

Scheme of Delegation - Procurement Regulations for Schools

Procurement regulation reference	Who is responsible for?	Responsible Body or Role					
		Governing Body	Chair of Governors	Resources Committee	Head Teacher	Finance Staff	Other
B5	Notifying the Local Authority, Diocese or trustees of the intention to carry out major building work to premises				Yes		
B7	Ensuring that any contractor is either pre-qualified or has appropriate insurance cover				Yes		
B10	Ensuring the Register of Pecuniary Interests is maintained					OM	
D4	Deciding to waive the requirement to tender on the basis of exemption criteria contained in paragraphs D.7 to D.9 only Limit of £25000 maximum	Yes £25k	Yes £25k		Yes £25k		
D6	Granting a waiver from these regulations for contracts under £40,000 in exceptional circumstances	Yes		Yes			
E1	Deciding how to procure contracts worth less than £15,000, specifically:	Yes					
	How many quotations or tenders will we invite?						
	Schedule of rates contractors if best value is achieved						
	How will we obtain these quotations or tenders?						
	Written details of contract or verbal invitation to supply goods/services Same information to be given to each prospective contractor						
	How will we choose the supplier or contractor?						
	In accordance with SCC procurement regulations for Schools						
	Which member of staff is authorised to accept tenders?					OM	
G4	Assessing responses to the pre-qualification questionnaire (if used) and selecting applicants to tender				Yes	OM	
G14	Opening all tenders following a procurement process				Yes	OM	
G15	Deciding to postpone the closing date and time for receipt of tenders	Yes		Yes			
H2	Accepting the most suitable quotation or tender		Yes		Yes		
H4	Negotiating with a contractor to reduce the quotation or tender			Yes	Yes		
I3	Writing to each company that provided a tender with the outcome (procurement over EU limits only)				Yes		
J1	Notifying the Local Authority of the intention to enter into contratual arrangement that give rise to TUPE implications				Yes		
M5	Deciding tender process to identify the most suitable business partner where income over the life of a contract exceeds £15,000	Yes		Yes			