

# SOURCING METHODOLOGY

## A ROADMAP TO SUCCESSFUL SOURCING

- 1 Receive Request
- 2 Meet with Requester
- 3 Meet with all Stakeholders
- 4 Introduction / Educate Project Team on the Process
- 5 Begin Internal Communication Management
- 6 Develop Requirements
- 7 Develop Decision Matrix
- 8 RFP/RFI/RFQ
- 9 Research “Finalist” Vendors (Market Intelligence / Due Diligence)
- 10 Initiate CBA (Optional)
- 11 Set Strategy & Obtain Consensus / Set Update Frequency
- 12 Begin Communication Management with Vendors
- 13 Negotiations
- 14 Sign the Contract