

- **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

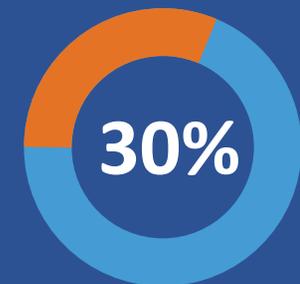
11. Review analysis with senior team

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

