

Tendering and Procurement Policy

Audience:	School staff / Central Team / All REAch2 Employees Local Governing Bodies Cluster Boards Trustees Parents
Ratified:	REAch2 Trust Finance Committee 1 December 2020
Other related policies:	Anti-Fraud, Bribery and Corruption Data Protection Financial Scheme of Delegation Gifts and Hospitality Information & Records Retention Modern Slavery and Human Trafficking Statement Reserves Safeguarding and Child Protection
Policy owner:	Head of Finance; Procurement Officer
Review frequency:	Every 2 years



At REAch2, our actions and our intentions as school leaders are guided by our Touchstones.

- Integrity** We recognise that we lead by example and if we want children to grow up to behave appropriately and with integrity then we must model this behaviour
- Responsibility** We act judiciously with sensitivity and care. We don't make excuses, but mindfully answer for actions and continually seek to make improvements
- Inclusion** We acknowledge and celebrate that all people are different and can play a role in the REAch2 family whatever their background or learning style
- Enjoyment** Providing learning that is relevant, motivating and engaging releases a child's curiosity and fun, so that a task can be tackled and their goals achieved
- Inspiration** Inspiration breathes life into our schools. Introducing children to influential experiences of people and place, motivates them to live their lives to the full
- Learning** Children and adults will flourish in their learning and through learning discover a future that is worth pursuing
- Leadership** REAch2 aspires for high quality leadership by seeking out talent, developing potential and spotting the possible in people as well as the actual

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Policy Overview

Overarching Principles

REAch2 Academy Trust aims to achieve value for money on all its tendering and procurement activities. With that in mind, this policy has been created to establish procedures to ensure all members of staff involved in tendering and procurement are aware of the standards that they are expected to follow.

Public Sector Buying Organisations (PSBOs) will be used, wherever possible, as they are a compliant route to market and can save schools time and money. During tendering and procurement processes, the following four key objectives will always be kept in mind:

- Achieving value for money – including the cost of goods and services, the quality of goods and services, and administrative costs
- Ensuring fairness – ensuring that all parties are treated in a fair and equitable manner
- Establishing accountability – taking responsibility for expenditure and the conduct of staff and suppliers
- Ensuring probity – ensuring there is no private gain from the academy's financial affairs

Roles and Responsibilities

The Trust has a devolved procurement policy which aims to put control and responsibility as near as possible to the point of need at an Academy. This is underpinned by the Trust's procurement function which provide both guidance and support to procurement activities within our Academies.

The Trust requires,

- to obtain works, goods and services based on the achievement of value for money through good procurement practice.
- to value contracts using the Whole Life Costing which is a technique to establish the total cost of a contract. It is a structured approach that addresses all the elements of the costs of the contract and can be used to produce a spend profile of the works, goods and services over its anticipated life of the contract. Further guidance on Whole Life Costing is available on REAchIn.

How This Relates to National Guidance and Statutory Requirements

This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Anti-Fraud, Bribery and Corruption
- DfE (2017) 'Governance handbook'
- Equality and Race relations
- ESFA 'Academies financial handbook '(updated annually)
- Financial Scheme of Delegation
- Freedom of Information
- General Data Protection Regulations (GDPR)
- Gifts and Hospitality

- Health and Safety Legislation
- Information & Records Retention
- Modern Slavery Act 2015
- Modern Slavery and Human Trafficking Statement
- Public Procurement Review Service
- Reserves
- Safeguarding and Child Protection
- The Academies Act 2010
- The Public Contracts Regulations 2015
- The Public Services Social Value Act 2012
- Transfer of Undertaking Protection of Employment Regulations
- Waste Electrical and Electronic Equipment (WEEE) Regulations

The Public Contracts Regulations 2015 apply to:

- works, goods and services contracts and concession contracts above thresholds separate regime for social and other specified services Light Touch Regime (LTR). The light-touch regime (LTR) is a specific set of rules for certain service contracts that tend to be of lower interest to cross-border competition. Those service contracts include certain social, health and education services, defined by Common Procurement Vocabulary (CPV) codes. Please seek advice before your procurement to determine if the contract qualifies under LTR.

The Public Contracts Regulations 2015 does not apply to:

- Contracts of employment
- Land transactions e.g. buy/sale of land, leases
- Loans
- Contracts between other public sector organisations

Exceptions

There are very limited grounds to award without procurement where:

- No tenders (or no acceptable tenders) received in an open or restricted procedure
- Only one Supplier capable of delivering the contract (i.e. there is no alternative or substitute solution and no artificial narrowing of the competition)
- In cases of extreme urgency, not caused or contributed by the contracting authority in an emergency to resolve an issue that has a Health & Safety risk attached, whereby a proper procurement process would heighten the risk
- Contracts relating to examination boards

Exceptions will not be accepted where there has been insufficient time to complete a competitive process.

Non-Compliance

Non-compliance with the Procurement Policy will be logged and submitted to the Risk and Audit Committee.

Non-compliance with the Procurement Policy and regulations could result from investigations from the Public Procurement Review Service which is part of the Cabinet Office. The Public Procurement Review Service provide a route for Suppliers to raise concerns about public procurement practice. The Public Procurement Review Service publishes results of the investigations into the cases received on their website for the public to review. The Trust will be named if the Public Procurement Review Service share and publish results of the investigation.

Definitions

“Contract”	means an agreement entered by two or more willing parties for the provision of goods, works or services in return for some form of consideration, normally money, which is intended to be legally enforceable. In principle, an oral agreement is as valid and effective as a written agreement; consequently, great care should be taken when discussing requirements with contractors/Suppliers
“Contract law”	means an overview to give an understanding of how contracts are formed, the obligations placed on the parties to the contract and the rights of redress should something go wrong.
“Contract Manager”	means the responsible officer, staff or employee of a strategic partner who is responsible for the day to day management of a Contract.
“Estimated value”	means the value of the Contract estimated under the Contract and Procurement Regulations.
“EU”	means the European Union.
“EU public procurement legislation”	means all procurements valued above specific thresholds must comply with this legislation, however, there is a requirement that all the sector's procurement activities follow the EU Treaty Principles which aim to ensure fairness of treatment of potential Suppliers and the award of public sector contracts in a fair, open and transparent manner.
“Equality and Race relations”	means there is an obligation on the Trust to ensure that it deals with Suppliers who comply with current legislation.

Freedom of Information	means there is a right to access to public information by anyone who seeks it. Often these requests involve information about contracts the Trust has in place for various goods and services or how a procurement process was conducted.
General Data Protection Regulations (GDPR)	means those contracts where the Supplier processes personal data on behalf of the contracting authority, to have suitable contract conditions and for the contracting authority to have undertaken an assessment of the Supplier's procedures in relation to data processing.
"Health and Safety Legislation"	means contracts that involve contractors working on the Trusts premises and there is an obligation on the public sector to ensure that it deals with Suppliers who comply with current legislation.
"Modern Slavery Act 2015"	means an Act of the Parliament designed to tackle slavery in the UK and consolidates previous offences relating to human trafficking and slavery.
"Public Procurement Review Service"	means the Cabinet Offices' department that investigates, and addresses concerns raised about public sector procurements.
"Public Sector Buying Organisation (PSBO)"	means professional public sector buying organisations who put in place and manage contracts and frameworks for commonly purchased goods and services which can be accessed by most UK public sector organisations, saving the public sector time and money.
"Quotation"	means a quotation of price and any other relevant matter without the formal issue of a Tender.
"Requisitioning Officer"	means any individual who is responsible for procuring and in some instances, the contract manager for works, goods, services or the carrying.
"Supplier"	means the party supplying the works, goods or services to the Trust. Suppliers are also referred to as a contractor, third party, service provider, provider, vendor.

<p>“Tender”</p>	<p>means Procurement Statement of Work where the contracting authority compliantly communicates to suppliers regarding the criteria for successful fulfilment of the scope and necessary qualification criteria to be met for the works, goods and services. It also seeks bids or proposals from the suppliers regarding their competence against the scope for evaluation by the Contracting Authority.</p>
<p>“Tenderer”</p>	<p>Means the Supplier who submits a proposal to the Tender.</p>
<p>The Public Services Social Value Act 2012</p>	<p>means the contracting authorities are required to consider how what is proposed to be procured might improve the economic, social and environmental well-being of the relevant area; how, in conducting the process of procurement, it might act with a view to securing that improvement; and whether there is a need to undertake any consultation about the two duties set out above.</p>
<p>“Transfer of Undertaking Protection of Employment Regulations or TUPE”</p>	<p>means when outsourcing or tendering service contracts, there could be an obligation to consider the implications of TUPE in respect of the rights of the employees to transfer their employment to the new contractor on no less favourable terms and conditions.</p>
<p>“Waste Electrical and Electronic Equipment (WEEE) Regulations”</p>	<p>means the Trust has a duty of care under the WEEE Regulations to dispose of WEEE responsibly and in accordance with the regulations and will want to ensure any contractor that the Trust uses does the same.</p>

Policy in Detail

Procurement Cycle

All procurement activity regardless of their value or complexity follow a standard sequence of actions. This is known as the procurement cycle. In practice, for lower value procurements or routine purchases, only some of the stages are completed.

As the value, risk or profile of a requirement increases, the time spent at each stage of the procurement cycle increases also. In major procurements, a very formal process is followed that includes formal review stages to ensure value for money and mitigate the risk of legal challenge from the participating Suppliers. The stages in the procurement cycle are:

- Requirement to Purchase
- Plan the Process
- Prepare the documentation
- Identify possible Suppliers
- Issue/Receive back the tender/quotation documentation
- Evaluate the submissions
- Clarification
- Award and place the contract
- Delivery
- Pay the Supplier
- Manage and monitor the contract
- Review the process

Procurement Thresholds

All procurements valued above specific thresholds must comply with EU Public Procurement Legislation, there is a requirement that all procurement activities follow the EU Treaty Principles which aim to ensure fairness of treatment of potential Suppliers and the award of public sector contracts in a fair, open and transparent manner.

The primary function of EU procurement law is to open public spend to competition and to ensure the free movement of goods and services within the EU. The EU Public Procurement Directives are implemented in the UK as The Public Contracts Regulations 2015 and reflect the UK government's policy that public sector purchasing decisions should be based on value for money to be achieved through competition during the life of the contract and exclusive of VAT. The table below details the procurement thresholds as from 1 January 2020:

Description	Threshold	Additional Information
Works	£4,733,252	
Services	£189,330 Light Touch Regime (LTR), services: £663,540)	LTR services include: Catering Education services Legal services (that are not excluded from the Public Contracts Regulations under Reg. 10)

Supplies	£189,330	
Concessions	£4,733,252 (works) £4,733,252 (services)	

Procurement Limits

The following limits are placed on the number of quotes and when a Tender is required in accordance with Financial Scheme of Delegation:

Description	Order value	Tender Advertising
One quote or negotiation or via a Public Sector Buying Organisation	Less than £2,000	
Three quotes or via a Public Sector Buying Organisation	£2,001 to £5,000	
Three quotes or via a Public Sector Buying Organisation	£5,001 to £10,000	
Three quotes or via a Public Sector Buying Organisation	£10,001 to £25,000	
Formal tender or via a Public Sector Buying Organisation	Over £25,000	Tenders valued over £25,000 for the life of the contract are to be advertised on Contracts Finder
EU regulations apply	Over £189,330	Tenders valued over the EU thresholds during the life of the contract are to be advertised both on Contracts Finder and TED (Tenders Electronic Daily)

The Requisitioning Officer is to seek advice from either the Procurement Officer or legal representative for all contracts valued above the EU regulations thresholds.

Public Sector Buying Organisations (PSBO)

Public Sector Buying Organisations (PSBO) are public sector consortia's who have set up framework agreements for various categories of spend for works, goods and services. PSBOs set up the frameworks in accordance with the Public Contracts Regulations to enable the public sector to buy compliantly that can save time and money. PSBO's have pre-approved terms and conditions and in some cases prices. There are some frameworks where the Requisitioning Officer can directly award a contract without getting 3 quotations, usually only if the prices are listed for all the Suppliers on the framework. There are frameworks that may require a further competition which involves inviting all Suppliers who are members of the framework to submit a proposal. Most PSBO's have templates for the Requisitioning Officer to complete, along with guidance notes to support with the procurement activity.

The Trust has in place a service level agreement with ESPO for their catalogue and stock items which schools are encouraged to use, other Public Sector Buying Organisations are available too. See A Guide to Using Framework Agreements on REAchIn.

Low Value Purchases

For contracts that are less than £25,000 over the life of the contract, quotations are required in accordance with the Financial Scheme of Delegation, an alternative option is to buy using a Public Sector Buying Organisation which could save time and money.

The Requisitioning Officer must advertise the relevant terms and conditions for works, goods or services on the Invitation to Quote, a specimen is available on REAchIn.

High Value Purchases

For contracts that exceed £25,000 over the life of the contract, a formal tender is required advertising the prospective contract on either Contracts Finder or TED (Tenders Electronic Daily). The relevant terms and conditions for the works, goods and services must be clearly stipulated within the Tender documents. An alternative option is to buy using a Public Sector Buying Organisation which could save time and money.

In the case of major building works or construction all Trust Estates department procedures must be followed.

All Purchases

The Trust must ensure that the relevant legislation and regulations have been considered before a quotation, tender or further competition is sent to the Supplier, for example but not limited to:

- General Data Protection Regulations (GDPR) - the Requisitioning Officer must complete a Data Protection Impact Assessment and request for the Suppliers to complete the Data Protection Information Questionnaire before a contract is entered into in accordance with the Data Protection Policy.
- Transfer of Undertaking Protection of Employment Regulations (TUPE) - the Requisitioning Officer to review the Guide to Local Authority Pension Transfers-TUPE available on REAchIn prior to any procurement activity that may include TUPE implications.
- Safeguarding and Child Protection - the Requisitioning Officer must request that the Supplier completes the Contractors' safer recruitment checklist in accordance with the Safeguarding policy.
- Health & Safety - It's essential for Requisitioning Officer to choose safe and responsible Suppliers. One way a potential Supplier can demonstrate competence in health and safety is to be accredited by a third party. This is also known as conformity assessment. Accreditation schemes originated in the construction sector but are now used more widely. The law does not require accreditation, and it's only one way of meeting prequalification standards when buying or supplying goods and services. For construction works, being certificated against a scheme is not proof that an organisation can properly manage the risks presented by the work on site. Requisitioning Officers will need to check

a Supplier can meet project-specific site requirements. Before asking a Supplier to start work, the Requisitioning Officer will need to check their skills and track record. Consider if the risks of the job justify insisting a Supplier has a formal health and safety accreditation. This includes certification against health and safety management system standards. For low-risk goods or services, Suppliers can demonstrate their health and safety capability in other ways. The Requisitioning Officer could ask:

- for evidence that they hold a health and safety policy
- how they control risks
- for information on accidents or near misses
- If, in the last 3 years, the organisation, or any of its directors or executive officers have:
- received enforcement notices from the Health and Safety Executive (HSE) or equivalent body
- been convicted of a breach of health and safety legislation
- Bear in mind that businesses with fewer than 5 employees do not need to write down their health and safety policy or the findings of a risk assessment. For these types of Suppliers, the Requisitioning Officer could ask:
- How they obtain competent H&S advice
- How they intend to manage the risk of injury or harm to our staff and pupils while carrying out the works
- Overview of their Health and Safety responsibilities within the company
- Evidence of an insurance policy (minimum cover not less than £5,000,000 (five million pounds))
- What training staff are provided for safety (this may depend on the type of work undertaken)
- Evidence of procedures for recording investigation and managing incidents. As well as history of RIDDOR for past three years and how they resolved and recovered from the issue.

Academy Charge Cards or Procurement Cards

All cardholders must adhere to the Financial Procedures Policy and Expenses policy when making card purchases.

Off-Payroll Working (IR35)

The off-payroll working rules can apply if a worker (sometimes known as a contractor) provides their services through their own limited company or another type of intermediary to the client. These rules are sometimes known as 'IR35'.

It is the Trust's responsibility to decide on the worker's employment status and the worker should be informed of this decision accordingly. The Trust will use the 'check employment status for tax' tool and follow the guidance on the HM Revenue & Customs website for potential procurements with IR35 implications <https://www.gov.uk/guidance/check-employment-status-for-tax>.

Contracts Register

All centrally procured contracts for works, goods and services will be recorded on a contracts register on the Trusts preferred eProcurement platform.

Academies are required to develop, maintain and keep up to date a contracts register for all contracts procured by the respective Academy. There are many reasons to have a contracts register, including:

- a central repository to help with planning resources for procurement activities
- it helps to ensure that contracts are in place for key spend areas
- legislative obligations are met and that commercial opportunities are maximised
- track contract end dates and therefore allowing sufficient time for the procurement process
- know where documentation is kept in case of a query on a contract, to effectively manage the contracts KPIs and SLAs during the life of the contract
- auditors may require this information
- diarise a review period whether to provide adequate termination notice, in particular for autorenewal contracts. A contract end date should be agreed in all contracts and autorenewal or 'ever green' contracts should always be avoided where possible.

A Contracts Register specimen is available on REAchIn.

Open Tender

An open tender is a procurement process that is open to all qualified bidders. The Open tender is the Trust's preferred method of tender due to its open and competitive nature.

Restricted Tender

In this scenario, only specified qualified Suppliers chosen are invited to bid. A restricted tender can be used in any of the following circumstances:

- There is a need to maintain a balance between the contract value and administrative costs
- The service required is specialised
- The cost of public advertisement outweighs the potential benefits of open tender

Negotiated Tender

In this scenario, the terms of the contract are negotiated with the Supplier. Negotiated tender is only used in any of the following circumstances:

- Other types of tender have been used and have not found any suitable Suppliers
- Very few Suppliers are available
- There is an urgent need for a service

In preparing for a tender, the following is to be considered:

- Assessment of the Trusts demand for the works, goods and services
- The overall objective of the project, including timeframes
- Develop a specification (further guidance on writing a specification can be found on REAchIn)

- Any technical skills required to complete the project
- Any after-sales services required
- Terms and conditions
- Who will be responsible for managing the contract?
- Affordability, financial sustainability and the approved budget

The Standard Selection Questionnaire

The standard selection questionnaire is the standard questions to help Requisitioning Officers decide if a Supplier has the capability and capacity to carry out a contract. These questions are designed to give information about a Supplier's financial strength and experience in delivering the required goods and services along with other issues relevant to the contract.

Below Threshold Procurements

The Requisitioning Officer must not include a pre-qualification stage in any procurement below the EU thresholds for supplies and services. The standard Selection Questionnaire exclusion questions and standard selection questions may be used as a guide in developing appropriate and proportionate questions as part of a one-stage procurement process. In below threshold procurements questions may be asked to assess the suitability, capability, legal status, and financial standing of a potential Supplier, provided that the questions are relevant and proportionate.

For works contracts valued between the supplies and services threshold and the works threshold the Requisitioning Officer may use a two-stage process and make use of the PAS91 PQQ.

Above Threshold Procurements

It is mandatory for a potential Supplier to complete Part 1 and Part 2 of the standard Selection Questionnaire, or the ESPD template, for all procurements above EU thresholds.

Procurement Policy Note 08/16 provides the standard selection questionnaire, statutory guidance on how and when to use it and a list of frequently asked questions. The questionnaire asks Suppliers to self-declare against the list of mandatory and discretionary exclusions set out in the Public Contract Regulations 2015.

Invitation to Tender (ITT)

An invitation to tender (ITT) is the document that is sent to Suppliers to invite them to provide offers for supply of works, goods and services.

There is a preference from the Trust for all Tender documents to be sent electronically via the Trust's eProcurement system to ensure compliance with the Public Contracts Regulations, which requires all contracting authorities to use electronic communications for all procurement activity from 18 October 2018 in all but exceptional circumstances. One such exclusion is for design contest where bidders are required to submit physical or scale models that cannot be submitted electronically. An ITT specimen is available on REAchIn.

Outcome Based Specifications

Outcome based specifications are advised to be used as much as possible. An output (or outcome) based specification focuses on the desired outputs of a service in business terms, rather than a detailed technical specification of how the service is to be provided. This allows Suppliers to scope and propose innovative solutions.

Once a requirement has been identified it is natural to try to imagine the solution. The problem with this is that it may limit by what is currently known or available to the evaluation panel. By specifying outcomes rather than a solution you allow room for innovation to create new and better options.

Tender Evaluation Criteria and Weightings

The Requisitioning Officer will ensure that appropriate evaluation criteria and weightings are applied with the Invitation to Tender and on some occasions the Invitation to Quote document. Full details of the evaluation process are to be detailed within the Invitation to Tender or Invitation to Quotation in order to be transparent, for the Tenderers to fully understand how their submission will be evaluated.

The following price and quality weightings are the Trusts recommendation to determine the most economically advantageous tender:

- 60% Quality
- 40% Price

An example of the evaluation criteria and weightings can be found within the Invitation to Tender specimen and the electronic evaluation criteria scoring template are both available on REAchIn.

Tender Evaluation

The main aim of any effective tender evaluation should be to determine the tender which:

- Best meets the needs of the Trust
- Achieves value for money

The evaluation should therefore identify the best available and affordable solution, within applicable legal constraints, through a robust and defensible award process.

Tender submission should not be evaluated by less than 2 people. For complex procurements, it is likely that a range of individuals from different disciplines will need to be involved to evaluate the bids properly and it is likely to be a time-consuming task and therefore it is essential the panel commit to the project.

Tender Opening

All bids should be opened at the same time and a record is kept of all the Suppliers who submitted tenders. The record must be signed by all members of staff who are present at the opening of a new tender and the record is stored and to be retained for the duration of the contract as a minimum. There should be a minimum of two authorised staff present when opening a tender.

Contracts

Non-routine tenders or purchases, such as operating leases, are subject to a contract, which is signed before the works or services begins or goods are delivered.

All contracts require prior approval to the relevant accounting officer in accordance with the Financial Scheme of Delegation. The optional Contract Approval Request Form can be found in Appendix A.

Contract Variations

Contract variation means any amendment, supplement or other modification to the contract. It is vital that, at every stage, the parties to a contract know exactly the terms of that contract. Equally, when considering, discussing or finalising a proposed variation, it is vital that the parties know exactly the terms of the contract they are looking to vary.

Any proposed Variation should be considered in the context of the contract, and in the context of the wider procurement, competition and other issues, and not in isolation. Note that a variation may constitute a “material change” to the contract, thereby raising the risk of a challenge for breach of procurement rules. The parties should refer to regulation 72 of the Public Contract Regulations 2015 and seek advice from the Procurement Officer or their own legal advice before proceeding with any variation. A contract variation specimen can be found on REAchIn.

Contract Management

Contract management is the process by which the parties to a contract meet their obligations and achieve their objectives efficiently and effectively during the contract period. It is essential for all high spend/risk procurements that a designated contracts manager is assigned to the contract. More guidance on contract management can be found on REAchIn.

Leasing

There are two types of lease:

- finance leases: these are a form of borrowing
- operating leases: these are not borrowing

Before entering into a lease, the correct type must be identified, as it will affect its accounting treatment, and what approval is required; the central finance department can assist with this.

The ESFA must approve all finance leases in accordance with the Academies Financial Handbook. The Trust does not require ESFA approval for operating leases.

Related Party Transactions

Every Member, Trustee/Director, Non-executive representative, Governor and Senior Employee must understand what constitutes a conflict of interest and a related party transaction, that they have a responsibility to identify and declare any conflicts that might arise and to enable Trustees and Members to ensure the open and proper management of any particular conflict. Further details of the Conflicts of Interest and Related Party Transactions Policy can be found on REAchIn.

Reporting

The Trust will report all related party transactions taking place on or after 1 April 2019 to the ESFA in advance of the transaction taking place, using the ESFA's online form.

Policy Review

This policy will be reviewed by REAch2 Trust Finance Committee and every 2 years as per the REAch2 policy cycle or sooner if required.

Appendix A – Contract Approval Request Form

<p>[insert name of Academy/Trust department here]</p>	
<p>Requisitioning Officer:</p>	<p>[insert name & job title]</p>
<p>Date:</p>	<p>[DD/MM/YY]</p>
<p>Tender Budget:</p>	<p>[insert estimated budget prior to going out to market]</p>
<p>Cost code:</p>	<p>[Insert cost code]</p>
<p>Supplier name:</p>	<p>[insert full supplier name, ideally under the registered name on companies house <u>companies house</u>]</p>
<p>Contracted Price:</p>	<p>[insert Whole Life Cost of the contract]</p>
<p>Savings/cost avoidance:</p>	<p>[insert if there are any savings or cost avoidance from the procurement activity]</p>
<p>Tender Route:</p>	<p>[insert whether the procurement was Open, restricted or negotiated, or a further competition via a Public Sector Buying Organisation]</p>
<p>Contract start date:</p>	<p>[DD/MM/YY]</p>
<p>Contract end date:</p>	<p>[DD/MM/YY]</p>
<p>Option to extend:</p>	<p>[Insert duration of option to extend the contract]</p>
<p>Contract Objective:</p>	<p>[insert whether the contract is works, goods or services and for what category of spend]</p>
<p>Legislation and regulations implications.</p>	<p>[insert if the contract has implications regarding to but not limited to, GDPR, Safeguarding, TUPE, H&S]</p>
<p>Terms and conditions:</p>	<p>[insert whether the Trust has signed the terms and conditions as advertised within the ITQ or ITT or the Supplier's terms and conditions]</p>
<p>Risks and Issues:</p>	<p>[insert risk and issues and mitigations and if the risk needs putting on the risk register]</p>
<p>Lessons Learned:</p>	<p>[insert text]</p>
<p>Contract Manager:</p>	<p>[insert name & job title]</p>
<p>Detail where the contract is saved and if applicable the file path:</p>	<p>[insert where the contract is stored & file path]</p>
<p>Authorised by the Accounting Officer:</p>	<p>[insert name & job title]</p>
<p>Date:</p>	<p>[DD/MM/YY]</p>
<p>Print name:</p>	<p>[print name]</p>



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