

Procurement Act 2023.

Legal helpline
and other services



Find out more in
our procurement
blogs



Legal support services.

Procurement helpline

Our procurement helpline offers a flexible and responsive service, designed to support you with smaller, discrete queries. You can access the procurement retainer either through the “phone a friend” service or via email.

This service is particularly beneficial for clients who require frequent, short-term advice.

Many of our clients, including universities and academy trusts, rely on our helpline for quick resolutions to questions that can be answered within 15-20 minutes. For example, to check the transitional rules, how the procurement rules apply or to seek a quick legal view on the proposed approach to a procurement.

Within the written helpline service, which generally covers up to 1.5 hours support, we can review draft emails or check draft notices for publication, such as the new Contract Award Notice, for compliance with the new rules.

The helpline works on a flexible model where you purchase a set number of hours each month. You can designate authorised users, and any unused time rolls over to the following month - helping you make the most of your retainer. We aim to respond to queries within 4 hours, and at the end of each month, you'll receive a breakdown of usage to help identify any recurring themes.

The helpline is managed by VWV's specialist procurement team. Stephanie Rickard, head of VWV's procurement team, will be responsible for leading on the advice and would be the main point of contact.



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Template documents

When it comes to preparing essential procurement documents, particularly more complex agreements such as framework agreements and designing competitive flexible procedures, we can provide valuable assistance.

One of the key changes under the Act involves how contracting authorities must provide feedback to bidders through Assessment Summaries. Since the evaluation process and feedback are often areas of challenge, it's crucial to get this right.

Compliance check

If you've already updated your invitation to tender, terms and conditions, or procurement documents - or if this is your first procurement under the new Act - we can conduct a legal

To support you, we have developed a comprehensive legal product on Assessment Summaries. This includes guidance on who is entitled to receive an Assessment Summary, what to include in an Assessment Summary, a template document and practical examples to help guide you through the process.

compliance review. This will ensure they comply with the new rules and identify any areas of risk you may need to manage.

Training

Whilst there are a wide range of resources available on the Act, we also offer bespoke training to members of your organisation.

Whether you're looking to explain the key changes of the Act to your stakeholders or dive deeper into specific areas like running a competitive flexible procedure or conducting evaluations, our training sessions provide the expertise and insights you need.

We offer both in-person and virtual training options, with the flexibility to record sessions for your convenience. Our interactive workshops ensure your team is well-equipped to navigate the complexities of the new procurement landscape.



Other resources

Throughout the lead up to the implementation of the Act, the VWV procurement team has been producing a ranges of resources to keep you up to date.

You can find a link to our procurement blogs and podcasts here.

