

BRIEF: Undertake Research and Prepare a Professional Report

Overview

We require well considered research and preparation of a comprehensive report about 'Procurement Software'¹. Broadly, the research and report must consider and cover the following:

1. What is Procurement Software?
2. What types of software, products or solutions are available and what are their key features?
3. What is the nature of the supply market for each type of software? (i.e. are there a lot of software companies providing similar technology or are there only a few companies?)
4. What are the different pricing models or structures which are commonly used for the purchase of procurement software?
5. Identify which procurement software solutions are most suitable for different size organisations.
6. What are key considerations an organisation should address when purchasing procurement software/technology?

See *Attachment One – Key Report Topics* for additional information.

Objective

The objective of the report is to provide a comprehensive guide for our clients who wish to gain a strong understanding of procurement software options in order to assist with the selection of an appropriate solution (or solutions) based on their business requirements.

Report Audience

It is considered that readers would have a strong knowledge of procurement management but limited knowledge of procurement software solutions and the report shall be written with that in mind.

Report Format and Features

The final report, and any interim drafts, must be provided as an MS Word document and must include the following features:

- well designed with a clear and logical structure;
- exceptional writing standard with superior English language skills;
- relevant content, concise and informative;
- easy to read, without unnecessary technical jargon;
- consistent formatting, headings, numbering, page numbers etc; and
- address all key topics as identified in this brief.

The quality of research and substance of the report is paramount. We are looking for a report which is an appropriate length, based on the outcomes of the research, but probably around 20 to 30 pages.

¹ The term 'Procurement Software' covers any procurement related technology, tools, systems, products, solutions etc which are used to assist, automate and/or manage the purchasing/procurement process for small, medium and large organisations.

Attachment One - Key Report Topics

Key Report Topics	Notes
Introduction	<ul style="list-style-type: none"> • a few short paragraphs about procurement software prevalence having increased over the years, estimated size of the global market, number of solutions (if possible to find this out) • wanting to demonstrate that it is a complex market with many solutions available and a decision on the 'right' solution for an organisation may be complex
Executive Summary	<ul style="list-style-type: none"> • provide an executive summary of key findings/observations arising from the research
Definitions and Terminology	<ul style="list-style-type: none"> • what is the most common terminology used for procurement related software/technology/solutions? • define key terminology as appropriate and identify the differences/similarities i.e. Procurement Technology vs Procurement Software vs Procurement Solutions etc – are they all the same or different? • what is the most commonly searched for terminology on Google regarding procurement technology?
Identify Products and Solutions	<ul style="list-style-type: none"> • what types of procurement technology products and solutions are available? • identify product headings/primary 'categories' of solutions (such as Expense Management, Supplier Management, Contract Management, Spend Analysis, Enterprise Solution etc) • provide detailed descriptions/definition of each product heading and key functionality of products within the heading • identify the type of organisations that each product heading would be most suitable for (i.e. software for small/medium businesses vs. software for large organisations/enterprise wide solutions) – noting that some software is suitable for any organisation
Supply Market	<ul style="list-style-type: none"> • for each product heading/software type above, identify the nature of the supply market • is there a lot of competing products/services? • is the supply market generally localised or global software companies? • other supply market information which can be identified
Pricing Framework	<ul style="list-style-type: none"> • provide an overview of pricing levels/structures commonly used when purchasing procurement technology/software • such as "Software as a Service" • stand alone, outright purchase – Commercial Off the Shelf or Customised • licensing arrangements • cloud based user pricing etc • other arrangements as applicable • what are the advantages/disadvantages of each?
Product Matching	<ul style="list-style-type: none"> • help people answer the question "what product might be suitable for my organisation?" • summarise what type of products are suitable for: <ul style="list-style-type: none"> ○ small/medium organisations ○ government and large enterprises ○ others (if applicable)
Software Selection Decisions	<ul style="list-style-type: none"> • identify key items/considerations when selecting the appropriate procurement software for an organisation • what are the advantages/disadvantages of the various solutions? • recommend possible steps in the process of considering procurement software options (there may be a different processes for large organisations vs. small organisations)
Other	<ul style="list-style-type: none"> • report on any other topics, as applicable, relevant to procurement software (not already covered above)