

Procurement: Support and Advisory Service

The Team: Expert Procurement Services

The procurement team at Harrow Council consists of experienced and qualified procurement professionals available to support your school's delivery of procurement projects in a compliant, value for money and best practice way.

The team have expert knowledge of the Public Contract Regulations 2015, procurement best practice and the commercial experience required to deliver excellent procurement outcomes for your school.

We offer procurement services ranging from an advisory 'hotline' service, training and development right through to comprehensive project management of a schools annual procurement programme or any single procurement within that programme.

Our Partners

Harrow works with the DfE, Cabinet Office Crown Commercial Services, YPO, ESPO, and other public sector procurement bodies, to actively be the 'voice' of schools and ensure their initiatives are aligned to your schools' requirements and easy to use.

We will also keep you updated with latest procurement news where this is relevant for your school.

The Service Offer:

1. Tendering

End to End professional project management of tenders that belong to any category of services or works. We have extensive experience in all categories of procurement including but not limited too :

- Schools Catering Services
- Schools Cleaning and Facilities Management
- IT Services
- Construction – Major and Minor Works

A procurement officer will be assigned and will work with the school right from the stage of initial specification development, writing the Invitation to Tender right through to tender evaluation and award of contracts.

2. Procurement Advisory

Telephone and E-Mail access to a wealth of procurement knowledge and experience. Should you require quick access to advice we offer a 2 working day initial response to procurement queries and questions.

3. Training and Development

We offer expert training on a range of procurement topics:

- The Public Contract Regulations 2015
- The Tender Process: A Commissioners Perspective
- The Importance of Robust Tender Evaluation
- Social Value through Procurement

Optional workshops, training or input at Governing Body meetings are also available on demand.

We can also design bespoke procurement training.

Why buy Our Services?

- We have been supporting schools deliver procurement since 2013 and have achieved compliant outcomes and improved commercial deals.
- Procurement Experts delivering you excellent results.
- Ensuring you award contracts compliantly
- Fast, user friendly team of experts that not only delivers procurement results on your behalf but improves the procurement knowledge base at your school.
- In most cases being part of a wider collaborative procurement project which may deliver greater value for money.

Who is the Service for?

We offer our services to all schools including local authority maintained schools, academies, Multi Academy Trusts and independent schools.

Contract Period

- We offer value for money solution to your procurement needs.
- We have moved away from annual agreements and annual fees to project specific agreements and fees.
- This gives you the flexibility of aligning your procurement plans and programmes to when you require our professional service.
- Our contract with you will be project specific. We will detail the timetable to deliver the service you want and the cost of providing the service.
- We wish to have long term relationships with the schools we support and provide long term and sustainable benefits.

How to Access our Services

If you are interested in using any of our services please contact us for a no obligation meeting to discuss your requirements and how we can support them.

Following that meeting, if you are still interested in engaging our services then we will put together a quotation for the service you require.

Contact Details

Commercial and Procurement Team.
procurement@harrow.gov.uk

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TIPS:

- Develop a procurement programme to comprehensively understand your procurement projects for the period January 2022 to April 2023.
- Give yourself plenty of time to plan a procurement project to maximise the chances of delivering desired outcomes.
- Understand all your third party spend and ask yourself how you can make your funds go further.
- From the 01st January 2022, the following procurement thresholds apply to contracts awarded under the Public Contract Regulations 2015.

Works Contracts £5,336,937

Supply and Services £213,477

Services concerning social and other specific services (Also referred to as the light touch regime) £663,540

The new thresholds are inclusive of VAT due to the UK's obligations under the WTO. This means that more procurements will be caught from 1 January 2022 and require Find a Tender Service advertising.