

## Consultancy

PfH has developed a range of Consultancy Services designed to address areas as wide-ranging as developing a procurement strategy through to assessing the effectiveness of Members' capital works activity.

The benefits of taking up PfH Consultancy Services include:

- Creating savings on procured services
- Creating a more efficient procurement process
- Providing continuous professional development for procurement staff
- Gaining an understanding of the latest thinking on procurement best practice
- Avoiding external challenge of your tendering procedures and decisions

The following services are included:

### Procurement Strategy and Process Appraisal

This module involves a review of existing procurement strategy and processes to ensure that appropriate mechanisms are in place. Outputs include specific recommendations for more efficient procurement methods to reduce costs and liberate resources.

The Appraisal process consists of a top level 'Health Check' to identify major issues, select examples of good practice and areas of underachievement. From this platform clients may choose to commission a 'Comprehensive Review' that will include quantified analysis, which in turn may lead to 'Cost Reduction Projects' to implement any recommendations.

### Health Check

To review the following areas:

- Compliance
- Value for Money
- Partnering
- Efficiency

A 'Health Check' review normally takes two to three weeks to complete. The final report identifies strengths and weaknesses in the four specified areas and makes recommendations on ways forward, including priority areas.

### Comprehensive Review

To include all the areas covered by the 'Health Check' review and in addition quantified analysis of existing purchasing to:

- Benchmark value for money against market rates to demonstrate value for money performance
- Identify and quantify cost saving opportunities
- Identify efficiency gain opportunities and quantify impacts of more efficient transaction processes

A '**Comprehensive Review**' normally takes four to six weeks to complete. The final report identifies strengths and weaknesses in the three specified areas and makes recommendations on ways forward, including priority actions and the implication on overall value for money performance.

### Cost Reduction Projects

These projects follow from the '**Comprehensive Review**'. When the Review has identified the opportunities for procurement efficiency gains and quantified the benefits, PfH can offer support for the delivery of these benefits.

### Preparation of Feasibility Studies

This is the provision of consultancy support by PfH for the production of a Feasibility Study into a Local Housing Procurement Consortium. The Feasibility Study is produced by a combination of workshops, desk and telephone research, and face-to-face meetings.

Key components of the study are:

- Core data of the members
- Preparation leading to a Business Plan
- A proposal of how the consortium might be managed.

### Preparation of Business Plans

This is the provision of consultancy support by PfH for the production of a Business Plan for a Local Housing Procurement Consortium. This support normally follows from the Feasibility Study prepared for the proposed consortium. The methodology includes the following components:

- Evaluation of organisational models
- Selection of the products to be included in consortium purchasing
- Setting up the consortium - staffing and overheads
- Projection of the costs involved
- Projection of the purchasing volumes (quantity and costs)
- Estimated savings
- Monitoring and review

### Advising on the Formation of Consortia

This includes management and operational structures, setting objectives, strategic and tactical planning. The project subdivides into three key activities:

- An options appraisal of the organisational structure choices available to the consortium, based on both best practice and practical considerations such as consortium member expectations and capacity.
- Recommendations of the best course of action in terms of structure of the consortium and areas to be addressed including degree of collaborative working/centralised approach.
- Creation of an action plan for implementation.

### Pricing

For more details about PfH's Consultancy Services, contact us.