

Contracting

The contracting team provide an important and vital role within SHPS, their main role is to:

- Source requirements by obtaining quotes or tenders to generate supplier contracts.
- Ensure the Trust's SFI's and Legal EU Procurement directives are adhered to for all procurement projects.
- Run Quotes, local and fully OJEU Compliant tenders.
 - (1) Quotes:- values £20K+ timescale 1-2 weeks (unless URGENT prioritisation MUST be agreed with Care group Business Manager and Finance lead)
 - (2) Quotes:- value £50K+ timescale 2-4 weeks
 - (3) Local Tenders:- various values timescale 1-3 months depending on complexity
 - (4) OJEU Tenders restricted 6-8 months, Competitive dialogue 8-12 months in line with EU timescales
- Negotiate contracts with suppliers.
- Provide day to day procurement advice to all departments.
- Supplier Management including QBR with key suppliers
- Work with departments to identify and deliver annual CIP projects.
- Validate and monitor CIP savings with individual departments and finance in line with budgets.
- Support the sustainability agenda by adhering to the Sustainable Procurement Policy.
- Support the IG requirements for all procured contracts.
- Generate annual work plans to meet savings targets and contract compliance
- Work with SHPS Operations Team

All in line with the respect trusts SFI's and the Public Contract regulations 2015.

Stakeholder/Department Responsibilities

- Inform the procurement contract team of all new projects or major purchased at the earliest possible stage to ensure the appropriate procurement process is followed.
- Adhere to the Trust SFI's at all times.
- Support the Tender and quote process.
- Support all CIP schemes and agreed timelines.
- Sign off Saving validation forms within 48 hours of issue
- Attend regular meetings with procurement as and when required.