

Webinar on

How to Administer Vendor Assessments

Learning Objectives

- Administering Vendor Assessments*
- What Vendor Information to Request*
- Establishing Procedures*
- Establishing Forms*
- Where to find useful Assessment tools*

A Responsibility Check should be done before an award or contract is made to a vendor. This process will help ensure that a vendor is capable and reliable.

PRESENTED BY:

Ken Jones has been working in the public and non-profit procurement field for 30 years. He worked for the New York State Office of Taxation and Finance as a Purchasing Assistant from 1985-87 and left there to work for the University at Albany, SUNY where he served as a Purchasing Agent and in 1999 was the Assistant Director supervising and providing training for the Office of Purchasing and Contracts.



On-Demand Webinar

Duration : 60 Minutes

Price: \$200

Webinar Description

A Responsibility Check should be done before an award or contract is made to a vendor. This process will help ensure that a vendor is capable and reliable. Participants will learn how to Document an Assessment Review. They will learn ways to do Customization for vendor Types. Attendees will be able to understand what a Verification Check List is and how to create and use one. In addition, they will be given leads on where to find Verification Resources. These resources will be used to assist in determining whether a vendor is responsible. Procedures will be discussed relating to a positive outcome of a review as well as what to do about Negative Findings during the Review. Drafting Procedures will be discussed that among other things will provide for Penalties for Vendors that Fail the Assessment process and Communicating the value of the process to stake holders and getting buy-in from administrators will also be covered.



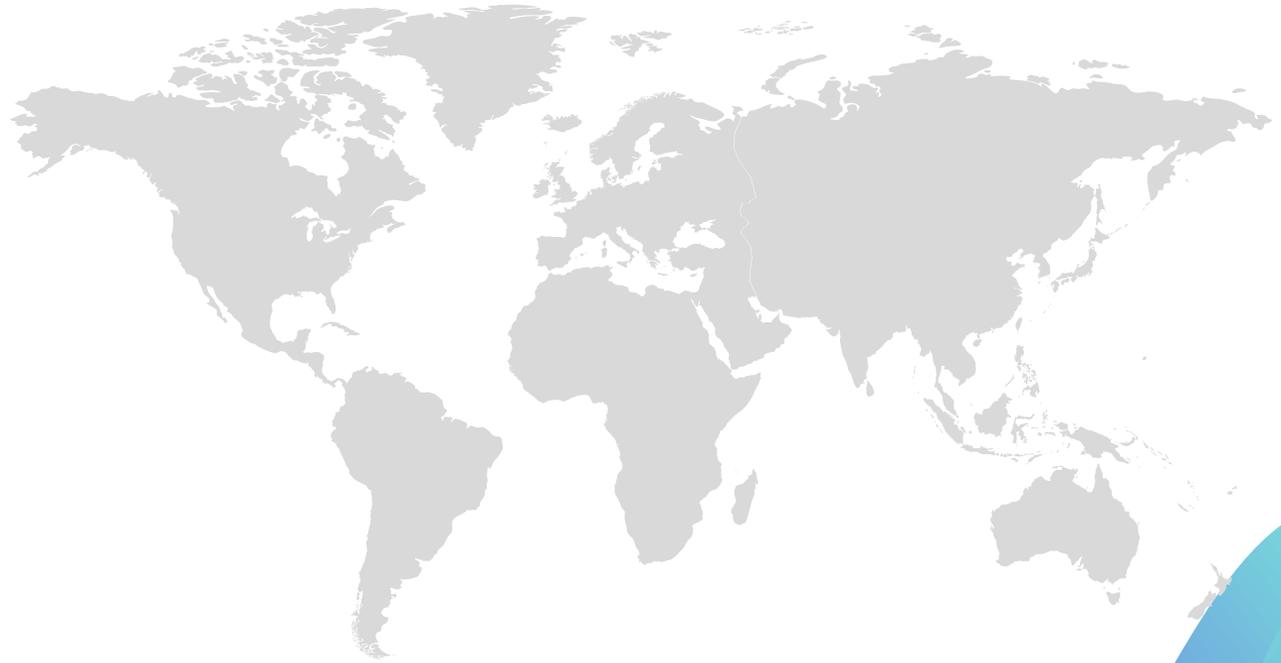
Who Should Attend ?

Purchasing Agents
Buyers
Contract Managers
Contract Officers



Why Should Attend ?

Everyone in procurement or who is engaged with the selection of vendors needs to know how to mitigate risk when dealing with vendors. This program on vendor assessment will guide participants through the process of setting up a vendor responsibility review program. Attendees will be given tools they can use to review vendors on various key risk factors. Besides drafting a vendor questionnaire, they will learn ways to evaluate and confirm the vendor information provided using a vendor assessment verification form. This program will provide guidance in establishing vendors that are responsible and responsive to the needs of the company or organization.



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