

PROCUREMENT & OPERATIONS SERVICES

Service Overview

Support for vendor management, purchasing, contracts, RFP/RFQ assistance, and business operations. Perfect for owners who need structure, organization, or someone who understands procurement workflows.

What's Included

- Vendor research
- Vendor list creation
- Purchasing coordination
- Basic contract support (non-legal)
- Solicitation RFP/RFQ assistance (Proposal writing, technical & cost proposals)
- Budget & spend coordination
- Process and workflow mapping
- Project, Vendor, and Contract management
- PO/Invoice management

Pricing

- Hourly: **\$75+ per hour**

\$75/hr. — Standard Procurement & Operations Support

Includes:

- Vendor research
- Vendor list creation
- Purchasing coordination
- Assistance with quotes & sourcing
- Basic contract organization (non-legal)
- Document & record tracking
- Budget awareness tracking (simple spreadsheets)
- Process mapping for admin/ops tasks
- Following up with vendors & suppliers

Ideal for small businesses needing support without a full purchasing department.

- **PROJECT-BASED PRICING (Custom Quotes for larger operations projects)**

For larger or ongoing procurement/operations projects.

Examples of Custom Projects:

- ✓ Vendor list build-out (20–50 suppliers)
- ✓ Supplier onboarding setup
- ✓ RFP / RFQ (non-legal) assistance
- ✓ Creating full purchasing workflows
- ✓ Monthly vendor management
- ✓ Inventory tracking setup
- ✓ Operations process overhaul
- ✓ Research-heavy projects
- ✓ Multi-department operations setup

Typical Range:

\$300 – \$1,200+ depending on scope

You decide the project → I quote the hours → you approve → work begins.

Ideal For

Growing businesses, service-based businesses, and government-contracting beginners.