

- **BACKGROUND:**  
(any helpful information to set the context for the analysis)

- **VENDOR COMPARISON:**

	VENDOR NAMES →	VENDOR #1	VENDOR #2	VENDOR #3	COMMENTS
#	Criteria				
1					
2					
3					
4					
5					
6					
7					
	PROS				
	CONS				

- **DECISION:**

- **RATIONALE FOR DECISION:**

## VENDOR ANALYSIS INSTRUCTIONS:

### 1. Identify vendors

- Ask Trade Associations
- Ask other businesses in your industry
- Ask business contacts

### 2. Identify key decision making criteria

- Pinpoint information helpful to have on hand (e.g. distinguishing features)
- Leave a space for your “gut feel” and other intangibles

### 3. Document key aspects of your business that may influence vendor quote

- Examples: Number of staff, Mix of staff (married/ single), location, number of customers, technology plan, past experiences in field
- Consider creating a standard document to give to vendors

### 4. Create vendor questionnaire (including list of references and contact names)

### 5. Meet with each vendor

- Document meeting immediately after

### 6. Benchmark

- Obtain quote information from other organizations researching the same vendors

### 7. Call references

### 8. Draft first analysis

- Identify information gaps
- Ensure you have enough information to make a good decision (do you need additional criteria?)

### 9. Negotiate

- Share results of analysis with top choice vendors

### 10. Draft second/final analysis

- Add pros/cons, draft decision and rationale

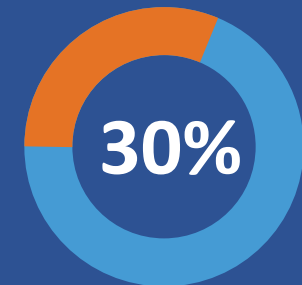
### 11. Review analysis with senior team

### 12. Confirm/Document decision

### 13. Review choice and rationale with Board (as necessary)

### 14. Advise all vendors of choice

## POTENTIAL ROI



The percentage of revenue your company can save by outsourcing transactional document solutions to the right vendor