YOUR  
LOGO

**COMPANY NAME**

PROCUREMENT STRATEGY PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to support the development of your procurement strategy. We specialize in building procurement frameworks that reduce costs, mitigate risk, and enhance supplier relationships.  
  
This proposal outlines our approach to designing a customized procurement strategy for [Client Name].

# Project Objectives

The primary goals are:  
  
- Align procurement with business goals and budget targets  
- Improve supplier selection, negotiation, and performance  
- Streamline procurement processes and documentation  
- Ensure compliance, transparency, and accountability

# Proposed Services

Our procurement strategy services include:  
  
- Spend analysis and procurement audit  
- Supplier segmentation and risk profiling  
- Strategy design for sourcing, supplier onboarding, and contract management  
- Technology evaluation (e-procurement platforms, automation)  
- Implementation roadmap and change management support

# Scope of Work

Scope includes:  
  
- Review of current procurement policies and spend  
- Stakeholder interviews and requirements gathering  
- Design of category management approach  
- KPI development and governance framework  
- Final strategy documentation and presentation

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Assessment & Data Review | Analyze spend data and current policies | [Start Date] |
| Strategy Design | Develop sourcing strategies and supplier models | [Date] |
| KPI & Governance Setup | Create metrics and control frameworks | [Date] |
| Final Presentation | Deliver strategy and support materials | [Completion Date] |

# Pricing

Estimated cost breakdown for procurement strategy development:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Assessment & Audit | Review spend and procurement processes | [Amount] |
| Strategy Development | Design procurement framework and tools | [Amount] |
| Governance & KPIs | Create control processes and metrics | [Amount] |
| Final Report & Presentation | Deliver documentation and recommendations | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a strategic sourcing and procurement consulting firm.  
  
- Experience: [X] years advising private and public organizations  
- Expertise: Category strategy, supplier management, procurement transformation  
- Mission: To enable smarter, more sustainable procurement practices that drive value

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Procurement strategy overhaul for a manufacturing company  
- Outcome: Achieved 18% cost savings and improved supplier delivery reliability  
  
Testimonial:  
“[Your Company Name] created a structured, scalable procurement approach that we use across all business units.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% at project initiation, 50% upon delivery of final strategy.  
Service Scope: Includes assessment, strategy design, and roadmap development.  
Client Responsibilities: Provide spend data, supplier lists, and access to stakeholders.  
Adjustments: Any changes in scope must be mutually agreed in writing.

# Acceptance

To approve this procurement strategy proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_