

Autumn 2009

Commissioning,
Procurement &
Business
Development

Education Leeds



Schools Newsletter

www.leedsadviceforschools.com

Traded Services Survey

Please note, the Traded Services Survey will be available to schools on November 10th. We will be sending a hard copy by post but schools can also access a copy on-line through the Commissioning, Procurement and Business Development's website www.leedsadviceforschools.co.uk. The closing date is December 18th 2009. We hope you can find time in your busy schedule to compete the survey. The results of last years survey can be seen on our website.

Yellow Pages 24

Recently, schools have been contacted by Yellow pages 24 asking to confirm details of the school. When the school faxes back the confirmation – they receive an invoice for £499. We strongly advise that if you receive any notification from Yellow Pages 24 to contact the Commissioning, Procurement and Business Development team.

Recycling in Schools – The Leeds City Council contract with Associated Waste Management (AWM)

From 1st April 2008 the locally based company Associated Waste Management (AWM) took over the collection of mixed paper & card, and residual waste from all Council premises. As well as maximising paper & card recycling, the collection of plastic bottles & metal cans is now being implemented across the Council.

This contract is open to all schools in Leeds and Leeds city Council are actively encouraging Leeds schools to join the contract. The Contract Manager Sam Grimwood believes it will save you money!

The contract with AWM is priced on a pay-by-weight basis for general waste. This means every time your general waste bin is collected it is weighed and you are charged depending on how much the bin weighs; recycle disposal is FREE! The standard break down of costs is as follows:

The 1100 Litre Bin (other sizes are available – see www.leedsadviceforschool.com)

	General Waste	Paper and Card Recycling
Rent (per week)	£0.43	£0.43
Lift (per lift)	£4.33	£4.33
Disposal (based on the weight of the bin – 60kg is an average weight)	£3.84 (60kg)	£0.00
Total	£8.60	£4.76

Schools wanting to terminate there existing contract must be careful not to miss the small window of opportunity – most waste contracts can only be terminated three months prior to the anniversary of the contract. Otherwise they will continue to run for another year.

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LOOSE SALT Is available from the City Development Department

Please contact Steve Monks on 0113 2478434 e-mail steve.monks@leeds.gov.uk
Fax: 0113 247 4886 for deliveries – salt cannot be collected from the depot and orders must be raised before deliveries can take place.
The prices are listed below:

DELIVERED (up to 1 tonne including parts of a tonne)	£105.63
DELIVERED (over 1 tonne up to 5 tonne)	£100.67 per tonne
DELIVERED (over 5 tonne)	£72.10 per tonne
BAGGED SALT DELIVERED (approximately 25kg)	£11.94 each
REFILL GRIT BINS (approximately 0.25 tonne)	£73.34 each
PROVIDE GRIT BINS (approximately 0.25 tonne)	£170.28 each
PROVIDE GRIT BINS (approximately 0.25 tonne) INCLUDING SALT	£186.43 each

In winter conditions their main priority is to treat the public highway as limited resources of labour become stretched. It is very important that orders for salt are placed with them as early as possible and not on the day of the first frost.

Does your school want to save money?...then switch to OPEN!

OPEN (Online Purchasing for Educational Needs) is specifically designed for schools by the DCSF to make the process of buying goods and services faster, easier and simpler.

The OPEN marketplace enables schools to search for goods and services from local, regional and national suppliers, request quotes, make comparisons and download the information into your existing financial management system (SIMS) to raise an order. There is no need to re-key requisitions which means you save time and reduce potential mistakes.

Many schools across the country have already made savings using OPEN and are benefiting from a simpler approach to their purchasing.

Garforth Community College says:
'It's faster, greener way of issuing orders and speeds up delivery times'

Brigshaw High School says: 'OPEN is quick and easy to use, it cuts down on paperwork and the errors. There is no need to key in the orders again by the finance team – just need to approve them. This new system should be embraced by all schools'.

OPEN is free to schools across England and is OPEN for business in your area today!

For more information contact Gemma Palmer, DCFS Procurement Partner – 07917 397739 or e-mail gemma.palmer@dcsf.gsi.gov.uk

Connaught – Needle Alert Service in Leeds

For an initial 12 week trial period, Connaught will have a dedicated team on hand to collect any discarded needles within Leeds free of charge.

Should you be aware of any sharps objects on your school grounds or anywhere within the wider Leeds boundary, don't hesitate to call them immediately - 24 hours a day on 0113 204 6630. A team of fully trained operatives will be on hand to safely collect and dispose of the needles.

Connaught is currently working in partnership with housing associations West North West Homes Leeds, Aire Valley Homes Leeds and East North East Homes Leeds to improve council houses in Leeds.

Procurement Plan and Contract Register

The Contract Procedure rules (CPRs) state that every school must have a contracts register setting out the contracts schools have procured over £10,000 and a procurement plan listing those contracts over £10,000 to be awarded during the coming year. Guidance and examples of both these are set out on our website. www.leedsadviceforschools.com
One to one training is available by contacting Sheila Goodwin or Ian Westlake on 0113 2475268 or 2475596.

Supply Framework Contract

The Teaching Supply Framework contract has been extended for another 12 months until March 2011.

Connaught – Building Maintenance in Schools

The contract with Connaught to provide building maintenance to schools has been extended for a further 12 months to 31st December 2010.

Mobile Phones

Schools wishing to purchase mobile phones for their schools and want to take advantage of the favourable terms offered by the Leeds City Council contract please contact Kathryn McRobbie on 0113 3862439

ABC Toolkit and Guidance

This document provides a structure for schools and settings to work in collaboration with providers of extended services to establish appropriate and relevant contracts or service level agreements. Proformas are supplied. The toolkit and guidance can be accessed on www.leedsadviceforschools.com

Service Level Agreements

The School Meals Strategy Team is currently working with the Commissioning, Procurement and Business Development team to provide guidance for schools when negotiating their Service Level Agreement with the Catering Agency. This should be available to schools in January 2010

The Provision of Off-Site Programmes for 13-19 Learners on the roll of Leeds Schools, SILCs and PRUs

The New Framework Contract – November Update

Having been endorsed by both Governor Forum and Schools Forum, in July 2009, the Framework Contract for the Provision of Off-Site Programmes for 13-19 Learners on the roll of Leeds Schools, SILCs and PRUs, was discussed in more detail at the Traded Services Forum in October 2009.

The main points arising from the meeting were:

- The Framework will be available to provide information to inform bookings from March 2010 and the contract commences on 1st September 2010, ending on 31st August 2014)
- It will formalise the arrangement between the providers and the Authority. The contract will create a transparent and competitive pricing environment on Leeds City Council Terms and Conditions taking into account the Education Leeds 14-19 Quality Assurance process; Safeguarding issues and enable compulsory publication of performance data from providers.
- The contract will contain an annual refresh to make sure it continues to offer the full range of provision required by schools and that new providers have an annual opportunity to join.
- The procurement process is a two stage process, which requires all providers to submit a Pre Qualification Questionnaire and a Tender. This applies also to Schools, Education Leeds and Leeds City Council providers who trade this service to schools, as they are all in the scope of this contract
- The bids to be on the Framework will be evaluated by a panel comprising a group of specialists with broad skills (including Education Leeds, schools and the LSC) to make sure the correct suppliers are invited on to the Framework.
- Resulting from this exercise there will be transparent costing information available to all schools on the 14-19 Team website at www.educationleeds.co.uk/14to19
- Schools will be advised by the Commissioning, Procurement and Business Development Service to use the Framework and those which choose not to use the Framework will have to commission the provision themselves in compliance with the School Contract Procedure Rules. Schools would then be responsible for their own procurement, for defining terms and conditions, for guaranteeing safeguarding, for ensuring quality assurance, for agreeing pricing and for demonstrating best value.

Further information from:

Jackie Roper, 14-19 Quality Manager 07891 270324

CPRs (Contract Procedure Rules)

A reminder to schools of the thresholds of spend:

Thresholds relate to the value of the contract not just one year:

- Three written quotes desirable for procurements of less than £10k.
- Three written quotes and SCMS advert essential between £10k and £60k
- Four written tenders, LA countersignature and SCMS advert essential between £60k and £138k
- EU Procurement procedure with LA lead essential over £138k

The full document can be seen on the Commissioning, Procurement and Business Development website: www.leedsadviceforschools.com in Procurement Guidance

Waivers and the CPRs

Point 35.0 Waivers of Contract Procedure Rules state that:

'waivers of any of these Contract Procedure Rules shall only be given in exceptional circumstances and only with the prior written approval of the appropriate Chair of Governors following consultation with the Head of Commissioning, Procurement and Business Development. Where the view of either of those officers is not in accord with the proposal of the School, the matter shall be referred to the Deputy Chief Executive of Education Leeds for a decision. Waivers may not be made retrospectively.'

A waiver proforma for schools to use can be found on the website www.leedsadviceforschools.com in Procurement Guidance