

## Frequently Asked Questions

# Procurement

Questions	Answers
I don't know where to start, help?	There is plenty of guidance available providing you with a step by step approach, all available on the internet that can help you. The webinar and resource pack should help you with this.
My school has identified that they wish to purchase something, what is the first step?	First step is to compile a business case, this isn't as onerous as it sounds and the step by step guidance will help you with this.
It sounds so complicated; I am scared I will get things wrong?	Following the guidance and using the frameworks couldn't be easier to procure goods or a service. Don't be scared and always seek support if unsure – this could be through your local network of SBP's or if you think the EU procurement threshold may be passed seek legal help to ensure your school remains compliant with the law.
Our school doesn't have a published tender policy and purchasing thresholds – what should I do?	Speak to your Headteacher and or Chair of Finance / Resources committee to put one into place, this should be in place to protect your school ensuring probity and transparency and links directly to the SFVS or SRMSAT tools.
Procurement sounds so time consuming, why can't we just purchase from our usual supplier?	The purpose of procurement procedures is to ensure that the schools are receiving best value and making all efficiencies as possible whilst maintaining value for money, can you guarantee your usual supplier offers the best price? It could also open the school up for challenge in why they have not followed procurement regulations and offered other suppliers the opportunity to tender – procurement routes ensure that the school is transparent in their processes.