



Data Management & Exchange Ltd

Proposal and Tender Specification consultancy

Many companies and public sector bodies source IT systems from external suppliers because they do not have the expertise to develop them internally. This lack of expertise makes it very hard for them to produce a good specification document for the external suppliers to bid on.



Sending out proposal requests or invitations to tender for an IT system usually means that you are planning to invest a significant amount in it. It is important that you have thought through the requirements and that the potential suppliers know exactly what these requirements are.

IT projects can end up late, over budget and not doing what was required. In a high proportion of cases this can be traced to inadequate specifications at the start of the project. Many invitations to tender do not get thought through thoroughly before the document is sent out. This results in the potential suppliers not really knowing what is required, and the client not knowing what they are going to get.

As the specification often forms an integral part of the contract, ambiguity about exactly what was originally quoted for can cause tension and a poor relationship between the client and supplier, leading to project management problems.



If you are planning to invest in a new IT system, you need it to meet your requirements, not what the supplier decides you should get. Let DMXL help you determine exactly what you need the system to do, and work with you to produce a detailed system specification and associated change control mechanism.

This has the following advantages:

- You determine what your system is to do, not the supplier.
- You know that the supplier fully understands the requirements.
- Suppliers do not have to put in inflated tenders to cover the unknown costs, so their bid is cheaper.
- Suppliers do not end up cutting corners to save on costs that they hadn't budgeted for.
- You avoid continual changes and updates during the development resulting in a poorly designed and unreliable system.
- The project is far easier to manage.
- You do not spend hours answering the same questions from everyone who is considering tendering.

Time spent producing a good specification at the start will pay for itself many times over in the long term.

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