

Does your  
procurement  
measure up?

**ICN**<sup>TM</sup>

**Procurement and  
Vendor Management  
Assessment**



# Assessment Areas

ICN's Procurement and Vendor Management Assessment focuses on four key areas that we believe are critical to a world-class procurement organization. Through interviews with your key people, we will evaluate your current procurement process in these areas.

## Processes

- Acquisition methodology
- Project management
- Acceptance process
- Deal reporting / tracking
- Vendor relationship program
- Contract management program
- Deal calendar

## Resources

- Core team staff
- Certification program
- In-house legal counsel
- Finance
- Vendor tracking
- Professional organizations

## Tools

- Form contracts
- Templates
- Checklists
- Document repository
- Training schedule
- Vendor policy
- Contract database
- Deal database

## Organization

- Cross functional teams
- Job descriptions
- Roles and responsibilities
- Incentives
- Oversight and review
- Management commitment



# Benefits

- Identify the capabilities of your current procurement program
- Learn what works, what needs fixing and what's missing
- Understand cost-saving procurement methods and tools
- Co-create a customized plan that establishes best practices
- Increase management awareness of best practices

An ICN Procurement and Vendor Management Assessment encompasses several components. First, we customize our proprietary assessment survey, incorporating your company's terminology, environment and culture. Our senior consultants then conduct interviews within functional roles including management, procurement, project managers, finance, end users and legal, as appropriate.

Following the interviews, we'll analyze the responses and prepare an assessment report that summarizes the current status of your processes, resources, tools and organization. The results are presented at an onsite or teleconference meeting. Action items, strategies and overall recommendations are presented in conjunction with an open question and answer session.

From this point forward, the decisions are yours. Ideally, we'd like to support your efforts to incorporate best practices into your procurement program. ICN has the experience, powerful tools and proven direction to help you establish a world-class procurement function.

**In tough economic times**, companies need to reduce costs while minimizing the effect on business. Procurement is one area where significant savings can be realized. And, by implementing the right methodology, the business impact can be minimal.

Our experience has proven that most businesses can benefit, financially and functionally, when they evaluate the quality of their existing procurement programs. Using our proprietary Procurement Assessment, ICN can work with you to establish your organization's current baseline.

After completing that assessment, we'll compare the findings to industry best practices and identify any gaps in your current process. Then we'll recommend the steps necessary for you to build a world-class procurement organization. Jointly, we can develop and implement a customized plan to accomplish your goals.



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