

PREMIUM BLANK TEMPLATE / US PROCUREMENT TOOLKIT

Vendor Comparison Matrix

Normalize scope, pricing, timing, terms, and decision criteria across competing responses.

Prepared for		Prepared by	
Project / reference		Version	1.0
Review date		Decision owner	

These templates are practical starting points, not fixed engagement deliverables. Final documents, fields, evaluation criteria, and supporting records may vary based on the scope of work, task requirements, procurement category, stakeholders, available information, and applicable organizational, legal, or regulatory requirements. Use and adapt them with appropriate professional review.

How to use this template

- 01 Confirm the requirement and decision owner before completing fields.
- 02 Separate verified facts, assumptions, and unresolved items.
- 03 Retain evidence for material entries, scores, and conclusions.
- 04 Assign open actions and review under applicable organizational rules.

1. Procurement overview

Define the decision before scoring begins.

Requirement	
Owner	
Decision date	

2. Evaluation criteria

Set weights and scoring guidance before reviewing vendors.

Criterion	
Weight	
Scoring guide	

3. Commercial comparison

Compare like-for-like pricing without altering submitted offers.

Base price	
Adjustments	
Normalized total	

4. Scope alignment

Record inclusions, exclusions, alternates, and assumptions.

Requirement	
Vendor response	
Gap status	

5. Schedule and terms

Make delivery and contractual differences visible.

Lead time	
Payment terms	
Validity	

6. Decision readiness

Summarize tradeoffs, open questions, and conditions.

Recommendation	
Conditions	
Approver	

Final review and authorization

Decision / disposition	
Conditions	
Approved by	
Approval date	
Next action	