

## **Vendor Selection**

### Assignment 4 Instructions

**Deliverable:**

An 8–10 page paper that covers the following:

- Any changes in the political environment that would drive the decision towards or away from any one vendor
- A change management plan to deal with the project changes and any changes to the selection criteria as a result
- An analysis of vendors' responses to the RFP developed in the previous assignment
- Develop, illustrate, and describe the methodology and reasoning behind the criteria used to evaluate vendors who responded to the RFP developed in Assignment 3. The criteria should be both specific to the product you are evaluating and general about what type of vendors your organization wants to do business with.
- Provide preliminary budget estimates based on the RFP response and other costs associated with the implementation.
- Describe the role the constituencies (e.g. clinical, IT, finance, and legal staff) had in the decision.
- How will the size of the vendor (small start-up, established niche, or large comprehensive) influence the decision?
- Describe the role of acceptance testing.
- What role will acceptance testing play in the selection?
- How will acceptance testing be performed on the product?
- When will it be performed?
- What results would you find unacceptable for the product during acceptance testing?
- Select the best vendor from their RFP responses and your requirements, explain why they were chosen, and discuss those that you decided not to choose.
- Is the vendor the least costly vendor? If not, what is the justification for the selection?
- Why were others rejected?

**Formatting:**

8–10 page paper, double-spaced, 1-inch margins, Times New Roman, 12 pt. font. Cite all outside resources.