YOUR  
LOGO

**COMPANY NAME**

SUPPLIER-RISK ASSESSMENT PROPOSA

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to assess and manage supplier-related risks. Our comprehensive approach helps businesses identify vulnerabilities in their supply chain and develop strategies to mitigate disruptions.  
  
This proposal outlines our plan for conducting a supplier-risk assessment for [Client Name].

# Project Objectives

The primary goals are:  
  
- Identify critical and high-risk suppliers  
- Evaluate financial, operational, and geopolitical risks  
- Develop mitigation strategies and contingency plans  
- Strengthen overall supply chain resilience

# Proposed Services

Our supplier-risk assessment services include:  
  
- Supplier portfolio mapping and classification  
- Risk factor analysis (financial health, performance, compliance, location, etc.)  
- On-site audits or remote assessments  
- Risk scoring and heatmap visualization  
- Recommendations for risk mitigation and monitoring protocols

# Scope of Work

Scope includes:  
  
- Initial discovery and risk framework setup  
- Data collection and supplier outreach  
- Risk analysis and categorization  
- Report development and mitigation recommendations  
- Optional support for implementing monitoring solutions

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Preparation & Planning | Define risk criteria and collect supplier data | [Start Date] |
| Assessment Execution | Conduct evaluations and data analysis | [Date] |
| Reporting & Recommendations | Deliver risk report with action steps | [Date] |
| Review & Optional Follow-up | Present findings and support implementation | [Completion Date] |

# Pricing

Estimated cost breakdown for supplier-risk assessment services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Initial Setup & Framework Design | Develop risk model and identify assessment scope | [Amount] |
| Supplier Assessments | Evaluate supplier risk through data and outreach | [Amount] |
| Reporting | Deliver detailed risk analysis and prioritization | [Amount] |
| Optional Monitoring Support | Help implement risk-monitoring processes | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a risk and procurement consultancy with expertise in third-party risk, compliance, and supply chain continuity.  
  
- Experience: [X] years in supplier evaluation and risk strategy  
- Expertise: Vendor audits, geopolitical analysis, ESG and compliance screening  
- Mission: To help businesses minimize supply risk and make data-informed supplier decisions

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Supplier-risk audit for a global electronics manufacturer  
- Outcome: Identified 3 critical risk vendors and implemented alternative sourcing plans  
  
Testimonial:  
“[Your Company Name] brought clarity and confidence to our supplier risk strategy. Their assessment helped us avoid serious disruptions.” — [Client Contact]

# Terms and Conditions

Payment Terms: 50% upfront, 50% upon delivery of final report.  
Service Scope: Includes data collection, risk scoring, analysis, and recommendations.  
Client Responsibilities: Provide supplier contact list, access to contracts, and cooperation for outreach.  
Adjustments: Scope changes must be mutually agreed in writing and may affect pricing or schedule.

# Acceptance

To approve this supplier-risk assessment proposal and initiate services, please sign below.  
  
Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Name: [Client Name]  
Title: [Title]  
Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_