

Outsourcing Vendor Assessment Guidelines

Date: [Insert Date]

To: [Insert Vendor Name]

From: [Your Company Name]

Subject: Vendor Assessment for Software Development

Introduction

We appreciate your interest in collaborating with us for our software development needs. To ensure a successful partnership, we have established the following guidelines for vendor assessment.

Assessment Criteria

- **Experience:** Provide a summary of your experience in software development, including relevant projects.
- **Technical Expertise:** Detail the technologies and platforms you specialize in.
- **Team Qualifications:** Share the qualifications of the team members who will be involved in our project.
- **Communication:** Explain your communication processes and tools used for project management.
- **References:** Include at least three references from previous clients.
- **Cost Structure:** Outline your pricing model for the proposed services.

Submission Instructions

Please complete the vendor assessment form and submit it to us by [Insert Due Date]. Late submissions may not be considered.

Conclusion

We look forward to reviewing your submission and potentially working together on future software development projects.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]