



Competitive Tender and Procurement Policy

Review Date	September 2021
Version	V3

Review Date	September 2020
Version	V2

Date	September 2018
Prepared by	Central Team
Review Date	September 2019
Version	V1

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1 KEY PRINCIPLES

- When considering the procurement of, and tendering for goods and services, consideration should be given to **probity, accountability and value for money**
- The Trust will consider sustainable procurement to meet their needs for goods, services, works and utilities in a way that achieves values for money and promotes positive outcomes not only for the Trust but for the economy and environment through: -
 - ❖ socially and ethically responsible purchasing
 - ❖ Minimising environmental impact through the supply chain
 - ❖ Delivering economically sound solutions
 - ❖ Good business practice
 - ❖ Supporting local community businesses
- The Trust values of transparency and fairness will inform our financial practices

2 PURPOSE

This policy has been produced to ensure that The Rose Learning Trust manages public funds in a proper and effective manner as set out in the EFA's Academies Financial Handbook (September 2016).

When considering the procurement of, and tendering for goods and service purchases should follow the general principles of:

- **Probity** – it must be clear that there is no private gain in the academy's contractual relationships;
- **Accountability** – the academy is accountable for its expenditure and the conduct of its affairs;
- **Fairness** – that all those dealt with by the academy are dealt with on a fair and equitable basis
- **Value for money** – covering costs of goods or services, quality of goods or services and administrative cost (including time) of procurement

3 KEY REQUIREMENTS OF PROCESS

- All purchases with a value greater than **£25,000** must be put out to formal tender
- Work specifications to be agreed by the Academy Principal and authorised by the Chair of the Local Governing Body

- For any major building works of a value greater than **£50,000** the services of a Project Management Company should be considered to deal with the handling of specifications and suitability to tender
- All tenders will be opened at the same time and details of the contractor, quotation and other details recorded at the time of opening
- For purchases up to **£50,000**, provided the expenditure is included in the budget, the decision as to which tender to accept will be taken by the Academy Principal, in consultation with the Business Manager and the Chair of the Local Governing Body Resource Committee.
- For purchases exceeding **£50,000**, provided the expenditure has been budgeted for, a decision will be recommended by the Resource Committee, the decision will need to be ratified by the Board of Trustees
- Where expenditure is not included in the budget or anticipated expenditure exceeds the budget allocation, the decision as to which tender to accept will be taken and ratified by the Board of Trustees
- The reasons for accepting a particular tender must be documented, especially if it is decided to accept other than the lowest tender. All decisions must be reported to the full Trust Board

4 QUOTATION AND TENDERING

The minimum required number of tenders or quotations, from appropriate contractors, for a given **estimated value** of contract, are: -

- Under £5,000 – the Headteacher / Principal shall have the discretion to decide whether or not to obtain quotations, but value for money must always be obtained.
- From £5,000 to £25,000 – at least **three written quotations** to be obtained
- Above £25,000 and up to £50,000, **three formal tenders** to be submitted in writing by a specified date and time and based on a written specification and evaluation criteria
- Above **£50,000** and up to EU threshold, **three tenders**
- Over EU thresholds, **five tenders**.

The values are for single items or groups of items, **which must not be disaggregated artificially**

5 PROCEDURES

Once the Trust/school has identified the need to review the provision of goods/services and this has requirement has been appropriately challenged. The estimated value of the provision needs to be determined in order to follow the correct procurement procedures. See flowchart (appendix) determining correct process which ensures:-

- Collaboration and value for money are considered - for example, sharing resources, comparing prices and experiences, and buying items together
- The correct format of quotation/tenders is followed
- Approval is being sought at the appropriate level

All purchases with a value greater than **£25,000** must be put out to formal tender. The following procedures must be followed in such circumstances:

- 5.1 A specification will be prepared, authorised by the Chair of the Local Governing Body and Academy Principal and sent to at least **three** suppliers. It is anticipated that for any major building works of a value greater than **£50,000** the services of a Project Management Company would be engaged to deal with the handling of specifications and suitability to tender.
- 5.2 Where appropriate, the suppliers invited to tender should be drawn from an approved list or from those agreed with the Project Management company. Otherwise, invitations to submit tenders will be advertised on the Academy/Trust website. The invitations to tender will include: -
- An introduction/background to the project;
 - The scope and objectives of the project
 - Any technical requirements;
 - Implementation details for the project;
 - The terms and conditions of the tender, and
 - The form and date of response to the Academy, or in the case of building works, to the Business Manager and Project Management Company
 - Tender evaluation criteria
- 5.3 All replies, if to the individual Academy, should be addressed to the Business Manager in a plain sealed envelope marked '**Tender**' to reach them by a specified date. All replies must be kept sealed until that date.
- 5.4 It is the responsibility of the Business Manager/CPO to arrange a date/time/venue for the opening of the tenders.
- 5.5 The Business Manager/CPO **must** ensure that any reception area at which tender documents are likely to be received knows not to open envelopes and to call the Business Manager/CPO to advise receipt as soon as the envelope is received
- 5.6 The person nominated to receive the tenders should not be an Opening Officer
- 5.7 All tenders will be opened at the same time and details of the contractor, quotation and any other details recorded at the time of opening

- 5.8 No contractor will be allowed to amend the tender after the time fixed for receipt
- 5.9 The Business Manager will open a separate correspondence file for each tender which will contain copies of all correspondence/email and other relevant information
- 5.10 For purchases up to £5,000, no quotation required. Headteacher approval
- 5.11 For purchases exceeding £5,000, up to £10,000 3 written quotes required and Headteacher approval
- 5.12 Over £10,000 up to £25,000 3 written quotes. LGB approval
- 5.13 Over £25,000 up to £50,000 competitive tender required. LGB approval
- 5.14 Over £50,000 competitive tender required. Board of Trustees approval
- 5.15 The reasons for accepting a tender must be documented, especially if it is decided to accept other than the lowest tender. All decision must be reported to the Trust Board via the Chief Projects Officer
- 5.16 The successful bid may not always be the cheapest
- 5.17 The Rose Learning Trust are the 'legal entity' and it is the Trust that enters into the agreement with the finance company. It is the Trust's responsibility to ensure regularity, probity and value for money are sort when entering into lease agreements. When entering into a lease agreement the leasing agreement will need to be signed off by the CEO who would seek assurances from the CFO who would review the leasing arrangements. This would be reported to Board of Trustees

Lease purchasing can be a viable alternative for more costly resource procurement, but you should check your figures carefully especially service, running and the overall term equipment cost. Lease purchase can end up a very costly alternative, particularly for IT where equipment prices are currently falling. If you decide to lease, take advice, check the small print, use an approved provider and be aware of appropriate legislation - it is the end cost that will decide which threshold applies.

There are two types of lease:

- Operating leases; these do not represent borrowing
- Finance leases; these are a form of borrowing

The Trust does not require EFA's approval for operating leases except for some transactions relating to land or buildings.

The Trust must obtain EFA's approval for the following leasing transactions: -

- Taking up a finance lease on any class of asset for any duration from another party (borrowing)
- Taking up a leasehold or tenancy agreement on land or buildings from another party for a term of seven or more years
- Granting a leasehold interest, including a tenancy agreement, of any duration, on land and buildings to another party

6 ACCEPTANCES OF TENDER

The following points will be considered when decided which tender to accept: -

- 6.1 The overall price and the individual items or services which make up that price
- 6.2 Whether there are any 'hidden costs'; that is additional costs which the Academy/Trust will have to incur to obtain a satisfactory product
- 6.3 Whether there is scope for negotiation, whilst being fair to all tenderers
- 6.4 The qualifications and experience of the supplier, including membership of professional associations
- 6.5 Compliance with the technical requirements laid by the Academy/Trust
- 6.6 Whether it is possible to obtain certificates of quality
- 6.7 The supplier's own quality control procedures; pre-sales demonstrations, after sales service and, for building works, a minimum six months' defects period and insurance guarantees
- 6.8 The financial status of the supplier
- 6.9 References from other establishments
- 6.10 Understanding and compliance with Health and Safety, The Construction Design and Management Regulations (CDM) and Safeguarding related to working on an Academy site
- 6.11 For the Official Journal of the European Union (OJEU) contracts, a mandatory Alcatel period will apply

In the case of building works, where the tendering process is being carried out by the project management company, they will be responsible for checking the documentation of the lowest tender before making a recommendation to the Academy/Trust.

Once a tender is accepted an order should be issued immediately to the supplier in the normal way.

The successful contractor should be provided and sign for a copy of the Academy's 'Contractors Guide'

The Academy's Funding Agreement should be considered when applying this Policy

7 Collaboration and Trust Wide Tendering

Wherever possible and practicable the Academy's within the Trust will collaborate so that resources or services can be tendered across the Trust, so greater value for money can be achieved

- An ongoing programme of reviewing services across the Academy's in the Trust is to be established in order to improve efficiencies and value for money
- Where appropriate, for both new and established SLAs, suppliers will be asked to tender in respect of contracts
- Where goods or services can be obtained of acceptable quality and competitive price on a Trust-wide basis the decision to award the tender will reside at Trust level, but Local Governing Bodies will be kept informed at all times
- In the case of Trust-wide contracts, the Trust's Chief Project Officer will lead the process. The Chief Finance Officer will have an oversight of the process and make any recommendations to the Trust Board
- Where identified by the Trust, group tendering will be utilised for procurement of goods and services across Academies. A working party formed of central service staff and academy staff will be created to lead any group procurement projects. Examples include, but are not limited to:
 - Payroll
 - Health and Safety
 - Legal
 - Human resources
 - Accountants
 - Staff Absence Insurance
 - Assessment Provider
 - ICT

8 FRAMEWORK AGREEMENTS

- 8.1 Where appropriate, for both new and established SLAs, the Trust may enter into framework agreements with contracting authorities

8.2 In all cases, the Trust will ensure that the agreement is made in line with EU procurement rules

8.3 In all cases, the selection will be made based on value for money criteria

9 RELATED PARTY TRANSACTIONS

9.1 All staff, Governors and Trustees must declare pecuniary interests annually and in any meetings where any issues are discussed that might involve the related organisation

9.2 Further detail of trading with connected parties are set out in Appendix B

Appendix A

FORMS OF TENDER

FORMS OF TENDER

The three forms of tender procedure and the circumstances in which they must be used are detailed below:

1.1 Open tender: this is the preferred method in which a project is open to all potential suppliers to tender. Not only does this promote healthy competition, it also ensures the school is able to attract a broader number of suppliers whilst achieving better value for money. It is important to consider how best to advertise for suppliers (press release, advertise in trade journals, approach local suppliers directly).

1.2 Restricted tender: this is where specific suppliers are invited to tender. Restricted tenders are appropriate where:

- There is a need to maintain a balance between the contract value and administrative costs
- A large number of suppliers would come forward or because of the nature of goods are such that only specific suppliers can be expected to supply the Academy/Trust's requirements
- The costs of publically and advertising are likely to outweigh the potential benefits of opening tendering

1.3 Negotiated Tender: The terms of the contract may be negotiated with one or more chosen Suppliers. This is appropriate in specific circumstances: -

- The above methods have resulted in either no or unacceptable tenders;
- Only one or very few suppliers are available
- Extreme urgency exists
- Additional deliveries by the existing supplier are justified

2 Preparation for Tender

In order to help with the transparency of the procurement and tendering process the academy should have a **register of business interest** for LGB Governors, Trustees and any other person that may be involved in the procurement and tendering process.

All academy trusts are currently subject to the European Procurement Directive. This means that all projects above a certain value must be advertised in the Official Journal of the European Union. The tender thresholds (net of VAT) in force from 1st January 2016 are as follows:

Supplies	Services	Works
£164,176	£164,176	£4,104,394

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2.1 Full consideration should be given to: -

- Objective of project – should be in line with the Trust/School Excellence Plan and any budget constraints
- Overall requirements – as set out in the Specification or Statement of requirement
- Technical skills required
- After sales service requirements
- Form of contract

2.2 It may be useful after all requirements have been established to rank requirements (e.g. mandatory, desirable and additional) and award marks to suppliers on fulfilment of these requirements to help reach an overall decision. Any current level of service should not be regarded as the standard need.

3 Invitation to Tender

If a restricted tender is to be used then an invitation to tender must be issued. If an open tender is used an invitation to tender may be issued in response to an initial enquiry. (See Invitation to Tender letter).

An invitation to tender should include:

- brief introduction/outline of the project
- scope and objectives of the project
- details of any technical requirements
- implementation of the project
- terms and conditions of the tender form of response

4 Aspects to Consider

4.1 Financial

- Like should be compared with like and if a lower price means a reduced service or lower quality this must be borne in mind when reaching a decision
- Care should be taken to ensure that the tender price is the total price and that there are no hidden or extra costs
- Academy/Trust should consider the possible flexibility of a short-term agreement with the consistency and possibility of a lower price for longer term agreements

4.2 Technical/Suitability

- Qualifications of the contractor
- Relevant experience of the contractor
- Description of technical and service facilities
- Certificates of quality/conformity with standards
- Quality control procedures
- Details of previous sales and references from past customers

4.3 Other considerations

- Pre-sales demonstrations
- After-sales service
- Financial status of supplier. Suppliers in financial difficulty may have problems completing contracts and in the provision of after-sales service. It may be appropriate to have the CFO or accountant examine the audited accounts.

5 Tender Acceptance Procedures

The invitation to tender should state the **date** and **time** by which the completed tender document should be received by the Academy. Tenders should be submitted in plain enveloped clearly marked to indicate they contain tender documents. The envelopes should be time and date stamped on receipt and stored in a secure place prior to tender opening. Tender received after the submission deadline should not normally be accepted.

6 Tender Opening Procedures

All tenders submitted should be opened at the same time and the tender details should be recorded (see Appendix C -Tendering Opening Register). The evaluation process must involve at least two people. Those involved should disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.

Those involved in making decisions should not accept gifts or hospitality from potential suppliers that could compromise, or be seen to compromise, their objectivity and independence.

The Trust will accept quotation which it considers to be the most economically advantageous, but also reserves the right to accept none of the Quotations. It may take any factor into account and reserves the right not to award the Contract to the lowest or any Tender reserving also the right to accept the same in whole or in part.

7 Tender Evaluation

- 7.1 The evaluation process will involve at least two people. Those involved shall disclose all interests, business and otherwise, that might impact upon their objectivity. If there is a potential conflict of interest then that person must withdraw from the tendering process.
- 7.2 Those involved in making the decision shall not accept gifts or hospitality from potential suppliers that could compromise or be seen to compromise their independence
- 7.3 Full records will be kept of all criteria used for evaluation and for contracts over £10,000 a report should be prepared for the LGB highlighting the relevant issues and recommending a decision. For contracts under £10,000 the decision and criteria should be reported to the LGB Resource Committee.
- 7.4 Where required by the conditions attached to a specific grant from the DFE/EFA, the department/Agency's approval must be obtained before the acceptance of the tender.
- 7.5 The accepted tender should be the one that is economically most advantageous to the Academy. All parties shall then be informed of the decision
- 7.6 In the event that a tender other than the lowest is accepted, those involved in making the decision shall document and report the reasons for not accepting the lowest bid to the Governing Body.

8 Insurance Requirements

Generally, insurance requirements are stated within the PQQ/Tender documents. However, as a minimum most contracts will require the contractor to be covered by an Employers and Public Liabilities Insurance to the value of £5,000,000.

9 Retention of Records

9.1 All relevant documents relating to the tender process (including minutes of meetings and a written record of the reasons for the decision made) shall be retained by the Academy for audit purposes, and to use in defence if any complaint or allegation of improper practice is made.

9.2 Document retention periods will be as follows: -

Pre-qualification Questionnaires	6 months
Invitations to tender	1 year

Evaluation criteria/decision making documentation	1 year
Successful bid	7 years from start of contract

Appendix B

TRADING WITH CONNECTED/THIRD PARTIES

Trading with connected/third parties

1 This part of the policy deals with goods or services provided by individuals or organisations connected to The Rose Learning Trust. A Trust must pay no more than 'cost' for goods or services provided to it by the following persons ('services' do not include services provided under a contract of employment):

- Any member or trustee of the Academy Trust
- Any individual or organisation connected to a member or trustee of the Academy Trust. For these purposes, the following persons are connected to a member, or trustee:
 - A relative of the member or trustee. A relative is defined as: a close member of the family, or member of the same household, who may be expected to influence, or be influence by, the person. This includes, but is not limited to, a child, parent, spouse or civil partner
 - An individual or organisation carrying on business in partnership with the member, trustee or a relative of the member or trustee

A company in which a member or the relative of a member (taken separately or together), and/or a trustee or the relative of a trustee (taken separately or together), holds more than 20% of the share capital or is entitled to exercise more than 20% of the voting power at any general meeting of that company

- an organisation which is controlled by a member or the relative of a member (acting separately or together), and/or a trustee or the relative of a trustee (acting separately or together). For these purposes, an organisation is controlled by an individual or organisation if that individual or organisation is able to secure that the affairs of the body are conducted in accordance with the individual's or organisation's wishes
- any individual or organisation that is given the right under the trust's articles of association to appoint a member or trustee of the academy trust; or anybody related to such individual or organisation
- any individual or organisation recognised by the Secretary of State as a sponsor of the academy trust; or anybody related to such individual or organisation

2 De minimis

The 'at cost' requirement applies to contracts for goods and services from a connected party exceeding **£2,500**, cumulatively, in any one financial year of the trust. For these purposes,

where a contract takes the trust's cumulative annual total with the connected party beyond £2,500, the element above £2,500 must be at no more than cost.

- 3 In relation to organisations supplying legal advice or audit services to the academy trust, the 'at cost' requirement applies where the organisation's partner directly managing the service is a member or trustee of the trust but not in other cases for those organisations. The published ethical standards for auditors also prevent partners or employees of the audit firm from acting as a trustee of their client trust, but not of other trusts.
- 4 The 'at cost' requirement does not apply to the Trust's employees unless they are also one of the parties described at point 1
- 5 The Trust must ensure that any agreement with an individual or organisation referred to in point 1, to supply goods or services to the Trust is properly procured through an open and fair process and is:
 - Supported by a statement of assurance from the individual or organisation to the Trust
- 6 When trading with connected parties, the overriding judgement is whether any transactions pose a potential risk to public funds
- 7 Evaluation of the risk should include:
 - Value
 - Nature of the transaction
 - Position of the connected party
 - Capacity of the connected party to control and influence the decision-making process
 - Transparency
- 9 On an annual basis, all trading with connected parties should be reviewed and a pro-forma statement of assurance should be completed for each individual/organisation
- 10 Connected party transactions must be disclosed in the financial statements as shown within the Academies Accounts Direction. Where you have not made any such transactions this must also be disclosed
- 11 Auditors will check compliance with the Trust's Scheme of Delegation and with the rules set out in the Academies Financial Handbook. Where 'at cost' transactions have occurred, they will check whether there is a statement of assurance and what work

This form is for completion by an individual or organisation (the 'supplier'), defined in the Academies Financial Handbook (the 'handbook') as a 'connected party' to an academy trust. Individuals and organisations supplying goods or services to a connected trust must charge no more than cost (defined at the end of the form). This form will also help trusts comply with their funding agreement obligations

Section 1: Supplier Details

Name and address of supplier	
Company Number (if applicable)	
Start Date	
End Date	
Estimate of commercial <i>(a reasonable and fair estimate)</i>	
Connection with trust e.g. trustee is also a director of supplier of goods and services <i>(explain the nature of the connection between the supplier and academy trust)</i>	
Value of goods or services to trust <i>(£ at cost without profit)</i>	
Does this value include direct costs and indirect costs only?	YES / NO
Nature of contract <i>(Such as building supplies or professional services)</i>	

Section 2: Details of contract

Explanation of how the supplier is charging the academy trust
This should include sufficiently detailed explanation setting out that the supplier understands its direct and indirect costs in such a way to demonstrate to the academy trust that it is supplying goods and services at cost, without any element of profit

	Direct Costs	Indirect Costs	Total
Year 1	£	£	£
Year 2	£	£	£
Year 3	£	£	£
Total	£	£	£

Section 3: Supplier certification

Certification of supplier	
<p>I certify, on behalf of that: -</p> <ul style="list-style-type: none"> • The goods and services detailed in this form will be supplied to the academy trust on the basis of direct cost plus indirect costs, with no element of profit; • We are supplying the goods and services on an open book basis and we will provide more information on request; and • We will make an adjustment in the following year if we identify a miscalculation on our direct or indirect costs, and supplied goods or services which include an element of profit 	

Name and position <i>(should be sufficiently senior to sign this declaration)</i>	
Date	

Signature	
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Section 4: Academy Signoff

Certification of academy trust
<p>In signing this document, I am satisfied that: -</p> <ul style="list-style-type: none"> • The goods and services being supplied comply with the requirements on trading with connected parties as set out in the handbook, and represent value for money; • There is full compliance with the trust’s scheme of delegation; • Open and fair procurement and compliance with the trust’s procurement procedures have taken place; • Potential conflicts of interest within the academy trust have been robustly managed; • The trust’s register of interest captures relevant business and pecuniary interests as set out in the handbook, and will be updated to reflect this contact (if not already) • The supplier understands that open book arrangements are in place and they will provide more information on request, if needed; and • Both the trust’s accounting officer and chair of board of trustees have agreed to trade with this connected supplier, and that the measures and safeguards listed above are in place

Name and position in academy trust <i>(person signing must be significantly senior within the academy trust)</i>	
Date	

Name and position in academy trust <i>(person signing must be significantly senior within the academy trust)</i>	
Date	

Notes

Direct costs mean the costs of any materials and labour used directly in producing the goods or services

Indirect costs mean a proportionate and reasonable share of fixed and variable overheads

At cost means without profit as it includes direct and indirect costs only

Estimate of commercial price acknowledges that the value of such contracts varies depending on a number of factors and negotiations. The supplier should identify a reasonable and fair price, e.g. from previous similar contract.

Appendix C

TENDER RETURN FORM

TENDER REGISTER

TENDER RETURN FORM

PART 1

NAME OF CONTRACT	
CONTRACT OFFICER	
TENDERING OPENING OFFICERS	
ACADEMY/TRUST - LOCATION	
ESTIMATED TOTAL VALUE	
PERIOD IN YEARS	
DEADLINE FOR RECEIPT OF TENDERS	
TIME	
OPENING DATE	
TIME OPENED	
VENUE FOR OPENING	

Name and address	Date Received	Time Received	Bid Price	Any Qualification

**List of the bidder's names and address of tenders received before the deadline
BUT DEEMED TO BE INVALID**

Name and Address	Date Received	Time Received	Specified Reason

List of bidder's name and addresses of tenders received **AFTER** the deadline and are **NOT ACCEPTED**

Name and Address	Date Received	Time Received

DECLARATION BY TENDER OPENING OFFICERS: -

We are not involved in the Contract process of this particular contract other than opening and recording of tender details

Any subsequent interests are recorded below: as a consequence of opening the Tenders

Name
Declared interest

We are aware that a breach of this procedure will be regarded as a serious dereliction of duty and could result in disciplinary action and possible dismissal

Name (print)	
Signature	
Date	
Name (print)	
Signature	
Date	

Opened tenders passed to: _____

Date: _____



APPENDIX D

PRO-FORMA STATEMENT OF ASSURANCE

This form is for completion by an individual or organisation (the 'supplier'), defined in the Academies Financial Handbook (the 'handbook') as a 'connected party' to an academy trust. Individuals and organisations supplying goods or services to a connected trust must charge no more than cost (defined at the end of the form). This form will also help trusts comply with their funding agreement obligations

Section 1: Supplier Details

Name and address of supplier	
Company Number (if applicable)	
Start Date	
End Date	
Estimate of commercial <i>(a reasonable and fair estimate)</i>	
Connection with trust e.g. trustee is also a director of supplier of goods and services <i>(explain the nature of the connection between the supplier and academy trust)</i>	
Value of goods or services to trust <i>(£ at cost without profit)</i>	
Does this value include direct costs and indirect costs only?	YES / NO
Nature of contract <i>(Such as building supplies or professional services)</i>	

Section 2: Details of contract

Explanation of how the supplier is charging the academy trust
This should include sufficiently detailed explanation setting out that the supplier understands its direct and indirect costs in such a way to demonstrate to the academy trust that it is supplying goods and services at cost, without any element of profit

	Direct Costs	Indirect Costs	Total
Year 1	£	£	£
Year 2	£	£	£
Year 3	£	£	£
Total	£	£	£

Section 3: Supplier certification

Certification of supplier

I certify, on behalf of that: -

- The goods and services detailed in this form will be supplied to the academy trust on the basis of direct cost plus indirect costs, with no element of profit;
- We are supplying the goods and services on an open book basis and we will provide more information on request; and
- We will make an adjustment in the following year if we identify a miscalculation on our direct or indirect costs, and supplied goods or services which include an element of profit

Name and position <i>(should be sufficiently senior to sign this declaration)</i>	
Date	
Signature	

Section 4: Academy Signoff**Certification of academy trust**

In signing this document, I am satisfied that: -

- The goods and services being supplied comply with the requirements on trading with connected parties as set out in the handbook, and represent value for money;
- There is full compliance with the trust's scheme of delegation;
- Open and fair procurement and compliance with the trust's procurement procedures have taken place;
- Potential conflicts of interest within the academy trust have been robustly managed;
- The trust's register of interest captures relevant business and pecuniary interests as set out in the handbook, and will be updated to reflect this contact (if not already)
- The supplier understands that open book arrangements are in place and they will provide more information on request, if needed; and
- Both the trust's accounting officer and chair of board of trustees have agreed to trade with this connected supplier, and that the measures and safeguards listed above are in place

Name and position in academy trust <i>(person signing must be significantly senior within the academy trust)</i>	
Date	
Name and position in academy trust <i>(person signing must be significantly senior within the academy trust)</i>	
Date	

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Notes

Direct costs mean the costs of any materials and labour used directly in producing the goods or services

Indirect costs mean a proportionate and reasonable share of fixed and variable overheads

At cost means without profit as it includes direct and indirect costs only

Estimate of commercial price acknowledges that the value of such contracts varies depending on a number of factors and negotiations. The supplier should identify a reasonable and fair price, e.g. from previous similar contract.