

**GETTING STARTED with**

# Unity Lab Services

*Getting on the right path with Unity Lab Services is easy!*

*With a few simple steps, you can start saving money, increasing research productivity, and improving regulatory compliance.*

*For more information, contact your local Fisher Scientific Representative or visit us at [www.unitylabservices.com](http://www.unitylabservices.com).*

## Service Evaluations

A Service Evaluation is a high-level review of your processes used to determine how our Unity Lab Services Team can best impact your operations. A basic Service Evaluation is provided free of charge and, depending on the scope, takes only a few days to perform. The overall goal of the evaluation is to establish the service requirements, design a solution to meet your business objectives, and create a platform for future improvements.

*Service Evaluations can be performed on any service in our portfolio.*



### **SERVICE EVALUATION — How it works:**

#### **Getting Started:**

- Contact your Fisher Scientific Sales or Unity Lab Services Representative to review your objectives
- Identify any options you want to add to the evaluation
- Schedule the evaluation

#### **What you need to prepare:**

- A site/process tour
- An interview schedule with pre-identified personnel
- Any requested data for the evaluation

#### **During the Evaluation:**

- Facilitate the tour and interviews
- Provide us with any additional data needed
- Estimated timeline is usually one-two days in length

#### **After the Evaluation:**

- We'll present the findings to your team
- After confirming the desired solution, we'll create a customized proposal to meet your business needs.

## Needs Assessments

A Needs Assessment is a deep-dive, comprehensive, end-to-end review of a complete process to identify and implement the significant improvements needed to meet your business objectives. Needs Assessments are performed by our Professional Services Consultants for a fee and can cover the procurement, inventory management, and chemical management life cycle asset management processes.

### **“The Mini Assessment”**

If you are looking at smaller or sub-processes, our consultants can deliver a Mini Assessment, which looks at a single component of a process. Mini Assessments operate at a higher level than a full Needs Assessment and allow for focused process improvements, making changes that are simple and quick to implement. Mini Assessments are performed on the chemical management process, the receiving and delivery process, the mailroom process and stockroom space optimization.

### **ASSESSMENTS — How they work:**

#### **Getting Started:**

- Contact your Fisher Scientific Sales or Unity Lab Services Representative to review your objectives
- Clarify the scope of the assessment: comprehensive or mini
- Unity Lab Services will prepare a Needs Assessment Proposal outlining activities, timeline, and fees

#### **What you need to prepare:**

- Assign a point of contact for the assessment
- Prepare data and forward as requested in proposal, typical data required includes purchase history, freight expenditures, site demographics, etc.
- Forward e-surveys as required

#### **During the Assessment:**

- Facilitate on-site activities and access to office space
- Coordinate visits, facility inspections, interviews, additional data requests, and other items as identified in proposal
- Facilitate meetings
- As a process check, Unity Lab Services will deliver a Baseline Report documenting the current state
- Full Assessments normally take two-three months to complete
- Mini Assessments take approximately four weeks to complete

#### **After the Assessment:**

- We'll create and present a Findings Presentation and an Assessment Report
- If requested, we'll provide a follow-up proposal

**Unity** Lab Services



## What's Included:

	<b>NEEDS ASSESSMENT</b> A deep-dive, comprehensive review	<b>MINI ASSESSMENT*</b> A focused review of a sub-process	<b>SERVICE EVALUATION*</b> High-level review of a process
<b>1. Analysis of current operations</b>			
Reviews processes at a high level			○
Analyzes the complete end-to-end process	●		
Creates "Current Process" mapping for clear and consistent understanding	●	●	
Analyzes data using various techniques, depending on desired information <ul style="list-style-type: none"> <li>• Velocity Analysis</li> <li>• Spend Analysis</li> <li>• Activity-Based Costing</li> </ul>	●	○	
Develops current Total Cost of Ownership as a baseline for further analysis	●		
Creates presentation of current picture	●	●	○
Establishes the Baseline Report as the definitive review of the current operations	●	●	
<b>2. Review of opportunities for improvement</b>			
Determines potential service solutions and compares to current processes			○
Defines gap between Current Process vs. Fisher Scientific Best Demonstrated Practices	●	●	
Reviews potential technologies needed to support the possible processes <ul style="list-style-type: none"> <li>• E-commerce</li> <li>• Package Tracking</li> <li>• Inventory Management</li> <li>• Chemical Tracking</li> <li>• Asset Management</li> </ul>	●	●	○
Engineers possible alternative solutions	●	○	
Clearly defines proposed process through mapping	●	●	
Estimates the projected new Total Cost of Ownership	●		
<b>3. Decide on optimal solutions and create plans</b>			
Recommends solutions to achieve desired results	●	●	○
Analyzes the financial impact of proposed solutions	●	○	○
Provides an implementation roadmap for moving forward with the solution	●	○	
Final Assessment Report	●	○	

**LEVEL OF DETAIL**

- High Level Quick Overview
- Moderate Review
- Significant Deep-Dive Review

\* Optional components available for an additional charge

### Getting Started — here's what you need to do:

- Commit your time to make it work
- Provide us with access to key personnel and information for data gathering
- Fund the process. (Basic Service Evaluation is provided free of charge)