

Web Developer Selection Checklist/Scorecard Consider the following criteria when considering web developers or web designers. During the selection process, ask each decision maker to check or score each vendor in the following 15 areas.	Vendor A	Vendor B	Vendor C
Vendor is active within their profession. Does the Vendor publish articles? Are they active in professional organizations?			
Vendor is a legitimate provider of business services. Does the vendor have adequate history and business experience? Can they provide adequate financial recordkeeping? Do they have formalized processes in place?			
Vendor understands branding/marketing aspects of project. Does the vendor understand the branding and marketing needs associated with the project. Can they contribute the appropriate level of marketing strategy during implementation.			
Vendor understand technology aspects of project. Does the vendor understand the technological needs and environment associated with the project. Can they contribute the appropriate level of programming, database development, and technology implementation/integration.			
Vendor understands usability/target market aspects of project. Vendor understands the web usability best practices and standards. Vendor can apply these standards appropriately to meet the needs of the target market/users.			
Vendor provides a fixed-price project estimate. Vendor can describe exactly what services will be provided and the anticipated cost for completing the project. Experienced contractors will often provide a budget range, based on anticipated project variables. Use the median of their range for comparison.			
Vendor bids on the project as specified. It's easy for vendors to lower their price by changing the project. Have vendors price enhancements or reductions to the scope separately.			
You understand the vendor's proposal. If there is something you don't understand, ask. Talking through the proposal is an important role for each vendor. It will also help your evaluate your potential working relationship with the vendor.			
Vendor is not over committed. You want to make sure that the vendor can effectively manage whatever workload they may have undertaken. Experienced vendors will have subcontractors available, if necessary, to ensure that all projects get appropriate attention.			
You have checked out the Vendor's references. Lots of people ask for references and then don't bother checking them. Call references and ask them about the vendor's ability to communicate, deliver on budget, and meet deadlines.			
View vendor work samples. Verify that the vendor can manage projects the size of yours. Observe examples of branding and design. Ask for a hands-on demonstration of programming solutions provided by the vendor.			
Vendor communicate openly, honestly, and effectively. If communications are open and honest, most problems will be easily solved.			
Vendor has a change management process that is logical and easy to understand. Make sure that you know how changes influence timing and cost.			
Vendor has project management processes/tools in place. Make sure the vendor has processes in place that ensure adequate communication, progress and status reports.			
Vendor has a pleasant business manner If you feel uncomfortable during the bidding process it could be a sign of potential problems.			
Total:			