

PROCUREMENT SERVICES

for schools

Value for money procurement services specifically designed for schools

We can help you reduce the risks associated with procurement, increase efficiencies and save money

We offer the following services, tailored to suit your needs:

- Purchasing support
- Contract management
- Support to access specialist contracts
- Collaborative procurement

*"Procurement Lincolnshire is a unique, **not-for-profit**, shared service which can offer expert advice on all aspects of the strategic procurement process. We have a proven track record and an experienced team of staff, so we are confident we will be able to help you make **real savings**."*

Sharon Cuff—Head of Procurement Lincolnshire

Purchasing support

- Dedicated professional and technical support
- Procurement cards
- Procurement training
- EU procurement expertise

Contract management

- Issue management
- Point of contact

Support to access specialist contracts including:

- Energy supply
- Gym equipment
- Design and technology equipment
- Vehicles

Collaborative procurement

- Increasing buying power
- Maximising efficiencies

Cumulative savings
09-11 in excess of

£7m

£800,000

process savings

68%

of tenders let
collaboratively

CALL NOW

contact Alina Hackney to
discuss further

Tel: 01522 553649

Email:

procurement.lincolnshire
@lincolnshire.gov.uk

Procurement Lincolnshire
4th Floor Orchard House
Orchard Street
Lincoln
LN1 1BA

Advice and guidance

Initial advice and guidance can be found on the Procurement Lincolnshire website:
www.procurementlincolnshire.co.uk

Procurement training

Training is available on a variety of topics, including:

- Basic procurement
- Understanding the EU Procurement Directives
- Making the most of frameworks
- Collaborative procurement
- Contract management.

Framework agreements

You can contract with them for your specific purchase knowing that most of the hard work of contracting has been done for you.

Multi function devices

Get in touch for advice about MFDs (i.e. equipment that prints, scans and copies). Reduce the risk of being sold an unsuitable device and becoming tied into a costly contracts.

Procurement cards

This is one of the fastest and easiest ways to make savings, removing the need for purchase orders and saving time and processing costs. Using it is like using a credit card, but for business use. More details and an application form can be found on our website:

www.procurementlincolnshire.co.uk

Managing a tender

If needed, the tender process will be managed, or supported, from advertising the contract through to contract award.

Available contracts

If goods or services are needed, advice will be given on whether existing contracts could be used. If required, Procurement Lincolnshire is able to offer more in-depth support to your procurement activity on a consultancy basis.

Contract management

Advice and support to enable your school to manage a contractor effectively.

Vehicle purchase and hire

(including minibuses)
Before buying or hiring any vehicle, specialist advice could save a considerable amount of time and money and ensures its use complies with legislation.

Specialist contracts

Many specialist contracts already exist which your school may be interested in, for example

- Energy suppliers
- Central heating oil
- Vehicle fuel
- Vehicle operations and driving licence requirements
- Books
- Design and technology equipment
- Gymnasium and fitness equipment.

Contact Alina Hackney, Procurement Manager, to arrange a free consultation.

We will then give you our expert advice and an indication of what is needed to meet your requirements.

More specific advice is also available on a consultancy basis.

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Examples of our good work– what we can do for you

Case study 1

Multi functional devices

Benefits for you

Award winning, state of the art MFDs for less than £130 per quarter.

Huge reductions in printing consumable costs.

Regular maintenance and 4 hour call out to all machines as standard.

Better value for money than non-framework routes.

All in one machines reduces energy consumption and space demands.

Schools are able to access the ESPO 272D framework contract for Multi functional devices (MFDs). Procurement Lincolnshire has specialist expertise in this field and can offer advice and support you in implementing a flexible print solution that will save you money, support the environment and offer an efficient service to your school.

Award winning, state of the art MFDs with secure print, scan to email, copy, fax and resizing capabilities as standard.

Case study 2

Energy procurement

Benefits for you

Get the best possible deal from the market without being tied into particular arrangements.

Pay rates that respond better to market price changes.

Increased control of your energy budget.

Risk managed and supported by procurement experts.

Covers electricity and gas.

Procurement Lincolnshire can support you in accessing a flexible, risk-managed ESPO framework for energy. This gives schools the flexibility to join together to boost volumes which makes a more attractive portfolio for suppliers.

Bulk fuel framework also available for central heating oil.

Buying energy flexibly supported by professional procurement expertise offers many advantages including access to falling markets where prices are going down, reduced cost of service and improved supplier performance.

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Examples of our good work– what we can do for you

Case study 3

Print and design

Benefits for you

Better rates from suppliers for your printing requirements such as prospectuses, headed paper etc.

Reduces time finding quality checked suppliers.

Removes the requirement to get competitive quotes from suppliers for core framework requirements, such as headed paper.

The framework supports the SME and local supplier agenda.

A new print and design framework will be available in May/ June 2011 which Lincolnshire schools can access. This will cover print and design requirements. 5 print lots will be available and the various lots will cover a range of external print requirements e.g. prospectuses, headed stationery etc. The design lot will range in nature from creative concepts though to leaflets, posters etc.

Sessions will be available once the framework is let to help you understand how the framework can work and to meet some of the successful suppliers to look at some of their work.

Case study 4

Procurement cards

Benefits for you

Allows you to buy online.

Reduction in imprest and invoice administration.

Respond immediately to urgent purchases.

Reduces time spent on processing purchases, empowering staff and improving supplier relations.

Improved budget management and spend control.

Procurement cards can offer huge benefits to your school. They reduce time and enable you to make significant efficiency savings. They are also environmentally friendly as they rely on electronic transmissions, which significantly cuts down the use of ink and paper.

The Lincolnshire Government Procurement Card can be used to great effect in all organisations, including schools. To date, over £500,000 process savings have been made. Procurement Lincolnshire has a dedicated support team which can offer help and advice for all your procurement card queries.

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