



CCI Member Information Category Review Process

CCI follows 6 phases when reviewing a category, each of these phases covers specific tasks that inform the decision to progress or to seek further information.

CCI Category Review Process

Assessment Phase

- Review member requirements and CCI strategy for a new or existing category
- Complete due diligence, and supplier review
- Complete a business case
- Seek Board approval to proceed

Prepare Phase

- Adjust the documentation e.g. request for tender, request for information, internal evaluation tool, quality standards, communication plan, draft agreement, due diligence checklist, and transition plan.
- Meet with prospective suppliers
- Send documents to suppliers

Evaluate Phase

- Evaluate each supplier response against the,
 - the quality standards and communication plan
 - departures from the draft agreement
- Short list suppliers
- Complete reference checks
- Negotiate terms
- Commence on-boarding process
- Seek Board approval to proceed to next phase 'commit' or 'stop review process'

Commit Phase

- Award contract and sign agreement
- Communicate to unsuccessful suppliers
- Communicate to members
- Complete supplier on-boarding process

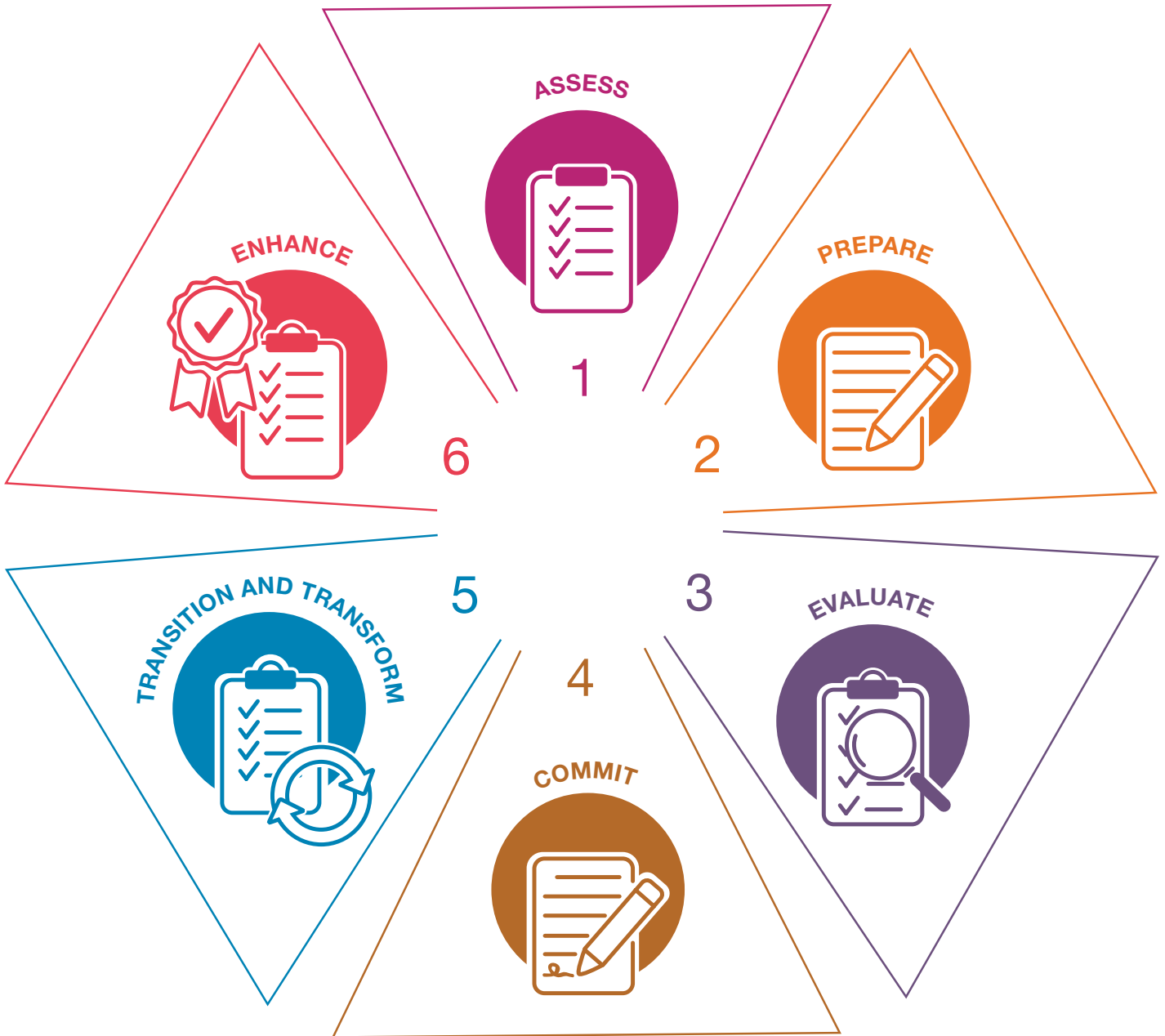
Transition and Transform Phase

- Commence transition plan
- Commence communication plan
- Review supplier performance
- Implement actions to close gaps in service to members

Enhance Phase

- Review supplier performance against contract and quality standards – complete a gap analysis, draft an action plan and timeline
- Monitor performance and complete supplier and member reviews
- Benchmark pricing and quality standards as required

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