

Planning a procurement

When planning a procurement, you must ensure compliance with the Procurement Regulations 2024 and the council's [Standing Orders for Contracts](#).

Value thresholds

[Up to and inclusive of £5,000](#) (excluding VAT): refer to section 23 of Standing Orders - minimum of one written quotation from a suitable provider.

[£5,001 and £50,000 inclusive](#) (excluding VAT): refer to section 24 of Standing Orders - minimum of 3 written quotations must be sought from suitable providers

[Above £50,001](#): refer to sections 25 and 26 of Standing Orders - formal procurement process required.

Risk and data assessment

Risk and data protection assessments should be completed before starting any formal procurement process. For high value / high risk procurements this is mandatory:

- consider whether your requirement involves data storage or sharing, political or reputational impacts, environmental implications, or potential service disruptions
- risk management involves identifying, evaluating, and controlling risks and putting appropriate arrangements in place to protect the council

For support and advice about departmental risks, contact the relevant departmental [risk management](#) lead officer.

If you have any queries about corporate risk management, contact the risk and insurance team, email riskandinsurance@derbyshire.gov.uk.

Data protection impact assessment (DPIA)

A [data protection impact assessment](#) helps identify data protection risks and determine whether what supplier security information is legally required.; Begin assessing data protection risks at the start of any new project, process or business change.

For assistance, contact your departmental data protection liaison officer. These assessments are the responsibility of the project lead and must be provided to the procurement officer at the start of the process.

Contract value

Understanding the estimated value of your requirement will determine what process to follow and the appropriate levels required for contract award.

The estimated expenditure should reflect the total value over the entire contract period, including any potential extensions. Include ongoing maintenance, subscriptions, licencing charges and delivery costs.

Retain all supporting information for audit purposes.

Other considerations

Other considerations:

- whether a contract is currently in place that could meet the requirement - view the [contracted suppliers and product categories](#) or speak to the [county procurement team](#)
- whether a framework could be used
- if there's a specific requirement that can only be addressed by a single supplier in the market ([procurement waivers](#))

Information on other websites

- [Procurement policy notes - gov.uk](#)

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