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Advanced Contractor Cost Management, Inc.

**Advanced Contractor Cost Management, Inc.** offers to companies a proven method to manage their external services work force. In this age of increased pressure to reduce costs and long term liabilities, companies are increasingly utilizing experienced external service providers as opposed to increasing their own work force. In order to maximize the returns and minimize the waste inherent with contracting, Advanced Contractor Cost Management, Inc. offers a full range of consulting services to optimize the end to end contractor management process.

## Key Opportunity Areas:

### Workforce Planning – What type of services are required?

- What skill sets are required – technical, professional, maintenance, operations etc.
- Nature of the Need – staff replacement, resource leveling, project staff, emergency.
- Planning Process – forecast usage, shutdown, capital project, routine maintenance.

### Contractor Pre-qualification – How do you select the right service provider?

- Vendor selection based on skills, insurance levels, safety, quality of work, past performance, pricing structure.
- Maintain a service vendor list which contains only approved service providers available to be issued a purchase order.

### Master Service Agreements – Are you leveraging the procurement process?

- Enhance your firms buying power through competitive contract practices.
- Issue multiple purchase orders against a single Master Service Agreements saving time for procurement and operations.

### Cost and Performance Management – Are you getting what you asked for?

- Establish procedures to control work activities and incurred costs that reduces direct labor effort.
- Establish process for the acceptance or rejection of work.
- Develop methodology for managing changes in scope of work and associated increase or reduction of costs.
- Establish procedures for documenting the job history of the work performed for future reference.

### Vendor Invoice Process – Are you paying more they you should?

- Establish a process that verifies that only work that has been accepted is included on service vendor invoices.
- Establish a method to ensure that the prices contained in the service vendor invoice matches those negotiated on the purchase order and/or contract.
- Consider the use of automatic invoice processing and electronic payment systems.

## Advanced Contractor Cost Management Services

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### Review of Owners Contractor Strategy –

- Review how does the company approach the use of external service providers?
- What processes do they have in place to manage the service provider's performance?
- Is the Owner achieving the value from the contracted work compared to the fees paid?

### Provide process and procedures to manage the contracted work force –

- The management of external service providers, no matter what type of business, requires a consistent end to end process that produces the desired results at an overall lower cost.
- Contractor management is an integration of vendor activities, procurement, health and safety, risk management, human resources and work integration with full time employees.

### Provide onsite technical experts –

- Advanced Contractor Cost Management, Inc. can supply functional experts with experience in Contractor Management, Procurement, Human Resources and SAP integration.

### SAP Businesses:

For businesses that utilize SAP as their ERP system, Advanced Contractor Cost Management, Inc. has developed a software package called "The Owners Perspective" (TOP®). The software automates the process of creating a Service Entry Sheet, vendor payment requests, work flow between the Vendor and Owner and integration into SAP. In addition, TOP® provides the users with a full suite of reports aimed at providing real time information necessary to make accurate business decisions.

### Where can I find out more?

For more information go to our website at [www.contractormgmt.com](http://www.contractormgmt.com)  
or send you inquire directly to us by e-mail to [info@contractormgmt.com](mailto:info@contractormgmt.com)

You can call in the USA at 1- 801- 478-2507 or in Australia +61 - 4 -1995-5057

