Obligo

Vendor Evaluation Sheet

Print and use this resource when evaluating new tech vendors for your business.

1. Every evaluator should fill out one of these forms
2. Edit the requirements to suit your specific needs
3. Use these scorecards to launch a discussion about what vendor to choose

Objective/Goal of New Tool:

_____

Evaluator Roles/Requirements:

_____

Timeline:

_____

Notes:

_____

Vendor Matrix

Vendor Name				
Pricing				
Requirement 1:				
Requirement 2:				
Requirement 3:				
Notes				

Final Thoughts & Rankings:

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