



Procurement Policy

This policy is applicable to: the Wolds Learning Partnership (WLP)

Version 1.0

<p>Important: This document can only be considered valid when viewed on the website. If this document has been printed or saved to another location, you must check that the version number on your copy matches that of the document online.</p>	
<p>Name of Responsible Committee/Individual:</p>	<p>Board of Trustees</p>
<p>Implementation Date:</p>	<p>May 2017</p>
<p>Review Date:</p>	
<p>Target Audience:</p>	<p>All Workers</p>
<p>Reference Documents:</p>	



Purchasing

The Wolds Learning Partnership (WLP) wants to achieve the best value for money from all our purchases. This means we want to get what we need in the correct quality, quantity and time at the best price possible ensuring:

- Probity, it must be demonstrable that there is no corruption or private gain involved in the contractual relationships of the academy.
- accountability, the academy is publicly accountable for its expenditure and the conduct of its affairs.
- Fairness, that all those dealt with by the academy are dealt with on a fair and equitable basis.

Routine Purchasing

Budget holders will be informed of the budget available to them at least one month before the start of the academic year. It is the responsibility of the budget holder to manage the budget and to ensure that the funds available are not overspent. A report detailing actual expenditure against budget can either be obtained via the PS Financials accounting system (PSF) or a printed copy will be supplied to each budget holder a week after the end of each month and budget holders are encouraged to keep their own records of orders placed but not paid for.

Routine purchases up to £1,000 can be ordered by budget holders, subject to the limits of their budgets. A quote or price must always be obtained for all other items before any order is placed. If the budget holder considers that better value for money can be obtained by ordering from a supplier not on the approved supplier list the reasons for this decision must be discussed and agreed with the Head of Finance/Business Managers. For items over £1,000 see section below.

All orders must be made, or confirmed, using an official order number (to be obtained from the Finance department). Orders not entered directly on the PSF system by budget holders must be completed on an official order form and must bear the signature of the budget holder and be forwarded to the Finance Office.

On delivery, any discrepancies or rejected goods should be discussed with the supplier of the goods without delay. Budget holders using the PSF system will be required to process delivery notes under in the good received area.

All invoices should be sent to the Finance Office. The invoice will have a coding slip attached to it which is then sent to the budget holder for authorisation (via folders in their pigeon holes, instructions on how to complete the coding slip are contained in each folder). Once the coding slip has been completed the folder should be returned to the Finance Office. Invoices will be filed by the Finance staff alphabetically in the 'awaiting payment' file.

If a budget holder is pursuing a query with a supplier the Finance department must be informed of the query and periodically kept up to date with progress.

Finance staff will then enter the invoices on PSF and produce a monthly BACS or cheque run. BACS report, cheques and associated paperwork must be authorised by two of the nominated cheque signatories. Invoices that have been paid will be removed from the 'awaiting payment' file and must be immediately stamped/marked as paid. Invoices are then filed with the signed paperwork in the appropriate (BACS or Cheques) 'paid invoices' file.

Cheques will be dispatched to suppliers by the Finance staff.



Orders over £1,000 but less than £50,000

Three written quotations should be obtained for all orders between £1,000 and £50,000 to identify the best source of the goods/services. Written details of quotations obtained should be prepared and retained by budget holders for audit purposes. Telephone quotes are acceptable if these are evidenced and faxed or emailed confirmation of quotes has been received before a purchase decision is made. All orders must be signed by a member of staff or Chair of the Finance Committee with the appropriate level of authority.

Orders over £50,000

All goods/services ordered with a value over £50,000, or for a series of contracts which in total exceed £50,000, must be subject to formal tendering procedures. Purchases over (currently £164,176 for goods and services, and £4,104,394 for works) (correct till 31 December 2017), may fall under EU procurement rules which require advertising in the Official Journal of the European Union. Guidance on the OJEU thresholds is given in Annex 3d to the Academies Financial Handbook.

In exceptional circumstances, the requirement to tender for orders over £50,000 may be waived; all such instances would need the approval of the Head, Head of Finance/Business Managers and the Chair of the Finance Committee. Such instances are expected to be very rare and may be due to extenuating operational reasons, ie. need to have a very prompt turn around in the supply of goods/services.

Preparation for Tender

Full consideration should be given to:

- Overall requirements
- Technical skills required
- Timescale
- Impact upon the provision and standard of education
- After sales service requirements
- Quality
- Form of contract

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

Invitation to Tender

If a restricted tender is to be used then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry.

Tender Acceptance Procedures

The invitation to tender should state the date and time by which the completed tender document should be received by the school. Tenders should be submitted in plain envelopes clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tenders received after the submission deadline should not normally be accepted.



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.

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.

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 and for contracts over £50,000 a report should be prepared for the Finance Committee highlighting the relevant issues and recommending a decision. For contracts under £50,000 the decision and criteria should be reported to the Finance Committee.

The accepted tender should be the one that is most advantageous to the WLP. All parties should then be informed of the decision.