

THE JANIS GROUP, INC. (JGI)

JGI's Vendor Evaluation Consulting Service:

In today's changing and competitive business environment, organizations often have a need to evaluate alternatives to their current HR systems. JGI's Vendor Evaluation Consulting Service is designed to focus client Human Resource, IT and Financial leadership on an objective assessment of the alternatives in the market and facilitate a selection process based on each client's unique business requirements and objectives.

JGI's Vendor Evaluation Service is targeted for clients seeking an objective analysis of the alternatives to their current Human Resource, Benefits or Payroll systems. Utilizing a structured methodology, JGI (a) documents each client's business and technical requirements, (b) identifies the leading vendors in the market who can potentially meet the client's requirements, (c) prepares a Request For Proposal (RFP), (d) facilitates the vendor evaluation process with defined scripts, demos and recording of results, and (e) delivers a recommendation and implementation plan.

Proven Approach / Methodology:

JGI's Vendor Selection service is tailored to deliver specific client objectives in vendor evaluation and selection. Phase descriptions are:

(1) **Documentation of System Requirements:** In addition to the client's business requirements, this also includes technical requirements and budget constraints.

(2) **RFP Preparation:** This includes identification of potential vendors and the preparation and distribution of the RFP which will include:

- Functional Requirements
- Technical Requirements
- Product Development History/Strategy
- Support Model
- Client References
- Vendor Financials
- One Time and Recurring Costs
- Implementation Timeline

(3) **Vendor Response Review:** This includes definition of the evaluation criteria and evaluation of the vendor responses against this criteria.

(4) **Vendor Demos:** This includes the development of vendor demo scripts and the evaluation of the vendor demonstrations.

(5) **Prepare Recommendations and Implementation Plan:** This includes developing supporting documentation for the recommended solution along with the development of an implementation plan.

JGI Qualifications

JGI has over 25 years of experience as a 'recognized authority' In Human Capital Management with an established record of Technology and Professional Services solutions to meet / exceed client requirements. A strong client satisfaction ethic along with a nationwide presence makes JGI the right partner for your vendor evaluation.

