



ITT Toolkit and Services

Bid packages and contracts are becoming essential to successful business operations. Companies are now faced with meeting federal, state, local, and international regulations, while also including Company-specific requirements such as proprietary and legal project requirements. The documentation needed to meet these requirements often results in significant company time and cost expenditures.

Miller Consulting Services (MCS) has developed an all-encompassing toolkit designed to ensure that every bid package contains all requirements and Company standards. This toolkit also standardizes the layout, clarifies the language, and tracks Management of Change.

MCS developed this toolkit using our experience in ITT bid package project work, integrity management compliance, and audit attendance. This knowledge afforded **MCS** the opportunity to create a tool that, once implemented, will significantly decrease the amount of company time and resources necessary to complete contractual documentation.

In addition to this basic toolkit, **MCS** can also provide more specific needs such as automated content updates, extraction macros, detailed reviews and review management, file organization, and data tracking tools. Once the ITT package is completed, **MCS** can organize, publish, and distribute bid packages and contracts per client specifications.

The **MCS** ITT toolkit can be customized to any Company's expectations. But at a minimum, the Toolkit Package contains:

- ◆ A customized MS Word template for format consistency
- ◆ A Core document as defined and approved by each Company
- ◆ A Style Guide for resource consistency
- ◆ A Troubleshooting Guide
- ◆ A defined Management of Change process
- ◆ A work type Checklist
- ◆ A trained Project Manager
- ◆ Experienced Technical Writers
- ◆ A Technical Illustrator
- ◆ Printing options document



For more information, please contact:

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