



EVERYONE MATTERS  
SCHOOLS TRUST

# Procurement Policy

## Everyone Matters Schools Trust Central Policy



<b>Policy Owner</b>	Principal and Trustees
<b>Scope of the Policy</b>	This policy applies to all of the school community
<b>Last reviewed by trustees</b>	<b>June 2024</b>
<b>Next review due</b>	<b>June 2026</b>
<b>Summary of key changes</b>	New policy
<b>Committee Responsible</b>	

## **1. SCOPE AND PURPOSE**

- 1.1 This Policy and Procedure applies to all Academies that are part of The Everyone Matters Schools Trust and all trading subsidiaries of the Trust.

## **2. PURCHASE ORDERS**

- 2.1 Unless exception is explicitly given, or where clearly unreasonable, purchase orders (POs) are required for any purchases made.
- 2.2 Examples of purchases where POs may be unreasonable include: Exam Fees/Agency Costs/Utilities/Payroll Costs and other costs not able to predict.
- 2.3 Purchase orders provide proof of order accuracy, and are a key part to the procurement process.
- 2.4 All staff must complete the correct purchase order form available on the shared drive or from the finance/school office raise purchase requests.
- 2.5 Any goods which arrive without a purchase order may be subject to return/ payment refusal, and staff may subject to disciplinary action if persistent.

## **3. QUOTATION AND TENDERING**

- 3.1 Appendix 1 details the relevant financial limits that are delegated across the Trust.

- 3.2 Unless exception is explicitly given the minimum required numbers of tenders or quotations from appropriate contractors for a given estimated value of contract are:

### **3.2.1 School Based Purchases (Primaries Only):**

- £501 - £1000 - Best value must be demonstrated on the order form.
- £1001 - £2499 - At least a single written quotation is required

### **3.2.2 School Based Purchases**

- £501 - £1000: Best value must be shown on the order form unless a preferred supplier is used where best value is checked regularly.
- £1001 - £5000: At least a single written quote is required.
- £5001 - £9999: 3 written quotations are required. (Academies at grade 3 or 4 or with significant budgeting pressure will be required to consult with the Director of Business and Finance for orders over £5000.
- £10,000 - £24,999: 3 formal written quotes are required
- £25,000 and over need to be put out to tender
- £100,000 and over: If within approved budget levels Contracts over EU thresholds for the time being (for guidance refer to [www.ojec.com/thresholds.aspx](http://www.ojec.com/thresholds.aspx)) : to follow compliant process under the Public Contracts Regulations 2006 and subsequent legislation.

- 3.3 To ensure that procurements using an operating lease maintain the principle of value for money, multiple lease quotations must be obtained unless explicit exception is given. The minimum number of operating lease quotes obtained should match the number of quotations required for the total procurement value.

- 3.4 The values are for single items or groups of items/projects, which must not be disaggregated artificially. The values for procurement items should be considered as:
- Excluding VAT;
  - The total cumulative value of the order if the contract is for more than a single year
- 3.5 For tenders expected to exceed UK thresholds, UK procurement notices must also be published using the UK e-notification service, FTS (Find a Tender) and must follow The Public Procurement (Amendment etc.)(EU Exit) Regulations 2020 with particular regard to be given to the timescale for such tenders.
- 3.6 Expenditure for large capital projects that goes beyond the original budget agreed can only be authorised by the Board of Trustees.
- 3.7 Project proposals must be submitted to the relevant approver/s using the paperwork, with all relevant quotes included. Where the minimum number of quotations required by the total procurement value has not been met, an explanation must be provided within the procurement summary, which should then be attached to the order in PSF along with any supporting correspondence with suppliers.
- 3.8 Purchases to be funded from revenue which were included within the original budget and where the order value is less than 100K, can be authorised by the CEO and Finance Director/Director of Business and Finance up to a maximum of 100k.
- 3.9 Purchases which are made through a nationally recognised procurement framework do not have to comply with the above requirements for a specified number of quotes. All procurements for software or services requiring a third-party to process personal data on behalf of the Trust should clearly establish the relationship between the Trust as the 'data controller' and the supplier as the 'data processor', including any 'sub processors' used in the supplier's supply chain. Before any orders are awarded that will result in additional sharing of personal data a Data Protection Impact Assessment (DPIA) must be completed and approved by the Trust's Data Protection Officer, which should be confirmed by the order requestor in the procurement summary.
- 3.10 Compatibility for IT hardware or software should be checked with a member of the Trust's IT Department before orders are awarded.
- 3.11 Failure to follow this policy would be considered a breach of the code of conduct and will be managed using the disciplinary policy.

#### **4. TENDER PROCEDURES**

- 4.1 All purchases with a value greater than £25,000 must be put out to formal tender.
- 4.2 The following procedures must be followed in such circumstances:
- 4.2.1 A specification will be prepared, authorised by the Director of Business and Finance and sent to at least three suppliers. All major building works that are expected to exceed the UK work contract thresholds require the engagement of professional agents to deal with the handling of specifications and suitability to tender. NB: Procurement processes for new professional agents will fall within the remit of this procurement policy. Legacy contractors will be reviewed by the relevant committee when a need is identified.

- 4.2.2 Where appropriate, the suppliers invited to tender should be drawn from an approved list, or those otherwise agreed with the Director of Business and Finance.
- 4.2.3 The invitations to tender will include:
- (a) an introduction/background to the project;
  - (b) the scope and objectives of the project;
  - (c) any technical requirements;
  - (d) implementation details for the project;
  - (e) the terms and conditions of the tender;
  - (f) the form and date of response to the academy
- 4.2.4. All replies should be addressed to the Director of Business and Finance (or other named individual) in a plain sealed envelope marked 'Tender' to reach him/her by a specified date.
- 4.2.4 All replies must be kept sealed until that date.
- 4.2.5 All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening.
- 4.2.6 No contractor will be allowed to amend the tender after the time fixed for receipt.
- 4.2.7 The Director of Business and Finance (or other named individual) will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.
- 4.2.8 For purchases exceeding £100,000, provided the expenditure has been budgeted for, a decision will be made by the Trust Finance or Operations committee.
- 4.2.9 The decision will need to be ratified by the Board of Trustees for purchases that have not been budgeted for or for those greater than £150,000.
- 4.2.10 Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken by Trust Boards, Finance Committee or Operations Committee, in line with their terms of reference
- 4.2.11 The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the Board of Directors through the minutes of the Regional Governing Body, Finance Committee or Operations Committee.
- 4.2.12 Tender proposals must be submitted to the relevant approver/s using the Procurement Summary Template (Appendix 3) with all relevant quotes included.

## **5. ACCEPTANCE OF TENDER**

5.1 The following points will be considered when deciding which tender to accept:

- The overall price and the individual items or services which make up that price.
- Whether there are any 'hidden' costs; that is additional costs which the academy will have to incur to obtain a satisfactory product.

- Whether there is scope for negotiation, while being fair to all tenderers.
- The qualifications and experience of the supplier, including membership of professional associations.
- Compliance with the technical requirements laid down by the school.
- Whether it is possible to obtain certificates of quality.
- 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
- The financial status of the supplier
- Once a tender is accepted an order should be issued immediately to the supplier in the normal way.
- The Academies Financial Handbook and delegated financial limits should be considered when applying this policy.

## **6. RELATED PARTY TRANSACTION**

- 6.1 Related party transactions must be monitored and scrutinised by budget holders and committees prior to approval being made.
- 6.2 The internal register of interests will be shared with members of staff and committee/board members with authority to approve purchases.

Appendix 1 – Financial Scheme of Delegated Limits

Delegated Duty	Value	Delegated authority	Comment
Ordering good and services (including advertising of tenders and award of contracts)  <b>Within the Approved Suppliers List</b>	Up to £2,499 (primary academies only)	Primary Academy CEO	If within approved budget level Orders between £501- to £1,000 best value must be demonstrated on the order form. £1001 - £2,499 at least a single written quotation is required .. No order form required for things such as exam fees, agency costs, telephone usage bills, payroll, fuel cards and other costs not able to predict.
	Up to £9,999 – to be agreed dependant on size of school budget	Authorised Budget Holder and Director of Business and Finance	If within approved budget level Orders between £501 to £1000 best value must be demonstrated on the order form unless the preferred supplier is used where best value is regularly checked. Orders between £1001 - £5,000 at least a single written quotation is required. Orders over £5,001 and up to £9,999 require 3 written quotations Academies at grade 3 or 4 or with significant budgeting pressure will be required to consult with the Finance Director for orders over £5,000.
	£10,000 - £49,999	CEO, Finance Director/Director of Business and Finance, and budget holder	If within approved budget level. Orders between £10,000 and £24,999 require three written quotes, orders over £25,000 to be put out to tender
	£50,000 - £99,999	Executive Trustees, budget holder, Finance Director / Director of Business and Finance, and trustee	If within approved budget level Orders over £25,000 to be put out to tender
Ordering goods and services (including advertising of tenders award of contracts)	£100,000 and above	Trust Board (2 signatures), CEO and Finance Director / Director of Business and Finance	If within approved budget level Contracts over EU thresholds for the time being (for guidance refer to <a href="http://www.ojec.com/Thresholds.aspx">www.ojec.com/Thresholds.aspx</a> ):to follow a compliant process under the Public Contracts Regulations 2006 and subsequent legislation  Board approval required for award of tenders that are not the cheapest option.  <b>TENDERS OF ALL VALUES REQUIRE AT LEAST THREE COMPANIES TO BE APPROACHED AND WRITTEN QUOTES OBTAINED IF POSSIBLE</b>

Delegated Duty	Value	Delegated authority	Comment
Authorising monthly salary payments	Unlimited	CEO, Finance Director / Director of Business and Finance (or designated academy finance representative)	Report to Board on any anomalies
Delegated Duty -	Value	Delegated authority	Comment
Signatures for Cheques & BACS	Up to £10,000	Any two signatures in line with the Bank Mandate	
	Any amounts over £10,000	Two signatures in accordance with the bank mandate and one must be either the CEO, Finance director or Director of Business and Finance	
Delegated Duty	Value	Delegated authority	Comment
Signatories for grant claims and DfE Returns	Unlimited	The Finance Director / Director of Business and Finance and one of the following: Trust Chairman CEO  CEO	Two signatories, or as required by DfE / ESFA

Delegated Duty – Virement of budget provision between budget heads	Value	Delegated authority	Comment
Virement of budget provision between budget heads	Within department	CEO & Finance Director / Director of Business and Finance or CEO if virement from Trust	All virements to be reported in monthly Management Accounts LGB and Board meetings.
	Up to £50,000	CEO & Finance Director / Director of Business and Finance	Reported to LGB

	Over £50,000	Trust Board member & CEO & Finance Director / Director of Business and Finance	Reported to Local Academy Council and Trust Board
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated authority</b>	<b>Comment</b>
Disposal of assets	Up to £20,000	CEO & Finance Director / Director of Business and Finance	Director of Finance to report to Trust Board
	Over £20,000	CEO, Trust Board, Finance Director / Director of Business and Finance and DfE	DfE approval required for disposal of assets funded with more than £20,000 of DfE grant or transferred from the LA at nominal consideration
<b>Delegated Duty - Write off bad debts</b>	<b>Value</b>	<b>Delegated authority</b>	<b>Comment</b>
Write-off bad debts	Up to £1000	CEO & Finance Director / Director of Business and Finance or Deputy	Report to LGB
	Over £1,000	Trust Board & Finance Director plus DfE approval	Report to Trust Board
<b>Delegated Duty - write off overpayments to staff</b>	<b>Value</b>	<b>Delegated authority</b>	<b>Comment</b>
Write-off overpayments to staff	Up to £1,000	CEO & Finance Director / Director of Business and Finance	Report to Director of Finance who reports to the Trust Board
	Over £1,000		Reported to Trust Board
<b>Delegated Duty</b>	<b>Value</b>	<b>Delegated authority</b>	<b>Comment</b>
Purchase or sale of freehold property	Any	Trust Board, CEO & Finance Director / Director of Business and Finance plus DfE approval required	DfE approval
Granting or taking up of any leasehold or tenancy agreement exceeding 3 years	Any	Trust Board, CEO & Finance Director / Director of Business and Finance plus DfE approval required	DfE approval



Any guarantees, indemnities and letters of comfort entered into	Any	Trust Board, CEO & Finance Director / Director of Business and Finance plus DfE approval required	DfE approval
Ex-gratia payments	Any	CEO, CEO & Finance Director / Director of Business and Finance plus DfE approval required	