



Guidance Statement

All approved purchases or contracted works exceeding expenditure limits within the Scheme of Delegation which are to be commissioned by a member academy/school of Chess Valley Primary Learning Trust (CVPLT) and requiring the approval of the Trust's Finance & Resources Committee (FRC) are subject to the following tendering and procurement procedures.

The Trust CEO has been delegated responsibility for all minor, major works, payments & contracts entered by the Trust in all academies/schools.

Tender/Procurement Preparation

- The specification must include a detailed list of all works that are to be undertaken. This should be broken down by specific elements to ensure there is clarity on how much each element of works will cost and to enable effective comparative and competitive review.
- At least two (for direct comparison) but preferably three quotes for work or purchases over £5K (individual school/academy) or £10K (LGB) must be received as a minimum.
- For work or purchases up to £20K (CEO approval) or over £20K (Trust Board approval) three quotes must be received. Minor works under these values are delegated to the Headteacher/Head of School and/or the CEO as appropriate.
- Individual academy Headteachers/Heads of School can authorise minor works, payments & contracts up to a maximum of £5K. Two authorised signatories are required.
- The CEO can authorise works, payments & contracts up to a maximum of £20K with the Trust Board's Chair, or Finance Chair a second approved signatory.
- Payments & Contracts over £20K must be approved by the Trust Board.
- Procurement may be outsourced to a third party where use of centralised purchasing where cost savings & best value can be evidenced.
- The specification should detail full requirements, the area of the school where the work is to be undertaken (including proximity to the pupils and staff to assess the necessary protective measures), access requirements, etc.
- Any notes about specific requirements or expectations should be added.
- Start and finish dates must be clearly specified.

Prior to award of contract

- A minimum of 2 references are to be taken, all of which are to be contacted for confirmation.
- A financial check is to be completed to confirm the company is financially stable. FRC committee members will be able to assist but must confirm agreement to the references received.

On award of contract

- Written confirmation of acceptance of the terms of the specification, any specific requirements and the financial arrangements is to be obtained from the contractor.

- The above acceptance / tender sign-off form accepting the conditions is to be completed prior to any works commencing on site.
- The contractor is to sign a disclaimer confirming that works will be completed safely, per specification and in line with current Building and Health & Safety regulations.

Payment terms

- Payment terms are to be agreed prior to the award of contract.
- Penalty payments for failure to comply with agreed terms and conditions should be considered.
- A maximum deposit of 10% of the project value may be made against clear documentation.
- Staged payments will only be made to pre-agreed milestones. These milestones are to be based on percentage of works completed and direct relate to percentage paid.
- Minimum payment terms are 2 weeks from the date of an agreed invoice.

Contract renewals

- All contract values are recorded on the Contracts Register which is reviewed annually in line with the Trust's Schedule of Financial Delegation.
- Depending on contract values, all renewals of recurring contracts will be referred to the appropriate level of delegation; academy/school Headteacher/Head of School or governor and/or the LGB or Trust committee/board for confirmation. This will be done following input by the Executive Headteacher/CEO and appropriate academy/school finance administrator on the performance of the contractors in terms of service provision and value for money received.
- Competitive quotations will be obtained for any recurring service provision contracts every 36 months.

Any deviation from these guidelines is to be confirmed in advance by the Executive Headteacher/CEO and the Trust's Finance & Resources Committee.

This policy is reviewed annually.