



CLARITY



CONTROL



CONFIDENCE

NOVO

PROCUREMENT SOLUTIONS



WHO WE ARE

Novo-K was established in 2015, with the ambition to redefine the approach to procurement and challenge traditional consultancies and outsourcing models through embedding procurement expertise and capability into our client organisations.

From global hubs, our multi-skilled team, using our proven methodologies, deliver cost transformation, supply chain resilience and supply chain ESG commitments.

Novo-K has a track record of success delivering for global clients working across multiple sectors including financial services, elite sport, energy, venture capitalists, private equity, government and not-for-profit.

Our services have delivered:



Company-wide procurement adoption **increased by**

100%



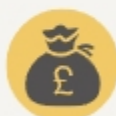
High-level risks **reduced by**

85%



Current spend under management

£1.5Bn



Up to

15%

savings on Cap Ex



8%

savings on Professional Services



Up to

20%

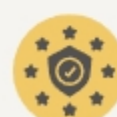
savings identified through spend analysis



Up to

10%

savings on IT spend



Supply base compliance **improved by**

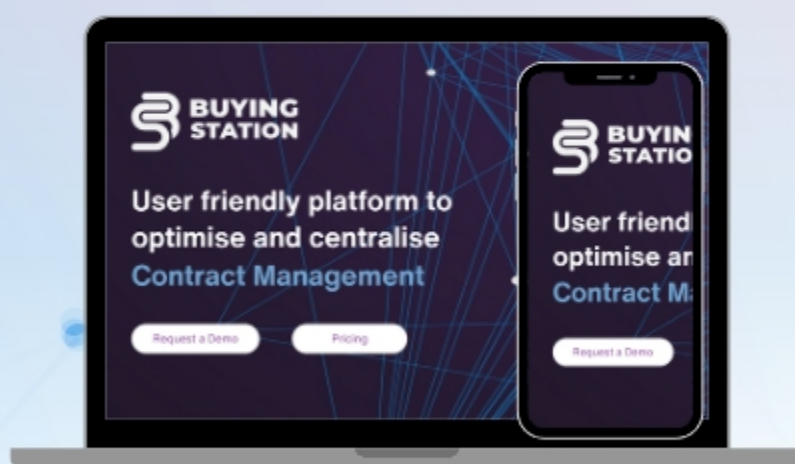
75%

OUR SERVICES

BuyingStation

BuyingStation is Novo-K's user friendly, cost effective SAAS Procurement solution. Whether integrated into a comprehensive procurement managed solution or used as a stand-alone product, BuyingStation, streamlines procurement processes, delivering savings and increased efficiencies.

An all-in-one tool combines Contract Management, Supplier Onboarding, Project Pipeline, Spend Tracking and the ability to build Quotations and Tenders using AI. BuyingStation provides increased Clarity over supplier spend, better Control of procurement activity; providing Confidence Contracting Authorities are working with the right suppliers in the right way.



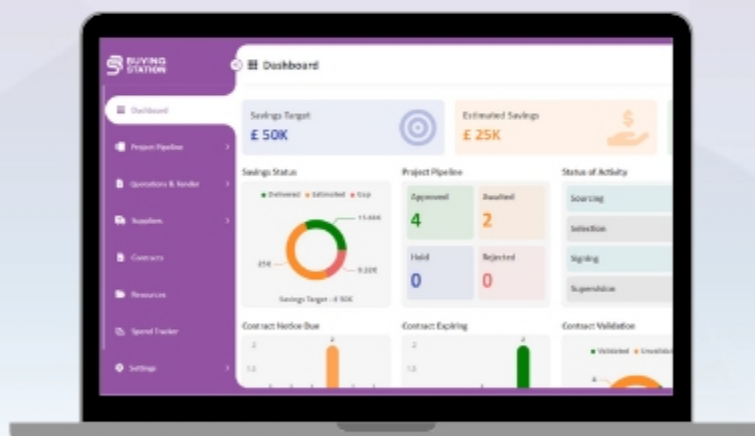
OPTIMISE AND CENTRALISE

- ▶ CONTRACT MANAGEMENT
- ▶ SUPPLIER MANAGEMENT
- ▶ PROJECT PIPELINE
- ▶ QUOTATIONS & TENDERS

BuyingStation Support Services

Partnering with Contracting Authorities, Novo-K offers a range of solutions to seamlessly onboard new users onto the BuyingStation platform. Starting with platform setup, we provide configuration services including branding and user permissions setup, complemented by an induction training session for users.

For Suppliers and Contracts, Novo-K collaborates closely with stakeholders to facilitate the upload of data on behalf of the Contracting Authority, ensuring their BuyingStation account is ready for immediate use upon initial login. If opted for, suppliers and contracts undergo a rigorous review and validation process to guarantee their suitability for client use. This involves active communication with key stakeholders and/or suppliers.



SUPPORT SERVICES

- ▶ User On-Bording
- ▶ Platform Setup
- ▶ Configuration Services
- ▶ Training Sessions
- ▶ Data Management
- ▶ Supplier/Contract Verification

Procurement Review and Diagnostic

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. Our deep understanding of the public sector uniquely positions us to guide Contracting Authorities through a comprehensive assessment, offering valuable insights into current practices and areas for improvement. Through a meticulous three-stage process typically spanning six weeks, Novo-K conducts thorough internal research and external benchmarking, providing Contracting Authorities with a clear understanding of their procurement landscape. Our final report includes a comprehensive review dashboard, benchmarking results, conclusive insights, and actionable recommendations, empowering Contracting Authorities to enhance transparency, bolster stakeholder confidence and optimise fund allocation.

Procurement Tool Kit

The Procurement Toolkit provides Contracting Authorities with a comprehensive set of tools, guidelines, and templates to effectively manage procurement, sourcing, and supply chain activities. Beginning with a half-day kick-off meeting, Novo-K engages with key stakeholders to understand the contracting authority's procurement/buying activities and behaviours. From there, Novo-K develops a robust procurement policy outlining guidelines, thresholds and procedures for internal budget holders and buyers when acquiring goods, services, or works. This includes providing a Supplier Minimum Requirements document aligned with the authority's values to assess the capabilities, reliability, and compliance of suppliers. Additionally, Novo-K constructs tender documentation, scoring templates, and guidelines to direct budget holders and buyers in soliciting quotations, proposals, or competitive bids.

Contract Management & Tool Kit

Novo-K's Contract Management Solution provides Contracting Authorities with a streamlined approach to oversee and administer contracts efficiently and effectively. Drawing on our expertise, we conduct a thorough review of your current landscape, identifying suppliers and initiating the construction of a Project Pipeline to address any gaps. Our tailored toolkit equips your organisation with essential documents for seamless contract management, while comprehensive training ensures ongoing monitoring and compliance. With regular support to navigate adjustments and mitigate potential risks, Novo-K empowers Contracting Authorities to manage contracts with precision and confidence, ensuring the fulfilment of agreed-upon terms and conditions throughout the contract lifecycle.

Third Party Onboarding and Due Diligence

Novo-K provides a comprehensive support package, leveraging a blend of skilled procurement resources from our global hubs. Through this service, Contracting Authorities gain confidence in their supplier relationships, assured that they are working with the right partners in the most effective manner. Our team conducts thorough checks on suppliers' financial stability, continuously monitoring and evaluating changes in company directors and shareholders. We perform Adverse Media checks to mitigate the risk of negative publicity and legal issues, enhancing financial stability assessments. Additionally, we review and verify supporting documentation, policies, and accreditations to ensure supplier compliance with legal requirements. Our due diligence process empowers Contracting Authorities to gather essential information, address concerns, and promote transparency throughout their procurement activities.

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. This includes implementing key measures such as access controls, data encryption, regular audits, and fostering a security-aware culture. Given the increasing complexity of cyber threats, Contracting Authorities must adopt proactive measures to ensure the resilience and integrity of the global business landscape. Benefits encompass reputation management, legal compliance, risk assurance, financial security, business continuity, global connectivity, and privacy protection against unauthorised disclosure.



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. Stakeholders can confidently submit New Procurement Requests to procurement, receiving advice on the appropriate market route. We provide stakeholders with market insights to ensure better value for money. Novo-K assists stakeholders in establishing or enhancing their approved supplier list, which is curated based on adherence to Supplier Minimum Requirements. Our assessment criteria includes, but is not limited to, supplier insurance, health and safety policy, EDI policy, privacy and data protection policy, business practices, and, where applicable, modern slavery statements.

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. Using our hybrid approach, we employ both automated and manual processes to classify suppliers, ensuring a high level of accuracy. The information is provided back in an agreed format, such as Excel, along with additional BI dashboards. Novo-K offers this service as a one-off activity or with ongoing monthly or quarterly updates. This activity assists Contracting Authorities in precise budgeting by utilising historical supplier-level spending data, leading to improved budget accuracy.

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. The aim is to provide clarity and focus on buying behaviour and activity across the organisation, with detailed findings aimed at decreasing expenses and enhancing supply chain resilience. This assists Contracting Authorities in identifying missed opportunities and devising negotiation plans backed by data for improved deals, while also safeguarding their organisations by acquiring a comprehensive overview of supply chain-related risks. Consequently, the contracting authority can construct a robust project pipeline of activities, aiding in future spend visibility at the supplier level.

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. Our service ensures smooth execution of low-value tenders, promoting efficiency in acquiring goods or services for the organisation while adhering to agreed thresholds and regulatory standards. This can be completed using the contracting authorities' process, platform, or Novo-K's BuyingStation, complemented by our trademarked Sourcing 2 Supervision process, ensuring comprehensive oversight and seamless execution. Additionally, our offering extends to managing tail programmes, enabling organisations to effectively address tail spend and achieve greater procurement efficiency.

High Value, High Risk Tenders

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. During Signing, we determine the best procurement approach aligned with the organisation's needs and strategy. Selection involves meticulous supplier selection and documentation development in line with policy guidelines. We facilitate formal contract awarding during the Signing stage, following thorough negotiations and documentation. Our Supervision stage focuses on fostering strategic supplier relationships through ongoing performance management, ensuring contractual obligations are met and continuous improvement is achieved. With Novo-K's collaborative approach, organisations can confidently navigate high-value tenders. This can be delivered offline using standard documentation i.e. MS Office or utilising Novo-K's SAAS procurement platform, BuyingStation.

IT Procurement Strategy & Support

Novo-K leverages our expertise in IT procurement strategy to assist Contracting Authorities in crafting comprehensive IT strategies tailored to their unique needs. We assist in identifying optimal hardware and software solutions, streamlining procurement processes to empower Contracting Authorities to make informed decisions that align with their overarching business objectives. As Contracting Authorities on digital transformation initiatives, Novo-K's guidance and support enable them to confidently navigate the intricacies of IT procurement, ensuring that their investments propel them forward in the digital era.

Areas of IT Procurement we support include; Software, Software renewals, Software licence inventory Management (including build calendars), Hardware, Hardware renewals, Infrastructure, Cloud Solutions, Data Centres, IT professional Services, Value Engineering and Optimisation.

Procurement, PR to PO, Support Services

Novo-K's team provides dedicated assistance to Contracting Authorities in refining the PR to PO process. We craft bespoke solutions to optimise and automate approval workflows, guaranteeing the timely processing of PRs and POs, thorough PR checks, integration of market intelligence, and compliance monitoring—all in strict accordance with company policies and regulatory mandates. These procurement support services are tailored to help Contracting Authorities enhance their procurement function, achieve cost savings and drive strategic value throughout the supply chain.



Selected for the Goldman Sachs
10,000 small businesses course



MSDUK Certified Ethnic
Minority Business



Ecologi facilitate the funding of climate offset projects and tree planting. Committed to net-zero, we have planted over 8764 trees in our Ecologi forest with 150.41t of carbon reduction.



MicroLoan Foundation provide the tools and skills to enable the poorest women in sub-Saharan Africa. With every new client, we help one woman set up a business.



The Washing Machine Project provide low-income communities with accessible washing solutions. For every candidate we place through our recruitment division, we donate one manual washing machine to support their cause.



At Novo-K, we support the UN Global Sustainable Goals 5, 9 and 13 through our work with our charity partners.



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www.novo-k.com | 0330 139 7969 | info@novo-k.com

First floor, 17 Duke's Ride, Crowthorne, RG45 6LZ

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