

Procurement Management

How to achieve best value with Tenet's sustainable procurement management service

Constant pressure on education establishments to achieve best value, including reducing operational costs, has led to an increasing use of purchasing consortia, framework agreements, bundled services, facilities management contracts and where appropriate, shared services.

This ever growing list of alternative, and at times complex range of procurement options, has in turn resulted in more and more colleges creating specialist Procurement Manager and/or Procurement Officer posts. However, finding personnel with the appropriate level of expertise, at an affordable cost, is proving to be a challenge in itself.

It is for this reason that, after in depth discussions with over 40 colleges and schools, Tenet has introduced its Procurement Management service.

The service draws on Tenet's considerable experience in reviewing, benchmarking and tendering of education sector supplies and services and offers a flexible, individually tailored and cost effective solution.

Furthermore, as sustainability becomes a key driver for schools, colleges and universities, Tenet also provides the level of expertise to enable sustainability to be embedded within the whole procurement process - from vetting suppliers business practices through to purchasing environmentally ethical goods and services - without prohibitive cost implications

Operating as a Sustainable Procurement Hub,

Tenet offers a menu of services from which clients can select the elements which suit specific needs. The actual service cost, will be identified and agreed following initial meetings between Tenet and client representatives, with **Tenet guaranteeing that savings will exceed its costs over a three year contract period.**

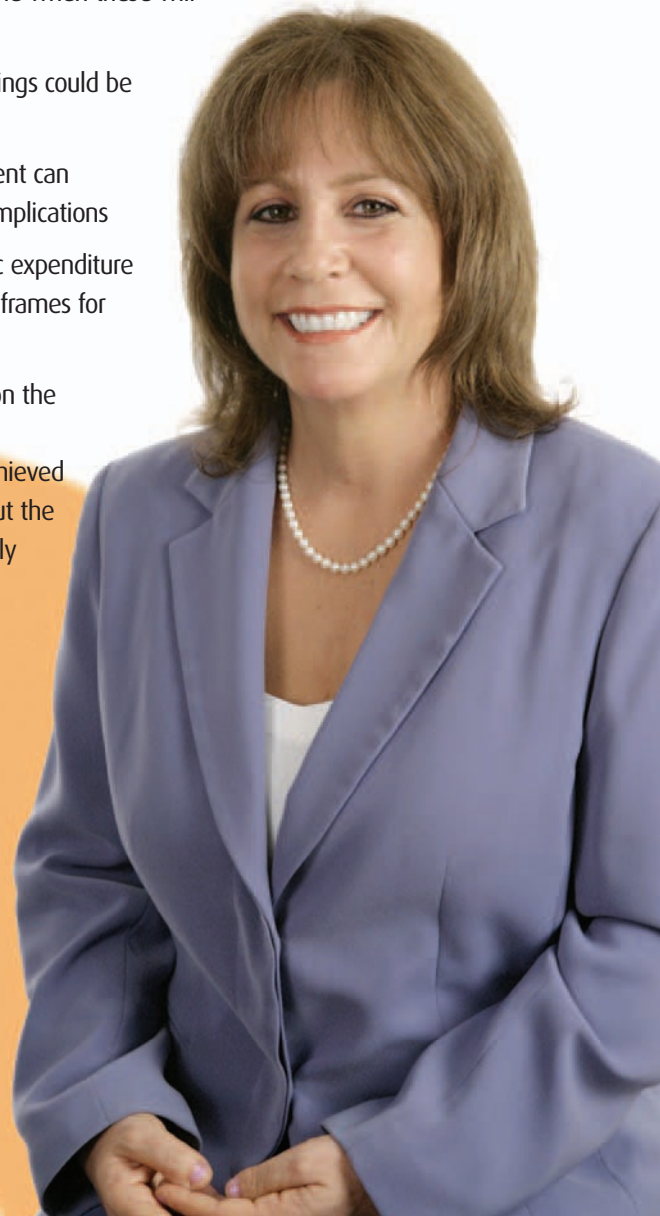
The service will include:

Review and Audit

Within the first three months, Tenet will interrogate the client's procurement systems, contracts and areas of significant expenditure and:

- Identify procurement system changes that are required and agree how and when these will be introduced
- Ascertain areas where savings could be achieved
- Examine where procurement can minimise environmental implications
- Propose and agree realistic expenditure reduction targets and timeframes for achieving these

Ongoing audits and checks on the procurement system, our performance and savings achieved will be carried out throughout the contract period, with quarterly reports being produced for discussion with client representatives.



Procurement Management continued

A bespoke procurement management service that guarantees savings

Procurement Management

Over the remaining contract period, Tenet will:

- Initiate, negotiate and award contracts
- Manage the entire tender/purchasing process ensuring all EU and client directives and procedures are adhered to and that the processes are transparent and auditable
- Identify sources of supply and rationalise the supplier database whilst taking into account the clients sustainability, environmental, health and safety etc. policies
- Embed sustainable practice within the procurement process
- Investigate and discuss with interested parties the possibility of introducing shared services
- Monitor the performance of contractors throughout their contract term, using Service Level Agreements and Key Performance Indicators
- Liaise with client managers and other staff to identify their requirements and to raise their awareness for the need to achieve best value
- Provide advice and training to any client procurement staff under Tenet's control

The service can be provided at two different levels, which are:

Tenet Managed Service

Tenet will allocate to each contract a named, experienced Procurement Manager and named experienced Procurement Administrator, both of whom will be full time employees of Tenet. In addition, these staff will be backed up by their equivalents who are working on similar contracts and be supported by Tenet's general office staff. This will ensure that the appropriate level of expertise is always available.

At this level, it is envisaged the client's existing Procurement Officer(s) will assist Tenet staff in some or all of the following:

- Obtaining and compiling various data/information
- Controlling the supplier databases
- Tender processes
- Monitoring contractor performance
- Checking that the internal procurement system is being adhered to

Tenet Outsourced Service

The second option will include the same service as detailed above, but none of the client's staff will be used to assist in the procurement process. Therefore, Tenet will add a further Procurement Administrator to the team, who will be based on the client's site 2 to 3 days a week.

Depending on the level of service selected, you can be assured of the following benefits:

- The removal of any cost exposure in respect of the employment of a Procurement Officer and/or Procurement Manager
- An enhanced level and amount of support and cover to the procurement staff
- A commitment to only an initial three year contract, at the end of which the service can be discontinued with no further costs being incurred

If you would like to discuss the service in greater detail and how it could be tailored to meet your specific requirements please do not hesitate to contact us.

