

CENTRAL PROCUREMENT DIRECTORATE

PROCUREMENT GUIDANCE NOTE 03/09

PROCEDURES AND PRINCIPLES FOR APPLICATION OF THRESHOLD LIMITS AS PART OF THE GATEWAY REVIEW PROCESS

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INVESTOR IN PEOPLE



Procurement Guidance Notes

Northern Ireland Public Procurement Policy was approved by the Executive in 2002. In approving the policy the Executive took the decision that legislation was not necessary to ensure that Departments, their Agencies, non-Departmental Public Bodies and Public Corporations complied with the policy. Instead it considered that compliance could be achieved by means of administrative action.

These Procurement Guidance Notes are the administrative means by which the Northern Ireland Public Sector is advised of procurement policy and best practice developments. They are developed by Central Procurement Directorate (CPD), in consultation with the Centres of Procurement Expertise (CoPEs), and are subject to the approval of the Procurement Board.

Once endorsed by the Procurement Board, they are issued to Departments for implementation and copied to CoPEs. CPD is responsible for disseminating advice and guidance to the NI public sector on public procurement policies and for monitoring implementation. Procurement Guidance Notes are also published on CPD's website.

The following Procurement Guidance Note is for use by those bodies covered by Northern Ireland Public Procurement Policy.

GUIDANCE NOTE 03/09 - THRESHOLD LIMITS TO BE APPLIED AS PART OF THE GATEWAY REVIEW PROCESS

Purpose:

This Guidance Note should be read in conjunction with Guidance Note 01/09. It sets out the deminimis limits for completion of Risk Potential Assessments (RPAs) in cases where the Accounting Officer does not make a specific ruling. It also sets the value limit for capital expenditure above which the Gateway Review Process is mandatory.

Background

1. All programmes and projects are required to complete an RPA which enables predetermined areas of risk to be assessed. This categorises programmes and projects into areas of low, medium or high risk and determines whether they should be subject to a Gateway Review or to an internal peer review conducted in line with Gateway principles.

Determination of Thresholds

2. Departments and organisations may decide on a deminimis cut off point below which an RPA may not be required. These limits should be approved by the Accounting Officer in conjunction with the Central Procurement Directorate or relevant Centre of Procurement Expertise. However, for those cases where Accounting Officers do not make a specific ruling the deminimis limit to be applied will be £500k.

3. Gateway Reviews shall be mandatory for:

- infrastructure programmes and projects with a capital value of £20m or more;
- other programmes and projects with whole life total central government costs of £20m.

In these cases the RPA will be used to assess whether the level of risk is 'medium' or 'high'.

Action

4. Departments are asked to ensure that this letter is drawn to the attention of:

- All those responsible for or have a role in programmes and projects; and
- Those bodies for which Departments are responsible, including agencies, NDPBs and GoCos.

5. Any queries in relation to this Guidance should be referred to the Centre of Expertise for Programme/Project Management at coe.cpd@dfpni.gov.uk.