

## CONTRACT STANDING ORDERS

### DEFINITIONS

Agent	Any person or organisation acting on behalf of the Council or on behalf of another organisation.
Award Criteria	The criteria stated in the Quotation/Tender by which the successful Bidder is to be selected.
Award Notice	A notice published on OJEU and/or Contracts Finder which provides details of the winning bidder and the final value of the contract. Award notices are required for all procurements valued over £25,000.
Bidder	An individual or organisation who submits a tender or quotation in a competitive procurement process.
Contracting Authority	Has the definition contained within the Public Contract Regulations 2015. It means the State, regional or local authorities, bodies governed by public law or associations formed by one or more such authorities or one or more such bodies governed by public law, and includes central government authorities, but does not include Her Majesty in her private capacity.
Contract Management	Is the process of <b>managing contract</b> creation, execution and analysis to maximize operational and financial performance at an organization, all while reducing financial risk.
Contract Term	Is the length of the contract including the initial term and any extension periods proposed.
Corporate Contract	A contract led by the Council.
Council	Blaby District Council.
Destruction of Records Policy	The Council's policy on the appropriate length of time documents relating to tenders, quotations and contracts need to be retained either in hard or electronic copy.
Dynamic Purchasing System	Is similar to an electronic framework agreement, with two exceptions, new suppliers can join at any time and it is to be run as a completely electronic process.

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EU Procedure	A procurement process over the relevant EU Threshold and so governed by EU procurement regulations as defined within the Public Contract Regulations 2015.
EU Threshold	The threshold established by the EU above which an EU procedure must be carried out. There are thresholds for goods/services, works and concessions. The current threshold is contained within Appendix 2.
Evaluation	The process of assessing received tenders or quotations against the published criteria to identify the winning bidder, i.e. the bidder with the highest evaluation score.
Extension (contract)	An additional period identified within the contract, beyond the initial term which may be used to lengthen the contract term.
Exemption	Approval given by the Monitoring Officer or the S151 Officer or Cabinet as appropriate to exempt an Officer or Officers from adhering to these Contract Standing Orders.
Financial Regulations	The Financial Regulations outlining the Officer's responsibilities for financial matters.
Framework Agreement	A framework is an agreement with suppliers to establish terms governing contracts that may be awarded during the life of the agreement. It is a general term for agreements that set out terms and conditions for making specific purchases (call-offs).
Goods	Tangible products that satisfy a need.
Initial Term	The initial period of a contract which may be subsequently extended.
Officer	The Officer of the Council responsible for undertaking a purchase.
OJEU	The Official Journal of the European Union.
Performance Bond	A financial instrument that gives financial assurance if the Supplier does not do what it has promised under a Contract with the Council, the Council can claim from the Bondsman the sum of money specified in the Bond (often 10% of the contract value). A Bond is intended to protect the Council against a level of cost arising from the Supplier's failure.

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Procurement	Procurement is the process of finding, agreeing terms and acquiring goods, services or works from an external source, often via a tendering or competitive bidding process.
Publicly Available Contract	A contract that has been let by another Contracting Authority and which is available for use by the Council. The Council must have been named specifically or generally within the procurement documentation in order to enable access.
Quotation	A formal statement setting out the estimated cost for a particular job or service.
Senior Leadership Team	The Chief Executive, Directors, Group Managers and the Strategic Managers.
Services	A valuable action, deed, or effort performed to satisfy a need or to fulfil a demand.
Specification	An exact statement of the particular needs to be satisfied, or essential characteristics that a customer requires (in a good, material, method, process, service, system, or work) and which a bidder must deliver.
Standard Suitability Questions/Questionnaire	The set of standard suitability or selection questions referred to in PPN 08/16 which must be used in all advertised procurements.
Tender	A written invitation sent to potential suppliers of a good or service to inform them about the information required for the buyer to choose between them.
Terms and Conditions	General and special arrangements, provisions, requirements, rules, specifications, and standards that form an integral part of an agreement or contract.
TUPE	Stands for the Transfer of Undertakings (Protection of Employment) Regulations. This is relevant to any redundancy decisions where a business or part of it is transferred from one owner to another.
Value for Money	Is not necessarily the lowest price, it combines goods or services that fully meet the needs with the level of quality required, delivered at the time needed and at an appropriate price.

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Variation	Is an alteration to the scope, term or any other part of a Contract. The limitations of the Public Contract Regulations 2015 should be borne in mind when varying a contract.
Welland Procurement	Formerly known as the Welland Procurement Unit. This is the Welland Partnership procurement service shared by the Council and other Councils. Welland Procurement issues guidance and offers assistance on procurement matters to all participating councils.
Whole life costs	The total cost of ownership over the whole length of the contract and sometimes beyond.
Works	As defined by the Public Contract Regulations 2015. Means public contracts which have as their object any of the following:- (a) the execution, or both the design and execution, of works related to one of the activities listed in Schedule 2; (b) the execution, or both the design and execution, of a work; (c) the realisation, by whatever means, of a work corresponding to the requirements specified by the contracting authority exercising a decisive influence on the type or design of the work.