

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

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