



Step #1 Vendor Questionnaire

Give this to each prospective vendor to fill out before evaluation

Company/Product Name:

Sales POC: (Name/Contact Info):

SME POC (Name/Contact Info):

Product List Price (ballpark):

Extended Warranty List Price (per year):

What (if any) federally-sponsored 3rd party evaluations have your product undergone and who do we contact to see test results?

What (if any) unique features/capabilities does your product have that we should consider when putting together scenarios for the evaluation?

Please also send product brochure or 1 page capability statement



#2 Evaluation Planning

Fill this out with your team after learning about vendor capabilities

Key Things To Remember When Planning Scenarios:

- Test scenarios should mimic commonly-encountered scenarios, or demonstrate “holes” in your current capability
- Consistency is key. Run each meter through the same test to compare apples to apples
- If there are unique capability claims from vendor questionnaire that are of value to your team, set up a scenario to see if the meter performs

Evaluation Referee:

Test Lane #1 Description/Notes:

Test Lane #2 Description/Notes:

Test Lane #3 Description/Notes:

Test Lane #4 Description/Notes:

Test Lane #5 Description/Notes:



#3 Performance Evaluation

Print Off One Of These Sheets Per Product Being Evaluated

Notes Should Include:

- Did meter give correct result?
- Could your user get same results as Vendor SME?
- Is product usable in PPE?
- TAKE PICTURES during evaluation to jog your memory!

Evaluator Name:

Product Tested:

Test Lane #1 Notes:

Test Lane #2 Notes:

Test Lane #3 Notes:

Test Lane #4 Notes:

Test Lane #5 Notes: