

**Subject:**

**DEL FINANCE BULLETIN NO 7 – PROCUREMENT  
GUIDANCE NOTE 04/12 PROCUREMENT CONTROL  
LIMITS AND BASIS FOR CONTRACT AWARDS**

**Circular Number:**

FE 01/2014

**Date of Issue:**7<sup>th</sup> February 2014**Target Audience:**

- Chairs of Governing Bodies
- Chairs of Audit Committees
- Northern Ireland Audit Office
- Directors of Further Education Colleges
- FE College Heads of Finance

**Summary of Contents:**

The attached Finance Bulletin No 7 details the Department's procurement limits and basis for contract awards

**Enquiries:**

Any enquiries about the contents of this circular should be addressed to:

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**Status of Contents:**

For information and action  
by FE Colleges

**Related Documents:**

FE Financial Memorandum

FE Circular 10/2012

**Effective Date:**1<sup>st</sup> January 2014**Website:**<http://www.delni.gov.uk>**Tel:** 02890 257695**Fax:** 02890 257528**E-Mail:**[maria.mcaleer@delni.gov.uk](mailto:maria.mcaleer@delni.gov.uk)

**DEL FINANCE BULLETIN NO 7 – PROCUREMENT GUIDANCE NOTE 4/12  
PROCUREMENT CONTROL LIMITS AND BASIS FOR CONTRACT AWARDS**

1. The attached Finance Bulletin No 7 has been issued by the Department to provide guidance on procurement control limits and the basis for contract awards.
2. As detailed in circular [FE 10/2012](#) colleges should comply with the requirements of [Procurement Guidance Note \(PGN\) 04/12](#). Colleges should also comply with any further requirements included in the attached Finance Bulletin 7.
3. Finance Bulletin 7 clarifies that all procurement threshold bands are net of VAT irrespective of whether VAT can be reclaimed or not.
4. All consultancies must be approved in line with [FE 10/2012](#) and [FE03/2013](#). Finance Bulletin 7 however details procurement procedures in relation to consultancy spend.