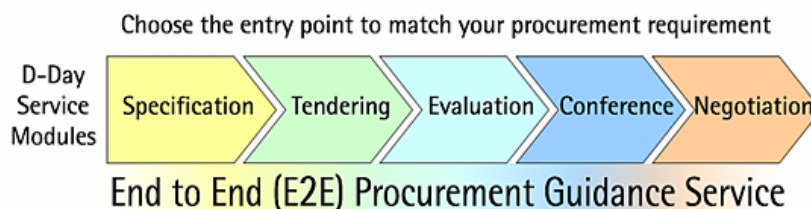


Procurement Guidance



What is Procurement Guidance?

With policies, procedures and acquisition cycles under increasing scrutiny and the drive for Best Value delivering projects which must meet strict time, cost and performance targets; there are many conflicts, scenarios and complex decisions to deal with in Public Sector Procurement. This is where Procurement Guidance can help; providing a way to ensure that your purchasing decisions meet Best Value or Smart Acquisition guidelines, deliver on targets and adhere to EU Directives on Procurement. *Procurement Guidance is a proven process that...*

- identifies the best value-for-money option every time
- gets stakeholder buy in to the process and commitment to the outcome
- justifies buying the best solution for your requirements; not necessarily the cheapest
- accelerates procurement delivery whilst lowering risk
- provides auditable decisions and robust outcomes
- expedites pre-evaluation of suppliers on the roster (or on systems such as s-cat)
- evaluates tender responses against pre-set criteria to demonstrate Best Value
- works in a way that is recommended by the ODPM & HM Treasury

How can Procurement Guidance help?

By using software tools that model the options and evaluate them against your chosen criteria or by supporting your approach to procurement with proven social group processes that can help to streamline activities; Procurement Guidance can be the answer for all your procurement project needs, taking care of your requirements to deliver Best Value or Smart Acquisition.

Procurement Guidance techniques support and underpin the key objectives of Best Value, ensuring that procurement decisions are based on sound open and auditable processes, which can achieve robust results that deliver value-for-money solutions. Procurement Guidance delivers the requirements of Best Value and Smart Acquisition for relatively straightforward purchases, complex systems or even portfolios of projects.

Procurement Guidance can also be applied across an organisation or department achieving Best Value considering all of the procurement requirements as a portfolio. Decisions arrived at using this approach typically achieve a 30% improvement in value-for-money for the same level of resource.

Our structured decision making techniques have also been applied to many other areas of an organisation, including Change Management, Corporate Governance, Performance Management, Asset Portfolio Management, Risk Management, Delivery of Services, Knowledge Management, Policy & Strategy Development, PFI/PPP.

How does Procurement Guidance work?

At the core of Procurement Guidance is Multi-criteria Decision Analysis (MCDA) and Decision Conferencing, the social science of decision-making. MCDA software and a range of processes have been developed to turn the science into a range of practical solutions to address complex procurement requirements. The techniques and software solutions have been optimised to develop stakeholder buy-in whilst identifying the best value-for-money solutions for each specific organisation. Procurement Guidance is designed to empower the organisation to make faster, cheaper, better and more efficient procurement decisions that deliver open, transparent and auditable outcomes.

Software Support

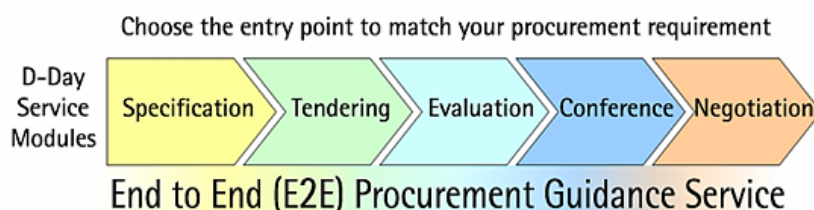
Catalyze offers a range of software solutions to aid Procurement Professionals in the assessment of acquisition options. Based on Multi-criteria Decision Analysis (MCDA) and Decision Science techniques, developed by the London School of Economics and Political Sciences (LSE), we have two products, Hiview & Equity.

Hiview allows decision-makers to assess any number of options against a range of important criteria, enabling them to identify the strengths and weaknesses of each and determine the best overall solution for the organisation.

Equity is used for planning a series of acquisitions in order to create the best value-for-money portfolio for a department or an entire organisation. This type of evaluation has been shown to deliver 30% better value for the same resources.

Client Education Support

Catalyze operates a number of education training options for clients who want to develop their decision-making skills. These range from scheduled software, MCDA and Decision Conferencing courses to bespoke training which can be carried out on-site. Bespoke Training options range from 1-day software training for either Hiview or Equity to more advanced training/coaching for decision-makers and specific training in Procurement Guidance.



Decision-Day (D-Day) Services

D-Day services have been designed as a simple, easy and cost-effective solution at key stages of your Procurement Project. These individual or group services foster aligned and clear thinking; while providing practical processes that generate positive solutions and supported outcomes. Catalyze's decision support facilitators will work with you and your colleagues to identify the right procurement option, using real-time software modelling to facilitate knowledge capture during the process for analysis in the current and subsequent stages. Whilst working with your organisation, the Catalyze team can help you to document the procurement processes and will be happy to transfer the appropriate skills, to reduce reliance on external support in the future.

Specification

D-Day Specification

This process is used to bring user-groups or stakeholders together to discuss, define and agree requirements during the purchasing specification phase. This service will support you in outlining your requirements and gain a clear understanding of the goals. The outputs of this process will define the key requirements / specification for the tender and will create a structure for the procurement cycle to facilitate the smooth running of the process through a set of defined logical steps.

Tendering

D-Day Tendering

Formulating a robust and auditable process for your procurement project is half the battle towards a successful outcome. This service will define the structure that will be used in your Tender document to prioritise award criteria. This will allow you to assess and evaluate the options in a proven manner, either when bids are received or to pre-evaluate suppliers on the roster, e.g. s-cat, g-cat, buyers guide etc

Evaluation

D-Day Evaluation

Once all bids have been received for a specific tender, this evaluation service can be started. The evaluation process begins with software modelling of the key requirements and decision criteria, using one of our MCDA decision modelling tools Hiview or Equity. We will assist you in building and populating a model with bid responses and begin to evaluate the bids against the criteria. The model will assess all of the options against all of the criteria through a proven structured scoring and weighting process. Bids can now be compared and analysed, in preparation for auditable and open decisions to be made.

Conference

D-Day Conference

The D-Day Conference is designed as a working meeting to bring all stakeholders together to assess and judge the bids against the criteria. The outcome of the meeting will result in a decision or recommendation, as a result of a completely open and auditable process. It is usual to have completed a 'D-Day Evaluation' prior to this group workshop, so that all the bids have been modelled and can therefore be compared on the same basis. Outcome scenarios can be assessed and sensitivity analyses or trade offs performed during the live workshop to test the results and make sure that they are robust. This process creates an alignment and commitment to the way forward, through ensuring everyone is in agreement with the final outcome.

Negotiation

D-Day Negotiation

For complex procurement decisions, where there are potential trade-offs between functionality and cost, D-Day Negotiation can model bidder/purchaser scenarios to uncover a range of possible solutions. This service provides the ability to explore bidder solutions against purchaser requirements, identifying areas of trade space and supporting real-time negotiation discussions. The negotiations can be completed without jeopardising critical user functionality whilst achieving the best possible value-for-money.

E2E

End to End

End to End (E2E) rolls all of the D-Day services into one bespoke consulting package which supports your procurement requirement from concept to delivery. Our team of experts and facilitators will work with you from start to finish, helping to specify your requirements, set up processes, assess the options and provide support throughout the procurement cycle. We will support your organisation through facilitating social group decision-making processes and driving the project to a successful conclusion, whilst achieving agreement, alignment and commitment to the ultimate decision. In short, we will support your organisation through the entire procurement process.