AI Vendor & Platform Selection Template

A structured evaluation framework for comparing AI vendors and platforms — covering requirements definition, scoring criteria, side-by-side comparison, and implementation planning for UK businesses.

4	**20+**	**Comparison**	**Free**
EVALUATION AREAS	DECISION CRITERIA	TABLES INCLUDED	PRINT & USE NO STRINGS

How to Use This Template

Complete each section with your team. Fill in the fields, use the comparison tables to evaluate options, and document your decisions. Print this template or complete it digitally.

1 Requirements Definition

Before evaluating vendors, clearly document what your organisation needs from an AI platform to ensure objective comparison.

ORGANISATION NAME & PROJECT TITLE

PRIMARY AI USE CASE(S) TO BE SUPPORTED

EVALUATION LEAD & DECISION-MAKING COMMITTEE

BUDGET RANGE (ANNUAL PLATFORM COST)

TARGET GO-LIVE DATE

NUMBER OF USERS / DEVELOPERS WHO WILL ACCESS THE PLATFORM

PREFERRED DEPLOYMENT MODEL (CLOUD / HYBRID / ON-PREMISES)

DATA RESIDENCY REQUIREMENTS (UK-ONLY / EU / GLOBAL)

MUST-HAVE TECHNICAL CAPABILITIES (E.G., NLP, COMPUTER VISION, AUTOML, CUSTOM MODEL TRAINING)

INTEGRATION REQUIREMENTS (EXISTING SYSTEMS, APIS, DATA SOURCES THAT MUST CONNECT)

COMPLIANCE & SECURITY REQUIREMENTS (UK GDPR, ISO 27001, CYBER ESSENTIALS, INDUSTRY-SPECIFIC)

NON-FUNCTIONAL REQUIREMENTS (LATENCY, THROUGHPUT, AVAILABILITY SLA, SCALABILITY)

2 Vendor Evaluation Criteria

Score each vendor against these weighted criteria to ensure a structured, objective comparison rather than a decision based on sales presentations.

INSTRUCTIONS: SCORE EACH VENDOR 1–5 FOR EVERY CRITERION. MULTIPLY BY THE WEIGHT TO GET A WEIGHTED SCORE. SUM ALL WEIGHTED SCORES FOR A TOTAL.

CRITERION	WEIGHT	VENDOR A SCORE	VENDOR A WEIGHTED	VENDOR B SCORE	VENDOR B WEIGHTED	VENDOR C SCORE	VENDOR C WEIGHTED
Technical capability match	10						
Ease of integration with existing systems	9						
UK data residency & GDPR compliance	9						
Pricing model transparency & predictability	8						
Quality of documentation & training resources	7						
Vendor financial stability & market position	6						
UK-based or UK-available support team	8						
SLA commitments (uptime, response time)	8						
Platform security (encryption, access control, audit)	9						
Scalability & performance under load	7						
Model explainability & transparency features	7						
Pre-built models & industry templates	5						
Community, ecosystem & third-party integrations	5						
Ease of use for non-technical staff	6						
Migration & exit strategy (data portability)	7						
TOTAL WEIGHTED SCORE							

3 Platform Comparison Matrix

Use this matrix to capture detailed, side-by-side information about each shortlisted platform for easy reference during the decision process.

COMPLETE ONE COLUMN PER VENDOR. REQUEST THIS INFORMATION DIRECTLY FROM VENDOR SALES TEAMS AND SUPPLEMENT WITH INDEPENDENT RESEARCH.

FEATURE / ATTRIBUTE	VENDOR A	VENDOR B	VENDOR C
Platform name & version			
Deployment options (SaaS / PaaS / On-Prem)			
Data centre locations (UK availability)			
Supported AI/ML frameworks			
AutoML capabilities			
Custom model training support			
Pre-trained models available			
API availability & documentation quality			
SDKs & language support (Python, R, etc.)			
Data import formats supported			
Real-time inference capability			
Batch processing support			
Model versioning & rollback			
Monitoring & alerting features			
Role-based access control			
Encryption (at rest & in transit)			
SOC 2 / ISO 27001 certification			
UK GDPR compliance documentation			
Pricing model (per-query, per-user, per-compute)			
Estimated monthly cost for your use case			
Contract minimum term			
Free tier or trial period			
Customer support hours & channels			
Training & onboarding provided			
Customer references in your industry			

4 Decision & Implementation Plan

Document the final vendor selection decision, rationale, and the implementation plan to move from evaluation to deployment.

SELECTED VENDOR & PLATFORM

DECISION DATE & APPROVED BY

RATIONALE FOR SELECTION (SUMMARISE THE KEY FACTORS THAT DROVE THE DECISION)

RISKS IDENTIFIED & MITIGATIONS (TOP 5 RISKS WITH PLANNED MITIGATIONS)

CONTRACT TERM & ANNUAL COST

IMPLEMENTATION START DATE

TARGET GO-LIVE DATE

IMPLEMENTATION LEAD (INTERNAL)

VENDOR IMPLEMENTATION CONTACT

PHASE 1: SETUP & CONFIGURATION (WEEKS 1–2) — KEY ACTIVITIES AND MILESTONES

PHASE 2: DATA INTEGRATION & TESTING (WEEKS 3–6) — KEY ACTIVITIES AND MILESTONES

PHASE 3: PILOT DEPLOYMENT & VALIDATION (WEEKS 7–10) — KEY ACTIVITIES AND MILESTONES

PHASE 4: PRODUCTION ROLLOUT & TRAINING (WEEKS 11–14) — KEY ACTIVITIES AND MILESTONES

SUCCESS CRITERIA & REVIEW POINTS (HOW WILL YOU MEASURE WHETHER THE PLATFORM IS DELIVERING VALUE?)

FIRST REVIEW DATE (RECOMMEND 90 DAYS POST GO-LIVE)