

Name of Policy: Purchasing Policy	Version/Last Review Date: V1 : May 2021
Statutory documents linked to policy: Academies Financial Handbook https://www.gov.uk/guidance/academies-financial-handbook	Previous review date:
Other Policies linked to this policy: Expenses Policy Equality and Community Cohesion Policy Fraud Policy Gifts & Donations Policy Financial Handbook Procedures Reserves Policy	Next Review Date: October 2021
Governor Committee Responsible	Finance, People & Property Committee

WNA Vision: All children will achieve their full potential, with holistic support, whilst enjoying and driving their own learning, gaining self-respect, self-esteem and self-belief. Our classroom extends to rich, exciting environments within the forest, the beach, the city and the community as a whole.

1. Introduction

The purpose of this policy is to document how the School complies with the 'Procurement basics' of the Academies Financial Handbook whereby the School must ensure:

- Spending has been for the purpose intended and there is probity in the use of public funds;
- Spending decisions represent value for money;
- Internal delegation levels exist and are applied;
- A competitive tendering policy is in place and applied; and
- Professional advice is obtained where appropriate.

2. Value for Money

WNA seeks to achieve the best value for money when making purchasing decisions.

WNA strives to achieve the best possible outcome 'through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration' (*Academies Financial Handbook*) without discrimination and ensuring equality for all.

3. Internal delegation levels

Value of purchase requisition	Delegated authority	Requirements
Up to £500	SBM	Purchases / contracts up to the value of £500 require approval from the SBM
£500 -£3,000	Head-teacher	Purchases / contracts up to the value of £3,000 require approval from the Head-teacher
£3,000 - £15,000	Finance, People and Premises Committee	Three quotations must be obtained to ensure 'value for money' is achieved. Evidence of these quotations must be retained
Orders over £15,000	Full Governing Body	Formal tendering process applies as per Purchasing policy

4. Forms of tender

The three forms of tender the School may use are described as follows:

▪ Open tender

This is where all potential suppliers are invited to tender. The School Business Manager ('SBM') and/or Head-teacher decides how best to advertise for suppliers e.g. general press, trade journals or to identify all potential suppliers and contact directly, if practical. This is the preferred method of tendering, as it is the most conducive to competition and the probity of public funds.

▪ Restricted tender

This is where suppliers are specifically invited to tender. Restricted tenders are appropriate where:

- there is a need to maintain a balance between the contract value and administrative costs;
- a large number of suppliers would come forward or because the nature of the goods is such that only specific suppliers can be expected to supply the school's requirements; and
- the costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

- **Negotiated tender**

The terms of the contract may be negotiated with one or more chosen suppliers. This is appropriate in specific circumstances:

- the above methods have resulted in either none or unacceptable tenders;
- only one or very few suppliers are available;
- extreme urgency exists; and
- additional deliveries by the existing supplier are justified.

4. Tendering procedures

Full consideration should be given to:

- objective of the project;
- overall requirements;
- technical skills required;
- after sales service requirements; and
- form of contract.

It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision.

5.1 Invitation to Tender

An invitation to tender should include the following:

- introduction / background to the project;
- scope and objectives of the project;
- technical requirements;
- implementation of the project;
- terms and conditions of tender;
- date and time by which the tender documents should be submitted; and
- form of response.

5.2 Financial factors to consider when assessing tenders

- 'like for like' comparisons should be made and if a lower price means a reduced service or lower quality, this must be borne in mind when reaching a decision;
- care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs; and
- consideration as to whether there is any scope for negotiation.

5.3 Technical / Suitability

- qualifications of the contractor;
- relevant experience of the contractor;
- descriptions of technical and service facilities;
- certificates of quality / adherence with standards;
- quality control procedures; and
- details of previous sales and references from past customers.

5.4 Other Considerations

- pre sales demonstrations;
- aftersales service; and
- financial status of supplier - suppliers in financial difficulty may have problems completing contracts and providing after sales service. It may be appropriate to have an accountant or similarly qualified person to examine audited accounts etc.

5.5 Tender Acceptance Procedures

- tender documents should be stored in a secure place prior to tender opening procedures; and
- tenders received after the submission deadline should not normally be accepted.

5.6 Tender Opening Procedures

All tenders submitted should be opened at the same time and the tender details should be recorded. Two persons should be present for the opening of tenders as follows:

- for contracts up to £15,000 - the SBM and the Head-teacher;
- for contracts over £15,000 – the SBM, the Head-teacher and a member of the Finance, People and Property Committee

A separate record should be established to record the names of the firms submitting tenders and the amount tendered. This record must be signed by both people present at the tender opening.

5.7 Tender Assessment Procedures

- the evaluation process should involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest, then that person must withdraw from the tendering process;
- those involved in making a decision must take care not to accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence;
- full records should be kept of all criteria used for evaluation. For contracts over £15,000, a report should be prepared for The Finance, People and Property Committee and the Full Governing Body, highlighting the relevant issues and recommending a decision;
- for contracts between £3,000 and £15,000 a report should be prepared for The Finance, People and Property Committee;
- where required by the conditions attached to a specific grant from the ESFA, the department's approval must be obtained before the acceptance of a tender;
- the accepted tender should be the one that is economically most advantageous to the school, after taking into account all relevant factors. All parties should then be informed of the decision. For the accepted tender, references will be sought regarding their competence/ability to fulfil the contract according to the stated timeline.