

## **Contract and Procurement Regulations – Summary**

In all procurement schools should always ensure they are getting value for money.

### **Contracts**

- Contracts between £0 - £500 require at least one quote.
- Contracts between £500 - £10,000 require at least two written quotes.
- Contracts between £10,000 - £50,000 require at least three written quotes. Criteria for evaluating the quotes should be agreed before receiving the quotes.
- Contracts between £50,000 - £173,934 – require the schools to go out to full UK tender.
- Contracts above £173,934 – require the schools to go out to EU tender.
- When determining the value of the contact you need to consider the length of the contract. If the contract is for £10,000 a year for a three year period the value of the contract would be £30,000 (£10,000 x 3).

### **Tendering Contracts Steps 1**

- Estimate the contract value.
- Consider TUPE implications.
- Build a specification.
- Decide on shortlisting criteria.
- Decide how you will score / evaluated the prospective bidders.
- Invitation To Tender (ITT)

## **Tendering Contracts Steps 2**

- Response to ITT
- Shortlisting
- Interviews / demonstrations
- Evaluating bids
- Award of contract
- Contract T&C's

## **Tendering – Assessing the Contractor**

- Financial checks – banks statement, financial accounts, letters of recommendation.
- Technical knowledge – references, certificates, letters of recommendation.
- Insurances – health and safety, public liability, professional liability.