Procurement Policy

No changes needed

Approved on	29th November 2023
Signature of Chair of Trustees	*Julie Winyard*

Change Record

Date of Change:	Changed By:	Comments:
08/07/26	JPT	Updated references throughout for the Procurement Act 2023 and removed reliance on the Public Contracts Regulations 2015 where applicable.

Introduction

This policy establishes standards and guidelines for the procurement of supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgement.

Objectives and Responsibility

1. The SCITT must be able to show that public funds have been used as intended by Parliament.
2. The SCITT must ensure:
   - 2.1. Spending has been for the purpose intended and there is probity in the use of public funds;
   - 2.2. Spending decisions represent value for money;
   - 2.3. Internal delegation levels exist and are applied;
   - 2.4. A competitive tendering policy is in place and applied, and the procurement rules and thresholds in the Procurement Act 2023are observed unless alternative arrangements to these regulations are introduced;

2.5. Professional advice is obtained where appropriate.

Quotation, Purchasing, Tendering And Contracting Requirements

3. For any purchase, one person alone shall not perform all the following duties:
   3.1. ordering the supplies, goods and services,
   3.2. receiving or verifying the receipt of supplies, goods and services and
   3.3. certifying the corresponding invoices for payment.

4. When placing orders the trust should assess in advance, where relevant, the health and safety competence of contractors.

5. **Purchases Over £50,000**

   Purchases with an estimated value of £50,000 or more must be awarded by **one** of the following methods:

   5.1. open competitive tendering by an advertisement in at least one local newspaper and an appropriate trade journal;

   5.2. selective tendering from at least three recognised sources known to be suppliers of the goods and services in question;

   In circumstances where this is impractical the reasons for not following these procedures must be agreed by the Board of Trustees and recorded in the minutes of the meeting.

   All goods/services ordered with a value over £50,000, or for a series of contracts which in total exceed £50,000 must be subject to formal tendering procedures. Purchases over £70,778 may fall under EU procurement rules which require advertising in the Official Journal of the European Union. Guidance on the OJEU thresholds is given here.

6. **Purchases between £10,000 and £50,000**

   Purchases of above £10,000 must be authorised by the board of Trustees. At least three written quotations should be obtained for all orders between £10,000 and £50,000 to identify the best source of the goods/services. Written details of quotations obtained should be prepared and retained. Telephone quotes are acceptable if these are evidenced and written confirmation of quotes has been received before a purchase decision is made.

7. **Purchases Up To £10,000**

Purchases with an estimated value of up to £10,000 must be authorised by the Finance Committee

8. Purchases Up to £5,000

For Up to £5,000, the CEO shall make the most suitable arrangements for ordering works, goods and services or for the disposal of equipment and goods.

9. Procedures

All purchases with a value greater than £50,000 must be put out to formal tender. The following procedures must be followed in such circumstances:

9.1. A specification will be prepared, authorised by the chair of the Trustees and the Accounting Officer and sent to at least three suppliers. It is anticipated that for any major building works of a value greater than £50,000 the services of an architect would be engaged to deal with the handling of specifications and suitability to tender.

9.2. Where appropriate, the suppliers invited to tender should be drawn from an approved list or from those agreed with the architect. Otherwise, invitations to submit tenders will be advertised in local newspapers and trade journals if appropriate. The invitations to tender will include:

- 9.2.1. an introduction/background to the project;
- 9.2.2. the scope and objectives of the project;
- 9.2.3. any technical requirements;
- 9.2.4. implementation details for the project;
- 9.2.5. the terms and conditions of the tender; and
- 9.2.6. the form and date of response to the SCITT, or in the case of building works, to the architect or quantity surveyor.

9.3. All replies should be addressed to the Chief Finance Officer in a plain sealed envelope marked ‘Tender’ to reach them by a specified date. All replies must be kept sealed until that date and passed to the chair of the relevant committee.

9.4. 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,

9.5. No contractor will be allowed to amend the tender after the time fixed for receipt.

9.6. The Chief Finance Officer will open a separate correspondence file for each tender which will contain copies of all correspondence or other relevant information.

9.7. For purchases up to £50,000, provided the expenditure is included in the budget, the decision as to which tender to accept will be taken by the Accounting Officer in consultation with the Finance Officer and the chair of the Finance Committee.

9.8. For purchases exceeding £50,000 provided the expenditure has been budgeted for, a decision will be recommended by the Finance committee. The decision will need to be ratified by the full Trust Body.

9.9. Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be recommended by the Finance Committee, in line with their terms of reference and then ratified by the Board of Trustees; and

9.10. The reasons for recommending a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be minuted by the Board of Trustees.

10. Acceptance Of Tender

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

10.1.1. The overall price and the individual items or services which make up that price.

10.1.2. Whether there are any 'hidden 'costs; that is additional costs which the SCITT will have to incur to obtain a satisfactory product.

10.1.3. Whether there is scope for negotiation, while being fair to all tenderers.

10.1.4. The qualifications and experience of the supplier, including membership of professional associations.

10.1.5. Compliance with the technical requirements laid down by the SCITT.

10.1.6. Whether it is possible to obtain certificates of quantity.

10.1.7. 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.

10.1.8. The financial status of the supplier.

10.1.9. References from other establishments.

10.1.10. Understanding & compliance with Health & safety, CDM regulations and Child Protection issues related to working on a SCITT site.

10.2. 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 SCITT.

10.3. Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

10.4. The successful contractor should be informed that the SCITT is a NON-SMOKING site.