



NEPRO ● The neutral vendor solution for consultancy, professional services and interims. We engage and manage suppliers on behalf of public and third sector organisations across the UK to meet our clients' requirements.

Managing your consultancy, professional services and interim requirements

NEPRO ● We enable our clients to access a range of professional services providers with ease and speed. Our team understands the financial climate that you face and necessary change for you to: design, shape and implement new ways of working; continue to meet the needs of your customers; work more collaboratively with others and bring about a more commercial approach to your service delivery. We also believe in the principle that you should use your own internal teams and talent to bring about change, however, there are times when you simply don't have the capacity or necessary skills in-house. We're here to help you.



Driving value for money for our clients

Benefits to you

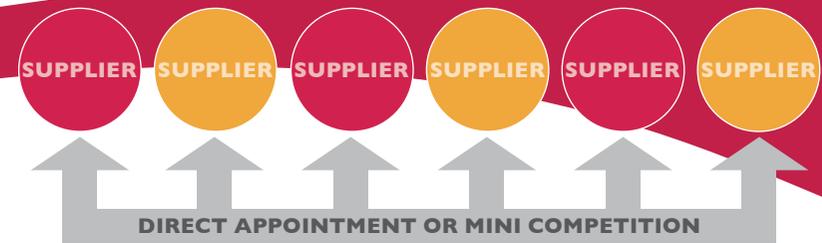
- Efficient and OJEU compliant* process for bringing in external support.
- We ensure you get best value.
- You only pay for suppliers on delivery and performance.
- The process stands up to scrutiny. From development of the business case, approvals, performance of the chosen supplier – each step is auditable.
- There is no administrative input needed from you – we manage everything on your behalf.
- You have the option to do a direct call-off or mini-competition.
- We provide dedicated support to enable you to get the service you need quickly.

*The neutral vendor service was set up in September 2011 by the North East Procurement Organisation (NEPO) for a four year term. It is open for use by all NEPO member and associate member organisations. Any public sector body can become an associate member for a nominal fee. To find out more, contact NEPO on 0191 433 5940.

NEPRO ● As a single route for all your consultancy, professional services and specialist interim requirements, you benefit from a clear, consistent and a transparent process with the ability to easily report on a single category of spend.

-  Quotations – approved suppliers
-  Direct Appointment
-  Framework
-  Dynamic Purchasing System
-  OJEU

A consistent, transparent way of buying consultancy, professional services and interims

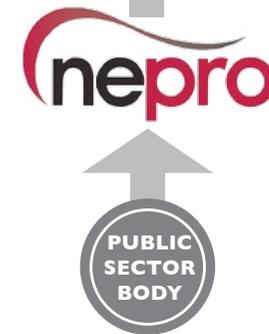


Typically public sector organisations procure consultants, professional services and interims using a variety of different routes such as: direct appointments, quotations, dynamic purchasing systems; frameworks and OJEU.

This can result in hundreds of individual procurements and a myriad of contractual and invoicing arrangements. Keeping track of overall spend and the outcomes delivered can be very challenging.

NEPRO provide an alternative and simple solution. As a neutral vendor, we manage all consultancy, professional services and interim requirements on behalf of our clients. They have the choice of route i.e. direct appointment or mini competition and we manage the contracts and invoices with all of their appointed suppliers.

Clients have one contract and one consolidated monthly invoice – reducing



risk, time and effort. Monthly management information also enables timely reporting ensuring oversight and control of spend.

NEPRO ● The service is designed specifically for public and third sector organisations to buy specialist professional services across a broad range of categories. If you have a particular requirement not listed, then do contact our team.

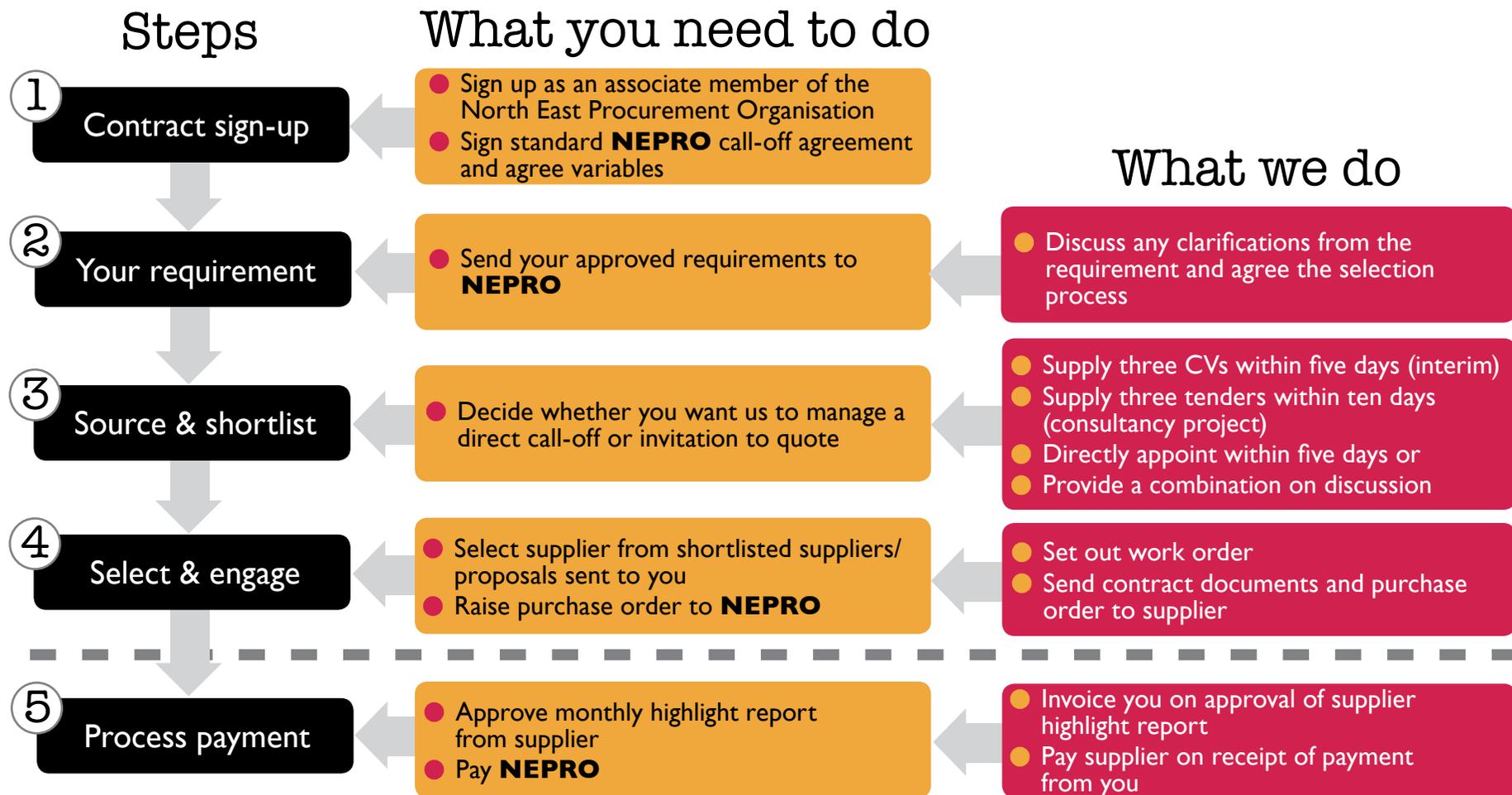


Buying from a broad range of services

- Finance, audit and accounting
- Asset management and delivery
- Facilities management
- Construction, design and engineering
- Regeneration
- Environment, sustainability and waste
- Community and housing
- Education and learning
- Information, communication technology (ICT)
- Highways and transport
- Marketing, media and public relations
- Social care (adults and children)
- Health and wellbeing
- Leisure, culture and heritage
- Health professionals
- Safeguarding
- Environmental health and consumer protection
- Translation and interpretation services
- Planning and development control
- Organisational advice and support
- Training

How we meet your needs

NEPRO ● The end-to-end process for meeting your requirement is simple, with four steps to go through before your supplier is ready to start their assignment.



Finding the right solution for you

At the outset

Our Service Manager will contact you to discuss any clarifications from the requirement and agree the selection process. For example:

- If your requirement is for a specialist consultancy, you may wish to invite the shortlisted suppliers to meet with you and present their approach and credentials; we will arrange this with you.
- If your requirement is for an interim, you may wish to organise an interview panel. If required, we will assist you in putting together the panel and arrange the interview.

Whatever you choose, we are happy to manage the process on your behalf.

Selecting the supplier

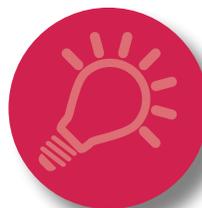
When you have selected the supplier, we will process all of the necessary documentation and provide a supplier briefing pack so that the supplier fully understands the role and comes prepared to carry out the required assignment for you. The briefing pack will cover:

- Overview of your organisation
- Directions to their place of assignment
- Dress and professional code
- Health and safety requirements

What you can be assured of before a supplier begins an assignment

We will fully pre-screen all suppliers before their engagement commences. This will include:

- Two written references (one of which will be the most recent client).
- Proof of right to work documentation.
- A copy of the company certificate of incorporation and professional indemnity insurance.
- Contractual signed paperwork in place with the supplier which back-to-backs with the call-off agreement between your organisation and **NEPRO**.



What are the options for using our service?

There are three ways of using **NEPRO** for sourcing your consultancy, professional services and specialist interim needs:

1. Ad-hoc requirements

2. Whole department or directorate take-up (this can also be approached by category area e.g. design, construction and engineering)

3. Whole organisation take-up

Ad-hoc requirements

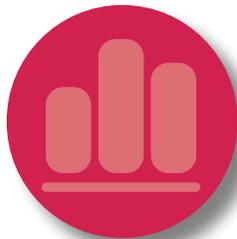
Any member or associate member of NEPO can place their requirements for specialist professional services with us.

Whole department or directorate take-up

Some organisations opt to have a consistent and coordinated approach for all external resources across a directorate or category area such as construction, design and engineering. We will work with you to develop and deliver a change in the way you work to ensure consistent policies and procedures, embed these into the department, ensure all stakeholders are engaged. We then on-board suitable existing suppliers and, if required, automate the whole process using our specifically designed online tool which manages the end-to-end process and provides transparency and real-time reporting on all projects involving external resource.

Whole organisation take-up

We also offer those organisations wanting an organisation-wide approach to mandating and procuring of external specialist professional services a fully supported implementation. This provides consistency across the whole organisation and a fully-auditable system for tracking spend on external resource and the outputs and benefits delivered. This is particularly effective for tracking return on investment and enabling efficient management reporting as well as dealing with FOI enquiries and scrutiny.



Working together

Currently working with:

- Aylesbury Vale District Council
- Blackburn with Darwen Council
- Cardiff City Council
- Central Bedfordshire Council
- Cumbria County Council
- Dorset County Council
- Durham County Council
- East Lindsey District Council
- Herefordshire Council
- Homes and Communities Agency
- Liverpool City Council
- Local Government Association
- London Borough of Havering
- Middlesbrough Council
- Northumberland County Council
- Redcar & Cleveland Borough Council
- Sheffield City Council
- Stockton on Tees Borough Council
- West Lindsey District Council
- West Sussex County Council



Contact us

If you would like to discuss the possible options with one of our team then please contact us:

☎ **0191 300 1410**

@ **tellmemore@nepro.org.uk**

🌐 **www.nepro.org.uk**

in **NEPRO Limited on LinkedIn**

