



Appendix "A" Checklist: Are you a Candidate for Cost-Effective Solutions?

| Cost-effective solutions | You might be a candidate if... |
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| <i>One-time spend assessment using external services provider</i> | <ul style="list-style-type: none"> ✓ Your need is a one-time need, or ✓ You only have a few categories of interest or spend, or ✓ There is an interest and need for customized reporting. |
| <i>On-going spend assessment using external services provider</i> | <ul style="list-style-type: none"> ✓ You do not have the resources, expertise, or interest to conduct on-going spend assessments, or ✓ Your internal staff is focused on a different set of priorities, or ✓ You have an on-going need for customized spend reporting. |
| <i>Opportunity assessment utilizing external service provider</i> | <ul style="list-style-type: none"> ✓ You are not sure where to begin to focus your attention, or ✓ You want to leverage the expertise and market knowledge of the service provider for categories where you may have limited market knowledge, or ✓ You want a quick high-level evaluation of potential direct and indirect categories and savings opportunities. |
| <i>Leverage existing Contracts, sourced agreements, or group contracts from external provider</i> | <ul style="list-style-type: none"> ✓ Your spend is not large enough to obtain the best pricing from suppliers, or ✓ You want to reduce or eliminate the time and effort put forth by your internal staff in sourcing some indirect (or direct) categories of spend, or ✓ You wish to benefit from the category management, on-going analysis, and reporting services that may be included with the sourced contract, or ✓ Your internal staff has limited information or knowledge of the latest pricing, market trends, etc. of certain categories, or ✓ You are interested in quick savings in some non-core categories while your staff focuses on the categories of strategic interest, or ✓ The net cost savings and process efficiencies from joining an existing sourced contract matches or exceeds what you may be able to achieve internally. |
| <i>Targeted category sourcing services</i> | <ul style="list-style-type: none"> ✓ Internal resources are at a premium and there are other competing priorities, or ✓ You decide to use external service providers in portions of the sourcing process where they are most value-added because of their subject matter expertise, or ✓ Services providers may be able to drive processes such as spend and market research, RFP development, bid analysis and negotiations to completion in a more timely and efficient manner. |
| <i>Contract management</i> | <ul style="list-style-type: none"> ✓ Your current process for managing contracts is paper-based and inefficient, or ✓ You manually create, store, and edit any type of business contract to ensure transaction compliance for the terms agreed to in those contracts, or ✓ You are interested in the cost-effectiveness and flexibility of having an automated contract assistant to build contracts, based on business processes, or the use of templates for standard agreements, or ✓ You are interested in automation and standardization of significant portions of resource intensive work of crafting contract language, terms and clauses, or ✓ You are want a highly dynamic and flexible central repository allowing easy storage, retrieval and information management. |