

## System Selection Services

e-Zee can offer many services to assist with the selection of new strategic IT solutions. These range from creating an ITT (Invitation to Tender) right through to final selection and even implementation. We see this process as a series of steps and e-Zee can either run the complete process or you can select help with specific steps as required.

### Step 1 - Fact Finding

The first thing to do is establish exactly what your new solution needs to do. e-Zee can run a series of workshops with each of your teams, such as finance, marketing or renewal processing. e-Zee will ask detailed questions in each workshop to extract the requirements. We say: “You don’t know what you don’t know”. It is too easy to set your requirements around what you have today and not what your business needs from the new solution.

### Step 2 – ITT Creation

e-Zee will create a full ITT for submission from the output of the fact finding workshops. This document will contain sections ranging from corporate information about the responding supplier to specific sections for each functional area. The actual ITT can be created with automatic scoring to give an instant view of the results. This scoring will also be weighted to give a clear view of the best matches by section. We also recommend that manual adjustments/overrides be included to give you the opportunity to evaluate the responses and adjust the scoring where necessary.

### Step 3 – Provider Selection and Submission

e-Zee can help recommend the most suitable software suppliers to submit your ITT to. E-Zee has worked with all the main suppliers and has an excellent feel for the market. Having created a target list, e-Zee can even handle the submission process and responses to all supplier questions. E-Zee essentially handles this time consuming process until the closure date when all submissions must be received.

### Step 4 – Review and Analysis

Once all submissions are received, e-Zee can collate into a single working document with the scoring presented for comparison. The result will allow you to see which supplier is best suited overall or look at specific sections, such as renewal processing. We also recommend flagging questions as “general” and “must have”. We can then additionally rate each supplier by these categories. This step will lead to a short list of suppliers to proceed with.

### Step 5 – Demonstrations

For your short list, demonstrations and workshops need to be arranged. e-Zee can liaise with the suppliers and co-ordinate these activities and even attend with you if required. You never know, we might ask questions you hadn’t thought of.

### Step 6 – Proposals and Pricing

When you receive proposals and pricing from your short listed suppliers, we can help review these with you. There are many things to consider from the basis of licensing (are they rental or in perpetuity), to services rates and the process for system upgrades or charges for bespoke development. A view on the overall costs and payment profiles may be useful to you.

### Step 7 – Contracts

Once you have made your final selection, e-Zee can also review the contract for you. Although you should have this document reviewed by your solicitor it may be useful to have a view on the implications of the terms included.

### The Next Step

You will now be moving forward to implementation. It might be worth noting that e-Zee is experienced in all aspect of system implementation, from data mapping and migration to system configuration. Our Project & Implementation Management factsheet may be useful. If you are having bespoke products created for delegated authority and require assistance with either creating or testing these products (for your back-office or web solutions), please also have a look at our Product Building Services and Testing Services factsheets.