

Supplier Sourcing & Evaluation

Training Overview

A focused, highly practical course that teaches how to source suppliers, assess them objectively, and select/monitor them using structured RFX and evaluation models. Designed as a standalone competency module or as a bridge into CIPP/CIPM preparation.

Training Objectives

Participants will be able to:

1. Build a sourcing plan from requirements to supplier shortlist
2. Design RFI/RFQ/RFP documents that elicit comparable bids
3. Build weighted scoring models and run objective evaluations
4. Apply TCO and risk-weighted decision making
5. Establish supplier onboarding, KPIs, and scorecard governance

Training Audience

Buyers, procurement officers, operations leads involved in sourcing, QA/engineering interfaces, and any team member participating in supplier selection committees.

Training Duration

2 days

Day length: 6 hours/day with heavy lab work

Training Methodology

Hands-on labs (45%), short concept bursts (30%), worked examples (15%), drills (10%)

Gamification

“Supplier Olympics”

- Teams compete to select the “best supplier” under constraints (cost, lead time, quality, risk)
- Events: RFQ design sprint, scoring accuracy challenge, TCO calculation race, risk audit mini game
- Badges: “Shortlist Hunter”, “Matrix Master”, “TCO Calculator”, “Risk Spotter”

Day-by-Day Outline

Day 1 — Sourcing Strategy + Supplier Discovery + RFX + Evaluation Models

- Define need correctly: specs, service levels, volumes, constraints
- Sourcing strategy: local/global, single/multiple, framework agreements
- Supplier discovery channels and shortlist logic
- Pre-qualification criteria: mandatory gates vs scored criteria
- RFI vs RFQ vs RFP: when to use what
- Writing requirements: measurable, comparable, enforceable
- Evaluation architecture: technical/commercial split, weighting, thresholds
- Practice lab: build sourcing plan + shortlist + RFQ/RFP pack + scoring matrix

Day 2 — TCO + Risk + Award + Onboarding + Performance

- TCO vs unit price: landed cost, quality cost, time cost, finance terms
- Risk assessment: financial stability, capacity, compliance, continuity, ESG
- Selection decision: award logic and approval governance
- Supplier onboarding: SLAs, KPIs, scorecard cadence, escalation ladder
- Capstone: evaluate 3 suppliers end-to-end and defend the award decision