

COMPANY

1. Brief History
 - a. Years in Business
2. Ownership Structure
 - a. Are owners also employees?
 - b. Are they active in running/managing the firm?
3. Employees
 - a. Headcount
 - b. Years of Experience
 - c. Retention Rate
4. Financial Stats
 - a. Revenue per employee for the past three (3) years
 - b. Profitability compared to peers
 - c. Working capital
 - i. How cash rich or cash poor are they?
 - ii. How much debt do they have?
 - d. Growth rate for past 3-5 years
5. Clients
 - a. Total clients served in the past three (3) years
 - b. % of revenue from largest customer for the past 12 months

PEOPLE

1. Culture
 - a. Values
 - b. Purpose
 - c. Best Practices
 - d. Activities
 - e. Awards
 - f. Pictures
2. Hiring/Recruiting Approach
3. Professional Development
 - a. Learning Program?
 - b. Speaking
 - c. Publications
 - d. Blogs/Articles

RELEVANT PROJECTS

1. Relevant Projects
 - a. Size of Project
 - b. Duration
 - c. Results
2. Client References
3. What was their most successful project? Why was it successful?
4. What was a project that failed and why?
 - a. What was the final outcome?
 - b. What actions did they take to correct the failure?
 - c. Was further work done for this client?

PROPOSED PROJECT QUESTIONS

1. What is the risk?
2. Any assumptions?
3. Who is the proposed team?
4. What is their approach?
 - a. Management
 - b. Communication
 - c. Reporting
5. What are their technical practices?
 - a. Design
 - b. Development
 - c. Quality
6. Do they offer support?
 - a. Future Features
 - b. Bug Failures
 - c. Response Times
 - d. Hosting & Monitoring