

Procurement



We are a highly experienced and commercially focused team offering a range of purchasing and support services, from advice and guidance through to letting complex contracts, ensuring compliance and best practice.

What we offer

- Impartial procurement advice and guidance from professionally qualified buyers with many years of experience.
- Access to a wide range of contracts for products and services.
- Running tenders from advice on writing a specification to designing the tender documents, to supporting the evaluation of tenders and the writing of contracts.
- Advice on legal compliance.
- Advice on how to select suppliers or recommend suppliers that have been vetted by the Council.
- Involvement in contract negotiations with advice on how to negotiate and lead on behalf of academies.

Benefits to your school

- ▶ An assured source of procurement related advice which will contribute to maintained schools exposure to and management of commercial and legal risk.
- ▶ In depth knowledge of the sector and how to access the market.
- ▶ Prices for bought goods and services which ensure best value.
- ▶ Specialist officers with the appropriate levels of training and support.
- ▶ Training support for maintained school staff involved in procurement through either on the job involvement or training courses.



**Clare Winter – Group Manager
Procurement**

Tel: 0115 977 2619

Email: clare.winter@nottsc.gov.uk

Our pledge

We are open from 8.30am-4.30pm Monday to Friday. All requests will be acknowledged within 48 hours of receipt and agreed work started to a mutually acceptable timescale.