

Procurement Services Evaluation Checklist

Step 1: Identify Your Pain Points

What Are You Procuring?

- ☐ Software applications and licenses
- ☐ Hardware (laptops, monitors, peripherals)
- ☐ Cloud infrastructure and services
- ☐ IT services and support

Procurement Stage Problems

- ☐ Sourcing - finding right suppliers/products
- ☐ Contract negotiations and SLA management
- ☐ ESG compliance tracking
- ☐ Purchase order creation/approval
- ☐ Shipment tracking and delivery
- ☐ Overall pipeline visibility

Team Profile

- ☐ Small startup (<100 employees)
- ☐ Mid-size (100-1,000 employees)
- ☐ Enterprise (1,000+ employees)
- ☐ Globally distributed team
- ☐ Hybrid or fully remote

Step 2: Select Service Model

- ☐ IT procurement reseller
- ☐ GPO
- ☐ Advisory
- ☐ White Gloves Service
- ☐ MSP
- ☐ ITAM
- ☐ DaaS (Device as a Service)

Step 3: Provider Evaluation

- ☐ Fits budget with competitive prices
- ☐ Maintains the supplier relationships you need
- ☐ Flexible supply arrangements
- ☐ Geographic coverage (local warehouses)
- ☐ Easy software integration (ERP/MDM/ITSM)

- ☐ Right for your organization's size
- ☐ Aligns with compliance/ESG goals

Step 4: Run Pilot & Track KPIs

- ☐ Run standard orders
- ☐ Measure delivery time vs SLA
- ☐ Test urgent replacement handling
- ☐ Fulfill new hire kits
- ☐ Handle mixed basket requests