Fairwater Primary School

Contract Procurement

Reviewed – September 2025

Principles of Contract Procurement
This is a vitally important area with high values and high risk. To follow the principles at all times we need:

- Accountability
- Probity
- Openness and transparency
- Fair competition and equal treatment (level playing field)
- Best value
- Avoid conflicts of interest
- Compliance with legislation, including European Union and United Kingdom legislation

Things to consider before starting a Project

- Ensure funding is in place (build and future running costs)
- Consider the aggregate spend in order to comply with the appropriate delegated authority- be careful not to artificially split contracts

Obtaining Quotes / Tenders from Different Contractors

- Be clear what is required- drawing up a detailed specification is key (you get what you pay for)
- Consider whether a council in-house service or existing corporate purchasing or framework agreement can be used
- Be clear what information is sent to potential contractors – the same must be sent to all
- Be clear what criteria is applied in the selection process and all potential contractors should know this to prepare their submissions
- Advice on all aspects of contracting can be obtained from the council's procurement team

Appointing a Contractor

- Care must be taken when selecting a suitable company. It must be demonstrated that an appropriately experienced and technically capable operator has been appointed. This applies to all providers of services and works (DBS checking is important for contractors working on the school site).

- It is key that any potential contractor is fully competent in all aspects of Health and Safety. Schools should also consider their own role and competence in relation to managing the work and complying with health and safety legislation
- Best value is not always the lowest cost. Cost and full life costs need to be considered.

Approval of a Contractor
There should be proper approval, by nominated officers, prior to the start of the project, for setting criteria and for final selection of the contractor.
Level 1 up to £3000 1 quote in writing able to demonstrate best value
Level 2 £3000-£10000 2 quotes in writing, able to demonstrate best value
Level 3 over £10000 3 tenders
Level 4 over £100000 4 tenders with notification to the Chief School Officer and the procurement manager
The approval of the contractor should be based on the pre-determined evaluation criteria.

Opening Tenders
 Store the tenders carefully until the designated opening time
 Open the tenders at a set time, with two nominated persons and ensure that the tenders are properly documented (2 signatures)

Post-tender Negotiation
Special care should be taken with two staff always present and contemporaneous notes taken. It must be fair and transparent and no bidder should be discriminated against.

Notification of Results
There should be proper and timely notification of results to all who submitted tenders.

Managing the Contract
Effective project management is essential to ensure that outcomes delivered are as per the original specification. Special attention should be paid to the management of variations to ensure that payments are made only for 'approved' additional works completed. Adequate invoice details should be received to substantiate payments and allow a clear audit trail.
We are signed up to the SLA for Facilities Management and contracted projects organised by them will adhere to the following:

Management of Contractors by Facilities Management

Facilities management will ensure the appropriate management of contractors and will ensure:
 Select competent contractors and suppliers

 Follow appropriate procurement processes in compliance within Cardiff City Council and OJEU

 Verification of Health and safety management arrangements, insurances, polices and processes

 All staff and contractors will provide identification and work with our customers to ensure the security arrangements and needs of our customers will be respected at all times

 Undertake liaison between the customer and any contractor or supplier appointed by Facilities Management

 Keep log of and address any site issues identified specifically Health and Safety

 Facilitate pre contract meetings with client and contractor

 Undertake site Inspections

 Undertake financial management

Record Keeping
Adequate records (including minutes of meetings) should be kept to support the aforementioned activities. Where possible standardised documentation should be used (e.g. Pre-Tender Report, Written specification, Invitation to Tender, Scoring matrix, Contract Award Report).

Monitoring of Contracts
A log of all contracts let should be maintained to include the contract value, duration and contract end date for planning and monitoring purposes.

Head Teacher ……Ceri Gibbon……

Chair of Governors …S Osborne……

Dated ……25/09/2025……