



Fylde Council

A Guide on How to do Business with Fylde Council

Updated for the Procurement Act 2023

August 2026

This guide is for suppliers, contractors, and organisations interested in bidding for Fylde Council opportunities. It summaries how the Council buys goods, services and works, and signposts to the current procurement regime and official guidance.

Contents

1. Introduction
 - Key procurement changes under the Procurement Act 2023 - at a glance
2. About us
3. Rules and regulations we must comply with
4. How to find out about opportunities
5. What do we buy?
6. What are we looking for?
7. Quotations and tenders
8. How we decide
9. Enhancing chances and opportunities
10. Useful procurement links
11. Comments on this guide

1. Introduction

The aim of this guide is to help suppliers understand how Fylde Council purchases goods, works, and services. There is competition for Council contracts, and this guide cannot assure individual organisations of success, but it should help you understand where opportunities are advertised, how bids are assessed and where to find the current procurement rules and guidance.

This version has been updated to reflect the Procurement Act 2023, which changed the public procurement regime from 24 February 2025. The Act is intended to make procurement more flexible, transparent, and accessible, particularly for small businesses, start-ups, social enterprises and voluntary, community and social enterprise organisations.

Key procurement changes under the Procurement Act 2023 - at a glance

The Procurement Act 2023 introduced a new public procurement regime. The summary below highlights the main changes suppliers are most likely to notice when bidding for, or working under, Fylde Council contracts.

Key change	What this means for suppliers
New regime from 24 February 2025	The rules that shape how public bodies buy goods, services and works changed from 24 February 2025.
More flexible procurement routes	The Act simplifies bidding processes and includes a competitive, flexible procedure, allowing processes to be designed around the requirement.
Find a Tender and centralised supplier information	Find a Tender is the central digital platform. Suppliers can register, store core business details for multiple bids, update information, and set up opportunity alerts.
Broader access for SMEs and VCSEs	The new regime is intended to reduce bureaucratic barriers and make it easier for smaller businesses, start-ups and voluntary, community and social enterprise organisations to compete.
Stronger prompt payment focus	The Act strengthens prompt payment provisions, including wider 30-day payment terms through the supply chain.
More consistent feedback	Public bodies must provide bid assessments for final tenders, giving suppliers more consistent feedback on procurement outcomes.
Greater transparency and oversight	The regime introduces wider transparency requirements and oversight through the Procurement Review Unit.
Additional 2026 transparency requirements	Further requirements include payments,

	compliance notices, publication of information about payments under public contracts, assessment of contract performance, and below-threshold supplier identifiers.
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Further information is available from the GOV.UK supplier guide and the GOV.UK summary of new legislative requirements under the Procurement Act 2023.

[Procurement Act 2023: short guide for suppliers](#) | [New legislative requirements under the Procurement Act 2023](#)

2. About us

Fylde Council aims to buy the right goods, works and services at the right time, from the right suppliers and on the right terms. Procurement should support value for money, public benefit, transparency, integrity, sustainability, and fair access to opportunities. The latest published [Procurement Strategy](#) should be read alongside this guide.

- We encourage a wide range of businesses, especially new, local, and small businesses, to consider bidding for Council contracts where relevant.
- Suppliers are expected to act ethically, responsibly, and transparently and to comply with relevant environmental, social, and supply chain requirements.
- Where appropriate, procurement activity should support wider outcomes such as social value, supplier diversity, innovation, resilience, and reducing barriers for SMEs and VCSEs.

3. Rules and regulations we must comply with

Fylde Council has internal Contract Procedure Rules which regulate procurement and determine the process that must be followed according to contract value, risk, and route to market. The Council must also comply with the Procurement Act 2023 and the Procurement Regulations 2024 where the procurement is within scope.

The table below summaries the Council value bands and how they interact with the Procurement Act 2023. Values should be treated as estimated total contract values, including VAT, where applicable. Aggregation rules apply, and requirements must not be split artificially to avoid thresholds or internal approval requirements.

Type of contract	Definition / value	Typical procedure
Small contract	Estimated value below £25,000.	Use a proportionate informal approach. The buying officer must be satisfied that the arrangements secure best value for the Council and protect against fraud and collusion. Keep a clear audit trail.
Mid-range contract	Estimated value of £25,000 or	Invite at least three quotations

	more, but below £100,000.	using an approved procurement portal where appropriate. Consider whether open tendering, a framework or another permitted route is more suitable.
Large contract	Estimated value of £100,000 or more but below the relevant Procurement Act 2023 threshold.	Open advertisement on The Chest and, where required, publication on national platforms. Use formal tender documents, clear specifications, and objective award criteria.
Covered procurement	A procurement at or above the relevant Procurement Act 2023 threshold and not otherwise exempt.	Use a procedure permitted under the Procurement Act 2023, such as the open procedure, competitive flexible procedure, a compliant framework/dynamic market route, or direct award where a specific justification applies. Procurement and Legal should be involved early.

Current procurement thresholds

For Fylde Council, the most commonly used thresholds are the sub-central authority thresholds. The current thresholds below apply from 1 January 2026 to 31 December 2027 and include VAT.

Goods and services for sub-central government authorities	£207,720
Works contracts	£5,193,000
Concession contracts	£5,193,000
Light touch contracts, other than utilities or concessions	£663,540
Light touch concession contracts	£5,372,609

For the full list of threshold amounts, see [GOV.UK Guidance: Thresholds](#) and [PPN 023: 2026 Threshold Amounts](#).

4. How to find out about opportunities

The Chest

Fylde Council uses the regional e-procurement portal for The Chest. The Chest brings together buyers and suppliers across the Northwest and provides a route for tenders and quotations to be advertised, invited, completed, and submitted electronically. Supplier registration and use of The Chest is free of charge.

[View Fylde Council and other procurement opportunities on The Chest](#)

Find a Tender

Find a Tender is the central digital platform for public procurement notices and opportunities. Suppliers can register, store core business details for multiple bids, manage their information, and set up alerts for tenders of interest.

[Search opportunities on Find a Tender](#)

Contracts Finder

Contracts Finder remains a national platform for public sector contract opportunities and awards. It is also a useful place to search for lower value opportunities and awarded contracts.

[Search Contracts Finder](#)

Contracts Register

Fylde Council publishes details of current contracts through its Contracts Register. The register provides details of current contracts as specified by the Transparency Code 2015, including contract values, start and end dates, supplier details, descriptions of the goods and services, and the responsible department.

[View the Fylde Council Contracts Register](#)

5. What do we buy?

The Council buys a wide variety of goods, works, and services for use by all departments. Examples include:

- Building and construction services
- Engineering services
- Environmental health services
- Estate and facilities management
- Energy
- Information technology
- Office stationery, equipment, and furniture
- Fleet management
- Waste management
- Parks management

6. What are we looking for?

Fylde Council seeks suppliers who can demonstrate value for money, quality, reliability, transparency, and appropriate social, economic, and environmental outcomes. Relevant requirements will be explained in the tender or quotation documents.

- Value for money and whole-life cost, not simply the lowest price.
- Quality and fitness for purpose against the specification.
- Social value where relevant and proportionate.
- Environmental responsibility and sustainable delivery.
- Ethical standards, supply chain responsibility, and transparency.
- Appropriate insurance, health and safety arrangements and financial standing.

7. Quotations and tenders

The procurement route will depend on the estimated value, risk, market, and whether the requirement is below or above the relevant Procurement Act 2023 threshold. Each opportunity will contain instructions explaining how to respond, the deadline, required documents, and evaluation methodology.

Method statements and assessment criteria

Offers are evaluated against predetermined criteria. These will be stated in the tender or quotation documents, so suppliers can understand what the Council is looking for and structure their response accordingly.

Operational considerations	Management information; mobilisation; resources; contract management; delivery lead times; environmental issues; training; exit arrangements.
Goods, works, or services offered	Fit with the specification; quality; support arrangements; standards and compliance; innovation where relevant.
Cost and commercial terms	Price; whole-life cost; payment terms; support costs; warranties; price variation mechanisms.
Supplier status and capability	Financial viability, experience, references, quality assurance, technical ability, health and safety, insurance levels.

8. How we decide

The decision-making process is intended to be fair, open, transparent, and non-discriminatory. Bids must be evaluated strictly and objectively against the published evaluation model.

Evaluation process

Scoring is normally undertaken by an evaluation panel using the published method. Where consensus scoring is used, the panel should maintain an evidence-based audit trail explaining how the final score was reached.

Most advantageous tender

Under the Procurement Act 2023, above-threshold competitive awards are based on the most advantageous tender. This allows the Council to assess how bids satisfy the award criteria, including quality, price, value for money, and other relevant criteria linked to the contract.

Clarification, interviews, and presentations

Clarification, interviews, or presentations may be used where appropriate and were permitted by the procurement of documents. Suppliers should respond fully to the written requirements and must not assume that missing information can be provided later.

9. Enhancing chances and opportunities

- **Be on time:** Make sure you know the deadline and allow enough time to upload your response.
- **Read the specification and method statements:** Address every part of the requirements and evaluation criteria.
- **Provide information in the requested format:** Do not assume that previous experience with the Council will replace the need to answer the current questions.
- **Complete and sign documents where required:** Incomplete documents can affect evaluation and may result in exclusion where the procurement documents allow.
- **Ask tender-specific questions through the portal:** This helps keep the process fair and ensures responses are shared appropriately with all bidders.

10. Useful procurement links

Fylde Council Procurement Strategy	Fylde Council Procurement Strategy
Fylde Council Contracts Register	Fylde Council Contracts Register
Procurement Act 2023 - legislation	Procurement Act 2023 - legislation
Procurement Act 2023 guidance documents	Procurement Act 2023 guidance documents
Procurement Act 2023 - short guide for suppliers	Procurement Act 2023 - short guide for suppliers
GOV.UK guidance: thresholds	GOV.UK guidance: thresholds
PPN 023: 2026 Threshold Amounts	PPN 023: 2026 Threshold Amounts
Find a Tender	Find a Tender
Contracts Finder	Contracts Finder
The Chest - Northwest procurement portal	The Chest - North West procurement portal
New legislative requirements under the Procurement Act 2023	New legislative requirements under the Procurement Act 2023

11. Comments on this guide

We are committed to quality and are always looking for ways to improve our procurement information for suppliers. If you have comments on this guide or on your procurement experience with the Council, please contact:

Procurement, Town Hall, St Annes Road West, St Annes, FY8 1LW

Email: fylde.procurement@fylde.gov.uk

Tender-specific clarification questions must be raised through the procurement portal for the relevant opportunity, not by direct email, unless the procurement documents say otherwise.



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Any enquiries regarding this document/publication should be sent to us at the Town Hall, St Annes Road West, St Annes FY8 1LW, or to listening@fylde.gov.uk.