

Supplier Scorecard

Supplier Name: XYZ Mail Services
Review Period: Q1- 2005
Procurement Manager: Bob Smith
Total Score: 3.25 of 4.00

Rating

0 = Minimum Requirements Not Met
 1 = Meets Minimum Requirements
 2 = Exceeds Minimum Requirements
 3 = Meets Stretch Requirements
 4 = Exceeds Stretch Requirements

Category	Performance	Rating	Weighting	Score
Cost Reduction: Minimum: 12% Reduction in overall mail costs Stretch: 18% Reduction in overall mail costs	Overall Mail costs reduced by 14%	2	15.00%	0.30
Customer Service: Minimum: USPS mail delivered by 12:00 daily 98% of the time Stretch: Overnight and USPS mail delivered by 10:30 daily 98% of the time	USPS delivered by 10:30 98.7% Overnight and USPS delivered by 10:30 98% of the time	4	20.00%	0.80
Transaction Accuracy: Minimum: 100% transactions accurately booked Stretch: 90% booked at lowest cost with preferred airline suppliers	100% accurately booked 96% booked according to preferred suppliers	3	15.00%	0.45

Continuous Improvement:		2	15.00%	0.30
Minimum: Reduce same city delivery to one business day 98% of time	Same city delivery one business day 99.2%			
Stretch: Reduce same state delivery to two business days 98% of time	Same state delivery two business days 96% of time			

Supplier Diversity:		4	12.00%	0.48
Minimum: Tier two spend of 15% with certified M/WBE suppliers	Tier two spend 19%			
Stretch: Tier two spend of 20% with more than three certified M/WBE suppliers	19% is with six suppliers			

Strategic Partnership:		4	10.00%	0.40
Minimum: Identify two key contributors to savings and/or service levels and strategy to improve	Reduce sq footage of mailrooms and increase efficiency with new layout			
Stretch: Collaborate on benchmark study of mail transportation	Completed benchmark study and changed transport services for interoffice mail			

Technology Utilization:		4	13.00%	0.52
Minimum: Utilize space planning software to improve mailroom layout of 10 mailrooms	Mailroom layouts have been changed in 17 mailrooms			
Stretch: Reduce square footage of mailrooms by 20%	Square footage reduced an average of 26%			

Total Score:			100.00%	3.25
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