benefit to be gained from maintaining continuity with an earlier project. However in such cases the benefits of such continuity must outweigh any potential financial advantage to be gained by competitive tendering;
- for the provision of legal advice and services providing that any legal firm or partnership commissioned by WFCCG is regulated by the Law Society for England and Wales for the conduct of their business (or by the Bar Council for England and Wales in relation to the obtaining of Counsel's opinion) and are generally recognised as having sufficient expertise in the area of work for which they are commissioned. The Director of Finance will ensure that any fees paid are reasonable and within commonly accepted rates for the costing of such work.

The waiving of competitive tendering procedures should not be used to avoid competition or for, administrative convenience, or to award further work to a consultant originally appointed through a competitive procedure.

Where it is decided that competitive tendering should be waived, the fact of the waiver and the reasons for it should be documented and recorded in an appropriate record and reported to the Audit Committee at the next meeting.