**Sourcing Strategy for [Insert Category Name]**

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| **Industry Assessment** | | | | |
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| **Industry Assessment (circle below)** | | | | |
| Scope of Category | U.S.A. | North America | Global |  |
| Category Description | Uniform Product to Industry | Industry Applied Technology to Specifications | Supplier Unique Technology to Specifications |  |
| Regulatory Environment | Stable | Some Change | Volatile |  |
| Industry Type | Many Competitors | Several Competitors | Few Competitors | Single Source |
| Capacity / Availability | Excess / Surplus | Average | Tight | Restricted / Allocation |
| Technology | Mature | Average Change | Rapid Change |  |
| Price Trend | Declining | Holding Steady | Increasing | Volatile |

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| **Commentary on above regarding situation assessment, business implications, strengths, weaknesses, opportunities, threats. Include analysis of potential for Q, C, D, I benefits.** | | | |
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| Category: | | | |
| Competitive Advantage  Defensive Positioning  Cost/Profit  Minimizing Acquisition Costs | | | |
|  |  |  |  |
| Total Category  $ Volume |  | % of  Category |  |
|  | | | |
| **Commentary on key industry drivers (technology, service, capital, production efficiency). Aggregate industry profit / loss performance. Historical pricing including supply / demand analysis. Bench marking versus peers. Potential for commoditization.** | | | |

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| **Supplier Assessment** | | | | |
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| **Category:** | | | | |
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| **Supplier Assessment / Ratings (Rate each supplier below)** | | | | | |
| **(E = Excellent) (G = Good) (A = Average) (P = Poor) (U = Unacceptable)** | | | | | |
| **Supplier Name** | **A** | **B** | **C** | **D** | |
| **Price** |  |  |  |  | |
|  |  |  |  |  | |
| **Financial Stability** |  |  |  |  | |
|  |  |  |  |  | |
| **Service** |  |  |  |  | |
|  |  |  |  |  | |
| **Quality** |  |  |  |  | |
|  |  |  |  |  | |
| **Technology** |  |  |  |  | |
|  |  |  |  |  | |
| **Composite** |  |  |  |  | |
| **Provide comments on above regarding supplier ratings. Indicate sources of data where appropriate** | | | | | |

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| **Narrow sourcing to two or three supplier alternatives.**  **Indicate Pro’s / Con’s of sourcing with each supplier.** | | | |
| **Supplier** | **A** | **B** | **C** |
| Pro’s |  |  |  |
| Con’s |  |  |  |

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| **Supplier Assessment** | |
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| **Category:** | |
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| **Provide commentary on the following:** | | |
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| 1. | Do recommended suppliers have adequate capacity to cover requirements?  Yes  No  Attach capacity analysis. | |
| 2. | Are the products to be purchased a core activity for the supplier?  Yes  No  Comments: | |
| 3. | Which supplier(s) are gaining or losing market share? Why?  Comments: | |
| 4. | Which supplier(s) are considered the industry leader in terms of market share, volume, quality and technology? List key reasons. | |
| 5. | List areas where supplier is currently or can potentially provide strategic competitive advantage and linkage to technology, product, supply chain, customers, other? | |
| 6. | Gold Standard contract expectations communicated to supplier(s)?  Yes  No  Comments: | |
| 7. | Other Comments: | |

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| **Internal Assessment** | | | | | | | | | | | |
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| **Category:** | | | | | | | | | | | |
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| **Internal Assessment (circle below)** | | | | | | | | | | | | |
| **Volumes** | Declining | | Steady | | | | | Increasing | Volatile | | | | |
| **Specifications** | No Change  Expected | | New Spec Awaiting Approval | | | | | Future Change Expected | N/A | | | | |
|  | |  | | |  | |  | | | |  | |
| **CY - 201X** | | | **Q1** | | **Q2** | | **Q3** | | | | **Q4** | |
| CY Plan | | |  | |  | |  | | | |  | |
| CY Forecast | | |  | |  | |  | | | |  | |
| Current Actual | | |  | |  | |  | | | |  | |
|  | | |  | |  | |  | | | |  | |
| Current $ vs Plan | | |  | |  | |  | | | |  | |
| Current $ vs. Forecast | | |  | |  | |  | | | |  | |
| Forecast $ vs Plan | | |  | |  | |  | | | |  | |

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| **List key issues / opportunities from customer feedback that should be considered in the sourcing plan.** |
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| **Indicate other key linkages that should be considered in the sourcing plan relative to technology, product, supply chain or unique customer / supplier requirements that leads toward a strategic competitive advantage.** |

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| **Summary** | | | | | | | |
|  | | | | | | | |
| Buyer Name: | | | | | Category: | |  |
|  | | |  | |  | |  |
| Manager Name: | | | | | Date: | |  |
|  | | |  | |  | |  |
| Sourcing Plan for the Period | |  | | |  | |  |
|  | |  | | |  | |  |
| *(Check One)* Category Quadrant | |  | | |  | |  |
| Quadrant 1  (Overall Competitive Advantage) | Quadrant 2  (Defensive Positioning) | | | Quadrant 3  (Cost/Profit Contribution | | Quadrant 4  (Minimize Acquisition Costs) | |

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| **Commitment Type (circle one)** |  | Spot  Purchase |  | Make to  Order |  | Quantity Phased Commitment |  | Time Phased  Commitment |

*Term (check one)* <1 yr.  2 yrs.  3 yrs.  4 yrs.  5 yrs.  >5 yrs.

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| **Category / Item Description** | | |  | |
| Annual $ Volume |  |  | |  |
| Annual Volume |  | Unit of Measure | |  |

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| --- | --- |
| **Suppliers** |  |
| Current  Potential |  |
|  |  |
| **Customers** |  |
| Divisions  Plants |  |

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| **Strategy Recommendation for Sourcing and Coverage** |
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| **Impact on Plan / Cost** | | | | |
| **CY - 2017** | **Q1** | **Q2** | **Q3** | **Q4** |
| CY Plan |  |  |  |  |
| CY Forecast |  |  |  |  |
| Current Actual |  |  |  |  |

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| **Recommendation Procurement Plan** |
|  |
| **Category:** |
|  |
| **List Procurement Strategies for Category**  **(State competitive advantage linkages for Quadrant 1)** | |
|  | |
| **List Procurement Objectives for Category** | |
|  | |
| **State Sourcing Plan Recommendation (State back-up plan(s) for Quadrant 1).** | |

**APPROVED:**

Buyer

Manager

Stakeholder

Director

VP Purchasing