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| PURCHASING, TENDERING AND CONTRACTING REQUIREMENTS FORMAINTAINED SCHOOLS |
| SCHEME OF DELEGATION |
| Under Slough Borough Council’s (the “**Council**”) Scheme for Financing Schools, maintained schools **must** comply with the Council’s Financial Regulations and Contract Procedure Rules regarding purchasing, tendering and contracting matters except where they specifically do not apply to schools.  Schools are required to assess in advance, where relevant, the health and safety competence of contractors, taking into account the Council’s policies and procedures. Schools must also notify the Health and Safety Executive (HSE) and appoint a Construction, Design and Management (CDM) Coordinator if the procurement relates to construction work and is expected to: (a) last longer than 30 days; (b) have 20 workers on site at once; or (c) involve more than 500 person days of construction work. |
| OBJECTIVES |
| The aims of these Purchasing, Tendering and Contracting Requirements for Maintained Schools are to ensure that all procurement exercises conducted by Slough schools:   1. Adhere to the principles of transparency, fairness, proportionality and equal treatment within every procurement process 2. Achieve value for money and propriety in the spending of public money 3. Deliver and manage Works, Supplies and Services contracts effectively and efficiently 4. Ensure that the Schools and the Council are not exposed to unnecessary risk or challenge and reputational damage arising from non-compliant procurement activity 5. Comply with legislation, relevant guidance and procurement best practice |
| 1. **SCHOOL COMPLIANCE** |
| Schools **must** comply with the provisions of the following:   1. Council’s Scheme for Financing Schools 2. Council’s Financial Regulations 3. Council’s Contract Procedure Rules 4. DfE’s Schemes for Financing Local Authority Maintained Schools (2021) 5. Public Contracts Regulations 2015 6. Utilities Contracts Regulations 2016 7. Concession Contracts Regulations 2016 8. World Trade Organisation’s (WTO) Government Procurement Agreement (GPA) 9. English law 10. Relevant guidance   In accordance with the Scheme for Financing Schools (paragraph 2.10 Purchasing, tendering and contracting requirements), Schools must seek written approval from the Council for goods or services for a value of more than £60,000.  Schools are strongly advised to seek legal advice on high value and/or complex contracts. The Council’s legal advisers are HB Public Law and Schools can also purchase legal advice from HB Public Law if required. |
| 4. COMPETITION REQUIREMENTS |
| Competition requirements apply to all purchases made by the School to demonstrate value for money. All contracts entered into by the School should be based on the need to generate effective competition whilst minimising tendering costs.  The greater the value of the contract, the more competition is required. The competition requirements, i.e. procurement method, for the different thresholds are shown below:   * **£2,500 - £24,999**   Issue a Request for Quotation (RFQ) to a minimum of three suppliers. It is good practice to issue a Request for Quotation to a minimum of three suppliers for any procurement above £1,000. Template procurement documents can be provided by the Council if required.   * **£25,000 - £213,477**   Issue a formal written Invitation to Tender (ITT) to a minimum of three suppliers. Template procurement documents can be provided by the Council if required.   * **Over £213,477 (Services/Supplies) and over £5,336,937 (Works)**   All tenders above the UK Procurement threshold are to be published on the Find a Tender Service (**FTS**) website. FTS replaces the previous OJEU process. Please note that contract values should be estimated inclusive of VAT for compliance with all UK procurement thresholds. Any extension options should be added to the contract value.  When commencing a procurement, schools should consider accessing local/national framework agreements (where permitted) and through them running mini competitions or call offs. |
| **Further Information**  *If you require further information about current procurement regulations, please contact the* **Council’s Procurement Team**  **Contact name: Clare Priest, Group Manager – Commercial**  **Phone numbers:** 07849 574692  **Email:** [SBCProcurement@slough.gov.uk](mailto:SBCProcurement@slough.gov.uk) |

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| LA PROCUREMENT APPROVAL FORM (Above £60,000) | | | | | | |
| DETAILS OF SCHOOL: | | | | | | |
| Name of School | |  | | | | |
| Address of School | |  | | | | |
| School Contact: | |  | | | | |
| Email: | |  | | | | |
| Telephone: | |  | | | | |
| DETAILS OF PROCUREMENT: | | | | | | |
| **Procurement approval sought for:**  (As well as a description of the need include whether Supplies, Services or Works) | |  | | | | |
| **Estimated total cost of Supplies, Services or Works (excluding VAT), adding all years together (including optional extensions):** | |  | | | | |
| **Anticipated length of Contract in months:** | |  | | | | |
| **Anticipated start date:** | |  | | **Anticipated end date** |  | |
| **Procurement process to be followed:** | |  | | | | |
| **APPROVALS/SIGNATURES:** | | | | | | |
| **Headteacher or School Authorised Signatory:** | | |  | | **Date:** |  |
| **Chair of Governors:** | | |  | | **Date:** |  |
| **SBC Schools Finance Manager** | | |  | | **Date:** |  |
| **SBC Procurement Manager:** | | |  | | **Date:** |  |
| **SBC Procurement Recommendations:** |  | | | | | |
| **Director of People (Children):** | | |  | | **Date:** |  |
| The School’s Authorised Signatory must sign this Approval Form, which should then be emailed to [SBCProcurement@slough.gov.uk](mailto:SBCProcurement@slough.gov.uk)  The Director of Children’s Services must countersign this Approval Form **before** the Procurement is undertaken. The signed original of this Approval Form should be attached to the signed original of the Contract, which should then be retained by the School.  SBC will aim to sign off the form within 4 weeks. Schools must plan procurement timetables with this timing in mind.  A copy of this signed Approval Form will be retained by SBC. | | | | | | |
| **Further Information**  If you require further information about this Procurement Approval Form, you should contact the Council’s Procurement team:  **Contact name**: Clare Priest, Group Manager – Commercial  **Phone number**: 07849 574692  **Email**: [SBCProcurement@slough.gov.uk](mailto:SBCProcurement@slough.gov.uk) | | | | | | |