



Below threshold contracts checklist

Action:

1. Confirm your total estimated contract value is below the thresholds set out in the Procurement Act schedule 1 (ensuring you are not artificially subdividing contracts).
2. Undertake pre-market engagement where appropriate and proportionate.
3. Have regard to the fact that small- and medium-sized enterprises may face particular barriers in competing for a contract and consider whether such barriers can be removed or reduced.
[Does not apply to the award of a contract in accordance with a framework.](#)
4. Design the procurement process without restricting tenders by suppliers suitability to perform the contract (no intermediary conditions of participation stage as a way of reducing the number of suppliers to invite, previously known as 'selection stage' or 'pre-qualification stage'). [Does not apply to a works contract above £139,688 \(central government\), or £214,904 \(others\). Also does not apply to a contract awarded:](#)
 - a. [by a devolved Welsh authority, unless it is awarded under a reserved procurement arrangement](#)
 - b. [under a devolved Welsh procurement arrangement, or](#)
 - c. [in accordance with a framework](#)
5. Design the procurement process with reasonable timescales which are the same for every supplier.

6. Publish a below-threshold tender notice on the central digital platform before advertising anywhere else. [Does not apply to contracts with an estimated value of less than £12,000 \(central government\), or £30,000 \(others\).](#)
7. Assess tenders.
8. Publish a contract details notice on the central digital platform as soon as reasonably practicable after entering into the contract.
9. Ensure successful supplier is set up on 30 days (or less) payment terms.
10. Understand the contract modification rules and debrief the contract manager as required.
11. Ensure total contract value remains under the threshold for the lifetime of the contract (including where any modifications are made) otherwise it will become a 'convertible contract'.
[A regulated below threshold contract that, following modification, exceeds the relevant threshold set out in schedule 1 of the act and is now a public contract.](#)

