

666 Procurement

Our “devil” of a procurement service; An Omen of success

Provision of an efficient and effective procurement service – two stage plan

Stage 1: Procurement Document Drafting Outcome: A standard suite of tender documents for you

Impart links will work with you, on a live procurement process, to:

Scope procurement strategy, requirements, needs and budgets;

Draft a suite of documents for desktop review:

- Invitation to Tender
- Handbook (Preliminaries)
- Suitability Assessment Questionnaire and questions
- Electronic pricing tool

“Bench test” each document around the table with key members of your team; amend them and sign-off, so that they meet your specific needs, processes and requirements.

Stage 2: Procurement of one contract Outcome: A fully managed procurement process to award

Impart links will then manage a single or two stage, below or above threshold procurement process, with you, including:

- Issuing notices
- Issuing documentation direct to contractors or to you for portal upload
- Recording and tracking all expressions of interest and returns
- Responding to queries
- Provision of electronic evaluation tools
- Evaluating standard suitability assessment questions
- Evaluating price
- Facilitating the evaluation of bespoke quality questions
- Providing a tender report, recommendation and evaluation audit trail
- Issuing award and unsuccessful notices and letters including provision of feedback

After Stage 2, you can procure more contracts for a single fixed fee

The next procurement and the next.....

Outcome: Ongoing procurement of contracts to award at a reduced fixed fee

We will work with you to:

- Scope a procurement strategy, requirements, needs and budgets as before
- Amend the **Stage 1** documents to suit
- Manage **Stage 2** procurement process as described

Impart links fixed fees:

Stage 1 £6,000	Stage 2 £6,000	The next procurement £6,000	and	The next procurement £6,000	and so on.....
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What’s not included? VAT or travel at 55 pence per mile; Drafting of specifications (we can do this if required); Measured/ condition surveys (we can do this if required); Complex or multi-lot procurement (we can do this if required); We assume that you will provide key client budget, and asset data and quantum; We assume that document amendments will be proportionate and reasonable each time the procurement process is engaged; We assume that document development involves drafting, joint review, amendments and sign-off.

Impart links have significant experience in below and above EU threshold procurement. For more information of if you would like to discuss offering, please contact:

Dave Sillitoe – Associate Director Ph: 01905 767607; Mobile: 07791 617867

Email: d.sillitoe@impartlinks.com www.impartlinks.com