AI Vendor Evaluation Framework

Version: [Version Number]

Last Updated: [Date]

Review Cycle: Quarterly

1. Pre-Evaluation Checklist

Business Requirements Matrix

Requirement	Priority	Success Criteria	Current Status	Notes
[Requirement 1]	[H/M/L]	[Measurable Outcome]	[Status]	[Notes]

Stakeholder Registry

Department	Representative	Role	Requirements	Sign-off Status
[Dept]	[Name]	[Role]	[Key Requirements]	[Status]

Resource Allocation

Resource Type	Allocated	Required	Gap	Action Plan
[Resource]	[Current]	[Needed]	[Gap]	[Plan]

2. Vendor Assessment Template

Capability Evaluation Matrix

Vendor Evaluation Matrix

Capability	Required Level	Vendor 1	Vendor 2	Vendor 3	Notes
Data Processing Power	High	Meets	Exceeds	Meets	Vendor 2 excels in analytics
Security Standards	Very High	Meets	Meets	Partially	Vendor 3 lacks GDPR compliance
Integration API	High	Exceeds	Meets	Meets	Vendor 1 offers modular APIs

Capability	Required Level	Vendor 1	Vendor 2	Vendor 3	Notes
[Capability]	[Level]	[Score]	[Score]	[Score]	[Notes]

Technical Assessment Checklist

- Architecture Review
- Security Assessment
- Performance Testing
- Integration Capabilities
- Scalability Assessment

Reference Check Template

Reference Area	Questions	Responses	Red Flags
[Area]	[Key Questions]	[Findings]	[Issues]

3. Cost Analysis Framework

Direct Cost Tracking

Cost Analysis Framework

Cost Component	Year 1	Year 2	Year 3	Total
Licensing	$10,000	$10,000	$12,000	$32,000
Implementation	$25,000	$10,000	$5,000	$40,000
Maintenance	$8,000	$8,500	$9,000	$25,500

Cost Component	Year 1	Year 2	Year 3	Total
Licensing	[$]	[$]	[$]	[$]
Implementation	[$]	[$]	[$]	[$]
Training	[$]	[$]	[$]	[$]

Hidden Cost Identification

Cost Type	Probability	Impact	Mitigation Strategy
[Cost]	[H/M/L]	[$]	[Strategy]

4. Contract & Risk Management

Contract Requirements Checklist

- Service Level Agreements
- Performance Metrics
- Exit Clauses
- Data Ownership
- Support Terms

Risk Assessment Matrix

Risk Management Matrix

Risk	Likelihood (H/M/L)	Impact (H/M/L)	Mitigation Strategy	Owner
Vendor Lock-In	High	High	Multi-vendor strategy	IT Manager
Cost Overrun	Medium	High	Frequent budget reviews	Finance Lead
Security Breach	Low	High	Periodic audits	Security Officer

Risk	Likelihood	Impact	Mitigation	Owner
[Risk]	[H/M/L]	[H/M/L]	[Strategy]	[Name]

5. Ongoing Management Dashboard

Performance Tracking

Performance Monitoring Dashboard

Metric	Target	Current	Trend	Action Required
System Uptime	99.9%	98.5%	↓	Address root cause of outages
Data Accuracy	99%	97%	↔	Improve master data workflows

Metric	Target	Current	Trend	Action Required

[KPI]	[Target]	[Actual]	[↑/↓]	[Action]

Review Schedule

Review Type	Frequency	Last Review	Next Review	Owner
[Type]	[Frequency]	[Date]	[Date]	[Name]

Market Intelligence Log

Date	Development	Impact	Action Required
[Date]	[Event]	[Impact]	[Action]

Framework Maintenance

Version Control

Version	Date	Changes	Author
[Version]	[Date]	[Changes]	[Name]

Improvement Log

Date	Suggestion	Status	Implementation
[Date]	[Suggestion]	[Status]	[Plan]

Instructions for Use

1. Complete all sections progressively
2. Update regularly based on review cycle
3. Maintain version control
4. Document all decisions and changes
5. Review and adjust metrics quarterly
6. Share updates with stakeholders

Review Process

- Quarterly framework effectiveness review
- Monthly performance metric updates
- Weekly risk assessment updates
- Ad-hoc updates as needed