

The background features a light blue gradient with several white stars of varying sizes scattered across the top half. On the right side, there is a cluster of five teal-colored stars of different sizes, arranged in a pattern that suggests movement or a trail.

**Education Leeds**



# Procurement – Schools Contracts Procedure rules

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## Presented by

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Officer



# Available Options

- Framework Contracts
- Approved Lists
- Internal Service Providers

# Available Tools

- Contract Information System (CIS)
- [www.leedsadviceforschools.com](http://www.leedsadviceforschools.com)



# Value Thresholds – 2010-12

Procurement Level	Procurement Process	Financial Threshold (£) (value over the whole contract period)
<b>Low Value Procurement</b> (quotations)	Three written quotes is recommended, where sensible and practical	0-20k
<b>Intermediate Value Procurement</b> (quotations)	Must obtain three written quotes and advertise on the LCC electronic tendering system. CPBD will assist	20-100k
<b>High Value Procurement</b> (tenders)	Must obtain four tenders and advertise on LCC electronic tendering system Local Authority countersignature required CPBD will assist	100k-EU threshold (156k Supplies and Services 3.9m Works)
<b>EU Procurement</b> (tenders)	Must contact CPBD for support.	EU threshold and above (156k+ Supplies and Services 3.9m Works)



# Risk and Challenge

- Internal
- External
- Remedies Directives
- Declaration Of Interest



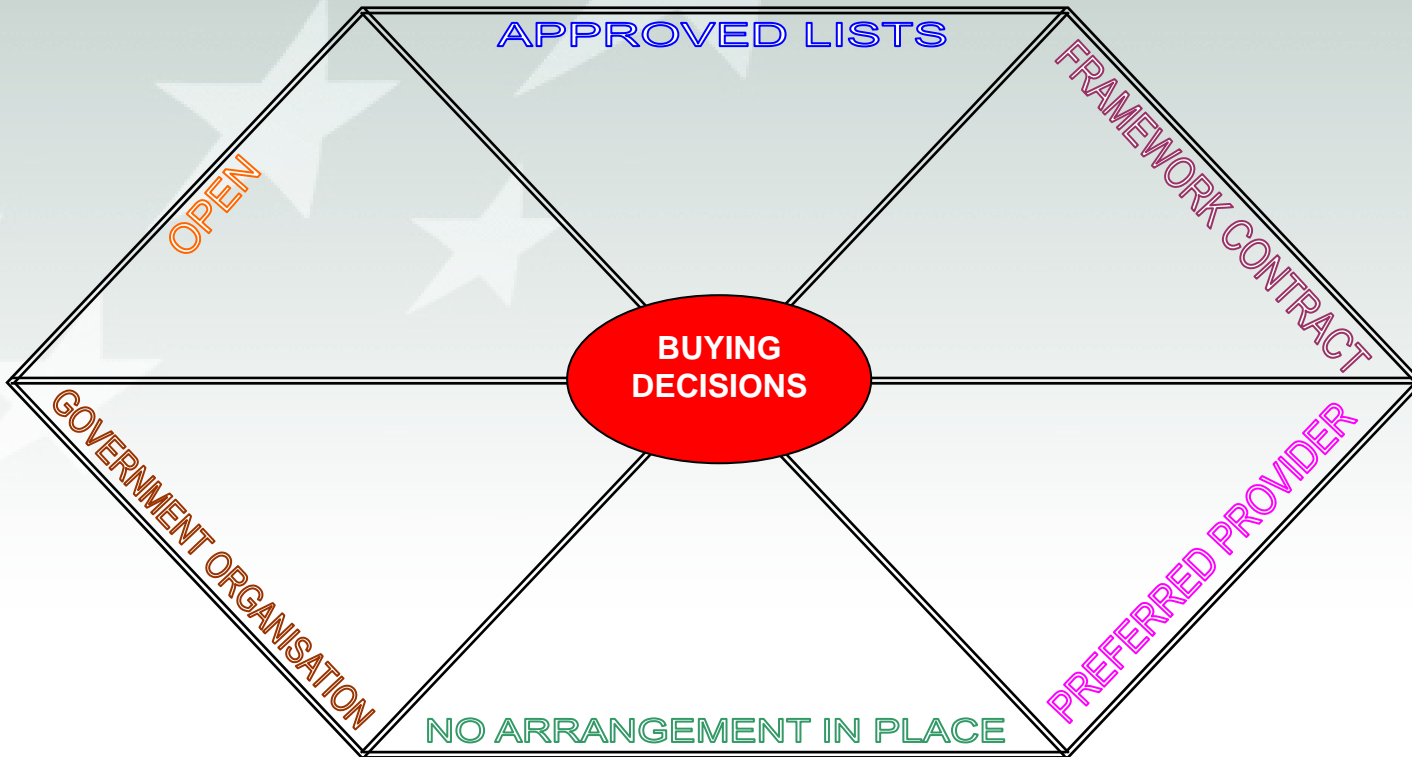
# Service Provision Change

- Contract Value
- Outsourcing
- Re-tendering
- Contracting In
- TUPE



**Questions???**

# Buying Options Available to All Schools



This document is available from [www.leedsadviceforschools.com](http://www.leedsadviceforschools.com) - training available from CPBD.

## Framework Contract / Preferred Providers

### Supply Teaching Framework Contract



- Celsian / Protocol Teachers / Reed / Kelly Educational / Academic Appointments
- There is no requirement to seek competition from these companies.
- Protection from Leeds City Council Terms and Conditions
- Growing realisation that many schools use in house options first and agencies as a last resort

## Framework Contract / Preferred Providers

### Milk – Fresh Pastures / T.B.A.

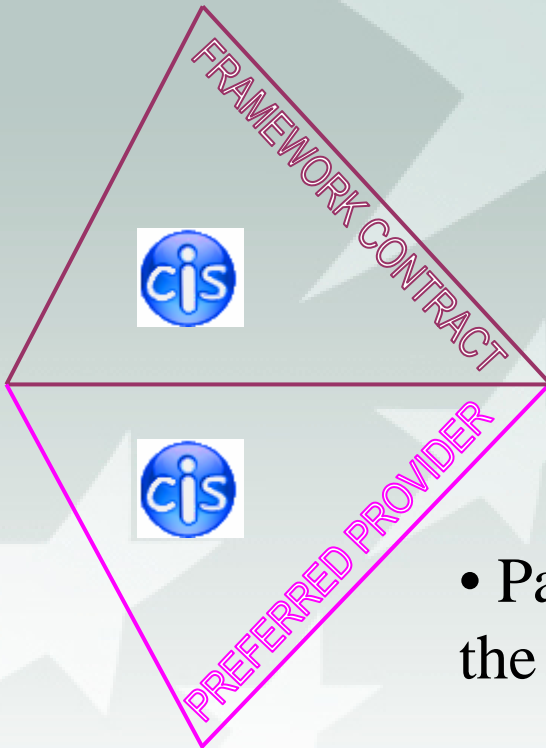


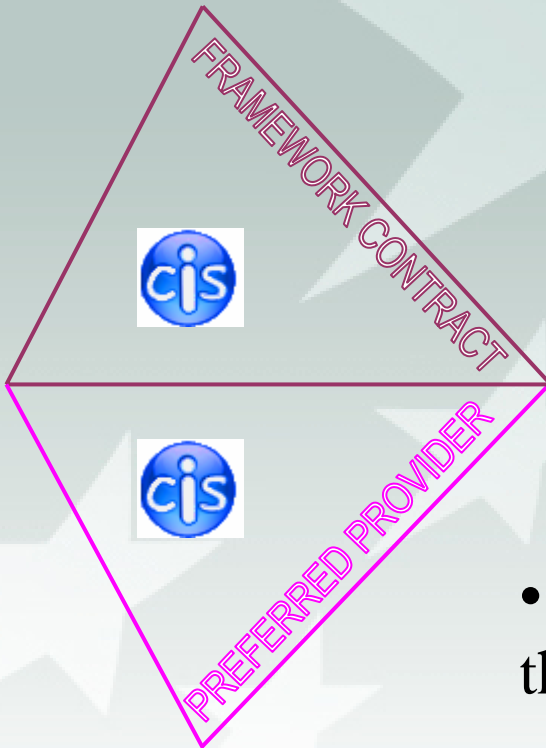
- Fresh Pastures provide 1/3 pint cartons at 14p each
- New Contract to commence ASAP
  - Recycling element will return
  - Check [www.leedsadviceforschools.com](http://www.leedsadviceforschools.com)

## Framework Contract / Preferred Providers

### Trade Waste – Associated Waste Management (AWM)

- Payment based on weight. The more you recycle the more your save!
- No ‘Duty of Care’ to pay.
- Price comparison of the major providers available on CPBD website
- Still difficult to terminate existing contracts

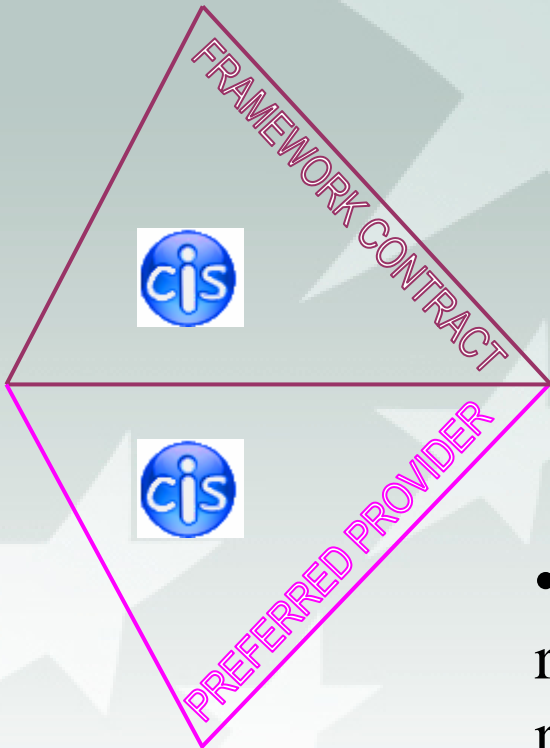




## Framework Contract / Preferred Providers

### Management Information Systems (MIS) Support for Schools – Connect Up Ltd

- Connect Up are the only contracted organisation that provide MIS support to Leeds schools
- A school can engage Connect Up without the need for competition on MIS Support
- Schools who use alternate companies for this service should ensure they read all terms and conditions



## Framework Contract / Preferred Providers

### Planned and Responsive Building Maintenance in Schools – Connaught Partnerships

- Single contractor for schools to provide responsive and planned building maintenance & repairs in schools
- This includes all works up to a maximum of £30,000
- For all project work a surveyor should be used

## Framework Contract / Preferred Providers



FRAMEWORK CONTRACT



Other contracts that may be of interest to you

- Confidential Waste – Yorwaste
- P.E. Equipment Maintenance – Sportsafe
- Water Hygiene Management – SDA, LCC
- The provision of off site programmes for 13 – 19 learners on the roll of Leeds schools, SILCs and PRUs - Various

GOVERNMENT ORGANISATION

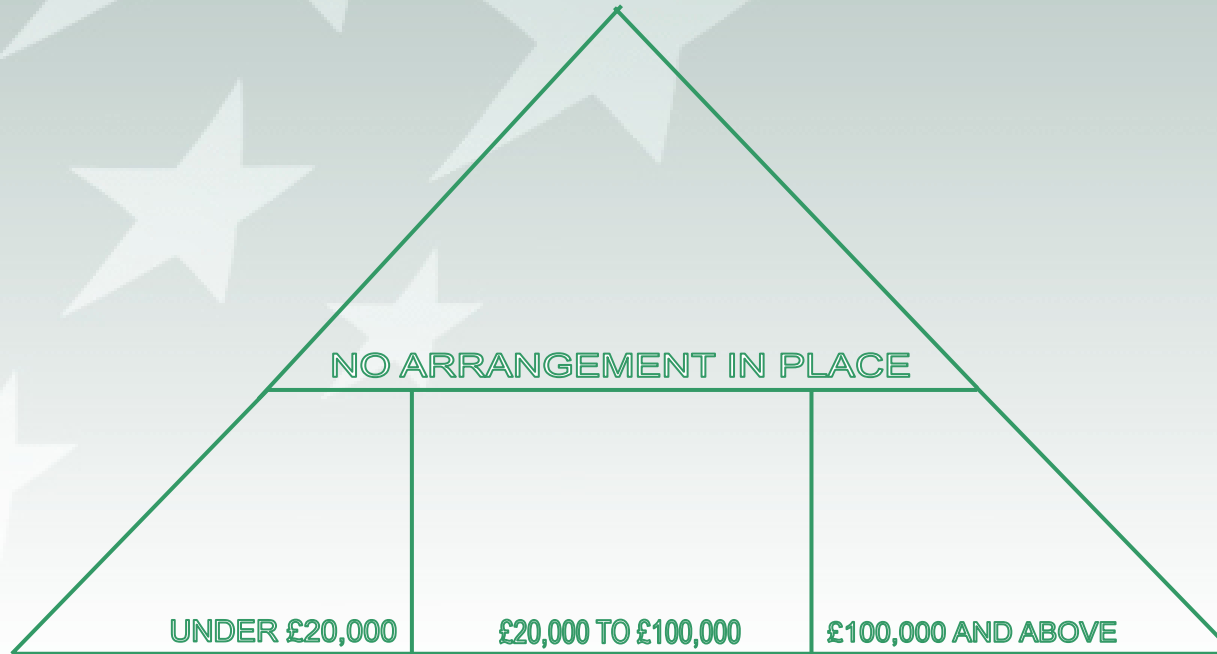
# The Yorkshire Purchasing Organisation (YPO)

## Photocopying Framework Contract

- Fully compliant EU Contract let by the YPO
- YPO provides full contract management support
- Companies on the contract are;
  - Arena
  - Canon
  - Konica
  - NRG
  - Xerox

Contact Rachael Lythe at the YPO  
[rl@ypo.co.uk](mailto:rl@ypo.co.uk)

# Where there is no arrangement in place – or you choose not to use an existing arrangement



Three quotes required where practical.

A quotation exercise must be carried out using SCMS. CPBD can support

A full tender exercise required. Must contact CPBD.

## How a school should use an approved list.

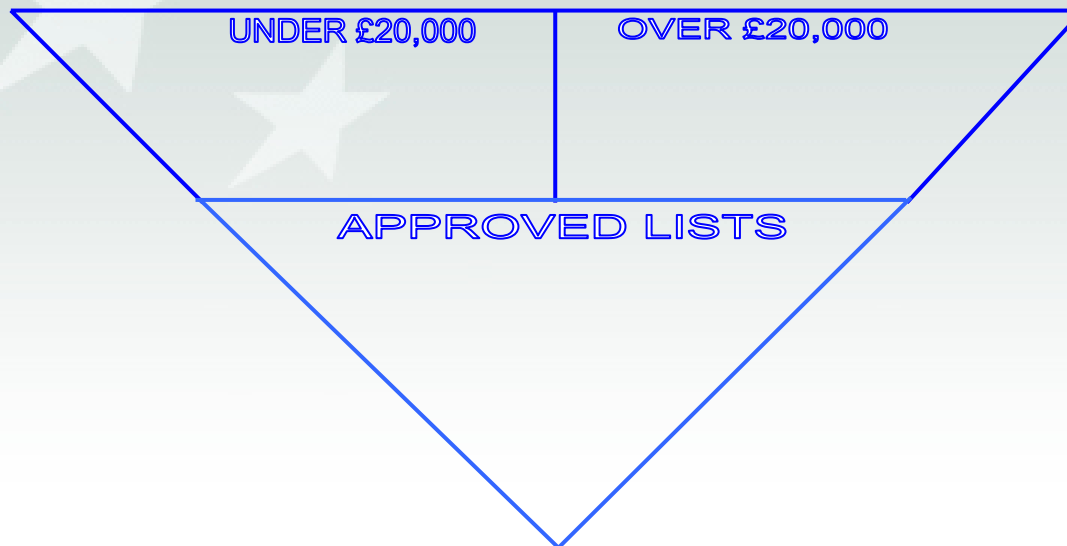
Determine whether a list is in existence (using the Contract Information System)

If the contract value is less than £20,000 then three quotes must be sought – this can be a mixture of companies from an approved list or not

To find out names and contact details of companies then contact Procurement, LCC or CPBD, Education Leeds

If the contract value is above £20,000 a selection form must be submitted to Leeds City Council

All project work and schemes over £20,000 should be done in consultation with a surveyor.



## What are Approved Lists?

A list a categories of different types works.

There are 59 categories currently (it is not all encompassing.)

Companies can apply to be approved on a particular category of work by filling in a Pre Qualification Questionnaire and then they are vetted by Leeds City Council for various elements such as health and safety, financial standing etc. This is to ensure that they are fit to work for the council.

This process is not specific for schools so it should not be assumed that CRB's etc have been checked.

# Examples of good practice

- Roundhay High School – ICT Hardware
- Morley High School – Salon Equipment
- Meadowfields Primary – Grounds Maintenance
- Chapel Allerton Primary – Catering Service
- Abbey Grange High School – Cashless System for Catering
- Swallow Hill Community College – Uniform for New School
- Brigshaw High School – Grounds Maintenance
- Rawdon Littlemoor Primary School – After School Club
- Benton Park School – Cleaning Service

# Commissioning, Procurement and Business Development Training in Schools

Aim – to develop procurement understanding in schools and build relationships between school and CPBD.

- Procurement Systems and Document Familiarisation
  - Based around the Buying Decisions Diagram
- Support and advice in writing specifications
  - For goods and services
- Support and advice in monitoring contracts
  - Interventions and management
- The Procurement Plan and The Contracts Register
  - How to manage contracts in the long term
- Quotation Documents and SCMS
  - Producing documents and uploading to the system
- How to search the procurement systems (SCMS and CIS)
  - How to find out what you need

# Contacting us!

Please contact Sheila Goodwin or Ian  
Westlake

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