

## Strategic Procurement Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Analyze spend	PEO	Track enterprise wide equipment spend to identify savings opportunities and prioritize investments	
	PEO	Report progress to VA & VHA leadership, as well as external stakeholders	
	PEO	Set equipment cost targets and publish for facility reference	
Manage equipment categories	PEO	In collaboration with clinical community, categorize equipment portfolio as either pacing or non-pacing and by medical discipline or as fleet	
	PEO	Work with National Contracting to set strategic sourcing strategy for each portfolio, identifying opportunities for strategic purchasing	
Calculate total cost of ownership (TCO)	PEO	Incorporate TCO figures into NEC	
Segment supplier base	PEO	Define segmentation approach (commodity, volume, performance, capabilities)	
	PEO	Analyze and segment suppliers	

	RESPONSIBLE	ACTIVITY	COMPLETE
Segment supplier base	PEO	Define implications and engagement model for each supplier segment	