

Vendor Evaluation Comparison Checklist

Use this checklist to compare vendor evaluation platforms (or vendors) side-by-side.

- 1) Assign weights to each criterion based on how critical it is to your business.
- 2) Score each candidate (e.g., 1-5 or 0-10).
- 3) Multiply score by weight to get weighted score.
- 4) Sum the weighted scores to compare total results.
- 5) Add qualitative notes to capture strengths, weaknesses & comments.

A. Discovery & Vendor Network						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Depth & breadth of vendor network	—	—	—	—	—	
Search/filter capabilities for vendor discovery	—	—	—	—	—	
Quality and freshness of vendor data	—	—	—	—	—	
Ease of onboarding new vendors into the platform	—	—	—	—	—	

B. Evaluation & Selection Features						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Customisable scorecards and evaluation templates	—	—	—	—	—	
Ability to assign weights to criteria	—	—	—	—	—	
Side-by-side vendor comparison matrix view	—	—	—	—	—	
Collaboration features (multi-user, comments, scoreboard)	—	—	—	—	—	

C. Risk & Compliance						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Built-in vendor risk assessment tools (cyber, financial, operational)	—	—	—	—	—	
Compliance tracking (certifications, regulatory adherence)	—	—	—	—	—	
Alerts/monitoring of vendor risk changes	—	—	—	—	—	
Document repository (audit certificates, policies)	—	—	—	—	—	

D. Workflow & Process Management						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Support for full lifecycle: discovery → evaluation → onboarding	—	—	—	—	—	
Workflow automation (notifications, steps)	—	—	—	—	—	
Role-based access & collaboration	—	—	—	—	—	
Audit trail / versioning	—	—	—	—	—	

E. Integration & Technical Capabilities						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
API/data import & export capability	—	—	—	—	—	
Integration with procurement/ERP/CRM systems	—	—	—	—	—	
Scalability and performance (handling many vendors)	—	—	—	—	—	
Data security, authentication, user management	—	—	—	—	—	

F. Analytics, Reporting & Dashboard						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Dashboards for vendor scores, risk heat-maps, vendor pool health	—	—	—	—	—	
Standard reports + custom reporting capabilities	—	—	—	—	—	
Benchmarking/trend analysis features	—	—	—	—	—	
Visualisation & easy interpretation of data	—	—	—	—	—	

G. Usability, Support & Vendor Viability						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Ease of use (UI, learning curve)	—	—	—	—	—	
Vendor’s track record / references / case studies	—	—	—	—	—	
Training and onboarding support	—	—	—	—	—	
Product roadmap and vendor stability	—	—	—	—	—	

H. Cost, Licensing & ROI						
Criterion	Weight (%)	Vendor A Score	Vendor A Weighted	Vendor B Score	Vendor B Weighted	Notes / Comments
Transparent pricing model	—	—	—	—	—	
Total cost of ownership (setup, training, change-management)	—	—	—	—	—	
Expected benefit / ROI (time saved, risk reduced, vendor-fit improved)	—	—	—	—	—	
Hidden costs / escalation risks	—	—	—	—	—	

- How to use this checklist:
- Fill in weights and scores for each criterion.
 - Multiply score by weight → write result in “Weighted” column.
 - Add notes for each candidate in “Notes / Comments”.
 - Sum the “Weighted” columns for each vendor candidate to get a total score.
 - Use qualitative notes alongside the quantitative score to decide the best fit.