Vendor management

How do you get a vendor

1. Gather info on vendors
   1. Name, address, contact, service type, quote, past contract(s), catalogue, stakeholders
2. Internal screening for vendors
   1. Eliminate certain choices because of price, history, etc.
      1. Extra data: mark vendors by whether they are eliminated
3. Schedule meetings with vendors
   1. Contact vendors with automated emails
      1. Extra data: email template; meeting time & location; meeting attendees (both self and vendor);
4. Second round of screening
5. Notify vendors of bidding process
   1. Contact vendors with automated emails
      1. Extra data: bid amount; contract
   2. Rank vendors by the combination of attributes
   3. Select vendor
   4. Notify vendor of awarded contract

How do you manage a vendor

1. Keep track of vendor activities
   1. Work dates for service providers
   2. Item deliveries for manufacturers
2. Schedule meetings if necessary
3. Periodically review and update performance rating according to:
   1. Service
      1. Quality
      2. Time
      3. Reliability
   2. Support
      1. Quality
      2. Time
      3. Reliability
   3. Price
      1. Competitiveness
      2. Price change
      3. Accuracy
   4. Miscellaneous
      1. Friendliness
      2. Proactiveness