

Roundtable Topics for Thursday, December 3, 2015 – 11 AM – NOON (Note: Other topics may also be added)

1. **INDIRECT/SERVICES PROCUREMENT CHALLENGES** – Things keeping you from being stress-free
 - Has technology interfered with focus to procure indirect services?
 - Are there specific categories of spend more challenging than others?
 - Are there specific areas of indirect spend not yet managed by a corporate procurement function but should be?
 - Early involvement with indirect projects?
 - How effective are your company's spend analysis capabilities?
2. **CONTRACT MANAGEMENT** – Contracting Roadblocks and Detours
 - What is your biggest contract management challenge?
 - What is your strategy to minimize exposure and liability during the contracting process?
 - How do you effectively negotiate difficult contract terms?
 - How to you train your end-users to understand the contract?
3. **BEST PRACTICES** – Share what works
 - Has your organization evaluated utilizing designated line of business partners to serve as preliminary sourcing contacts to gain early procurement involvement? (i.e. train hand-picked individuals on procurement philosophy and tasks so he/she can provide line of business with initial procurement support and then engage procurement staff)
 - How do you provide visibility to your department's value to the organization?
 - How does your organization determine if/when Procurement should lead a sourcing initiative (spend thresholds/level of risk/time since prior sourcing event/etc?)
 - SLA's and service level credits – when are they and what approach is utilized? To represent as liquidated damages or price adjustment to represent lower service level value?
 - How (monthly scorecards, onsite visits, etc?) and by whom (procurement, specific vendor management staff, etc?) are vendors managed in your organization?
 - Best "best practice" that changed your professional life?
4. **DARE TO BE GREAT** – What qualities are found in the best SCM folks?
 - Does your organization seek to recruit SCM graduates or line of business SME's?
 - How does your organization intend to keep great talent?
 - How is continuing education encouraged to keep SCM staff abreast of current trends and practices?
 - What are the most effective tools utilized in evaluating staff performance and drafting development plans?
 - Top 5 essential traits in a "great" SCM employee?
5. **HAVING A SEAT AT THE TABLE** – Early Procurement involvement
 - Do key financial people know you exist?
 - Does your department head seem interested in what your role can be in making your firm more competitive?
 - Are you invited to key customer planning sessions?
 - Are you ready to take on a larger role in your company?
 - What do you do to an initial "no" from a customer?
6. **SUPPLIER SELECTION** – Picking the right fit for your company
 - Who decides-Sourcing or Business Partner
 - Acceptance Level of Risk
 - Short term vs. Long term
 - Is price important?
7. **NEGOTIATING TO WIN** - Negotiation Strategies that make everyone happy
 - How to balance your business partner needs with what's fair for the supplier
 - Good Cop vs. Bad Cop
 - Preparation and Knowledge
 - Getting to Yes / No
 - Does everyone WIN? Winning vs. Losing

8. TRAVEL MANAGEMENT – Finding the right balance without alienating staff

- Sourcing the best centralized travel management function / system / Agency model
- Implementing a mandatory in-house, web-based booking tool for work flow and compliance.
- Capturing, reporting, and analyzing comprehensive, company-wide travel data.
- Developing and distributing a company-wide travel policy / who should own?
- Sourcing, selecting, and implementing a T&E card program (Personal / Company Liability?)
- Selecting and monitoring vendors through a formal Vendor Management program based on KPIs.
- Establishing well-defined expense report audit parameters.
- Implement post-trip exception reporting and distribute lost savings report.
- Program buy-in and sustainability.
- Value of expense reporting tools.

9. ISM LISTENS – Feedback session to provide new ideas and suggestions

- Conferences & forums
- Certifications
- Seminars (Public & Webinars)
- Online Resources
- Support
- Fees (Registrations & Memberships)

10. SUPPLIER RISK & COMPLIANCE – Finding the balance in the changing environment

- Dedicated risk management staff
- Daily Risks vs Disasters
- Quantifying Risk when Sourcing
- Documented Risk Management Processes
- Facility Loss and Backup Plans
- Supplier Loss and Backup Plans
- Supply Chain Risks
- Risk Mitigation Strategies

11. TERMS AND CONDITIONS - Most frequently negotiated contract terms

- Which clauses are most frequently negotiated by the supplier?
- What are the ramifications of the requested changes?
- How do you minimize risk to your company?

12. SUPPLIER MANAGEMENT - Collaboration and alignment with your business partners

- What are the best methods to engage to assure mutual and company success
- What are the pitfalls to avoid
- How can sustain into the future

13. STAFF IMPROVEMENT - Developing Leadership Skills within the Procurement Team

- Informal Leadership
- Mentoring
- Stretch Projects/Activities
- Training

14. CONSULTING – Looking for the right solution

- How do you select the right partner?
- What services do you need vs. want?
- Who is the owner and what are the responsibilities?
- Are you looking for benchmarking, process improvements, or other results?
- Is there a ROI?