

VENDOR EVALUATION SCORECARD

Supplier Scoring & Demo Assessment

Evaluated Vendor Name:	
Evaluated Product Name:	
Date of Demonstration:	
Evaluator Name & Laboratory:	

Bucket 1 — Data Commitment (Ambition)

Assess the vendor's platform architecture and data formatting capability:

Evaluation Criteria	Score (1–5)	Vendor's Technical Setup / Demonstration Notes
Architecture (binder / canvas / compliance)	[] Score	
Terminology and format enforcement	[] Score	

Bucket 2 — Daily Workflow (Orientation)

Assess the vendor's specialized toolsets for your lab orientation:

Evaluation Criteria	Score (1–5)	Vendor's Technical Setup / Demonstration Notes
Enterprise system connectivity (PLM, LIMS, ERP)	[] Score	
Template flexibility and workflow enforcement	[] Score	
Instrument and equipment data capture	[] Score	

Bucket 3 — Compliance & Organizational Exposure

Verify safety controls, intellectual property protections, and GxP validation capabilities:

Evaluation Criteria	Score (1–5)	Vendor's Technical Setup / Demonstration Notes
Audit depth (page / cell-by-cell tracking)	[] Score	
Validation burden (IQ/OQ/PQ service support)	[] Score	
Multi-tenancy and data isolation	[] Score	
External access governance (CRO/partner permissions)	[] Score	
Workflow orchestration, signatures, and review	[] Score	

Bucket 4 — Vendor, Security & Commercial Requirements

Assess IT infrastructure support, financial sustainability, and pricing structures:

Evaluation Criteria	Score (1–5)	Vendor's Technical Setup / Demonstration Notes
API and extensibility (Python/LIMS support)	[] Score	
Data export and portability (exit-strategy tools)	[] Score	
UI feel (general configuration and layout)	[] Score	
Vendor technical roadmap and updates	[] Score	
Security certifications (SOC 2, ISO 27001)	[] Score	
Data residency & GDPR attestations	[] Score	
SSO and identity federation	[] Score	
Technical ecosystem lock-in	[] Score	
Price and commercial licensing terms	[] Score	
Vendor financial viability and metrics	[] Score	
Support quality, training, and SLA support	[] Score	

Bucket 5 — Add-on Capabilities

Assess delivery methods for optional, specialized modules:

Capability Module	Native Mode	Bolted-on	Separate Tool	Not Offered
Inventory management	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Design of experiments (DOE)	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Analytics (basic to advanced)	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Visualization (basic to advanced)	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Reporting & CAPA dashboards	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Cheminformatics / bioinformatics	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Domain-specific tools	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Sample management & lineage	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Voice & hands-free data capture	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Built-in GenAI facilities	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Custom capability 1: _____	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Custom capability 2: _____	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐
Custom capability 3: _____	Native ☐	Bolted ☐	Separate ☐	Not Offered ☐

Data Migration & Historical Records Review

(Please put a checkmark or cross inside the brackets)

- ☐ **Migration Path Confirmed:** Vendor has a clear migration tool or API utility to import digital-binder text or legacy records directly into structured schemas (e.g., leveraging extraction engines like Augmend).

Demonstration Summary Notes

Use this space to synthesize key insights immediately following the vendor demonstration:

Key Vendor Strengths
Critical Vulnerabilities / Gaps
Next Action Steps / Required Follow-ups