

TIMING

_ Establish and communicate dates

We have enough inventory to last at least one month
 Drop-dead date for conducting our sourcing research has been established
 Planned sourcing process duration has been communicated to potential suppliers
 Quote due date is in the Request for Quote (RFQ)
 Anticipated site inspection date(s) included in RFQ
 Expected decision/award date included in RFQ
 Desired date for receipt of first article samples is included in RFQ
 Requested production start date is included in RFQ

RESEARCH

_ Find potential candidates

Have you found suitable suppliers with the applicable industry experience?
 Do the suppliers have the required certifications and/or registrations (if any)?
 Do the suppliers have the adequate resources?
 Do the suppliers have the necessary capabilities?
 Do the suppliers have enough capacity to accommodate your program?

RFQ

_ Provide data and request quotes

Are you sending out Requests for Information (RFI) before Requests for Quote (RFQs)?
 Your personal and company contact information is included in the RFQ
 A request for supplier data and documentation is included in the RFQ
 Summaries of the program, the assembly, and the part usage are included in the RFQ
 All necessary information, documentation and materials have been provided
 Mold dimensions (LWH) are included in the RFQ
 Number of cavities in each mold is included in the RFQ
 Information regarding any secondary operations has been provided
 Any packaging guidelines have been given

DATA & MATERIALS

_ Compile information and documents

3D solid model CAD files for each part have been given to potential suppliers
 Drawings (prints) for each part have been given to potential suppliers
 Material requirements have been provided
 Governing regulations have been provided
 Samples of each part have been supplied
 Tooling data, documentation and photographs have been provided (if available)
 Production and processing data and documentation have been provided (if available)

EVALUATION

_ Analyze quotes and interview suppliers

Company standards for evaluation and contract award have been established
 Efforts have been made to calibrate the quotes received, including requests for revisions
 Proposals have been thoroughly reviewed and analyzed
 Quotes received have been compared and contrasted with each other
 Potential vendors have been met and interviewed
 A preferred supplier has been identified
 The chosen supplier has been awarded the contract

MOVE

_ Transfer tooling

The timing and logistics of the move has been discussed with the new supplier
 Prior molder has been notified of the intent to move
 An offer has been made to purchase material the prior molder has, if applicable
 If the new supplier is picking up the molds, written approval for that has been given
 Request for dimensions and availability of shipment has been given to the prior molder
 Shipment dimensions and date available have been given to party handling shipping
 Request for all associated documents and materials has been given to the prior molder
 Request for processing and tooling data has been given to the prior molder
 All debts to prior molder have been paid, if necessary
 There are no outstanding orders for the prior molder to fill

NOTES

_ Plan ahead and stay organized

