



LEASEGUARD

How OPTIMiSe enables
true lease management

About Leaseguard

For more than 20 years, Leaseguard has been a leading provider of lease advisory, procurement and contract management solutions to NHS Trusts, helping them drive down costs, enhance control and improve compliance over a broad range of contracts, including maintenance, leasing, MES, consumables, estates and medical contracts.

To discuss any of the issues raised in this Technical Note please contact Carrie Rudge on 01865 340800. For more information on how we can assist Trusts with the procurement and on-going management of maintenance, leasing or MES contracts, please call Stuart Jefcoate on 01865 340800.

It would be easy to think of a lease management system as being a database which lists all the key lease information in one place so it is accurate and easily accessible.

Of course, OPTIMiSe does this extremely well. But our concept of systems demands that they deliver more, much more.

Here are just ten of the ways in which OPTIMiSe drives truly effective lease management:

1. Access anytime, anywhere

OPTIMiSe is an internet ready system. This means it is accessible to everyone in an organisation who needs it, whenever and wherever they need it. It also means there are no systems to install or maintain locally. And it goes without saying that the systems are completely secure with individual login IDs.

2. It's all in the detail

OPTIMiSe doesn't just record headline information. Every little detail you need is right there. OPTIMiSe even fully itemises every asset on a lease. This level of detail is essential to effectively manage any change down line such as part-extensions or part-terminations.

3. Every single document, just a click away

OPTIMiSe includes a sophisticated document management system. This means that every document related to a lease contract or lease procurement is there when you need it, be it a contract, purchase orders, specifications, acceptance certificates or even communications with lessors. So, when you want to understand exactly what happened several years ago, it's all there at the click of a button.

5. Tasks and projects drive activity to timescale

OPTIMiSe exploits the concept of 'virtual teams' to ensure multiple stakeholders and decision makers can work as a team. Everyone who needs to be involved in a lease becomes a part of the team. They can access all the information, send/receive emails and be assigned actions and/or decisions to help manage the lease effectively over time.

6. Automated tendering is built-in

OPTIMiSe has its own fully secure lease tendering platform. This means not only can we manage lease procurements very effectively and quickly on behalf of our clients, but that it's all completely open and transparent, and that lessors are forced to bid on new deals on a like-for-like basis.

7. Every report you need – on demand

OPTIMiSe has extensive reporting capabilities.

OPTIMiSe can report on individual leases or the entire portfolio including budget reports by department and cost-centre. And critically, it completely automates the production of the required leasing notes for the Annual Report & Accounts.

8. Online proposals aid rapid decision making

In OPTIMiSe, change management is easy and efficient. When a decision needs to be made the client receives the proposition laid out clearly and logically via an online proposal. This can then be accepted, rejected or queried at the click of a button. And, because virtual teams are set up for each lease, all the appropriate decision makers and approvers receive this. Critically, no decision is ever implemented until all the right people have signed it off.

9. Lease vs Purchase decisions fully automated

OPTIMiSe includes a range of decision tools to support the lease vs purchase decision. Users can easily obtain indicative lease costs online. They are also able to run comprehensive lease vs purchase analyses to establish quickly, for every instance, whether leasing is the best funding solution.

10. Full audit delivers transparency and security

OPTIMiSe includes a comprehensive audit log that records every action, every change to the system and who made the change. This delivers a powerful audit capability that gives complete confidence in the data held in OPTIMiSe, and enables us to look back in time at exactly what happened, should the need arise.

Get in touch

To understand how Leaseguard can help drive down your organisation's leasing costs, call Stuart Jefcoate, our Commercial Director, on 01865 340 800. He will be happy to explain more about our service and demonstrate the success we have had elsewhere.

About Leaseguard

Following our proven Contract Lifecycle methodology, Leaseguard helps its clients better procure and manage their contracts to:

- Reduce whole life costs,
- Deliver absolute control and compliance, and
- Improve supplier performance

In particular, we have specialist expertise in the procurement and management of leasing, maintenance, managed services, software and green technology contracts.

We have more than 5,000 contracts under active management, representing an annual spend in excess of £50m and have generated savings in excess of £50m for our clients.



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