

Vendor Procurement

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Agenda

- Procurement 101
- Practical tips for vetting vendors
- Six ways a procurement can go wrong and mitigation strategies
- Working with the procurement team
- Working without a procurement team

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PROCUREMENT **101**

**What is procurement?
Why is it important?
Why should I care?**

Purpose of Procurement Process

Obtain goods and
services at the best
value

Provide opportunities
via a standard,
consistent, and
transparent process

Provide level playing
field for vendor
community, advocating
for certified
disadvantaged, minority,
and/or women-owned
business enterprises
(D/M/WBEs)

When does procurement apply?

Purchasing
copier paper

Contracting with
a temporary
staffing agency

Purchasing
company swag

Licensing
computer
software

And so much more...

Every company procures goods and services, so vendor procurement is relevant and important regardless of industry and the existence of a formal procurement department.

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Practical Tips for Vetting Vendors

Selecting a vendor

- The responsible vendor
- Vendor outreach
- Streamline process for vendors
- Understand expectations
- Interviews/presentations

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