

# Procurement



## Service Schedule 2022-23



## Procurement Advice & Support

The Procurement Team provides a range of professional services that enable schools to ensure they are procuring value for money and adhering to Procurement Regulations.

The team are highly experienced across a wide-range of public procurement areas and can provide a range of service including:

- Providing general & specific procurement advice on procurement routes, tendering, supplier issues and contract management.
- Health checks on current contract arrangements and advice on re-procuring and governance arrangements.
- Providing advice on adherence to the requirements of the European Procurement Directive, UK Public Contract Regulations and other applicable procurement regulations.
- Managing tendering processes on your behalf including:-
  1. Initial advice and assistance with scoping and specifying
  2. Drafting and placing of relevant notices
  3. Drafting of relevant pre-qualification questionnaires and tender documents
  4. Administering the tender process (dealing with applicants and dispatch of documents)
  5. Assistance in the evaluation of questionnaires and selection of bidders and in the evaluation of tenders and the awarding of contracts.
  6. Negotiating and finalising award of contracts.



## Procurement Advice and Services

*Exclusive of travel costs – HMRC rates apply*

### Access to Telephone Advice Line

Practical advice and guidance on procurement issues.

**£40 per hour**

### Procurement Support

Support with procurement issues including all elements described above.

**£50 per hour**

### Procurement and Contract Health Check

As described above.

**£50 per hour**

### Procurement Training Course

A half day course covering the basic principles of procurement, contract management, and effective purchasing **(£125)**

One-day Package                      £250  
(7 hours)

Five-day Package                      £1,200  
(37 hours)

## Message from Service Lead

**Nigel Denton**



Our team is on hand to provide you with a professional value for money procurement advisory service to help you get the most out of your purchasing and contractor arrangements.

As a team we are keen to support schools, academies and colleges in Shropshire to grow and develop within an ever changing education landscape. With the creation of Multi Academy Trusts, our expertise will enable effective purchasing across a diverse and large organisation.

## Days/times during which services are available

Monday - Friday	9.00am - 5.00pm
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## Contact Details

For more information	
Contact name	<b>Nigel Denton</b>
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