

# Vendor Solutions Assessment Framework

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## Objective

In an environment where technological innovation and operational excellence are critical to Syensqo's success, evaluating vendor solutions effectively is essential. This framework provides a structured, transparent methodology for assessing external solutions, ensuring that our investments align with business objectives, drive platform evolution, and foster innovation across all disciplines - including GBU's, IT, and Enterprise Architecture governance.

By standardizing our approach, we maximize the value of each vendor engagement, make efficient use of our experts' time, and ensure that every evaluation is thorough, consistent, and aligned with our strategic goals. Adhering to this methodology enables us to identify the best-fit solutions, accelerate innovation, and maintain a competitive edge in our industry.

## Committee Structure

### a. Committee Member Profiles

- **Business Owner:** Ensures alignment with business strategy.
- **Domain Architecture:** Assesses technical fit and integration.
- **Procurement Specialist:** Evaluates commercial and contractual aspects.
- **Security/Compliance Officer:** Reviews compliance and risk.
- **End-User Representative:** Provides usability feedback.

### b. Minimum Quorum

- At least one representative from each profile must be present for a valid assessment session.

## Scheduling & Artifacts

### a. Scheduling

- **Demo Sessions:** Pre-scheduled, recurring (e.g., monthly or quarterly).
- **Assessment Report:** Drafted within 5 business days post-session.
- **Follow-up Meeting:** Within 2 weeks for decision-making.

### b. Input/Output Artifacts

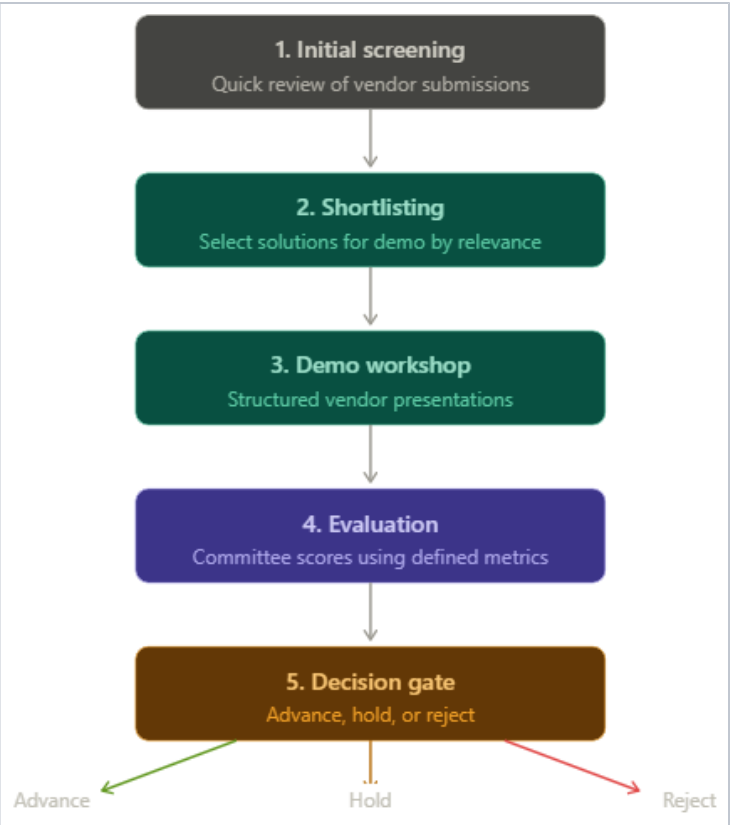
- **Inputs:** Vendor proposal, demo agenda, solution documentation.
- **Outputs:** Assessment report, scoring sheet, decision log.

## Current Capabilities & Maturity Assessment

- **Baseline Assessment:** Map current platform capabilities using a maturity model (e.g., LeanIX Business Capabilities catalog).
- **Gap Analysis:** Identify missing features and innovation opportunities.

## Screening Flow

1. **Initial Screening:** Quick review of vendor submissions.
2. **Shortlisting:** Select solutions for demo based on relevance.
3. **Demo Workshop:** Structured vendor presentations.
4. **Evaluation:** Committee scores solutions using defined metrics.
5. **Decision Gate:** Advance, hold, or reject.



## Pipeline of Interest

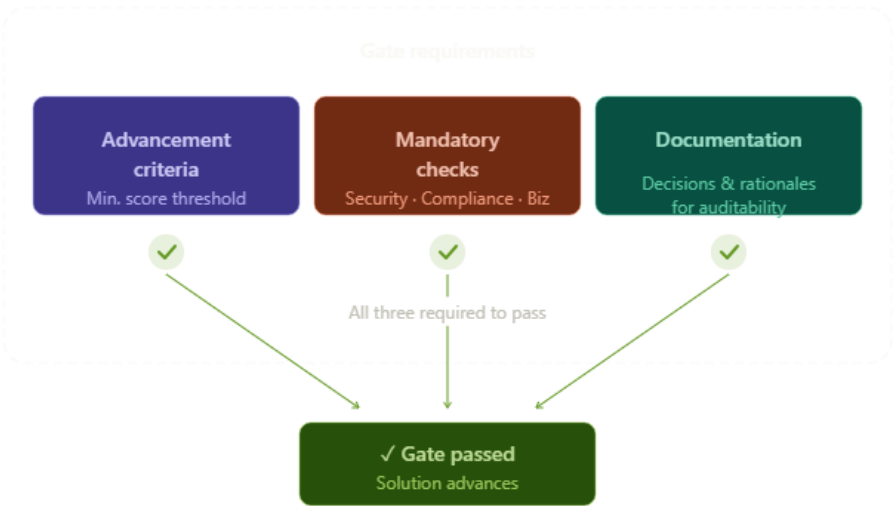
- Maintain a **centralized register** of all vendor solutions under evaluation.
- Track status: Submitted Shortlisted Demoed Evaluated Decision.

## Evaluation Metrics

- **Business Value:** Alignment with strategic goals.
- **Technical Fit:** Integration, scalability, architecture.
- **Innovation Potential:** Novelty, differentiation.
- **Cost/ROI:** Total cost of ownership, expected benefits.
- **Compliance & Security:** Regulatory fit, data protection.
- **User Experience:** Usability, accessibility.

## Gate Criteria

- **Advancement Criteria:** Minimum score threshold on key metrics.
- **Mandatory Checks:** Security, compliance, and business alignment must be met.
- **Documentation:** All decisions and rationales documented for auditability.



## References

WiP