



**GREENSHAW**  
LEARNING TRUST

# GLT Procurement Policy and Procedures

**ALWAYS  
LEARNING**

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## **PART A**

### **1.1. Application**

This GLT Procurement Policy applies to the Greenshaw Learning Trust as a whole and to all the schools in the Trust and the Trust Shared Service, in accordance with and pursuant to the Finance Policy of the Greenshaw Learning Trust.

The Greenshaw Learning Trust, including all the schools, their Trustees, governors and staff, must abide by this GLT Procurement Policy.

This Policy is subject to the Trust's Scheme of Delegation for Governance Functions. If there is any ambiguity or conflict then the Scheme of Delegation and any specific alteration or restriction to the Scheme approved by the Board of Trustees takes precedence.

In implementing this policy and associated policies and procedures the governing body, Headteacher and school staff, and Trust Shared Service staff, must take account of any advice or instruction given to them by the GLT Head of Procurement, the GLT CEO or Board of Trustees.

If there is any question or doubt about the interpretation or implementation of this Policy, the GLT CEO should be consulted.

### **1.2. Approval and review**

Maintenance of this Policy is the responsibility of the GLT Head of Procurement.

This Policy was approved by the Board of Trustees on: 23 July 2021.

This Policy is due for review by: July 2024.

### **1.3. Terminology**

The Trust means the Greenshaw Learning Trust (GLT).

- School means a school within the Greenshaw Learning Trust.
- Headteacher means the headteacher or principal of the school.
- CEO means the chief executive officer of the Greenshaw Learning Trust.
- Governors and Trustees includes governors, Trustees, non-governor members of Trust Committees and members of the Trust Panel.
- Governing body (GB) means the committee of the Board of Trustees to which Trustees have delegated appropriate powers and functions relating to the governance of the school.

References in this Policy to a school in the Trust should also be read as the Trust Shared Service for services, functions and staff of the Trust that are not contained within a school budget and/or are not the responsibility of a Headteacher and/or Governing Body. With respect to the Trust Shared Service, references in this Policy to the responsibilities of the Headteacher and Governing Body should be read as the GLT CEO and the Trust Shared Services Committee respectively.

#### **1.4. Responsibilities**

This Policy is the responsibility of the GLT Head of Procurement. It is the responsibility of the governing body and Headteacher of each school, and the Board of Trustees and GLT CEO for the Trust Shared Service, to ensure that their school/service and its staff adhere to this GLT Procurement Policy; in implementing this Policy the governing body, Headteacher and Trust staff must take account of any advice given to them by the GLT Head of Procurement, GLT CEO and/or Board of Trustees.

When procuring on behalf of Trust schools the GLT Head of Procurement is acting as an 'Agent' in creating binding terms and conditions for the School. Wherever a school undertakes any procurement independently then the Headteacher will be acting as an agent of the Trust and should ensure procurement is compliant with the Finance Policy & Schedule of Financial Delegation and this Procurement Policy and procedures and guides.

The GLT Head of Procurement is referred to throughout this document; however, procurement or purchasing may be undertaken by school staff only in accordance with the Finance Policy; Schedule of Financial Delegation and procurement thresholds referred to in this policy.

#### **1.5. Associated policies and procedures**

This Policy is a constituent part of the GLT Finance Policy.

The following Trust policies and procedures are directly related to and complement this GLT Procurement Policy:

- GLT Staff and Volunteer Code of Conduct.

## **PART B**

### **1. Context**

- 1.1. The Greenshaw Learning Trust is committed to ensure that any spend of Public money, regardless of value, is carried out in a transparent and non-discriminatory way and in compliance with the UK Public Contracts Regulations (PCR2015) and the Bribery Act 2010.
- 1.2. As a publicly funded organisation The Greenshaw Learning Trust acts as a 'Contracting Authority'.
- 1.3. There is a duty on all members of staff who may be involved in any stage of the procurement process to apply the key principles of best practice procurement to achieve appropriate governance, value for money and suitable quality of goods and services to meet business needs.
- 1.4. The GLT Finance Policy and School Schedules of Financial Delegation outline who has authority to select contractors and award contracts and/or raise orders. Failure to comply with either this GLT Procurement policy, the GLT Finance Policy or the relevant Schedule of Financial Delegation may result in withdrawal of authority and disciplinary action.
- 1.5. This policy sets out how the Greenshaw Learning Trust manages procurement to ensure compliance with relevant legislation. Detailed guidance on how to procure is covered in a range of procurement procedure guides (to be developed by Dec 2021) which must be followed by all members of staff. Failure to comply with this policy and/or follow the procurement procedure guides could result in disciplinary action.

### **2. Compliance with the Modern Slavery Act 2015**

- 2.1. The Greenshaw Learning Trust is required to comply with the requirements of the Modern Slavery Act 2015 and, in doing so, has prepared a statement which is published on the GLT website. All suppliers are required to fully comply with the Modern Slavery Act 2015 and will be required to confirm that they do so by accepting the Terms and Conditions. The Greenshaw Learning Trust reserves the right to exclude any bidder who has been convicted of an offence under section 1, 2 or 4 of the Act and reserves the right to terminate contracts where bidders are found to have breached the legislation after contract award.
- 2.2. Where the GLT Head of Procurement has identified that a procurement exercise is particularly high risk then they may require bidders to provide clarification of supply chains and ensure that suppliers demonstrate their methods of corporate social responsibility during the tendering and selection process, details of which may vary according to the project.

### **3. General Principles**

- 3.1. The GLT Head of Procurement will work with Headteachers by providing professional support in obtaining works, goods and/or services which are best suited to any application in a manner which is compliant with current legislation and best practice. Alternatively, where schools are making independent purchases the GLT Head of Procurement will provide procurement guides which members of staff must follow.

3.2. When purchasing and contracting for goods and services Headteachers must demonstrate compliance with procurement legislation and the proper and effective use of public funds at all times. Purchasing procedures ensure that the goods, services and works procured are for the correct quantity and quality, arrive on time and achieve best value. The following general principles must therefore be adhered to:

- 3.2.1. **Transparency and Non-Discrimination** - In all purchasing activity the responsible member of staff must ensure that all contractors, suppliers and service providers are treated equally and without discrimination and must act in a transparent and proportionate manner. Procurement procedures must not be undertaken in a manner which artificially narrows competition, favours or disadvantages any contractor, supplier or service provider. All procurement activities with a value in excess of £25,000 will be advertised on the Trust website or other appropriate forum.
- 3.2.2. **Probity** - It must be demonstrable that all parties are dealt with on a fair and equitable basis and that there is no private gain, favouritism or corruption involved in any dealings of the Trust.
- 3.2.3. **Accountability** -The Trust is publicly accountable for its expenditure and for the conduct of its affairs. To support this, appropriate records by the GLT Head of Procurement must be maintained on all procurement opportunities.
- 3.2.4. **Value for Money** - The achievement of value for money underpins the appropriate use of all public funds, therefore as well as striving to achieve the best price possible for all purchases, consideration should also be given by members of staff to other factors such as quality, suitability, availability, reliability of the supplier, terms available etc.

#### 4. What is Procurement?

4.1. Procurement is the process through which goods, services and works are acquired. The procurement process spans a life cycle from identification of need and resources, through selection of suppliers, purchasing, contract management and disposal. Purchasing is the transactional process of buying the goods/services and is just one part of Procurement.

#### 5. Chartered Institute of Procurement and Supply Code of Conduct

5.1. The Chartered Institute of Procurement & Supply has a [Code of Conduct](#) which the Procurement Team complies with.

5.2. The following four key principles must be applied by all Trust Staff:

- 5.2.1. Members of staff must not allow or foster any suspicion of any conflict between official and private interests.
- 5.2.2. Members of staff must not be influenced by any gift/consideration or show favour or disfavour to any person or organisation.
- 5.2.3. Relationships and interactions with suppliers must be honest, fair and even-handed.

- 5.2.4. Standards must be promoted through leadership and supported by systems, procedures and policy.

## **6. Procurement Regulations**

- 6.1. The European Union's Public Procurement Directives have been enshrined in UK Law through the Public Contracts Regulations 2015 (PCR2015). This means that they will apply even though the UK has exited from the EU. The purpose of the regulations covering supplies, works and services, is to encourage and stimulate an open market place for public procurement.
- 6.2. The PCR2015 sets out the legal framework for public procurement and applies when public authorities and utilities seek to acquire supplies, services or works. It sets out procedures which must be followed before awarding a contract when its value exceeds set thresholds.
- 6.3. As a contracting authority, irrespective of the source of funding for a particular purchase, GLT must comply with the Directives. Because of the importance of getting a good quality specification it is essential to plan early as procurement procedures can be lengthy. Members of staff with an order or contract expenditure which has lifecycle costs approaching the procurement threshold (currently £189,330 for goods and services and £4,733,252 for works) must consult with the GLT Head of Procurement as early as possible to avoid any delays.
- 6.4. Breaches of the PCR2015 may incur other penalties from the HM Treasury or the Education Skills Funding Agency. Members of staff should therefore notify the GLT Head of Procurement of anticipated high value expenditure at their earliest opportunity.
- 6.5. When a tender process is not subject to the regulations (for example because the estimated value of a contract falls below the relevant threshold), procurement principles of non-discrimination, equal treatment, transparency, mutual recognition and proportionality apply. Some degree of advertising, which is appropriate to the scale of the contract, is necessary to demonstrate transparency. This is in line with the GLT objective of achieving value for money in all public procurement.

## **7. Intellectual Property, Commercial Information and Personal Data**

- 7.1. All procurement staff must protect intellectual property rights and commercial information from unauthorised access by third parties, or misuse by the parties bound by a contract. The GLT terms and conditions of contract show what is required. The GLT Head of Procurement may recommend having a separate confidentiality agreement if the information that the supplier/contract will have access to is highly sensitive.
- 7.2. All suppliers or third parties that require access to the information systems as part of the service they provide must comply with the requirements of the General Data Protection Regulations.
- 7.3. Where a supplier or contractor will have access to personal data it will be regarded as a 'data processor' as defined by the UK General Data Protection Regulation (UK GDPR) and the GLT Data Protection Policy. In such cases, the Headteacher need to notify the GLT Head of Procurement and it will be the responsibility of the Headteacher to seek advice from the GLT Data Protection Officer.

Headteachers will be required to complete a data protection risk assessment as part of the process and further Data Protection Impact Assessment (DPIA) might be deemed appropriate in certain cases. Once any personal data risk has been assessed, the GLT Head of Procurement will arrange for a Third-Party Data Processing Agreement to be drawn up and included with the contract award documentation or the supplier or contractor to sign and commit to.

- 7.4. Contract records should be retained for six-year years beyond contract expiry in conformance with the GLT Data Retention Policy and Information Records Management Service guidance. The GLT Head of Procurement will retain records in electronic format within the Contract Management & Procurement software.
- 7.5. In the event of a contract being transferred or terminated appropriate provisions must be in place to ensure the continued security of information and systems. Suppliers / third parties will be asked where appropriate to demonstrate their compliance with GLT policies.

## **8. Supplier Sourcing, Contracting and Achieving Value for Money**

- 8.1. The GLT Head of Procurement will develop a rolling procurement schedule and where appropriate will consult with Headteachers on the potential to develop a range of Trust wide or regional contracts in order to comply with the requirements around aggregation and value for money.
- 8.2. Competition promotes efficiency and effectiveness in expenditure. Awarding contracts on the basis of value for money following competition contributes to the competitiveness of supplies. Therefore, the GLT Head of Procurement will advertise Trust supply requirements where the procurement thresholds show competition is necessary. The GLT Head of Procurement will place adverts on Contracts Finder or the Find a Tender Service using the Trusts e-Procurement Portal to ensure that competition is open.
- 8.3. Contracts will be awarded on the basis of who has provided the most economically advantageous tender (MEAT). This is one where it is not only the costs that is important, but also consideration is give to capability, delivery and added value.
- 8.4. Value for money is the optimum combination of whole life cost and quality (or fitness for purpose) to meet the user's requirement. This is rarely possible with the lowest price alone. To ensure that all purchases obtain optimum value for money, a range of procurement procedure guides and templates outlining the steps to be taken for varying levels of procurement are available. All purchases must be made in accordance with these guides, except in exceptional circumstances where a dispensation has been granted by the GLT Head of Procurement.
- 8.5. Purchases over £75,000, and therefore outside of a Headteacher's approval, must be managed by the GLT Head of Procurement though a tender process and in these cases early involvement is recommended to ensure expectations are clear and timelines are achievable.
- 8.6. Formal contracts should be documented and issued by the GLT Head of Procurement for all goods and services over £75,000 excluding VAT. The signing of contracts should only be signed in accordance with Finance Policy and Schedule of Financial Delegation.



- 8.7. Where there is an issue concerning terms and conditions, whether GLT's own or that provided by a supplier, then members of staff should refer these to the GLT Head of Procurement for advice and direction. The GLT Head of Procurement may seek formal commercial law advice if required.

## 9. Tendering

- 9.1. Tendering procedures may take up to 6 months or longer depending on life cycle cost and compliance with legislation, failure to programme sufficient time for procurement will not be a reason to grant a procurement dispensation.
- 9.2. Subject to the thresholds in section 144, competition should be proportionate to the level of expenditure, complexity and risk.
- 9.3. There are three forms of tender procedure: open, restricted and negotiated and the circumstances in which each procedure should be used are described below. The Tenders must be sought on the most appropriate basis. Open
- 9.3.1. **Open Tender:** This is the Trust's preferred method of tendering, as it is most conducive to competition and the propriety of public funds. Tenders advertised and are open to all suppliers, expressions of interest and are provided free access to the tender documents. Suppliers working with or those having registered interest to work with the Trust will be notified directly of the procurement opportunities through its e-tendering portal.
- 9.3.2. **Restricted Tender:** This is a two-stage process where potential suppliers are evaluated against predetermined economic, financial and technical criteria. Invitations to tender are then sent to the selected suppliers. The Trust will normally invite at least four bidders. This method is most commonly used when there are a large number of potential suppliers in the market, or because the nature of the goods or services are such that only specific suppliers can be expected to supply the Trust's requirements. Full consultation and approval from the GLT Head of Procurement must be sought and evidenced when this procurement route is required.
- 9.3.3. **Negotiated Tender:** This is where the terms of the contract are negotiated with one supplier. Full consultation and approval from the GLT Head of Procurement must be sought and evidenced when this procurement route is required. Therefore, this route is only appropriate in specific circumstances such as:
- the open or restricted tenders have resulted in either no or unacceptable tenders,
  - where a previous tender has been completed within the last 2 years and the contractor has already been selected and completed or supplied services to the Trust.
  - Value of the overall contract does not exceed £189,330.
- 9.4. As a minimum the tender pack must contain:

- 9.4.1. Tender document detailing any minimum criteria the supplier must meet and tender return date.
  - 9.4.2. Detailed specification requirements including pricing schedule where applicable.
  - 9.4.3. Evaluation criteria against which the submitted tender will be evaluated. This must include details of criteria, sub criteria and weightings that are being applied and details of the information that the tenderer needs to include in their response.
  - 9.4.4. GLT Purchase Order Terms and Conditions.
- 9.5. Detailed specifications are key to the success of good procurement, it is the responsibility of the Headteacher to draft final specifications in order that the final tender pack meets the needs of the Headteacher or the person requesting goods/services/works.
- 9.6. Care should be taken to specify accurately the goods/services required in a way which is unambiguous, offers equality, removes barriers to participation by Small and Medium Enterprises, and self-employed people without discriminating against others.
- 9.7. Any post tender bid clarification with suppliers will be led by the GLT Head of Procurement.
- 9.8. Any communication with the suppliers involved in the tender process will be facilitated by the GLT Head of Procurement utilising the Trust e-Tendering Portal during the tender process and via email once the tenders have been received.

## **10. Dispensations**

- 10.1. In limited circumstances a dispensation from the requirement to obtain alternative quotes may be granted by the GLT Head of Procurement. This may include authority to solicit a single quotation, to award a contract or place an order without having obtained the requisite number of tenders or quotations or to directly award a contract.
- 10.2. All dispensations require prior approval from the GLT Head of Procurement before progressing and must not result in a breach of procurement legislation or be contrary to the Finance Policy; Schedule of Financial Delegation.
- 10.3. All dispensation requests, whether approved or rejected will be reported to the Finance Performance Committee. For purchases over £10,000, Headteachers will be required to submit a suitable business case to the GLT Head of Procurement to explain the reasons for requesting a dispensation.
- 10.4. Dispensations from the requirement for competitive quotations / tenders must not be used to avoid competition, or for administrative convenience, or to award fresh / further work to a supplier originally appointed through a competitive procedure.
- 10.5. All dispensations will be subject to obtaining and documenting appropriate evidence for single quotation / tender action, obtaining authorisation for such action in accordance with the relevant

Schedule of Financial Delegation and never breaching current Public Contract Regulations or the relevant Public procurement thresholds.

10.6. Subject to approval as outlined in the Trust Schedule of Financial Delegation, dispensations may be granted for the following reasons:

10.6.1. Unforeseen emergency requirement

10.6.2. The goods or services are only available from one source and there is no possibility of the Trust's requirements being met in any other way

10.6.3. An extension is required to a current contract in order to allow sufficient time to complete a competitive tendering exercise (but failure to have planned the re-procurement would not be justification for a single tender)

10.6.4. Where the seeking of tenders and subsequent contract award could cause significant operational difficulties and where any potential savings would be outweighed by those operational issues (which along with a Value for Money analysis must be documented); and only for use in circumstances to be approved in accordance with the Finance Policy; Schedule of Financial Delegation , under the specific advice and approval of the Head or Procurement in terms of compliance with UK legislation and subsequently reporting to the Finance Performance Committee.

10.7. The GLT Head of Procurement may develop a schedule of dispensations for specific areas which Trust Procurement staff may use under certain circumstances; further information will be included in Procurement Procedure Guides.

10.8. A record of the reason(s) for the seeking and granting/declining of dispensations will be kept for at least six years.

## **11. Using existing framework arrangements**

11.1. The Trust will, wherever possible, use collaborative procurement in the sourcing of goods and services to achieve value for money. This may involve the use of framework agreements negotiated nationally, for the sector, or locally with other partners.

11.2. It is preferred that closed mini-competition are conducted if requirements can be met through pre-existing frameworks. Preference is given to frameworks that require the additional completion of a mini competition; this ensures that suppliers have been pre-approved, maximum charge rates should be known and terms and conditions of engagement are pre-agreed.

11.3. Where a collaborative framework exists for the provision of required goods and/or services these should be used (unless agreed otherwise by the GLT Head of Procurement) for the following reasons:

11.3.1. Competitive pricing, benefiting from economies of scale and greater negotiating resource in compliance with the UK Public Contract Regulations 2015 (for spending above the thresholds shown in [Appendix 1](#));

- 11.3.2. Authorised suppliers on such contracts have been vetted for financial health, insurance status, trading references, health and safety, quality, and corporate and social responsibility policies;
  - 11.3.3. Redress: benefit from well-defined terms and conditions as well as support from the buying consortium should any issues arise;
  - 11.3.4. An existing framework provides adequate information on technical standards etc. and facilitates dialogue with approved suppliers, generating a more informed procurement decision and cost avoidance; and
  - 11.3.5. Utilising these frameworks, the Trust is not obliged to undertake its own fully compliant tender exercise.
- 11.4. Whenever using a framework contract, it is essential that the Headteacher considers whether:
- 11.4.1. The School is entitled to call off from the arrangement.
  - 11.4.2. The specification and the contract terms are suitable for the school's particular needs. The terms and conditions from frameworks are generally set in advance and cannot be changed beyond the mechanism set out in the framework.
- 11.5. Headteachers must follow the framework's guidance, particularly about how orders should be placed. Headteachers must seek the advice from the GLT Head of Procurement. This will generally permit either direct awards of contracts to a supplier and/or a further round of mini competition between all suppliers with capacity to deliver the requirement on the framework.

## **12. Sustainability**

- 12.1. All Trust procurement should take account of environmental, social and economic factors; and should include but not limited to, looking at what products are made of, where they have come from and who has made them.
- 12.2. Suppliers will be encouraged to remove packaging at the point of delivery to us. The Trust will work with suppliers to ensure that they have robust recycling procedures in place and are actively addressing waste reduction across their organisation.
- 12.3. The Trust apply the principle of 'whole life costing' to promote sustainable procurement. This looks at all life-cycle costs (including disposal costs) of a product or service and makes sure they are minimised.
- 12.4. The GLT Head of Procurement will use sustainability criteria, for instance, the [Government Buying Standards](#), and will consider supplier policies for waste, transport, energy, procurement and staff awareness of environmental impact in its selection/award questionnaire and specification. It will also use the criteria in the tender evaluation and may ask suppliers to submit alternative goods or services that are more sustainable.

- 12.5. Where sustainability factors in the supply chain are particularly important, the GLT Head of Procurement will speak to the supplier to understand the sustainability risks and how they are managed and mitigated.
- 12.6. The Trust will encourage supply base to investigate and minimise the environmental impacts of supplying the Trust, including resource use, waste, energy consumption and carbon emissions.

### **13. Financial Authority to Commit Expenditure**

- 13.1. The Trust operates a system of devolved financial authority under which Headteachers are responsible for the decision-making process and planning of purchasing decisions. In accordance with this Procurement Policy for lower value purchases the GLT Head of Procurement may provide technical and professional support if requested, however where the value of purchases exceed £75,000 the Head of Procurement will manage the process on behalf of a Headteacher.
- 13.2. Any process which involves committing the school/ Trust to expenditure must be approved in accordance with the GLT Finance Policy and relevant Schedule of Financial Delegation. The Schedule of Financial Delegation confirms who has the authority and to what financial level.
- 13.3. A number of exclusions are applicable to a Purchase Order being raised beforehand, for example this would apply to certain supplies of agreed services such as, and not limited to, property rates, energy costs and School insurance. Headteachers must seek the advice from the GLT Head of Procurement.
- 13.4. No member of staff is authorised to commit to expenditure without first ensuring that there is adequate budget provision.
- 13.5. Schemes of work should not be artificially broken down into smaller orders to phase the generation of purchase orders and thereby circumvent either authorisation levels or the requirement to obtain further quotes/tenders.

### **14. Purchasing Thresholds**

- 14.1. Subject to the GLT Finance Policy and relevant Schedule of Financial Delegation thresholds, competitive purchasing should be proportionate to the level of expenditure, complexity and risk. This minimises procurement costs for the Trust and suppliers, avoids doubt and ensures compliance with legislation, best practice and the Finance Policy.
- 14.2. There are two types of thresholds governing procurement.
  - 14.2.1. authority to commit expenditure, which is covered in the GLT Finance Policy and Schedule of Financial Delegation and;
  - 14.2.2. the procurement process which is governed by the anticipated lifecycle cost of the procurement.
- 14.3. Where the purchase is being made from a contract/framework agreement that has been through a compliant tender process in line with the PCR2015 then an order may be placed without having to follow the above procurement processes providing that it follows any procedures set out under the

contract. The GLT Head of Procurement will be able to advise on the correct procedure and provide advice on the relevant frameworks.

- 14.4. The various transactional thresholds and procurement process required is covered in detail in the associated procurement process guides which must be followed, however they are outlined briefly below:

<b>Budget Holder Authority - Procurement Threshold Levels for Goods and Services</b>	
<p>Level 1</p> <p>Up to £2,000</p>	<p><b>Goods &amp; Services</b></p> <p>Budget holders should review the Trusts preferred supplier list and ensure that they review the use of existing resources considering the cost, quality, reliability and availability according to best value principles, before ordering goods and services. At least one written quote should be submitted with a requisition form or PSF online requisition.</p> <p><b>Contracts</b></p> <p>Contracts with a Maturity greater than one-year cannot be entered into without approval from the GLT Head of Procurement.</p> <p>Documents as laid out for Level 1 goods/Services are required.</p>
<p>Level 2</p> <p>£2,000 to under £10,000</p>	<p><b>Goods &amp; Services</b></p> <p>In addition to Level 1 requirements, two quotations should be obtained for all orders within the Level 2 threshold, to ensure that best value is achieved. All quotations should be compared on a like-for-like basis. Guidance is available from the GLT Head of Procurement obtaining appropriate quotes.</p> <p><b>Contracts</b></p> <p>Contracts with a Maturity greater than one-year cannot be entered into without approval from the GLT Head of Procurement.</p> <p>Documents as laid out for Level 1 goods/Services are required.</p>
<p>Level 3</p> <p>£10,000 up to £75,000</p>	<p><b>Aggregation Rule</b></p> <p>Before moving to the three written quote stage, confirmation should be sought from the GLT Head of Procurement to confirm if the purchase can be supplied by preferred supplier/agreement already in place or is part of an upcoming procurement schedule.</p> <p><b>Goods &amp; Services</b></p> <p>If there are no current plans, at least three written quotations should be obtained for all orders within the Level 3 threshold, to ensure that best value is achieved. All quotations should be compared on a like for-like basis. Guidance is available from the GLT Head of Procurement obtaining appropriate quotes.</p> <p><b>Contracts</b></p> <p>Contracts with a Maturity greater than one-year cannot be entered into without approval from the GLT Head of Procurement.</p>

<b>Budget Holder Authority - Procurement Threshold Levels for Goods and Services</b>	
Level 4	<b>Goods, Services &amp; Contracts</b>
Over £75,000	<p>All Goods, Services &amp; Contracts with a value over £75,000 including aggregated purchases are be subject to formal tendering procedures. All tenders must be conducted with full consultation, management and approval of the GLT Head of Procurement.</p> <p>Following a successful tender, the final contract must be signed by the GLT Director of Resources</p>

## **15. Preferred Supplier Register**

- 15.1. A preferred supplier is one with whom an agreement/contract which could include price discounts, delivery arrangements, customer service requirements, etc. for a specified period of time, has been chosen by the GLT Head of Procurement. The Preferred Supplier Register formalises the relationship with suppliers who are selected based on procurement volume, quality and strategic and economic benefits to the Trust.
- 15.2. A preferred supplier may also be a supplier who is part of a purchasing consortium which provides national and/or regional contracts. These consortium suppliers offer deeper discounts because of the combined purchasing volume of Trust and other settings affiliated with the consortium.
- 15.3. For a supplier to be included in the register the GLT Head of Procurement will complete a competitive selection process.
- 15.4. Suppliers on the register are deemed to have met the Trust requirements for Best Value and therefore any purchases made through them are not subject to the obtaining the required quotes.

## **16. Mandatory Suppliers**

- 16.1. In certain cases, suppliers will be selected by the GLT Head of Procurement as a mandatory supplier to ensure consistency across the Trust. When looking at a potential supplier, Headteachers must check the Mandatory Supplier Register to ensure that a service is not duplicated.
- 16.2. For a supplier to be included in the Mandatory Supplier register the GLT Head of Procurement will complete a competitive selection process.
- 16.3. Suppliers on the Mandatory Supplier register are deemed to have met the Trust requirements for Best Value and therefore any purchases made through them are not subject to Headteachers obtaining the required quotes.

## **17. Supplier Management**

- 17.1. Purchase Orders, Contracts and Payments should only be raised/made to suppliers which have passed the Trusts vetting procedures and have been added to the finance system.

17.2. New suppliers may only be added to the finance system following completion of a new supplier form and the requisite vetting procedures have been completed.

## **18. Contract Agreement/Terms and Conditions**

18.1. All procurement should be carried out using the Trust terms and conditions as outlined in the various procurement procedure guides and templates. There may be certain exceptions to this, for example when an established framework is being used.

18.2. Any agreement, contract or operating lease with a supplier which requires a signature by a budget holder/ Headteacher / member of Procurement staff (not including general orders for goods and services) should be forwarded to the GLT Head of Procurement for review prior to signature.

18.3. A signature on an agreement or contract, or even an email response, indicates that the Trust accepts the supplier's terms and conditions which may not be favourable.

18.4. Following the identification of the most favourable offer, whether by best value, quotation or tender, consistent with the thresholds identified above, contracts may only be awarded by those officers to whom the Trust Board has delegated such authority within the approved Finance Policy and Schedule of Financial Delegation.

## **19. Insurance**

19.1. It is essential that procurement staff ensure that suppliers have in place acceptable levels of insurance indemnity cover for public liability, employers and professional indemnity as relevant. Advice on relevant levels can be obtained from the GLT Head of Procurement.

## **20. Payment and Payment Terms**

20.1. All invoices from suppliers should be entered onto the finance system immediately and the invoice placed on hold to await approval. This includes purchases by procurement staff via a purchasing card.

20.2. Unless a Purchasing card has been used to make a payment, all invoices from suppliers should be paid by BACS once approved.

20.3. The Trust's standard payment terms are 30 days following receipt of a correct invoice, unless alternative arrangements have been agreed by procurement staff at purchase order stage.

20.4. Payment should only be made on receipt of goods. Where services are being procured then payment for work in progress or agreed interim stages may be appropriate in accordance with the approved guidance and subject to approval by the GLT Head of Finance.

## **21. Aggregation Rule**

21.1. Legislation within the PCR2015 sets out how and when multiple orders and contract values for the same type of work should be added together for the purposes of deciding what procurement process is applicable.



- 21.2. As Headteachers manage their own budgets and purchasing decisions independently, spend under £10,000 in this instance does not aggregate across the Trust.
- 21.3. Where a Headteacher does need to consider aggregation is when expenditure reaches over - £10,001. To ensure that Headteachers do not fall foul of this, a procurement plan will be required for all procurement activities within a twelve (12) month cycle. This will enable the GLT Head of Procurement to identify where activity such as contracts being rolled over are proposed and take appropriate action to re-procure on behalf of a School.
- 21.4. In appropriate circumstances the GLT Head of Procurement may identify opportunities to establish regional or corporate contracts on behalf of Headteachers. Headteachers will be invited to participate, however in such cases the GLT Head of Procurement will work on the basis that this expenditure does aggregate and procure accordingly.

## **22. Annual Procurement Plans**

- 22.1. The GLT Head of Procurement will complete an annual procurement plan setting out key tender activity and milestones. The plan will include the use of the contract list to plan the requirement for future tenders on going reviews of contracts, strategic areas of development, and any policy and procedural developments that are required.
- 22.2. Headteachers are required to complete an annual procurement plan following procurement procedure guidance detailing key purchases for the year with a lifecycle cost in excess of £5,000. This is to enable the GLT Head of Procurement to identify any opportunity to procure similar services either regionally or Trust wide, exploit value for money opportunities and identify potential aggregation or breaches to thresholds.
- 22.3. The Trust is committed to the preparation and the continued development of the procurement plan. The GLT Head of Procurement will continually review the procurement requirements of the Trust whilst complying with all relevant legislation.
- 22.4. The practice of renewing annual contracts is not permissible unless specific provision has been made within the original procurement process for contract extensions. Re-procurement should feature on the annual procurement plan and be commenced in a timely manner to ensure completion and transfer to a new contract is managed effectively.
- 22.5. To avoid the inefficiencies of re-procuring services annually, the GLT Head of Procurement will work with Headteachers to review procurement plans and develop multi-year contracts both nationally and regionally.

## **23. Reporting Requirements to the Board of Trustees**

- 23.1. For procurement over £75,000 the award decision and procurement route will be reported to Trustees annually, in line with the Board meeting schedule.

## **24. Contracts Register**

24.1. The GLT Head of Procurement will maintain a contract register detailing all contracts held and undertaken by the schools and/or the Trust Shared Services which records all related documentation, details of the winning bidder, price, duration of contract and the procurement process followed.

## **25. Related Party Transactions**

25.1. All Trust staff must ensure when awarding contracts or placing orders that they are at all times in full compliance with the requirements of the Academy Trust Handbook and GLT Finance Policy in relation to Related Party Transactions.

25.2. Parties included within this term are all members, Trustees, governors and senior Trust staff as well as their relatives and any organisations owned, managed or controlled by those individuals.

25.3. Where a related party is identified, normal procurement procedures should be followed with the addition of approval from the Board of Trustees noted before the purchase is confirmed.

25.4. A register of all related party transactions will be maintained by the Head of Procurement.

## **26. Procedural and Guidance Notes and Templates**

26.1. To ensure consistent and compliant processes, the GLT Head of Procurement has provided a range of procedure documents, guides and templates outlining the process all Trust staff must follow when undertaking procurement and purchasing.

26.2. The guides are reviewed and updated from time to time, by the GLT Head of Procurement to ensure compliance with legislation and best practice.

26.3. The following procedure documents are applicable:

- Obtaining two or three quotations (Pending)
- Seeking dispensations (Pending)
- Raising requisitions and orders (Pending)
- Adding new suppliers (Pending)
- Works (including Payments, Variations, Certification, etc) (Pending)
- Specification drafting (Pending)

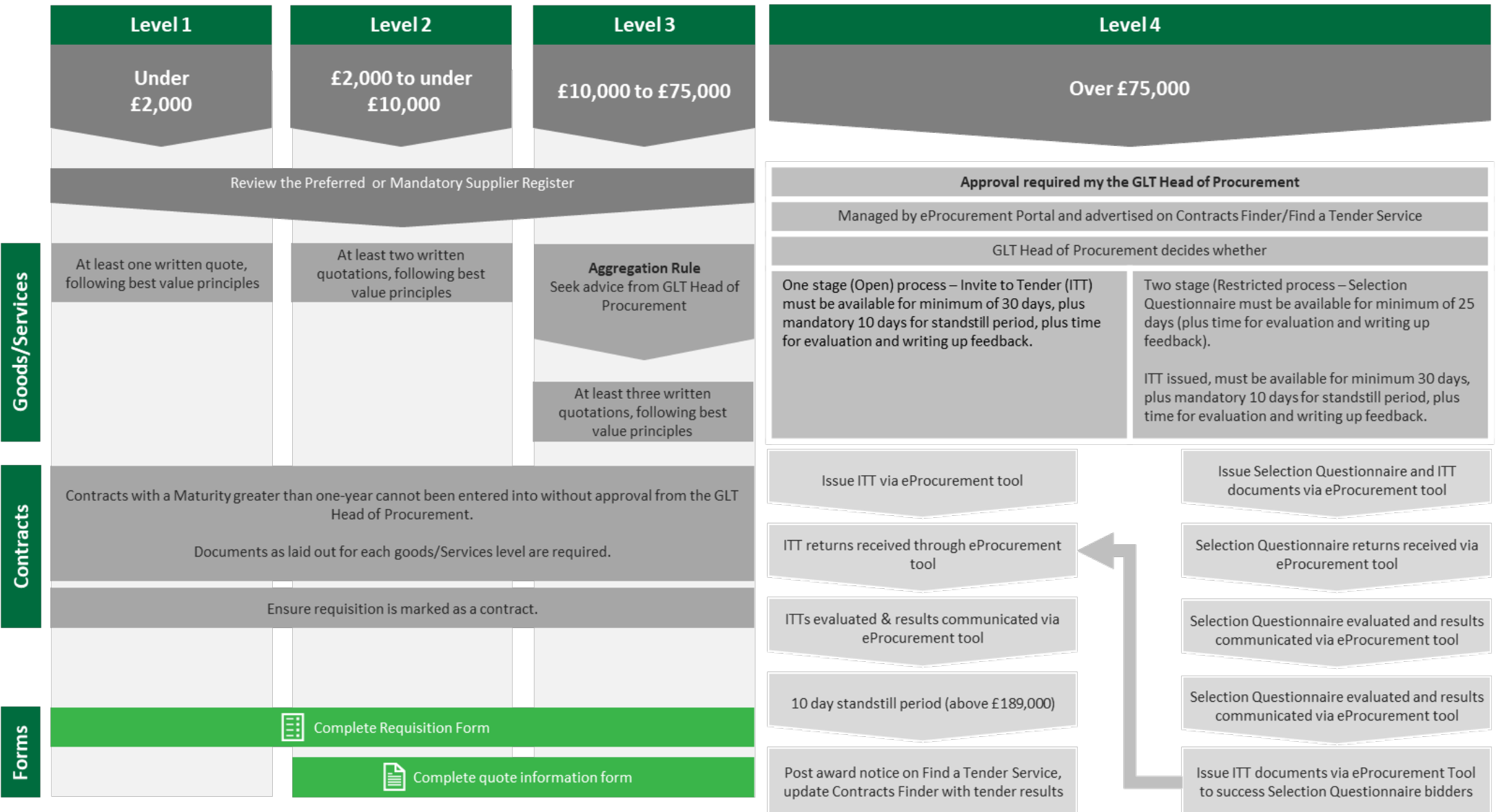
## **27. Retention of Documents**

27.1. Tender or quotation documentation should be retained for a minimum of six (6) years from the date of the end of the contract. Documentation may be retained electronically rather than in hard copy, however it must be readily accessible for audit or other purposes if required.

27.2. Where procurement is undertaken on behalf of a Headteacher by the GLT Head of Procurement, all documentation in relation to the procurement process will be retained centrally. Headteachers need not hold local copies and can rely on notification from the GLT Head of Procurement that the Trust Financial Regulations and relevant procurement legislation has been complied with. The records held centrally are available should auditors wish to inspect them.

## **28. Monitoring and Audit**

28.1. The Trust and its schools are subject to scrutiny by internal and external auditors as well as the ESFA and other government departments/organisations. It is the responsibility of everyone involved in the purchasing process to ensure that they comply with current policies, procedures, guidance and legislation.



## Preferred Supplier Register

All employees should check the Preferred supplier list before requesting goods.

If a supplier is available then the Trust has completed all the necessary checks and therefore deemed to offer best value. There is no need to provide further quotes on any purchase up to £25,000.

## Mandatory Suppliers

There are number of services that the Trust has made a Mandatory Supplier. An example would be SIMS.

If you are planning on entering into a new contract, please ensure that you have checked the Mandatory Supplier List beforehand. This ensures that the number of services/contracts is kept to a minimum.

## Aggregation Rule

Academies should consult the GLT Head of Procurement/Procurement Schedule for any purchases over £10,000.

The procurement schedule is one way in which the Trust and its schools meets the requirements of the UK Public Contracts Regulation to review and complete consolidated purchasing and streamline multiple contracts/purchases that could bring greater value for money.

It is expected that as the procurement schedule develops; in most cases the aggregation rule will have already been addressed.

## Best Value Principles

When planning a purchase or entering into a contract; the effective, efficient, and economic use of resources, requires that an evaluation of relevant costs and benefits along with an assessment of risks, non-price attributes, and/or whole life costs, be considered before being requested.

The achievement of value for money underpins the appropriate use of all public funds, therefore as well as striving to achieve the best price possible for all purchases, consideration should also be given to other factors such as quality, suitability, availability, reliability of the supplier, terms available etc.

If in doubt at any point when making a decision on comparing quotes please review the guidance documents available or contact the Head of Procurement for further advice.

## UK Public Contracts Regulation Thresholds, Procedures and Timescales

### Tender Thresholds

January 2021

<b>Supplies</b>	£189,330	<b>Services</b>	£189,330
<b>Works</b>	£4,733,252	<b>Social and Other Specific Services</b>	£663,450

Procedure	Minimum Response Time	Minimum Tender Return Period using the trusts electronic tendering system	Total Minimum Tendering Period
Open	n/a	30 (15 <sup>+</sup> ) days	30 days
Accelerated Open <sup>++</sup>	n/a	15 days	15 days
Restricted	30 days	25 (10 <sup>+</sup> ) days	55 (40 <sup>+</sup> ) days
Accelerated Restricted <sup>++</sup>	15 days	10 days	25 days
Accelerated Open with Negotiation <sup>++</sup>	15 days	10 days	25 days
Competitive Dialogue	30 days	Not specified	30 days +
Competitive Dialogue with Negotiation	30 days	25 (10 <sup>+</sup> ) days	55 (40 <sup>+</sup> ) days

<sup>+</sup> The figures in brackets indicate the accelerated timescales provided for in the Directives. These can only be used if a Prior Indicative Notice (PIN) has been published for at least 35 days and no longer than 12 months prior to the advert when the PIN is not in itself a call for competition.

<sup>++</sup> this process can only be used for urgent procurements and the contracting authority must specify in the tender the reasons for such urgency