# Contract Classification Toolkit

*A Value Analyser™ Application for Microsoft Excel*

## Public Sector Specific

- Designed by Orbis; a public-sector partnership between Surrey CC, East Sussex CC and Brighton & Hove CC.
- Specifically configured for the assessment and classification of contracts in the UK public sector.

## Real Results, Delivered Quickly

- Confidently create a portfolio of classified contracts for all current engagements.
- Implement and monitor the right contract management procedures for each contract type.
- Identify the "to be" contract type during the requirements development and negotiation stages.
- Enables early stakeholder involvement with a clear decision-making audit trail.

## Developing Internal Capability

- Empowers and supports internal teams in completing contract assessments without expensive, on-going, external consultancy support.
- Implementation includes a comprehensive training and knowledge transfer programme.
- Full stakeholder inclusion with a clear decision-making audit trail.

## Low Cost, Highest Value

- A powerful, proven software toolkit supports an easy-to-follow process.
- Low-cost implementation and low cost of ownership.

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The Contract Classification Toolkit provides a fast, accurate and repeatable process for reviewing and classifying contracts; ensuring the right management processes are deployed and the appropriate level of resource is assigned. As contracts mature, this dynamic toolkit enables subsequent assessments to be undertaken to re-assess a contract's classification based on its position in the contract lifecycle.

## The Challenge

In the past, segmentation of contracts was largely a subjective exercise, driven by an individual's opinion of how 'strategic' a contract was relative to the needs of a specific service or team. There was no consistency of approach, and for the most part, 'future opportunity' to add value during the life of the contract was not considered. In some cases, this resulted in disproportionate levels of resource being allocated to some contracts. Faced with reducing resources and growing demand it was more important than ever that resources assigned to Contract Management activities were proportionate and focused on where the need was greatest.

## Contract Classification Toolkit

Designed by the Contract & Supply Management team at Orbis and developed by Proving Services, the Contract Classification Toolkit employs a new method of segmentation by taking four key areas in to consideration; **Value**, **Risk**, **Complexity** and **Opportunity**.

Using this approach, the classification of a contract by 'Level' helps to drive a number of other decisions and factors including; the type of procurement process to be used; the amount of resources committed by the Service to Contract Management activity; the clear definition of a Contract Manager's roles and responsibilities, the amount of support and training offered to Contract Managers by Procurement; the type of legal contract used.

## Advantages & Benefits

- A fast, straightforward and repeatable process.
- Accurate classifications ensure the efficient use of Contract Management resources.
- A granular, dynamic scale of classifications enables contracts to be classified into one of up to six levels and creates an audit trail of decision guiding factors.
- Ability to weight factors based on their criticality.
- Automatically create classification summaries and Contract Management guidelines.
- Identify risks and opportunities in the initial stages of the project enabling early intervention and issue resolution.
- Aggregate classification data using a range of graphical and tabular reports.

A low-cost, annual license for the Contract Classification Toolkit is available from Orbis. On-site configuration, training and classification support services are also available. The Contract Classification Toolkit is part of the Value Analyser™ family of products.

Decision Equipped.

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