



THE CONSORTIUM
ACADEMY TRUST

Procurement Policy

The Consortium Academy Trust (TCAT)
An Exempt Charity Limited by Guarantee
Company Number 07665828

Status:	Live
Policy Owner (position)	Director of Business
Statutory / Recommended	Recommended
Date Adopted	14 May 2018
Review Period	24 months
Last Review Date	October 2020
Revision	1
Next Review Date	October 2022
Advisory Committee	Finance & Resources
Linked Documents and Policies	Financial Levels of Authority
	Financial Regulations

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 must be in the correct quantity and quality and completed within the appropriate timeframe offering the best value possible. 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:

Value	Delegated Authority	Comment
Up to £5,000	Budget holder	If within approved budget level: - At least 1 written quotation is required
Up to £20,000	Head of School / Headteacher / Executive Headteacher	If within budget level: At least 3 written quotations are required
Up to £50,000	Director of Finance	
Up to £70,000	Director of Finance/CEO/Director of Business (approval by 2)	
Up to £175,000	ELG (Including Director of Finance/Director of Business and CEO)	
Above £175,000	Trust Board	Subject to the Trust's tendering Policy

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

- 4.1 A quote (or quotes) must always be obtained before any order is placed. 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. For expenditure under £500, an official quote is not required, however it is expected that confirmation of the cost has been obtained prior to an order being placed.

- 4.2 Quote(s) 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 maintained for audit purposes by the Trust Central Finance Department.
- 4.4 The Trust may choose to follow the tendering process for expenditure below £175,000. In such cases, the tendering process is available as a guide, however, it is acceptable for not all steps to be followed as the tendering process is not mandatory for expenditure below £175,000.
- 5.0 **Tendering process**
- 5.1 All purchases and contracts with a value of greater than £175,000 must be put out to formal tender. The following procedures must be followed in such circumstances:
- 5.2 A specification will be prepared, authorised by the Executive Leadership Group and sent out to at least 3 suppliers. It is anticipated that, for any major building works, 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 independent professional. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. 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 or Director of Business 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 Finance team or Executive Leadership Group present, 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 Director of Finance or Director of Business 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 & Resources Committee, following a rationale presented by the Director of Finance or Director of Business, and ratified by the Trust Board.
- 5.9 The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender.
- 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 & Resources Committee and Trust Board highlighting the 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 Whether it is possible to obtain certificates of quantity;
- 6.3.7 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;
- 6.3.8 The financial status of the supplier;
- 6.3.9 References from other establishments;

- 6.3.10 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 EU procurement rules.

- 7.3 In all cases, the selection will be made based on value for money criteria.