**[Title] Policy**

**Owner:** Legal Services

**Version number:** 4

**Date of approval:** 08.02.22

**Approved by:** UET

**Effective date:** 08.02.22

**Date of last review:** 14.12.17 (review due on 14.12.20 extended by UET for 12 months to 14.12.21)

**Due for review:** 08.02.25

**CAF PROCESS FOR Facilities Management**

**1. Executive Summary**

1.1 The Head of Facilities Management (FM) requested amendments to the Contract Authorisation Process (“CAF”) for contracting in two specific circumstances, being:

 1.1.1 where the contract relates to urgent or emergency works; and

 1.1.2 where the contract relates to low-value and low-risk works.

1.2 Legal Services, Procurement and FM teams have agreed a process which allows FM to react to urgent situations and eases the administrative burden in dealing with low-value/low-risk contracting, while ensuring that the risks to the University are satisfactorily managed.

**2. Background**

2.1 The main areas of concern for FM, and in particular the Maintenance Services team are, planned preventative maintenance, compliance, general building repairs, upgrade works, incidental minor new works and on-going maintenance contracts.

2.2 Occasionally, situations arise which require the FM team to react urgently to ensure the safety of users and security of the estate. These situations are unpredictable and can arise outside office hours. Examples of this are weather damage, structural failure, and services fault. FM need to be able to react to urgent repairs/replacements where such works are not covered by existing maintenance contracts. FM also require a process for ordering routine low-value and low-risk goods/services.

2.3 FM expressed a concern that the current CAF process would impact on the speed of response times to urgent issues within Estates.

2.4 Legal Services and Procurement worked with FM to identify a process which allows the FM team to respond swiftly to issues as they arise, and decrease the administrative burden relating to routine low value/low risk contracting.

2.5 FM, Procurement and Legal Services agreed the process for contracting as set out in paragraph 3 below.

2.6 Legal Services and Procurement will continue to work with FM to put framework agreements into place with preferred suppliers (subject to the procurement procedures). Consideration can be given to whether call-offs under such frameworks may proceed without CAF, subject to financial authority limits.

**3. Urgent Works**

3.1 Where urgent works arise, FM is authorised to purchase up to a maximum value of £25,000 (inc VAT where applicable at the prevailing rate) without requiring a CAF to be prepared, subject to the following conditions:

3.1.1 The work must be ‘urgent’: works are urgent if they have an immediate material effect on the safety of users or the public, security of buildings or are required to keep the building open. The cost of goods/services must be under £25,000 (inc VAT) and disaggregation is not allowed under this procedure.

3.1.2 FM must obtain 3 written quotes for the work where reasonably possible where required by the Procurement Manual processes and if unable to do so must document steps taken to ensure value for money, including checks on prices for parts and labour costs.

3.1.3 Team members must seek approval from the Maintenance Services Manager for works up to £10,000 (inc VAT) and the Head of Facilities Management for works up to £25,000 (inc VAT). If neither post-holder is available, the matter may be escalated to the Director of Estates or the Chief Operating Officer.

3.1.4 The Maintenance Services Manager and the Head of Facilities Management will be responsible for specification and contract scrutiny and approval and may refer any concerns or queries to Legal Services or Procurement.

3.1.5 Contracts must be formed using Bournemouth University standard Purchase Order terms or BU Terms and Conditions without amendment. If amendments are required, these will need to be referred to Legal Services for review and CAF.

**4. Routine low-risk/low-value works**

4.1 Routine low-risk/low-value works may proceed on BU standard Purchase Order with BU terms and conditions for goods/services up to a maximum value of £10,000 (inc VAT where applicable at the prevailing rate). The cost of goods/services must be under £10,000 (inc VAT) and disaggregation is not allowed under this procedure.

4.2 Contracts must be formed using Bournemouth University standard Purchase Order terms (a detailed specification must be included) or BU Terms and Conditions without amendment (any amendments will need to be referred to Legal Services for review) or on Barclaycard terms (provided Finance have confirmed the use is in accordance with the permitted use of BU Barclaycards Policy).

4.3 Goods or services which are less than £10,000 (inc VAT) but are not low-risk will be required to go through the CAF procedure unless they fall within another CAF Exemption.

4.4 The Maintenance Services Manager and the Head of Facilities Management will be responsible for the process and identifying areas which are not low-risk.

**5. Training**

5.1 Support will be provided by the Maintenance Services Manager and the Head of Facilities Management in FM team, Legal Services team and Procurement team.

5.2 CAF training will be provided by Legal Services and Procurement training by Procurement team as and when requested.

**6. Record-Keeping and Audit**

6.1 FM are required to keep records of all contracts concluded under either procedure. FM must complete the attached Urgent Works Form at Annex 1 for contracts concluded under that procedure**.**

6.2 Records for both procedures will be audited by Finance and Procurement at 12-month intervals.

6.3 FM is to provide financial data for a rolling four (4) year period for each audit for review by Finance and Procurement.

**7. Timing**

7.1 The low value/low risk procedure and the urgent works procedures are currently operating.

**8. Decision Required by UET**

8.1 UET is asked to approve the continued use of the routine low value/low-risk procedure and urgent works procedure for a further three (3) year period.

**Annex 1**

**URGENT WORKS AUDIT FORM – BOURNEMOUTH UNIVERSITY**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No.** | **Date** | **Authorised by** | **Supplier** | **Price** | **Delivery date** | **Reason for Urgency** | **Other comments (e.g., risks etc.)** |
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