

Supplier Evaluation Matrix

Questions	Not at all	Poor	Good	Excellent	Comments
	1	2	3	4	
<p>Technologies & Skills</p> <p>The supplier specialises in the correct technology for the project, as well as having the associated skills & experience.</p>					
<p>Shared Ownership</p> <p>The supplier shares the project vision and has a clear understanding of our goals and challenges.</p>					
<p>Track Record & Experience</p> <p>The supplier has sufficient experience and can evidence this through company history, testimonials and case studies.</p>					
<p>Transparency & Accessibility</p> <p>The supplier can provide us with what we need and how we can access it. E.g. project progress, KPI's and associated risks.</p>					
<p>Role Definitions</p> <p>The supplier can provide sufficient clarity of responsibilities across both sides of the project team.</p>					
<p>Risk Management</p> <p>The supplier defines a clear process for identifying, tracking, mitigating and solving risks around the project.</p>					
<p>Change Management</p> <p>The supplier evidences a robust process for managing change throughout the project.</p>					
<p>Pricing</p> <p>The supplier provides clarity around pricing, including deliverables as well as any ongoing costs.</p>					
<p>Innovation</p> <p>The product/service will ensure that our business is kept up to date with technology.</p>					
<p>Project vs Relationship</p> <p>The supplier has successful experience in our specified engagement model.</p>					
<p>Culture</p> <p>Project stakeholders share the same company and working values.</p>					

<p>Future</p> <p>The product/service has the ability to meet current needs and is scalable to adapt to future needs.</p>					
<p>Project Management</p> <p>The supplier has proposed a suitable project management methodology that aligns with our approach.</p>					
<p>Timescales</p> <p>Both parties are bought into proposed timescales for the project.</p>					