

**STANDING ORDERS RELATING TO CONTRACTS  
LET BY THE GOVERNING BODY OF A SCHOOL**

**SEPTEMBER 2008**

## STANDING ORDERS RELATING TO CONTRACTS

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## STANDING ORDERS RELATING TO CONTRACTS

### GENERAL - ALL CONTRACTS

#### PART I

#### PROVISIONS APPLICABLE TO ALL CONTRACTS FOR THE SUPPLY OR DISPOSAL OF GOODS AND MATERIALS, THE PROVISION OF SERVICES AND THE EXECUTION OF WORKS

#### 1. APPLICATION

1.1 The provisions in this part of these Standing Orders apply to all Contracts to be entered into by the Governing Body for the supply and disposal of goods and materials, the provision of services and the execution of works.

1.2 All values referred to in these Standing Orders shall be exclusive of VAT

#### 2. DEFINITIONS

2.1 "Approved Available Resources" means the budget for any scheme that is let under the delegated financial administration provisions of relevant educational legislation, and shall include the budget for fees, furniture and equipment and other incidental costs.

2.2 "Corporate Contract" means an agreement for the supply and disposal of goods and materials the provision of services and the execution of works arranged by the Director of Finance which is based on the aggregate expenditure by one or more directorates of the Council.

2.3 "Director" means the Director of any Directorate of the Council, the Chief Executive of the Council or their duly authorised representative.

2.4 "Other Close Relative" shall include but shall not be limited to a person cohabiting on a similar basis to a spouse, a parent, grandparent, uncle, aunt, son, daughter, grandson, grand-daughter, brother, sister, niece or nephew of the employee or member or their spouse or cohabitee.

2.5 "Partnerships" feature close collaborative working relationships between the Governing Body and third parties using an approved form of contract.

2.6 "Partnering" is a partnership characterised by a formal contract that includes some transfer of risk from a traditional contractual basis; performance incentives for the contractor; open book accounting and the joint delivery of the project by both the Governing Body and the contractor so that there is one integrated team delivering the project.

2.7 "Contract" means any agreement between the Governing Body and any other party for the supply or disposal of goods and materials, the provision of

- services, or the execution of works and shall where the context so admits include sub-Contracts.
- 2.8 'Service Level Agreement' (SLA) is an agreement between the Governing Body and a third party in which the Governing Body agrees to make funding available to voluntary or community organisations to provide services but do not specify precisely how the service will be delivered. Where the Governing Body prepares a specification for the service and invites bids or tenders a formal contract rather than a SLA shall be used.
- 2.9 "Contractor" means any individual or organisation which supplies to the Governing Body or purchases from the Governing Body goods and materials or provides services or executes work for the Governing Body. For the avoidance of doubt "Contractor" includes Provider, Service Provider, Consultant, Supplier and Purchaser.
- 2.10 "Estimate" and "Estimated Contract Value" (ECV) means a pre-determined figure representing the probable cost of works, goods, services or materials calculated for tender comparison purposes by a suitably qualified employee of or consultant to the Council which shall be recorded in writing.
- 2.11 "Negotiation" means discussion on the terms of a Contract including prices (other than competitors' prices) with either an existing or potential contractor with a view to agreeing the most economically advantageous offer.
- 2.12 "Post Tender Negotiation" means instances where discussions are held with tenderers with the objective of changing something in their offer (price, terms and conditions, contract delivery methodology etc).
- 2.13 "Quotation" means an offer made by a prospective contractor to the Governing Body.
- 2.14 "Tender" means an offer made by a prospective contractor to the Governing Body on the Council's Form of Tender in accordance with the procedure set out in Contract Standing Order 33.
- 2.15 "Personal and Prejudicial" interest shall have the meaning set out in the Governors Code of Conduct.
- 2.16 "Headteacher" is deemed to include any senior member of staff of the school who is duly authorised, in writing, by the appointed Headteacher of the school to discharge the duties of the Headteacher in regard to these Standing Orders.

### 3. COMPLIANCE WITH STANDING ORDERS

- 3.1 No waiver of any of the provisions of these Standing Orders shall be made otherwise than with the approval of the Director of Finance in consultation with the Lead Member for Finance. Where any statutory provision, European Union (EU) Directive, or Decision of the Council of European Communities requires procedures to be followed in the letting of contracts which are inconsistent with the procedures set out in these Standing Orders the requirements of the statutory provisions, EU Directive, or Decision shall prevail (insofar as they are inconsistent) and shall be fully complied with. The Headteacher shall notify the Director of Finance of all contracts awarded within European Union procurement directives no later than one month after the award of the contract.
- 3.2 A record of any exception to any of the provisions of these Standing Orders shall be made in the form laid down by the Director of Law & Property. At six monthly intervals each Governing Body shall submit a report to the Director of Children's Services setting out details of any exceptions to these Standing Orders.
- 3.3 Any failure to comply with any of the requirements of these Standing Orders shall be reported to the Director of Children's Services as soon as such failure is discovered. The Director of Children's Services shall consult with the Chief Executive, Director of Finance, Leader and the Chairman of the Audit Committee before determining such action as they may deem necessary in the circumstances.
- 3.4 The Governing Body shall ensure that action taken at all stages of the procurement or disposal process shall be with a view to the Governing Body obtaining the most economically advantageous outcome.
- 3.5 Where consultants are appointed to act on behalf of the Governing Body in any part of a procurement exercise they shall be provided with a copy of these Standing Orders, the Council's Financial Regulations and the Council's Financial Management Regime (FMR) by the appropriate Headteacher and it shall be a condition of the engagement that these Standing Orders and the Financial Regulations are strictly observed [Constitution](#).
- 3.6 The Director of Children's Services shall ensure that a manual of procurement procedures is maintained and applied to the letting of all contracts by Governing Bodies.
- 3.7 Contracts shall not be packaged in such a way that results in the Estimated Contract Value falling into a lower value band except for sound operational reasons which shall be approved by the Governing Body and recorded in writing.
- 3.8 For the avoidance of doubt these Standing Orders apply to any monies expended by the Headteacher or Governing Body irrespective of the source of those monies e.g. grant aid.

#### 4. TERMS AND CONDITIONS OF CONTRACTS

- 4.1 All contracts for the supply or disposal of goods and materials and the provision of services and execution of work shall be in writing and shall contain appropriate terms and conditions as agreed by the Director of Law and Property or external legal advisers of the Governing Body. For the avoidance of doubt this standing order shall include terms and conditions proposed by contractors provided they are approved by the Director of Law and Property. Master terms and conditions are shown in Purchasing & Payments Services Intranet site.

<http://insidedudley/finance/purchasing/Intranet/IndexTenders.asp>

- 4.2 Where applicable an appropriate standard form of contract such as but not limited to those published by the Joint Contracts Tribunal, the Institution of Civil Engineers or the Institution of Electrical Engineers shall be used. Any amendments to a standard form of contract which have not been approved by the appropriate body, shall be approved in writing, in advance, by the Director of Law and Property or external legal advisers of the Governing Body.

- 4.3 There shall be inserted in every Contract entered into under these Standing Orders a clause empowering the Governing Body to cancel a Contract and recover from the contractor the amount of any loss resulting from such cancellation if the contractor or his/her employees or persons acting on his/her behalf shall have committed an offence under the Prevention of Corruption Acts 1906 and 1916, or under Sections 117(2) and 117(3) of the Local Government Act, 1972 or any re-enactment thereof.

#### 5. RESTRICTIONS ON CONTRACTS WITH CERTAIN PERSONS

- 5.1 No member of the Council or Governing Body, or officer nor any company, partnership, or firm in which any member of the Council or Governing Body or officer has an interest nor any employer, nominee, spouse or other close relative of a member of the Council or Governing Body or officer, shall undertake the execution of works on behalf of the Governing Body or shall accept an order for the supply or disposal of goods or materials from the Governing Body or shall provide services for the Governing Body unless such works or order for goods or materials or services have been offered or secured or provided by competitive Tender or Quotation. The Employee Code of Conduct can be found at [Employee Code of Conduct](#)

#### 6. NOT USED

## 7. FORWARD PROCUREMENT PLAN

- 7.1 Each Governing Body shall produce a Forward Procurement Plan (FPP) in the approved format that shall include all contracts where the Estimated Contract Value is likely to exceed £140,000 in value. Each Governing Body shall provide a copy of the FPP to the Director of Finance, who shall ensure that the FPP is published on the internet and updated regularly to reflect changes notified to the Director of Finance.

## 8. CORPORATE CONTRACTS

- 8.1 Before inviting Quotations or Tenders or entering into Negotiations in respect of any Contract, it must be established whether a Corporate Contract exists covering the proposals. If one does exist then the Corporate Contract should be used unless the Headteacher is satisfied that there are valid reasons justifying a different course of action. Such reasons shall be recorded in writing and copied to the Director of Finance.
- 8.2 Where a Corporate Contract is used the Headteacher placing the order shall be responsible for ensuring that the Contractor complies with the General and Special terms and conditions.

## 9. NEGOTIATION

The following procedures shall be adopted in all Negotiations:-

- 9.1 A contractor shall not be employed by the Governing Body on the basis of a negotiated Contract or series of negotiated Contracts for more than 3 consecutive years.
- 9.2 Persons conducting negotiations shall be designated in writing in respect of individual contracts by the Governing Body.
- 9.3 There must be at least 3 persons present and the group shall include the Headteacher, a member of the Governing Body and an advisor with appropriate experience in relation to the procurement of contracts of a similar type and value to the contract being procured in respect of all contracts. The Director of Finance must be invited to attend or be represented at all negotiations over £1,000,000 and be given not less than 10 working days notice of the commencement of such negotiations.
- 9.4 All persons involved in negotiations under this Standing Order shall make a declaration in writing as to any personal or prejudicial interest they may have prior to commencement of negotiations to the Governing Body and no persons with any such interest in any prospective contractor involved in the negotiations under this part shall be involved, at any stage, in the negotiations, unless the interest declared is a financial interest which falls below the level set out in paragraph 2.3 of the Corporate Quality Guidelines. [Corporate Quality Guidelines](#)



- 9.5 No information concerning a prospective contractor's offer shall be disclosed to third parties without the written permission of the appropriate contractor.
- 9.6 A record of the discussions held with prospective contractors and terms agreed shall be kept and shall be signed by all persons present at the negotiations.
- 9.7 Before any Contract is entered into the Governing Body must satisfy itself that the result of negotiations represents good value for money.
- 9.8 All negotiations with tenderers which take place following the receipt of tenders but prior to entering into a contract must be undertaken in accordance with the guidance for post tender negotiations. [Guidelines for Post Tender Negotiations](#)

## 10. VALUE FOR MONEY IN RESPECT OF ALL CONTRACTS

- 10.1 The Governing Body shall in respect of all contracts be obliged to demonstrate if so requested that value for money was obtained. Notwithstanding the procedures set out in these Standing Orders in respect of contracts where the estimated contract value is less than £140,000 the Governing Body may let such contracts in accordance with the procedures contained in Part IV of these Standing Orders.
- 10.2 The Governing Body shall ensure that before any Quotations are sought, Tenders invited or negotiations conducted an Estimated Contract Value shall be determined which shall not be disclosed to third parties save that an indicative range may be disclosed to contractors who request an indication of the scale of the contract. The Estimated Contract Value shall be recorded in writing and such record shall be attributable to the person who has made the estimated contract value and retained on the scheme file or on the tender evaluation record.
- 10.3 Where the Governing Body considers it to be appropriate, they may let the contract using the Council's Corporate Guidelines for Maintaining Quality. When the contract is for the provision of consultancy services for the Governing Body they shall follow the Corporate Guidelines for Maintaining Quality on Appointing Consultants. [Guidance for the Recruitment of Consultants](#)
- 10.4 Where appropriate a Tender evaluation shall be carried out, such Tender evaluation shall follow the procedure contained in the relevant guidance on evaluations and shall include a comparison with the Estimated Contract Value and a recommendation as to which Tender is considered the most economically advantageous. [Corporate Quality Guidelines](#)

## 11. ALTERNATIVE CONTRACTORS

11.1 Where a Governing Body elects to let a contract to more than one contractor in order to maintain services they shall be ranked in order of preference and the reason why the alternative contractor was used shall be recorded in writing

## 12. ARRANGEMENTS FOR PARTNERSHIPS/PARTNERING AND SERVICE LEVEL AGREEMENTS

12.1 Partnerships shall only be entered into, if all parties to the partnership execute an appropriate partnership agreement, the form and conditions of which have been agreed in advance by the Director of Law & Property or external legal advisors of the Governing Body. Partners shall be evaluated to ensure that their policies, practices, performance and corporate governance procedures are in accordance with the Governing Body's requirements before the Partnership is entered into.

12.2 Partnering Contracts shall not be entered into unless there is a £1,000,000 minimum level per contract or per annum for term work. All contracts over this threshold may be considered for a partnering approach. Partnering Contracts shall only be let when contractor selection is undertaken using the Corporate Quality Guidelines. [Corporate Quality Guidelines](#)

12.3 Where the Governing Body elects to deliver services particularly those designed to address needs in the social care / inclusivity objective areas of the Governing Body's activities by engaging with charities and other voluntary organisations one of the following methods shall be adopted :-

12.3.1 Where the Governing Body makes a contribution to a service already operated by another organisation (the organisation must apply for funding and describe the service they provide along with the needs they will meet) and the Governing Body does not seek to specify the detail of how the service will be delivered the contribution shall be subject to a Service Level Agreement in the format agreed as part of the local Compact with the voluntary and community sector and shall be monitored in accordance with the Council's Code of Practice for Grants to Voluntary Bodies (even if the organisation receiving the support is not strictly a voluntary body). Relevant guidance on Service Level Agreements can be found at [Service Level Agreement](#)

12.3.2 Where the Governing Body seeks to specify the detail of the service to be provided irrespective of the legal status of the service provider an appropriate formal contract shall be entered into and performance against the contract shall be monitored.

13. PUBLIC AND EMPLOYER LIABILITY INSURANCE

13.1 All contractors shall be required to maintain public liability insurance in the minimum sum of £5,000,000 with an approved insurance company in respect of contracts for the execution of works and a minimum of £2,000,000 in respect of contracts for the supply of goods, materials or services or such other sums as shall be determined by the Director of Finance. Employer's liability insurance must be maintained to at least the statutory minimum levels from time to time in force. The Governing Body shall ensure that before they engage a provider of professional services the provider has sufficient level of professional indemnity cover determined by the Governing Body, in consultation with the Director of Finance. The Governing Body shall be responsible for ensuring that such insurances are in place at the commencement of the Contract and remain in force until the Contract has been performed or in the case of professional indemnity insurance for such longer period as shall be agreed when the contract is let.

14. LIQUIDATED AND ASCERTAINED DAMAGES

14.1 In all appropriate contracts for works over £40,000 a clause shall be included specifying that liquidated and ascertained damages will be payable by the contractor if the Contract is not completed by the completion date or as amended by any duly authorised extensions.

14.2 Any sum assessed for the purpose of paragraph 14.1 shall be calculated by Governing Body in a reasonable and justifiable manner to represent a reasonable pre-estimate of all pecuniary losses that shall be incurred by the Governing Body if the Contract is not completed by the Contract completion date.

14.3 The recovery of liquidated and ascertained damages may only be waived with the approval of the Governing Body which must be recorded in writing.

15. SPECIFICATIONS

15.1 To accord with the requirements of European Directives, and the desire to obtain the best value for money for the Governing Body, when specifications are given in negotiations, invitations for Quotations or Tenders they are to be technical or performance specifications unless, in the view of the Governing Body, it is impractical, in which case a proprietary name or description may be used provided it is made clear that equivalents may be permitted

16. RISK MANAGEMENT CONSIDERATIONS IN THE PROCUREMENT OF CONTRACTS

16.1 Before a contract is let the Governing Body shall ensure that the guidance relating to risk management in procurement is complied with. [Risk Management In Procurement](#)

17. LISTS OF APPROVED CONTRACTORS AND FINANCIAL EVALUATION OF CONTRACTORS

- 17.1 This Standing Order shall have effect where the Governing Body has determined that lists shall be kept of contractors to be invited to tender for certain specified contracts in accordance with the Director of Children's Services Procurement Manual and that the Contract shall be let by way of this procedure. The Governing Body shall ensure that the guidance for use of Approved Contractors shall be followed in all cases.
- 17.2 The Governing Body shall ensure that appraisal of tenderers is undertaken in accordance with the Corporate Guidelines for Financial Appraisals in Procurement. [Financial Appraisals In Procurement](#)

18. EQUALITY AND DIVERSITY

- 18.1 All procurement must be undertaken in accordance with the Council's equality and diversity policy. In particular attention shall be given to compliance by the Governing Body and potential contractors with legislation relating to discrimination on grounds of gender, sexual orientation, religion, disability and race. With regard to race equality issues it is essential that prior to commencement of procurement it shall be determined whether race equality issues are deemed core to the contract or not. Relevant guidance issued by the Council's equality and diversity group and the duties in relation to race equality in the procurement process, as issued by the Commission for Race Equality must be complied with. [Promoting Equality Through The Council's Procurement Activity](#)

19. CIRCUMSTANCES WHERE QUOTATIONS OR TENDERS NEED NOT BE OBTAINED

- 19.1 Quotations or Tenders need not be invited where:-

19.1.1 The purchase is to be made at or sales effected at an auction;

19.1.2 Tenders have been invited on behalf of any public sector organisation, consortium, association, or similar body provided that the Tenders are invited in accordance with the method prescribed by such body. If the majority of members of the consortium are Dudley Schools the provisions of the consortium must incorporate all the provisions of these Standing Orders.

19.1.3 The Headteacher is satisfied that emergency works are necessary provided that the Headteacher records in writing the reasons for this decision, and copies this to the Governing Body

20. SEALING/SIGNING OF CONTRACTS

20.1 The Governing Body shall ensure that an appropriate form of contract shall be completed before work is commenced or goods and/or services provided in respect of all contracts

20.2 Where a limitation period of 12 years is considered appropriate for commencement of legal proceedings in the event of breach of contract the contract shall be executed under seal.

20.3 Where a limitation period of 6 years is considered appropriate for the commencement of legal proceedings in the event of breach of contract the contract shall be signed by the Governing Body

20.4 For the avoidance of doubt, nothing in these Standing Orders shall be read or construed as permitting a Headteacher to accept a Tender and/or enter into a contract which is not within approved available resources without the approval of the Governing Body (see also Standing Order 34)

20.5 Tenders or quotations which reasonably reflect the value of goods and materials, services or the execution of work shall fall to be accepted by the Governing Body who shall accept the Tender which, in their opinion, is in the best interests of the Governing Body (after carrying out a Tender evaluation) subject to the Tender being within approved available resources.

20.6 Where :-

20.6.1 A tender which is other than the lowest valid tender if payment is to be made by the Governing Body, or the highest valid tender if payment is to be made to the Governing Body, or

20.6.2 A tender where the Governing Body has determined that a Contract shall be let based upon criteria of which the tendered price is only a part of the evaluation and the tender is awarded to other than the Contractor evaluated as making the most advantageous offer in accordance with the pre-determined criteria,

The Governing Body shall make a written record of the reason why the Tender was accepted, and in accordance with Standing Order 3.2 shall report on these tenders to the Director of Children's Services at six monthly intervals.

21. EXTENSION OF CONTRACTS

- 21.1 The Governing Body may extend an existing Contract, provided the tendered prices are not amended, the expenditure is already included in the approved capital programme or approved revenue budgets provided that the extension would not result in an infringement of European Union Procurement Rules or exceed a period of 3 years. For the avoidance of doubt, if changes to the terms and conditions including prices of the contract are required, an extension of the Contract must be treated in accordance with Standing Order 9.

## PART II

### STANDING ORDERS APPLICABLE TO CONTRACTS FOR THE SUPPLY OR DISPOSAL OF GOODS OR MATERIALS THE PROVISION OF SERVICES AND THE EXECUTION OF WORKS UP TO £40,000

#### 22. APPLICATION

- 22.1 This part of Standing Orders applies to contracts for the supply or disposal of goods or materials, the provision of services, and the execution of works where the Estimated Contract Value is less than £40,000.

#### 23. TENDERS, QUOTATIONS AND NEGOTIATIONS

- 23.1 Contracts shall be let by way of

- 23.1.1 Receipt of Quotation(s) or Tenders; or  
23.1.2 Negotiation

as determined by the Governing Body and in accordance with the Director of Children's Services Procurement Manual for Schools prepared to comply with Standing Order 3.6.

#### 24. VALUE OF MONEY

- 24.1 Accepting the lowest of more than one verbal quotation (which shall be recorded in writing) shall be deemed to represent value for money in respect of contracts up to £1,500.
- 24.2 Accepting the lowest of three verbal quotations (which shall be recorded in writing) shall be deemed to represent value for money in respect of contracts between £1,501 and £5,000.
- 24.3 Accepting the lowest of three written quotations or formal tenders returned to the Headteacher and opened in accordance with the Director of Children's Services Procurement Manual for Schools required under Standing Order 3.6 shall be deemed to represent value for money in respect of contracts between £5,001 and £40,000.
- 24.4 Where the Contract has not been let in accordance with SO 23 and 24, the Governing Body shall record the reasons in writing.

## PART III

### STANDING ORDERS APPLICABLE TO CONTRACTS FOR THE SUPPLY OR DISPOSAL OF GOODS OR MATERIALS THE PROVISION OF SERVICES AND THE EXECUTION OF WORKS BETWEEN £40,000 AND £140,000 IN VALUE

#### 25. APPLICATION

- 25.1 This part of Standing Orders applies to contracts for the supply or disposal of goods or materials, the provision of services, and the execution of works where the Estimated Contract Value exceeds £40,000 but does not exceed £140,000.

#### 26. TENDERS AND NEGOTIATIONS

- 26.1 Contracts shall be let by way of

26.1.1 Invitation to submit Tenders or  
26.1.2 Negotiation

as determined by the Governing Body and in accordance with the Director of Children's Services Procurement Manual for Schools prepared to comply with Standing Order 3.6 subject to the requirements of Standing Order 26.2 and 26.3.

- 26.2 Where the Governing Body has determined to let the Contract by way of invitation to submit Tenders they shall invite at least four Tenders unless this is not possible owing to the lack of suitable persons or firms prepared to Tender. Where fewer than four Tenders are invited, the Governing Body shall record the reasons why four Tenders were not invited.
- 26.3 Where the Governing Body has elected to let the Contract by way of Negotiation the procedure contained in Standing Order 9 shall be strictly followed.
- 26.4 Tenders shall be submitted and opened in accordance with Standing Orders 33 and 34. The Headteacher shall sign the tender evaluation form (on which is indicated the particulars of all the tenders opened and those proposed for acceptance). No tenders shall be accepted until the evaluation form is signed in accordance with this Standing Order 10.4



## PART IV

### STANDING ORDERS APPLICABLE TO CONTRACTS FOR THE SUPPLY OR DISPOSAL OF GOODS OR MATERIALS THE PROVISION OF SERVICES AND THE EXECUTION OF WORKS OVER £140,000

#### 27. APPLICATION

27.1 This part of Standing Orders applies to contracts for the supply or disposal of goods or materials, the provision of services and the execution of works where the Estimated Contract Value is over £140,000.

#### 28. PROCUREMENT PROCEDURE

28.1 Before a decision to procure is made a detailed project appraisal including consideration of relevant service delivery options for the total scheme shall have been undertaken by the Governing Body in accordance with the Corporate Guidance. The Governing Body must approve the appraisal in writing before any further work in the project is undertaken. [Capital Investment & Disposal Guide](#)

28.2 Contracts shall be let by way of:-

28.2.1 A Select List following Public Advertisement in accordance with Standing Order 29; or

28.2.2 A List of Approved Contractors in accordance with Standing Order 17; or

28.2.3 Open Tender in accordance with Standing Order 30; or

28.2.4 Negotiation in accordance with Standing Order 31.

at the option of the Governing Body .

28.3 The Governing Body shall approve the letting of all individual contracts prior to the commencement of the procurement process.

#### 29. SELECT LIST FOLLOWING PUBLIC ADVERTISEMENT

29.1 This Standing Order shall have effect where:-

29.1.1 A Contract is to be let by way of a select list following public advertisement and

29.1.2 The Estimated Contract Value is within available resources.

- 29.2 Public notice must be given by the Governing Body in one or more newspapers or journals circulating amongst such persons that undertake such contracts expressing the nature and purpose of it and indicating that the Governing Body will appraise the applications received and invite Tenders from those selected to tender. The contract shall also be advertised on the Internet by virtue of its inclusion in the Council's Forward Procurement Plan in accordance with Standing Order 7.1
- 29.3 The Governing Body shall appraise all applications received and shall, in accordance with the corporate guidelines for evaluation of tenders, send an invitation to tender to those contractors selected to Tender and shall record in writing the reasons why those contractors not invited to Tender were rejected. A minimum of five contractors should be invited to submit tenders but this may be amended if the Governing Body determines that this is not appropriate under the circumstances. The reasons for the Governing Body decision shall be documented.
30. OPEN TENDER
- 30.1 This Standing Order shall have effect where:-
- 30.1.1 A Contract is to be let by way of open tender and
- 30.1.2 The Estimated Contract Value is within available resources.
- 30.2 Public notice must be given by the Governing Body in one or more newspapers or journals circulating amongst such prospective tenderers as undertake such contracts expressing the nature and purpose of it inviting tenders for its execution and stating the last date on which tenders will be received. The contract shall also be advertised on the Internet by virtue of its inclusion in the Council's Forward Procurement Plan in accordance with Standing Order 7.1. Invitation to tender shall be sent to all contractors applying.
31. NEGOTIATION
- 31.1 This Standing Order shall have effect where:-
- 31.1.1 A Contract is to be let by way of Negotiation and
- 31.1.2 The Estimated Contract Value is within available resources.
- 31.2 In such cases Negotiations shall be conducted by appropriate persons strictly in accordance with Standing Order 9.

## 32. SUBMISSION OF TENDERS

- 32.1 Where in pursuance of these Standing Orders invitation to tender is required, every notice of such invitation shall state that no tender will be received except in a sealed envelope/package supplied by the Council shall be submitted to the Chief Executive at the Council House, Priory Road, Dudley, DY1 1HF on or before the date and time specified in the invitation to tender as being the last time and date for the receipt of tenders. The Headteacher shall first consult with the Chief Executive to obtain a date for return of tenders. Alternatively, the Council's approved electronic tendering system can be used.
- 32.2 Envelopes/packages submitted in accordance with the provisions of Standing Order 33 shall remain in the secure custody of the Chief Executive or an officer designated by him until the time appointed for their opening.
- 32.3 An officer receiving tenders shall indicate on the envelope the date and time of its receipt by him and shall issue a written receipt if so requested.
- 32.4 Tenders submitted to the Chief Executive or submitted by way of the Council's electronic tendering system after the date and time specified in the invitation to tender shall not be considered.
- 32.5 It is acceptable for the Governing Body to make alternative arrangements in respect of the submission, opening and registration of tenders provided that these arrangements maintain a clear separation of duties between the pre-tender activities and the submission, opening and registration of tenders. All alternative arrangements must be approved by the Director of Finance prior to the invitation of tenders. In the event of alternative arrangements being approved at least one member of the Governing Body must be present when all the tenders are opened.

## 33. OPENING AND REGISTRATION OF TENDERS

- 33.1 Tenders submitted in accordance with Standing Order 32.1 shall be opened at one time by the Chief Executive or an officer designated by him at his offices in the presence of a member of the Governing Body or a person designated by them. The Council's approved electronic tendering system also provides an equivalent facility and electronic tenders submitted may only be "opened" by the Chief Executive or an officer designated by him in the presence of a member of the Governing Body or a person designated by them.
- 33.2 The tenders (other than those received electronically) shall be initialled and dated immediately by the Chief Executive or his designated officer present when the tenders are opened, and countersigned by the member of the governing Body or the person designated by them.
- 33.3 The occasion for the opening of tenders shall take place normally within 48 hours of the date and time specified for return of tenders, to be determined by the Chief Executive in consultation with the Headteacher.

- 33.4 The Chief Executive or an officer designated by him/her shall, except for tenders received electronically, at the time the tenders are opened record in a book kept for the purpose:-
- 33.4.1 The nature of the goods or materials to be supplied or disposed of or the works to be executed or the services to be supplied;
  - 33.4.2 The name of each person by or on whose behalf the tender was submitted;
  - 33.4.3 The date and time of receipt of each tender as recorded on the envelope;
  - 33.4.4 The date and time of the opening of the tenders;
  - 33.4.5 The names of all persons present at the opening of the tenders; and
  - 33.4.6 The tender figures (except where some other method is provided for in these standing orders).
- 33.5 Where in the opinion of the Chief Executive the recording of the amount of the tender in a book would be impracticable (e.g. tender of rates and tenders where the tender total calculated by the contractor is based upon notional quantities) the appropriate tender documents shall be either:-
- 33.5.1 Copied by a person authorised by the Chief Executive immediately; or
  - 33.5.2 Where immediate copying is in the opinion of the Chief Executive impracticable, retained in a safe place by the Chief Executive until such time as the documents are photocopied.
- 33.6 The photocopies shall thereafter be kept in a safe place by the Chief Executive.

#### 34. CHECKING AND ACCEPTANCE OF TENDERS

- 34.1. The treatment of errors identified in Tenders shall be in accordance with the relevant Corporate Guidelines. [Guidelines for the Treatment of Errors in Tenders](#)
- 34.2 Tenders shall be evaluated in accordance with relevant corporate guidelines [Corporate Quality Guidelines](#)
- 34.3 A member of the Governing Body or a person designated by them shall sign the tender evaluation form (on which is indicated the particulars of all the tenders opened and those proposed for acceptance). No tenders shall be accepted until the evaluation form is signed in accordance with this Standing Order 10.4

35. POST COMPLETION REVIEW OF CAPITAL SCHEMES

- 35.1 A post completion review of each capital scheme shall be undertaken by the Governing Body when total out-turn costs have been determined. Such review shall comply with approved guidelines. [Guidance for Officers Undertaking Post Completion Reviews](#). A summary of the review [ as per [Capital Investment & Disposal Guide](#) ] which shall include at least a comparison of the out-turn costs with the Approved Available Resources and consideration of whether the scheme met its objectives shall be copied to the Director of Children's Services within six months of practical or substantial completion.