

## **PROCUREMENT - SCHOOLS SERVICE LEVEL AGREEMENT**

### **Service Provider**

Department for Corporate Core Services - Finance, Corporate Procurement

### **The Role of the Service Provider**

Providing you with an efficient and effective procurement service including access to dedicated, competitively procured, purchasing contracts let in accordance with Public Contract Regulations, guidance and best practice. This is supplemented with access to skilled and knowledgeable procurement professionals for advice on specific issues, many of whom are CIPS (Chartered Institute of Procurement and Supply) qualified. Our professional and dedicated staff can be contacted by telephone or e-mail.

### **Statement of Service**

What We Offer:

- Access to a wide range of purchasing contracts and framework arrangements commonly used by schools let following competitive procurement exercises ensuring best overall value for money.
- Contracts awarded in line with Public Contract Regulations and best practice procurement.
- Advice, information, guidance and support on all aspects of procurement.
- Compliance with legislation, Public Contracts Regulations, Bury's Contract Procedure Rules and Scheme for Financing Schools.
- Reduced reputational risk for schools by fully vetting suppliers to ensure compliance to standards, including insurances, health & safety, financial capability and equality legislation. Suitable references are also sought.
- Monitoring of contracts to ensure continued high standards of service to schools, including assistance in resolving any problems experienced with suppliers.
- Wherever possible additional Social Value benefits will be built into our contracts to help make a difference to the people in our communities and neighbourhoods by improving their health, wellbeing and standard of living.
- Social value helps get the best social, environmental and economic benefits from every £1 spent.
- Contracts let in collaboration with other Councils, including other Greater Manchester authorities, to take advantage of economies of scale (bulk buying power).
- The service offered combines the ease and accessibility of a support desk for those specific queries that may arise from time to time and access to a range of contracts and frameworks that are fully compliant with Public Contract Regulations for your use, thus reducing your school's acquisition costs. Also enabling schools to demonstrate that they are meeting best value and efficiency obligations.

We can also offer bespoke training and advice for school based staff to better understand

- The range of services available
- Procurement and Contract Procedure Rules. The new Councils Contract Procedure Rules go live February 2023.

This is an additional service and can be arranged individually or with a cluster of schools, organised by the procurement team.

**Your responsibilities:**

Schools have a legal responsibility for purchasing a broad range of goods and services; however, purchasing effectively and obtaining best value requires time and resources, both of which we appreciate are in short supply. We, therefore, offer an effective and very competitively priced service to allow schools to deliver the efficiency savings demanded of all publicly funded organisations.

Consideration must also be given to the relevant risks when procuring goods, works and services, including reputational risk. You need to ensure suppliers:

- Are financially stable
- Have appropriate and adequate insurance cover
- Fully meet legislative requirements including compliance with TUPE regulations where relevant
- Meet required health and safety standards
- Are DBS checked on certain contracts

You also need to ensure that contracts are awarded in accordance with School Financial Standing Orders and Contract Procedure Rules and in compliance with relevant UK legislation and Public Contract Regulations 2015. This includes the Remedies Directive which covers a range of additional legally enforceable penalties for failure to comply with procurement rules. New Regulations are currently being progressed through Parliament and will be implemented in 2023/24.

By using the Procurement Service all of the above requirements will be met

**We arrange contracts for supplies to schools which includes the following activities:**

- Collating schools' requirements
- Advising on the preparation of procurement specifications
- Preparing quotation and tender documentation
- Advertising Contract opportunities, via our on line e-tendering portal (The Chest), ensuring compliance with FTS (Find a Tender Service) and Contracts Finder notices where applicable
- Evaluating the whole life costs of tenders
- Evaluating quality and value for money
- Checking suppliers ability to supply
- Ensuring compliance with relevant standards, including:
  - Health and safety
  - Public liability insurance
  - Employee liability insurance
  - Professional indemnity insurance , where appropriate
  - Financial standing
  - TUPE regulations
  - Equality and Diversity
- Ensuring delivery and invoicing arrangements meet individual school's needs
- Contract Management and monitoring including obtaining feedback on performance of contracts and dispute resolution
- DBS checking of contractors where applicable

## **Current Contract Awards**

Buying into the procurement service allows you to access corporate and dedicated schools' purchasing arrangements which take advantage of the economies of scale associated with consolidating demand across a number of users. In ensuring best value we work closely with a range of partners, and have also entered into collaborative procurement arrangements with other authorities. Additionally we promote Central Government arranged contracts, are associate members of the Yorkshire Purchasing Organisation and provide access to contracts produced by the Association of Greater Manchester Authorities.

Purchasing arrangements currently available include:

- Rock Salt and winter de-icing products
- Academic Diaries
- Portable Appliance Testing
- Inventory Recording Service
- PE Equipment & Maintenance
- Mobile Telephones
- Educational Furniture
- Window Cleaning
- Office Furniture and Equipment
- Text & Library Books
- Catering
- Water Dispensers
- Cleaning Materials
- Clothing & Uniforms (including protective clothing and equipment)
- Sanitary Disposal and General Hygiene Services
- Paper Towels and Toilet Rolls
- Stationery
- MFD's
- Audio Visual equipment
- Arts & Crafts materials
- General Educational Equipment
- Computer Consumables
- First Aid Supplies
- Light bulbs and tubes
- Purchasing Cards
- Gas
- Electricity
- Water

**We manage and administer the Purchasing Card scheme for those times when an order can't be raised and as a good alternative to petty cash.**

We will order cards for schools and provide full training on their use. We provide support for the scheme including amendment of transaction limits and liaising with the providing bank.

**Our Procurement Best Practice Service features the following:**

**Access to** purchasing arrangements, providing information and ensuring competitive prices on a wide range of products required by schools.

**Monitoring of** contracts to ensure continued good standards of service to schools, including assistance in resolving any problems experienced with suppliers.

**Providing regular** updates of prices and product availability.

**Ensuring provision of COSHH information** on products supplied through contracts to assist schools to meet their obligations under Health & Safety legislation.

**Checking** the sustainability of supply and taking into consideration equality and diversity issues e.g. compliance with environmental standards.

**Benchmarking** the purchasing service to ensure that best value is being achieved.

**Taking advantage of advances in technology** and encouraging consideration of electronic interchange that will reduce time and administration costs e.g. facilitating access to suppliers and purchasing arrangements via Agresso P2P, including punchout facilities to YPO and our current stationery provider Banner.

**Presentations** to schools on purchasing and other relevant subjects, including arranging for suppliers to give demonstrations or presentations to relevant personnel in schools.

**Consideration and facilitation of** alternative payment methods e.g. use of Visa Purchasing Cards for low value transactions.

### **Standards**

- Wherever possible telephone calls will be dealt with immediately but where this isn't possible calls will be returned within the same day or within an agreed timescale
- Correspondence will be acknowledged within five working days with a full response within ten working days
- If a full response to correspondence is not possible within ten days then the reason for the delay will be explained
- Compliance with current legislation including UK law and Public Contract Regulations 2015
- Chartered Institute of Procurement and Supply Code of Conduct
- Equality and inclusion standards
- Operate in line with recognised procurement best practice
- Staff training and management will be continuous in order to ensure that knowledge and skills are kept up to date and the service responds quickly and efficiently to requests and enquiries from schools

### **Benefits for schools**

- Cost effective service
- Telephone/email support desk for those specific queries
- Exclusive access to new emerging procurement initiatives
- Through wider collaboration – enhanced buying power
- Dedicated, professional, experienced and knowledgeable staff
- Access to a wide range of cutting edge procurement arrangements
- Assistance, support and guidance
- Stress free compliance with Council Financial Standing orders & Contract Procedure Rules
- Relieving you of the burden of checking supplier credentials
- Meeting efficiency savings
- Confidence in conforming with legal and health and safety obligations
- You're not on your own, you know you are backed by Corporate Procurement and a wider purchasing power. Even collaborating, where appropriate on bigger collaborative contracts
- Using the service saves you time and money
- Contracts awarded in line with best practice procurement

### **Monitoring and reporting of the Service**

Feedback on the service and individual contracts is encouraged to ensure a high level of service is maintained and to identify possible areas of enhancement. Individual contracts are monitored during their life span to ensure compliance with the terms and conditions under which the contract was awarded e.g. quality, delivery periods. Usage and uptake will be monitored and investigated if appropriate.

### **Disputes**

Any disputes with either the Service provided, or individual contracts and providers will be dealt with promptly and proactively. Individual disputes between a school and a supplier will be investigated and escalated appropriately dependent upon the contract and dispute concerned.

### **Confidentiality**

Matters concerning the business of the schools will be kept confidential except for information required to fulfil a procurement exercise and information required to be disclosed by law.

### **Availability**

Under normal circumstances the Office will be staffed from 09:00 until 17:00.

### **Team information and contact details**

Main contact details:

Tel No: 0161 253 5744

E-mail: [corporateprocurement@bury.gov.uk](mailto:corporateprocurement@bury.gov.uk)

If you require any further information, or if you wish to comment on this Service, please contact us, we will be happy to help you.