

PROCUREMENT: Getting the most from your dollar

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What to include in your RFP

1. Background to School and RFP
2. Key milestones and timeline
3. Conditions of RFP
4. Process to be followed
5. Scope of RFP (what is covered and what is not)
6. Information required
7. Criteria to be used
8. Reservation of Rights
9. Summary of current arrangements
10. Transitional arrangements
11. Contact person

Evaluation

1. Closing date and time
2. Open simultaneously
3. Transparency
4. Analysis for accurate comparison
5. Inclusion of any added value
6. Clarification process

Criteria

1. Cost
2. Quality and suitability of product or service
3. Existing relationship
4. References
5. Reputation and longevity of vendor
6. After sales service and maintenance support – Total Cost of Ownership
7. Added value, e.g. sponsorship
8. Ongoing relationship e.g. SLA, account management

Negotiation

1. Timing
2. Contractual terms
3. Added value

Contractual terms

1. Will modify or renegotiate if necessary
2. Insurance review
3. Allow for approval process in line with delegated authorities

Implementation

4. Risks and interdependencies
5. Project plan if required
6. Project team
7. Implementation process
8. Transitional arrangements

Ongoing relationship

1. Account Manager
2. Clarification of expectations
3. SLA
4. KPI's
5. Review
6. Feedback
7. Referrals

GROUP DISCUSSION NOTES FOLLOWING MERLE BONIFACE'S FORUM PRESENTATION: Procurement

Value of preferential supplier

Value of relationships

Good idea to have a "critical friend" to give a balanced external review.

Remember to future-proof any new systems.