

**Request for Quotation**

**Particpatory budgetting Approach to giving community grants**

**Version Control**

|  |  |
| --- | --- |
| **Version Ref:** | V0001 |
| **Owner’s Name:** | Chloe Gay |

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# Section 1: Introduction

## General Requirements

* 1. North Northamptonshire Council (hereafter referred to as “The Council”) invites quotations for the provision of support to develop participatory budgeting grants as part of the Well Northants programme.
	2. The Council’s detailed requirements are defined in Section 2: Specification.
	3. Please take care in reading this document, in particular the Specification. In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the Officer detailed in Table B.
	4. The Council reserves the right to:
		1. carry out due diligence checks on the awarded Potential Supplier;
		2. amend the Conditions of Contract included at Appendix 1;
		3. abandon the procurement process at any stage without any liability to the Council; and/or
		4. require the Potential Supplier to clarify its quotation in writing and if the Potential Supplier fails to respond satisfactorily, this may result in the Potential Supplier being rejected from the process.
	5. The Council also reserves the right, at any point and without notice, to discontinue the procurement process without awarding a contract, whether such discontinuance is related to the content of Quotation Responses or otherwise. In such circumstances, the Council will not reimburse any expenses incurred by any person in the consideration of and/or response to this document. You make all quotations, proposals and submissions relating to this RFQ entirely at your own risk.
	6. All documents and materials, which comprise the RFQ response, must be written in English only.
	7. Quotations are to remain open for acceptance for a period of 90 days from the Deadline for Submission of Bids.
	8. Potential Suppliers must be explicit and comprehensive, keeping the information provided specific to and locate within the question asked as this will be the single source of information on which responses will be scored and ranked.
	9. **Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE)**
		1. Potential Suppliers are advised that the Council believes that the transfer of undertakings (protection of employment) regulations 2006 and/or European Communities acquired rights directive 2001/23EC do not apply to this contract at its commencement.
		2. However, Potential Suppliers must satisfy themselves as to whether, in their view, the TUPE regulations will apply and the extent of their obligations in relation to pensions. Potential Suppliers are advised to seek independent professional advice on the consequences for them if they are the successful provider(s) and the TUPE regulations are held to be applicable.
	10. **Rights of the Council in Relation to the RFQ**
		1. The Council reserves the right to:
1. Waive or change the requirements of this RFQ at any time during the procurement process without prior (or any) notice being given by the Council;
2. Make changes to the timetable, structure or content of this RFQ or any other documents associated with this procurement process. Any such changes will be in accordance with the procurement timetable;
3. Abandon the procurement process at any stage without any liability to the Council, or to re-invite responses on the same or any alternative basis;
4. Choose not to award any contract as a result of this procurement process; and/or
5. Reject any RFQ Responses that are over budget without further evaluation of the response.
	1. Answer fully all relevant questions and respond in accordance with any specific requests as detailed in the question e.g., maximum word/page limits, etc.
		1. Where the Council has identified word limits, Potential Suppliers are strongly requested to adhere as closely to these as possible. Whilst it is not the Council’s intention to count the number of words a Potential Supplier uses in their responses, if the Council reasonably determines that a word limit has been exceeded, it may take that into account when awarding a score for that question; i.e.; words submitted over this limit may/will not be evaluated.
		2. All words in any format (including but not limited to words in diagrams, pictures, maps, tables and charts) will count towards the word count. Potential Suppliers must state the number of words in any diagram, picture, map, table or chart directly underneath it. This includes any other method of presentation which is not just text. Potential Suppliers must not attempt to circumnavigate the word limit e.g., by joining up words or using special characters to join words. Words submitted over this limit will not be evaluated.
		3. Submit any attachments requested in an acceptable format to the Council which includes MS Word, MS Excel, MS PowerPoint, JPEGs and PDF files or any file format as specified in the question. Potential Suppliers who wish to submit an attachment in an alternative format must first check with the Council that it will be accepted.
		4. When uploading attachments, please state the question number only in the file title.
		5. Submit any zipped files in WinZip format only.

## Procurement Timetable

* 1. This RFQ follows a clear, structured and transparent process to ensure a fair and level playing field is maintained at all times, and that all Potential Suppliers are treated equally.
	2. All documents, which comprise any RFQ Response, must be received by the Council no later than the Deadline for Submission of Bids, set out in Table A, below.
	3. The RFQ process is intended to follow the timetable set out in Table A, below.

**Table A**

| Activity | Time and Date(as applicable) |
| --- | --- |
|  | Request for Quotation Documents issued | Friday, 6 May 2022 |
|  | Deadline for Questions from Potential Suppliers | Midday on Tuesday, 17 May 2022 |
|  | Deadline to Provide Answers to Questions from Potential Suppliers | Friday, 20 May 2022 |
|  | Deadline for Submission of Bids | Midday on Tuesday, 31 May 2022 |
|  | Evaluation of Bids Received\* | Tuesday, 7 June 2022 |
|  | Contract Award\* | Thursday, 30 June 2022 |
|  | Contract Start\* | Tuesday, 5 July 2022 |
|  | Contract End  | Thursday, 29 June 2023 |

* 1. The Council reserves the right to amend this timetable, and items marked with an asterisk, i.e. \*, are provided for **guidance only** and are **subject to change** at short notice.
	2. Any RFQ received after the Deadline for Submission of Bids identified in Table A, may be rejected. Therefore, it is the Potential Supplier’s responsibility to ensure that the deadline is not breached.

## Clarification Questions

* 1. Any queries about this document, the procurement process, or the proposed contract itself, should be referred to the Officer detailed in Table B, below, no later than the Deadline for Questions from Potential Suppliers date found in Table A.
	2. A copy of all requests for clarifications and the responses will be published to all potential suppliers, where the clarification and response are not considered confidential.
	3. If a potential supplier wishes the Council to treat a clarification as confidential and therefore not publish the response to all, it must state this when submitting the clarification. If in the opinion of the Council, the clarification is not confidential, the Council will publish in an anonymised format.
	4. The deadline for receipt of clarifications relating to this procurement is set out in the procurement timetable. Clarifications sent to the Council after this deadline may not be responded to.

**Table B**

|  |  |
| --- | --- |
| Name | Chloe Gay |
| Job Title | Public Health Principal |
| Telephone number | 07894299732 |
| E-Mail address | Chloe.gay@northnorthants.gov.uk |

## Quotation Responses

* 1. Should you wish to take part in the selection process please complete this RFQ and return via e-mail to the Officer detailed in Table C, below, no later than the Deadline for Submission of Bids date in Table A.

**Table C**

|  |  |
| --- | --- |
| Name | Chloe Gay |
| Job Title | Public Health Principal |
| E-Mail address | Chloe.gay@northnorthants.gov.uk  |

## Evaluation of Quotations

* 1. **THOSE POTENTIAL SUPPLIERS WHO FAIL ANY PASS/FAIL, MANDATORY, COMPULSORY AND/OR ESSENTIAL QUESTIONS WILL be rejected from the RFQ PROCESS.**
	2. Any bids which are not compliant or not completed fully will be rejected. If a bid is eliminated for any reason, the price submitted within the quote concerned shall also be excluded from the evaluation. Based on the information provided by Potential Suppliers, each compliant RFQ Response will be evaluated based on the following criteria:
		1. **Evaluation Method:** Weighted Combination of Quality and Price

All responses to the Quality Questions will be assessed against the criteria set out in Table C, below.

**Table C**

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:* No response is provided; or
* It does not answer the question or is completely irrelevant.
 |
| 1 | Considered to be a **limited response** on the basis that:* Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level.
 |
| 2 | Considered to be an **acceptable response** on the basis that:* It addresses most of the relevant criteria; and/or
* The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level.
 |
| 3 | Considered to be a **good response** on the basis that:* It addresses all relevant criteria; and/or
* The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard.
 |
| 4 | Considered to be an **outstanding response** on the basis that:* It addresses all relevant criteria; and/or
* The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard.
 |

**Table D**

|  | **Section Headings** | **Weighting****Within Total** |
| --- | --- | --- |
| **Quality Questions (60%)** |
| **Provision of the Requirement (40%)** |
|  | Meeting the Specification | 40% |
|  | Project Plan | 20% |
| **Pricing (40%)** |
|  | Total Cost | 40% |
|  | **Grand Total** | **100%** |

The Quality Question score as detailed in Table C, will be divided by 4 and multiplied by the question weighting (within Total) (%), set out in Table D, to provide a final Quality score (%) for each question.

**Section 2: Specification**

## Introduction and Background

The Well Northants programme aims to empower communities so they can become more connected, more resilient and improve their wellbeing and is key to addressing health inequalities. Public Health and the Communities Teams in West and North Northamptonshire Councils have recruited six community development workers who will work with communities who are most vulnerable to poor health outcomes, such as those who are living in areas of deprivation, isolation and ‘inclusion health’ groups, who are extremely vulnerable. The Community Development Workers will work with communities in their target areas to understand local needs and what is available locally already, and then work in partnership with those communities to develop interventions to improve health and wellbeing.

**Areas of focus**

The six most deprived areas in the county were identified using IMD, 2019. This programme of work will be key to the levelling up agenda, and the anti-poverty strategy. Four community development workers will take a focus on these areas, two each. A further two workers, one for the West and one for the North will work with inclusion health groups. All of these workers have now started.

The initiative will include a grants programme to enable local communities to coproduce interventions that meet the identified needs of people in each community.

**Grants**

The CDWs will have access to a pot of money to issue grants to use to put in place interventions to address local need and these will be designed in partnership with communities. Empowering communities is central to this programme and so we are proposing to use participatory budgeting, which directly involves communities in making decisions about how to spend public money. There are many different forms of participatory budgeting, but most use a similar methodology: there is a defined budget set aside to be used for the purpose; residents in an area brainstorm ideas for spending it; they then select volunteer representative delegates to work with the budget-holding institution to develop proper proposals; once these are ready, residents are asked to vote; the proposals with the most votes are funded until the allocated budget is used.

Developing and testing a modified form of participatory budgeting for public health could have an impact on at least four levels; first, it would help the local authorities demonstrate their vision of a population having shared responsibility for public health; second, it would engage the population in discussions of public health and offer a democratic avenue for identifying local priorities, and for consultation; third, it would give authorities the opportunity to develop vertical social capital locally and directly target fundamental causes of disparities of money, knowledge, power and access; and last but not least, participatory budgeting could produce fairer, better-informed decisions about priorities.

Using this approach will be an opportunity to test and learn and will help to inform future grant policies for the local authorities.

## Scope

West and North Northamptonshire Councils do not have a current participatory budgeting policy and do not have any experience of issuing funding in this way. Therefore, we are looking for an expert in this way of working to support us to develop policy and processes for using participatory budgeting and to facilitate participatory budgeting workshops in the community, working closely with the community development workers. This is to specifically support the Well Northants project.

## Statement of Requirements

The Well Northants programme is looking for an expert in participatory budgeting to work with the programme team to develop the policy, processes and procedures for using participatory budgeting in the Well Northants programme, across both West and North Northants Councils.

* Deliverables;
	+ Development of standard operating procedure for participatory budgeting as part of the Well Northants programme and to be used in West and North Northamptonshire Councils;
	+ Development of local policy for participatory budgeting for West and North Northamptonshire Councils;
	+ Training in how to run participatory budgeting workshops with the community
	+ A minimum of 6 facilitated participatory budgeting workshops in the community.
* Outcomes
	+ Improve local understanding in participatory budgeting and the benefits it can bring;
	+ Communities who are engaged in the Well Northants project and enabled to make decisions about funding to improve their health and wellbeing;
	+ Funding allocated to projects that address health and wellbeing priorities in local communities.
* Pre-employment checks
	+ Enhanced Disclosure and Barring Service checks are required.

## Implementation Criteria

The Community Development Workers are currently working with local communities to understand the local assets and needs and coproduce community priorities. These priorities will inform the grants funding for each of the localities.

## Performance Monitoring and Review/Project Management

It is expected that a full project plan will be completed on award which details the key deliverables and milestones. The contract manager will meet with the provider at least monthly to review progress. It is expected that more frequent meetings will happen with local stakeholders as the process is developed locally.

A project report will be provided at the end of the project on outcomes and lessons learned.

# Section 3: Supporting Information

1. Please complete Section 3 below.

| **General Information** |
| --- |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) (i) | Registered office address | Click to enter text. |
| 1.1 (b) (ii) | Registered website address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1 (d) | Date of registration in country of origin | Click to enter date. |
| 1.1. (e) | Company registration number | Click to enter text. |
| 1.1. (f) | Charity registration number | Click to enter text. |
| 1.1 (g) | Head Officer DUNS number | Click to enter text. |
| 1.1 (h) | Registered VAT number | Click to enter text. |
| 1.1 (i) | Trading name(s) that will be used if successful in this procurement. | Click to enter text. |
| 1.1. (j) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |
| 1.1 (k) | If applicable, details of immediate parent company | Click to enter text. |
| 1.1 (l) | If applicable, details of ultimate parent company | Click to enter text. |
| **General Information** |
| **Question 1:** | **Scoring Methodology:** | Question Answered? Yes/No |
| 1.1. (a) | Full name of the Potential Supplier completing Information | Click to enter text. |
| 1.1. (b) | Registered office address | Click to enter text. |
| 1.1. (c) (i) | Trading Status | Choose an item. |
| 1.1. (c) (ii) | \*If you selected ‘**Other\***’, please specify | Click to enter text. |
| 1.1. (d) (i) | Company registration number | Click to enter text. |
| 1.1. (d) (ii) | Charity registration number | Click to enter text. |
| 1.1. (e) | Are you a Small, Medium or Micro Enterprise (SME)? | Choose an item. |

**Please Note:** To avoid any unnecessary duplication for the Potential Supplier, by signing the Declaration at Question 2, you are also signing to confirm the following, as included in this RFQ Response, and all associated subsections therein contained:

1. Section 5: Freedom of Information; and
2. Section 6: Declaration.

| **Contact Details and Declaration** |
| --- |
| **Question 2:** | **Scoring Methodology:** | Question Answered? Yes/No |
| *Potential Supplier contact details for enquiries about this RFQ Response* |
| 2.1. (a) | Contact name | Click to enter text. |
| 2.1. (b) | Name of organisation | Click to enter text. |
| 2.1. (c) | Role in organisation | Click to enter text. |
| 2.1. (d) | Phone number | Click to enter text. |
| 2.1. (e) | E-mail address | Click to enter text. |
| 2.1. (f) | Postal address*including postcode* | Click to enter text. |
| 2.1. (g) | Signature*electronic is acceptable* | Click to enter text. |
| 2.1. (h) | Date | Click to enter date. |

| **Insurance** |
| --- |
| **Question 3:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ to any of the levels below will be eliminated from this procurement process. |  |  |
| *Please confirm that your organisation already has or is prepared to obtain the level of insurance cover prior to award of the contract? The levels of insurance cover are indicated below.*  |
| 3.1. | Employer’s (Compulsory) Liability Insurance at no less than £5,000,000*It is a legal requirement that all Potential Suppliers hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.* | Choose an item. |
| 3.2. | Public Liability Insurance at no less than £5,000,000 | Choose an item. |
| 3.3. | Professional Indemnity Insurance at no less than £2,000,000 | Choose an item. |

| **Requirements under Modern Slavery Act 2015** |
| --- |
| **Question 4:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 4.1. (a) | The Council wants to ensure that within your business and its supply chain, there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights.Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015? | Choose an item. |

| **General Data Protection Regulation (GDPR)** |
| --- |
| **Question 5:** | **Scoring Methodology:** | Pass/FailPotential Suppliers who answer ‘No’ will be eliminated from this procurement process. |  |  |
| 5.1. | The Council wants to ensure that within your business and/or in its supply chain, the processing of personal data and processes in relation to this contract are complaint with the requirements of the UK General Data Protection Regulations (UK GDPR) and Data Protection Act.Please confirm that you and your supply chain with regards to this RFQ response comply with all applicable data protection legislation including but not limited to the UK General Data Protection Regulations (UK GDPR) and Data Protection Act. | Choose an item. |

| **Social Value** |
| --- |
| **Question 6:** | **Scoring Methodology:** | Pass/Fail |  |  |
| 6.1. | Having read the specification what community benefits, will your organisation provide as part of your proposal? Examples include but not be limited to:* Sub-contracting locally;
* Improvements to the area covered; and/or
* Use of volunteers/ apprenticeships
* Environmental impact.

***Important Note:*** *Where the Potential Supplier answers in such a way, as to avoid this requirement, but still provides an answer (e.g., “we are unable to offer any benefits as a part of this Contract”), they will be deemed to have not answered the question, which may lead them failing this question and being rejected from the process.* |
| **Answer:** |
| Click to enter text. |

| **Quality** |
| --- |
| **Question 7:** | **Scoring Methodology:** | Scored | **Word Limit:** | 0 words |
| Please describe how you will support the implementation of participatory budgeting for the Well Northants project  |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

| **Quality** |
| --- |
| **Question 8:** | **Scoring Methodology:** | Scored | **Word Limit:** | 0 words |
| Please provide a project plan describing how you will implement the project. |
| **Answer:** |
| Click to enter text. |
| **Word Count:** | Enter no. |

# Section 4: Pricing Sheet

## Pricing and Costs

* 1. A Potential Supplier’s RFQ Response will be rejected if it exceeds the capped budget for this procurement exercise, which is £25,000*.*
	2. Please complete the Pricing Schedule at Table E, below, ensuring that you have provided a fixed and firm cost in each of the relevant boxes.

* 1. Please complete the Detailed Price Breakdown at Table F, below and include the itemised cost under each heading, as appropriate and any additional costs.
	2. All prices quoted must exclude VAT.
	3. Should you be successful, your fixed cost for the contract must be included in your RFQ Response and any costs which are not included will not be met by the Council either before or during the contract.
	4. Where the Council considers a price to be abnormally low, it may seek clarification and/or an explanation from the Potential Supplier, and the Council may reject any RFQ Response, at its absolute discretion, if it appears to be unreliable.
	5. The Potential Supplier with the lowest overall compliant price will be awarded the full Price score. All other RFQ responses will be scored in accordance with the following calculation:

$$=Price Weighting-\left(\frac{Your submitted price-lowest submitted price}{Your submitted price}\right)x 100$$

* + 1. An example is provided in Table **E**, below. This example is based on a 100% price weighting, where the lowest complaint price is £100,000.

**Table E**

| **Potential Supplier No.** | **Potential Supplier Price Offer** | **Price Calculation** | **Price Score** | **Rank** |
| --- | --- | --- | --- | --- |
| Potential Supplier 1 | £100,000.00 | =100%(lowest compliant price) | 100 | 1 |
| Potential Supplier 2 | £125,000.00 | =100-((125,000-100,000)/125,000)\*100 | 75 | 2 |
| Potential Supplier 3 | £150,000.00 | =100-((150,000-100,000)/150,000)\*100 | 50 | 3 |

**Table E**

| **Pricing Schedule** |
| --- |
|  | Please provide a breakdown of all of your costs for the delivery of this project. |
|  | Materials and resources | £Click to enter text. |
|  | Cost per workshop run | £Click to enter text. |
|  | Staff | £Click to enter text. |
|  | Admin | £Click to enter text. |
|  | Other | £Click to enter text. |
|  |  | £Click to enter text. |
|  | Total Cost (A+B+C+D+E+F)This is the figure that will be used for the price evaluation, as detailed in this document. | £Click to enter text. |

# Section 5: Freedom of Information

1. Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed and/or published where the expenditure is over £500, as per the Government Transparency agenda.
2. Potential Suppliers must state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under The Act. Potential Suppliers must state why they consider the information to be confidential or commercially sensitive.
3. Note that inclusion below will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in The Act. Note that the Declaration for this Section has been completed and signed at Section 3, Question 2.1 (g) of this document.

| **Information/Document** | **Reference/Page No.** | **Reasons for Non-Disclosure** | **Duration of Confidentiality** |
| --- | --- | --- | --- |
|  | Click to enter text. | Click to enter text. | Click to enter text. | Click to enter text. |
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# Section 6: Declaration

1. By signing Section 3, Question 2.1. (g) I hereby declare that:
	1. I am signing on behalf of the Company named at Section 3, Question 1.1 (a) and am duly authorised to do so;
	2. to the best of my knowledge, the information provided is complete and accurate;
	3. the price in Section 4 is our best offer;
	4. no collusion with other organisations has taken place in order to fix the price;
	5. that there is no conflict of interest in relation to the Council’s requirement;
	6. the requirement be subjected to the terms and conditions set out in Conditions of Contract identified at Appendix 1;
	7. that no goods, supplies, services and/or works will be delivered or undertaken until both parties have executed the formal contract documentation as identified at Appendix 1 and an instruction to proceed has been given by the Council in writing; and
	8. I understand that the Council may reject my submission if there is a failure to answer all relevant questions fully or if I provide false and/or misleading information.

# Section 7: Due diligence

* 1. The Council will undertake its due diligence in advance of any contract award.
	2. The preferred Potential Supplier(s) will not be awarded the Contract until the Council is satisfied with any further checks and due diligence it has carried out and these will need to be acceptable to the Council before a contract can be awarded. The Council reserves the right to disqualify any Quotation Response which is incomplete.
	3. Due diligence may include credit checks in relation to the preferred Potential Supplier(s) (including each member of any consortium and of any key sub-contractor). This is important to the Council to ensure that any organisation who wishes to enter into a contract with the Council will be in a position to provide the goods, services and/or works on an ongoing basis as agreed within any contract. The Council works with external credit agencies to provide these financial checks.
	4. The Council reserves the right to reject a Potential Supplier from the procurement process, where any findings from the Council’s due diligence reveal a serious concern or risk for the Council that cannot be remedied in a reasonable amount of time before award. Potential Suppliers are strongly encouraged to check and manage their financial score within the industry.
	5. The Council reserves the right to revisit any selection criteria questions at any time before award stage, where the Council believes there is a risk that selection responses might have changed. The Council reserves the right to disqualify any Potential Supplier who no longer meets the selection criteria if it originally led to them continuing in the procurement process.

# Section 8: CONTRACT AWARD

1. The Council will notify all Potential Suppliers of its intention to award a contract.

1. This will include details of the:
	* 1. Award criteria scores;
		2. Name of the successful provider(s).
2. The following documents shall form part of the contract between the Council and the successful provider(s):
	* 1. Specification;
		2. Terms and Conditions plus related Schedules (such as service levels, site plans, asset lists, contracts list, list of transferring employees, relevant policies, etc.);
		3. A pricing schedule (as completed by the Potential Supplier);
		4. Responses to requirements; and
		5. A list of commercially sensitive information.

## Appendix 1: Conditions of Contract

1. The Council’s standard terms and conditions for procurements **below £25,000** can be found by clicking on the following link:
	1. https://www.northnorthants.gov.uk/finance/conditions-contract-purchase-orders-below-ps25000