



Overview of Workshop Offering: Supplier Workshop

Outsourcing Support Services (OSS)

Supplier Workshops | Overview



Purpose: Provide specific support to clients as they interact with their supplier(s), and help client build base for equitable/sustainable relationship

Agenda

- Introductions
- Background, Scope & Objectives
- Capabilities
- Case Studies
- Proposed Solution
 - Delivery Model
 - Employee impact
 - Indicative Pricing
- Refined Solution
 - Delivery Model
 - Employee impact
 - Pricing
 - Transition Plan
 - Governance

5-6 hour supplier workshops

Additional details and timing on following page

Objectives

- Provide client with expert support in working with service providers
- Enable client to build confidence that their interactions with suppliers are yielding desired results

Typical participants

- Core team lead
- Sourcing lead
- Project manager
- Strategic sourcing/ vendor management
- HR
- Subject Mater Experts (SME)

Everest inputs

- Experience based market insight
- Facilitates discussion with supplier
- Deep expertise working and negotiation with suppliers
- Facilitate workshop

Client preparation

- Define list of activities/ issues to review with suppliers and goals/ objectives of this interaction

Note: The workshop timing, number, and length will determine the actual agenda for each workshop; see next page for typical options on when to utilize

Agenda item		Time allocation
Introductions and background <ul style="list-style-type: none"> Goals and objective Solution Scope Operational metrics 		1.0 hour
Capabilities <ul style="list-style-type: none"> Delivery locations Scope of services 		1.0 hour
Proposed Solution <ul style="list-style-type: none"> All locations service can be delivered from Types of services Preliminary savings/costs <p style="text-align: center;">More appropriate for Workshop I</p>	Refined Solution <ul style="list-style-type: none"> Confirm location for service delivery Define services Pricing Transition plan Governance overview <p style="text-align: center;">More appropriate for Workshop II or III</p>	3.0 hours
Identify open issues and action items <ul style="list-style-type: none"> Assign action items Determine target dates 		0.5 hour

Client

- Create a list of question for the suppliers to address in the workshops
- Assign individuals to ask specific questions if topic not addressed in workshop
- Develop evaluation form
- Bring following items to the workshop
 - Evaluation form
 - Unique requirements in the environment that may impact the pricing strategy
- Invite appropriate meeting participants
- Secure logistics for meeting (room, audio-visual, etc.)

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- Provide and discuss in advance of workshop
 - Structure for the workshop
 - Draft agenda
 - Draft evaluation form
 - Draft project responsibility matrix
- Confirm logistics of workshop

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