

CeDIZ is a professional consultancy company providing IT and managerial consulting services.

Cooperation with **CeDIZ** brings your business tangible benefits including:

- reducing the risk of IT projects failures
- prompt and efficient solutions to problems that may occur in IT
- cost reductions by the use of an appropriate and tailored IT solution
- outsourcing of experienced IT experts
- right choices regarding information technology
- support in relationships with software manufacturers, vendors and integrators
- objective and unbiased audit of IT issues
- comprehensive assurance of an IT project

Our consultants work in partnership with clients, advising them how to use information technology in order to meet their business objectives or to overcome problems. We work hard to improve the structure and efficiency of an organization by supporting the entire process of choosing and deployment an IT system.

CeDIZ (polish acronym meaning “Information Technology and Management Consulting Center”) specializes in tenders and negotiations concerning information technology projects. We advise our clients in technological and legal aspects of tender. We ensure top quality services, full vendor independency and transparency of our activities.

CeDIZ consultants provide a professional and comprehensive service covering the whole scope of IT issues in the company.



Specific services provided by
CeDIZ:

1. Contract analysis

The main goal of this is to immunize project risks. Analysis may cover software license, deployment agreement, service and/or hardware.

Course of service:

- contract analysis;
- detection of potentially troublesome articles;
- article correction proposals;
- additional articles proposals.

By client request analysis of legal aspects, negotiation with software vendor and project supervision may be included.

Contract analysis service is provided in **CeDIZ** office. No client participation in meetings is necessary.

Editable file containing offer is corrected. File is edited so that all changes are visible and is sent back to the client.

This service is addressed mostly to small and medium enterprises needing fast, affordable and effective assistance in IT projects without engaging significant resources.

Service quality guarantee:

Expertise: Service is managed by an experienced consultant (with at least 10 years of practice).

Time: In case of exceeding time frames by the fault of **CeDIZ** we do not charge for analysis.

Remuneration: fixed price is agreed that cannot be changed during the project before performing services.

Most popular services provided by **CeDIZ** are as follows:

Strategic Consulting:

- Enterprise IT infrastructure audit
- IT systems strategy
- Strategic diagnosis
- IT development plan definition
- IT market analysis
- Project management
- Business process reengineering
- Business strategy development
- Balanced Scorecard (BSC) implementation
- Business Intelligence system design

Efficiency management methods:

- Business processes modeling
- Business processes simulation model construction
- IT processes standardization (ITIL, COBIT)
- Business process optimization (SOA, industry standards)

Planning of an IT system deployment

- Business process based analysis of an IT project
- Assessment of enterprise requirements
- Defining projects goals

Choice of an IT systems and tender support

- Specification of essential terms of the contract
- Choice of the most suitable IT solution (including ERP, BI, AM, CRM...)
- Analysis of proposals submitted in IT systems tender
- Comprehensive tender advisory (SLA)

Audit and IT project consultancy

- IT projects auditing
- Supervision of the IT projects
- IT projects troubleshooting
- Project management

Business training

- Trainings and workshops covering IT and managerial issues
- E-learning courses design and maintenance



2. Advisory regarding choice, deployment and super-vision of the project

Comprehensive immunization of the IT investment risk for large enterprises provides support on every level of the project from the very beginning until the end.

a) Feasibility Study of the IT system

Is a task aimed at identification of the enterprise circumstances and its needs; allows choosing the best solution supporting business goals of an enterprise.

As result of this analysis, managers are able to prepare resources before starting a project in order to make deployment process effective and to decrease risk level.

A key result of analytical work is to develop a set of functional and non-functional requirements of an organization in relation to the enterprise resource planning system.

Final report contains in particular:

- user requirements analysis;
- definitions of organizational and economical goals of the project;
- an analysis of a current IT infrastructure.

Based on this information, **CeDIZ** consultants shall prepare reports containing project main goals, a system implementation preliminary schedule and a budget estimation.

The product of this analysis is an invaluable basis for the formulation of tender documents and contract provisions with the software vendor.

b) Tender consulting and contract negotiations

Analytical and advisory support out of the tender is aimed at choosing the most appropriate product and vendor. Thus consultancy provides fulfillment of the functional requirements as well as adequate security and stability of the project.

Tender support includes the following tasks:

- Tender specifications elaboration;
- Preparation of inquiries;
- Tender analysis and contract negotiation.

TENDER SPECIFICATIONS ELABORATION

Tender specification is a primary document defining formal rules of the tender; allows collecting the most important information about the subject of the contract.

PREPARAION OF INQUIRIES

An important task at this stage is to achieve a high level of accuracy in order to ensure an opportunity to compare

proposals. Therefore, the request for proposal formulated by **CeDIZ** is designed as a comprehensive analytical form, which includes hundreds of questions thematically explicit and classified into categories:

- basic information about tenderer;
- general offer specifications;
- hardware requirements;
- overall system functionality;
- implementation references;
- implementation methodology;
- project team competence.

TENDER ANALYSIS AND CONTRACT NEGOTIATION

This stage is initiated when full set of tenders is submitted. **CeDIZ** consultants prepare comparative analysis and preparing a “short list” consisting of 2 – 3 candidates. Further analysis is conducted for those tenders only. The outcome is a base for contract negotiation, targeted at achieving the best purchase condition of the IT solution. This process allows to identify optimal offer and in the consequence signing the contract.

c) Project auditing

The entire process of the IT system implementation is supervised by **CeDIZ** experienced consultant, performing a role of the external auditor whose monitoring process of implementation.



...but most of all CeDIZ is an experienced team of consultants which has:

- Almost 600 completed studies and expertise for various industries and government departments
- Several years of experience in analytical and advisory project accomplishments conducted for Polish enterprises as well as overseas organizations
- Several personal references given by satisfied clients, confirming quality of provided services
- Specific expertise gained in over one hundred successfully completed advisory projects in the largest IT organizations in Poland (*ZUS – Social Security, PGNiG – gas mining and distribution company, PGE – power consortium, BOT – mining and power consortium, TAURON – power consortium, LOTOS – crude oil refinery, MON – Ministry of National Defense, MSZ – Ministry of Foreign Affairs and many others*)
- Ph.D. degrees in computer science and management, scientific and educational achievements
- Security clearance authorizing access to classified information

It allows to examine whether the project is lead in accordance with best practices and implementation agreement as well as documentation assumptions.

The purpose of the audit is to assure the success of the project through professional and objective assessment of the implementation status.

During each visit to the client premises, auditor performs interviews with key employees involved in the project in order to identify and validate the progress of the implementation process.

A monthly audit report includes an assessment of the implementation state in the

form of commentary with score table. Each report emphasizes areas of the implementation in which problems and threats were detected. Moreover describes proposals for corrective actions as well as recommendations concerning the further conduct of the project. System implementation audit is conducted until the end of an entire implementation process confirmed with receipt of the project.

CeDIZ consultants conducted advisory services for major players in Poland, as well as SME businesses, including:

AB S.A. - IT distribution company	General Directorate for National Roads and Motorways	Polifarb Dębica (TIKKURILA)
Agricultural Social Insurance Fund (KRUS)	J&S Energy S.A.	Polontex S.A.
Autonomous Public Hospital No. 1 in Wrocław	Jawor Forge	Polish Oil & Gas Company (PGNiG S.A.)
BAKOMA S.A.	Lobos Sp. z o.o.	Polish State Railways (PKP S.A.)
Białystok Energy Company S.A.	Lotos Kolej Sp z o.o.	Petrobaltic - Oil and Gas Exploration
BOT Elektrownia Turów S.A.	Lotos Oil S.A.	Przedsiębiorstwo Zagraniczne ALPHA
BOT Górnictwo i Energetyka S.A.	Lotos Paliwa Sp. z o.o.	Realbud – Construction Capital Group
Brown coal mine Turów	Lotos S.A.	Roldrob S.A. – Poultry Processing Plant
Budimex S.A.	Malow Sp. z o.o.	ROSSMANN Polska
Can-pack S.A.	Materne Polska S.A.	Rzeszów Energy Company S.A.
Cezal - Medical Supply Center	Meat Factory in Koło	SOKOŁÓW S.A.
CHP Wyrzeże S.A. (E.D.F. Group)	Mercor S.A.	Tauron Polish Energy
Ciech S.A.	Ministry of economy	The Kutno Poultry Processing Plant (EXDROB S.A.)
Coke Chemical Plant ZABRZE	Ministry of National Defence	Torfarm S.A.
Coking plant Przyjaźń	Ministry of Foreign Affairs	US Pharmacia Sp z o.o.
Cosmetic Laboratories Dr Irena Eris	Mostostal Warszawa S.A.	Wavin Metalplast-Buk Sp. z o.o.
Drosed S.A.	Municipal Water and Sewage in Kraków	Winterthur (AXA Group)
Effector S.A.	Nitrogen Fertilizers Plant "Puławy" S.A.	Valvex S.A.
EURO-net Sp. z o.o. (RTV EURO AGD)	Optimus S.A.	Yawal System S.A.
FAMEG S.A. - Radomsko furniture factory	PGE Polish Energy Group	ZUS – Department of Social Insurance
	PHP Polish Tobacco S.A.	

