



VERTICAL

Vendor Assessment and Selection Services

HIGHER EDUCATION

CIBER's Vendor Assessment and Selection Services

CIBER has the tools and experience you need:

- Dedicated Higher Education practice
- Consultants are former Higher Education practitioners
- Certified implementation partner for all major vendors
- Experience with institutions of every size
- CIBER Solutions Library templates
- Advantiv DecisionDirector Partner

Choosing Your Direction

Choosing the future direction of your institution's administrative systems is a difficult and daunting task. CIBER has more than 30 years helping institutions choose and implement ERP solutions. We have experience with all the major ERP and niche solution vendors, and we can provide an unbiased perspective. We have the templates, processes and experience to guide you through the complex and detailed undertaking of Vendor Selection, so that you can focus on software evaluation.

CIBER's Vendor Assessment and Selection Services are conducted in a phased approach:

Project Definition

The Project Definition phase is a crucial foundation for every project. During this phase, CIBER works with you to define the business drivers and objectives for the project, and clarify who will be involved and how. At the completion of this phase, you and your stakeholders will have a firm understanding of your institution's direction and readiness, including:

- Business case, vision and objectives
- Scope
- Assumptions, risks and dependencies
- Governance and roles
- Project strategies and controls

Business Process Assessment

A complete and accurate appraisal of your institution's major business practices and process flows is key to the overall success of your project. The final project plan and implementation approach rely heavily on the results of the Business Process Assessment (BPA).

CIBER's BPA approach focuses on the major business functions that drive your institution's day-to-day business processes. We will work with you to interview executives, department heads, major system users, and technical leads to develop a detailed listing of existing and needed business processes. These will be documented in CIBER templates or in a web-based tool such as Advantiv DecisionDirector.

For each process we will also document:

- End-user satisfaction and effort
- End-user rating of criticality
- Which have policy implications
- Which to include in vendor demonstrations

Requirements Gathering and Analysis

This phase documents the detailed business requirements underlying the processes identified in the BPA phase. Utilizing CIBER's extensive library of system requirements and experience from past projects, we work with you to:

- Add, modify or remove requirements to match your institutional needs and terminology
- Establish scoring and weighting for requirements

Requirements Gathering and Analysis is achieved through facilitated meetings with each of the stakeholder groups identified during the Project Definition phase. The results of these meetings are documented in a consistent, clear format that acts as the foundation for an RFP document.

Project Budgeting

An ERP implementation will be one of the largest projects your institution undertakes, with complex resource, time and scope considerations. CIBER can help you to develop a budget for your project, with estimates based on solid metrics. Having a solid estimate early in the process helps your institution understand your critical needs and constraints before beginning vendor selection and contract negotiation.

We can help you to:

- Identify the real costs of your project
- Validate your budget with peers
- Reduce unforeseen costs
- Estimate necessary contingency

Vendor Evaluation

Choosing the correct approach, stakeholders and activities to be included in the Vendor Evaluation process is a critical part of your selection process. CIBER will work with you to determine the best strategy for Vendor Evaluation given the needs, budget and timeline of your project.

CIBER will work with you and your procurement staff to:

- Customize this phase to your needs
- Establish a vendor selection committee
- Develop a Request for Information (RFI) or Request for Proposal (RFP)
- Develop Vendor Demonstration Scripts
- Request and evaluate vendor responses

CIBER's experience will help to ensure that your institution will receive RFPs from only the most qualified vendors, thus reducing your evaluation effort and saving you time and money.

Implementation Planning

The Implementation Planning phase builds on and further defines the work already undertaken in the Project Definition phase. This last step in the Selection process positions your institution to successfully kick off your implementation with the informed and committed support of your executives, team and stakeholders.

Once an ERP system and implementation vendor is selected, CIBER can assist you in:

- Revising your budget estimates
- Refining the implementation plan
- Developing a team training plan
- Presenting the budget and plan to executives and stakeholders
- Recommending hardware and auxiliary software
- Updating the communication and media plans
- Configuring a shared project workspace

Vendor Assessment and Selection is a complex and laborious process. CIBER has the experience, tools and expertise to help you navigate this process and choose the right vendor for your institution with a minimum of time and expense.

About CIBER, Inc.

CIBER, Inc. (NYSE: CBR) is a pure-play international system integration consultancy with superior value-priced services for both private and government sector clients. CIBER's global delivery services are offered on a project or strategic staffing basis, in both custom and enterprise resource planning (ERP) package environments, and across all technology platforms, operating systems and infrastructures.

Founded in 1974 and headquartered in Greenwood Village, Colo., the company now serves client businesses from over 60 U.S. offices, 20 European offices and four offices in Asia. Operating in 18 countries, with 8,000 employees and annual revenue of approximately \$1 billion, CIBER and its IT specialists continuously build and upgrade clients' systems to "competitive advantage status." CIBER is included in the Russell 2000 Index and the S&P Small Cap 600 Index.



5251 DTC Parkway Suite 1400
Greenwood Village, CO 80111
800.242.3799

© 2008 CIBER, Inc. All Rights Reserved.