

IT Services Vendor Evaluation Form

This **vendor evaluation form** helps organizations systematically assess and compare IT services vendors based on key criteria such as expertise, reliability, and cost-effectiveness. Complete this form for each potential vendor to ensure informed decision-making and to foster stronger vendor relationships.

A. Vendor Information

Vendor Name	
Contact Person	
Contact Email / Phone	
Date Evaluated	

B. Evaluation Criteria

Criteria	Description	Score (1-5)	Comments
Technical Expertise	Industry certifications, experience, and specialization		
Service Offerings	Range and relevance of IT services provided		
Project Delivery & Reliability	History of timely delivery and meeting requirements		
Support & Responsiveness	Availability and quality of support and communication		
Security & Compliance	Adherence to data security standards and regulatory compliance		
References & Reputation	Client testimonials and market reputation		
Cost-effectiveness	Overall pricing and value for money		

C. Summary

Total Score	
Recommendation	<input type="checkbox"/> Approve <input type="checkbox"/> Consider with Reservations <input type="checkbox"/> Do Not Approve
Evaluator Name & Signature	

Note: Use this standardized form to streamline the procurement process and enhance the quality of IT services partnerships.