How to buy goods or services with a value up to £29,999.99 (INCL. VAT)

Where Schools require more detailed information on how to purchase goods and services, they may wish to refer to the available DfE guidance, which outlines some of the key steps.

Idea/Requirement

Specification
Using the link on the main page as a guide you need to develop a specification to describe the supplies, service or works the school require.

Support
Can one of the support services across KCC such as Commercial Services, Property or EduKent provide support, The Education People<theeducationpeople307@KentCountyCouncil.onmicrosoft.com>

please follow their existing arrangement.

Procure
Obtain at least one written quote.

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.

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

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

Contract Award
Whether successful or unsuccessful, notify all suppliers of your decision.

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

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