Executive Summary

Before finalising the commodity/service strategy and sending it for approval, you should ensure an executive summary is included. The purpose of the executive summary is to highlight the key points of your strategy including details of any decisions taken and the justification.

The finalised strategy which has been developed with the User Intelligence Group (UIG) should be approved on PCS-Tender by an appropriate approver, as per your local governance arrangements.

The example commodity/service strategy includes an executive summary for your reference.

Any documents you need are listed below

Develop Strategy Document

(file type: doc)

Commodity/Service Strategy Review

Commodity/service profiling and strategy development should not be an isolated or 'one-off' occurrence. A subgroup of the UIG (where appropriate) needs to be assigned to carry out the ongoing activities of:

- supplier relationship management
- monitoring
- implementation
- compliance and benefits tracking and
- a regular review of the chosen strategy to make sure it is still suitable for the current/changing environment (both internal to the procuring organisation and external to market supply)

Quickfire Guide

Quickfire Guide

Commodity/Service Strategy Review

There are a number of issues that may trigger a commodity/service strategy review, these include:

- Market developments e.g. changes in economic environment, technology, regulation
- Internal changes to the organisation e.g. significant restructuring, changes in demand
- Contract termination e.g. through poor performance
- Contract expiry
- Reviewing of organisational objectives and / or legislative changes could highlight areas for review at a commodity/service strategy level, e.g. sustainable procurement opportunities