

The Clarity Procurement Process

PROCUREMENT STAGE | OUTPUTS / DELIVERABLES

Understand and gather requirements	Initial stakeholder meeting
	Business outcome understood
	Draft requirements developed
	Draft requirements, reviewed, amended and approved
Develop sourcing strategy	Conduct market and trend research
	Evaluate likelihood of successful outcome
	Develop timings for activities
	Obtain approval to proceed
	Select evaluation and negotiation team
Develop evaluation criteria and scoring matrix	Categorise requirements (Mandatory, HD, D)
	Select evaluation criteria
	Determine weightings for criteria
	Develop scoring matrix
Implement sourcing strategy	Create procurement documentation and obtain approvals
	Conduct probity briefing for team members
	Conduct industry briefing (if required)
	Evaluate responses
	Shortlist suppliers (may be more than one round)
	Additional evaluation processes e.g. proof of concept
Contract negotiation	Vendor presentations and clarifications
	Best and final offer presented
	Select vendor/s
	Agree contract terms
	Gain approval to engage
	Draw up and award contract
Implementation and ongoing contract management	Develop implementation plan
	Develop communication plan
	Confirm performance KPIs and reporting process
	Implement benefits realisation process