

Vendor Evaluation Matrix

Score vendors objectively. Kill the endless back-and-forth. Make the right vendor obvious — on paper.

INCLUDES

Weighted scoring matrix · Up to 10 vendors · 25 criteria

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Everything you need to pick the right vendor — the first time.



Weighted Scoring Matrix

Score up to 10 vendors across 25 criteria. Customize weights by category priority.



5 Evaluation Categories

Price, Support, Product Fit, Security, and References — each broken into scored sub-criteria.



Auto-Ranking Formula

Automated total score calculation ranks vendors instantly as you score.



Risk Flag Column

Conditional formatting highlights deal-breaker risks before they become expensive mistakes.



Side-by-Side Comparison

One view to compare all vendors head-to-head across every criterion.



Decision Summary Tab

Formatted for stakeholder presentations — get buy-in on your recommendation fast.

The 5 evaluation categories

Each category contains 5 scored criteria. Adjust category weights to match your priorities.



Price & Total Cost of Ownership

License cost, implementation, training, ongoing support, hidden fees

Default: 25%



Product Fit

Feature coverage, integration ecosystem, scalability, UX quality

Default: 30%



Security & Compliance

SOC 2, data residency, SSO support, access controls, audit logs

Default: 20%



Support & Vendor Health

Response SLAs, CSM quality, financial stability, roadmap transparency

Default: 15%



References & Track Record

Customer references, case studies, industry reputation, G2/Gartner ratings

Default: 10%

From blank slate to signed contract in under 20 minutes.

1

Enter your vendor shortlist

Add up to 10 vendor names in the column headers. You can score as few as 2.

2

Adjust category weights

Change the % weight for each category to reflect your procurement priorities. Weights must total 100%.

3

Score each vendor 1-5

Work through each criterion row. Scoring guidance is included for each criterion — 1 = does not meet, 5 = exceeds requirements.

4

Flag any deal-breakers

Use the risk flag column to mark any hard no-go criteria. The comparison view will highlight flagged vendors.

5

Export the Decision Summary

The summary tab formats your recommendation, scores, and rationale for stakeholder review — ready to paste into a deck or email.



Your vendor decision just got a lot easier.

Open the Google Sheet, add your vendors, and have a defensible recommendation ready in under 20 minutes.

More frameworks & templates

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