# Plymouth CAST: Statement of Assurance

This form is for completion between Plymouth CAST (the ‘Trust’) and an individual or organisation (the ‘supplier’), for the purposes of procuring goods or services. It should be completed and submitted before any obligation or commitment is made, but ideally after selection of a preferred bidder having obtained three written quotations depending on the circumstances. The form helps The Trust comply with its funding agreement obligations. From 1 Apr 17 in accordance with IR35 requirements all Suppliers must belong to a registered Limited Company and not, for example, a Personal Services Company.

Section 1: Supplier details

| Name and address of supplier | *Nominated individual and full postal address* |
| --- | --- |
| Company number  |  |
| Start date | *date* |
| End date | *date* |
| Estimate of commercial price, including profit | *Price in sterling* |
| Connection with trust, e.g. trustee is also a director of the supplier of goods and services | *If necessary* |
| Value of goods or services to trust | *Estimate in sterling* |
| Will this work oblige the Trust to meet any on-costs: eg annual licence, upgrade, servicing or renewal fees? | *Price in sterling* |
| Nature of Goods or Service |  |

## Section 2: Details of contract

| Explanation of what the supplier is charging The Trust for? |
| --- |
| *Short narrative description to include measurable outcomes. For example 5 days focussed intervention on EYFS to improve KS1 learning outcomes in xx by xx% within xx years.* |

| Period | Direct costs | On costs | Total |
| --- | --- | --- | --- |
|  |  |  |  |

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## Section 3: Supplier certification

| Certification of supplier |
| --- |
| I certify, on behalf of [insert supplier] that:* the goods and services detailed in this form will be supplied to Trust.
* we are supplying the goods and services and will not sub-contract the work
* we will make an adjustment if we identify a miscalculation in our costs.
 |

| Name and position |  |
| --- | --- |
| Date |  |
| Signature |  |

## Section 4: Trust signoff (by CEO, COO or PFO)

| Certification of academy trust |
| --- |
| In signing this document I am satisfied that:* the goods and services being supplied are necessary and represent value for money;
* there is full compliance with the Trust’s scheme of delegation;
* open and fair procurement and compliance with the Trust’s procurement procedures have taken place;
* potential conflicts of interest within the academy trust have been robustly managed;
* the Trust’s register of interest captures relevant business and pecuniary interests as set out in the Academy Financial Handbook, and will be updated to reflect this contract (if not already);
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| Name and position  |  |
| --- | --- |
| Date |  |
| Signature |  |