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: |  |  |