

### Service Provider Evaluation Checklist

Provider	Assignment (Client, service scope and expected timeframe)
{provider}	{short description + reference to WO/contract if available.}

Completed by  
Title  
Date

*This checklist should be completed and saved as a versioned pdf on initial provider engagement and for any major updates to the scope of work etc.*

**1 PROVIDER DETAILS**

Item	Detail
Service Provider	{Person/company}
Relation to TriTiCon	{Relation pathway. Previous work / collaboration, via agency, referral etc.}

**2 SERVICE DETAILS AND REQUIREMENTS**

Item	Detail
Assignment	{Assignment description}
Client engagement reference (if applicable)	
Key professional requirements for the assignment	➤ {hard and soft skills}
Practical requirements	<ul style="list-style-type: none"> <li>➤ Work hours &amp; time zone</li> <li>➤ On prem &amp; travel:</li> <li>➤ IT system/environment:</li> <li>➤ Contracting/conditions:</li> <li>➤ Other:</li> </ul>

**3 PROVIDER QUALIFICATION**

Qualification Item	Evaluation / Comment / Summary
Qualification activities:	{Summary of evaluation activities, for example: <ul style="list-style-type: none"> <li><input type="checkbox"/> Personal knowledge</li> <li><input type="checkbox"/> CV review</li> <li><input type="checkbox"/> Interview</li> <li><input type="checkbox"/> Previous tasks</li> <li><input type="checkbox"/> References</li> <li><input type="checkbox"/> Etc.}</li> </ul>
Key professional qualifications for the assignment	{Reference key experiences, educations etc. qualifying the provider for the assignment. List any required mitigations such as introductions or trainings to qualify the provider for the assignment. NOTE: This should not include training included in the client engagement, such as training in client SOPs.}
Practical requirements	{Confirm/comment fulfilment of practical requirements}
<b>Provider Qualified</b>	<input checked="" type="checkbox"/> <b>Yes, {additional conditions or mitigations required}</b> <input type="checkbox"/> <b>No—</b>