

VENDOR MANAGEMENT PROGRAM

ABC INSURERS, INC.
2000 Main Street
Any City, Any State 00000

ABCINSURERS.COM

VERSION 0.0.0

00/00/0000



VERSION HISTORY

VERSION	APPROVED BY	APPROVAL DATE	DESCRIPTION OF CHANGE	AUTHOR
01	Jane Doe	00/00/0000	Registration Process updates	John Smith
02	Jane Doe	00/00/0000	New Product introductions	John Smith

REVIEWED BY	John Smith	ROLE	Vendor Management Analyst	DATE	00/00/0000
APPROVED BY	Jane Doe	ROLE	Vendor Manager	DATE	00/00/0000

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1. VENDOR MANAGEMENT PROGRAM OVERVIEW & PURPOSE The purpose of this program is to establish a framework for the selection, management, and termination of vendors. This program applies to all vendors that provide goods or services to ABC Insurers, Inc. 1.1. Scope This program applies to all vendors that provide goods or services to ABC Insurers, Inc. 1.2. Objectives The objectives of this program are to: - Establish a framework for the selection, management, and termination of vendors. - Ensure that all vendors meet the required standards for quality, cost, and risk. - Minimize the risk of vendor non-compliance and fraud. - Maximize the value of the vendor relationship.	2. OVERSIGHT The oversight of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 2.1. Roles and Responsibilities The roles and responsibilities of the Vendor Management Analyst are: - Select, manage, and terminate vendors. - Monitor vendor performance. - Report on vendor performance. - Manage vendor contracts.	3. POLICIES & PROGRAM RESPONSIBILITY The policies and program responsibility of this program are defined by the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 3.1. Policies The policies of this program are: - Vendor selection and management. - Vendor ranking. - Vendor risk management and migration. - Due diligence and required documentation. - Vendor selection. - Contracting. - Legal review, confidentiality and non disclosure. - Monitoring. - Reporting. - Disciplinary action and termination.	4. VENDOR RANKING The vendor ranking of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 4.1. Ranking Criteria The ranking criteria of this program are: - Quality of service. - Cost of service. - Risk of service. - Value of service.	5. VENDOR RISK MANAGEMENT & MIGRATION The vendor risk management and migration of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 5.1. Risk Management The risk management of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	6. DUE DILIGENCE & REQUIRED DOCUMENTATION The due diligence and required documentation of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 6.1. Due Diligence The due diligence of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	7. VENDOR SELECTION The vendor selection of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 7.1. Selection Process The selection process of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	8. CONTRACTING The contracting of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 8.1. Contracting Process The contracting process of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	9. LEGAL REVIEW, CONFIDENTIALITY & NON DISCLOSURE The legal review, confidentiality and non disclosure of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 9.1. Legal Review The legal review of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	10. MONITORING The monitoring of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 10.1. Monitoring Process The monitoring process of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	11. REPORTING The reporting of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 11.1. Reporting Process The reporting process of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.	12. DISCIPLINARY ACTION & TERMINATION The disciplinary action and termination of this program is the responsibility of the Vendor Management Analyst. The Vendor Management Analyst is responsible for the day-to-day management of the program, including the selection, management, and termination of vendors. 12.1. Disciplinary Action The disciplinary action of this program is: - Identify and assess vendor risk. - Develop and implement risk mitigation strategies. - Monitor and report on risk.
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