

PMMS Local Government Procurement Support Services

Experts in Procurement – Experts in Local Government

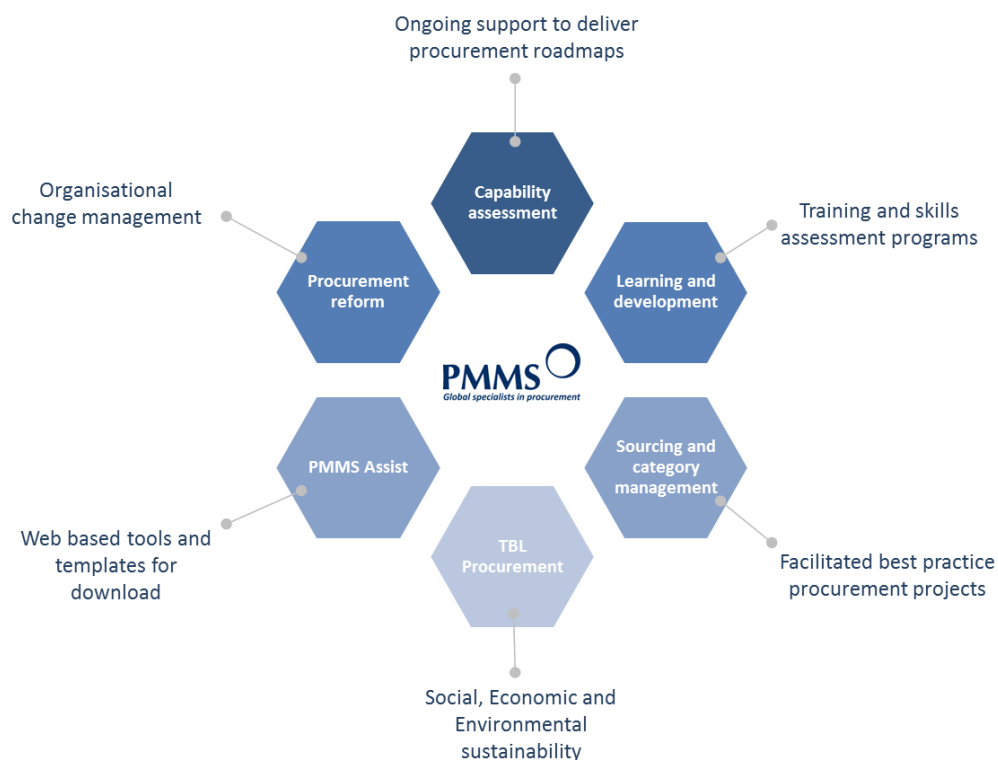
Building on our experience working with 77 Victorian Councils in 2010-11 through the Procurement Roadmap process, PMMS are pleased to launch a new range of services, designed to help councils to unlock the savings and maximise the benefits from improved procurement practice.

We have taken this opportunity to highlight two specific cost-effective services which will help your council build on the momentum gained through the Procurement Roadmap process:

- ▶ **Procurement Roadmap Review and Update**
- ▶ **Strategic Procurement Project Support Service**

We also provide a summary of our broad range of services, tools, techniques and processes, developed through 30 years of global experience, which can now be directly implemented in support of best practice council procurement.

PMMS Local Government Procurement Support Services



About PMMS

PMMS are global specialists in procurement, who have worked across the private and not for profit sectors and with all levels of Government in Australia and New Zealand since 1994. Our experience with the Procurement Excellence Program in Victoria has provided us with a unique understanding of the opportunities available to councils to provide better community outcomes and real cost savings while balancing the pressures of compliance, probity and transparency.

PMMS Local Government Procurement Support Services

As part of our broader service range, we would like to highlight two cost-effective services which have been specifically designed to maximise the benefits from your Procurement Roadmap.

Procurement Roadmap Review and Update

\$2,500 excl GST

This review of progress against your Procurement Roadmap will help keep the improvement program on track for success in 2011-12 and beyond. This flexible review process includes:



- ▶ Facilitated workshops/interviews to review progress, identify issues and develop strategies to work through barriers and support the changes underway;
- ▶ The provision of advice, case studies and examples
- ▶ Access to tools, templates and processes from PMMS's extensive best practice material to support Roadmap implementation priorities;
- ▶ Training in the implementation of the Procurement Dashboard to track savings and procurement performance; and
- ▶ The provision of a Status Report including an updated Roadmap and Capability Assessment.

Strategic Procurement Project Support Service

Quote on request

PMMS will guide and facilitate the procurement team and business unit stakeholders through a best practice procurement process that delivers a tangible return on investment on a chosen real-life project. The project incorporates the following key steps:



- ▶ An Opportunity Analysis including spend analysis and category segmentation to identify priority spend categories and projects that can deliver measurable cost savings and procurement benefits;
- ▶ Guidance and mentoring for stakeholders through a stepped project process including: determination of business need, stakeholder engagement, sourcing strategy development and implementation, and guided negotiation and probity advice;
- ▶ Provision of documentation and training in a range of good practice processes, tools and templates for each step that build internal skills and capacity, ensuring project benefits are maximised and skills embedded;
- ▶ Delivery of a Project Review Report and presentation to the Senior Executive Team, capturing the benefits of the project and building a business case for expanding strategic procurement influence.

Project Benefits

1. A procurement solution that delivers a tangible return on investment.
2. Skills transfer, mentoring, and tools and processes that builds the long-term capacity of staff and the organisation to deliver contemporary procurement solutions.

PMMS Local Government Procurement Support Services

PMMS have developed a targeted, flexible and cost-effective range of services, support and training to assist councils in achieving their objectives.

Procurement Reform



- ▶ **Measurement and reporting**
Expertise to assist in getting the most out of your data systems and establish category coding, on-going measurement, savings tracking, and reporting processes.
- ▶ **Policy, procedures and probity**
A cost effective review, update and supported implementation of your procurement policies and procedures to ensure probity, compliance and good practice.
- ▶ **Targeted internal savings program**
Strategies to cut the cost of low value transactions, improve procure-to-pay processes, manage demand and realise internal savings
- ▶ **Change management and organisational design**
Guidance in developing and implementing organisational change management programs and redesign to drive better performance.

Capability Assessment



- ▶ **Procurement Roadmap Review and Update**
A facilitated review of progress against your Procurement Roadmap, including identification of issues and opportunities, solution development and preparation of a status report and revised Roadmap.
- ▶ **Capability Re-assessment**
A re-assessment of organisational procurement capability, based on the twelve dimensions assessed in preparing the original Roadmap.
- ▶ **Benchmarking**
A procurement capability assessment benchmarked against national and international public and private sector organisations.

Learning and Development



- ▶ **Training**
 - High quality training delivered through:
 - A public program available throughout the year
 - In-house and regional tailored training programs
 - A full range of procurement training including: Negotiation; Contract Law; Introduction to Procurement; Contract Planning and Management; Procurement for Project Managers; Probity and Legislative Compliance; Specification Writing and Bid Evaluation.
- ▶ **Skills assessment and Training Needs Analysis**
A structured assessment to identify skills gaps and training and development needs.
- ▶ **Coaching and mentoring**
A program of small group mentoring or one-on-one coaching based on guidance through priority organisational projects.

Sourcing and Category Management



- ▶ **Strategic Procurement Project Support**
Expertise to manage or assist with key procurement processes for goods or services, focused on achieving an outstanding return on investment for your council and transferring skills to your procurement, management and project staff.
- ▶ **Category strategy development**
Assistance in developing long-term category strategies to cut costs and deliver better results, including supplier and market analysis.
- ▶ **Spend analysis**
Specialist tools to provide a detailed analysis of expenditure and identification of areas of risk and opportunity.
- ▶ **E-procurement and technology introduction**
Support and guidance on the effective introduction and implementation of new e-procurement and technology solutions that will provide sustained benefits to your council.

Triple Bottom Line (TBL) Procurement



- ▶ Expert support in reviewing your council procurement practice to effectively integrate your triple bottom line objectives incorporating:
 - Social procurement – supporting the achievement of council’s social objectives and Corporate Social Responsibility through your procurement practice;
 - Economic development - supporting local and regional economic development goals through strategic procurement practice; and
 - Sustainable procurement – achieving cost effective delivery of key council environmental objectives through your procurement spend.

PMMS Assist



- ▶ **Procurement processes and templates**
 - Access to best practice procurement guidance and documentation captured in high quality on-line processes, tools and templates.
 - Configurable procurement processes, tailored to council policies and procedures.
 - Enables compliance to processes and suppliers by bringing policy and procedures to users in easy to read, user friendly platform.

For further information please contact PMMS Consulting Group through our Local Government Program Managers:

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