



The Park Federation Academy Trust

Competitive Tendering Policy

Version History

Version	Date	Status and Purpose	Changes overview
1	June 2022	Draft for FOC comment	
2	09 July 2022	Approved	
3	01 September 2023	Periodic review	Based on guidance from Forbes Solicitors
4	27 February 2024	Periodic review	Introduction of Iver Village Infant and Hannah Ball academy

Approval History

Chief Executive Officer and Federation Principal approved this policy on behalf of the Board of Directors:



Dr. Martin Young.

Approved on 27 February 2024
Next review: 01 September 2024

Notes on Document Control

This document is the property of The Park Federation Academy Trust and its contents are confidential. It must not be reproduced, loaned or passed to a 3rd party without the permission of the authoriser.

It is controlled within the Park Federation Academy Trust Admin Server where the electronic master is held and can be accessed on a read only basis, subject to security permissions.

Users of the document are responsible for ensuring that they are working with the current version.

Paper or electronic copies may be taken for remote working etc. However, all paper copies or electronic copies not held within the Admin Server are uncontrolled. Hence the footer 'DOCUMENT UNCONTROLLED WHEN PRINTED' which must not be changed.

Once issued, as a minimum this document shall be reviewed on an annual basis by the originating team/function. Any amendments shall be identified by a vertical line adjacent to the right hand margin.

To enable continuous improvement, all readers encouraged to notify the author of errors, omissions and any other form of feedback.

Table of Contents

1. Aims.....	3
2. Legislation and guidance.....	3
3. Roles and responsibilities.....	4
4. Purchase thresholds.....	4
5. Approval Authority.....	4
6. Framework agreements.....	5
7. Valuing Contracts.....	5
8. Evaluating tenders.....	5
9. Conflicts of interest.....	5
10. Tendering procedure: low and medium-value purchases.....	5
11. Tendering procedure: high-value purchases.....	6
12. Record Keeping.....	7
13. Monitoring arrangements.....	7
14. Links with other policies.....	7

1. Aims

This policy aims to ensure that:

- The academy trust’s funds are used only in accordance with the law, its articles of association, its funding agreement and the Academy Trust Handbook
- The trust’s funds are used in a way that commands broad public support
- Conflicts of interest are managed adequately and appropriately
- Value for money (economy, efficiency and effectiveness) is achieved
- Directors fulfil their duties and responsibilities as charitable Directors and company directors
- The trust has open and transparent procurement procedures

This policy includes procedures for open tenders. This approach allows anyone to submit a tender to supply goods or services required, and offers an equal opportunity to any organisation to submit a tender.

2. Legislation and guidance

The Academy Trust Handbook states that academy trusts are required to have a competitive tendering policy, and ensure that Public Contracts Regulations (PCR) thresholds are observed.

This policy is based on:

- The Academy Trust Handbook
- [Department for Education \(DfE\) guidance on procurement.](#)
- [The Public Contracts Regulations 2015](#)

This policy also complies with our funding agreement and articles of association.

3. Roles and responsibilities

3.1 Directors

Directors will ensure that:

- Spending decisions represent value for money
- The trust's funds are used in a way that commands broad public support
- Relevant legal or professional advice (such as an external auditor) is used, where appropriate
- Goods or services provided by individuals or organisations connected to the trust are provided at no more than cost
- Nobody connected to the trust, directly or indirectly, uses their connection to the trust for personal gain
- Where any Director has a pecuniary interest in a procurement decision, they exclude themselves from the process and records (e.g. meeting minutes) show that they had no influence on the decision

3.2 Finance and Operations committee (FOC)

The Board of Directors delegate competitive tendering responsibilities to the Finance and Operations committee.

The committee is responsible for reviewing the trust's tendering processes, and for reporting to Directors on tenders.

3.3 CEO, Chief Operating Officer, Principals and Head of Finance

Are responsible for:

- Ensuring appropriate financial governance and risk management arrangements are in place
- Preparing and monitoring budgets
- Providing information to the FOC and Board Directors, as appropriate
- Overseeing and supporting competitive tendering
- Ensuring that best value is obtained when procuring goods and services

4. Purchase thresholds

4.1 Low to high-value purchase thresholds

Purchase levels are divided into the following:

- Low-value purchase: £1,000 - £9,999
- Medium-value purchase: £10,000 - £49,999
- High-value purchase: over £50,000, but below the PCR threshold

4.2 PCR procurement threshold

If it is estimated that the cost of a contract is above the PCR threshold for procurement spending, the trust will seek legal advice to ensure it runs a PCR compliant buying process. The current PCR threshold for all goods and most services is £213,477.

A 'light touch regime', with a higher threshold of £663,540 applies for some services that are specifically for education provision. We will seek legal advice to determine if any procurement run by the trust qualifies.

5. Approval Authority

Approval roles and levels are as recorded within our Finance Policy.

6. Framework agreements

Where possible, we will consider using a public framework agreement to contract suppliers. These are arrangements that a contracting authority, such as a public sector buying organisation, makes with suppliers. The benefits of frameworks are that they have already been through a competitive tender process and they have favourable terms and conditions. In addition, the framework provider may offer advice and support.

Depending on the framework we choose, we will either pick the best value supplier from a list or run a mini-competition between listed suppliers. In either case, we will follow the DfE guidance on procurement (see section 2 of this policy) to ensure good practice. The reasons for the choice of framework, and for the choice of supplier, will be clearly recorded.

The Finance and Operations committee will direct if procurement framework agreements should be used or if we can procure through other methods whilst ensuring Best value.

7. Valuing Contracts

The value of a contract will be determined by calculating the estimated whole-life value of the goods, works or services, including any related fees.

For fixed term contracts with an option to extend the term, the value of the contract will be the price of the fixed term plus the potential extension period.

We will not divide a single contract into smaller contracts to bypass the purchase thresholds (see section 4).

8. Evaluating tenders

Tenders will be evaluated against the criteria and weighting outlined in the tender document. This criteria will include:

- Cost
- Quality
- Delivery
- Performance
- Risk

We may specify additional criteria based on the type of tender, as outlined in the tender document.

9. Conflicts of interest

We will report all contracts and other agreements with related parties to the Education and Skills Funding Agency (ESFA) in advance of the contract or agreement commencing.

Related parties include persons and entities with control or significant influence over the academy trust, and members of the same group (e.g. parent and subsidiary companies, key management personnel and close family members). This description is not comprehensive. See section 33 of [Financial Reporting Standard 102](#).

The trust will obtain the ESFA's prior approval for contracts and other agreements for the supply of goods or services to the trust by a related party where any of the following limits arise:

- A contract or other agreement over £20,000
- A contract or other agreement of any value that would mean the cumulative value of contracts and other agreements with the related party exceeds, or continues to exceed, £20,000 in the same financial year ending 31 August

10. Tendering procedure: low and medium-value purchases

When making low or medium-value purchases without a framework agreement, the trust will use the process outlined below.

- a. **Create a specification** – a specification document will set out what suppliers need to understand about what we are looking to buy, including the quality, quantity and delivery date
- b. **Compare suppliers** – a comparison of different suppliers, including their reputation, will help the trust develop a shortlist of at least 2 or 3 suppliers, dependent on value, we want to approach for a written quote
- c. **Assess quotes** – an award criteria will be developed to assess suppliers' quotes. Criteria may include:
 - How well the supplier meets our specification
 - The whole-life cost of the contract, which may include:
 - The sale price of the goods, works or services
 - VAT
 - Delivery charges
 - Maintenance costs
 - Running costs
 - The cost of removing and disposing of an item or service once we no longer need it
 - Whether there will be price increases or decreases over the life of the contract
 - Value for money

Each aspect of the criteria will be scored on a scale of 1 to 5, with 5 being the highest score. A record of how the quotes are evaluated will be kept.

Responsible persons will evaluate quotes with support from the Head of Finance.

When we contact suppliers, we will send them:

- The specification
 - Deadlines for quotes and when decisions will be made
 - Instructions for how to ask clarification questions about the specification
- d. **Place an order** – when the best value quote is identified, we will send the supplier a purchase order, which includes details of the:
 - Goods, works or services we are purchasing
 - Price
 - Delivery address
 - Delivery deadline and any other important dates
 - Payment schedule

11. Tendering procedure: high-value purchases

The trust will make high-value purchases without a framework only in rare circumstances and only with legal support. When this does happen, we will use the process below.

- a. **Create a specification** (see section 10)
- b. **Assess the market** – we will prepare for the tendering process by developing our knowledge of the market. We will find out how many suppliers are available and the best way to advertise our contract to a range of suppliers
- c. **Check the position in relation to PCR procurement thresholds** (see section 4)
- d. **Develop a contract** – a contract will include terms and conditions, service levels expected, a contract management plan and an exit strategy
- e. **Reduce the number of bids** – to reduce the number of bids the trust needs to evaluate, we will either use an expression of interest process to gauge interest in the contract or a pre-qualification questionnaire
- f. **Establish how we will assess quotes** – we will set out criteria that will allow us to evaluate which of the suppliers' bids best meets the requirements in our specification, and is the most economically advantageous tender that best combines cost and quality

- g. Create a timeline for the tender process** – this will include the dates of the clarification period, the deadline for submitting tenders and the date we expect to award the contract
- h. Prepare an invitation to tender** – this will include:
- A covering letter with a timeline for the process
 - Instructions on how suppliers can ask clarification questions and submit their tender
 - The specification
 - A pricing schedule
 - The contract’s terms and conditions
 - Contract management requirements (see ‘develop a contract’ above)
 - Award criteria, including the scoring system and any weightings
 - If appropriate, an invitation for suppliers to give a practical demonstration of their goods, works or services
- i. Advertise the contract** – the contract will be advertised where suppliers are likely to look, such as:
- The Find a Tender Service (FTS) – this is a requirement if the contract is over the procurement threshold
 - The government’s Contracts Finder service
 - Local or national newspapers
 - Education publications or websites
 - Trade magazines
- j. Run the tender process and provide clarifications**
- k. Evaluate tender responses** – at least 2 people will independently score and evaluate each bid and then compare notes after completing their evaluations; records of decision making and moderation decisions will be kept
- l. Notify suppliers and award the contract**
- m. Finalise the contract** (and advertise the award, if the contract was advertised in Contracts Finder of the Find a Tender Service)
- n. Abandoning the tender process** – on very rare occasions we may need to halt the tender process. Should this occur, we will notify suppliers who are preparing their bids as soon as possible

12. Record Keeping

Records will be kept securely, only for as long as necessary and in line with data protection law, our privacy notices and records retention policy

13. Monitoring arrangements

The Finance and Operations committee is responsible for the implementation of this policy.

This policy will be reviewed and approved by the Board of Directors every year and when procurement thresholds change.

14. Links with other policies

This competitive tendering policy is linked to the following policies and statement:

- Finance Policy
- Whistleblowing Policy
- Anti-Fraud and Corruption Policy
- Modern Slavery Statement