**How to buy goods or services with a value between £8,000-£50,000**

1. **Idea/Requirement**

2. **Specification**
   - Using the link as a guide you need to develop a specification to describe the supplies, services or works the school requires.

3. **Support**
   - Can one of the support services across KCC such as Commercial Services, Property or EduKent provide support?

4. **Procure**
   - Obtain at least three written quotations using the following Request for Quotation document.

5. **Justify**
   - Although a formal competitive process is not required an advert can be placed on the Kent Business Portal to justify the spend and seek as many quotes as necessary to procure best value.

6. **Evaluate**
   - All responses need to be evaluated using a fair and transparent method.

7. **Contract Award**
   - Approved
   - The contract award needs to be completed and signed in writing in accordance with your school’s financial policy.

8. **Contract Award**
   - Whether successful or unsuccessful, notify all suppliers of your decision with award letters. A supplier debrief will be required if requested.

9. **Form a Contract**
   - The contract will need to contain written instructions including the specification, price information and Terms & Conditions.

10. **Contract Management**
    - All contracts will require managing to include payments, supplier performance and any changes to requirements.