

ADROIT SNAPSOLUTIONS SERVICE PACKAGE

Vendor & Supplier Mini Assessment

A rapid, standardized, and strategic assessment designed to evaluate vendor reliability, compliance, and performance—helping organizations make informed sourcing decisions, mitigate risk, and ensure supply chain continuity across complex markets.

What You Gain

- Comprehensive supplier intelligence for confident sourcing decisions
- Visibility into supplier reliability, compliance, and stability
- Early risk identification to prevent supply disruptions
- Enhanced supplier segmentation and performance management
- Actionable recommendations to improve resilience

Service Category	Monitoring, Evaluation, and Learning (MEL)
Delivery Format	Remote & On-site (Hybrid)
Ideal Use Cases	<ul style="list-style-type: none"> • Pre-qualification for RFQs/RFPs and framework/vendor master agreements • Onboarding new suppliers in emerging or remote markets • Periodic review of critical suppliers' performance and risk • Annual re-validation before renewals or volume ramp-ups • Time-bound project verifications for rollouts or capex • Portfolio clean-up of long-tail suppliers and category resets
Scope of Work	<ul style="list-style-type: none"> • Develop customized assessment criteria with client teams • Review supplier documents (financials, certifications, performance) • Conduct structured interviews or surveys with suppliers • Perform on-site or virtual verification when required • Score suppliers using predefined, weighted evaluation metrics • Summarize insights and recommendations in an assessment report
Tools Used	<ul style="list-style-type: none"> • Data Collection: ODK, KoBo, MS Forms • Screening: Sanctions, debarment, and media checks • Analytics & Reporting: Excel, Power BI (scorecards, risk heatmaps) • Evidence Vault: Dossiers of proofs, call logs, and photos for audits

Delivery Process	<ol style="list-style-type: none"> 1. Client provides target supplier list and criteria 2. Adroit engages suppliers and collects documents remotely 3. Conduct structured interviews with management or field teams 4. Verify claims through on-site or digital checks 5. Analyze and triangulate data using standardized scoring 6. Validate results through internal QA 7. Deliver reports, dashboards, and sourcing recommendations
Deliverables	<ul style="list-style-type: none"> • Supplier dataset (Excel) with composite risk and quality scores • Individual 2-3 page supplier reports (PDF) with RAG ratings • Comparison dashboard (Power BI/Excel) for benchmarking • Strategic sourcing memo with key findings and recommendations
Add-On Services	<ul style="list-style-type: none"> • Site Quality Review Lite - on-site QA checklist • Financial Deep Dive - ratio analysis and stress testing • ESG/HSE Deep Dive - audits for chemicals, logistics, or construction
Sample Size	5-50 suppliers or vendors (scalable based on client scope)
Duration	2-4 weeks (depending on complexity and supplier count)
Staff Time	Flexible staffing for larger vendor bases and multi-province reach
Geographic Coverage	
Pricing Structure (Individual)	Starts from USD 3,500 (minimum 10 suppliers)
Pricing Structure (Organization)	Starts from USD 3,500 for standard organizational scope
Pricing Logic	Tiered per-supplier pricing plus base cost, depending on assessment depth and geographic spread
Team Composition	<ul style="list-style-type: none"> • Lead Supply Risk Analyst (methodology, scoring, QA) • Category Analyst(s) (triangulation, references, benchmarks) • Field Verifier(s) (optional site checks) • Compliance Advisor (ESG/InfoSec alignment)
Key Considerations	<ul style="list-style-type: none"> • Client coordination needed for supplier contact and data access • Strict confidentiality and data protection maintained • Balanced approach emphasizing speed, accuracy, and actionability • Outputs designed for immediate procurement decision-making
Lead Consultant Profile	Led by a Senior Commercial Analyst with over 8 years of experience in supply chain mapping, market intelligence, and corporate due diligence across South Asia and the Middle East.

Contact

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