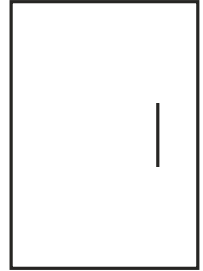


A Designing Quiet Resource

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# The Manufacturer Comparison Scorecard

A side-by-side evaluation tool for privacy pod vendors. Compare up to four manufacturers across the criteria that actually matter.

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Carla Bostock  
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## HOW TO USE THIS SCORECARD

## Compare vendors. Then decide.

Most privacy pod vendor evaluations happen feature-by-feature. The designer compares one pod's STC rating against another's, one vendor's lead time against another's, one warranty against another's. The result is a list of features and a fuzzy sense of which is better.

This scorecard works differently. It puts the criteria that matter in one column, the vendors in side-by-side columns, and asks you to document what each vendor actually offers. The comparison is direct. The gaps are visible.

It is meant to be filled in across a project's vendor evaluation phase, used in design team meetings, and saved with the project file. It complements the Privacy Pod Specification Checklist; if you are using both, complete Phase 1 of the Checklist first, then use this scorecard to evaluate vendors against the requirements you established.

**A note on scoring.**

This is a comparison tool, not a scoring rubric. Numerical scores in vendor evaluation tend to obscure judgment rather than support it. Document what each vendor offers in plain language. The decision lives in the comparison, not in a calculated total.

PROJECT INFORMATION

# Start by anchoring the scorecard to the project.

PROJECT NAME

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SPECIFIER NAME AND FIRM

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EVALUATION DATE

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PROJECT REQUIREMENTS SUMMARY

SCORECARD

# Vendor comparison matrix.

Enter the vendor name in each column header. Document what each vendor offers in each row. Use plain language. Leave cells blank if a vendor has not provided information.

EVALUATION CRITERION	VENDOR A	VENDOR B	VENDOR C	VENDOR D
<b>MANUFACTURING AND CREDENTIALS</b> Manufacturing model (in-house, subcontracted, import)				
Country of manufacture				
Years in privacy pod category				
Reference installations in similar sector				
Customer support model (response time, on-site)				

SCORECARD / CONTINUED

EVALUATION CRITERION	VENDOR A	VENDOR B	VENDOR C	VENDOR D
<b>ACOUSTIC PERFORMANCE</b> Speech Level Reduction class (ISO 23351-1)				
STC rating and test method				
Independent third-party test lab (yes / no, lab name)				
Acoustic test date				
Background noise from ventilation (NC rating)				
Frequencies tested (full spectrum or summary)				

SCORECARD / CONTINUED

EVALUATION CRITERION	VENDOR A	VENDOR B	VENDOR C	VENDOR D
<b>CUSTOMIZATION AND CONFIGURATION</b>				
Dimensional customization range (W x D x H)				
Finish options (panel, fabric, glass)				
Lighting customization (dimming, color temp)				
Ventilation customization (CFM, sensors)				
Power and data integration options				
Furniture and interior layout options				

SCORECARD / CONTINUED

EVALUATION CRITERION	VENDOR A	VENDOR B	VENDOR C	VENDOR D
<b>LOGISTICS AND PRICING</b>				
Lead time from order to delivery				
Lead time from delivery to install				
Freight included in quoted price (yes / no)				
Install included in quoted price (yes / no)				
Warranty duration and coverage				
Replacement parts availability				

SCORECARD / CONTINUED

EVALUATION CRITERION	VENDOR A	VENDOR B	VENDOR C	VENDOR D
<b>SUSTAINABILITY AND LIFECYCLE</b> Material certifications (FSC, Greenguard, Cradle to Cradle)				
Embodied carbon disclosure / EPD				
Modular update / refresh path (panel replacement)				
End-of-life take-back program				
Recyclability of major components				

## DECISION

# Document the reasoning.

The scorecard makes vendor differences visible. The decision still requires judgment. Document the reasoning here, so the rationale survives past the project and informs future specifications.

SELECTED VENDOR

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## REASONING FOR SELECTION (WHAT TIPPED THE DECISION)

## TRADE-OFFS ACCEPTED (WHAT THE CHOSEN VENDOR DOES NOT DO AS WELL)

A NOTE FROM CARLA

## Why this exists.

I have watched architects and interior designers make pod specification decisions based on which vendor's salesperson called first, which vendor had the nicest brochure, or which vendor's pod was at the last NeoCon they attended. None of those are good reasons.

The scorecard does not make the decision. It documents what each vendor actually offers so the decision can be made on the merits. The hardest part of vendor evaluation is forcing yourself to write down what each one has actually given you. Once that is done, the comparison usually becomes clear.

Save the completed scorecard with your project files. It becomes a record of the decision and a reference for the next project.

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**Carla Bostock**  
Founder, Designing Quiet

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For more practitioner-led resources on acoustic privacy and workplace design, including the forthcoming book *Rooms Within Rooms: The Practitioner's Guide to Privacy Pods*, visit [carlabostock.com](http://carlabostock.com).

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