

Information Technology Procurement Assistance

Definition: Information Technology Procurement Assistance services may include assistance in IT Statement of Work (SOW) and/or Request for Offer (RFO) development. Procurement assistance activities may include requirements gathering, scoring criteria development, and evaluation criteria development.

Examples of included services: specification development, Statement of Work (SOW) development, and RFO development for IT products and services.

Navigating a system procurement can be complicated and challenging. Organizations greatly benefit from an experienced team to help identify the appropriate business processes and requirements for a new or modernized system. Doing it right the first time helps to avoid costly premature replacements or upgrades. Projects involving planning, acquisition and development business needs should be clearly defined so that the right support is acquired to address these needs. It is important to keep the business goals of the organization in mind while making an acquisition so that the procurement meets the strategic needs of the organization now and in the future.

For 30 years, BerryDunn's Consulting Group has refined and formalized its procurement consulting methodology and approach to include adherence to common standards for industry best practices. Our approach has repeatedly proven to meet the needs of state and local agencies and higher education entities who require careful adherence to standards, policies, and mandates.

Our procurement projects begin with an analysis of your needs and available options for addressing those needs, including existing and emerging technologies. We help develop requests for proposals, system requirements, and demonstration scripts, and facilitate vendor demonstrations for you and your stakeholders. BerryDunn consultants also lead site visits, facilitate interface design sessions, and review or negotiate contracts.

Some of the procurement services provided by BerryDunn's Consulting Group include:

- Planning and Information Gathering
- Requirements Definition
- Options Analysis
- RFP Development and Evaluation
- Contract Negotiation