

Dear [Recipient's Name],

We are writing to outline the criteria we will use to evaluate potential outsourcing service providers for our research needs. The evaluation process will consider the following key areas:

1. Expertise and Experience

- Relevant experience in the specific research area.
- Number of projects completed similar to our requirements.
- Qualifications and certifications of the team members.

2. Quality of Work

- Previous research outputs and case studies.
- Client testimonials and references.
- Compliance with industry standards and best practices.

3. Cost and Value

- Competitive pricing models.
- Transparency in cost structure.
- Assessment of cost relative to the quality of service offered.

4. Communication and Responsiveness

- Clarity of communication during initial discussions.
- Willingness to provide updates and reports throughout the project.
- Responsiveness to queries and concerns.

5. Project Management and Delivery

- Adherence to deadlines and milestones.
- Project management methodologies used.
- Flexibility and adaptability to changes in project scope.

We look forward to your submissions and are excited to work with potential partners who meet these criteria.

Best regards,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]