

ROUNDTABLE

SERVICES GUIDE





OUR IMPACT

Procurement is what we do. And we do it well.

By focusing on our specialized expertise, Round Table is able to achieve efficiencies, savings, quality assurance and compliance above and beyond what generalists can. Over the past two decades, we have continuously sharpened our skills, revised our assets and resources and developed our supplier network - allowing us to offer unmatched insight and impact to our Canadian nonprofit clientele.

We save nonprofit organizations time, money and headache

200 MM 100

Over its 17-year history, Round Table has successfully executed over 200 Requests for Proposals (RFPs), Information (RFIs), Quotes (RFQs) and others on behalf of and in collaboration with over 100 charitable and nonprofit organizations in Canada, freeing up time to focus on their mission.

By combining professional procurement practices with our unique, sector-specific approaches, Round Table has helped organizations within Canada's charitable and nonprofit sector save millions of dollars on expenses such as wireless services, property management and employee benefits.

The operating environment for a nonprofit has become increasingly complex and challenging - creating a number of new "headaches" for leaders and staff. Since 2002, Round Table has helped over 100 clients reduce risk and cost, while improving quality and compliance - and alleviating headache!

CLASSIC SERVICES



Current State Analysis

understand how your nonprofit spends money

We reveal hidden costs in your operations while outlining opportunities to reduce your total cost of ownership. From high prices to complacent suppliers to wasteful processes - our clients are often surprised by the things we find.

Supplier Selection

capture immediate savings



There are always opportunities to reduce spending. Our cost reduction processes are designed to pursue them and realize immediate improvements. Our team can lead and implement a wide-range of strategic solutions.

“It was one of the best decisions we ever made.”

- Line Gendreau, Vice President of Finance, AMI



Process Improvement

enjoy long-term benefits

Investments made today should benefit your organization for years to come. Our approach identifies and implements changes and ensures that benefits have staying power beyond the life of a single cost-saving project.

Complete Management

outsource your procurement function



Procurement is a distraction - not a core competency for most organizations. RoundTable adds the rigor and sector-specific expertise, removes the time and complexity and maximizes value creation while you focus on achieving your mission.

NEW SERVICES

Preferred Supplier Program

get access to high-value deals from reputable providers



To fulfill its mission to serve the full spectrum of nonprofit organizations in Canada, Round Table has designed this service so that even the smallest nonprofit organizations can benefit from its professional procurement practices.

The Preferred Supplier Program allows nonprofits to take advantage of special high-value purchase agreements (deals!) on an ever-increasing list of products and services from the most reputable service providers. **This program is completely free to nonprofit organizations** and makes doing business easier and more fruitful for both parties.



Become a Program Member in 5 minutes!

Step 1. Have your organization's 9-digit business number ready

Step 2. Click rtps.ca/signup.php to fill out the member registration form

Step 3. Enjoy! You are now a Program Member

Why might a large, medium or small non-profit organization want to leverage Round Table's services?



Current State Analysis

know how your organization spends money



Complete Management

outsource your procurement function



Process Improvement

enjoy long-term benefits



Supplier Selection

capture immediate savings



Preferred Supplier Program ^{*new*}

access great deals from reputable providers

Large (\$10M+)



"We have many areas operating mostly independent of each other. We'd like to have a better view of how money is being spent."

"Our operating budget is sizable, but even with savings available, we know this isn't a core focus or competency of our staff."



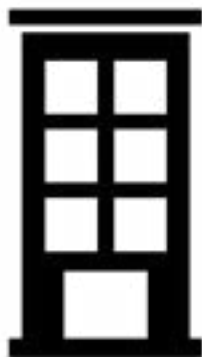
"We receive funding from public sources. We are under pressure from our board to make sure that we are following regulations and best practices to minimize the risk of being non-compliant."

"A service contract is coming to an end and we want to make sure we're getting the appropriate level of service and value-for-money."



"Individual departments need to be able to buy day-to-day products and services without always having to get quotes or go through a full-blown selection process. We need move quickly without sacrificing quality or compliance."

Medium (\$5-10M)



"We've been operating the same way for a long time. With limited staff and lots to do, we don't have the means to think deeply about how we are spending our limited resources."

"We don't have a huge operating budget but a large portion of our funding comes from government sources and so we need to spend carefully."

"We've grown recently and a lot of work was done on the fly. We know, with some help, we can improve efficiency and sustain growth."



"We are buying new technology for the first time and do not have the expertise in house to really define what we need, what it should cost and who best to buy it from."

"Even though we don't fall under the BPS Directive, we want to do our best to spend our funds responsibly and sustainably. And the faster the better!"

Small (\$0-5M)



"We're changing. We need to know where we are and where we're going when it comes to spending wisely."



"Our organization has highly nuanced, unique needs that regularly requires specialized expertise, but not so often that we can justify hiring a new staff member."

"We've experienced supplier issues that have negatively impacted our operations. We need help resolving these issues so we can focus on serving our community."

"We are kicking off a new initiative with a new major donor that will require making a large purchase. We need help managing the process to make sure we do it correctly."

"We have a small budget and team. We need an easy way to buy the things we need that won't compromise our values or waste time."



ABOUTUS



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Round Table
Procurement Services

Nearly two decades ago founders, David Rourke and Duane Donnelly, realized there was an underserved market for procurement services in Canada: Nonprofit organizations with heavily scrutinized spending, strict regulatory requirements, internal resource constraints and precarious revenue streams. **David and Duane knew professional procurement practices could help these organizations overcome these challenges** but even the largest nonprofits couldn't justify an internal team. It was then that Round Table was established as a professional services firm that would serve the needs of these organizations.

As a result of exclusively serving nonprofits, **Round Table is uniquely able to disseminate sector-specific learnings across a wide-variety of organizations** facing similar challenges - creating huge value that would not likely be possible otherwise.

While maintaining a commitment to high professional standards, **Round Table continues to evolve its practice and introduce new services so that every nonprofit may leverage our expertise** and enjoy the high-impact outcomes.



(most of) Our Team

**We go beyond
traditional
procurement
practices
to get great
results.**



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