



# WOODBIDGE TRUST

## Procurement & Tendering Policy

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*This policy is to be read in conjunction with:*

- Financial Procedures Manual
- Financial Scheme of Delegation
- Scheme of Delegation
- Anti-Fraud and Corruption
- Whistleblowing Policy

### **1. Key Principles**

When considering the procurement of, and tendering for goods and services, consideration should be given to **probity, accountability** and **value for money**. The Trust values of transparency and fairness will inform our financial practices.

This document applies to any contract for services, supplies or works which result in payment being made by the Trust or any of its Academies.

## **2. Purpose**

Woodbridge Trust is obliged to comply with the Academies Financial Handbook, Funding Agreements with the Department for Education (DFE), all DFE guidance including the Academies Procurement Resources and the Public Contracts Regulations. This policy has been produced to ensure that public funds are managed in a proper and effective manner as set out in the ESFA's Academies Financial Handbook. When considering the procurement of, and tendering for goods and services, consideration should be given to **probity, accountability** and **value for money**.

## **3. Key Requirements**

- All Purchases over £5,000 to be reported to the Finance Committee on a termly basis
- All purchases with a value greater than £10,000 must be put out to formal tender. Work specifications to be agreed by the Academy Headteacher.
- All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening,
- For purchases up to £20,000, provided the expenditure is included in the approved budget, the decision as to which tender to accept will be taken by the Executive Leadership Team, in consultation with the Academy Headteacher
- For purchases exceeding £20,000, provided the expenditure has been budgeted for, a decision will be recommended by Academy Headteacher. The decision will need to be ratified by the Finance & Resources Committee.
- Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken by the Trust Finance Committee, in line with their terms of reference and then ratified by the full Trust Board; and
- The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the full Trust Board
- For any major building works of a value greater than £50,000 the services of an architect would be engaged to deal with the handling of specifications and suitability to tender.

- Wherever possible and practicable the schools within the Trust will collaborate so that resources or services can be tendered across the Trust, so greater value for money can be achieved.

#### **4. Tendering Rules**

The minimum required number of tenders or quotations from appropriate contractors for a given estimated value of contract are;

- Up to £2,000 a minimum of one oral or on-line quotation
- Above £2,000 and up to £10,000 three written quotations
- Above £10,000 and up to £50,000, three formal quotations to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria;
- Above £50,000 and up to EU thresholds four tenders;
- Over EU thresholds five tenders, ensuring compliance with EU Procurement Threshold

Wherever possible and if suitable, existing framework agreements (particularly Upper Threshold contracts) should be used, in preference to a new procurement exercise.

For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.

As a minimum requirement, before you purchase you must set out clearly what you want to buy. This means knowing in advance what you want the goods, works or services to do, together with the quantity, maximum cost and delivery/ completion requirements.

#### **5. Frameworks**

A purchasing framework is an “umbrella agreement” that sets out the terms (particularly relating to price and quantity) under which individual purchases can be made throughout the period of the agreement. This allows buyers to review and place orders for services without running lengthy full tendering exercises. The following framework providers are EU-compliant purchasing frameworks and are open to all schools to use;

- Crown Commercial Service (CCS) has frameworks open to the public sector
- Central Buying Consortium (CBC) is a buying group of local authorities based in southern England
- The Crescent Purchasing Consortium (CPC) has buying arrangements for the further education, academies, free schools and schools sectors
- YPO is a public sector procurement organisation

You may have to register with some of these organisations but this is a simple process.

When using a Framework it is important that;

- The Trust can call off from the arrangement
- The specification and the contract terms are suitable for your particular needs (terms and conditions from frameworks are generally set in advance and cannot be changed beyond the mechanism set out in the framework)
- You must follow the frameworks guidance, particularly on how orders should be placed

## **6. Acceptance of Tender**

The following points will be considered when deciding which tender to accept:

- The overall price and the individual items or services which make up that price.
- Whether there are any 'hidden' costs; that is additional costs which the school/Trust will have to incur to obtain a satisfactory product.
- Whether there is scope for negotiation, whilst being fair to all tenderers.
- The qualifications and experience of the supplier, including membership of professional associations.
- Compliance with the technical requirements laid down by the school.
- Whether it is possible to obtain certificates of quantity
- The supplier's own quality control procedure; pre sales demonstrations, after sales service and, for building works, a minimum six month defects period and insurance guarantees.
- The financial status of the supplier.
- References from other establishments.
- Understanding & compliance with Health & Safety, CDM regulations and Child Protection issues related to working on a school site
- For OJEU contracts, a mandatory Alcatel period (ten calendar days) will apply.
- In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documentation of the lowest tender before making a recommendation to the school/Trust.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

The Academy's Funding Agreement should be considered when applying this policy

## **7. Trust Wide Tendering**

An ongoing programme of reviewing services across schools in the Trust is to be established in order to improve efficiencies and value for money

- Where appropriate, for both new and established SLAs, suppliers will be asked to tender in respect of contracts for both schools
- Where goods or services can be obtained of acceptable quality and competitive price on a Trust-wide basis, the decision to award the tender will reside at Trust level, but Local Management will be kept informed at all times
- In the case of Trust-wide contracts, the Trust's Chief Financial Officer will lead the process. The Executive Headteacher will have oversight of the process and make any recommendations to the Trust Board

## **8. Approved Suppliers**

In addition to the above tendering requirements the trust has also compiled a list of Supplier which it has deemed to offer best value to the Trust as a whole from a financial and quality point of view. At least annually the list will be reviewed and amended as appropriate to reflect the changing needs of the Trust and the continuing developments of Supplier relations. A full list of the approved suppliers can be found in Appendix A

## **9. Related Party Transactions**

All staff, Committee Members, Trustees and Directors must declare pecuniary interests annually and in any meetings where any issues are discussed that might involve the related organisation.

## **10. Tendering Preparation**

The Academies / Trust need to be aware that the EU introduced a requirement for public bodies to follow a prescribed tendering procedure, which operates to a minimum timescale, as well as requiring adverts to be placed in the Official Journal of the European Union if goods and services are to exceed the minimum threshold over the lifetime of the contract in question.

The minimum thresholds effective from the 1 January 2018 are;

Goods	£181,302
Works	£4,551,413
Services	£181,302

Upper Threshold procurement should not be undertaken by individual Academies and must be referred to the Trust.

Prior to undertaking any Upper Threshold transaction, you must produce a business case for the spend. The Chief Finance Officer will review the business case and will notify the Academy on the decision to procure and the most appropriate way to make the purchase

This document does not set out the detailed process in the Regulations which **must be followed whenever the total value of the contract exceeds the Upper threshold**

## **11. Audit Trail**

The Trusts Accounting Officer must complete a DFE value for money statement each year. A clear audit trail must be kept for all purchases. The level of detail required will increase with the value of procurement. The written record must include;

- Who will be responsible for making the decision to procure and details of their decision making process
- Full minutes of meetings in which procurement was discussed
- Who was responsible for evaluation of tender and details of the evaluation if applicable
- Who was responsible for checking and receiving the goods or services and for authorising and making payment
- Details of the purchase itself, for example, what was purchased, from whom and for what price
- Details to be available for Trust audit purposes

In each case, the written record must include copies of all original documentation used during the procurement such as tender packs, quotes, contracts and invoices.

## **12. Further Information**

You must always check with the Chief Finance Officer if you are unsure about how this document may apply.

This document will be reviewed annually by the Trust. Any changes will be communicated to all Academy Leadership and individual Academy SLT members.

## **Appendix: A**

Type of Supply	Supplier
Alarm Maintenance	Automatic Alarms
Architects	Bradshaw Gass and Hope
Cleaning Products	System Hygiene
Clinical Waste	Cannon / Citron Hygiene
Confidential Waste	Shred It
Electrical Works	NDR
External Auditors	Hallidays
Financial Information System	PS Financials
GPDR - DPO	Bolton Council
Health & Safety	Bolton Council
Hoists	Prism Medical
Human Resources	Bolton Council
Hygiene / Cleaning Supplies	Ideal 365
Hygiene / Cleaning Supplies	Boss Direct
Hygiene Supplies	Gompels
LOLER Audits / Hoist / Bed maintenance	Arjo
NLP	Pulse (NW) Ltd
Outside Catering	Percivals
Paper	XL Office Supplies
Payroll	Bolton Council
Photocopiers	Arena
Pool Maintenance	Pool Tech
Reprographics	Motto Design
Sanitary / Nappy Bins	Rentokil
Sanitary / Nappy Bins	PHS
School Information Management System	Capita SIMS
Sickness Insurance	Bolton Council
Solicitors	Browne Jacobsons
Supply Staff	Randstad Education
Supply Staff	Teaching Personnel
Supply Staff	Tradewinds
Supply staff	Hays
Water Coolers	Waterlogic