



Procurement Policy

Date Adopted: 16th July 2021

Author/owner: Board of Trustees

Review: July 2023

NB. 'Trustees' means the Directors referred to in the Trust's Articles of Association

History of most recent policy changes

Version	Date	Page	Change	Origin of Change e.g. TU request, Change in legislation
V1.0	July 2021		New policy introduced for the Tarka Learning Partnership Central Trust Team and Schools within the Trust	Requirement for central policy to ensure best practice in all Trust procurement and buying practices

Contents

History of most recent policy changes.....	2
1.0 Policy Statement.....	4
2.0 Definition	4
3.0 Scope	4
4.0 Roles and responsibilities	4
5.0 Procurement and Buying Principles.....	5
6.0 Managing Relationships in the Community.....	6
7.0 Approved Contractors and Suppliers.....	6
8.0 Purchasing Thresholds	6
9.0 Dispensations / Single Tender Action	7
10.0 Procurement Process.....	8
10.1 Planning.....	8
10.2 Purchasing.....	10
10.3 Managing Relationships:.....	11
Appendix 1 – Procurement Flowchart	13
Appendix 2 – DPIA Screening Template.....	14
Appendix 3 – Business Case & Implementation Plan.....	16
Appendix 5 – Statement of Requirement	18
Appendix 6 – Specification.....	19
Appendix 7 – Tender Evaluation	21

1.0 Policy Statement

The purpose of this policy is to ensure that Tarka Learning Partnership maintains effective procurement systems and ensures that each procurement offers value for money. The policy is based on guidance from the Department for Education and is intended to support procurement at both Trust & school level. It is relevant to all buying & procurement exercises.

This policy sets out how the Trust will manage procurement to ensure compliance with relevant legislation in place at the time; support the strategic aims of the Trust and raise awareness of the importance of our day to day buying decisions.

It is the Trusts policy to ensure that any spend of public money, regardless of value is carried out in a transparent and non-discriminatory way and in compliance with Public Contracts Regulations and Bribery Act.

The policy should be used in conjunction with the Trust's Finance Policy and Procedures Manual.

2.0 Definition

Public procurement regulations cover three categories of spend:

Goods – actual products being purchased, from stationary to furniture and IT equipment.

Works – any building work, including new buildings, extensions, refurbishment or repairs.

Services – the skills and expertise provided by individuals or companies such as IT, legal, payroll.

3.0 Scope

This policy covers the practices of both procurement and buying.

Procurement is a strategic process that follows a clear pattern, starting with identifying a need, through to a review of the delivery of a contract or the disposal of goods.

Buying is a day-to-day process conducted as required and is often from procured contracts or frameworks or established consortiums or local suppliers who have been through a procurement process.

4.0 Roles and responsibilities

It is the responsibility of all staff to have regard for the appropriate use of resources, be that in the form of equipment, consumables items, events, or services and to ensure that these resources are appropriately sourced and looked after. To ensure relationships with suppliers are effectively managed to maintain a healthy relationship and where there are concerns regarding the quality of a service or goods received, raise them with the School Business Manager/Finance Officer in the first instance.

Chief Finance Officer: has overall responsibility for procurement within the Trust, and procurement of services that have been centralised.

Estates Leader: has responsibility for central procurement of works contracts and the Approved Suppliers for minor works.

Head Teachers: have overall responsibility for the allocation of resources from their budgets and ensuring that value for money processes in their setting are followed.

School Business Managers / Finance Managers: have responsibility for managing value for money processes within their setting and ensuring the value for money evidence is available within the finance software.

5.0 Procurement and Buying Principles

These are the principles that will guide how we buy goods, conduct our procurement processes and how we develop our procurement strategies.

Value for Money

The Trust will aim to achieve value for money in all its procurement activity. This is a combination of whole-life costs and quality to fulfil the requirements of the users of the service, works or goods being procured. The Trust will take a long-term strategic view of the procurement and its requirements, including the opportunity for working with other organisations or the use of nationally available framework agreements and the use of purchasing consortiums.

Quality

The Trust will ensure that procurement and buying habits reflect the need for our duty of care to our staff, pupils and community by ensuring reputable suppliers are used, goods are fit for purpose and do not pose a risk of harm to the user or a hazard risk to the building.

Ethical & Sustainable

The Trust will aim to minimise harm to the environment and to promote the conservation of natural resources in its procurement & buying practices. Tenders will include a requirement for suppliers to report on their ethical trading, ensuring suppliers also comply with the Modern Slavery Act 2015.

Local Supply Base

The Trust will look to support local business by making it simpler to do business with us by providing opportunities for local business to register their interest and supply their basic credentials via our website. We will have regard to the impact on smaller local companies of the way in which a procurement is structured and use local media to advertise contract opportunities where appropriate.

Equality

Procurement processes and documentation will reflect the Trust's Equality & Diversity Policy. Equality issues will be considered a key requirement in any contract or where the contractor is working and acting on the behalf of the Trust.

Non-Discriminatory

The Trust must ensure that all contractors, suppliers and service providers are treated equally and without discrimination. Processes must not be undertaken in a manner that artificially narrows competition, favours or disadvantages any contractor, supplier or service provider.

Relationship with Suppliers

Where possible the Trust will incorporate provision for continuous improvement within the contracted service and engage with the supplier to enable this to happen.

Information Governance

The Trust will ensure that all procurement will have due regard to our duties under the General Data Protection Regulations, particularly in relation to data processing and data sharing.

Our Conduct

In all our dealings, the Trust will preserve the highest standards of honesty, integrity, impartiality, and objectivity. and shall always comply with the Trusts' code of conduct, upholding the 7 principles of public life.

6.0 Managing Relationships in the Community

The Trust aims to be an organisation that suppliers want to do business with, and the Trust will actively engage with local suppliers to avail itself of a range of trusted local companies that meet minimum vetting criteria.

In the interest of maintaining positive relationships in a relatively small community the Trust is mindful of the impact of repeated frequent requests for quotes, particularly for minor works, amongst a limited pool of eligible contractors.

Where there has been substantial testing of the market for services and in particular minor works (up to £25,000) the Trust will rely upon those quotes to inform similar works arising in a subsequent 12-month period without the need to enter a contract with the preferred supplier and subject to the preferred suppliers quote being in line with the previously tested rates.

7.0 Approved Contractors and Suppliers

The Trust will hold the details of approved local suppliers in Parago 'TLP Central Contractors and Suppliers' and these will be marked as preferred suppliers for the Trust. To become an approved supplier, companies must satisfy the following criteria

- Have the requisite public and employer's liability insurance to a level of 5m.
- Employees who have undergone DBS checks (if working on site).
- Evidence of professional qualifications/accreditation for the work being undertaken.
- Statement of assurance that their employees are paid at least the national minimum wage and they comply with the requirements of Modern Slavery Act 2015.
- A declaration that they will abide by any required policies in relation to conduct and safeguarding whilst on site.

Suppliers will also have the opportunity of advising us of their ethical and environmental policies.

Where a central procurement process has been undertaken by the Trust the details will be recorded in Parago 'TLP Central Contractors & Suppliers' area under 'procured contractors'. Documents to support the value for money evidence will be available to download from Parago to be attached to the order.

8.0 Purchasing Thresholds

Orders for goods, services and works are subject to different processes depending upon the total value of the purchase. Where a contract, or service forms part of a series of contracts over more than one year the total value of the contract/service must be taken into account during the procurement process.

Use the [procurement flowchart](#) to assess the threshold which applies to your procurement and check the TLP Procured Contractors to see if there is already a procured supplier that can be used.

A value for money exercise is required regardless of the source of funding where the spend meets one of the thresholds below and there is not already a procured supplier to meet the need.

The amounts listed below are exclusive of VAT.

£0 - £1,999: Consideration to be given to alternative suppliers if appropriate to the situation and there is no Trust contract in place to meet the need.

£2,000 - £4,999: Evidence of comparison through web/catalogue search from reputable sources, email or note of telephone conversation from a supplier should be obtained to identify the best source of the goods and services

Except:

- a) where the service is being provided by a contractor to maintain or extend systems that they have previously installed
- b) have provided quotes and tenders as part of a competitive process for similar works within the past 12 months where they were the selected supplier

£5,000 - £14,999: At least 2 written quotations should be obtained for all orders for goods, services or works.

Except:

- a) where the service is being provided by a contractor to maintain or extend systems that they have previously installed
- b) have provided quotes and tenders as part of a competitive process for similar works within the past 12 months where they were the selected supplier

£15,000 - £24,999: At least 3 written quotes should be obtained

Except for works where the contractor has been through a competitive value for money process for similar works and were the selected provider within the last 12 months **and** the quote for the works to be undertaken is in line with rates and values quoted during the previous process.

£25,000 - £49,999: A minimum of 3 quotations in writing to be obtained to a written specification which is submitted by a specified date & time. Meetings with suppliers and references to be taken up prior to the award of a contract. May include full formal tender route if appropriate.

£50,000 – to EU Thresholds: Current EU Threshold tender limits should be checked in line with the latest published thresholds <https://www.ojeu.eu/thresholds.aspx> . A formal tendering process should be followed as detailed in Section 10 of the Finance Policy & Procedures Manual

Over EU Threshold: These procurement processes must be undertaken by the central finance team. Public procurement notices will need to be advertised through Find a Tender in line with guidance on public procurement or the use of an EU compliant framework.

9.0 Dispensations / Single Tender Action

In limited circumstances a dispensation from the requirement to obtain alternative quotes may be granted. This may include authority to solicit a single quotation, award a contract or place an order without having obtained the requisite number of tenders or quotations or to directly award a contract.

All dispensations require prior approval from the CFO and must not be in breach of procurement legislation or be contrary to the Trust Scheme of Delegation. Dispensation will not be granted for contracts in excess of EU thresholds.

Dispensations must not be used to avoid competition, for administrative convenience or to renew contracts. Dispensations may be considered for the following reasons and with supporting documentation:-

- Work of exceptional urgency caused by genuinely unforeseen circumstances where competitive tendering would cause an unacceptable delay.
- The goods or services are only available from one source and there is no possibility of the Trust's requirements being met in any other way.
- An extension to a contract is required to allow sufficient time to complete a tendering exercise (failure to have planned the re-procurement is not a justification for a single tender)
- Where the seeking of tenders and subsequent contract award would cause significant operational difficulties, where any potential savings would be outweighed by those operational issues and hidden costs (these must be documented along with a VFM analysis).

10.0 Procurement Process

The procurement process is covered in three main stages:

- Planning
- Purchasing
- Managing

10.1 Planning

Identifying the need: Before making any spending decisions, time should be taken to plan the purchase so an informed decision can be made. The extent and importance of the planning process should be appropriate to the type, value and complexity of the procurement and applies equally to the renewal of existing contracts and services. The first stages of planning include: -

- Understanding the objectives of the proposed purchase – why are we doing this? What are the outputs and benefits? How does this sit with competing priorities? Can we stop doing other things?
- Research your options – how can it be delivered, in-house expertise, bought in, shared resource? Can better utilisation of an existing service/resource be made which may make a new purchase unnecessary? Is there another school in the Trust doing the same or using similar systems?
- Budget – Do you have enough budget for the purchase? Does the purchase support the delivery of the curriculum and School Improvement Plans? Who needs to authorise the purchase in line with the Financial Scheme of Delegation?
- Is this the right time? - Is there capacity to implement and embed the use of the proposed procurement?
- For contract/service renewals – Is the service still necessary, does it need to be modified, are there new options available?

Whole of Life Costs: Not only is it important to consider the total value of the contract over the contract period; it is essential to take account of the on-going related costs. This may take the form of warranties, associated additional license costs to integrate with other systems, cost of consumables such as ink cartridges or bulbs and required maintenance schedules. All of these factors should be considered during the procurement process.

Business Case: Where the procurement is over £50,000 and requires Trustee sign-off **or** by continuing with the procurement the school is in deficit and temporarily depleting its reserves to below 4% of income a business case should be put forward to the LGB/Trustees. The exception is where the spend has been identified through the Planned Preventative Maintenance route and has been approved within the original budget or is being funded through the SCA.

The detail & complexity of the plan will depend upon the type of purchase and should include consideration of

the costs of implementation, staff time and training requirements. Business Case and Implementation Template [\[Appendix 3\]](#). Is provided for guidance.

Implementation Planning: The size of the spend is not the only determinant factor when deciding to implement a new/replace an existing system, invest in new equipment or a buy a service. The set-up, implementation and training will have a bearing on decision making, the timing of the project and will help identify key stakeholders at an early stage of the process. It may also identify that the costs of the roll out of a new system out-weigh any potential return on investment and could form part of the audit evidence where a decision is made not to go to full tender on a project.

It is likely that the implementation Plan will need to be updated when the supplier is chosen to ensure there is common understanding between the school and the supplier of the process and timeline.

GDPR: Once the need for the purchase has been evidenced and a decision to continue with the procurement has been made the Data Protection Impact Assessment Screening Template [\[Appendix 2\]](#) should be completed.

The completed assessment should be retained as evidence with the procurement paperwork and a copy supplied to the GDPR lead.

Data Protection Impact Assessment: Where a question has been answered YES in the screening template, the support of the GDPR Lead must be sought for advice on next steps before proceeding with the purchase. This is to ensure that a DPIA is completed, and the correct information can be obtained during the procurement process.

Specification: Be clear about the minimum requirements of the purchase / procurement. For a low value simple contract, a **Statement of Requirement** will suffice. This sets out requirements at a reasonably high level stating the product/service you require with any minimum spec attached to that, together with the quantity, quality, warranty, delivery, instal requirements and information regarding the end use. A clear Statement of Requirement ensures that the school will receive the right standards and scope of products or services to meet the need. It should be available to all suppliers that are approached for a quote.

For larger procurements or where a complex need exists, a **Specification** will be required. This is more detailed than a Statement of Requirement.

Specifications must be carefully considered so there is no ambiguity, and nothing is left out. It must be clear about what bidders must do or provide in their bids. A clear specification ensures that the right standards and scope of products and services are received and should be included as part of the tender documents sent to all suppliers. It should also include a statement on the evaluation criteria and weightings that will be used to select the winning tender and should include the standards of performance expected that is appropriate for expensive, complex, or long-term purchases, this is through the specification of key performance indicators (KPI's) and Quality Schedules.

If purchasing through an existing contract or framework, include the Statement of Requirement or the Specification with the terms & conditions in the contract so it forms part of the legal agreement with the chosen supplier.

10.2 Purchasing

Firstly consider whether the purchase could be made through an existing contract or agreement held by TLP or through a national framework or consortium. If you are able to make use of these, the hard work has been done.

If using a national framework, you must check the rules for further competition options as they may permit direct award, or there may be a 'mini competition' amongst the relevant suppliers. This is usually a much quicker & simpler process than setting up a new contract.

Existing Contracts or Frameworks may be from

TLP – login to Parago or contact Trust central team

Crown Commercial Services - <https://www.crowncommercial.gov.uk/>

Crescent Purchasing Consortium - <https://www.thecpc.ac.uk/>

YPO - <https://www.ypo.co.uk/>

Gov.UK - <https://www.gov.uk/guidance/find-a-dfe-approved-framework-for-your-school>

School Buying Hub - <https://www.schoolsbuyingclub.com/>

Where a suitable framework does not exist or meet the local need, a value for money exercise appropriate to the value of the procurement should be undertaken – see appendix 1.

Timeline: The process should be appropriate to the size of the tender, for contracts of over £50,000 a lead in time of 4 months should be allowed to complete the full procurement process.

Equal Treatment of Suppliers: One of the key principles of procurement legislation is that all suppliers are treated equally in any competitive process, regardless of value. They should have the same availability of access to specifications, plans, staff time, facilities etc.

All bidders are entitled to be debriefed at the end of the process and informed of the successful bidder.

Any discussions and or correspondence prior to the conclusion of a procurement process should be on a “without commitment” basis and this should be clearly stated on any correspondence. The contract offer or purchase order should be the only point at which a commitment is made.

Evaluation criteria: should be decided upon in advance and made available in full to suppliers invited to tender to show how they will be treated fairly. The evaluation methods used may be qualitative and quantitative. The evaluation criteria should be appropriate to the process and driven by the specification. An example is shown in [Appendix 7](#).

Freedom of Information: The Freedom of Information Act 2000 gives the public and potential suppliers the right to request certain information regarding purchasing. As part of the process for providing quotations and tenders the Trust requires all bidders to identify confidential information which they would not want the Trust to disclose in response to a freedom of information request.

Leases: The Trust cannot enter any finance lease as it is classed as a form of borrowing and contravenes the requirements of the Academies Financial Handbook. All operating leases must be referred to the Chief Finance Officer for approval before concluding any procurement process.

Acceptance of Terms & Conditions: A signature on an agreement or an email response indicates acceptance of the suppliers Terms & Conditions. Care should be taken to check the Terms & Conditions before signing a contract or entering into an agreement. For large and complex contracts, where the supplier has not been

sourced through a national framework, legal advice may be required.

Evidence: Information must be collated and retained to demonstrate compliance to the procurement process. This should be retained for a minimum of 7 years.

For simple tender processes the written comparative quotes should be uploaded with the purchase order in the Trusts finance system. Where a full tendering or more complex process has been undertaken, a document which summarises the outcome uploaded with the order and all supporting evidence held in the schools IT systems to be made available for audit upon request.

Templates and exemplar documents are available from the Trust to support these processes.

10.3 Managing Relationships:

Contract Management is actively monitoring the performance of the contract with the contracted supplier to help ensure the scheduled goods or services are delivered on time and to the requirement standards set out in the contract. This will help maximise value for money from the contract and deliver more effective outcomes.

Management of low-value one-off purchases is not usually necessary as once goods have been received & checked or the delivery of a service has met the quality standards specified there is usually no on-going relationship. An assessment of the quality of goods on receipt, or the delivery of a service meeting the required objectives should be made before paying the invoice and any discrepancies dealt with at the time.

Contracts of a medium, or high value, or for complex or critical purchases that will last several months, or years should be actively managed to ensure they are working as planned.

This involves developing a constructive and confident relationship between the client & the contractor where the client as well as the contractor engage to ensure a positive working relationship which is based on mutual respect and trust. For large contracts, suppliers usually allocate a Contract/Account Manager and may hold network events or individual meetings designed to keep their clients up to date regarding their services and to receive feedback on how they can improve these services. If performance issues do arise, it is best to identify them quickly and to seek resolution through the systems and processes relevant to the contract and through informal discussion with the supplier. If this is not enough to resolve concerns the next step would be to request a meeting to discuss and agree an action plan to resolve the matters. If following this the supplier continues to fail to deliver against the agreed KPI's it may, in rare instances, become necessary to use formal dispute resolution measures which should be laid out in the contract.


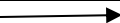
Contract Register: The Trust and schools will maintain a contract register to formally record and retain details of purchasing & procurement for audit purposes which notes the timing for contract review, the expiry date and notice periods required. This will enable future procurements & re-tendering exercises to be carried out in a timely manner.

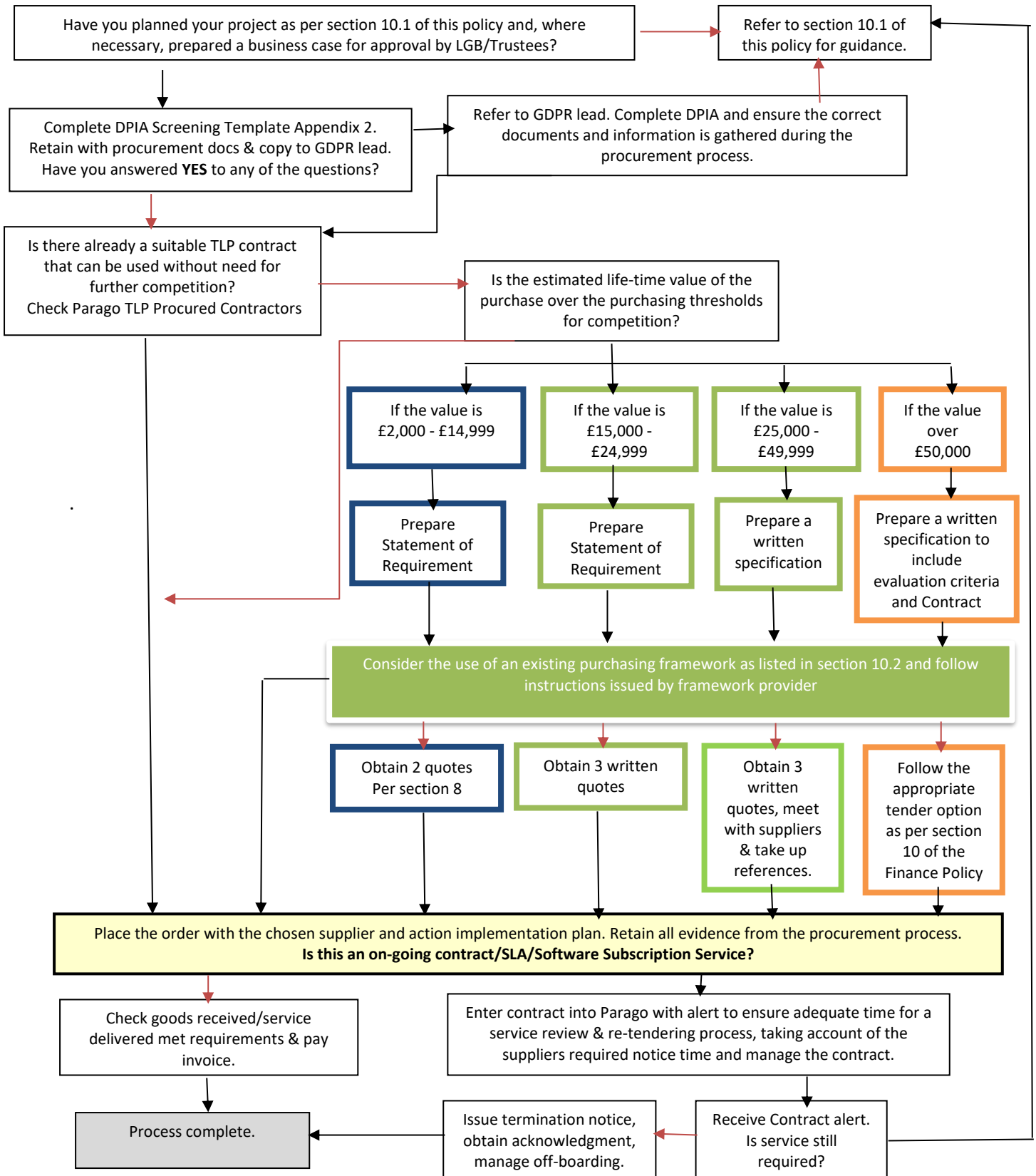
Ending a Contract: Once a decision to end a contract has been made, this should be communicated to the supplier as soon as possible and in line with their terms and conditions. Written acknowledgement of the receipt of the notice to terminate should be obtained and retained with the contract information. All relevant services users should be notified of the decision and the end date of the service.

Disposal of Goods: When the goods procured have reached the end of their useful life there must be a system for off-boarding. This is particularly pertinent for IT. The Finance Policy & Procedures Manual contains further guidance regarding the disposal or sale of assets. As a minimum schools should ensure the following

- Hardware is cleared of all data prior to sale/disposal.
- Equipment is disposed of within the latest WEEE legislation and collection certificated kept on file.
- Resales of IT equipment should not include licensed software.
- The asset must be removed from the school asset register in Parago.
- Leased equipment is returned according to the lease companies requirements, cleared of personal data.

Appendix 1 – Procurement Flowchart

	No / not appropriate
	Yes / continue



Appendix 2 – DPIA Screening Template

School / Trust	
Key DPIA officer	
Scope/Purpose of the project	
Date DPIA process commenced	
Expected implementation date	

Screening Questions

Project name	
Version and date	
What do you want to achieve with the new process or supplier?	

The following screening questions will identify if a DPIA is required. Answering 'yes' to any question will require a DPIA to be completed. You may expand on the answers as work progresses.

If you require assistance in completing this form please seek advice from your GDPR lead or the Trust's DPO.

Number	Question	No	Yes	Comments
1	Will you collect new information about individuals?			
2	Will the initiative force individuals to provide information about themselves that you don't currently hold?			
3	Will information about individuals be disclosed to organisations or people who have not previously had routine access to the information?			

4	Will you be using information about individuals in a new or different way than at present?			
5	Does the initiative involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.			
6	Will the initiative result in you making decisions or taking action against individuals in ways which can have a significant impact on them?			
7	Is the information required sensitive, e.g. health or safeguarding information? Is it the more confidential type of information?			
8	Will you need to be intrusive to collect the information?			

If all questions have been answered 'no' a copy of this document should be retained in accordance with our records retention policies and as the initiative develops reference made to the screening questions in case any answers change to 'yes'. If any question has been answered 'yes' please consider if the new process or product being considered would lead to a serious risk of harm to reputations or data loss if it was hacked or data was shared in error.

If you have answered Yes to any of the questions above, refer to your school's or the Trust's GDPR lead for next steps.

Appendix 3 – Business Case & Implementation Plan

Required for projects over £50,000 or where the purchase will create/increase an in-year deficit & reduces reserves to below 4% of income. The detail in this document should be appropriate to the complexity of the procurement.

Not needed if the project has been identified through the Trust's Planned Preventative Maintenance Schedule.

Name of Setting			
Name of Project			
Name of proposer		Estimated contract value (whole of life)	£
Will this procurement lead to an in-year deficit and depletion of reserves to below 4% of income?			Yes / No
Where there are on-going contract costs, have they been factored into the budget forecast? [This should be done at an early stage of the process to assess the financial viability & inform any further actions that may be required]			Yes / No
Section A: Business Case			
Details of the proposed purchase			
What is driving the need?			
Is this part of your Improvement Plan or the renewal of an existing service?			
What are the intended outcomes?			
What is the consequence of failure to purchase?			
State the alternatives considered the reason for discounting them.			
Will this solution enable you to review, streamline or end other systems/processes? If so, which?			
Does this need to integrate with existing systems or initiatives? If so what & how?			
Are there any risks associated with this project? [This could be standards, reputational, HR, financial, capacity]			
i.e: Hidden costs and staff capacity to replace and embed a new system could outweigh potential benefits of a replacement system.			
Section B: Implementation Plan – if applicable			
Who is responsible for leading the implementation or set-up of the project?			
Who will manage the contract after implementation to ensure best value?			
Who are the Key Personnel involved?			
Which stakeholder groups are affected?			
Does the strategy require consultation and input from key personnel / stakeholders prior to procurement to help inform the specification and any specific requirements from potential suppliers?			
If so, state how this will be done, when and is there is a cost to it?			

What training is required, who needs it, when do they need it and who will deliver it?
What is the proposed timeline?
Planning Stage Complete: Procurement Complete: Implementation Start Implementation Complete:
Other Information

Appendix 5 – Statement of Requirement

The information in this document should be proportionate to the purchase. Use as indicated in Appendix 1.

Statement requirement			
Name of Setting:			
Address:			
Telephone:			
Contact Name		Contact email	
Contextual Information			
<i>Brief description of context i.e phase(s) of education, NOR, No of staff, setting within TLP. Other background info suppliers may find useful to enable them to provide a quote.</i>			
Service Start Date / Good required by date			
Service Requirements			
<p><i>Clearly list your requirements relevant to the procurement – below are examples</i></p> <p><i>Outputs: If possible, state this in terms of outputs rather than your perception of how the service should be delivered. It is for the supplier to state how they intend to meet the need. i.e., for grounds maintenance, rather than stating the frequency of the mowing describe the use “Playing Field Sept – Apr maintained & marked for hockey, football & rugby & May – Aug cricket & athletics”</i></p> <p><i>Equipment specification: Avoid stating brands unless product needs to match existing.</i></p> <p><i>Quantity/ Frequency / Deadlines – state if there is a minimum number of visits or a specific window in which the work/visits need to be undertaken, deadlines to be met</i></p> <p><i>Warranties: if you require longer than the norm</i></p> <p><i>Duration: State your preferred length of contract and if you intend to review & renew annually against satisfactory performance to date.</i></p> <p><i>Performance Measures: State if you have minimum performance indicators in relation to the service, this could be response times, ability to meet deadlines.</i></p>			
If carrying out works on site – Evidence will be required before work commences (delete if not applicable)			
<p>Confirmation that the supplier has the requisite Public & Employers Liability Insurance to 5m</p> <p>Confirmation that staff working on site have clear DBS checks</p> <p>Declaration that they will abide by the schools policies in relation to conduct, equality and safeguarding and will have due regard for health and safety of themselves and others.</p>			
Other Price details (delete if not applicable)			
<p><i>Price Reviews: Recommended where a contract is more than 1 year. Suppliers should explain the mechanism for price reviews during the period of the contract, the timing of the reviews and how these are agreed with clients</i></p> <p><i>Ad-hoc Rates, including travel: Where the client may wish to access additional hours or services</i></p> <p><i>On-Going Service Costs: If applicable state frequency of servicing required and costs if provided by your company</i></p> <p><i>Consumables: Where a product requires regular replacement consumables i.e filters, bulbs state, ink cartridges provide information on the frequency of change & cost of replacement</i></p>			
Optional fields – Delete if you do not require a response to these in this procurement			
Please supply details of 2 referees who will be happy to be contacted directly by email or phone			
Suppliers Environmental & Ethical statements			
<p><i>Include a Statement of assurance that employees are paid at least minimum wage & you comply with the requirements of the Modern Slavery Act 2015.</i></p> <p><i>Comment on your company’s environmental and sustainability policies</i></p>			
Evaluation Criteria			
<i>State the evaluation criteria being used for this process.</i>			
Deadline for Response	State time and date		
Send responses to	State method of response & address/email		

Appendix 6 – Specification

Tender Specification			
Name of Setting:			
Address:			
Telephone:			
Contact Name		Contact email	
Invitation to Tender			
<p>You are invited to submit a tender to XXXX to carry out/supply</p> <ul style="list-style-type: none"> High level description i.e IT Support services to the Trust <p>This opportunity is being procured through “ state the framework being used or type of tender process if running own</p>			
Contextual & background Information			
<p>Brief description of context i.e phase(s) of education, NOR, No of staff, setting within TLP. Other background info suppliers may find useful to enable them to provide a quote.</p>			
Service Start Date / Good required by date			
Detailed Requirements.			
<p>Clearly list your requirements relevant to the procurement – below are examples but use as many headings or sub sections as required in order to clearly communicate the requirements.</p> <p><u>Outputs:</u> If possible, state this in terms of outputs rather than your perception of how the service should be delivered. It is for the supplier to state how they intend to meet the need. i.e., for grounds maintenance, rather than stating the frequency of the mowing describe the use “Playing Field Sept – Apr maintained & marked for hockey, football & rugby & May – Aug cricket & athletics”</p> <p><u>Equipment specification:</u> Avoid stating brands unless product needs to match existing.</p> <p><u>Scope:</u> does this cover just one setting or multiple?</p> <p><u>Quantity/ Frequency / Deadlines</u> – state if there is a minimum number of visits or a specific window in which the work/visits need to be undertaken, deadlines to be met</p> <p><u>Warranties:</u> if you require longer than the norm</p> <p><u>Duration:</u> State your preferred length of contract and if you intend to review & renew annually against satisfactory performance to date.</p> <p><u>Performance Measures:</u> State if you have minimum performance indicators in relation to the service, this could be response times, ability to meet deadlines.</p> <p><u>Quality Assurance:</u> Bidders should describe their procedures for quality assuring their work</p>			
If carrying out works on site – Evidence will be required before work commences (delete if not applicable)			
<p>Confirmation that the supplier has the requisite Public & Employers Liability Insurance to 5m</p> <p>Confirmation that staff working on site have clear DBS checks</p> <p>Declaration that they will abide by the schools policies in relation to conduct, equality and safeguarding and will have due regard for health and safety of themselves and others.</p>			
Contract term:	It is anticipated that the contract will commence on XXX and will run to XXX		
Contract Price and Price Review (delete if not applicable)			
<p><u>Maximum Budget:</u> it is anticipated that the contracts should be no more than £x exclusive of VAT and inclusive of expenses OR Prices quotes should explicitly detail costs of set-up, annual contract price and optional add-ons if applicable, however the contract price stated should include the detailed requirements as a minimum</p> <p><u>Price Reviews:</u> Recommended where a contract is more than 1 year. Suppliers should explain the mechanism for price reviews during the period of the contract, the timing of the reviews and how these are agreed with clients</p> <p><u>Ad-hoc Rates, including travel:</u> Where the client may wish to access additional hours or services</p> <p><u>On-Going Service Costs:</u> If applicable state frequency of servicing required and costs if provided by your company</p> <p><u>Consumables:</u> Where a product requires regular replacement consumables i.e filters, bulbs state, ink cartridges provide information on the frequency of change & cost of replacement</p>			
Contract Management & Contract Requirements			
<p>The successful bidder will be required to deliver the requirements as specified in this document and work proactively with XXX to achieve these outcomes.</p> <p>The successful bidder will be expected to conduct its business in compliance with HMRC regulations. Employees should be paid at least minimum wage and comply with the requirements of the Modern Slavery Act 2015</p>			
Please supply details of 2 referees who will be happy to be contacted directly by email or phone			
Environmental Policies			

Comment on your company's environmental and sustainability policies	
Tender Submissions	
Bidders should provide details within their tender proposals of: <ul style="list-style-type: none"> • Their proposed model of delivery of the service to meet the required specification • How their model for delivery will meet the outcomes required • How their proposal might add value to the outcome • How they meet the other criteria stated in this tender • A full cost breakdown 	
Evaluation Criteria	
<i>State the evaluation criteria being used for this process.</i>	
Tender Return	
All queries in relation to this Tender and associated documents should be submitted via – <i>state route applicable to the process.</i>	
Deadline for Response	State time and date
Send responses to	State method of response & address/email

Enclosures:

Any supporting documentation should be listed here

Appendix 7 – Tender Evaluation

Scoring Guidance

Score	Guidance
5 = Excellent	The Tenderer has provided a thorough response, addressing ALL requirements in extensive detail, providing confidence that the requirements can be met in full, with added value solutions.
4 = Good	The Tenderer has provided a strong response addressing most of the requirements in detail, providing confidence that the requirements can be met in full
3 = Satisfactory	He Tenderer has provided a satisfactory response addressing most of the requirements in sufficient detail, providing confidence that most requirements can be met,
2 = Acceptable	The Tenderer has provided an acceptable response addressing some of the requirements with partial detail. There are a few concerns about whether the requirements can be met, which requires further clarification
1 = Unsatisfactory	The Tenderer has provided a minimal response addressing some of the requirements with very little detail. The response does not provide confidence that the requirements can be met.
0 = Major Concerns	The Tenderer has failed to address the question, submitted a nil response or any element of the response gives cause for major concern that the requirements will not be met.

Evaluation Criteria

EXAMPLE TENDER EVALUATION CRITERIA / MATRIX					
MEAT	Overall Weighting	Category	Category Weighting	Element	Element Weighting
PRICE	30%	Commercial	30%	Cost / Competitiveness	Cost Matrix / Spreadsheet
QUALITY	70%	Technical	20%	Capability	10%
				Resources	10%
		Service Delivery	15%	Flexibility & Responsiveness	5%
				Communication	5%
				Reaction to problems	3%
				Innovation & added value	2%
		Quality	15%	Customer Care	7%
				Quality of Service	5%
				Continuous Improvement	3%
		Environment	10%	Commitment	8%
				Environmental Targets	2%
		Social Value	10%	Opportunities for local people	7%
				Supporting local initiatives	3%
	100%		100%		

Supporting Documents available from Trust Central Team