

# IT Vendor Evaluation Scorecard

Weighted scoring framework for evaluating technology vendors. Rate each factor 1-5, multiply by weight. Compare totals across vendors.

#	Factor	Weight	Vendor A	Vendor B	Vendor C
1	<b>Technical Fit</b> Does the solution meet functional requirements?	20%			
2	<b>Security &amp; Compliance</b> Data protection, certifications, audit support	15%			
3	<b>Implementation &amp; Support</b> Onboarding, training, ongoing support quality	15%			
4	<b>Total Cost of Ownership</b> Licensing, implementation, maintenance, hidden costs	15%			
5	<b>Scalability &amp; Roadmap</b> Growth capacity, product direction, innovation	10%			
6	<b>Integration Capability</b> APIs, connectors, compatibility with your stack	10%			
7	<b>Vendor Stability</b> Financial health, market position, customer base	5%			
8	<b>References &amp; Reputation</b> Client testimonials, analyst ratings, peer reviews	5%			
9	<b>Data Portability</b> Export options, data ownership, lock-in risk	3%			
10	<b>Cultural &amp; Values Fit</b> Communication style, partnership approach, ethics	2%			
<b>WEIGHTED TOTAL</b>		100%			

## How to Use This Scorecard

- Customize weights based on your priorities (must total 100%)
- Score each vendor 1-5 for each factor independently
- Multiply score x weight for weighted score per factor
- Sum weighted scores for each vendor
- Use results as input — not the sole decision criterion
- Document rationale for each score to support the recommendation

**Score Guide:** 5=Excellent | 4=Good | 3=Adequate | 2=Weak | 1=Unacceptable

**Need expert help? Contact AnswerPoint for a free consultation.**

216-340-9181 | [glenn.mcgregor@answerpoint.com](mailto:glenn.mcgregor@answerpoint.com) | [answerpoint.com/assessment](http://answerpoint.com/assessment)