**Procurement Policy Note – Responding to COVID-19**

**Issue**

This Procurement Policy Note sets out information and associated guidance on the Trust procurement procedure and responding to the current coronavirus, COVID-19, outbreak.

**Timing**

With immediate effect

**Background**

There will be a range of commercial actions that must be considered by the Trust in responding to the impact of COVID – 19. In such circumstances, the Trust may need to procure goods, services and works with extreme urgency.

This Procurement Policy Note covers options that may be considered in relation to procurement under the Trust Procurement Policy approved in September 2019.

* Low Value Procurement (<£5,000)
* Medium Value Procurement (£5,001 - £10,000)
* High Value Procurement (£10,001)

**Low Value procurement (<£5,000)**

Most of your day to day low value procurements most likely will not be affected by the outbreak of COVID-19. For items in excess of £1,000, the quotes from three different suppliers are **NOT** required to be obtained if:

1. There are genuine reasons for extreme urgency, eg:
* You need to respond to the COVID-19 consequences immediately because of public health risk, loss of existing provision at short notice etc
* You are reacting to a current situation that is a genuine emergency – not planning for one.
1. The events that have led to the need for extreme urgency were unforeseeable (the events are not something you should have predicted)
2. It is impossible to comply with the usual timescales (there is no time to contact 3 different suppliers to request the quotes)
3. You have not done anything to cause or contribute to the need for extreme urgency
4. Competition is absent for technical reasons eg there is only one supplier who can provide the goods or services and there is no reasonable alternative or substitute available.

**Medium Value Procurement (£5,001-£10,000)**

We will **NOT** require you to make an initial business case for your procurement if:

1. There are genuine reasons for extreme urgency, e.g.:
* You need to respond to the COVID-19 consequences immediately because of public health risk, loss of existing provision at short notice etc
* You are reacting to a current situation that is a genuine emergency – not planning for one.
1. The events that have led to the need for extreme urgency were enforceable (the events are not something you should have predicted)
2. It is impossible to comply with the usual timescales (there is no time to contact 3 different suppliers to request the quotes)
3. You have not done anything to cause or contribute to the need for extreme urgency
4. Competition is absent for technical reasons eg there is only one supplier who can provide the goods or services and there is no reasonable alternative or substitute available.

**High Value Procurement (>£10,000)**

All purchases in excess of £10,000 must be approved by CEO and we will **NOT** require you to put a tender in place if:

1. There are genuine reasons for extreme urgency, e.g.:
* You need to respond to the COVID-19 consequences immediately because of public health risk, loss of existing provision at short notice etc
* You are reacting to a current situation that is a genuine emergency – not planning for one.
1. The events that have led to the need for extreme urgency were enforceable (the events are not something you should have predicted)
2. It is impossible to comply with the usual timescales (there is no time to contact 3 different suppliers to request the quotes)
3. You have not done anything to cause or contribute to the need for extreme urgency
4. Competition is absent for technical reasons eg there is only one supplier who can provide the goods or services and there is no reasonable alternative or substitute available.

You should keep a written justification that satisfies these tests.

You should limit your requirements to only what is absolutely necessary in terms of what you are procuring.

Delaying or failing to do something in time does not make a situation qualify as extreme urgent or unforeseeable.

It’s important that you continue to achieve value for money and use good commercial judgement during the emergency. Whilst prices may be higher that would be expected in a regular market, any abnormally high pricing should be approved by the Headteacher/Director of Finance/CEO.

You should ensure you keep proper records of decisions and actions on individual procurement for the audit purposes.

All purchases in excess of £10,000 that are not in the budget should still be approved in advance by the UNICAT board.