



EXPENSE REDUCTION ANALYSTS®

Northeast Architectural Firm Erases 55% From Office Supplies Expense

Case Study Category: **Office Supplies**
Client's Industry: **Architect**

Client Overview

An \$18M Architectural firm with office in two major Northeast cities spends \$74,000 annually on office supplies.

Our Client's Goals

To better understand their current Office Supplies spend and to identify unique alternatives that would reduce their overall Office Supplies expense.

The ERA Process

ERA Analysts employed our Intelligent Cost Reduction process, a detailed 10 step analysis that results in a better value proposition for our clients from their suppliers. In this case, ERA helped the client understand their existing Office Supplies vendor and various options available in the marketplace.

Our Analysts extracted data from detailed supplier invoices to understand the client's office supplies usage patterns and determine which suppliers might enhance the client's service level and pricing. We captured the clients work flow and business processes, and gathered input from key stakeholders. ERA then prepared detailed Requests for Proposals from four organizations that provided the level of service required by the client and were known to be cost competitive. Upon receipt of the completed RFPs from the four suppliers, ERA analyzed each of the responses and rated them based on the client's criteria.

The Result

ERA presented the client a Recommendation Report that outlined exactly how the client would benefit from each of the vendors who responded to the RFP and recommended a course of action to the client. Upon approval from the client, ERA worked with the new vendor, implemented the new service, and is closely monitoring compliance to ensure the maximum savings are realized.

As a result of this process, the client saved \$41,000 annually and was able to upgrade their services. **In total the client invested a total of twelve hours on this project to generate the \$41,000 annual savings.**

