

A quick guide to buying Arbor at your MAT

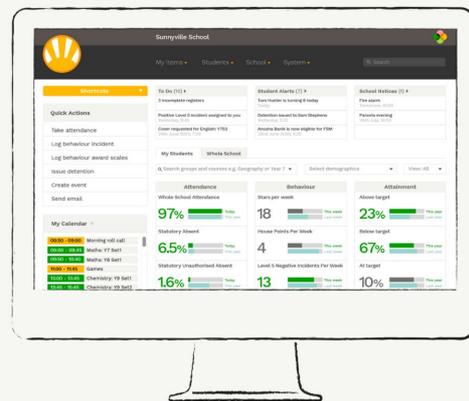
Part 1: Pre-market engagement

Research is a key part of the buying process. Whichever route you take, you should always start by speaking to different suppliers and getting a demo. That way, you will be best informed to choose the right route for you.

Step 1: Initial call

15-20 minute phone call with one of your technical leads e.g. Data Director

An Arbor Partnership Specialist will book a call with you to understand why you want to move MIS, what you need technically from the system, when you're looking to move and how you plan to procure. This helps us make sure you get the right information at the right time through the process.



Step 2: Deeper Discovery

20-30 minute session by video with your educational or operational lead e.g. CEO or COO

Once we understand what you need from your MIS, we'll arrange a short session to understand your MAT's culture, strategic plan, educational goals and the impact you want to achieve by moving MIS. This is so we can make sure we show you the parts of Arbor that are going to make the biggest impact at your trust.

Step 3: Demonstration

90 minute online meeting with your Leadership Team

Once we've agreed your strategic priorities and timelines, we'll arrange a tailored demo for your Central Leadership team. We'll show you how Arbor will help you solve your current challenges and achieve your goals.

Part 2: Procurement

Now you've reviewed your different suppliers, it's time to procure your MIS. There are different ways you can do this depending on your needs as a trust.

Direct Award

If you direct award your MIS, it means: you get three quotes directly, and award yourself. You can also direct award via a framework. Typically, this route saves MATs far more time and money, whilst being **equally compliant**.

Most often used by MATs who: have an idea of which MIS is best for them through their research. All you need is to be able to evidence the fact you have explored your options.

Step 4: Deep Dives

2-4 demo sessions with School Leaders and wider stakeholders from your trust

If you're happy with the overview demo, we'll then arrange a series of deeper demos for your main stakeholders. We'll show you key areas of the system that you'd like to see in detail, such as assessment, administration, pastoral and timetabling.

Step 5: Proposal

30 minute video chat with your decision makers e.g. CEO, CFO, COO

Once you've gathered your team's feedback from the demos, we'll present our proposal including pricing, training and implementation timelines, so you have all the information you need to make an informed decision.

Through a framework

If you run a mini competition via a framework, it means: all of the due diligence is done for you, but can often mean a less bespoke approach.

Most often used by MATs who: have done their research, but are still unsure which MIS they think would be best for their MAT.

Step 4: Design your specification

Working with the framework, you'll build your specification

Always take the time to make sure the specification is as tailored to your MAT as possible. As specifications are weighted, you should comb through and make sure everything is weighted in the right way for your trust. It's important to remember here that no MAT is the same, so no spec should be identical.

Top tip: features are key, but it's also crucial that your spec considers a far wider range of things, such as useability, data visibility, or how your MIS can be a strategic tool as you grow. Make sure your spec isn't restricted by your previous understanding of legacy MIS.

Step 5: Run the mini competition

Run the mini competition via your chosen framework and await the result.

