

# SCORECARD

Category	Weight	COMPANY A Rank	COMPANY B Rank	COMPANY C Rank	COMPANY D Rank
Do the vendor's experience and responses align with the RFP's stated requirements?					
How would you rate the samples demonstrated and/or submitted by the vendor?					
Has the company created any training assets on the proposed topic?					
Can the vendor's existing training be customized for your needs or do you need original content?					
How much time will be required if it's being customized vs developed from scratch?					
How much experience does the vendor have in the desired learning assets that you are seeking to be designed and developed?					
Can the vendor provide a full suite of deliverables: facilitator and participant guides, job aids, podcasts, elearning, VILT (webinars), simulations?					
Is the provider saying YES to even the most unrealistic deadlines (sometimes yes is a red flag). Do you really want to work with a vendor that is promising the impossible?					
How experienced are the proposed trainers?					
How much experience does the vendor have in the desired learning platform?					
How strong is the creative?					
How responsive were they to calls, emails, the RFP?					
Do you trust the vendor? Does the vendor's culture and work ethic align with your company's?					

### *How to use this scorecard*

1. For each category listed (and ones you want to add), rank them by "weight" 1 to 5. For instance, you may be more interested in how much experience they have versus the creative quality. In that case, you might assign experience a 5 and creative quality a 3.
2. Rank each category from 1-10.
3. Multiply the rank by the weight of this item and enter each weighted total in the box.
4. Add weighted scores for a total score.