YOUR  
LOGO

**COMPANY NAME**

SUPPLIER RISK ASSESSMENT PROPOSAL

Prepared by:

**[Client Name]**

**[Contact information]**

**[Date]**

# Introduction

Thank you for considering [Your Company Name] to conduct a supplier risk assessment. We specialize in evaluating supplier relationships to identify potential risks, ensure supply chain resilience, and support strategic procurement decisions.  
  
This proposal outlines our approach to assessing supplier risks for [Client Name].

# Project Objectives

The primary goals are:  
  
- Identify and assess potential risks associated with key suppliers  
- Evaluate supplier performance, financial stability, and compliance  
- Provide actionable insights to mitigate supply chain disruptions  
- Enhance overall supplier management and relationship strategies

# Proposed Services

Our supplier risk assessment services include:  
  
- Supplier risk profiling and segmentation  
- Evaluation of financial, operational, and geopolitical risks  
- Compliance and sustainability audits  
- Performance benchmarking against industry standards  
- Development of risk mitigation strategies  
- Reporting and continuous monitoring recommendations

# Scope of Work

Scope includes:  
  
- Initial consultation to define assessment scope and key supplier list  
- Data collection and supplier information analysis  
- Risk scoring and prioritization of suppliers  
- Development of mitigation plans for high-risk suppliers  
- Delivery of comprehensive assessment report and recommendations

# Timeline

Proposed project timeline:

|  |  |  |
| --- | --- | --- |
| Phase | Description | Estimated Date |
| Planning & Supplier Selection | Define assessment scope and key suppliers | [Start Date] |
| Data Collection & Analysis | Gather supplier information and perform risk analysis | [Date] |
| Risk Scoring & Mitigation Planning | Prioritize suppliers and develop risk mitigation strategies | [Date] |
| Reporting & Recommendations | Deliver assessment report and strategic insights | [Completion Date] |

# Pricing

Estimated cost breakdown for supplier risk assessment services:

|  |  |  |
| --- | --- | --- |
| Service | Description | Cost |
| Supplier Risk Profiling | Analyze supplier data and risk factors | [Amount] |
| Compliance & Performance Evaluation | Assess compliance and benchmark performance | [Amount] |
| Mitigation Strategy Development | Create action plans for high-risk suppliers | [Amount] |
| Reporting & Insights | Deliver comprehensive risk assessment report | [Amount] |
| Total Estimated Fee |  | [Total] |

# About Us

[Your Company Name] is a trusted partner in supply chain risk management, providing comprehensive assessments and strategic insights.  
  
- Experience: [X] years in supplier risk analysis and procurement consulting  
- Expertise: Supplier risk profiling, compliance audits, supply chain resilience  
- Mission: To help businesses proactively manage supplier risks and strengthen their supply chains

# Case Studies / Testimonials

Case Study: [Client Example]  
  
- Project: Supplier risk assessment for a global manufacturer  
- Outcome: Identified critical supply chain vulnerabilities and implemented mitigation strategies  
  
Testimonial:  
“[Your Company Name] provided invaluable insights into our supplier risks, enabling us to strengthen our supply chain.” — [Client Contact]

# Terms and Conditions

Payment Terms: [X]% deposit, milestone payments.  
Service Scope: Includes risk assessment, reporting, and strategic recommendations.  
Client Responsibilities: Provide access to supplier data and relevant documentation.  
Adjustments: Scope changes require mutual agreement and may affect cost and timeline.

# Acceptance

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