



THE CONSORTIUM  
ACADEMY TRUST

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Shaping Positive Futures

# Procurement Policy

The Consortium Academy Trust (TCAT)

An Exempt Charity Limited by Guarantee

Company Number 07665828

Status:	Live
Policy Owner (position)	Director of Finance
Statutory / Recommended	Recommended
Date Adopted	14 May 2018
Review Period	24 months
Last Review Date	October 2020, May 2021, March 2023
Revision	3
Next Review Date	Under Review
Advisory Committee	Finance, People & Resources
Linked Documents and Policies	Financial Levels of Authority
	Financial Regulations

*\*NB – This document can only be considered valid when viewed on The Consortium Academy Trust website. If the copy is printed or downloaded and saved elsewhere the Policy date should be cross referenced to ensure the current document is the latest version. The linked policies can be found at [www.consortiumtrust.co.uk](http://www.consortiumtrust.co.uk)*

This Policy shall be reviewed in accordance with the above review date or earlier should there be a legal requirement, business requirement or any collective agreement that necessitates a change.

## **1.0 Introduction**

- 1.1 The Consortium Academy Trust (The Trust) must achieve the best value for money from all services or goods it procures. Purchases should follow the general principles of probity, accountability, fairness and value for money.

## **2.0 Purpose**

- 2.1 The purpose of the Procurement Policy is to ensure that the Trust manages public funds in a proper and effective manner as set out in the ESFA's Academies Financial Handbook.

## **3.0 Thresholds for authorisation**

- 3.1 The thresholds for authorisation are set out in the Financial Levels of Authority document and are also summarised here:

<b>Value</b>	<b>Delegated Authority</b>	<b>Comment</b>
up to £5,000	Budget holder	If within approved budget level: ◦ At least 1 written quotation is required
up to £10,000	Operations Manager /Director of Information and Digital Transformation /Head of Estates	◦ At least 3 written quotations are required  ◦ Only one quote required for building services up to £10k
up to £20,000	Headteacher / Head of Estates/ SLT Directors	
up to £35,000	Headteacher & Director of Finance (Central Service budget only Director of Finance)	
up to £170,000	CEO	
above £170,000	Trust Board	Subject to the Trust's Procurement Policy

## **4.0 Routine Purchasing – for expenditure not subject to the Trust's tendering process**

- 4.1 A quotation(s) must always be obtained before any order is placed, however for expenditure under £500, a written quote is not required,. All requisitions from budget holders must be made using the agreed purchasing system of the Trust, in line with the Trust Financial Levels of Authority and the Trust Finance Regulations.
- 4.2 Quotes must be submitted to the Central Finance Department for approval. The Central Finance Department will then place the order directly with the supplier.
- 4.3 Quotes will be retained for audit purposes by the Trust Central Finance Department.

- 4.4 The Trust may choose to follow the tendering process for expenditure below £170,000. In such cases, the tendering process is available as a guide and may be simplified to suit the needs of the purchase.

## **5.0 Tendering process**

- 5.1 All purchases and contracts with a value of greater than £170,000 must be put out to formal tender. The following procedures must be followed in such circumstances:
- 5.2 A specification will be prepared with the support of the Procurement Officer, authorised by the SLT Directors and sent out to at least 3 suppliers. It is anticipated that, for any major building works or high value services, the services of professional agents will be engaged to deal with the handling of specifications and suitability to tender.
- 5.3 Where appropriate, the suppliers invited to tender should be drawn from an approved list or from those agreed with the architect, or other appropriate qualified independent professional. Otherwise, invitations to submit tenders will be advertised in local newspapers, and trade journals if appropriate or utilise the DfE approved framework agreements and Local Authority framework agreements. The invitations to tender will include:
- an introduction to the project
  - the scope and objectives of the project
  - any technical requirements
  - implementation details for the project the terms and conditions of the tender
  - the form and date of response to the Trust, or in the case of building works, to the architect or quantity surveyor.
- 5.4 All replies, if to the academy, should be addressed to the-Director of Finance in a plain sealed envelope marked 'Tender' to reach the academy by a specified date. All replies must be kept sealed until that date.
- 5.5 All tenders will be opened at the same time, with two members of the Senior Leadership Group present (to include the Director of Finance), and details of the contractor, quotation and any other details recorded at the time of opening.
- 5.6 No contractor will be allowed to amend the tender after the time fixed for receipt.
- 5.7 The Procurement Officer will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.
- 5.8 The decision as to which tender to accept will be recommended by the Finance, People & Resources Committee, following a rationale presented by the Director of Finance and ratified by the Trust Board.
- 5.9 The reasons for accepting a particular tender must be documented.

## **6.0 Evaluation of Tender**

- 6.1 The evaluation process should involve at least three people with no conflicts of interest in the tender.

- 6.2 Full records must be kept of each tender evaluation and a report should be prepared by the Director of Finance (or other named individual) for the Finance, People & Resources Committee and Trust Board highlighting any issues and recommending a decision.
- 6.3 The following points will be considered when deciding which tender to accept:
  - 6.3.1 The overall price and the individual items or services which make up that price;
  - 6.3.2 Whether there are any 'hidden' costs; that is additional costs which the Trust will have to incur to obtain a satisfactory product/service;
  - 6.3.3 Whether there is scope for negotiation, while being fair to all tenderers;
  - 6.3.4 The qualifications and experience of the supplier, including membership of professional associations;
  - 6.3.5 Compliance with the technical requirements laid down by the Trust;
  - 6.3.6 The supplier's own quality control procedure: pre sales demonstrations, after sales service and, for building works, a six month defects period and insurance guarantees;
  - 6.3.7 The financial status of the supplier;
  - 6.3.8 References from other establishments;
  - 6.3.9 Understanding of and compliance with Health & Safety, CDM regulations and Child Protection issues relating to working on an educational site.
- 6.4 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 documents before making a recommendation to the Trust.
- 6.5 Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

## **7.0 Framework Agreements**

- 7.1 Where appropriate, the Trust may enter into framework agreements approved by the DfE including those provided by the Local Authorities.
- 7.2 The Trust will ensure that the agreement is made in line with UK procurement rules.
- 7.3 In all cases, the selection will be made based on value for money criteria.