

The Bishop Wheeler Catholic Academy Trust



Policy

Procurement

Published: July 2016

To be reviewed:

2019-20





Our Mission

The school communities of The Bishop Wheeler Catholic Academy Trust will work together in truth and love to provide the best possible opportunities for all our young people and their families.

Our mission is the provision, development and future safeguarding of a World Class Catholic Education where every child, member of staff and family matters

The schools, their governors and the trust directors will work together, based on the principle of subsidiarity, in faithfulness and humility, to provide an education where Christ and His values of respect, service, tolerance, dignity and forgiveness are at the heart of everything we do.

This policy was adopted by the Trust Board

Signature:

Mrs C Hyde
Chair of Trust Board

Date:

12 July 2016

The EFA Academies Financial Handbook states 'The Academy Trust must be able to show that public funds have been used as intended by Parliament'.

EFA principles are:

- That spending is made for the educational purpose intended and there is probity in the use of public funds
- Evidence is available to ensure value for money is achieved, by the application of agreed procurement procedures, as laid out in this policy
- Internal delegation levels are applied at each individual academy and reviewed annually
- Official OJEU procurement thresholds are observed

The Bishop Wheeler Trust's procurement principles are established in accordance with the Trust's Funding Agreement, Articles of Association and Diocesan Scheme of Delegation. Detailed purchasing guidelines are available in the BWCAT 'Financial Procedures Handbook' which is reviewed annually. Internal delegations for individual academies within the Trust must be reviewed, signed annually and adhered to. Copies are held at the Trust office. Invoices without correct authorisation signatures will not be passed for payment.

QUOTATION AND TENDERING

1. Single items £250-£1,000:

Three verbal quotations, recorded and attached to the purchase order requisition, as evidence that price comparisons have been made. It is not necessary to gain three prices every time a similar single item is purchased. Where an approved supplier has been selected by the Trust, it is acceptable to waive price comparisons for items under £1,000.

2. £1,000-£10,000:

Three written quotations are required.

3. £10,000-£50,000:

Three formal quotations in response to clearly defined written requirements to be submitted in writing by a specified date. Trust office advice should be sought. Academy Council approval is required.

4. Above £50,000 and up to OJEU threshold:

Three formal tenders are required. Tenders will be managed with the support of the Trust office. Academy Council to seek approval from the Trust Board for expenditure at this level. EFA approval may be required.

1. A specification will be prepared and sent to at least three suppliers. It is anticipated that for any major building works the services of an architect would be engaged to deal with the handling of specifications and suitability to tender.
2. Replies should be addressed to the Trust Business Director in a plain sealed envelope marked 'Tender' by a specified date. Replies will be kept sealed until that date.
3. 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. No contractor will be allowed to amend the tender after the time fixed for receipt.
5. 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 Trust Board.

5. Over OJEU threshold:

Four formal tenders are required. Trust Board approval is required.

The values are for single items or groups of items, which must not be disaggregated artificially. The sterling equivalent of OJEU thresholds (net of VAT) is £164,176 from 01/01/2016 for supplies and services and £4,104,394 for works.

For tenders expected to exceed EU thresholds, advertisements must also be placed in OJEU (the Official Journal of the European Union) and must follow EU procurement requirements with particular regard to be given to the timescale for such tenders.

ACCEPTANCE OF TENDER

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

1. The overall price and the individual items or services which make up that price.
2. Whether there are any additional costs which the academy will have to incur to obtain a satisfactory product.
3. Whether there is scope for negotiation, while being fair to all tenderers.
4. The qualifications and experience of the supplier, including membership of professional associations.
5. Compliance with the technical requirements laid down by the school.
6. Whether it is possible to obtain certificates of quantity.
7. 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.
8. The financial status of the supplier.
9. References from other establishments.
10. Understanding & compliance with Health & safety, CDM regulations and Child Protection issues related to working on a school site

In the case of building works, where the tendering process is being carried out by the architect or quantity surveyor, they will be responsible for checking the documents of the lowest tender before making a recommendation to the Trust.

TRADING WITH CONNECTED PARTIES

The EFA state Academy Trusts must be 'even-handed in their relationships with connected parties by ensuring directors understand and comply with their statutory duties as company directors (and named 'key management personnel', effective September 2016) to avoid conflicts of interest, not to accept benefits from third parties and to declare interest in proposed transactions or arrangements.'

Connected party transactions are carefully managed and applied across the Trust, through the Business Director and Group Accountant, to avoid both real and perceived conflicts of interest, promoting integrity and openness in accordance with the seven principles of public life.

Records of connected party transactions are held, and disclosures are made in the annual accounts to evidence that such transactions are conducted in accordance with the highest standards of accountability and transparency.

A register of interests is held, in accordance with EFA requirements. Relevant business interests are published on the Trust's website. When goods or services are procured from connected parties, it must be evidenced that no more than cost has been paid, with a de-minimus amount of £2,500, cumulatively, in any one financial year.

Appropriate documentation is put in place to evidence an open and fair process when trading with connected parties. Statements of assurance will be sought, to confirm that charges do not exceed the cost of the goods or services, on the basis of an open book agreement requiring the supplier to demonstrate, if requested, that their charges do not exceed the cost of supply.

 The 10 schools in our Trust:

St. Mary's Menston, a Catholic Voluntary Academy
St. Joseph's Catholic Primary School Otley, a Voluntary Academy
Ss Peter and Paul Catholic Primary School, a Voluntary Academy
Sacred Heart Catholic Primary School Ilkley, a Voluntary Academy
St Mary's Horsforth Catholic Voluntary Academy
St. Joseph's Catholic Primary School Pudsey, a Voluntary Academy
St Joseph's Catholic Primary School Harrogate, a Voluntary Academy
St Mary's Catholic Primary School Knaresborough, a Voluntary Academy
St. Stephen's Catholic Primary School and Nursery, a Voluntary Academy
Holy Name Catholic Voluntary Academy



The Bishop Wheeler Catholic Academy Trust

The Bishop Wheeler Catholic Academy Trust is a charity and a company limited by guarantee, registered in England and Wales

Company Number: 8399801

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Chair of the
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Vice Chair of the
Trust Board: Monsignor P Owens