



Florida Agency for Workforce Innovation

Unemployment Compensation Claims and
Benefits Information System

10-ITN-001-SS

Negotiator Training

Agenda



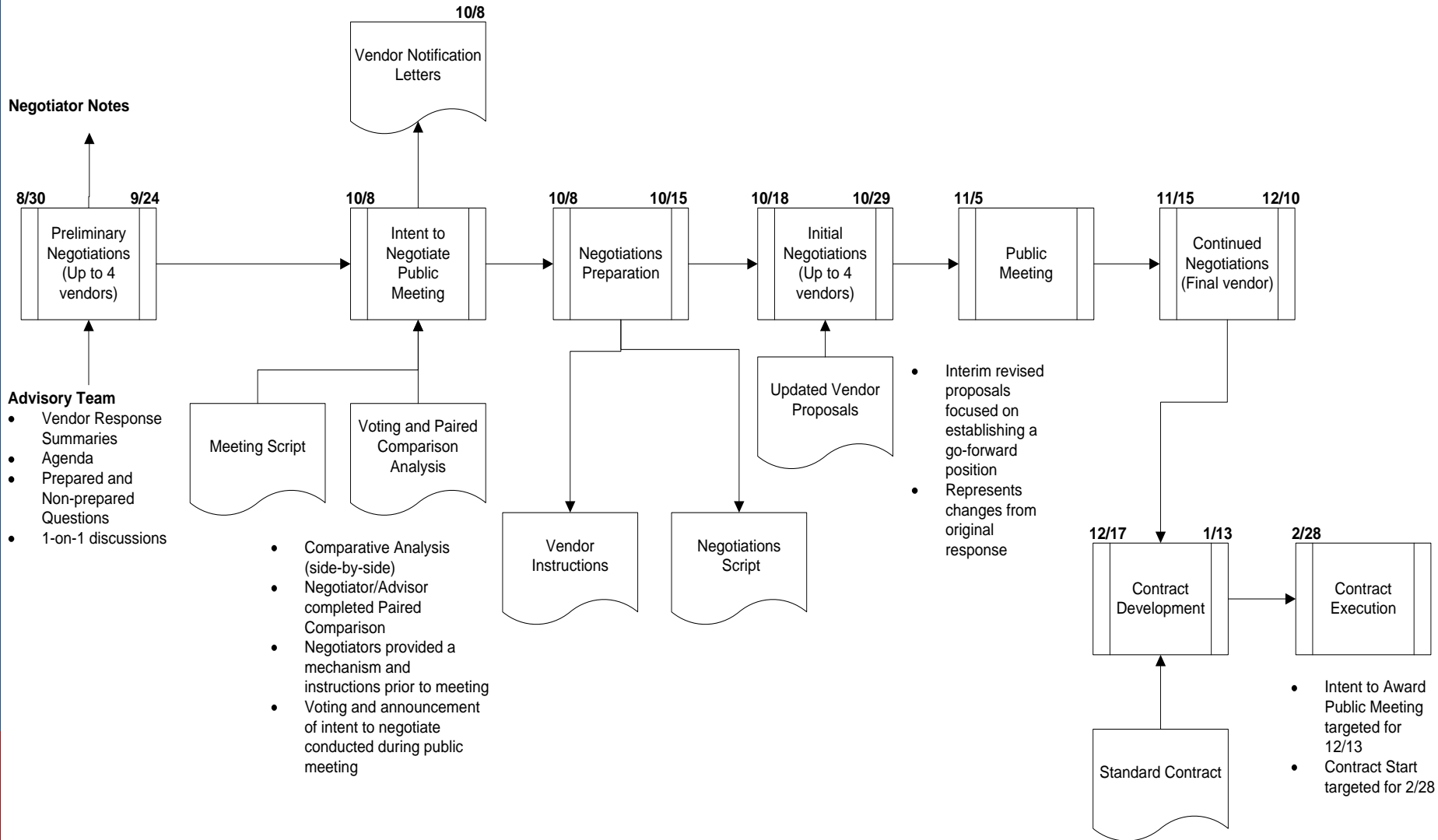
- Today's Objectives
- Procurement Process Overview
- Purpose and Goal of 1st Round
- Negotiations Agenda Overview
- Roles and Responsibilities
- Negotiations Guidelines
- Schedule
- Q&A

Today's Objectives



- To prepare you to effectively participate in the negotiations sessions.
- To answer your questions.

Procurement Process Overview

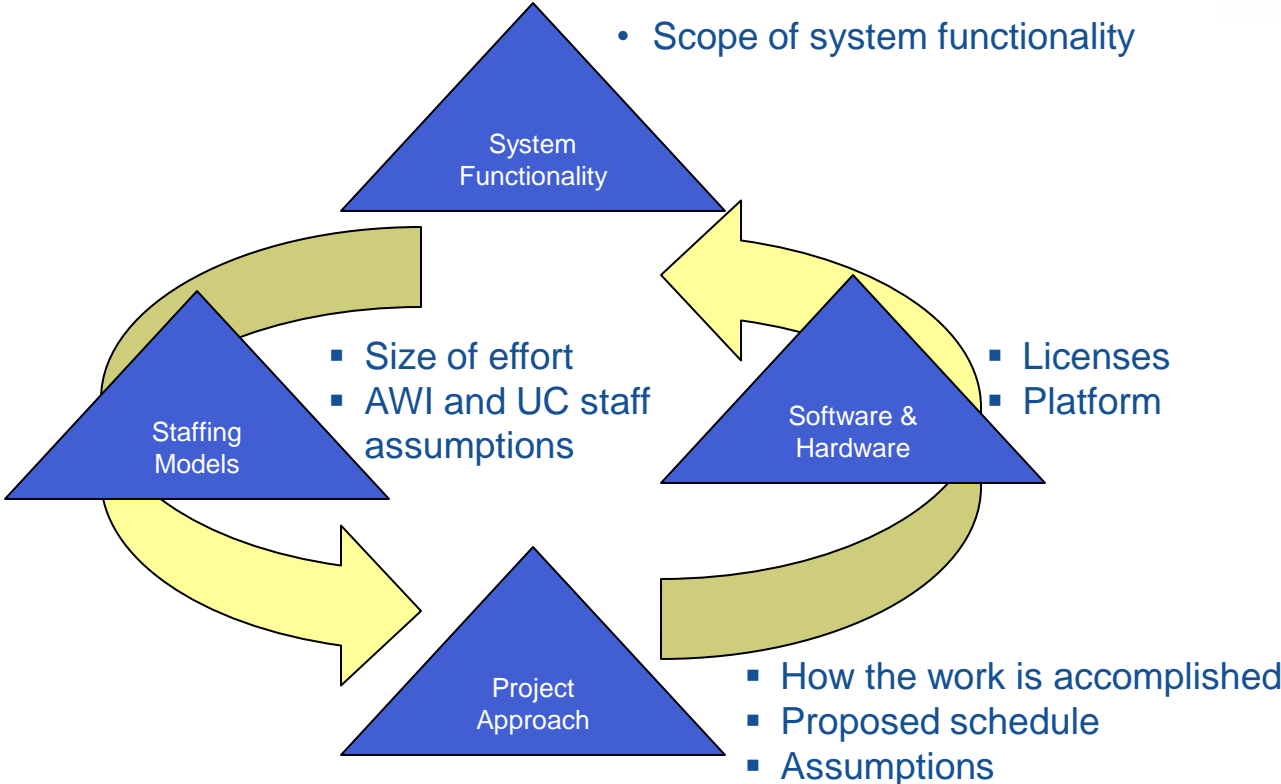


1st Round Purpose and Goals



- The purpose of this round of negotiations is to determine, at a high level, if the Agency and Respondent can negotiate an acceptable solution within the budget of the Agency. The Agency will determine how to proceed into further negotiations based on the outcome of these negotiation sessions.
- The focus of these initial four weeks will be high-level scope and approach as they are the major cost levers. We will not get into the details of terms and conditions, etc. in this round.
- Negotiators will decide how to proceed in a public meeting scheduled for 10/8 and again on 11/5.

Cost Levers



1. Negotiate differences between the Vendor's proposal and the ITN requirements.

2. Negotiate differences between the ITN and the Feasibility Study.

3. Negotiate cost reduction strategies or other scope modification options.

Negotiations Agenda



- Introductions / Kickoff
- By Development Phase, discuss and negotiate:
 - Issues / concerns with the Respondent's response
 - Areas impacting approach and assumptions
 - Cost strategies
 - Areas of Scope reduction – Respondent's response to ITN requirements
- Questions and answers
- Respondent instructions
- Wrap up / next steps

A negotiations document will be developed to guide the discussion. All sections of the vendor's response are potentially in scope of the negotiations.

Negotiators



- Represent the Agency and the UC Program in the negotiation process – you are negotiating on the Agency's behalf
- Actively participate in all negotiation sessions
- Lead negotiations sections, if assigned
- Raise questions and issues as they occur
- Participate in public meetings (Intent to Negotiate, Intent to Award)
- Brief Agency management on the status of negotiations (Tom McCullion as lead negotiator)

Advisors



- Represent the Agency and the UC Program in the negotiation process
- Provide guidance to the negotiators prior to negotiations
- Participate in negotiation sessions, if needed or desired
- Participate by asking clarifying questions
- Meet with negotiators one-on-one, if requested
- Raise questions and issues as they occur with the Negotiation Team

North Highland



- North Highland will prepare supporting materials such as the negotiations document
- North Highland will act in the role of SME / Advisor and, therefore, will ask questions as appropriate
- North Highland will take session notes
- North Highland will prepare the vendor instructions

Negotiations Guidelines



Do:

- Ask questions as you go
- Consult Advisors as needed
- Be fair and consistent
- The best job you can given what you know
- Keep the broad view in mind – not just your area of the business
- Maintain control and confidentiality of vendor materials, keep all materials secure

Don't:

- Talk with other Negotiation team members during the Negotiation process except during public meetings
- Compare notes
- Discuss Respondents' proposals or the negotiation process with others
- Take calls or inquiries from vendors – direct all vendors to Purchasing and notify Purchasing of any inquiries received

Supporting Materials



- Original Vendor Responses
- Negotiations Agenda / Questions
- Negotiator Workbook
- Comparative Analysis Document
- Paired Comparison Analysis
- Interim Revised Proposals



Questions & Answers

Thank-you!