

<sup>1</sup> The antidote to procurement project chaos

<sup>2</sup> Your Procurement Preparation Checklist

<sup>3</sup> Ensure an efficient and secure preparation process.



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Preparing complex, high-value and sensitive projects for procurement can be a chaotic challenge if you're not using the right procurement systems and tools to automate and de-risk processes.

# Why?

## 01

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Whether you're in the business case development stage, pre-feasibility, feasibility, or in the final stages of pre-procurement preparation, best-practice demands a reliable technology platform that helps bring order to chaos, ensuring every stakeholder is aligned.

## 03

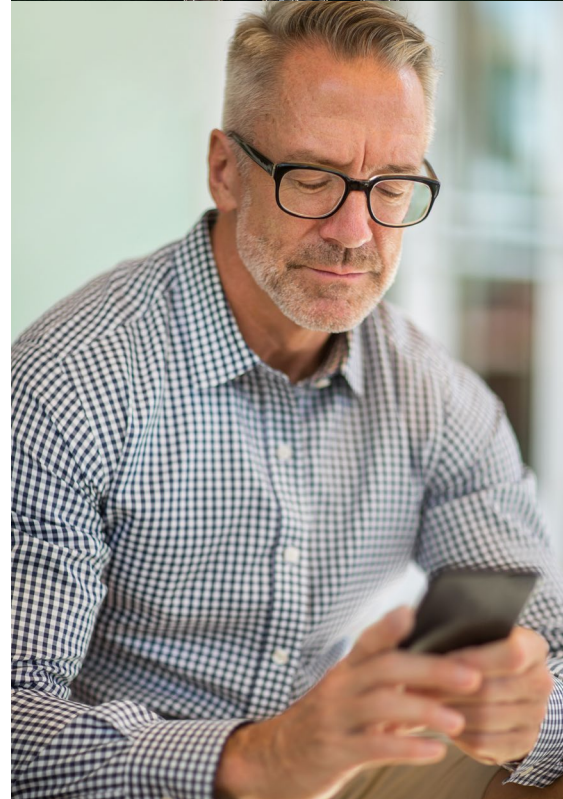
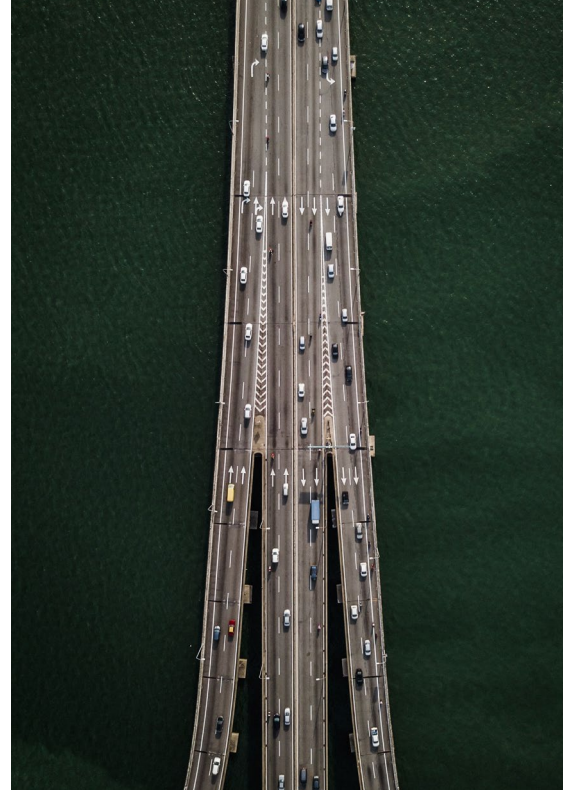
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We've broken down the non-negotiable questions you need to ask of your procurement solution provider – because anything less is not worth the risk.

## 02

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When utilized correctly, the right platform can increase efficiency, accelerate timelines, reduce costs and most importantly reduce the risk of process failure and security breaches.



Non-negotiable #1:

# Staged, streamlined access to project information

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The best procurement preparation solution will be one where the project team can easily consolidate, manage and share the relevant documentation to the various teams involved - both internally and externally. This will be best achieved with the simplest and most intuitive solution, one that leaves complexities at the backend for a frictionless user experience.

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Are there plugins or installs required to access systems?

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Is the solution accessible from any device and any operating system?

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Is the system simple and intuitive enough for the different project teams to quickly learn and use?

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Do you have access to a highly trained customer success team, 24/7/365, for initial training and/or subsequent questions?

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## Non-negotiable #2:

# Full lifecycle security for documents shared with project teams

Security is paramount in these processes. Successful projects are completed with solutions that have the most document security options and the flexibility to control who can do what, when and where - down to the most granular permissions.

Are project team admins able to easily review and assess users and document access, and tailor their security accordingly?

Can documents be controlled and managed at all levels with ease?

Does the solution offer accessibility options you can apply to any user or on any document or folder, including 'view only', 'print only', 'temporary save' and 'temporary save without print or print screen'?

Does the solution offer the ability to allow editing and copying out of Microsoft Office documents, with the same security rules applied?

Are all security settings and actions logged in order to provide security grade audit trails?

Do you have the ability to revoke or restore access, irrespective of the document location, at the administrator's choosing?

When an individual user or user group's access is disabled, is access to that party's files disabled instantly regardless of file location?

Does the provider work directly with Adobe and Microsoft to ensure these systems work seamlessly with no plugins or additional logins required?

Can you create custom watermarks incorporating dynamic tags unique to each user?

Can you apply dynamic watermarks to any PDF document that is downloaded, printed or viewed?

Do you have the flexibility to choose a different watermark per document, per user group, and/or apply multiple watermarks to the same document?

Is the provider ISO27001 compliant, independently certified for over a hundred controls that cover process, application, infrastructure and people?



## Non-negotiable #3:

# Preparing a secure, controlled bid submission process

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For fairness and accountability, it's vital that submissions are private and secure, and that bidders have full confidence that project and evaluation teams won't be able to access until the appropriate time. The optimal solution will offer an integrated 'locked box' bidder submission tool to handle these submissions. Preparing for this vital stage of the process ahead of the submissions windows is critical.

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Does the solution offer a purpose-built tool for receiving and handling electronic submissions, enabling bidders to submit their own bid submission securely and directly?

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Are you able to set a close date and time which acts as a 'locked box' while submissions are being entered?

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Are you able to apply full security to documents in this area so that the relevant parts of each submission can be safely uploaded and shared with the evaluation teams?

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Can all activity on these documents be tracked and included in the live audit trails and end of process archives?

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Can you ask clarification questions which directly reference the relevant parts of the submission to ensure the whole process is efficient and highly controlled?

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Can bidders upload and work on an unlimited amount of files and file size, type and structure?

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Does the solution enable for advanced in-system redaction to redact sensitive information such as bidder name and quotations that may impact the objectivity of the evaluation process?

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## Non-negotiable #4:

# Preparing an efficient, controlled and fully auditable Q&A process

The Q&A process can be the most time consuming and pressure packed aspect of procurement in a large complex transaction. With users and questions anticipated in the hundreds to thousands, preparing an efficient and streamlined process, and removing the potential for errors during the 'live' procurement phase, is crucial to a project's success.

Does the solution have a two-way Q&A facility that permits the project team to easily manage requests for information and clarification questions from both sides of the transaction?

Is this Q&A facility auditable and secured electronically?

Do workflow capabilities allow for questions to be efficiently assigned to the relevant parties, answered or approved, and sent back in a highly controlled manner?

Does the Q&A facility enable you to restrict access to certain answers, or easily share with all parties?

Does the Q&A facility enable you to ask followup questions or to follow question threading through multiple approvers?

Does the Q&A facility enable you to attach, reference and submit documents?

Is the project team able to generate reports on the Q&A process, as well as easily track and manage the time between responses provided on these requests (including unanswered questions, question status, etc.)?

Is there a dedicated customer success team ready to provide advice on setting up the most efficient Q&A process flows, using question subjects to improve efficiency, running reports to reduce bottlenecks and general support for Q&A settings?

## Non-negotiable #5:

# Tracking of all activity for probity and audit purposes

The strongest procurement preparation solution eliminates or significantly reduces complex, hard to manage probity process. They automate all legal requirements for activity tracking for audit purposes. They will have intelligent reporting available on demand, so the project team can be armed with all required information and quickly identify their best course of action.

Is risk reduced through the use of legal grade audit trails to support any disclosure and compliance requirements?

Are you able to quickly pull reports on all aspects of user activity, including documents viewed, document downloads, search terms, activity on downloaded documents and Q&A activity?

Are you able to quickly view security settings across the entire data room?

Are you able to view Q&A summaries to show activity, reduce bottlenecks and produce real-time crucial status reports?

Are you able to give a specific 'Q&A Observer' role to probity auditors?

Are you able to view data room usage to get an up-to-date and historical view of data room usage for billing purposes?

Are you able to pre-format reports with filters, freeze frames and color coding to save time?

Are you able to access full reporting of bidder activity to better understand bidder sentiment and keep engagement levels high?

Can you obtain an electronic archive(s) on a password-protected encrypted USB, or via an encrypted download link to prevent unauthorized access?

Are you able to securely archive and store indefinitely all project documentation from business case development right through to procurement completion to support any potential legal challenges and disputes during project delivery and post project delivery?



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# Prepare smarter, faster and safer with Ansarada

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If you agree that your procurement management solution needs to address all of the above, there's only one solution in the market that can bring order to procurement chaos.

Ansarada's Prepare and Procure platforms have been designed and built in conjunction with leading government, advisory and Alternate Project Delivery professionals in the transport and infrastructure space to meet the unique procurement challenges of over \$1Tn of high value, complex and sensitive projects.

It allows you to prepare for (Prepare) and then manage (Procure) your project development and procurement

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process in a single, highly-controlled, secure and audited platform with a team of experts available to ensure your confidence every step of the way.

When it comes to building critical infrastructure, everyone wants to reduce risk. With Ansarada Prepare and Procure, our world-class security gives you oversight throughout the complete project lifecycle.

**There's no room for risky procurement with Ansarada.**

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Australian Government

**Deloitte.**

**EY**

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**Te Kāwanatanga  
o Aotearoa**  
New Zealand Government

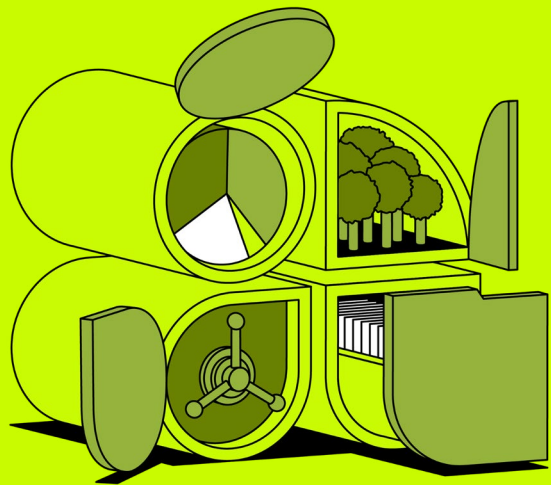
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# Bring order to complex procurement preparation processes with Ansarada Prepare

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1 Probity automated

2 Cloud-based software

3 24/7/365 localized expert support

4 Advanced redaction

5 Customized Workflow™ for all

6 Safe and efficient bid management

7 Built-in evaluation functionality

8 Locked-box submission tool

9 Integrated two-way Q&A

We're ESG committed, so you can be a force for growth - a force for good.