



FREE STARTER · AN ARDENT WORKSHOP TOOL

Vendor / Software Starter Scorecard

Score two vendors or software tools across five of the things that matter most. Give each criterion a weight (how much it matters to your team — the example weights add up to 100), rate each option 1–5 (1 = poor, 3 = acceptable, 5 = excellent), multiply and add, then divide by the total of your weights. The higher weighted score is the stronger overall fit — not just the slickest demo.

Criterion	Weight	Option A (1–5)	A × wt	Option B (1–5)	B × wt
Cost & Value	25				
Features & Fit	30				
Support & Service	15				
Security & Compliance	18				
Integration & Compatibility	12				
Total	100				

Weighted score = total ÷ total weight

Comparing more than two tools?

The full Vendor / Software Selection Scorecard compares up to four options across eight criteria you choose, folds each option's money into one effective annual cost of ownership, ranks them, and is yours to keep — a 7-tab workbook (Excel, Google Sheets, LibreOffice) plus three guides. Or try the free web scorer first.

A decision aid, not procurement, legal, security, or financial advice. The example weights are a starting point — change them to fit your team. Free to use; please don't resell or redistribute.

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