Quite laterally

Services Catalogue

ERP/HCM Vendor and SI Selection for the Public Sector

This catalogue outlines the services available to support public sector organisations in selecting ERP/HCM vendors and system integrators (SIs).

These services align with compliance, sustainability, and operational goals, ensuring successful transformation outcomes.

smart thinking to help you join the dots...

CONTACT US

www.quitelaterally.co.uk

www.linkedin.com/company/quite-laterally

enquiries@quitelaterally.co.uk

Service Packages

Comprehensive Package:
End-to-end support from needs analysis to contract signature and transition planning.

Modular Services:
Select specific services to complement your internal capabilities, such as ITT development or contract negotiation.

Advisory Support:
Ongoing consultation for organisations managing parts of the process independently.

The Impact

Our services enable public sector organisations to:

- **Streamline operations and achieve compliance.**
- **Align procurement with sustainability and social value goals.**
- **Secure vendor relationships through robust due diligence.**
- **Build confidence with stakeholders and decision-makers.**
- **Mitigate risks and optimise investments.**

For further details or tailored service packages, contact us to discuss how we can support your ERP/HCM selection journey.

Needs Analysis

Description:

Comprehensive assessment of your organisation's business and technical needs to establish a clear baseline for procurement. The following deliverables will be produced working in conjunction with your internal Subject Matter Experts.

Key Deliverables:

- Detailed documentation of functional and non-functional requirements.
- Stakeholder workshops and interviews.
- Gap analysis of current systems and processes.
- Preliminary Target Operating Model (TOM) outline.

Market Scan and Vendor Shortlisting

Description:

Identification and evaluation of ERP/HCM vendors and SIs with strong public sector credentials.

Key Deliverables:

- Comprehensive market analysis.
- Shortlisting based on alignment with your requirements.
- Vendor briefing materials for the ITT process.

Invitation to Tender (ITT) Documentation Development

Description:

Development of compliant and robust ITT documents to ensure a structured procurement process.

Key Deliverables:

- ITT aligned with public sector procurement regulations.
- Requirements Traceability Matrix (RTM): Linking functional and non-functional requirements to evaluation criteria.
- Evaluation and scoring frameworks.

Vendor Due Diligence

Description:

Thorough evaluation of shortlisted vendors to ensure their suitability for your organisation's requirements.

Key Deliverables:

- References from public sector clients.
- Financial stability assessments.
- Technical capability evaluations.
- Review of innovation roadmaps.
- Cultural and strategic fit analysis.

Sustainability and Social Value Assessment

Description:

Evaluation of vendors' and SIs' commitments to sustainability and social value to align with public sector priorities.

Key Deliverables:

- Environmental sustainability assessments, including carbon footprint and energy efficiency.
- Social value analysis (e.g., local employment, diversity, and inclusion initiatives).
- Verification of ethical supply chain practices.

Evaluation and Scoring Support

Description:

Facilitation of an objective and transparent evaluation process for vendor and SI proposals.

Key Deliverables:

- Facilitation of evaluation workshops.
- Scoring model development and guidance.
- Consolidation of evaluation results into actionable recommendations.

Business Case Finalisation

Description:

Development of a comprehensive business case incorporating the selected supplier's proposal. These deliverables are produced in conjunction with your internal Subject Matter Experts.

Key Deliverables:

- Cost-benefit analysis.
- ROI and Total Cost of Ownership (TCO) calculations.
- Risk and mitigation strategies.
- Executive summary for decision-making boards.

Contract Negotiation and Finalisation

Description:

End-to-end support for contract negotiation to ensure favourable terms and risk mitigation. This is completed alongside your internal Subject Matter Experts.

Key Deliverables:

- Finalisation of terms and conditions, including SLAs and KPIs.
- Licensing and pricing optimisation.
- Risk allocation and dispute resolution clauses.
- Guidance through to contract signature.

Stakeholder Engagement and Change Management

Description:

Support to ensure stakeholders are engaged and aligned throughout the selection process.

Key Deliverables:

- Stakeholder engagement strategy.
- Communication plan.
- Change impact assessment.

High-Level Implementation Roadmap

Description:

Guidance for transitioning to implementation after the selection process.

Key Deliverables:

- High-level roadmap aligned with project phases.
- Transition strategy for procurement to implementation teams.
- Knowledge transfer documentation.