

VENDOR RATING TOOL

Review consultant proposals and assign a ranking from 1 to 5 (with 5 being the best). Total the rankings for each vendor in each category to determine their combined scores, then assign an overall ranking for that category.

After ranking the vendors in each of the three categories, determine the relative category importance and assign a percentage to each. In the Overall Ranking Section, use these percentages to calculate weighted scores for each vendor.

Solution / Service Fit	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Meets Key Business Requirements					
a)					
b)					
c)					
d)					
Timing					
Resources / Templates					
Customizability					
Phase Containment					
Flexibility					
Combined score					
1) Overall Solution Fit Ranking					

Cost	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Rate Structure					
Experience Level of committed resources					
Deal Type (Fixed, T&R, Pay Forward)					
Combined score					
2) Overall Cost Ranking					

Vendor Characteristics	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
Cultural Fit					
Flexibility					
Dependability					
Specialist Skills					
Methods					
Ethics					
Combined score					
3) Overall Solution Fit Ranking					

4) Solution Fit Percentage Ranking	%
5) Cost Percentage Ranking	%
6) Vendor Characteristics Ranking	%
Should total 100%	

Overall Ranking	Vendor 1	Vendor 2	Vendor 3	Vendor 4	Vendor 5
7) Weighted Solution Fit Score ([1*4]/100)					
8) Weighted Cost Score ([2*5]/100)					
9) Weighted Vendor Characteristics Score ([3*6]/100)					
Weighted Overall Score (7+8+9)					
Final Ranking					