



## Vendor Score Sheet

This deliverable is a scoring sheet used by evaluators of the vendor demonstrations to rate the vendors and the packaged software. Use this deliverable during vendor demonstrations.

Use Vendor Score Sheets to score Business Scenario solutions that are demonstrated by vendors, answers on the Request for Information (RFI) and the Request for Proposal (RFP), and results from visits to your site and visits to vendor sites.

All vendors conducting demonstrations should be evaluated with identical questions and requirements. Cross-comparisons are easier to make when the same criteria is evaluated for all vendors.

Encourage evaluators to write comments for demonstration points and questions throughout the demonstration. Documented details provide a more solid basis for Packaged Software selection than numbers alone.

<b>I. IPT Name:</b>		
<b>II. Deliverable Name:</b> Vendor Score Sheet		<b>Date Completed:</b>
<b>III. Contact Information</b>		
	Name	Channel Unit
IPT Sponsor		
Channel Task Manager		
CIO Task Manager		
Contractor Task Manager		
<b>IV. Task Order Number:</b>		



## Description

Fill in the weights from the Business Needs Requirements Matrices and the ranking of the Technical Requirements. Mark the fulfillment with an "x", multiply the weight with the score for each requirement, and make a total sum for each vendor.

There is one table per vendor and per requirements group (Vendor, Functional, Technical, Project, and Quality).

An additional requirement category that may be important to distinguish is Usability Requirements. Sometimes, Usability Requirements are addressed as part of the Functional Requirements. Separate weights must be allocated to Usability Requirements, since these may be critical to the overall performance of a business process.

## Vendor Score Sheet Sample

	Weight	Extreme (9)	Very Strong (7)	Strong (5)	Moderate (3)	Weak (1)	Not Supported (0)	Vendor Score	Notes
Requirement 1									
Requirement 2									
Requirement 3									
Requirement 4									