

Vendor Assessment Questionnaire for Small Business Partners

A **vendor assessment questionnaire** for small business partners helps evaluate reliability, compliance, and overall fit. It ensures informed decision-making by gathering critical information on vendors' capabilities and risks. This tool promotes stronger partnerships and supports successful collaboration.

1. Company Information

Question	Your Response
Company Name	<input type="text"/>
Business Address	<input type="text"/>
Contact Name / Title	<input type="text"/>
Email / Phone	<input type="text"/>
Business Website	<input type="text"/>
Year Established	<input type="text"/>

2. Business Profile & Capabilities

Core Products / Services	<input type="text"/>
Years of Experience in Industry	<input type="text"/>
Key Clients / References	<input type="text"/>
Production / Service Capacity	<input type="text"/>
Unique Value Proposition	<input type="text"/>

3. Compliance & Certifications

Relevant Licenses / Registrations	<input type="text"/>
Industry Certifications (e.g., ISO, WBE, MBE, etc.)	<input type="text"/>
Insurance Coverage	<input type="text"/>
Any Recent Legal or Regulatory Issues?	<input type="text"/> <input type="text"/>

4. Financial Information

Approximate Annual Revenue	<input type="text"/>
Financial Stability Statement	<input type="text"/>

5. Risk Management

Describe Your Supply Chain Risks & Mitigation Plans	<input type="text"/>
Data Security Practices	<input type="text"/>

6. Social Responsibility

Diversity & Inclusion Programs	<input type="text"/>
Environmental Sustainability Initiatives	<input type="text"/>

7. Additional Information

Please share any other relevant information	<input type="text"/>
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