

[Project Name] Vendor Decision Matrix

The Vendor Decision Matrix documents the decision made by the project team regarding which contract web development firm to proceed with for the project. This matrix may also be used to validate the project team's decision to library administration.

[The opening paragraph describes what the RFP was for and the firms that were approached to develop and RFP. Share why these specific firms were approached. Also, outline the parameters that will be used to compare the firms in this document.]

[Share which firm you have decided to move forward with. For example, "X Firm's proposal met the specific requirements laid out in the RFP and was explicit in describing their workflow process and specific project deliverables. As such, the project team has identified X Firm as their choice vendor, for both the former and following reasons...." The reasoning for choosing the firm may be outlined in bullet points.]

Firm Comparison Chart

	Firm 1	Firm 2	Firm 3
Formal contract period	[Project's performance period]		
Point person	[Name of vendor contact]		
Project management tool/software	[Project tracking tool or software used by vendor]		
Project team	[Who is part of the project team?]		
Location	[Where are they based?]		
Other key projects	[List key projects they have developed, including links]		
Past library experience	[Yes or no; if yes, with whom]		
Project management approach	[Style of project management used, e.g. Agile]		
Timeline constraints	[Any mention of timeline constraints and how those constraints will be mitigated]		
User experience	[Approach to user experience]		
Technical development	[Approach to technical development]		
Design	[Approach to design]		
Support	[How often will meetings with the vendor team be held? What kind of post-launch training will they provide? What will handover look like? Is post-launch support provided?]		
Liability insurance	[Do they have liability insurance?]		
Proposed budget	[Proposed budget]		

Vendor Budget and Deliverable Breakdown

Firm 1

[List the proposed budget here.]

[Provide a bulleted list of deliverables here.]

Firm 2

[List the proposed budget here.]

[Provide a bulleted list of deliverables here.]

Firm 3

[List the proposed budget here.]

[Provide a bulleted list of deliverables here.]

Appendix A: Request for Proposal

[Provide a copy of the request for proposals.]

Appendix B: Vendor Proposals

[Attached the individual vendor proposals.]