Vendor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Evaluation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- |
| Criteria | Key Questions | Score | Basis for Score |
| Qualifications and Experience | * Team expertise * Nonprofit experience * Mission alignment |  |  |
| Technical Expertise | * Knowledgebase solutions * Integration * User experience |  |  |
| Cost Assessment Approach | * Cost transparency * Long-term sustainability * Hidden costs |  |  |
| Ability to Adhere to Timeline | * Project planning * Risk management * Past performance |  |  |
| Understanding Company's Needs | * Tailored approach * Customization * Stakeholder engagement |  |  |
| Capacity to Perform | * Resources * Post-implementation support * Business stability |  |  |
| References | * Relevance * Client satisfaction * Long-term relationships |  |  |
|  | Notes: |  |  |