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Procurement Consultant

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I provide specialist procurement services to organisations in need of assistance with, inter alia:

• **Procurement Department Structuring**

The structure of the organisation, needs of the operating units, nature of goods and services required, and other relevant factors are taken into account to ensure that the optimal structure is determined.

• **Procurement Function Evaluation**

Various aspects are investigated in order to determine whether the procurement organisation is performing in a manner that will support the organisation optimally.

• **Staff Evaluation and Selection**

An evaluation of applicants (internal or external) is done through a comprehensive on-line process which measures procurement skill, and/or through interviews.

• **Policy and Procedure**

Compilation of policy- and procedure documentation will be based on the current practices of the organisation and global best practice relevant to the industry/business in question.

• **Strategic or Complex Tenders**

A flexible (to suit your needs) enquiry process designed for an optimal procurement outcome for strategic or complex tenders (e.g. freight forwarding, high risk services, performance based prices or rates) is followed through, inter alia:

- o Stakeholder involvement (including expert internal users and trusted suppliers);
- o Proper identification and specification (generic or proprietary) of the subject matter;
- o Pre-testing of critical documentation with potential suppliers, where necessary;
- o Market research, as required;
- o An independent, arm's length approach;
- o A "total cost" approach;
- o Clear and time-tested enquiry documentation;
- o Continuous communication to invitees during the open period;
- o A watertight transition from tender/proposal to contract; and
- o Advice on and assistance to retain gains.

• **Outsourcing Enquiries**

From preparation of enquiry documentation to recommendation and final agreement

• **Development of Niche Procurement Tools**

Specification and development of niche tools to manage complex procurement situations

• **Master Data Management**

Evaluation and re-specifying of the material / service / supplier data

*Proper procurement
requires effort. But that
effort is often handsomely
rewarded.*



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