



VENDOR EVALUATION METHODOLOGY

The Vendor Objectivity Scorecard

A short, practical self-assessment to find where your platform evaluation is exposed — before you sign.

5 minutes

To complete

4 sections

14 checkpoints

No cost

Built by Pinpoint Systems



HOW TO USE THIS

Fourteen checkpoints. Check what's already true.

This isn't a form to fill out for someone else. It's a quick way to see whether your current evaluation, or the one you're about to start, is built to survive contact with a signature.

Go through each section and check the boxes that are already true today. Nothing to overthink — if you're not sure whether something is true, it probably isn't yet.

- 1 Work through all four sections: capability weighting, proof of technology, vendor due diligence, and decision-maker alignment.
- 2 Count your total checked boxes out of 14.
- 3 Turn to the scoring guide on the last page to see where your evaluation stands.

Capability, scored before demos

- ☐ Evaluation criteria and weighting are finalized before any vendor presents.
- ☐ The evaluation scorecard has not been shown to any vendor.
- ☐ Your scorecard has the evaluation requirements split into must-haves and nice-to-haves, with must-haves weighted higher.
- ☐ You can name the specific must-have that would disqualify a vendor outright.

WHY IT MATTERS

A product that scores well on nice-to-haves but misses a must-have gets exposed by the gap between its raw score and its weighted score — but only if that weighting exists before the demo, not after.

A test drive, not a listing

- ☐ Finalists are required to run your real scenarios, not their rehearsed demo.
- ☐ You've built 2–3 scenarios drawn from your actual operations, not generic use cases.
- ☐ A vendor who can't handle a scenario is disqualified, not scored around.

WHY IT MATTERS

Buying off a vendor's demo is buying a car off two photos. The scenarios that reveal fit are the ones the vendor didn't rehearse.

Due diligence that isn't on the internet

- ☐ You've checked the vendor's financial stability and leadership stability.
- ☐ You've reviewed licensing terms: term vs. perpetual, use-after-term rights, renewal language.
- ☐ You understand how the vendor ships critical patches and upgrades.

WHY IT MATTERS

None of this shows up in a happy-path walkthrough. It surfaces later, as a renewal shock or a vendor in distress, right when it's most expensive to unwind.

The politics no one names

- ☐ The real decision-makers have been named and confirmed before the process started.
- ☐ You've explicitly asked whether anyone has a pre-existing vendor preference.
- ☐ Leadership has committed, on record, to honoring the findings.
- ☐ All vendor communication runs through a single point of contact.

WHY IT MATTERS

Most evaluations don't fail on technology. They fail when a quiet preference gets exercised at the end, after everyone else has moved on. Often the real decision-maker isn't even the person your team assumed was deciding — they're hidden a level above the process, invisible until the moment they exercise a veto.

What your total tells you

Add up your checked boxes across all four sections, out of 14 total.

11–14 **Well-armored**

Your process is built to hold up. Close the remaining gaps before any vendor presents, and the decision should survive the signature.

5–10 **Real exposure**

Most teams land here. The gaps are fixable, but only if they're closed before the process is underway — not after a vendor has already been chosen informally.

0–4 **Significant exposure**

Enough of the process is unbuilt that a bad decision could pass through it unnoticed. Worth a second set of eyes before you go further.

TALK TO PINPOINT

Pinpoint runs this exact process as your impartial third party.

We build the scorecard with your stakeholders, run finalists through real proof of technology, and handle the due diligence and politics so the decision holds up a year from now.

We don't make the call for you. We aggregate and collate the scores, the proof-of-technology results, and the due diligence findings so your team has everything it needs to decide objectively — not us swooping in to decide for you.

Book a call when you're ready for the help you need.

Book a Call →