



Create (Cornwall) CIC is an organisation or entity not considered to be a Contracting Authority, and not required to act as one, and therefore not governed by Public Contracts Regulations 2015.

However, as much of Create (Cornwall) CIC’s funding comes from public sources it is required to demonstrate a fair, transparent and diligent process that considers value for money and ethics for the purchase of supplies, works and services, and minimises the risk of fraud. The following thresholds have been determined to ensure consideration of value for money through an open and transparent process.

Value of procurement	Requirement
Under £2,499 (excl. VAT)	Direct award: obtain one written quotation for each item. (It is encouraged that value for money is demonstrated by comparing like for like suppliers.)
£2,500 - £24,999 (excl. VAT)	Three Written Quotations: seek at least three written quotations for each expenditure item on a like for like basis i.e. a standard written specification that is sent to at least three suppliers. Each supplier should be a different business. Where it has not been possible to secure three quotations, there should be evidence that three or more suppliers have been invited to quote.
£25,000 - £177,897.50 (services & supplies) and under £4,447,447.50 (works) (Exclusive of VAT)  and  Over £213,477 (services & supplies) and over £5,336,937 (works) (Inclusive of VAT)	Formal Tender: the opportunity to tender should be advertised. The advert needs to incorporate or direct any interested party to the following information: <ul style="list-style-type: none"> <li>• Details of the opportunity;</li> <li>• What is required from all interested parties;</li> <li>• How the successful candidate will be chosen;</li> <li>• Deadline and details of how to apply.</li> </ul> Justification will also be required to demonstrate that the contract award is in line with the advert.  The opportunity should be advertised on Find a Tender Service <a href="https://www.find-tender.service.gov.uk/">https://www.find-tender.service.gov.uk/</a> and the procurements should be undertaken by suitably experienced personnel.

Procurements should not be artificially divided into smaller purchases to circumvent the thresholds. The full estimate of contract value should be considered, including the whole life term of a contract and any extensions.

- Value for money should be achieved and demonstrated throughout;
- Any conflicts of interest by Create (Cornwall) CIC directors, staff, or sub-contracted consultants should be declared at the beginning of the procurement process or as soon as it becomes apparent (this could be in the form of a statement on the scoring forms, which states any relationship to the potential supplier);
- Openness and transparency should be demonstrated throughout;
- All suppliers should be treated fairly and consistently;
- The risk of fraud should be minimised through transparent and accurate record keeping;
- All suppliers and contractors should commit to sustainable development and the promotion of good environmental management;
- All suppliers and contractors should commit to providing services in a way that promotes equality of opportunity and they should expect their subcontractors to demonstrate similar values;
- All contractors should provide Health and Safety policies and levels of insurance indemnity appropriate to each procurement.
- Where possible local suppliers and Small and Medium Size Enterprises or Voluntary, Community and Social Enterprises should be encouraged to bid for contracts.
- All tenders will include a quality assessment to demonstrate the tenderer is suitable, meaning the tender will not be awarded purely on cost.
- A comprehensive audit record should be retained for the time period identified within any Funding Agreement. As a minimum this should include (where applicable):
  - Specification;
  - Procurement option chosen;
  - Where the procurement was advertised and for how long;
  - Details of any clarifications;
  - The basis on how the procurement was evaluated;
  - Copies of all the bidder responses (and their covering emails);
  - Letter awarding the contract;
  - Letters to the unsuccessful bidders;
  - Contract or purchase order.

Signed by Create (Cornwall) CIC Founder Directors

Jane Smith



Angela Hatherell

