

Statement of Works.

SPECIFICATION, PROCUREMENT, MANAGEMENT AND PAYMENT OF STATEMENT OF WORKS CONTRACTS.

Delivering a smarter way to work »

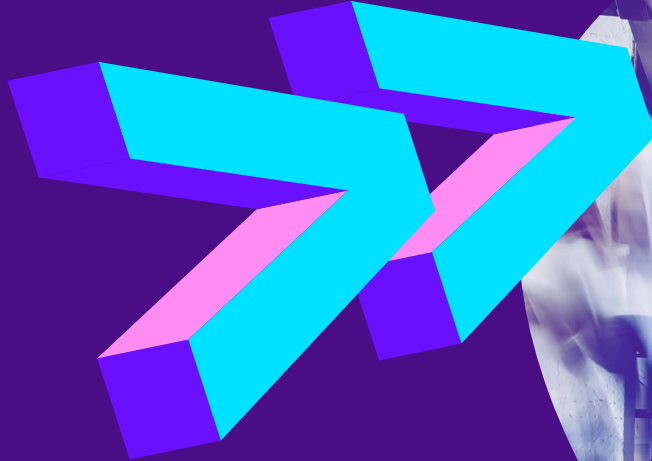


Managing Costs in the Public Sector

The focus on controlling costs in the way both goods and services are procured is now more than ever under closer scrutiny. Typical measures include cost, value for money and wider social and economic indicators.

Whilst procurement functions have played a significant part in evolving these combined agendas, other organisational stakeholders have clearly become more focused and engaged.

This has then created other ways to capture and control costs. At the same time, focus on operational sustainability of any resources that are procured and in the way that these are managed throughout their lifecycle.



Statement of Works (SOW) - an evolving solution

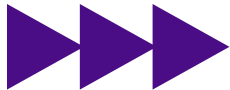
Many public sector organisations have already adopted the rudimentary practices and principles of SOW. In some cases been deployed to either manage a procurement process or to navigate a payment process aligned to objective results.

The ability to capture all stakeholder needs and requirements and to fulfil this with a unique combination of technology, people and practices underpins the launch of the Comensura solution.





Statement of Works - How and why this approach to resource management is being utilised



There is a growing trend towards the use of Statements of Works (SOW) as an alternative or “complementary” method of engagement. SOW is used to address specific projects and to ensure they are fulfilled against agreed value for money and qualitative measures.

SOW has grown in popularity because it provides an outcome-based approach to getting a project or piece of work completed to exacting timelines. Typically, payments are set against mutually agreed milestones. This approach often provides greater transparency of the payment process, focuses on qualitative and measurable outputs as well as in-built project management expertise.

At its core, SOW is a different method of engaging with suppliers or contingent workers in order to get work done. Across an organisation, this means challenges exist to ensure centralised visibility and control of projects, effective procurement and management of suppliers and simple ways to pay for SOW services.

Defining the need for Statement of Works

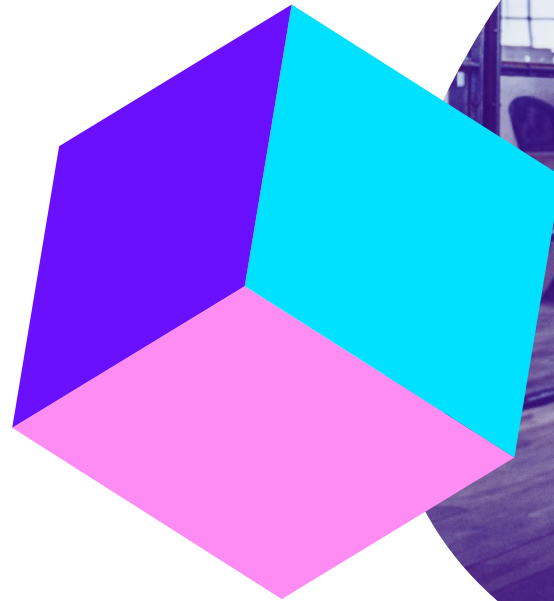
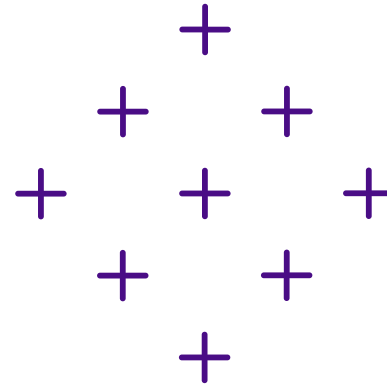
SOW is a process that can capture products, work activities and deliverables to be supplied under a contract as part of a project timeline. SOW agreements are usually billed based on a fixed price deliverable or for achieving specific milestones. They may also be billed based on time, including arrangements where there is a time-based billing that is capped at some ‘not to exceed’ level for time and materials.

When can Statement of Works be utilised?

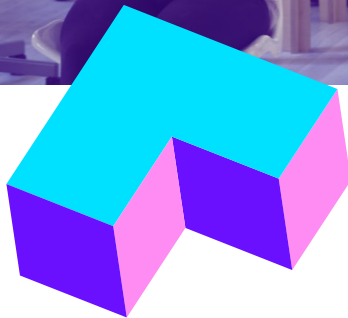
SOW can be used in many situations where work can be packaged into a project or milestone based outcomes. Here are some examples where this has been utilised within our current public sector customer portfolio:

- ▶▶▶ Town and environmental planning applications and consultation process
- ▶▶▶ Legal documentation and caseload management
- ▶▶▶ Management of Consultancy and Professional Services contracts or projects
- ▶▶▶ Training courses - design, execution and delivery
- ▶▶▶ Means-tested benefits needs analysis - for new projects or backlog reduction
- ▶▶▶ Food and Hygiene Certification - for new projects or backlog reduction
- ▶▶▶ Adults and Children`s Services - for management of new projects of reduction in caseload backlogs
- ▶▶▶ Management of short and longer term projects.

Many public sector organisations still continue to deploy fixed or variable term contingent headcount to fulfil those requirements outlined above but our customers have begun to embrace a smarter way to work which reduces cost, improves performance and creates better value for money.



A smarter way to work - Full-Service Statement of Work solutions



Our solution is a full-service approach. We support you throughout the formation, set up and procurement of a SOW project. In addition, we provide our unique technology platform that is designed to manage all tasks and activities aligned to each SOW project and financial transactions agreed between you and the SOW provider.

The benefits of our full-service solution is as follows:

- ▶▶▶ Complete procure to pay technology platform configured for each customer
- ▶▶▶ Predictability of costs aligned to predetermined budgets and value for money criteria
- ▶▶▶ Fixed timescales for project completion
- ▶▶▶ Ability to measure and evaluate quality of service with associated rewards
- ▶▶▶ Accountability, visibility and control for project delivery for all stakeholders
- ▶▶▶ Automated payment process based on prescribed and measurable milestone outcomes.

Our dedicated SOW teams have gained extensive procurement and supply chain expertise across a multitude of categories of supply. Our field based experts advise on project definition, desired outcomes and with the selection and appointment of designated suppliers.

Our experts help you with:

- ▶▶▶ Advice on capturing an effective SOW Specification of Requirements
- ▶▶▶ Identifying project outcomes and associated payment process
- ▶▶▶ Support on the best way to create a SOW approach that meets your needs
- ▶▶▶ Selection of a supply chain of external providers capable of delivering project outcomes
- ▶▶▶ Measurement and evaluation of full procurement process
- ▶▶▶ Open and constructive dialogue between you and potential suppliers in an auditable environment
- ▶▶▶ Management and evaluation of supplier bids and objective based selection.





A Technology Platform Designed for our Public Sector Customers

Considerable effort and collaboration from both customers and suppliers have enabled us to build a SOW module into our tried and trusted c.net technology platform. The SOW module is designed around and for all end user stakeholders with enough flexibility to accommodate even the most demanding requirements across all facets of the public sector.

Access to the full-service can be made by direct call off on the following public sector Framework Agreements:



Further and more detailed information on the precise technical specification on the Technology Platform can be found in our separate Technical Brochure but an overview of this combined to our full-service solution is outlined on the next page.

An Overview of the SOW full-service solution

Comensura deploys our technology platform to help you administer, interact, transact and pay for all your SOW projects.

An approved SOW project is agreed and shared with appropriate suppliers who in turn reply with a bespoke proposal from which we can work with you to decide on the right supplier for you.

Our technology facilitates the completion of each stage, uploading of milestone reports, and evaluates whether financial and qualitative outcomes or other measures in place have been met prior to approval of any stage payments.

In addition to this we are also able to provide a range of insightful and relevant management reports to ensure all key stakeholders have absolute visibility and control of all SOW projects from inception to completion.

Our SOW programme can be deployed by any public sector organisation and we offer a range of commercial options to suit your needs. If you are an existing Comensura MSP customer, SOW can be built into your wider MSP programme or aligned against any existing arrangements you may have in place.



Full-Service SOW Demonstration

Comensura's SOW solution is shaped around your needs so we would recommend meeting with you to talk through your current and future requirements at the earliest opportunity and to facilitate a full demonstration of our technology platform.

To find out more and arrange an initial conversation please contact:



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