



Transparency & Disclosure Vendor Checklist

A checklist is a great way to evaluate your options and identify the selection criteria most important to you. This checklist can help guide your vendor selection process. It lists three potential vendors and assesses their attributes. Assign each vendor a weighted numerical value, with 0 being the weakest (not available/not applicable) and 5 being the strongest. Total each row to reveal the ranking by weighted valued, or Total Score, for each vendor.

Trait/Weighted vs. Candidate	Impact to Workflow/Process	Vendor A	Vendor B	Vendor C
Strong company overview, including solid financials	Company with market leadership and broad expertise; sound financial health.			
Flexibility and scalability	Organization has proven capacity for growth; able to adapt to an industry that is always changing and evolving.			
Reliability and trust	Includes strong reputation and references. Company able to show solid verification of its quality. Provides case studies, testimonials, and clients you can contact as references.			
Enterprise features, including “one-stop shop” service offerings	Greatest benefit is your business impact by having only one vendor; other considerations are teamwork, financial accounting, partnering, and cohesiveness.			
Innovative technology	Company delivers technology that saves time and improves quality/accuracy across small and large documents alike.			
Strong user authentication and advanced security	Company can show security is a priority and can demonstrate its validation, and certification.			
Clear and comprehensive contract/work order	You are protected by a contract that allows for flexibility, additional considerations, and overall confidence in the project.			
Support during pre- & post-submission	The support your vendor provides starts from initial request and prep all the way through the need to incorporate post-agency feedback.			
Team with deep knowledge and expertise (strong credentials)	The team that will serve you has deep expertise and offers continuity			
Round-the-clock support, including global operations	Company is capable of processing and seamlessly moving your project forward. This may be critical for meeting deadlines.			
Specialized consulting and regulatory expertise	The team has experts that are experienced in your therapeutic area; organization can provide a proven anonymization methodology and approach.			
Total Score				