

# COMPANY A

## Prospectus - Procurement and Management Services



**Date: June 2022**

**Version: Issued**

## Introduction

During the last few years as part of the wider devolution agenda within public services, Town and Parish Councils have taken on additional services and responsibilities for direct service delivery. Along with additional responsibilities have also seen Town and Parish Council budget responsibilities have grown to enable service delivery closer to those who will benefit from the outcomes.

To be able to deliver the broader and enhanced range of services, it placed a greater onus on Town and Parish Council's in relation to areas of compliance with public sector procurement Regulations along with increased need for transparency and accountability. The additional responsibilities can place additional challenges on such Town and Parish Councils as often they would either have limited or no exposure to delivering projects and services in line with associated Public Sector procurement such as the Public Contracts Regulations 2015.

For the last four years [REDACTED] has been providing on demand tailored procurement and commercial support to Town and Parish Councils such as yours.

## Our Services to support your needs

██████████ are well placed to support initial and ongoing needs and have experience in providing similar support to other public sector organisations. In provide professional procurement advice we help ensure the right balance of risk mitigation is taken around procurement versus commercial risks. This support offers access to our services on either a retained basis or individually commissioned in line with your needs. A model of support that you only get charged against the time spent working for you and when you directly instruct us to act on your behalf.

This affords you total control around when and what aspects you need support on and what aspects you will lead on yourselves. Specific areas where we can support and add value to you ultimately in delivery of successful procurement outcomes would be:

- Peer support on technical aspects of public sector procurement including advising on most effective procedure to undertake the tendering activity necessary and advice on sourcing different routes for market to minimise risks but maximise outcomes for your Council.
- Leading on the development of tender documentation, including development of suitable specifications, to enable your Council to conduct compliant and successful tender process(es) and maximise successful outcomes from tendering.
- Acting as broker to facilitate and run the procurement on behalf of your Council and in turn looking to maintain the accountability and auditability of the process itself.
- Helping to mitigate risks associated with tendering in respect of public sector procurement arrangements, including key areas of risk, such as evaluation and award considerations.
- Training and awareness for both officers and elected Members on Public Sector procurement.
- Bring to the table suitable supporting documentation to help frame the tender in a way that is both compliant and in a way that will maximise chances for successful outcomes from the tender exercise.
- Support as required in the evaluation aspects, both from the design around the evaluation criteria and the actual process itself, including facilitation of the evaluators and collation of the results.
- Advise on review and update of specific governance framework for your Council in respect of you contracting procedures.
- Advice on savings and efficiency opportunities aligned to your third party spend.

## How we manage performance and delivery

██████████ work with our clients to access to our services very much directed by your specific needs. We would only act on specific instructions where you feel it necessary to enlist our support.

In such situations we believe maintaining strong dialogue and engagement with our clients as being one of the keys to delivering successful outcomes and do everything possible to ensure successful delivery of the deliverables. We look to maximise the flexibility that we can offer to ensure that time and activities which we undertake are adding value to you and do not duplicating resource which your Council could otherwise undertake.

We would look to work in a sustainable way that helps to build confidence and experience within your Council and through engagement with us helps to transfer knowledge.

Were we to be engaged on specific projects to provide procurement support the overall management of the activities associated with the delivery of this proposal we would propose to provide you with the following:

- Monthly Highlight Report on actions carried out / actions planned
- Maintaining of overall programme plan
- Maintaining of overall key risks and issues log

Whether for ad hoc or specific project support, we would provide a monthly charging sheet showing billed time and associated activities against the time recorded.

In many cases our support can be provided remotely to help minimise costs such as travel time, mileage or other expenses. Where relevant additional costs are incurred these would be agreed upfront with your Council and billed at cost.

If your Council did not wish to utilise the retained option, we would always be happy discuss any needs you may have on an individual basis.

## Clients and References

██████████ have supported several organisations during the last 4 years. This support includes specific procurement consultancy support on projects, including procurement of Skate Park, Websites, Bandstand Staging, Architect and professional Services, Cleaning Services, Floral Town Centre displays, plus, catering concession arrangements. Support has also been provided in strategic procurement support including reviews of financial and governance arrangements, procurement training and advisory support to enable and empower organisations' own teams.



**PENZANCE**  
TOWN COUNCIL

**St Austell Town Council**



**FOWEY TOWN COUNCIL**



**DEVIZES ASSIZE COURT TRUST**



██████████ provided excellent support throughout our recent procurement processes and to members of the awarding panel. This specialist support was extremely valuable throughout the assessment of tenders and the contract award process.” ██████████ – Penzance Council

“We received procurement support from ██████████ on a few large projects recently and have found them to be extremely knowledgeable, professional and helpful”. ██████████ - Camborne Town Council

“As a large Town Council in Cornwall, with growing additional responsibilities as a result of devolved budgets, over the last two years we have used the professional procurement services from ██████████ to support us. The support provided has been timely, efficient and effective in helping us as a Council to advance key procurement related projects. Working to the parameters within our Financial Regulations, ██████████ have helped us to ensure that we are compliant with Procurement Regulations. This includes both support around planning our options and strategies about how we engage with suppliers and also importantly on resulting tendering. We see ██████████ as a valuable partner to complement our existing capacity and resources.” ██████████ Falmouth Town Council

“██████████ have been providing bespoke and specialist procurement advice to Newquay Town Council for a number of years. This ranges from technical queries and advice on process, to checking drafted complex tender packs and assisting with the planning, implementation and indeed evaluation and award of large intricate awards. The services and assistance they have provided have robustly stood up against scrutiny and remain invaluable to the team and thus the Council.” ██████████ - Newquay Town Council

“The Devizes Assize Court Trust has recently successfully concluded a OJEU Procurement for an architect led Design Team for its major building restoration project at the former Assize Court in Devizes Wiltshire and at the start of the process commissioned ██████████ to advise. We are please to confirm that ██████████ were invaluable to our understanding of the process. They were knowledgeable, always helpful, conscientious and provided exactly the service we needed and at the right time and we are pleased to recommend ██████████ for the work undertaken for us”. ██████████ – Devizes Assize Court Trust

“We contracted with ██████████ in February 2019 for procurement support for the lease of a café in Poltair Park, St Austell. ██████████ drafted Headline Terms, Tender Documentation and organised the Contracts Finder notifications on behalf of the Town Council. The assistance of ██████████ with this process was invaluable” ██████████ Town Clerk – St Austell Town Council

## Our team to support you



Experienced senior Strategic Manager with over 22 years direct line management experience of teams within procurement settings, key qualities being:

**Leadership** Leading recruiting / staff induction, setting objectives / priorities and reviewing performance, holding team meetings, mentoring and motivational management /training, support and welfare plus competency and disciplinary matters. Leading the strategic aspects of management, from setting service plans through to formal restructure, considerations including design of structures, development of role profiles, and engagement with key stakeholders (e.g. HR / Staff / Unions), plus management of associated budgets and application of related HR policies and procedures. Leading the development and implementation of procurement strategies, procedures, policies and guidance. Through engagement with key stakeholders

gained significant experience in leading, influencing and engaging with cross functional matrix teams as part of related change management projects – both within own organisation but also across partner organisations.

**Communications and Collaboration** Regular reporting to senior stakeholders and support on providing information on commercial audits undertaken by Internal Audit. Sitting on formal strategic decision-making boards such as the Councils Procurement Assurance Board as procurement advisor to senior stakeholders. Strong advocate around consideration of collaborative and whole-life considerations as demonstrated by my engagements as Chair of the South West Procurement Board, the Local Government Association National Advisory Group, plus committee member of the Devon & Cornwall CIP (Chartered Institute of Procurement & Supplier) branch.

**Purchasing and supply** Delivering individual Official Journal of European Union (OJEU) tenders, plus directed and managed a Category Team in the delivery of a diverse portfolio of procurement activity. This has included end-to-end activity from both engagement with commissioners, the tendering process through to the strategic aspects of contract management and supplier relations. Responsible for a team delivering in excess of £2.5m per annum non-pay savings and efficiency from procurement and commercial activity, which included the need to both understand and maintain an ongoing knowledge of the related supply chain and market considerations, but also the engagement on the strategic contract management of key and priority contracts. In this role also provided regular advice for team on procurement and commercial matters where direction was required, including direct engagement and negotiations with suppliers and key stakeholders.

**Challenge** Dealing with a high workload coupled with a host of daily challenges as can be expected within a large, political and dynamic organisation such as Cornwall Council. Member of the Commercial Services strategic management team reporting progress against my overall team objectives against the wider service objectives. Developing annual services plans for the overall services considering senior stakeholder expectations, corporate objectives and Council's Commercial Strategy plus regular monitoring and reporting on performance against the objectives. Leading on dealing with complaints and ad hoc queries like Freedom of Information FOI's, all within tight and demanding timeframes.

Accomplished and technically sophisticated professional with more than 21 years' experience managing customer, supplier and strategic partner relationships and balancing these with the needs of the organisation to deliver win/win outcomes. A strong and capable team player, Sarah leads by example and always look for opportunities to develop and coach teams, to achieve optimal outcomes for my organisation.

Always striving to grow and improve performance, confident enough to regularly review performance through self-reflection, peer-to-peer feedback, and continuing professional development.

#### **Highlights of Expertise**

- Strategic Supplier Relationship Management
- Communication and Presentations
- Budgeting & Forecasting
- Team Building & Leadership
- Commercial and Public Sector Procurements
- Experience and knowledge of Local Government
- Staff Development and Mentoring
- Conflict Management and Resolution

#### ***Additional Experience & Skills***

- IT Procurement | Commercial Frameworks | Software and Licensing | Infrastructure
- Finance Bids | Tendering | Budgets | Contract Negotiation | Renewal and Termination
- Leadership | People Management | Mentoring | Coaching | Skills Development | Training

#### ***Stakeholder Management***

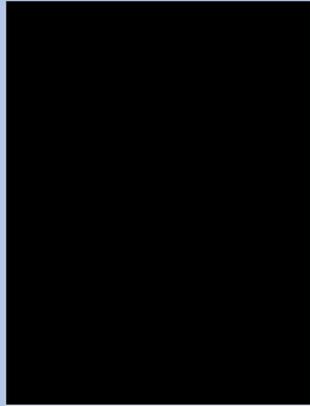
Highly organised, with well-developed communication, negotiation and influencing skills. A methodical and clear strategic thinker, Sarah bring a calm, creative and effective approach to solving whatever issues faced and has an excellent record of delivering successful outcomes that exceed targets and expectations. Expert ability to manage competing demands and build relationships with customers, partners, stakeholders, and suppliers that result in achieving challenging and transformative commercial goals.

#### ***Extensive Public Procurement knowledge***

Extensive experience in the public sector and, more recently, commercial role has enabled the development of expertise in all aspects of procurement. In addition to Chartered MCIPS status, Sarah has demonstrable skills in quickly acquiring a deep understanding of the commercial considerations around new technologies and enterprises e end outcomes.

More information can also be found [\[redacted\]](#)

██████████ – Associate - (HNC Business Studies)



██████████ has extensive experience spanning 35 years, supporting senior managers. Recent support has been providing solutions and guidance with all aspects of organisational redesign and project work in a variety of organisations, including local government and the charity sector, as well as an associate for a company who supports organisations through organisation change management and individuals with career coaching.

Previous roles in the public sector have included supporting senior managers as Personal Assistant providing high-level administrative support at Director and Deputy Chief Executive levels.

██████████ excellent organisational skills lend themselves well in all aspects of project management and in particular dealing with a high-volume workload, multi-tasking and ensuring deadlines are met. ██████████ has excellent communication skills and easily engages with anyone at any level in an organisation and enjoys areas of work relating to stakeholder engagement and ensuring everyone is part of the end outcomes.

**Project Management** Highly skilled in all aspects of project management from concept to delivery.

**Mentoring/Managing People** Training, supporting and managing staff and clients in positions throughout career.

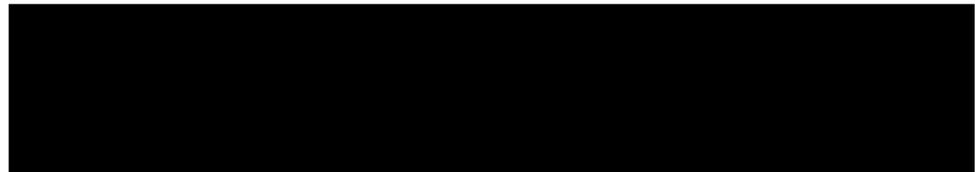
**Communication** Excellent communication skills, in all areas, face to face and written.

**Solutions Focused** Dealing with high volume workload, multi-tasking, continually prioritising within large public sector organisations.

**Stakeholder engagement within large dynamic organisations** Experienced in engaging with key stakeholders across a range of disciplines and topics in large, complex and dynamic organisations, to deliver successful outcomes.

**Discretion and Confidentiality** Dealing with a range of confidential information from financial, to confidential organisational decisions, and sensitive matters of patient confidentiality, on IT Systems, plus as part of information presented at meetings/face to face discussions. A natural ability to deal with issues sensitively and in a confidential manner.

If you would like to find out more, please let us know:



██████████ a Friend and Supporter of homeless Charity



<https://shekinah.co.uk/support-us/friends-of-shekinah/>