



BPIF SPECIALIST SERVICES

# BUSINESS DEVELOPMENT

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## BUSINESS DEVELOPMENT

Our Business Development Support options are designed to help increase profitability and improve the quality and processes of your business.

# BUSINESS PLANNING AND IMPLEMENTATION

It's possible for a business to achieve success without a business plan in sight, but without one, it's much more risky. A plan will serve as a framework for decisions, help explain your business to others, motivate and involve your staff, help you benchmark and monitor performance and provide a springboard for growing your business.

We offer a business planning service to help companies acquire the skills and techniques to conduct an effective business planning process and produce a suitable, detailed and workable plan to guide the development of your business.

We can work with you and your team to recognise the specific factors that influence the future potential success of your business. Through a practical hands-on process we can leave you with a robust plan to help your business meet the current and future market needs and significantly improve the likelihood of achieving sustainable, profitable growth.

Each project support will differ according to your particular company needs but may include:

- Session with the Managing Director to establish context and agree approach
- Developing a financial forecast and review process
- Identification, clarification and agreement of business objectives
- Competitor and market analysis
- Development of critical success factors
- Review of external factors and key obstacles to achieving goals (risk analysis)
- Establishment of key performance measures
- Creation of a detailed implementation plan
- Alignment of day-to-day tasks to the plan
- Addressing 'internal barriers' and team working/leadership issues

**Benefits:**

- Help to manage your time, money and other resources more effectively
- Clear objectives for your business and your people
- A route map on where your company is going in the future and how to reach there
- A credible and achievable financial forecast
- An empowered management team all pulling in the same direction
- Management skills development, coaching and mentoring
- Ongoing practical review and re-forecasting process

# SALES SUPPORT

The BPIF Sales Support Programme offers a unique bespoke method of developing your company's sales plan, structure and techniques. The set of services and training included in this programme, addresses the key challenges that members face today of wanting to increase their sales, convert more leads, grow existing customer sales, plus improve the skills of sales teams. You can access these services individually or you can put them together as a bespoke package.

## ONLINE SALES HEALTHCHECK

Are you looking to increase sales? Do you want to add, retain and grow accounts? Do you wish that you could forecast sales to improve print management planning? Does your sales team have the right skills to grow your business?

The print sector is skilled at the management of manufacturing processes. Have you ever considered bringing the same structure and control to sales?

The BPIF Sales Healthcheck offers a snapshot of where your business is now from a sales perspective.

The Sales Healthcheck is a quick, easy online survey that will take no more than 20 minutes to complete. The questions are based on best practice from the best performing companies and sales people in the print sector. Your answers will draw out the challenges you currently face, explanations as to what this means, and some suggested actions to consider taking to create change in your organisation.

This will also show a simple model as to how sales excellence is achieved with a simple roadmap identifying where you are now and what must be addressed to transform your sales team. This is all delivered in a short report within 2 weeks of completion of the survey.

### What is involved:

- An online questionnaire
- Identification of the current challenges faced in sales
- A clear report describing actions to address the challenges
- A discussion to explore solutions if you are interested in taking action

## Benefits:

- Clearer insight into your current situation in sales, identifies the key challenges you are experiencing and what this means
- Understand actions to address the needs of the business to create change
- A worked example specific to your company

If you already have a feel for your current challenges and would like to explore this in more depth, then speak to your BPIF representative about our On-Site Sales Diagnostic.

## ON-SITE SALES DIAGNOSTIC

How do you feel about the control you have over your business and sales results? Do you have a clear understanding of the challenges you need to overcome to get to where you want the business to be?

Many organisations in the print sector are less than satisfied with sales results that fail to utilise capacity and want accurate forecasts that support print planning and management.

The On-Site Sales Diagnostic is a 1-day session with expert facilitators that have knowledge of what good looks like and the ability to guide leaders through a process that equips them to deliver a realistic plan.

They will help you to develop a deeper understanding of where you are now, and identify the vital few actions needed to help you get to where you want to be.

Following the time together, our facilitators spend a further day analysing the outputs, and produce a short report, which summarises the session and offers a roadmap for the way forward.

The plan will help you achieve your ambitions at a pace that takes into account the business with usual demands on your sales resources and ensures that you make full use of your people, processes and systems to overcome challenges and deliver the improvements you seek.

### What is involved:

- Facilitators spend a day on-site with your management and sales leaders
- Together, we brainstorm the current state of play
- We identify the gaps and highlight the major issues preventing or slowing down progress towards where you want the business to be
- We capture and group the major issues, uncover the root causes and plan the way forward

### Benefits:

- A clearer understanding of where you are now and where you want to get to (your current vs desired states)
- Identification of the shortest route to maximum returns by tackling the most important challenges
- An improved view of how sales leadership, people, processes and systems work in the most effective way – focused on the customer
- A clearer understanding of what is required to get the best out of your sales resources



## SALES COACHING

Are you looking to drive change within your company, upskill your salespeople and adjust their behaviours to improve sales performance? Do you recognise that your sales management process is not robust enough to drive consistent performance?

Knowing where to start is a challenge for many business owners and sales leaders. Learning new ways of working to implement change, while still having other day-to-day demands on your time, energy and concentration is no trivial task.

### Have you considered support from an experienced coach?

Every person and company is different and coaching is specifically designed to meet individual needs and requirements in line with your overall goals and objectives.

The 1-2-1 coaching sessions help you to define your vital actions and break them down into bite-sized chunks. These sessions are particularly powerful as a follow up to a Sales Leaders Workshop or On-Site Sales Diagnostic. Ongoing sessions are held face-to-face and over the phone, and are designed to provide support as and when required. Working with an experienced coach will help you to both achieve your objectives and become a more effective coach yourself, with processes in place to create a high performing sales team.

### What is involved:

- An initial session to define objectives, create a roadmap to sales excellence and plan the vital actions needed
- Guidance on any new processes, tools and techniques that are required
- Face-to-face sessions and regular phone calls to support you on your journey
- Ad hoc help and guidance as required
- Periodic progress reviews

### Benefits:

- Improved clarity of vision and strategy communications
- Better coaching and change management skills (achieved over time)
- More effective sales management processes in place
- Improved sales process management
- Higher salespeople performance
- Lower time and resource requirements
- Better deployment of sales people, support and resources

## BPIF ONLINE SALES ACADEMY

Are you looking for a cost-effective way to develop the skills of your sales people? Is taking time out of the business for training a challenge for you and your team?

Perhaps your salespeople have been on a BPIF Sales Excellence training programme and you would like to refresh and reinforce the training received as part of their ongoing development?

Consider signing up for the BPIF Online Sales Academy.

We have taken the classroom online with over 70 hours of content that recreates as closely as you can a workshop experience. All our modules use video content of trainers that take learners through each stage of the journey – adding in stories and animations.

Exercises provide check points to test the learner's progress and videos allow the user to take part in role plays to reinforce their learning.

With access as and when required, skills development can fit in with busy schedules. Modules in bite-sized chunks enable each user to progress at a pace that is right for them.

Each licence provides access to a comprehensive library of resources such as eBooks, guides, and document templates to support day-to-day roles.

Managers also have facilities to manage and inspect progress of their team members and break down salepeople's individual requirements to defined skill elements using a skills analysis tool.

Speak to us about how your team could develop the verbal, planning and problem-solving skills needed to create sales, win sales and develop accounts.

**What is involved:**

- A simple sign-up and login process
- An introduction in how to use the academy to get the most from it
- Online and mobile access to bite-sized modules and resources
- Skills analysis tool to create individual Development Action Plans
- Management dashboards to monitor progress

**Benefits:**

- Unlimited availability of on-demand learning in bite-sized units, anytime, anywhere
- Faster roll out of training and development
- A dedicated, company branded academy for larger BPIF members
- Improved attraction and retention of talented people
- Better consistency of training
- Improved information available to managers for 1-2-1's and coaching

# MARKETING SUPPORT

The BPIF Marketing Excellence Programme offers a unique bespoke method of developing your companies marketing plan, structure and techniques. The set of services and training included in this programme, addresses the key challenges that members face today of wanting to increase their profile, attract more customers, add and grow accounts, plus improve the skills of existing teams. You can access these services individually or you can put them together as a bespoke package.

The Marketing Excellence Programme includes:

- Marketing Diagnostic
- Marketing Plan
- Introduction to Marketing
- Digital Marketing
- Writing to Sell
- Marketing Management Support

## MARKETING DIAGNOSTIC

Most companies recognise that marketing is key to their future success. Understanding what customers want, shaping the product and service offering to meet that requirement, and then communicating that capability to existing and prospective buyers is vital.

Unfortunately, the daily reality of running the business often means that senior management teams lack the ability to take a holistic look at the company and its marketing. 'They cannot see the wood for the trees', as the saying goes.

Sometimes an external view from an experienced observer can help to bring things into perspective.

That is the idea of our 'marketing diagnostic'. One of our specialist marketing advisers will work with the senior management team to help them cut through the clutter of day-to-day issues, set out a vision of the future and plan the route to get there.

Our approach to marketing diagnostics is flexible and based on your requirements. Usually, it starts with a half-day 'marketing workshop' involving our specialist and the senior management team.

Ideally, the workshop will take place in your premises so that the specialist can get a 'feel' for your business derived from its physical environment. The workshop itself is designed to bring together factual and perceptual information about the business, the brand, the products and services, the marketing environment and the marketing activities currently being used or planned.

Following the workshop the specialist may do some follow-up desktop research. They will then summarise the results of the workshop and the research (if any) and produce a short report with recommendations – things that can be done in house, things that may need external resource, budget and timetable.

#### What is involved:

- The services of an experienced marketing specialist to work with your management team
- A half-day 'workshop' at your premises looking at:
  - Existing brand/company situation
  - Mission, vision and brand values – where are you now, where do you want to be?
  - Strengths, weaknesses, opportunities and threats
  - Competitors – who are they and what are their strengths/weaknesses?
  - The 'value proposition' and market positioning – current and possible future
  - Customers – who are they now, who could they be in future?
  - Key messages – what do you want customers to know?
  - Communications – where and how do you communicate (with customers in particular)?
  - Capabilities – what marketing skills do you have in-house, what will you need to commission externally?
  - Budget – what additional revenue should the marketing activity generate, how much can you spend on doing it?

#### Benefits:

- An objective, external, assessment of your current market and marketing plus a vision and mission for the future – led and informed by your own management team
- A costed and structured report to help drive the business forward

## MARKETING PLAN

Helping your company develop and structure its marketing strategy.

A marketing plan is a comprehensive document or blueprint that outlines a business strategy for the coming year.

As well as covering promotion and advertising the plan includes things such as product and price (what are you going to sell – and how much can you charge for it?), customers (who are you going to sell it to?) and future development (what will your customers be asking for next year?).

Every marketing plan is different, written to suit the particular needs of the organisation.

Typically, however, a marketing plan will have the following 'chapters':

- **Situation analysis:** This will probably include a market analysis (market forecast, segmentation and customer needs), a SWOT analysis (strengths, weaknesses, opportunities, and threats), and a competitive analysis
- **Marketing strategy:** The heart of the plan, this will include objectives (what are we aiming to do?) and a strategy that encompasses market segment focus, product positioning and promotion
- **Marketing tactics:** Building on the strategy, the chapter on tactics will include details of what exactly is to be done, how it is to be done and who is to do it
- **Management and controls:** How will we know if the plan is working – or not? This chapter will include measurement of results and what is to be done with the data obtained
- **Budget:** How much is it all going to cost? This chapter will include planned expenditure and will link to the previous chapter for monitoring expenditure on an on-going basis

What is involved:

- Strategy development
- Competitive positioning
- Promotional planning

Benefits:

- Ensure your advertising and marketing is creating new sales opportunities
- Provide you with the tools you need to write an effective marketing plan
- Help you to align your marketing goals with company objectives
- Enable you to find and keep customers, generating sales and profits

## INTRODUCTION TO MARKETING WORKSHOP

There is more to marketing than advertising and promotion.

The key to successful marketing is understanding your customers. Who are they, what do they want, how much will they pay for it and how can you supply it? Then you can think about advertising and promotion once you know what you need to say and who you need to say it to. You can access these services individually or you can put them together as a bespoke package.

The quote “Half the money I spend on advertising is wasted; the trouble is, I don’t know which half” has been attributed to various successful business leaders. Our one-day introduction to marketing will ensure that none of the money you spend on advertising – or any other form of promotion – is wasted.

If you want more and better customers you need to do some serious thinking about marketing.

What problems are you solving for your customers?

Once you really understand potential customers’ needs and how to meet them, you can design your products and services to match. Once you really meet those needs, you can charge accordingly.

That is, of course, assuming your potential customers even know you exist. So although there is much more to marketing than just advertising and promotion, you need to get that aspect right as well.

Our fast-paced Introduction to Marketing Workshop will help you to ask the right questions, get the right answers and then do the right things.

**What is involved:**

- A full-day workshop
- Expert tuition from one of BPIF’s marketing specialists
- An introduction to the ‘seven Ps of marketing’ – the things you really need to know
- Ideas for cost-effective promotion that will drive enquiries and sales

**Benefits:**

- Leave with a clear understanding of what marketing can do to improve the profitability of your business
- Take away a ‘road map’ to help you draw up a marketing plan

This workshop will take place off-site at a BPIF specified venue and are subject to availability. Dependant on the number of attendees, this workshop can be delivered on-site.

## DIGITAL MARKETING WORKSHOP

Your customers – and your potential customers – are increasingly online. Will they find you there?

Websites, search engine optimisation, social media, email marketing, blogging, marketing automation, re-marketing and pay-per click – you've heard all the buzz words but what do they really mean? And how can you use them to gain and retain business?

Our half-day Digital Marketing Workshop will help you to navigate the online world and find new customers.

In today's world, if your business is not online it is nowhere. Customers increasingly start their search for new suppliers online. Communicating with existing customers – reminding them why they bought from you in the first place and why they should make that same decision again – is done most easily and effectively through digital channels such as email and social media.

The BPIF half-day Digital Marketing Workshop will give you an overview of the digital tools available to you. It will help you to decide which of them will actually work for your business and which could be a complete waste of time and money.

### What is involved:

- A half-day workshop
- Expert tuition from one of BPIF's marketing specialists
- Ideas to improve website performance – getting better search engine rankings and converting more visitors to customers
- Introduction to social media (LinkedIn, Facebook, Twitter, Instagram and more) – how can you use them effectively?
- Improving (or starting) email marketing, marketing automation, blogging and online advertising

### Benefits:

- Leave with a clear understanding of the 'digital marketing environment' – and how you can use it to drive enquiries and sales
- Improved return on your marketing investment in terms of both time and money

This workshop will take place off-site at a BPIF specified venue and are subject to availability. Dependant on the number of attendees, this workshop can be delivered on-site.



## WRITING TO SELL WORKSHOP

Almost everybody can write – just as almost everybody can run.

But not everyone who can run can win races. To be a successful runner you need training and practice.

It's the same with writing. Not everyone who can write can write well and even people who write well cannot always write to sell.

The good news is that improving your writing is a lot easier than improving your running. There are simple techniques that will help you to write emails, websites, blogs and brochures which will persuade readers to buy.

Our one-day writing workshop will help you to improve the sales performance of your writing.

Companies (quite rightly) invest considerable time and money in training sales staff. They aim to give the sales force the skills to engage customers in face-to-face conversations that lead to successful sales. Yet these same firms often fail to train the people who write emails, brochures and web pages that have the much more difficult task of conversing with people they may never see or meet.

Conversation is an art. Selling is a science. Both require skill and practice – nowhere more so than when trying to combine them in writing. Our workshop will give you some of the basic skills required for persuasive writing and through a series of interactive exercises, will also give you some practice in using them.

### What is involved:

- A full-day workshop at your local BPIF office with delegates from other BPIF members
- Expert tuition from an experienced business writer and journalist
- An introduction to writing for different channels – from emails to brochures and from websites to direct mail
- Techniques for framing the message and structuring the communication
- There will be several exercises in which you will have an opportunity to practice the skills and techniques that are being taught. It would be helpful to bring a laptop or tablet which you can use for these

### Benefits:

- Leave with an understanding of how to sell using the written word
- Generate more enquiries and sales from your written materials

This workshop will take place off-site at a BPIF specified venue and are subject to availability. Dependant on the number of attendees, this workshop can be delivered on-site.

## MARKETING MANAGEMENT SUPPORT

Many small and medium sized businesses do not need and cannot afford the services of a full-time Marketing Director. However, preparing and implementing a marketing plan may require strategic direction from someone with skills not available from the in-house team.

Our Marketing Management Support Scheme offers the services of an experienced Marketing Director on a part-time basis to help you keep your marketing plan on track and to respond to changing market conditions. The support may range from a couple of days per week to as little as one day per quarter.

The activities can range from assistance with market research and planning through to more 'hands on' marketing work such as managing your PR and design agencies or mentoring in-house marketing staff.

The assistance provided by our Marketing Management Support Scheme is totally flexible and designed specifically around your requirements. It can usually be scaled up or down to suit peaks and troughs in marketing workload – for example, stepping up activity at the time of a new product launch. Our specialists who deliver the scheme are highly experienced and highly qualified professional marketers.

After one or two days of initial familiarisation with your business and its plans you might need the services of a part time Marketing Director for as little as one day per quarter – or for one or two days each week.

If you do not currently have a marketing plan he or she can work with you to develop one and then assist you with implementing it. Often that assistance can primarily be acting as a 'sounding board' and adviser for middle management or junior staff tasked with putting the plan into action. He or she may also assist with preparation of reports for your senior management team on the results of the marketing activity.

### What is involved:

- The services of an experienced and qualified marketing professional to work with your management team
- A highly flexible service in terms of both the activities undertaken and the time involved, with the ability to scale support to match your changing needs
- Assistance, if required, with preparing your marketing plan and then delivering it

### Benefits:

- Access to experienced marketing support without the cost of a full-time Marketing Director
- Improved sales and profits through professional marketing

# TENDER RESPONSE SUPPORT SERVICE

Customer loyalty is becoming rarer. As a result, regular commitments from major clients can be key in ensuring the ongoing stability of your print business. Bidding for and winning tender work can form an important part of this business mix.

However, you may not have the resources to create tender responses – which are often time-consuming. Equally, you may lack the in-depth experience to create a compelling tender response strategy that will present your company credentials most effectively.

Each month, tender responses are rejected because companies fail to meet all the requirements of pre-qualification questionnaires and invitations to tender. Other bids fail to sell company strengths; properly address the buyer's needs; demonstrate their ability to meet contract requirements; or show robust processes at the factory inspection stage.

To establish a foothold within either the public or private sector, you need to achieve 'preferred supplier' status. That depends on your ability to manage an efficient tender response process. You can also save time and effort by creating templates that carry all the required information rather than responding from scratch every time.

Our tender specialists have the experience and expertise to create a strong strategy for you. They can assist with tender responses and help ensure that your business is correctly placed to bid. They can significantly improve the chances of your factory passing inspections, making sure that your bid stands out and is a winning entry! Remember that prices, while important, are just one of the elements scored in a tender assessment.

## Benefits:

Our Tender Response Support Service can help your business:

- Win new regular work streams
- Identify barriers within a business to winning work
- Improve customer focus
- Reduce time wasted in a random approach to tenders

**1. Ad-hoc Advisory Support:** We will simply be available on the end of the phone or via Skype for advisory sessions. Pricing will be based on an hourly rate, with a minimum charge of 10 minutes per call.

**2. Proof Reading:** Should the company wish to write their own tender, a BPIF tender specialist will run the rule over the initial draft of the document with the following aims:

- Spelling and grammar check
- Compliance with tender requirements
- Have the questions been answered effectively
- Response structure and flow
- Suggested improvements and amendments

**3. Full Writing Service:** BPIF Tender Services can create a compelling and creative response for your company, with a view to obtaining the highest possible quality mark within the evaluation.

The typical support process is as follows:

- Initial conversation with client to discuss tender and responsibility
- Face-to-face meeting to gather required content
- Creation of first draft response and forwarding to client
- Amendment in second draft following client review
- Final document packaging and submission

# COST RATE REVIEW SERVICE

Our Cost Rate Review Service regularly identifies companies that are undercharging for their services. This may produce new business wins in the short term; but if that work, is not properly priced due to the true costs of the work involved, it will not be sustainable over the longer period.

Correct pricing of your services – which takes into account all costs, including machine operation and overtime – will factor in consistency and ensure profitability for your operations. In addition, precise and accurate pricing can help give you an edge over your rivals; assist with budgeting; improve your Management Information System (MIS); and assist you in developing a more effective workflow.

One of our specialists will evaluate your cost rates, looking at your operations in their entirety. A spreadsheet model will be produced showing the benefits more accurate cost rates will generate for your business. The result will be a more robust platform for your company's development and growth, protecting you against the effect of raw material price fluctuations and helping you operate more competitively.

## Benefits:

- Accurately estimate and cost jobs
- Price for profit
- Improve the accuracy and reliability of your MIS
- Produce detailed budgets and forecasts
- Create Key Performance Indicators (KPIs) such as chargeable hours, machine use and targets for staff
- Meet best practice
- Enjoy greater competitive advantage

# BUSINESS CONTINUITY PLANNING

At some point in the next five years, your business is likely to face serious disruption. This could be anything from major IT failure, high levels of staff absenteeism for unforeseen reasons, failure in the supply chain, even relocation caused by flood or fire.

A Business Continuity Plan (BCP) is something that your stakeholders, including print buyers, will expect you to have, and your insurer will almost certainly want you to provide as part of your responsibility toward risk management.

If producing an effective Business Continuity Plan seems daunting, we can help. Our experts have helped many print and packaging companies to assess critical aspects of their processes and to develop structured BCPs. Each plan is developed with the specific needs of the company in mind, while implementing best practice from across the print and packaging sector.

## What is involved:

- In-depth review of your site(s) and critical processes
- Risk and business impact analyses
- Identification of aspects which might increase the possibility of business interruption or that might prevent it significantly
- Training
- A report of prioritised actions critical to continuity and recovery
- A written Business Continuity Plan
- Establishment of evaluation and review processes
- Development of appropriate strategies to promote recovery of key processes

## Benefits:

- Promotes business continuity and recovery processes
- Identifies, eliminates and/or minimises risks
- Satisfies stakeholder requirements including those of insurers and clients
- Meets requirements and best practice of ISO 22301
- Saves you money and protects you and your customers' assets
- Conducted by print sector specialists
- Helps you to remain a 'preferred supplier' and win more business

# WEBSITE DESIGN AND BUILD

We are able to help make designing, developing and maintaining your web communications simple, cost effective and accountable. Our support service enables any printer to create a unique web based marketing portal that will maximise promotion and sales opportunities. Such a professionally created website will not only promote your business to anyone searching the internet, but crucially, will also use the latest intelligent email marketing technology to schedule and track a diverse range of communications designed to promote your services.

The Website Design and Build Service is delivered in five stages by an internet expert.

**Stage 1** you will create or update your existing website into a powerful marketing tool

**Stage 2** involves the upload of details for all customers or prospects you wish to proactively target

**Stage 3** will enable your website to automatically schedule tailored annual email campaigns

**Stage 4** ensures that the website creates a highly personalised individual email about the particular topic of interest

**Stage 5** covers communication tracking and provides powerful intelligence on the success of your campaigns

**Our Website Design and Build Service can help your business:**

- Create a professional website explaining how your services can benefit clients
- Ensure your site is recognised by the UK's leading search engines
- Proactively cross-sell products and services to existing clients and prospects
- Keep clients informed of company news, special offers and new products and services
- Gather feedback through completion of online satisfaction surveys
- Run an unlimited number of bespoke direct marketing campaigns



# FACTORY PLANNING AND LAYOUT

We offer expert advice and support on factory planning for companies who are moving premises or whose business space requirements have changed. Companies have used the layouts and our recommendations to make strategic, financial or logistical decisions that are critical to the future of their organisations.

## What is involved:

- A specialist BPIF Print Factory Layout Expert
- Conduct a physical survey to determine detailed dimensions of all machinery
- Make observations on the current methods of operation
- Construct a Work Flow Relationship Diagram
- Design alternative layouts for discussion
- Create a large-scale drawing showing the ideal layout suitable for the building
- Work closely with management and staff

## Benefits:

- Save money
- Define optimal workflows
- Increase productivity
- Help boost staff achievement and morale
- Achieve competitive advantage
- Institute 'best practice'

# PURCHASING AND SUPPLY CHAIN MANAGEMENT

Approximately 60% of a printer's cost of sales is in materials, consumables and services. Purchasing management is thus vital to controlling costs and boosting profits and yet purchasing is seldom seen as a core activity for many printers.

As customers demand lower prices and improved levels of service, printers must change their approach in order to find new ways of working with their suppliers to minimise their costs. In this highly competitive printing environment only the lowest cost producers will survive in the longer term.

Our approach is thorough and supportive. Our Purchasing and Supply Chain Management review will benchmark your organisation's buying practices, procedures and systems against best practice, make recommendations for improvements and help prioritise actions. If desired, we can then also provide a fully managed solution to help you implement these recommendations over an agreed period of time.

Each programme is designed specifically to meet your organisation's needs and can include a full range of Purchasing and Supply Chain Management support. The audit and recommendations phase usually takes between 3-5 days and ongoing support can be provided on a regular basis, typically a day every one or two months for the next year in order to ensure good systems, procedures and practices are bedded down into your operations. The time involved however, depends on the size and nature of your organisation and the outcome of the initial audit.

### What is involved:

- Conduct an audit to identify the current status of your systems, processes and procedures
- Benchmark against competitors
- Best practice and make observations on current methods of operation
- Assess current skills levels
- Recommend potential 'non-core' purchasing opportunities
- Discuss, recommend and agree practical and realistic improvements
- Conduct individual or group purchasing and supply chain management training
- Develop negotiating tools and techniques to suit your business
- Provide ongoing implementation resource

### Benefits:

- Achieve accurate and more competitive client pricing institute
- Best practice purchasing methods and procedures
- Improve negotiating skills, tools and techniques
- Create a better working relationship with suppliers
- Better evaluate overall true purchasing costs
- Reduce administration costs
- Evaluate and modify current supply chain management practices and procedures
- Save money







Contact BPIF Specialist Services to register your interest.  
A BPIF Specialist will then contact you to discuss your needs.

**TO GET STARTED PLEASE CONTACT**

BPIF Specialist Services

**T:** 01924 203335

**E:** [specialistservices@bpif.org.uk](mailto:specialistservices@bpif.org.uk)



