

Vendor Management Checklist for Private Equity Firms

Use this strategic audit to uncover hidden inefficiencies, risk exposure, and value leakage across your portfolio companies. If you check 3 or more, it's a signal to take action.



VENDOR ONBOARDING & OVERSIGHT

Each PortCo handles vendor onboarding manually or differently.

Inconsistent due diligence and compliance increase risk exposure and slow time to value.

There is no central oversight or shared vendor approval policy.

Without guardrails, vendors are selected ad hoc, leading to misalignment and overspending.

Vendor details (contacts, terms, documents) are scattered across systems.

Lack of a unified system creates confusion during renewals, audits, and transitions.



COST CONTROL & DUPLICATION

There is no centralized view of vendor spend across the portfolio.

GPs and ops leads can't see where money is going or benchmark costs effectively.

Duplicate software or service vendors exist across PortCos.

Multiple teams pay different rates for the same tool, undermining procurement leverage.

You cannot answer "What are our top 10 vendors by spend across the portfolio?" in under 5 minutes.

This indicates a lack of actionable portfolio-level vendor data.



CONTRACT & RENEWAL MANAGEMENT

Contract renewals are tracked manually or left to individual PortCos.

This leads to silent auto-renewals, missed renegotiation windows, and unmanaged risk.

No shared calendar or alert system for key vendor dates (renewals, reviews, audits).

Creates exposure during diligence and adds operational noise during transitions.

Vendors are rarely evaluated systematically before renewal.

Many tools/services persist without delivering ROI, purely out of inertia.



RISK, COMPLIANCE & INVESTOR REPORTING

Vendor compliance (SOC2, GDPR, InfoSec) is not tracked centrally.

Creates significant risk during diligence or in the face of a security incident.

You can't quickly produce a list of critical vendors across all PortCos.

LPs increasingly expect this level of reporting for operational risk analysis.

There is no formal process for evaluating vendor risk across the portfolio.

You may unknowingly depend on fragile or non-compliant vendors.

SCORING YOUR RESULTS

1–2 checks - You're ahead of the curve, but consider tightening processes portfolio-wide to take the score down to zero.

3–5 checks - Operational gaps are starting to impact efficiency, oversight, and trust.

6+ checks - You're flying blind; margin, compliance, and investor confidence are at risk.

Need help streamlining vendor management for your portcos?

Book a free demo with Proven to see how we can help you build a more streamlined and scalable vendor management system.

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