

# thirteen

## Managing and building homes

The Procurement Team provides a fully inclusive range of services to the Group and aims to provide expert advice and support with any contracting or procurement activity.

The services delivered by the Procurement Team are outlined below;

The Procurement Team:

- Maintains a strategic overview of all procurement activity ensuring that contracts and purchasing arrangements are carried out in line with legal requirements and the Groups policies and procedures.
- Provides advice and guidance on all aspects of the Groups contractual procedures, including standing orders, financial regulations and Thirteens procurement strategy, undertaking liaison as necessary to keep clients and service groups fully informed on contracting arrangements undertaken on their behalf.
- Advises on, develops and prepares tender and contract documentation that combines best practice with service requirements and customer expectation.
- Completes contractor/service provider appraisals, tender evaluation and contract negotiations.
- Advises on and reviews any reports that relate to procurement issues, identifying any procedures necessary for their proper management and authorisation.
- Completes reviews and investigations on contracting and purchasing activity undertaken in the provision of any services.
- Provides training on contractual procedures and other relevant topics.
- Provides a contact point and communication link for managers and service groups for corporate activity on contracting.
- Produces procedural and best practice notes on procurement.
- Provides consultancy/expert service on contractual issues and disputes.

The Structure of the Thirteen Procurement team is as follows:

