eLearning Vendor Shortlist Scorecard

Compare up to 3 eLearning companies side by side before you sign.

1. Your project

What do you need? (custom courses / LMS / both / live training)

Audience and number of learners

Number of courses or seat time

Budget range and deadline

2. Score each vendor (1 = weak, 5 = strong)

Criteria	Vendor A	Vendor B	Vendor C
Instructional design skill			
Relevant demos			
SCORM / xAPI tested in our LMS			
Accessibility (WCAG 2.1 AA)			
Clear pricing and scope			
Revision rounds in writing			
We own the source files			
Support after launch			
Time zone and communication			
TOTAL (out of 45)			

3. Red flags to check

- ☐ No demos similar to our project
- ☐ Price given before scoping
- ☐ No instructional designer on the team
- ☐ Vague revision limits
- ☐ Source files not included
- ☐ No SCORM testing in our LMS
- ☐ No accessibility process
- ☐ No support after launch

4. Decision

Chosen vendor and why

Pilot course or first deliverable

eLearning Solutions Lab - elearningsolutionslab.com