



Professional Support Services Procurement and Contract Management Service





The Procurement and Contract Management Service are committed to delivering value for money and getting our customers more for less. We provide high level, impartial advice and support to educational settings on all aspects of procurement and contract management. By challenging existing suppliers and looking for opportunities for collaborative working we are able to identify savings that can be passed onto our customers. We provide flexible and innovative solutions which can be tailored to your requirements saving you time, money and resources so you can focus on delivering great educational outcomes for your pupils.

What we offer

The service can be tailored to your specific requirements and we provide a helpline where you can discuss your requirements with a member of the team. We aim to deliver best value on all procurements undertaken looking at not only the cost of the contract but the quality that you will receive to ensure the best outcome for our customer.

Procurement and Contract Management SLA

- Advice and Support helpline*
- Access to templates to assist in procurement projects
- Additional support to review and amend procurement documents for those tenders undertaken directly by the school to ensure compliance*
- MFD procurement for up to 5 MFD's with the option to source additional MFDs*
- Training – discounted training for attendees
- Bespoke quotation - discounted support and advice for additional bespoke procurements*
- The provision of a Contracts Register Template of the schools existing supplier arrangements for cost savings & compliance

***This may incur an additional charge**

Procurement of Multi-Functional Devices (MFD's)

- Drafting the invitation to quote document
- Preparing the evaluation model
- Publishing the quote to suppliers via YORtender
- Evaluating quotes received
- Producing the recommendation of award letter to the school
- Preparing notification letters to successful and unsuccessful suppliers
- Advice and support throughout the entire MFD procurement process

Procurement Training

The Procurement and Contract Management Service can deliver a number of procurement training courses ranging from increasing basic awareness of procurement to basic contract management. All our courses cover the relevant theory with practical guidance. Working together with our procurement experts, you will look at how to create an invitation to bid/tender document including writing a specification, and the processes to evaluate the responses. The courses mix theory and group exercises to put the theory into practice.

Benefits

Our aim is to secure savings for all customers we work with. We understand your needs and can tailor support to meet your requirements; providing the right service for you.

We continually look at processes and procedures to deliver more streamlined services to our customers, meaning you will receive an effective, efficient service.

We can review existing supplier arrangements to identify possible opportunities for savings and support you through negotiations to obtain improvements from suppliers.

Working with us means you can access:

- Template documents
- Procurement advice in accordance with the Local Management of Schools (LMS) and Contract Procedure Rules (CPRs)
- Advice on obtaining best value
- Suppliers from existing contracts/frameworks
- Advice and guidance on the best procurement process for your requirements
- Financial assessments of suppliers
- Training for staff on procurement and contract management

The NYES difference

The service is delivered by experts qualified in the field of procurement who have years of experience working with schools and are uniquely positioned in terms of their in-depth knowledge of LMS Contract Procedure Rules which all LA maintained schools must adhere to, to ensure legal compliance.

We are all Chartered Institute of Procurement and Supply qualified, or working towards the qualification – a sign of excellence in procurement.



“This service has not only saved us time but also we feel reassured that we have the best deal and that all the contractual side is in order.”

● *“The overall timescale was quite incredible thank you for sorting it out for us.”*

● *“Thanks again for doing such an amazing job on the photocopy contract, and giving us a potential saving of £6,500!!”*

● *“We have been impressed with the guidance through the process.”*

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Our services

- Broadband
- Data and Intelligence
- Document Management Service
- Employment Support Service
- Financial Management Service
- Health and Wellbeing
- HR Advisory
- ICT
- Insurance and Risk Management Service
- Legal and Democratic Service
- Resourcing Solutions
- School Business Management Service
- Staff Absence

Contact us

To find out more about any of the services we offer and how we can support you please contact the North Yorkshire Education Services team:

T: **01609 533222** E: **nyes@northyorks.gov.uk**

W: **www.nyeducationsservices.co.uk**