



# Better Schools Project Services

# Managed Supplier

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## 1. Finding a Supplier

We make finding a top quality vetted supplier easy. Your account manager will work through every step of your project to make sure we find the perfect supplier for your job.

## 2. Quotation

- Full quote for the project from a fully vetted supplier.
- Site visits organised where necessary.
- Supplier fully vetted.

## 3. Project setup

- Terms are agreed for the work (Dates, times and payment schedules).
- Management of all communication between school and supplier until all points agreed.

## 4. During the project

- Ensure that the project plan is followed.
- Work on any issues that arise during the project.
- Snagging and payment process managed to ensure that the project reaches a successful conclusion.
- The project is signed off.

## 5. Aftercare

- Unlimited aftercare to help resolve issues that emerge after the project is completed.

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## Cost

The suppliers pay Better Schools Project a management fee for providing the work and also helping to manage the project, so there is no cost to the school. Suppliers are happy to do this because it allows them access to our large market of schools and our help managing the project saves them time and money.

# Tender Process

Our detailed tendering process has been developed to ensure that schools appoint the best supplier for the best price while ensuring best value principles are met.

## 1. Specification

We help you develop a specification which covers in detail what is required from contractors on your project. This includes a detailed technical specification, timeframes, budget and supplier requirements. The weighted selection criteria will be agreed at this stage which allows you to quantify the quotes and help you choose the best supplier.

## 2. Invitation to Tender

Invitation to Tender letters are drafted which can be sent to potential tenderers; these letters are designed to give the contractors a clear overview of the job and ensure they prioritise your job.

## 3. Ensuring High-Quality Tenders

We manage the site visits and quotations to ensure that the quotes are delivered on-time, answer the specification and can easily be compared.

## 4. Decision making

Our pre-agreed weighted selection criteria will help you make the most informed possible decision and give confidence to stakeholders that a fair, transparent and best value process has been undertaken.

## 5. Aftercare

From choosing the winning supplier to the beginning of the project, we are here to help you make sure everything is lined up to kick off the project successfully

### Cost

The cost for a Tender Process is:

**Up to £50,000 - £450**

**£50,000 - £100,000 - £950**

**Over £100,000 (Non EU)- £1450**

# Snapshot of Services

|  | <i>Managed Supplier</i> | <i>Tender Process</i> | <i>Tender Process inc<br/>Managed Suppliers</i> |
|--|-------------------------|-----------------------|---|
| Access to BSP vetted suppliers             | ✓                       |                       | ✓   |
| Full supplier documentation                | ✓                       |                       | ✓   |
| Full quote                                 | ✓                       |                       | ✓   |
| Site visit arranged where required         | ✓                       |                       | ✓   |
| Quote negotiation/queries managed          | ✓                       |                       | ✓   |
| Ensure project plan is followed            | ✓                       |                       | ✓   |
| Sign off work schedule                     | ✓                       |                       | ✓   |
| Manage snagging                            | ✓                       |                       | ✓   |
| Sign off payment schedule                  | ✓                       |                       | ✓   |
| Sign off project and instigate payment     | ✓                       |                       | ✓   |
| Aftercare once project signed off          | ✓                       |                       | ✓   |
| Full specification                         |                         | ✓                     | ✓   |
| Weighted selection criteria                |                         | ✓                     | ✓   |
| Invitation to tender document              |                         | ✓                     | ✓   |
| Managing schedule of site visits           |                         | ✓                     | ✓   |
| Managing all supplier and school questions |                         | ✓                     | ✓   |
| Collating and delivering quotes            |                         | ✓                     | ✓   |
| Quote explanation and comparison           |                         | ✓                     | ✓   |
| Project setup                              |                         | ✓                     | ✓   |



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