

Vendor Assessment Form

VENDOR	Service / product scope
{Vendor}	{short description of service / product}
Contact information	{Name, email, phone, website, etc. }

Completed by
Title
Date

Board approval

Vendor Approved Yes
 Yes, with mitigations/actions/caveats: _____
 No, reason _____

This checklist should be completed and saved as a versioned pdf prior to service purchase. May need to be updated prior to extension of service.

1 VENDOR ASSESSMENT

Product/Service Requirements	
{Product/Service Requirements}	
Assessment Area	Assessment and (if applicable) mitigation or other required actions
Vendor reputation and stability	
Service offered, key features and functionalities	
Does the service / product fulfil the needs: <ul style="list-style-type: none"> • Services, features, functionalities • Compliance • Support 	
Budget, cost, pricing plan, cost model	
Additional considerations	