

Vendor Evaluation Scorecard

This tool provides a structured framework for evaluating HR technology vendors across key criteria, enabling objective comparison and informed decision-making.

Instructions:

1. Weight each category based on organizational priorities (total must = 100%)
2. Score each vendor criterion on a scale of 1-5
3. Calculate weighted scores
4. Document specific observations and concerns
5. Use results to support vendor selection discussions

Scoring Guide

- 5 = Exceeds Requirements (Outstanding capability/fit)
- 4 = Meets All Requirements (Strong capability/fit)
- 3 = Meets Most Requirements (Acceptable capability/fit)
- 2 = Partially Meets Requirements (Limited capability/fit)
- 1 = Does Not Meet Requirements (Inadequate capability/fit)

Vendor Evaluation Matrix

EVALUATION CRITERIA	WEIGHT %	VENDOR A	VENDOR B	VENDOR C	COMMENTS
Solution Capability	25%				
Core Functionality					
Integration Options					
Mobile Capabilities					
Technical Requirements	20%				
Security Standards					
Scalability					
Performance					

EVALUATION CRITERIA	WEIGHT %	VENDOR A	VENDOR B	VENDOR C	COMMENTS
Vendor Profile	15%				
Financial Stability					
Industry Experience					
References					
Implementation & Support	20%				
Implementation Approach					
Training Options					
Support Model					
Cost & Value	20%				
Total Cost of Ownership					
ROI Potential					
Pricing Model					
TOTAL SCORE	20%				

Summary Assessment

Vendor A Overview:

Vendor B Overview:

Recommendation

Primary Choice:

Rationale:

Secondary Choice:

Rationale:

Next Steps

1.

2.

3.

Evaluation Completed by

Date

Organization Name

Confidential