

Vendor Evaluation Scorecard

Objective Weighted Scoring System for Lock System Vendors

This scorecard provides an objective, weighted evaluation framework for comparing smart hotel lock vendors. Use this tool to ensure fair vendor comparison based on your property's specific priorities.

Evaluation Overview

Property Name: _____

Evaluator: _____ Date: _____

Number of Vendors Evaluated: _____

Vendor A: _____

Vendor B: _____

Vendor C: _____

Scoring Instructions

1. Rate each criterion on a scale of 1-10 (10 = excellent, 1 = poor)
 2. Multiply the raw score by the weight to get the weighted score
 3. Sum all weighted scores to get the total score for each vendor
 4. The vendor with the highest total score is the recommended selection
 5. Document justification for all scores in the notes section
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Category 1: Technical Capabilities (35%)

Criterion (Weight)	Vendor A	Vendor B	Vendor C
Lock Hardware Quality (7%)	____/10	____/10	____/10
Access Technology Options (6%)	____/10	____/10	____/10
Battery Life & Management (5%)	____/10	____/10	____/10
Software Functionality (6%)	____/10	____/10	____/10
Mobile Key Platform (4%)	____/10	____/10	____/10
Reliability & Uptime (4%)	____/10	____/10	____/10
Scalability (3%)	____/10	____/10	____/10
Technical Total (max 35 points)	_____	_____	_____

Category 2: Total Cost of Ownership (25%)

Criterion (Weight)	Vendor A	Vendor B	Vendor C
Hardware Pricing (8%)	____/10	____/10	____/10
Software Licensing (6%)	____/10	____/10	____/10
Installation Costs (4%)	____/10	____/10	____/10
Training & Support Costs (3%)	____/10	____/10	____/10
Maintenance & Consumables (4%)	____/10	____/10	____/10
Cost Total (max 25 points)	_____	_____	_____

Category 3: PMS Integration Quality (20%)

Criterion (Weight)	Vendor A	Vendor B	Vendor C
Native PMS Support (8%)	____/10	____/10	____/10
Integration Features (6%)	____/10	____/10	____/10
Setup Complexity (3%)	____/10	____/10	____/10
Integration Reliability (3%)	____/10	____/10	____/10
PMS Integration Total (max 20 points)	_____	_____	_____

Category 4: Vendor Reputation & Support (15%)

Criterion (Weight)	Vendor A	Vendor B	Vendor C
Market Reputation (4%)	____/10	____/10	____/10
Reference Quality (4%)	____/10	____/10	____/10
Technical Support (3%)	____/10	____/10	____/10
Financial Stability (2%)	____/10	____/10	____/10
Local Presence (2%)	____/10	____/10	____/10
Vendor Total (max 15 points)	_____	_____	_____

Category 5: Implementation & Timeline (5%)

Criterion (Weight)	Vendor A	Vendor B	Vendor C
Project Timeline (2%)	____/10	____/10	____/10
Implementation Plan Quality (2%)	____/10	____/10	____/10
Installation Team Quality (1%)	____/10	____/10	____/10
Implementation Total (max 5 points)	_____	_____	_____

FINAL TOTAL SCORES

Vendor A: _____ / 100 Vendor B: _____ / 100

Vendor C: _____ / 100

Recommendation & Justification

Recommended Vendor: _____

Total Score: _____ / 100

Justification & Key Strengths:

Risk Factors & Mitigation:

Approval Sign-Off

Evaluated By: _____ Title: _____ Date: _____

Reviewed By: _____ Title: _____ Date: _____

Approved By: _____ Title: _____ Date: _____

