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SafetyCulture



Title Page

Site

Conducted on



Officer in Charge

Location



Evaluation

Vendor Assessment

Click add to include a candidate vendor

Vendor

Vendor Name

Contact Person

Adherence to organizational standards

Timeliness

Good Fair Poor N/A

Completeness

Good Fair Poor N/A

Overall Quality & Level of Professionalism

Good Fair Poor N/A

Overall Response

Good Fair Poor N/A

Company Information

Financial Viability

Good Fair Poor N/A

Organizational Structure

Good Fair Poor N/A

Experience with Similar Companies

Good Fair Poor N/A

Service Department

Good Fair Poor N/A

References

Good Fair Poor N/A

Partnerships

Good Fair Poor N/A

Project Understanding

Overall Comprehension of Project Objectives

Good Fair Poor N/A

Understanding of the Business Requirements

Good Fair Poor N/A

Understanding of the Business Vision

Good Fair Poor N/A

Requirements

Completeness of Vendor Response

Good Fair Poor N/A

Vendor Ability to Meet Requirements

Good Fair Poor N/A

Product Viability & History

Technology Is Sustainable

Good Fair Poor N/A

Product Roadmap

Good Fair Poor N/A

Product Development Life-Cycle

Good Fair Poor N/A

New Release Process

Good Fair Poor N/A

Terms & Conditions

Detailed Buyer Duties

Good Fair Poor N/A

Terms & Conditions

Good Fair Poor N/A

Purchase Agreement Details

Good Fair Poor N/A

Vendor Software Demonstration

Solution Is Integrated

Good Fair Poor N/A

Aligns with Company Objectives

Good Fair Poor N/A

Third-Party Products Shown

Good Fair Poor N/A

Ease of Use

Good Fair Poor N/A

System Performance

Good Fair Poor N/A

Flow & Simplicity

Good Fair Poor N/A

System Ability To Handle Requirements

Good Fair Poor N/A

Flexibility, Tailorability, Extensibility

Good Fair Poor N/A

Ability to Answer Questions

Good Fair Poor N/A

Application Robustness

Good Fair Poor N/A

Security

Good Fair Poor N/A

Data Privacy

Good Fair Poor N/A

Disaster Recovery Plan

Good Fair Poor N/A

Fee Summary

License Fees

Good Fair Poor N/A

Maintenance Fees

Good Fair Poor N/A

Purchase Timeline

Good Fair Poor N/A

Licensing Period

Good Fair Poor N/A

Other Fees

Good Fair Poor N/A

Completion

Overall Risk Assessment

Low Medium High

Recommendations

Sign-off

Recommended Vendor

Overall Recommendation

Name and Signature of Officer in Charge



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