

## **Tenders Committee**

### **Terms of Reference**

#### **Remit**

The Tenders Committee can be convened to consider urgent business outside scheduled meetings of the Board of Directors and/or the Finance & Resources Committee relating to the award of tenders, where given the size of the tender value, the use of the Chairs Powers of Urgency is not considered appropriate or compatible with the fiduciary duty.

#### **Purpose**

The purpose of the Tenders Committee is as follows:

1. To consider and approve tenders with a value between **£1million** and **£5 million**.
2. To approve the extension of the term of contracts in accordance with special conditions of the contracts, subject to good performance and there be no chance of a new tender delivering more attractive rates/outputs.

The Tenders Committee is responsible for:

1. Considering tender evaluations presented for work and services of a value between **£1million** and **£5 million**. Its deliberations provide:

- Taking into account the advice provided by Trust staff/consultants
- Obtaining 'Value for Money' in accordance with the Academies Handbook
- Consider recommendations regarding contractor performance.

#### **Delegated Authority**

In accordance with the Trust's Finance Policy the following limits apply to budgeted spend only and subject to the competitive purchasing requirements:

- **Headteachers and CFO – up to £10,000.**
- **Headteachers, CEO and CFO - over £10,000 less than £50,000**
- **CEO and COO/CFO and Finance and Resources Committee - Over £50,000 less than £100,000**
- **Finance and Resources Committee/Trust Board above £100,000**

#### **Power to Delegate**

The Tenders Subcommittee may not delegate any of its responsibilities, duties or powers.

#### **Membership**

The Tender Committee will comprise any Director.

The Chairperson will be nominated at each meeting from any Director in attendance.

#### **Quorum**

The quorum at any meeting of the Committee shall be any three Directors.

#### **Frequency of Meetings**

The Tender Committee shall meet as and when required.