

School Resource Management

in partnership with



Department
for Education

Buying Strategy

in partnership with



Department
for Education

Schools Buying Strategy



<https://www.gov.uk/government/publications/schools-buying-strategy>

A link to the full Schools
Buying Strategy can be
found here.



SFVS & SRMSAT

Maintained: Link
to the Schools
Financial Value
Standard



<https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs>

Academies: Link
to the school
resource
management self-
assessment tool



<https://www.gov.uk/government/publications/school-resource-management-self-assessment-tool>

Both of these assessment tools indicate measures that schools should have in place for procurement, best value and value for money.



Buying Procedures & Procurement Law for Schools (DfE July 2019)

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Buying procedures and procurement law for schools

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How to buy goods, works or services for your school.

Following these guides will help schools to:

- get value for money
- comply with EU procurement law

Read [buying for schools](#) for advice on the types of goods and services schools regularly buy, such as catering and ICT hardware.

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools>

This is the link to the homepage of the Buying procedures and procurement law for schools guidance.



Before You Start

Before you start

How to prepare and research before buying things for your school to help you get the best deal and save money.

[Open all](#) [Close all](#)

[Write a business case](#)



[Identify who should be involved](#)



[Identify who should be buying](#)



[Get expert help](#)



[Estimate the whole-life cost of the contract](#)



[Conflicts of interest](#)



[Classify expenditure correctly](#)



[Work with other schools](#)



<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/before-you-start>

This is where to research before you start on your procurement route, providing guidance on how to prepare and research as discussed within the webinar.



Writing a Specification

Writing a specification

How to write a specification – the document you give to suppliers explaining what you want to buy.

No matter what procurement process you use, always write a specification describing what you want to buy. It helps to make decisions later and tells suppliers exactly what you need.

It may help to write a draft to use in your business case for buying something.

Before you write it:

- talk to people who will use the thing you plan to buy – to make sure you get what they need
- talk to people who will approve the purchase
- talk to suppliers – to get an idea of prices and what's available
- think about whether you need expert help with writing your specification or the whole buying process

Your specification should include:

- a precise description of what you need
- an explanation of what it should do, if needed
- the amount you need
- what quality it should be
- when you need it

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/writing-a-specification>

This is where to find detailed guidance on writing a specification for your procurement of goods or service.



Find the Right Way to Buy

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/find-the-right-way-to-buy>

The right way to buy

This detailed guidance will provide you with all the information of the right way to buy for the level of purchase you are considering following your school's procurement rules.

Find the right way to buy

When to buy from a framework agreement, when to get bids or quotes and when to run an EU compliant buying process.

[Open all](#) [Close all](#)



Follow your school's procurement rules. You can get these from your school or your local authority.

[When to buy using a framework agreement](#)



[When to get at least 3 quotes from suppliers](#)



[When to advertise a contract and run a buying process](#)



[When to run an EU compliant buying process](#)





Buying Low to Medium Cost Things

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/buying-low-to-medium-cost-things>

Your school's procurement policy should have your school's low and medium levels written down.

This detailed but easy to follow guidance provides you with clear information on getting quotations and deciding how to assess and select the winning quote.

Buying low to medium cost things

How schools can buy low or medium value things by researching suppliers and getting at least 3 quotes.

[Open all](#) [Close all](#)

Your school's procurement policy should set the low and medium levels. We generally say:

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

To buy in this way you should:

- decide how you will assess the bids
- get quotes from at least 3 suppliers
- assess all the quotes you get fairly
- choose the supplier that offers best value for money

Getting quotes



Decide how you'll assess the quotes



How to decide the winning quote



Place your order





Buying High-Value Things Under the EU Procurement Threshold

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/buying-high-value-things-under-the-eu-procurement-threshold>

Your school's procurement rules will set the high level. This easy to follow step by step guidance is for buying things under the EU procurement threshold.

Buying high-value things under the EU procurement threshold

How schools can buy high value things, including how to advertise a contract and run a procurement process.

[Open all](#) [Close all](#)

We recommend that you get legal advice before buying high value things.

Your school's procurement rules will set the high level. As a guide, we generally say anything over £40,000 is high value.

This guide is only for buying things under the EU procurement threshold. If what you are buying is over, or near to, the [threshold](#), you need to use the [EU compliant bidding process](#).

If you cannot get what you need through our [find a DfE recommended framework](#) tool or another [framework agreement](#) you must:

- assess the market
 - prepare your contract and tender documents
 - advertise in the right places
 - consider using an expression of interest to cut the number of bids you'll need to assess later
 - send an invitation to tender to people who reply to your advert
 - fairly assess all the bids you get , using the same process
 - choose the bid that offers best value for money
 - award the contract to the highest scoring bidder
-

Buying Things That are Over the EU Procurement Threshold

<https://www.gov.uk/guidance/buying-procedures-and-procurement-law-for-schools/buying-things-that-are-over-the-eu-procurement-threshold>

The thresholds are:

goods – £189,330

works – £4,733,252

most services – £189,330

Some services for education, health and care are covered by the 'light touch regime'. The threshold for these is £663,540.

Follow the guidance within the link and always seek legal advice if over or near to these thresholds.



Summary Table

Is the product or service available through a framework agreement?				
Yes		No		
The framework will state whether you can purchase direct from supplier or need to run a mini-competition		Establish the TOTAL value of the contract or goods		
Select supplier from the list	Run a mini-competition following the guidance on gov.uk	Low to medium value	High value under EU procurement threshold	Above the EU procurement threshold
		Follow procedures in the guidance	Seek legal advice if unsure	Seek legal advice
			Run your own buying process follow the procedures in the guidance	Follow the procedures in the guidance