

Temporary Changes to Contracts Procedure Rules - COVID

In response to the unprecedented challenges resulting from the current coronavirus, COVID-19, outbreak we wanted to inform you about the steps we are taking to make sure we can continue to offer Procurement support and maintain public services.

We recognise that there will be unusual situations arising where it is not possible or practical to follow the normal process and for these cases we will be making the following temporary emergency changes to the current Contracts Procedure Rules;

Non urgent purchases should be deferred wherever possible.

In certain circumstances contracts may be extended or amended during its term following advice from Procurement and Legal teams.

Purchases up to £100,000 – Where possible the officer making the purchase will adopt best endeavours to ensure and demonstrate value for money (if possible and practicable by obtaining 3 quotations) or by comparison to previous or similar purchases. Whilst prices may be higher than would be expected in a regular market, any abnormally high pricing should be approved by the appropriate Manager. If the price is greater than previous purchases then the relevant Manager should be informed for noting, potential challenge to the supplier and budget management purposes. It is important that we continue to achieve value for money and use good commercial judgement during any purchase.

Purchases between £100,000 and the relevant EU tendering threshold – For purchases within this range, advice should be sought from the procurement team who will advise and support you with the route to purchase for your goods or services.

Purchases that exceed the EU tendering threshold – The Cabinet Office have issued a new [Policy Procurement Notice](#) which sets out information and guidance on how the public procurement regulations can be used effectively in responding to challenges faced during these exceptional circumstances. Please seek advice from the Procurement Team to determine which procurement route complies with the new policy.

Departments should ensure that purchases made under the above circumstances are allocated the correct purchase ledger code to ensure that they are tracked as purchased and accounted for when normal operations resume.

IMPORTANT

Only true COVID-19 contract emergencies apply to this guidance.

Failing to plan / allow time to procure is not deemed sufficient reason to not abide by the full Contract Procedure Rules or Public Contract Regulations 2015.