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## St Crispin's School Policy

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### Procurement Policy

Version Number	Date Created	Changes or reason for Update	Date Approved
V1	03/2009	First Issue	19/05/2009
V2	11/2010	Reviewed. No change	11/2010
V3	11/2011	Reviewed. No change	11/2011
V4	11/2012	Reviewed. No change	28/11/2012
V5	10/2013	Updated following audit	11/13
V6	02/2014	Updated following receipt of new credit card	04/03/2014
V7	11/2015	Addition of eBay account	02/03/2016
V8	10/2016	Minor changes	07/11/2016

Next Review of this Policy is due 11/2018



The purpose of this policy is to:

### **1. Achieve value for money (VFM)**

Key factors to be considered are:

- Price
- Quality of product or service
- Reputation and capacity of provider
- Range of goods or services available
- Reliability
- Responsiveness
- Compatibility with school ethos and culture

When judging value for money there are three elements to be considered:

- Economy
- Effectiveness and
- Efficiency

### **2. Best Value**

The principles of best value are Compare, Consult, Challenge and Compete.

Using these principles the school will regularly review and improve services provided to the school by:

- challenging how and why services are provided and setting targets and performance indicators for improvement
- monitoring outcomes and compare performance with similar schools and within the school
- consulting appropriate stakeholders before major decisions are made; and promoting fair competition through quotations and tenders to ensure that goods and services are secured in the most economic, efficient and effective way.

We will strive to ensure that the school is using its resources effectively to meet the needs of pupils.

### **3. Financial Management**

In order to meet the responsibilities of the governing body, clear procedures will be in place to ensure an effective purchasing function in the school.

Procurement procedure for all Budget Holders (Appendix 1)

- Financial limits for all Budget Holders (appendix 2)
- Effective separation of duties
- A clear Audit trail for all purchases



- Clear procedures for obtaining quotations and tenders (Appendix 3)
- Procedures and security of school credit card (Appendix 4)
- Procedures for use of school eBay account (Appendix 5)

#### **4. Measuring Performance**

At the time of defining the service needs or agreeing to significant expenditure the performance measures should be set so that all parties are clear as to what is expected of them. The use of SMART Performance Measures to measure supplier's performance.

- Specific
- Measurable
- Achievable
- Realistic
- Timed

The provider measures the inputs the customer measures the outputs, to ensure that the schools requirements are met and value for money achieved.

#### **5. Monitoring and Evaluation**

The above is an integral part of the purchasing process.

Service providers should monitor and evaluate their own performance. The school will focus on regular checking of progress, collect data and ensure that agreed specifications are met in consultation with the service provider.

All purchasing activities in the school will follow the laid down procedures set by the LA in the WBC Scheme for Financing Schools.



## APPENDIX 1

### PROCUREMENT PROCEDURE FOR ALL BUDGET HOLDERS

#### **A. Budgets**

1. Bids agreed
2. Budget allocations circulated to Budget Holders, giving details of approved expenditure.

#### **B. Ordering**

3. A detailed list is kept of named budget holders, signatures and authorised levels of expenditure by the School Business Manager. This list is referred to before any orders are processed to ensure compliance.
4. Under no circumstances should any orders be destroyed.
5. All invoices for these orders must be checked and signed as "Goods received and checked" by the budget holder and countersigned as above to authorise payment.

#### **C. Authority**

6. Capitation Budget Holders may authorise and process single orders up to a value of £1,500.
7. Any single orders above £1,500 up to £10,000 must be authorised by the Headteacher. In the absence of the Headteacher the School Business Manager may authorise orders up to £10,000 if the expenditure was planned for in the school budget.
8. All expenditure over £10,000 must be countersigned by the Chair of Finance or Chair of Governors.



**APPENDIX 2**  
**FINANCIAL LIMITS**

<b>CATEGORY</b>	<b>INVOICES</b>	<b>LOCAL CHEQUES</b>	<b>ORDERS</b>	<b>PAYROLL</b>
Headteacher	£10,000	£10,000	£10,000	£10,000
School Business Manager (countersigned by Headteacher)	£10,000	£10,000	£10,000	£10,000
Deputy Head (Snr)	£5,000	£5,000	£5,000	N/A
Deputy Head	£1,500	£1,500	£1,500	N/A
All Other Budget Holders	£1,500	N/A	£1,500	N/A
<b>All expenditure over £10,000 to be authorised by the Headteacher AND countersigned by the Chair of Governors or Chair of Finance</b>				



### APPENDIX 3

#### PROCEDURES FOR OBTAINING QUOTATIONS AND TENDERS

##### A. TENDERS

Tenders should be obtained for all purchases, which exceed the limits as specified in this Policy.

1. Approval of contracts over £25,000 will only be made after the following procedure has been followed.
  - Invitation to submit tenders will be made by appropriate means, i.e. invitation to tender, advertising etc. The tender evaluation criteria and score weighting for each criteria will be advised by Business Manager in consultation with the Headteacher as part of the invitation to Tender.
  - In certain circumstances the tendering process can be set aside as long as the reasons for doing so have been previously recorded and approved by the governing body e.g. the use of a specialist supplier for peripheries, where single source suppliers exist or under exceptional circumstances timescales prevents these tender procedures from being followed. Where this happens this should be approved by the Chair of Governors.
2. The specification will include:
  - The nature and purpose of the contract including due regard for data protection, freedom of information, performance bonds, insurance, health and safety, audit and termination together with any other relevant information. Guidance on such issues should be sought from the legal and procurement teams at the LA where further details can be obtained.
  - The last date and time on which tenders can be received, normally not less than fourteen days after the invitation is published.
3. All tenders received must be in a blue plain sealed envelope bearing only the words 'tender' and the subject to which the tender refers, addressed to the school business manager. Where tenders are not received in this format, the governors' decision as to whether they can be accepted will be final, with



the reason being recorded. Tenders will be kept in a safe place, envelopes having been date and time stamped.

4. All tenders will be opened at the same time and details of contractor, quotation and any other details recorded at the time of opening. All envelopes will be annotated and signed and will be retained for a period of 1 year.
5. Tenders will be opened and their values shall be recorded in accordance with the following procedures:
  - All tenders up to the amount of £25,000 to be opened by the Headteacher and School Business Manager.
  - All tenders exceeding £25,000 to be opened by the Headteacher, School Business Manager and a representative of the Governing Body.
6. Tenders received after the closing date and time will not be considered except in exceptional circumstances and the reason shall be recorded.
7. No contractor will be allowed to amend the tender after the date and time fixed for receipt of tenders. However, if genuine, and obvious errors are found in tenders, contractors will be allowed to withdraw, confirm or amend the tender as appropriate. All contractors concerned will be given the opportunity to check their tenders in these circumstances.
8. Where the Governing Body approves that it is appropriate "Post Tender" negotiations shall be allowed, subject to all contractors being afforded the same revision to contract specification.
9. In accepting any tender, the governors will analyse and compare all possible options to make sure value for money is obtained in accordance with the Tender evaluation criteria and score weighting for each criteria. This might mean accepting a tender, which is not necessarily the lowest. Where a tender other than the lowest is accepted the reasons for acceptance must be documented and reported to the governing body.
10. Acceptance of any tender will be confirmed to the contractor in writing and no work should be started until this has been done.
11. Any contracts awarded will include a paragraph to the effect that any contractor will be prohibited from transferring or assigning directly or indirectly, to any other person or contractor, any portion of the contract without the written permission of the governing body.
12. All on-going contracts will be reviewed and re-negotiated at regular intervals.



13. Governors and staff should declare their personal interests whether pecuniary or non-pecuniary (to be reviewed annually) in any proposal to call for tenders for supply of good materials or services. Any person with a personal interest must withdraw from any consideration of the matter at a meeting of the governing body or committee.

#### **B. QUOTATIONS**

1. All purchases of £5,000 and over must have three quotes obtained. The quotes must all be made against the same written specification.
2. The decision for awarding the purchase of goods and services must involve the Headteacher.

### **APPENDIX 4**

#### **PROCEDURES AND SECURITY OF SCHOOL CREDIT CARD**

1. The Credit Cards are stored in the school safe which is only accessed by the School Business Manager and two Finance Officers.
2. The card is only used by the School Business Manager, Finance Officer and Site Controller (for fuel purchases) who are the registered holders for the school.
3. If a purchase needs to be made the School Business Manager or Finance Officer removes the Credit Card from the safe, completes the transaction and then returns the card to the safe.
4. An invoice or appropriate paperwork is printed from the internet and attached to a school order.
5. The order is entered to the system as a commitment.
6. On receipt of the goods, they are checked and reconciled against the order and system paperwork.
7. The invoice is then stored securely awaiting the credit card statement.



8. All invoices are reconciled to the credit card statement.
9. All paperwork is filed for Audit Purposes

#### **APPENDIX 5**

#### **PROCEDURES FOR USE OF SCHOOL EBAY ACCOUNT**

1. The school has an eBay account which is only accessed by the School Business Manager and two Finance Officers.
2. eBay purchases are only made by the School Business Manager and 2 finance officers according to the school's standard procurement procedures.
3. An invoice or appropriate paperwork is printed from the internet and attached to a school order.
4. The order is entered to the system as a commitment.
5. On receipt of the goods, they are checked and reconciled against the order and system paperwork.
6. The invoice is then stored securely awaiting the credit card statement.
7. All invoices are reconciled to the credit card statement.
8. All paperwork is filed for Audit Purposes