



**EDUCATION  
CENTRAL**  
MULTI ACADEMY TRUST

# Purchasing Policy

Version: Final V2

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Date: January 2016

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## **1. Purpose and Application**

This Purchasing Policy applies to and binds all Directors, Managers and Employees of Education Central Multi Academy Trust (ECMAT) in any situation where they are involved in a Purchasing process, whether as requisitioners or specifiers, purchasers or negotiators, or those who validate or authorise payment. Adherence to the Purchasing Policy is both an individual and a corporate responsibility.

## **2. Policy Objectives**

The Policy commits ECMAT, and every individual involved in purchasing and supply management processes within the organisation, to use their best endeavours to ensure that purchasing and contracting activities are:

- Legal
- Accountable and auditable
- Ethically, environmentally and socially responsible
- Economically effective
- Open to continuous improvement and development, in particular by the training, development and support of staff.

## **3. Introduction**

### **3.1 Our Commitment**

Education Central Multi Academy Trust is proud to be an academies sponsor.

In April 2012, we were accredited as a sponsor by the Department of Education (DfE) in recognition of our drive, expertise and capacity, as well as the experience we bring from a wide variety of backgrounds and sectors.

We operate as a Trust. Currently have thirteen schools within the Trust already converted to academies, ten primary and three secondary. We have many more schools interested in working with us and our aim is to create a small Trust Family of around 20-25 schools. This will establish a network of schools working collaboratively on supportive, rigorous and sustainable approaches to school improvement and purchasing activity.

Our Trust is drawing upon our experience and track record of school improvement developed over the last 16 years since the formation of BCCSIP (Black Country Children's Services Improvement Partnership). The expertise we developed through running the recent highly successful Black Country Challenge programme also underpins our activity. We have an excellent knowledge of our locality and a proven track record of making a difference for schools.

### **3.2 Our Approach**

Our structured development and improvement process is built on the results we have achieved in education over the last 15 years. Each academy within the Trust commits to a core programme, including an initial audit process which helps to build a bespoke action plan to address school performance and improve the life chances of pupils.

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#### **4. ECMAT Ethos Statement**

Whatever else children and young people experience, they can enjoy a good school. Schooling is part of growing up and complements the experience of home and community. The good school is aspirational in outlook, offering pupils a spirit of worth, contribution, achievement and belief and at the same time providing the opportunity to realise ambition in terms of life chances.

Education Central Multi Academy Trust (ECMAT) works for all pupils in our family of schools to secure an innovative approach to schooling which builds on observable strength and addresses long standing difficulties. The Trust strives for the best whilst remaining realistic, invests in communities, whilst taking the lead where necessary and expects the best, whilst dealing with the worst. The Trust is dynamic, active and imaginative in its work with schools while at the same time encouraging schools to take responsibility and develop their own autonomy within the context of a community of schools supporting each other.

The link with Wolverhampton University is significant. The faculties of the University offer expertise to our schools, including high calibre teaching staff. The University itself acts as an image of personal growth, learning and achievement for the community of which the pupils and their families are a part. Education Central believes that it is contributing to the long term health of the region and works closely with employers and business to meet the local economic needs.

ECMAT will work to ensure that parents are confident that committed staff at every level offer pupils the best of school experiences where their futures are secure. Pupils will leave the schools of the Trust with the skills to enter the next stage of their life, a desire to continue to learn and a belief that their schooling was the best it could be.

The ECMAT is committed to creating a culture where staff are valued and supported. The ECMAT supports a culture of openness and mutual respect in which staff will be encouraged to play as full a part as they can in the life and goals of the Multi Academy Trust.

#### **5. Strategic Purchasing**

ECMAT, and the Academies under its remit, will ensure value for money purchases at all times through the implementation of the Purchasing Thresholds in Schedule 1a and 1b.

All requests for funding bids will be assessed by the Capital Maintenance Fund Panel against the ECMAT Capital Maintenance Fund Policy and approval will be granted by the Finance and Resources Committee. If the cost exceeds £100k then approval from the full Board will be sought.

#### **6. EU Regulations**

Being a body governed by Public Law, ECMAT must ensure compliance with the EU Directives 2014 and the Public Contracts Regulations 2015 (PCR2015) for purchasing activity and procedures; this is conducted via the Purchasing Thresholds within Schedule 1.

In addition, all Contract Awards in excess of £25K will be published on Contracts Finder in accordance with regulation 112 of the Public Contracts Regulations 2015 (refer to Schedule 2 for template).

## 7. Ethics

In all areas of Purchasing ECMAT commits to complying with their Core Values, although adherence is also to the 5 EU Treaty Principles embedded within EU Procurement Directives.

ECMAT Core Value	5 EU Treaty Principles
<ul style="list-style-type: none"><li>• Fair</li><li>• Ethical</li><li>• Communicative</li><li>• Inspirational</li><li>• Innovative</li><li>• Valued</li><li>• Aspirational</li><li>• Supportive</li></ul>	<ul style="list-style-type: none"><li>• non-discrimination</li><li>• equal treatment</li><li>• transparency</li><li>• mutual recognition</li><li>• proportionality</li></ul>

Purchasing activities should also comply with the Chartered Institute of Purchasing and Supply (CIPS) Code of Conduct in all aspects.

CIPS Code of Conduct:

- Enhance and Protect the Standing of the profession
- Maintain the highest standard of integrity in all business relationships
- Promote the eradication of unethical business practices
- Enhance the proficiency and stature of the profession
- Ensure full compliance with laws and regulations

## 8. Environmental, Social and Economic Considerations

ECMAT will:

- Ensure that its purchasing activity promotes sustainable practices and promotes awareness of this within tender activities and ongoing contract management.
- Consider long term sustainable cost implications i.e. financial, environmental, social and environmental during the purchasing process and assessment of value for money.
- Utilise ethical goods wherever there are demonstrable benefits to using them in accordance with legislation and the purchasing process.
- Ensure that Equality & Diversity is considered at all stages of the purchasing activity.

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## Schedule 1a – Purchasing Threshold Guidance

Value inc VAT *	Purchasing/Procurement Route	Delegated Authority
Up to £2,000	<ul style="list-style-type: none"> <li>Selection from preferred supplier list unless agreed otherwise with Principal Finance Officer.</li> <li>Check if there is already a contract available, locally or via Finance and Resources Committee.</li> <li>Ideally obtain 3 verbal quotes for value for money review</li> </ul>	Budget Holder or Head Teacher
£2,001 - £24,999	<ul style="list-style-type: none"> <li>Check if there is already a contract available, locally or via Finance and Resources Committee.</li> <li>Ideally obtain 3 written quotes for value for money review</li> </ul>	Budget Holder and Head Teacher (if over £10K approval from Head Teacher, with approval from Finance and Resources Committee, ECMAT)
£25,000 - £99,999	<ul style="list-style-type: none"> <li>Check if there is already a contract available, locally or via Finance and Resources Committee.</li> <li>Obtain 3 written quotes.</li> <li>Ensure Contract is placed on Contracts Finder once awarded (unless calling off against an existing Contract)</li> </ul>	Obtain approval from Finance and Resources Committee – reporting to ECMAT Board
Over £100,000	<ul style="list-style-type: none"> <li>Check if there is already a contract available, locally or via Finance and Resources Committee.</li> <li>Formal Tendering process for sub-OJEU tenders to be undertaken (<b>unless the requirement is Business Critical and/or has Health and Safety implications where 3 written quotes will be acceptable</b>)</li> <li>If running a formal tender publish Contract availability on Contracts Finder (if not a mini-competition)</li> <li>In all cases ensure Contract is placed on Contracts Finder once awarded (unless calling off against an existing Contract)</li> </ul>	Board of Directors
Over £164,176	<ul style="list-style-type: none"> <li>Requirement to be procured and advertised in accordance with Public Contracts Regulations 2015 'above threshold' legislation via OJEU** <i>(by Oct 2018 the tender MUST be published and managed via an electronic tendering system and not in hard copy)</i></li> <li>Publish Contract availability on Contracts Finder (if not a mini-competition/Direct Award)</li> <li>Award of Contract MUST be published on Contracts Finder (even if a Mini Competition/Direct Award has taken place).</li> <li>Contract Award Notice to be issued in OJEU (not required if Mini Competition/Direct Award activity).</li> </ul>	Board of Directors

NB

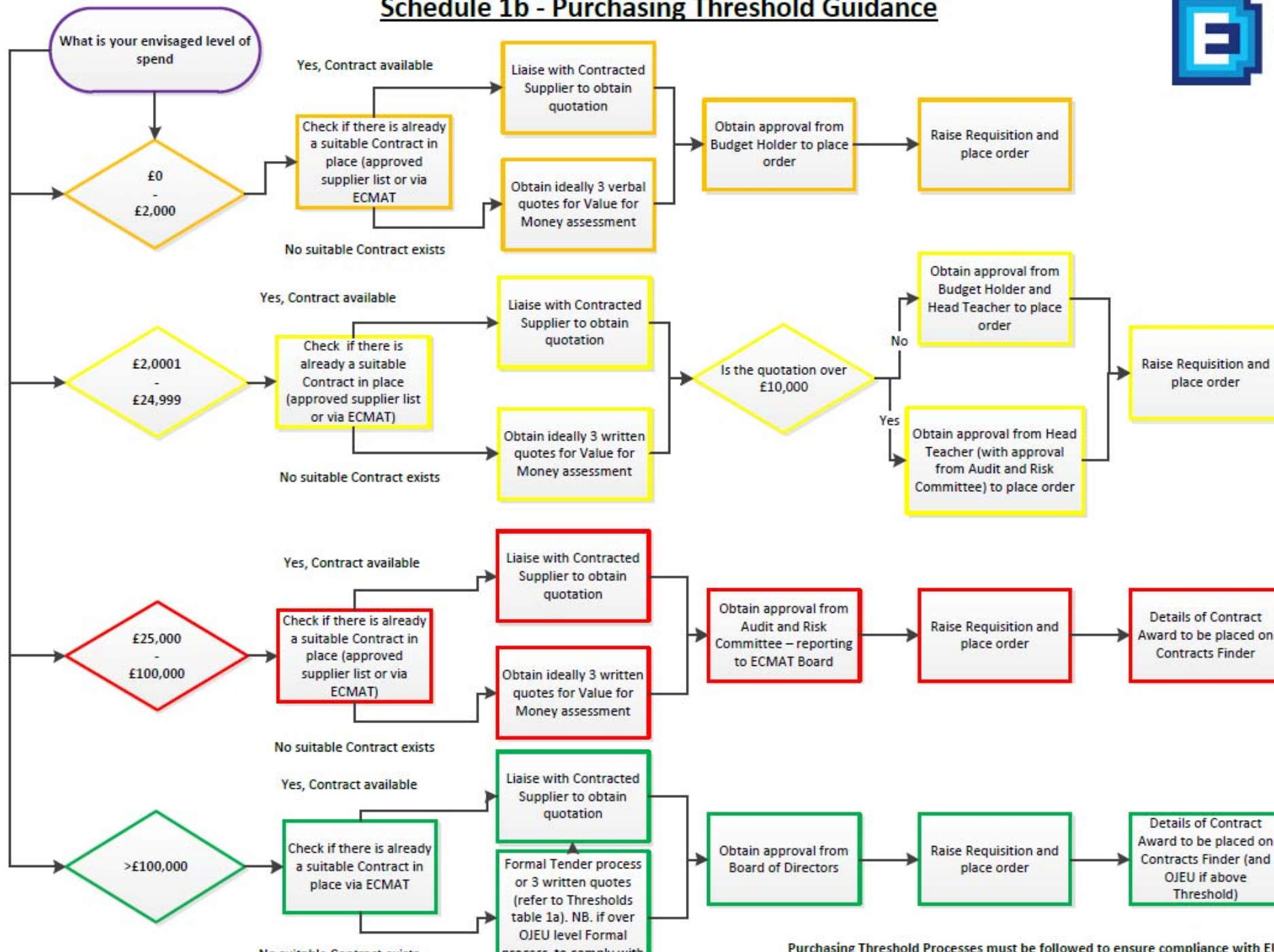
\* A lower number of tenders may be accepted in exceptional circumstances

Funded projects are regulated by different thresholds which must be reviewed prior to the purchasing activity taking place.

A Flow Chart is also available for the Purchasing Thresholds held as Schedule 1b

(\*\*OJEU Values for 2016 and 2017: Goods and Services £164,176, Works £4.104M)

## Schedule 1b - Purchasing Threshold Guidance



## Schedule 2 – Justification Form



In accordance with ECMAT's Purchasing Thresholds, this form is to be completed when procuring goods and/or services in excess of £25K, this is to demonstrate that a Value for Money assessment has taken place and ensure compliance with Regulation 112 of the Public Contracts Regulations 2015 (PCR2015) that requires the Authority to publish all awarded contracts in excess of £25K on Contracts Finder.

Prior to completing the procurement activity please check to ensure there is not already a valid Contract available. Completion of this document ensures that a record of action has been taken for audit purposes and evidences the Authority's transparency commitments.

Please complete all information below to enable a Contract Award Notice to be issued on Contracts Finder and fulfil the Authority's obligations.

*NB. Please do not break down large requirements into smaller parts in order to reduce the value and avoid advertising on Contracts Finder.*

### 1. Summary Information

Originator Name	
Contact Number	
Faculty/Department/Section	
Cost Centre Description / Code	
Requisition Reference No	
Contract Title	
One off or ongoing procurement?	
Closing Date for Quotations	
Contract Start Date	
Value of Successful Quotation*	
Has ECMAT been involved in this activity, if so detail who	
Is this Suitable for SME's <small>(Small and Medium Enterprises) *Please delete as necessary</small>	
Is this Suitable for VSCE <small>(Voluntary Community and Social Enterprise) *Please delete as necessary</small>	

### 2. Location

Provide Academy details where the works, services or products detailed in this notice will be delivered:

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### 3. Description

Please provide a full detailed description of the goods, equipment and/or services to be purchased. *(Please note we are limited to 3000 characters on Contracts Finder).*

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### 4. Award Information

Supplier Name	
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<b>Supplier Address</b>	
<b>DUNS Number</b> *the DUNS number is a 9 digit number used to uniquely identify the supplier's company. If you do not know the DUNS number enter 0.	

**5. Quotation Process Details**

<b>Expected Spend Value (per annum)/one off) £</b> <small>(i.e. what did you originally forecast to spend)</small>	
<b>Contract Value (per annum/one off) £</b>	
<b>Variance £</b> <small>(i.e. difference between expected and winning quote)</small>	
<b>Unsuccessful Quote 1 Value £</b>	
<b>Unsuccessful Quote 1 Supplier name &amp; address</b>	
<b>Unsuccessful Quote 2 Value £</b>	
<b>Unsuccessful Quote 2 Supplier name &amp; address</b>	

Insert additional rows here if more Quotes were obtained

**Please confirm rationale for awarding the business to the successful supplier:**

**If you could not obtain at least 3 quotations / sole supplier please provide justification below:**

**Is this a confirmation order? i.e. has the order already been placed**      YES/NO (delete as appropriate)

**If Yes, please provide full reasoning below:**

Authorised Signatory: \_\_\_\_\_ *(Budget Holder)*

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_