

Innovation Partnership: Procurement by Co-Design Toolkit

Supplier Brief Template

## [Supplier Name]

## Supplier Brief

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| **This Supplier Brief is in response to the following Challenge Brief:** |
| Enter Purchaser Name and Challenge Brief Ref # |
| Supplier Contact Name: |
| Enter Full Name Here |
| Supplier Phone Number: |
| Enter Phone # Here |
| Supplier Email: |
| Enter Email Address Here |

Supplier Brief must be submitted directly to the purchaser via X by 5 pm on Sept 26, 2016.

## Supplier Company “Elevator Pitch”

Maximum of 1200 characters.

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| Describe your company |

## Proposed solution to the challenge

Describe the product offering you are proposing to solve the challenge, key differentiating elements of the innovation, and how customizable the solution is to the purchaser’s specific and unique needs.

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| Add text here |

## Typical total cost of ownership of proposed solution

What is the typical cost of ownership of the proposed solution, over a maximum 3 year period. Be as descriptive as possible. Include any expected labour costs, licensing fees, support fees, hardware costs, anything else that is required. For guidance on how purchasers define and calculate total cost of ownership, read the Healthcare Supply Chain Network (HSCN) Guide [here](http://www.hscn.org/Data/Sites/1/resources/innovationprocurement/hscn-innovation-procurement_guide-to-evaluating-total-cost-of-ownership_10092014new-logo.pdf) (note: not all costs listed in the guide are the responsibility of the Supplier to estimate).

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| Add text here |

## Example case study

Describe how the proposed solution has been implemented in the past. Include your customer’s challenge, how your solution met their need, and any outcome metrics from implementing the solution. What was the cost of the solution to the customer?

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| Add text here |

## Supporting validation data

What validation data can you provide to support the notion that your proposed solution can meet the purchaser’s desired outcomes (summarize the data and link to any resources/publications if available).

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| Add text here |

## Project team

List the team members that will be working on this project, along with a link to their professional portfolio (or LinkedIn profiles).

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| Add text here |

## References

List references of past customers (name, organization, role, and contact info).

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| Add text here |

## Key Dates

The following is a summary of key dates and milestones for this Innovation Partnership, Procurement by Co-Design project.

Modify the table below according to your procurement process.

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| **Key Dates** | **Milestones** | **Duration** |
| *Oct 23 - 27* | Suppliers have all submitted Supplier Briefs. Purchaser shortlist supplier selection. | *1 week* |
| *Nov 6* | Dialog day. The purchaser will hear their selected supplier pitches. Final supplier selection completed. | *1 day* |
| *Nov 20* | Co-Design Workshop #1: Discovery. Teams sign collaboration agreement and complete site visit. | *1/2 to 1 day* |
| *Nov 20 - Dec 15* | Team work on discovery phase. | *4 weeks* |
| *Jan 15, 2018* | Co-Design Workshop #2: Ideation & Concept testing. | *1/2 to 1 day* |
| *Jan 15 - Mar 3* | Team work on ideation and concept testing phase. | *8 weeks* |
| *Mar 5 - 8* | Design review sessions. 1 - 2 hour sessions with each team to review learnings from discovery and concept testing results. | *1 week* |
| *Mar 9* | Co-Design Workshop #3: MVP prototyping and evaluation framework. | *1/2 - 1 day* |
| *Mar 9 - Jun 15* | Teams work on MVP development and evaluation phase. | *14 weeks* |
| *Jun 18 - Jul 5* | Teams make procurement decision and formalize agreements. | *3 weeks* |