

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	• 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	• 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	• 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	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	• 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	• 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	• 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	• 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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