



RATE CARD

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PROFESSIONAL SERVICES: Rate Card May 2024

Table 1



	Head of Department	Senior Category Manager	Senior Procurement Specialist	Procurement Specialist	Senior Procurement Officer	Procurement Officer	Procurement Admin	Procurement Admin Support	External Consultant Cost
	15+ Years of Business Experience (10 years of Procurement experience)	15+ Years of Business Experience (10 years of Procurement experience)	8-10 Years of Business Experience (5 years of Procurement experience)	5-8 Years of Business Experience (3 years of Procurement experience)	3 Years Buisness Experience (2 years of Procurement Experience)	2 Years Business Experience (1 year of Procurement experience)	6 Months to 2 Years Business Experience	Graduate	From
Novo-K Indian Resource	£720	£550	£425	£360	£285	£195	£145	£100	£500
Novo-K UK Resource	£1,550	£1,050	£660	£510	£425	£350	£275	£225	£750

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Table 2



SL Number	Item	Description	Cost
1	BuyingStation	BuyingStation is Novo-Ks user friendly, cost effective, SAAS Procurement offering. It streamlines procurement processes, delivering savings and increased efficiencies through a centralised platform	Monthly Subscription - £649 Annual Subscription - £599 Subject to a minimum 12-month contract Price excl VAT
2	BuyingStation Support Service	Partnering with Contracting Authorities, Novo-K offers a range of solutions to seamlessly onboard new users onto the BuyingStation platform	Based on available options in table 3. Price excl VAT
3	Procurement Review and Diagnostics	Novo-K specialises in empowering contracting authorities to enhance their procurement practices and benchmark against peers for improved efficiency. With a track record of delivering procurement solutions across various sectors, including non-profits, public sector bodies, and commercial organisations, Novo-K brings extensive expertise to the table	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Price excl VAT
4	Procurement Toolkit	The Procurement Toolkit provides contracting authorities with a comprehensive set of tools, guidelines, and templates to effectively manage procurement, sourcing, and supply chain activities	£4995 Price excl VAT
5	Contract Management & Toolkit	Novo-K's Contract Management Solution provides contracting authorities with a streamlined approach to oversee and administer contracts efficiently and effectively	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Subject to a minimum 12-month contract Price excl VAT

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Table 2



SL Number	Item	Description	Cost
6	Third Party Onboarding and Due Diligence	Novo-K delivers this support package, utilising mixed skilled procurement resources from our global hubs. Through this service, our clients gain confidence that they are working with the right suppliers in the right way	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Subject to a minimum 12-month contract Price excl VAT
7	Novo-K Cyber+	Novo-K Cyber+ offers a comprehensive cybersecurity solution that extends beyond basic protection, empowering Contracting Authorities to fortify their supply chains against digital threats. Our team of procurement specialists conducts a meticulous analysis of cybersecurity within the supply chain and provides expert guidance on the next steps.	From £1495 a month Subject to a minimum 12-month contract Price excl VAT
8	Procurement Office Admin Support	Novo-K's Procurement Office Admin Support offers Contracting Authorities a cost-effective solution, providing part-time assistance focused on internal communication, procurement/buying support, and general guidance. Our service entails supporting and signposting internal stakeholders, addressing supplier requests, and collaborating with the finance team for a seamless transition to Accounts.	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Subject to a minimum 12-month contract Price excl VAT
9	Spend Analysis - Data Categorisation and BI Dashboards	Novo-K delves deeply into a Contract Authority's third-party expenditure related to goods and services. We begin by planning and agreeing upon a suitable taxonomy, then proceed to review a set period of supplier spend data. This involves standardising and categorising supplier spend, invoices, and transactions in accordance with the agreed taxonomy.	From £10,000 Price excl VAT
10	Spend Analysis - Opportunity Assessment	Novo-K's Opportunity Assessment offers insights and recommendations drawn from Contracting Authorities' third-party spend data and broader market analysis. This analysis can follow on from the data categorisation activity provided by Novo-K or from formatted data outputs already completed by the contracting authority.	From £10,000 Price excl VAT

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11	Low Value Tender and Tail Programme Delivery	Novo-K's Low-Value Tender offering caters to procurement processes for goods, services, or works of smaller value, conducted through competitive bidding. These tenders, typically below specified thresholds, are streamlined for efficiency, featuring simplified procedures and documentation	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Price excl VAT
12	High Value, High Risk Tender Delivery	Novo-K offers Sourcing 2 Supervision, a trademarked procurement process tailored to handle high-value, high-risk tenders with precision and integrity. Our approach, consisting of four stages—Sourcing, Selection, Signing, and Supervision—ensures fairness and transparency throughout the procurement process.	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Price excl VAT
13	IT Procurement Strategy	Novo-K leverages our expertise in IT procurement strategy to assist Contracting Authorities in crafting comprehensive IT strategies tailored to their unique needs.	Pricing as per rate card in table 1. NB. Blended day rate dependant on clients requirements Price excl VAT
14	Procurement Support Service (PR to PO)	Novo-K's team provides dedicated assistance to Contracting Authorities in refining the PR to PO process.	Based on Indian Support in Table 1. Price excl VAT

Buying Station(SAAS Platform Support)

Table 3



SL Number	Item	Description	Cost
1	Contract Locating	The Client provides Novo-K with a supplier list. Novo-K will collaborate with stakeholders and suppliers to locate Client contracts	£2525 + VAT for up to 100 contracts
2	Contract Uploading and Validating	Novo-K will upload existing Client contracts onto the BuyingStation, ensuring that all metadata fields are completed and checked	£1825 + VAT for up to a 100 contracts
3	Contract Locating, Uploading and Validating	The Client provides Novo-K with a supplier list. Novo-K will conduct an intial gap analysis to highlight missing Client Contracts. Novo-K will collaborate with stakeholders and suppliers to locate missing Client contracts. Novo-K will upload recieved contracts on to the BuyingStation, ensuring that all metadata fields are completed and checked	£4350 discounted to £4000 + VAT for up to a 100 contracts
4	Supplier Uploading	Novo-K will contact Client suppliers to signpost them to onboard directly on to the BuyingStation	£3650 + VAT for up to 200 suppliers
5	Supplier Validation	Client suppliers undergo individual review, ensuring that all necessary due diligence and compliance checks are completed	£4875 + VAT for upto 200 suppliers

Buying Station(SAAS Platform Support)

Table 3



SL Number	Item	Description	Cost
6	Supplier Onboarding	Novo-K will reach out to suppliers directly, supporting the onboarding activity including creating their BuyingStation account. After a Client supplier completes their registration, Novo-K will review their submission, ensuring that all necessary due diligence and compliance checks are completed	£5950 + VAT for upto 200 suppliers
7	User Creation (up to 50)	Novo-K will configure all necessary accounts for the client, including the entire procurement team and internal stakeholders. Additionally, Novo-K will ensure that permissions are accurately configured for each user type	£550 + VAT
8	Induction and Training for Staff (per 3 hour session)	Novo-K will conduct training sessions for all users from the company to introduce them to Buying Station and address any queries they might have. These sessions will be conducted through the client account, featuring the appropriate branding and setup	£425 + VAT
9	Client Branding	Novo-K will customise the client's Buying Station account to align with their company brand. This involves obtaining the primary hex code for the background colour and a high-quality version of their logo	£275 + VAT