



Software Evaluation Scorecard

Compare solutions based on what matters to your organization.

Strategic Stack for Good

Where nonprofit mission meets modern infrastructure.

Great demos are designed to make products look great. A scorecard shifts the conversation from "Which product impressed us?" to "Which solution best addresses the problems we agreed to solve?"

Best practice: Complete requirements and weighting before final vendor demonstrations whenever possible.

Before evaluating vendors

Problem we are trying to solve:

What should be measurably better after implementation:

People who should participate in the decision:

Scoring

1 Poor fit | **2** Significant gaps | **3** Meets basic requirements | **4** Strong fit | **5** Excellent fit | **N/A** Not yet evaluated



Evaluation

1. Mission and Process Fit

Does the solution support the actual work our organization performs?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

2. User Experience

Can the people who will use the system realistically work in it every day?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

3. Functional Requirements

Does it address essential requirements without excessive customization or workarounds?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

4. Reporting and Analytics

Can users and leaders obtain information without excessive exporting or manipulation?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

5. Data and Integration

Can the solution exchange data appropriately with critical systems?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

6. Security and Data Governance

Does it support requirements for access, privacy, security, retention, backups, and auditability?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

7. Implementation

Is the proposed implementation realistic given timeline, capacity, data, and readiness?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

8. Training and Support

Can staff realistically learn and maintain the system after implementation?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

9. Total Cost

Have implementation, licensing, migration, integration, training, support, and future costs been identified?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:

10. Vendor and Long-Term Fit

Do we understand support, roadmap, customer relationship, contract terms, and nonprofit fit?

Vendor A: ____ / 5

Vendor B: ____ / 5

Vendor C: ____ / 5

Notes:



Score Summary

Category	Vendor A	Vendor B	Vendor C
Mission and Process Fit	/ 5	/ 5	/ 5
User Experience	/ 5	/ 5	/ 5
Functional Requirements	/ 5	/ 5	/ 5
Reporting and Analytics	/ 5	/ 5	/ 5
Data and Integration	/ 5	/ 5	/ 5
Security and Data Governance	/ 5	/ 5	/ 5
Implementation	/ 5	/ 5	/ 5
Training and Support	/ 5	/ 5	/ 5
Total Cost	/ 5	/ 5	/ 5
Vendor and Long-Term Fit	/ 5	/ 5	/ 5
TOTAL	/ 50	/ 50	/ 50

Do not let the total make the decision for you. Surface dealbreakers, major risks, assumptions, references, and implementation realities before selecting a solution.

Dealbreakers:

Major risks:

Assumptions still to validate:

References we need to speak with:

Final recommendation and why:

Stack for Good principle: Select against agreed requirements, not the best demonstration.



About Strategic Stack for Good

Where nonprofit mission meets modern infrastructure. Strategic Stack for Good shares practical guidance and tools for nonprofit leaders navigating technology, operations, organizational change, and the decisions connecting them.

These resources are designed to help organizations ask better questions, create clarity, and make more thoughtful decisions.

When the questions get complicated

Some technology challenges can be solved with a good worksheet. Others benefit from another perspective. Stack for Good Advisory offers independent conversations for organizations working through technology strategy, system evaluation, integration questions, change readiness, and organizational priorities.

Learn more: stackforgood.blog

These resources provide general educational and planning guidance. They are not legal, financial, cybersecurity, privacy, or regulatory advice. Organizations should consult appropriately qualified professionals when decisions require specialized expertise.

