Procurement Coaching & Technical Assistance Program

BuyQ
a coretrust company

BuyQ a coretrust company

Different Schools. Familiar Friction.

Budget Visibility Challenges

I can't answer a simple question like how much we've spent on office supplies this year.

- Head of School

I don't know what's been spent until I get the statement, and by then it's too late to course correct.

- Office Manager

Purchasing Workarounds

I just put it on my card and submit a reimbursement. It's easier than going through the approval process and they rarely say no.

- Staff Member

We don't have a written procedure for most of this. It's just how we've always done it.

- Office Admin

Single-Person Dependency

If [Business Manager] left tomorrow, we'd be panicked.

- Senior Leader

I email the Head of Schools directly because it's just faster than going through the process.

- Operations Staff

Vendor Uncertainty

I don't really know how we picked these vendors. They were just here when I got here.

- Program Director

I ask finance if we have a preferred vendor for a specific need whenever I need something.

- Campus Admin

Disconnected Tools & Technology

I get a credit card statement and I have to go back and figure out what every charge was for.

- Accounts Payable

We have a spreadsheet for everything, so I need to check a million different spreadsheets in order to place one order.

- Admin Staff

WHAT THIS PROGRAM HELPS YOU DO

Find the Friction. Focus the Effort.



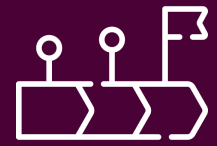
See the Full Picture

Understand where money goes, how purchases move, and where risks live



Find Practical Opportunities

Spot savings potential, unnecessary works, and stronger oversight



Know What to Do Next

Prioritize changes that fit your people, systems, and capacity

HOW IT WORKS

BuyQ Does the Heavy Lifting. Schools Shape the Priorities.

BuyQ Leads.

- Organizational assessment & stakeholder interviews
- Analysis of spending data
- Individualized coaching & consultation
- Documentation review of policies & procedures

Schools Contribute.

- Existing documents & financial data
- Help arrange conversations with staff
- Participate in routine check-ins to address challenges & validate findings

Final Deliverable: Customized Assessment Report & Roadmap

- A clear picture of today
- A practical path forward relevant to your context



**Illustrative examples; reports vary by school*

1:1 OFFICE HOURS

Want to Learn More? Let's Chat!

"This procurement coaching was the most impactful and useful technical assistance experience I've ever had. Thank you!"

- School Leader / Founding Leader

"[BuyQ] was great. Very approachable and easy to work with and learn from. I greatly appreciate all of [their] knowledge and support."

- Business Manager

"Interviews with staff members and the time that was invested in this...also external perspective that [BuyQ] brought. [They are] very insightful and took care to get to know me and our organization. Thank you! I so appreciate this valuable opportunity."

- Director of Business Services and HR

Have Questions?

Schedule 1:1 Office hours