

Procurement advice

Schools have raised some questions with regards to their requirements to meet procurement regulations. HfL are not able to provide a definitive answer, as each school has its own locally adopted processes, rules and thresholds. We have outlined some general information below:

Contracting Authorities

Contracting authorities have legal obligations under the Regulations to publish certain notices in relation to public procurements on Find a Tender Service (FTS)

The current value for HfL and Local Authorities is any contract which exceeds £189,330.

HfL's Framework was procured using FTS and adheres to our Legal obligations.

Contract values less than this are procured using your school's procurement rules. You can get these from your school or your local authority.

Please remember the value is the **full contract value for its term**.

Example;

Year 1 costs £2,500

Year 2 costs £3,000

Year 3 costs £3,500

Total contract value is £9,000

Department for Education advice:

[Find the right way to buy - Buying procedures and procurement law for schools - Guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/find-the-right-way-to-buy-buying-procedures-and-procurement-law-for-schools)

When to get at least 3 quotes from suppliers.

Buy this way if:

- you cannot get what you need through a framework agreement
- what you are buying is low to medium value

Check your school's procurement rules to see what they class as low to medium value. We generally say:

- low is under £10,000
- medium is £10,000 to £40,000

When to buy using a framework

Frameworks are a type of contract you can use to buy goods, works or services for your school. Buying from a framework can be quicker and easier than getting bids or quotes because the agreements:

- have already been through a full competitive tender process
- have been quality checked
- are checked to make sure they comply with the law
- may have draft specifications and help available

Each framework agreement has:

- details of the products and services available
- an agreed pricing structure
- details of the suppliers
- instructions on how to buy
- an agreed set of terms and conditions

Each framework tells you how to choose a supplier and place an order.

For information on the HfL MIS Framework, see our web page at

<https://www.hertsforlearning.co.uk/business-services/data-management-services/multi-supplier-mis-framework> which includes a guide to using the framework and FAQs

HfL can provide indicative pricing for the MIS on the HfL Framework, but to obtain a quote specific to your school circumstances, please contact the supplier directly to obtain a formal quote for licences. HfL can only provide a quote for support.

Summary/key points

- If purchasing MIS via the HfL Framework and awarding to the highest ranked supplier, there is no need to obtain three quotes
- If purchasing MIS via the HfL Framework from any supplier other than the first ranked, schools must either evidence special requirements that the higher ranked suppliers cannot provide, or instigate a mini-competition based on price
- If opting to enter into an agreement to continue with SIMS for a three-year term and the total value of the contract over that term exceeds your local procurement threshold, you should obtain three quotes to satisfy your local procurement arrangements
- Quotes obtained as part of considering the HfL Framework can be used in the example above, whether you then subsequently choose to use the framework or not