



PURCHASING STATEMENT

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<u>Approvals</u>			
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1.0 Accord Multi Academy Trust Purchasing Statement

1.1 The following statement sets out the procurement objectives for all Accord Multi Academy Trust Academies (the Trust) with the aim of ensuring best value for money across the organisation.

1.2 This document is intended to provide a high-level statement about the principles that we will follow when purchasing. We aim to make buying simpler, quicker and ensure value for money by:

- Making procurement easier for the Trust and its suppliers;
- Giving more opportunity to local and small/medium suppliers (SMEs) to participate in procurement opportunities by increasing visibility of our purchasing plans;
- Maximising innovation, sustainability and collaboration in our purchasing activities.

2.0 Responsibilities

2.1 In order to comply with the Academies Financial Handbook. The Trust must ensure that:

- Spending has been for the purpose intended and there is probity in the use of all funding;
- Spending decisions represent value for money;
- Internal delegation and approval levels exist and are applied within the Trust;
- A competitive tendering procedure is in place and applied, and Official Journal of the European Union (OJEU) procurement thresholds are observed;
- Relevant professional advice is obtained where appropriate.

3.0 Purchasing Principles

3.1 In line with the Trust's vision and ethos we apply the following principles:

Straightforward: making purchasing decisions as straightforward as possible for the Trust and potential suppliers. In particular improving access for local suppliers and SMEs and eliminating anything that does not add value to the purchasing process.

Maximise local opportunities: supporting an effective local supplier market, thus supporting the local communities of our academies. Ensuring local suppliers have opportunities, as appropriate to participate in preferred supplier mini competitions and tender exercises.

Value for Money: aiming to achieve best value using sound purchasing practices and innovative solutions. Considering the best combination of whole-life cost and quality to fulfil the requirements of the users of the goods, services or works, making use of mini-competitions, frameworks, collaborations and partnership opportunities.

Sustainability: recognising the need for continuous improvement in the area of sustainability. Ensuring that workers employed in our supply chains throughout the world are treated fairly, humanely and equitably. Preferred supplier mini competitions or tender exercises will include a requirement for the supplier to report on their ethical trading including commitment to reduce, reuse and recycle principles and compliance the Modern Slavery Act 2015.

4.0 Code of Conduct

- 4.1 In all our dealings in the purchasing process, the Trust will preserve the highest standards of honesty, integrity, impartiality and objectivity and shall comply with Trust Scheme of Delegation and Staff Code of Conduct at all times.
- 4.2 In line with our purchasing principles, when selecting a supplier, the Trust will generally evaluate offers received on the basis of the most economically advantageous, and will consider, where appropriate, whole life costing seeking an appropriate balance between cost and quality.
- 4.3 The Trust will take a long-term strategic view of including the potential for innovative funding and the opportunity for working with other partners, especially for goods and services, which can be procured more cost-effectively in a collaborative group or through a pre-procured public sector framework agreement.

5.0 Financial Authorities

The Trust's Scheme of Delegation Policy outlines the following purchasing approval thresholds:

Purchase Value	Required Purchasing Process
£2,000 +	3 Written Quotations Or Preferred Supplier Status Or Pre-Procured Public Sector Framework Agreements
£50,000 +	Full Tender Process – Advertised on the Trust's web page or Pre-Procured Public Sector Framework Agreement
*£181,302 +	European Tender (OJEU) or through Compliant Pre-Procured Public Sector Framework Agreement
*Works £4.5m +	European Tender (OJEU) or through Compliant Pre-Procured Public Sector Framework Agreement

*Value of European Tender (OJEU) will reflect the actual limits in force at the time of the tender as published on the OJEU website: <https://www.ojeu.eu/>. Thresholds are updated on the 1st January each year.

6. Definitions

- 6.1 **Written quotes** must be provided on the Accord Multi Academy Trust Quote Pro Forma

- 6.2 Opportunities for **Preferred Supplier Status** and **Tenders** will be advertised on the Trust's website and social media channels. Contracts Finder and OJEU notifications will also be used as required.
- 6.3 To reduce the administrative burden of getting three quotes for every purchase, the Trust reserves the right to run mini-competitions based on a basket of typical items, for goods and services that fall under the Full Tender Process limit and give **Preferred Supplier Status** to successful suppliers for one year from the decision date of the mini competition. However, the Trust reserves the right to source three quotes for any purchasing decision, in line with the Trust Scheme of Delegation.
- 6.4 The Trust issues **Purchase Orders** for the purchase of all goods and services, and suppliers should ensure that these are received prior to entering into a contract.
- 6.5 The Trust **Payment Terms** for supplier invoices are 30 days from receipt of invoice.