



SIVICO LEARNING



Learning Technologies and Systems

Procurement Support for SMEs

Executive Summary

Sivico Learning offers a structured engagement process to support the end-to-end procurement of learning technologies and systems, from initial discovery through to vendor selection and implementation readiness.

Our approach ensures that organisations select the right platform for their needs, balancing capability, cost, technical fit, and long-term scalability. We combine practical procurement expertise, market knowledge, and stakeholder alignment to reduce risk and ensure successful outcomes.

The engagement moves beyond simple vendor comparison to provide a robust, defensible decision-making process, aligned with both business priorities and governance requirements.

Key Outcomes

**Clear articulation of
business and technical
requirements**

**Defined procurement
strategy and
governance model**

**Shortlisted and
evaluated vendors
aligned to priorities**

**Evidence-based
recommendation and
selection rationale**

**Reduced procurement
risk and improved
decision confidence**

**Foundation for
successful
implementation and
adoption**



Engagement Objectives

1. Define learning technology requirements aligned to business goals
2. Establish a structured, transparent procurement process
3. Identify and assess suitable vendors
4. Support informed, confident decision-making
5. Ensure alignment across business, L&D, IT, and procurement stakeholders

Scope of Engagement

In Scope

1. Discovery and requirements definition
2. Market scan and longlisting
3. Vendor shortlist development
4. Procurement governance design
5. RFP support
6. Vendor evaluation and scoring
7. Facilitation of demos and selection process
8. Final recommendation and decision support

Out of Scope

1. Contract negotiation
2. Technical implementation
3. Vendor shortlist development
4. System configuration and deployment

These can be supported as additional services if required.

Approach & Methodology

Our approach mirrors best practice in technology procurement, combining structured methodology with pragmatic delivery.

1. Discover

Understand business objectives, current state, and stakeholder needs

2. Define

Develop detailed requirements, success criteria, and evaluation framework

3. Source

Identify market options and create vendor longlist/shortlist

4. Evaluate

Assess vendors through demos, scoring, and stakeholder input

5. Select

Support final decision, recommendation, and governance sign-off

Procurement Structure

Requirements Definition

1. Business, functional, and technical requirements
2. User personas and use cases
3. Integration and data considerations
4. Success measures and KPIs

Vendor Longlist and shortlist

1. Market scan across relevant vendors
2. Initial screening against core requirements
3. Creation of a manageable shortlist (typically 3–5 vendors)
4. Rationale for inclusion/exclusion

Governance and Decision-Making

1. Defined evaluation criteria and weighting
2. Scoring methodology agreed upfront
3. Stakeholder roles and responsibilities
4. Decision checkpoints and approval processes

Vendor Evaluation

Evaluation Approach

1. Structured vendor demonstrations aligned to use cases
2. Scoring against agreed criteria (e.g. functionality, UX, cost, scalability)
3. Stakeholder feedback sessions
4. Comparative analysis of vendors

Outputs

1. Vendor scorecards and comparison matrix
2. Strengths, risks, and trade-offs identified
3. Total cost considerations (where available)
4. Clear recommendation with supporting evidence

Key Deliverables

Engagement Outputs

1. Requirements definition document
2. Vendor longlist and shortlist
3. Evaluation framework and scoring model
4. Vendor comparison and recommendation report

Stakeholder Outputs

1. Shared understanding of requirements and priorities
2. Alignment across business, HR, L&D, IT and procurement
3. Confidence in decision-making process
4. Clear next steps for implementation

Expected Benefits

Decision Quality

More informed and evidence-based selection

Risk Reduction

Reduced likelihood of poor technology fit

Efficiency

Expert-led, streamlined procurement process

Alignment

Stronger stakeholder buy-in and consensus

Timeline

Discovery | 2 weeks

Requirements gathering and stakeholder input

Evaluation | 4 weeks

Vendor demos and assessment

Selection | 2 weeks

Recommendation and decision

Assumptions

1. Stakeholder access and availability
2. Clarity on procurement timeline and constraints
3. Access to existing systems and documentation

Why Sivico Learning

We combine deep experience in learning technology, procurement, and digital transformation to ensure organisations make the right investment decisions.

Independent, vendor-neutral perspective

We don't promote a favoured supplier. We don't resell technologies.

Market experience

Strong understanding of the UK learning technology market and L&D Sector.

Senior-level organisational insights

Focused on business outcomes, TCO and long-term value, not technical features.

AI visioning

Strong understanding of the future shape of organisational structures and needs.

Ready to get started?



**Schedule an
online consultation**

info@sivico.co.uk | www.sivico.co.uk