



# PROCUREMENT OFFICE

**Your expert Procurement Back Office Support Service  
delivered by a specialist team of experienced procurement professionals.**

## Providing Solutions & Efficiency

We're here to assist you with creating efficiency in your procurement function. We offer a specialised service where our experienced team of procurement professionals can become your Procurement Back Office, ensuring contract governance is established in accordance with the contract terms.

You can benefit by using our team to conduct strategic evaluations your council's procurement processes and supplier management functions. Through these assessments, we can propose and implement enhancements that promote sustainability and efficiency.

You can trust our team to serve as a reliable back office to deliver impactful solutions that drive efficiency and sustainability across your procurement operations.

## Procurement Service Support

Our services can be tailored to suit your specific council requirements. Whether it's supporting the procurement function with additional skilled professionals or delivering a major project, we'll work with you to find a solution.

These are just some of the areas we can support your procurement function as your back office:

- Strategy and Planning.
- Analysis, Assurance and Risk Management.
- Procure to Pay (purchasing).
- Strategic Sourcing (managed tenders).
- Contract Management.
- Service Delivery Plans.
- Supplier Strategy and Commercial Management.
- Policy, Procedure, and Template Development.

# Three Pillar Principles

Peak delivers tailored advisory services under the framework of our three-pillar principles. These pillars serve as guiding principles to the probity service we deliver. We will always strive to achieve client centric outcomes and these pillars offer you certainty in the kind of service you receive.



## Flexibility

We respond with seamless agility to your evolving business requirements, project timeframes and availability. Our model is to flexibly partner with you; meeting your ad hoc advice/service requests is part of the solution.



## Confidentiality

We maintain the strictest confidentiality and security of information and materials with systems suited for this purpose.



## Effectiveness

We offer a methodology that promotes consistency and transparency of the process. Our approach provides a high level of reassurance to the client and instils confidence concerning the integrity of decisions.

## Retainer Options

Engaging our staff as the procurement back office for your entire organisation immediately establishes business continuity for the procurement function. Staff shortages and skill gaps will no longer be an issue because we have the ability to deliver immediate support with our team of expert council procurement professionals.

10 hours / per week

15 hours / per week

20 hours / per week

## Education

We've developed a vast range of articles and information documents on our website. If you're interested in reading more about procurement, some of the following informative articles may be relevant to you.

READ MORE



### Using a procurement framework to ensure consistency and compliance.

Our framework provides an easy-to-follow process that enables transparency in accordance with legislative requirements.

READ MORE



### The value of Procurement Office Support Services (POSS)

Learn how we can become your Procurement Back Office to ensure contract governance is established in accordance with the contract terms.

READ MORE



### How well do you know your procurement spend?

Councils drive economic activity right across Queensland, spending large sums daily on goods and services. There's some simple science behind making the most of your procurement processes.

READ MORE



### Do you understand and manage procurement risk?

Risk is alive and well outside the areas where we traditionally look for (and find) it. Take council procurement for example...