



## SERVICES & PROJECT HIGHLIGHTS

- **Strategic sourcing for Copiers & IWMS:** created requests for proposals (RFPs), developed bidder lists, developed and implemented weighted evaluation and scoring models, pricing review and negotiation support.
- **Process documentation and improvement:** providing documentation, analysis and improvement advice across a number of facility-related processes.
- **Development of abstracts for all leased sites**
- **Performance Analysis and Reporting:** assessment of current reporting capability, recommended improvements, and assumed all collating and reporting responsibilities. Evaluated relevant industry benchmarks.
- **IWMS Implementation & System Administration:** guided AIR through implementation process to make the appropriate configuration decisions and assumed all system administration responsibilities for system updates, bug fixes, configuration improvements, and user training.

## RESULTS

*Documented Processes*

*Increased Database Accuracy*

*Consistent Reporting*

*Standardized RFP structures for major purchases*

*Selection/Implementation of a robust IWMS/CMMS System*