Technology Demonstrations: Forming the Script, Preparing the Evaluators/Participants, and Managing Demo Day

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Demonstration Day

• Creation of the Demo Script
• Evaluation of Demos
• Participation of Evaluators (and non-evaluators)
• Preparing Suppliers
• Managing the Day
A Story.....
Why are Demos so Important?

• Only Time to…..

• Where to start:
  • Common processes
  • Step by steps
  • Workflows
A Simple Script

Login
Set up of list of students to send to.
Set up of contacts
Job processing
  Job Name
Select students
  Select upload
  Select print Type
  Select Mail type
Send
See processing in progress
Reports
Now let’s see Quadient’s NeoTouch Product in Action!
A Complex Script

Let’s take a look at a more complex script that also considers workflows.
Why Use Your Environment?
POLL QUESTION

Do you include the evaluation weight of the demonstrations in your overall evaluation weights for your RFP?

YES
NO
Evaluating the Demonstrations

• Tie to the script
  • Excel or Google Sheets (tabs)

• Take Notes
  • FOIABLE!

• Develop points of negotiation

• Use as Pass/Fail point

• Non-scoring evaluations
Do you have non-scoring evaluators participating in your demonstrations?

YES
NO
Preparing the Evaluators

• Meet with everyone
• Provide copies
• Sign NDAs
• Everyone’s role
• Daily schedule
• Questions
Preparing the Supplier(s)

• The environment
• The attendees
• Space to set up
• Limits on space
• Limits on time
• Restrictions
Your Role

• Greetings/Introductions

• Where are we?

• Time/Note Keeping

• Wrap up
Recap of the day:

- Demo scripts
- Evaluations
- Preparing all participants
- Our Role
Are You Ready?

Questions?

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