



CtKCC
Christ the King
Catholic Collegiate
Together as one community
with Christ at the centre

PROCUREMENT POLICY

Approved by Finance & Resources Committee	November 2021
Review date	November 2022
Author: CFO	

1.0 Commitment & Purpose

- 1.1** The board of directors are responsible for managing the financial resources allocated to the multi academy and ensuring that all spending is for the purpose intended and as set out in the Master Funding Agreement (MFA) and Academy Trust Handbook (ATH).

Christ the King Catholic Collegiate (CtKCC) are committed to ensuring that the procurement processes in place are robust enough to ensure CtKCC :

- a) achieves Value For Money (VFM) in all procurement decisions;
- b) can demonstrate probity and regularity in its use of public funds (all expenditure should be compliant with the relevant legislation);
- c) can demonstrate propriety in its use of public funds (expenditure should be for educational purposes and spending decisions transparent); and
- d) remains compliant with the ESFA Academy Trust Handbook and its master funding agreements with the Department for Education (DfE).

All funding received by Christ the King Catholic Collegiate regardless of its source, is public money and is therefore subject to this policy.

The Board of Directors may delegate financial power to commit the business to expenditure on their behalf to the Directors finance and resources committee, the Accounting Officer / Senior Executive Leader, CFO, Headteacher and other nominated staff.

The financial limits of such delegation are set out in the board's Financial Scheme of Delegation document, which must be reviewed at least annually. These powers include separate authority to commit to expenditure and authority to certify/release purchase orders as well, in specific areas, authority to negotiate on behalf of CtKCC.

CtKCC staff should exclude themselves from any procurement exercise involving a related party (such as a family member, close friend or business interest) after the specification stage of the process.

- 1.2** The purpose of this policy is to:

- a) provide CtKCC staff with information and guidance regarding effective and compliant procurement;
- b) establish clear procedures for the procurements of good and services, based on the expected value of a purchase; and
- c) set out CtKCC's scheme of delegation for the approval of expenditure.

- 1.3** Value for Money (VFM) is defined in the Academy Trust Handbook as:

Achieving the best possible educational and wider societal outcomes through the economic, efficient and effective use of resources, the avoidance of waste and extravagance, and prudent and economical administration.

CtKCC staff should endeavour to secure VFM by ensuring their purchases are:

Effective – staff must establish the required outcome of a procurement process, prior to embarking on that process, in order to identify the most appropriate goods or services to be obtained.

Economic – staff must secure the appropriate quality of goods and services whilst minimising the cost the CtKCC. This is most clearly evidenced through the use of an approved CtKCC preferred supplier and by obtaining a number of quotes.

Efficient – staff must consider the efficiency of their purchases and ensure efficient use is made of other CtKCC resources such as staff time.

1.4 Budget holder approval **must** be sought in advance of entering into any procurement process.

2.0 Orders and contracts limits

If the order and/or contract is to buy a single item and not linked to any other items, the value of the contract is the price of the item plus all associated fees. Contract values must not be split in an attempt to circumnavigate these thresholds.

If the order and/or contract is to buy connected or related group of items, the value of the contract is the TOTAL price of all the items. This applies to text books, IT equipment (including infrastructure) premises repairs and maintenance.

The Directors expect budget holders to bundle contracts or orders together to take advantage of any discounts on offer and to demonstrate best value.

If the contract is for a fixed term with an option to extend, the value of the contract is the initial term plus the extension.

If a contract is entered into by a group of schools, the value of the contract is the total price for all the schools participating.

All fixed term contracts, leases and service level agreements to be entered into by the multi academy company must be dealt with by the central services team. This is to ensure cost efficiencies across the group are achieved, appropriate procurement expertise is engaged, standardization of terms and conditions and a register of contractual liabilities is maintained.

Academy Managers will be responsible for updating a register of contracts / SLAs annually which will be reviewed periodically by CFO and the Directors finance & resources committee.

It is **best practice** to undertake decision matrix analysis as part of the purchasing process and use a weighted formula as part of the selection and for audit purposed. See appendix (pages 13-16).

2.1 Procurement level

Purchase level	Procedure
Less than £1,000	Budget holders may place an order with a value up to £1,000 without the need to obtain email or written quotes. The budget holder must be able to show value for money, efficiency and effectiveness by comparing prices across more than one supplier.
Low Value ~ between £1,000 and £5,000	At least two written quotations should be obtained prior to any order being placed. These should be attached to the purchase order and filed with the rationale for selecting the chosen supplier.
Medium Value ~between £5,001 & £10,000	Budget holders must obtain three written quotations prior to any order being placed. These should be attached to the purchase order and filed with the quote cover sheet / rationale for selecting the chosen supplier.
High Value ~ between £10,001 & £50,000	<p>At least three formal quotations must be obtained in writing by a specified date and time and based on a written specification and evaluation criteria. These should be attached to the purchase order and filed alongside the rationale for selecting the chosen supplier. [The Headteacher can incur expenditure on single orders up to the value of £15,000.] Any expenditure in excess of this limit will require authorisation from the CEO /CFO and subject to the Financial Scheme of Delegation.</p> <p>A tendering process may also be undertaken where it is considered this will produce value for money. Details of all quotations must be retained with the order paperwork for audit purposes. Any dispensation to these procedures is at the discretion of the board and must be obtained prior to committing CtkCC to a contract or expenditure</p>
Above £50,000 & up to OJEU threshold	Subject to a formal tendering process and the Find a Tender Service. The CtkCC Board may choose to waive the £50,000 limit, subject to an approved business case.
Above the OJEU threshold (currently £189,330 for goods)	Subject to a formal OJEU tendering process. If Academy schools wish to enter into multiple contracts to fulfil the same requirement, then the value of those contracts will be aggregated together to decide whether it crosses the threshold. The rules are very specific about this: when offering public sector tenders contractors must not enter into separate contracts below the thresholds in order to avoid having to apply the regulations.

3.0 Purchase Orders

All purchases must be made by raising a properly authorised official purchase order (PO) using the PSF system. The PO will be authorised in line with the financial scheme of delegation.

A requisition form must be completed, authorised by the budget holder and then passed to the finance team to enable a PO to be raised in good time before the goods/services are required.

By authorising the requisition form, the budget holder is confirming that:

- the goods/services are in line with academy and departmental developments plans
- there is sufficient money in the department budget to cover the cost of the proposed item
- the goods/services are for school use only and belong to the multi academy
- the purchase represents value for money

This procedure **must** not be varied, short circuited or done retrospectively as failure to follow instructions could result in the organisation falling short of the financial management standards set by the ESFA.

Every official PO must be authorised in the PSF system in accordance with the financial scheme of delegation, the authoriser is confirming that -:

- spending is for proper purpose
- spending can be met from approved budgets
- procurement limits specified in the financial scheme of delegation have been observed
- PO contains full and accurate information
- spending is charged to the correct cost centre/budget

There are no "self authorisation" limits in place (where an individual can authorise a PO they have previously raised/approved).

3.1 Non-order invoice (NOI)

The only exceptions to the requirement of raising an official purchase order are:

- where there is a fixed term contract with a supplier such as Service Level Agreement/ Lease ;
- where the provision of goods and/or services are already scheduled in the contract and no further instruction is required,
- petty cash purchases;
- payments using a debit/credit card;
- utility and rates bills
- supply staff
- emergency taxi fares
- emergency responsive maintenance
- any other payment previously approved by the CFO / AO

Payment of invoices where no purchase order has been raised is achieved by way of a non-order invoice⁷ payment. The NOI **must** be correctly authorised in accordance with the financial scheme of delegation.

3.2 IT Purchases

All purchases for IT hardware, software and peripherals **must** be approved by the ICT Strategy working group (Network Manager, Operations Manager and/or Lead of ICT working group).

Academy Managers are to complete an IT requisition form and submit to the Operations Manager.

This is to ensure that the product can be supported, is compatible with existing systems, is a correct specification/cost, is appropriate and where necessary, carries the correct licensing. Normal budget authorisation is still necessary.

All IT hardware, software and peripherals must, in the first instance be delivered for the attention of Academy Manager / Finance staff to ensure the item serial number is logged on the School Asset Register as appropriate.

4.0 Vendors

Before setting up a new vendor, the member of the finance team making the request must check that the vendor is not already set up in PSF. Any new supplier will be subject to vetting and company house checks by central services team. The completed vendor form must be forwarded to central services team finance@ctkcc.co.uk for approval and set up of the new supplier details. Individual academy schools are not permitted to add new suppliers to PS Financials.

Vendors should not be set up to make payments to non self-employed people or staff who should be paid through the payroll system. Care must also be exercised in payments to construction industry vendors and the HMRC scheme called Construction Industry Scheme (CIS) – if any doubt refer to CFO.

If staff become aware of a change of bank details or inaccurate contact details on PSF, a supplier amendment form must be sent out to the business email address to be completed. Any change relating to account information will be verified by central services team.

Individual academy schools are **not** permitted to change bank account information on supplier accounts.

5.0 Delivery of Goods

The receipt of all goods and services must be acknowledged in writing by appropriate staff at the ordering /delivery address.

All goods received notes (GRN) to be signed and passed to the finance team.

Deliveries must be checked promptly for missing, damaged or incorrect items with discrepancies notified to the finance team immediately to facilitate replacement or refund.

A Goods Returned Log should be maintained to monitor collection of parcel.

5.1 Leases and Rentals

Any lease agreement should be subject to consultation with the CFO and external auditors.

There are two types of leases; **operating** and **financing**.

Finance leases are **not** permitted by the DfE as schools are not allowed to borrow. Schools are only permitted to enter into operating leases.

Operational leases; at the end of an operating lease period the goods are not owned by the school. The risk with operating leases is such that the terms and conditions can be quite onerous. It is therefore a requirement that schools advise the CFO who will then arrange for the terms and conditions to be reviewed. As with any leasing agreement, schools should note the following general points:-

- there must be funds available to meet the payments throughout the terms of the agreement;
- the agreement may well require the school to carry additional insurance to cover the full replacement cost of the asset;
- the agreement may require the asset to be serviced by the supplier or a third party to a level higher (and thus higher cost) than that the school would choose for itself;
- the full cost of the payments over the term of the agreement may be considerable, even allowing for initial savings in cash-flow.

As part of **best practice**, it is a **must** to complete the type of lease questionnaire in the appendix (page 17 and 18).

5.2 The commission process

It is important to go through the normal commissioning process for the equipment before considering any type of finance. This might involve a pre-purchasing review to confirm what equipment is needed, and preparation of specification and evaluation criteria.

It is **best practice** to compare the cost of leasing against the cost of purchasing and evaluate the net present value (NPV). In addition, it is important to 'shop around' as the most competitive quotes for purchasing the equipment might come from a supplier that does not offer leasing or vice versa.

Do remember that leasing allows schools to:

- acquire equipment by making payments at regular intervals over the period it will be used.
- Avoid very steep up-front purchase costs, especially in situations where cash flow considerations are key.

Should there be valid reasoning, a formal request for exemption to procurement regulations can be submitted to the F&R Committee for approval. (Appendix p.15)

6.0 Tendering for purchases of £50,000 and above

6.1 Forms of Tender

There are three forms of tender procedure; open, restricted and negotiated and the circumstances in which procedure should be used are described below:

Open tender: This is where all potential suppliers are invited to tender. The budget holder must discuss and agree with the CFO and/or Operations Manager how best to advertise for suppliers e.g. general press, trade journals or to identify all potential suppliers and contact directly if practical. This is the preferred method of tendering, as it is most conducive to competition and the propriety of public funds.

Restricted tender: This is where suppliers are specifically 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 the nature of the goods are such that only specific supplies can be expected to supply the Academy's requirements.
- The costs of publicity and advertising are likely to outweigh the potential benefits of open tendering.

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
- Continuation with the existing supplier is justified

6.2 Preparation for Tender

Full consideration should be given to:

- Objective of project
- Overall requirements
- Technical skills required
- After sales service requirements
- Form of contract

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. Consideration should also be given to the use of Framework solutions provided by various suppliers such as: Church Market Place (CMP), DfE National Buying Strategy / Hub, Crown Commercial Services (CCS), Yorkshire purchasing organisation (YPO), Eastern Shires Purchasing Organisation (ESPO).

6.3 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.

An invitation to tender should include the following:

- Introduction/background to the project
- Scope and objectives of the project
- Technical requirements
- Implementation of the project
- Terms and conditions of tender
- Form of response

6.4 Aspects to consider when evaluating the tender:

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.
- Is there scope for negotiation? If so, the academy should always aim to achieve best value for money.
- Financial status of supplier. Suppliers in financial difficulty may have problems completing contracts and in the provision of after sales service.

Technical / Suitability

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

Other considerations:

- Pre-sales demonstrations
- After sales service
- Bidders could be asked to suggest how they would address a problem as opposed to being restricted to one solution.
- All invitations to tender (ITT) must include the background of the project, the project scope and objectives, technical requirements, project implementation, terms and conditions, the form of response, the tender assessment criteria and a reference number. They should also state the date and time by which the tender should be received.

- All interested tenderers must be provided with the same information and the same opportunity to visit the site if a site visit is considered necessary.
- Does the project require DfE approval?

6.5 Tender Evaluation Procedures

- The evaluation process should involve at least two people with no conflicts of interest in the tender.
- Those involved in making the decision must not accept gifts or hospitality from potential suppliers that could compromise or appear to compromise their independence.
- Full records should be kept of each tender evaluation and a report should be prepared for the governing body highlighting the relevant issues and recommending a decision.
- Where required by the conditions attached to a specific grant, the grantor's approval must be obtained before acceptance of a tender.

6.6 Tender Acceptance and Opening Procedures

- Tenders should be submitted in plain envelopes clearly marked "TENDER" alongside the ITT reference number. Tenders will be time and date stamped on receipt and stored in a secure place prior to opening. Tenders received after the deadline will not normally be accepted.
- All tenders submitted will be opened at the same time in the presence of two/three people, one of whom should be the CFO and the tender details will be recorded. These details will include the names of the companies submitting tenders, the amount tendered and will be signed by the people present at the tender opening. The accepted tender should be the one that is economically most advantageous to the School.
- All tendered should be informed of the decision.
- The reasons for accepting a particular tender must be documented by the Governance Professional to the Board of Directors, especially if it is decided to accept other than the lowest tender.

6.7 Tendering for major contracts via Find a Tender Service (OJEU)

In some circumstances, there is a need to tender for supplies and/or services where the value exceeds the EU procurement threshold, currently £189,330.

For tenders above this threshold, the Multi Academy Company would be required to either tender for the work via a controlled framework /compliant purchasing consortium.

Since the UK's departure from the EU, OJEU has been replaced by a UK-only tendering service and there will no longer be a legal requirement to publish procurement contracts on OJEU.

On 31 December 2020, the [Find a Tender service](#) replaced Tenders Electronic Daily (TED) in the UK public procurement process.

Buying things that are over the procurement threshold

In accordance with DfE guidelines, if what you are buying is over the [EU procurement threshold](#) then CtkCC must follow this process.

You should:

- assess the market
- see if you can get what you need using our [find a DfE recommended framework](#) tool or another [framework agreement](#)
- prepare your contract and invitation to tender
- consider whether to use the restricted procedure to reduce the number of bids you have to assess later, or the open procedure to let anyone bid

Then CtkCC must:

- advertise a contract notice using the UK e-notification service, [Find a Tender \(FTS\)](#).
- make your invitation to tender and all other documents available electronically from the time that the contract notice is published
- assess all the bids you get fairly, using the same process
- choose the supplier that offers best value for money
- award the contract to the highest scoring bid supplier
- Use the Find a Tender service to search and apply for high value contracts in the UK's public and utilities sectors.

Find a Tender has replaced the EU's [Tenders Electronic Daily](#) from 1 January 2021 for high value contracts in the UK.

6.8 Procurement and Brexit

Some changes have already taken place, while others have been consulted on in the [Transforming Public Procurement green paper](#).

If you started or will start a new procurement after the end of the transition period you must advertise on the [Find a Tender](#) service, which replaces Tenders Electronic Daily (TED) in the UK public procurement process. TED is the online version of the Official Journal of the European Union (OJEU). If you started a procurement on OJEU/TED before the end of the transition period, you must conclude it on OJEU/TED. See guidance from the Cabinet Office on [public-sector procurement](#) and the [procurement policy note](#).

EU procurement thresholds remain for now

For now the latest EU thresholds still apply. Any future changes will be determined by the World Trade Organisation (as the UK became a member of its Government Procurement Agreement on 1 January 2021).

Refer to Appendix (Page 19) in relation to The [Government's Procurement Policy Notes](#) (PPN) are actual policies that highlight the new changes to public procurement from when the UK exited the EU.

Quote's Cover Sheet

Academy Name: _____

Item required: _____

Start date/ date required: _____

Specification:

Quote 1

Name of company: _____ £

Quote 2

Name of company: _____ £

Quote 3

Name of company: _____ £

Company Awarded: _____

Reason:

Authorised by: _____

PO Number: _____

Asset Number: _____

SLA updated: Y / N

Completion Date: _____

Decision Matrix Analysis

To demonstrate best practice and evidence for auditing purposes, it is advisable to complete a decision matrix for all medium and high value orders as part of the purchasing process.

Decision matrix analysis helps you to decide between several options, where you need to take many different factors into account.

To use the tool, lay out your options as rows on a table. Set the columns to show the factors you need to consider. Score each choice for each factor using numbers from 0 (poor) to 5 (very good). And then allocate weights to show the importance of each of these factors.

Multiply each score by the weight of the factor, to show its contribution to the overall selection. Finally add up the total scores for each option. The highest scoring option will be the best option.

The criteria which are to be considered may vary however, the main key factors could include:

- Cost / value for money
- Quality
- Location
- Reliability
- Payment options / cash-flow
- Reputation
- Fit for purpose
- Customer delivery / lead time
- Performance / meets the specification
- Practicality

Firstly, decide on 5 key factors then draw up the table shown in figure 1, and score each option by how well it satisfies each factor:

Figure 1: Example Decision Matrix Analysis Showing Unweighted Assessment of How Each Supplier Satisfies Each Factor

Factors:	Cost	Quality	Location	Reliability	Payment Options	Total
Weights:						
Supplier 1	1	0	0	1	3	
Supplier 2	0	3	2	2	1	
Supplier 3	2	2	1	3	0	
Supplier 4	2	3	3	3	0	

Next, decide the relative weights for each of the factors and multiply these by the scores already entered, and totals them. If price / value for money is the most important, this might give it a weighting of 5 – so a score of 4/5 would be worth 20. This is shown in figure 2:

Figure 2: Example Decision Matrix Analysis Showing Weighted Assessment of How Each Supplier Satisfies Each Factor

Factors:	Cost	Quality	Location	Reliability	Payment Options	Total
Weights:	4	5	1	2	3	
Supplier 1	4	0	0	2	9	15
Supplier 2	0	15	2	4	3	24
Supplier 3	8	10	1	6	0	25
Supplier 4	8	15	3	6	0	32

This example makes it clear that Supplier 4 is the best option, despite the lack of flexibility of its payment options.

Assessing the quotes

It's best to have at least 2 people to assess each quote, compare scores and discuss where they have scored differently and to reach an agreed score.

To avoid legal challenges, in particular, when adopting full tendering, do not open any quotes before the deadline, treat all quotes fairly and equally, keep confidential, secure and auditable records.

Note:

Decision Matrix Analysis is the simplest form of Multiple Criteria Decision Analysis (MCDA), also known as Multiple Criteria Decision Aid or Multiple Criteria Decision Management (MCDM). Sophisticated MCDA can involve highly complex modeling of different potential scenarios, using advanced mathematics.

A lot of business decision making, however, is based on approximate or subjective data. Where this is the case, Decision Matrix Analysis should be utilised to show best practice.

REQUEST FOR EXEMPTION TO PROCUREMENT REGULATIONS

Completed by -	Details to be completed
Description of goods / services	
Total value of contract	
Duration of contract	
Include initial term and any options/extensions	
Is contract over EU threshold	
Is contract over £100,000	
Name of proposed contractor	
If exemption of tendering procedure proposed e.g. please set out proposed variation	
Brief description why exemption is being requested (attach report)	
Any other relevant information	
Any action at end of contract life e.g. re- tender required	
Who is authorised to approve exemption of Contract Standing Orders?	
Request for exemption submitted to:	
Request for exemption approved when:	
Signed exemption presented to and minuted at Board meeting on:	

Summary of costs for the provision of..... at Christ the King Catholic Collegiate, a multi academy company.

Academic Year	Cost

Decision Matrix Analysis Worksheet

Factors:	<i>Cost /Value for money</i>	<i>Quality / performance</i>	<i>Location</i>	<i>Reliability</i>	<i>Payment options</i>	<i>TOTAL</i>
Weights:						
Supplier 1						
Supplier 2						
Supplier 3						
Supplier 4						

Type of Lease questionnaire

Operating lease

Operating lease agreements typically have a shorter duration than the working life of the equipment. Under an operating lease, the leasing company ("lessor") retains the risks and rewards of ownership, and it will also retain an investment in the equipment being leased, known as the Residual Value. You will not own the equipment at the end of the agreement.

Finance lease

Finance lease agreements usually run for all, or a substantial proportion, of the equipment's estimated working life. Under a finance lease, the leasing company ("lessor") transfers all of the risks and rewards of ownership of the equipment to the customer ("lessee"). You will not own the equipment at the end of the agreement. Leases that do not meet the operating lease criteria will be finance leases

The difference between a finance and operating lease depends on the substance of the transaction rather than the form of the contract. The table below may help:

Questions to ask

**Answer
Yes**

**Answer
No**

Is the lease term for the major part of the economic life of the asset, even if title is not transferred?

Finance
lease

Operating
lease

At the inception of the lease does the net present value of the minimum lease payments amount to at least substantially all of the fair value of the leased asset?

Finance
lease

Operating
lease

If still unsure as to type of lease (a mix of yes and no answers to the section above), consider the next set of questions:	Answer Yes	Answer No
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If the lessee is entitled to cancel the lease, are the lessor's losses associated with the cancellation borne by the lessee?	Finance lease	Operating lease
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Does the lessee have the ability to continue to lease for a secondary period at a rent that is substantially lower than the market rent?	Finance lease	Operating lease
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Do you understand the costs?	Y / N
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What is the minimum lease period?

Is the finance company a member of the Finance & Leasing Association?	Y / N
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Have you calculated the Net Present Value?

CtKCC Delegated Authority Limits and Thresholds

Contract limits

Board of Directors	£100k +
Finance & Resources Committee	Up to £100k
AO / Senior Executive Leader	Up to £50k
CFO	Up to £25k
Headteacher	Up to £15k
Academy Manager	Up to £3k

Virement & Journal Limits

Board of Directors	£100k +
Finance & Resources Committee	Up to £100k
AO / Senior Executive Leader	Up to £50k
CFO	Up to £25k
Headteacher	Up to £15k
Academy Manager	Up to £3k

Write offs / disposals

AO / Senior Executive Leader	£1,000 +
CFO	Up to £1,000
Headteacher	Up to £500
Academy Manager	Up to £100

Petty cash

Primary Academy internal transfer value	Up to £1,000 per single top-up amount
Secondary Academy internal transaction value	Up to £3,000 per single top-up amount

Debit card transaction

Card holders for individual items costing	Up to £250
CFO approval	£250 +

Purchase Order (PO) & Purchase Invoice (POIN) Approval

Budget holder	£3,000
Academy Manager	£3,000
Business Support Manager (CEN) *	£15,000
Headteacher	£15,000
CFO	£25,000
AO/Senior Executive Leader	£25,000 +

* For accounting purposes, POs and POINs above £3k automatically go to central services team for approval and authorisation.

Government's Procurement Policy Note (PPN)

What is the Government's Procurement Policy Note (PPN)?

The [Government's Procurement Policy Notes](#) (PPN) are actual policies that highlight the new changes to public procurement from when the UK exited the EU.

How will the Government's Procurement Policy Note (PPN) affect public procurement?

The main point implemented through the Government's PPN was the introduction of the Find a Tender Service (FTS). This service manages tenders and contracts whose overall spend is, or will be, above the current thresholds.

Contracts listed as below the thresholds are not regulated by the GPA, so the UK government is solely in control of these. The Government's PPN states that tenders/contracts below the WTO GPA threshold can be 'reserved' by bidders based in the country that the listed contract is based in. This is to open up more opportunities for SME's (small/medium sized enterprises).

Government's Green Paper- Transforming Public Procurement

What is the Government's Green Paper?

The Government's Green Paper is a consultation document that highlights all the proposals for a particular subject matter. The [Government's Green Paper, titled 'Transforming Public Procurement'](#), was set out in December 2020 and contains proposed policy regarding the future of public procurement in the UK.

There is an allocated time period to voice concerns, give feedback and make suggestions that ends on March 21st 2021. The following points are all proposed policy and will not be approved until a White Paper is published.

How will the Government's Green Paper affect public procurement?

The UK Government proposes to standardise the tendering process in terms of selection. They seek to consolidate regulations so that all information is based in one system that everyone can access when needed. This comes as a way of fulfilling the Government's main aim of creating a far more simplified procurement system and regulations that could be overseen by a specifically appointed government body.

The Government also propose that contracting authorities should have the opportunity to exclude particular bidders for negative past performance- this currently is not a viable option for contractors under EU/OJEU procurement law. There is also mention of exploring a potential debarment list.

There is also potential for the creation of a new Dynamic Purchasing System (DPS) that will be used for different types of procurement as well as for goods and services.