

Appendix N

CONTRACTS EXPLANTAORY NOTE

The following process is required to be applied by the School to demonstrate value for money, fraud prevention and probity. For Contracts over a term of years, the value of the Contract is the total value over the whole Contract including any potential extensions, not its annual value. It is not permissible to disaggregate a Contract in order to circumvent the requirements of these Rules that relate to competitive tendering. The School is responsible for complying with the requirement set out.

Table of Procurement Thresholds

Estimated Contract Value	Procurement Requirements	Method of completion of contract
Up to £10,000	At least one written quotation must be received. Where practicable an eligible quotation from a local supplier must be sought. Best value must be obtained and framework and other corporate agreements, where they exist (Managers must retain sufficient evidence to demonstrate compliance). For under £1,000 written evidence of expenditure must be retained e.g. invoice receipt etc.	Use of Purchase Order.
Contracts from £10,001 to £50,000	At least two written quotations must be received. A quotation from a local supplier must be sought. Where this is not possible the reasons must be recorded. Best value must be obtained and framework and other corporate agreements, where they exist, are used (Business Manager must retain sufficient evidence to demonstrate compliance and best value, e.g. oral quotations are not acceptable). The decision must be recorded in writing and all documentation supporting the decision retained.	Use of Purchase Order or Standard Contract for more complex requirements
Contracts from £50,001 to £100,000 (for supplies and	At least three written quotations must be received. A quotation from a local supplier must be sought. Where this is not possible the	Use of Purchase Order of Standard Contract for more complex

services) or £500,000 (for works):	reasons must be recorded. Best value must be obtained and framework and other corporate agreements, where they exist, are used (Officer in accordance with Scheme of Delegation must retain sufficient evidence to demonstrate compliance and best value, e.g. oral quotations are not acceptable). If less than three quotes are received than the Officer as set out in the Scheme of Delegation must complete a waiver form to be approved by the Governing Body. The decision must be recorded in writing and all documentation supporting the decision retained.	requirements (refer to 13.4 for requirements for sealing)
Contracts above £100,000 to EU thresholds* (for supplies and services) or £500,000 (for works)	<p>At least five written quotations must be received. At least two quotations from a local supplier must be sought. Where this is not possible the reasons must be recorded. Best value must be obtained and where framework services are available from the LA the school should consider their merits as part of the contract award process. (Officers as set out in the Scheme of Delegation must retain sufficient evidence to demonstrate compliance and best value, e.g. by confirmation of oral quotations in writing). If less than five quotes are received then the waiver form needs to be completed for the Governing Body to approve. The decision must be recorded in writing and all documentation supporting the decision retained.</p> <p>In all cases at least 5 Contractors should be invited to Quote (for works) or Tender, unless there is an overriding business or legal justification that this is not required.</p>	<p>Up to £100,000:</p> <p>Signature on Standard Contract or sealed by Legal Services if required</p> <p>Over £100,000:</p> <p>Sealed by Legal services</p>

Where it is not possible for any reason to adhere to the requirements for any of the above thresholds a waiver form has to be completed.

Contracts above the current EU Thresholds must be procured in accordance with the Public Contracts Regulations 2015. If the school requires assistance in this or any other procurement matter then the LA's procurement function PS Procure may be able to provide a service (chargeable) to support them.