

## Case Study

<b>Project Name</b>	Contracts and Procurement Procedure, Guidelines and Tools rewrite
<b>Client Name</b>	Confidential
<b>Project Location</b>	Remote
<b>Timeline/Duration of Project</b>	20 months
<b>Capital Value of Project</b>	
<b>Project Overview</b> <i>Brief description of the project</i> <i>Maximum 150 words</i>	<p>Reviewed existing Contracting and Procurement (“C&amp;P”) Procedures to address improvement requirements and provide a functional best practice review of C&amp;P value, process, and roles and responsibilities. The output included:</p> <ul style="list-style-type: none"> <li>- C&amp;P Procedure: the consolidation of two legacy documents into a single C&amp;P procedure containing mandatory requirements for all participants across the organisation and updated to support functional excellence.</li> <li>- C&amp;P Procedure supporting documents: a number of tools and templates to support the consistent and compliant performance of the process and achieve and sustain appropriate competency of participants.</li> <li>- C&amp;P Procedure process map.</li> <li>- Guidelines: a suite of guidelines to support the key stages of the process, namely: <ul style="list-style-type: none"> <li>o Planning, including category management and contracting strategies;</li> <li>o Pre-award - sourcing process</li> <li>o Post award - contract management and supplier relationship management.</li> </ul> </li> <li>- Guideline supporting documents: giving practical examples, for optional use.</li> </ul>
<b>Innovation</b> <i>What was innovative about our service?</i> <i>What was the added value?</i>	<p>Remote and flexible service, Rowe Advisory talent was accessed through virtual working practices. Key personnel involved in the project were based overseas. Project was delivered according to Clients availability, with agile and driven Rowe Advisory resources proactively managing the project with stated material required and developing good relationship with key Client stakeholders. Rowe Advisory’s deep and extensive experience added value to challenge the status quo, presenting</p>

	<p>the risks and outlining the opportunities for change to drive improvement.</p> <p>Areas of focus through delivery of the Rowe Advisory services for improving the value C&amp;P deliver to the business included:</p> <ul style="list-style-type: none"> <li>- Consistent clarity on roles and responsibilities, with business owning the demand and C&amp;P owning the supply</li> <li>- Category Management</li> <li>- Strategic planning and contracting strategies</li> <li>- Supplier relationship management</li> <li>- Risk based contracting, providing process distinction based on risk and value to enable business and function focus on key third party areas of spend and streamline the process for areas of lower risk</li> <li>- Ensuring clear, transparent and value adding pre-award sourcing process</li> <li>- Post award focus on contract management</li> <li>- Appointment and training of Contract Owners</li> </ul> <p>Providing clarity in the Procedure for the above along with rewrite/drafting of Guidelines and supporting tools, templates and process maps to support understanding, compliance and sustainability of the change.</p>
<p><b>Challenges</b> <i>Were there any challenges during the project?</i></p>	<p>With Client being a large international E&amp;P organisation, it was important to understand the impact of C&amp;P and the recommended changes within the wider context of all other inter-related Management System requirements, both within C&amp;P and also from other functions.</p>
<p><b>Solutions</b> <i>How were these challenges solved?</i></p>	<p>This required careful communication and review to ensure no un-intended duplication, contradiction or confusion.</p>
<p><b>Outcomes</b> <i>What was the final outcome? How did the Client benefit/improve?</i></p>	<p>Comprehensive and concise C&amp;P Procedure which re-focused C&amp;P and wider business resources to perform contracting activities proportionate to contract risk and value, to enable optimum supply chain value delivery. Effective Procedure roll-out, and continued consistent application, supported through the revision and development of Guidelines, templates and tools..</p>
<p><b>Are there photographs of the project available?</b></p>	<p><input type="checkbox"/> Yes      <input checked="" type="checkbox"/> No</p>

<b>Can you provide any conceptual images of the project?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Awards/Nominations</b> (If applicable)	Not Applicable

<b>Completed by: Olivia Brown</b>	<b>Date: 3 July 2020</b>
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