Software Vendor Assessment Checklist

Vendor Information

Company Name

Contact Person

Email

Phone

Website

General Information

Product/Service Name

Product Description

Years in Business

Clients/References

Technical Assessment

Supported Platforms/OS

Integration Capabilities

Deployment Model (Cloud/On-premises)

Scalability

System Requirements

Security & Compliance

Data Encryption

Compliance Certifications

Data Privacy Policy

User Authentication & Access Control

Disaster Recovery

Support & Maintenance

Support Availability (Hours/Channels)

Service Level Agreement (SLA)

Software Updates/Patches

User Training

Documentation

Pricing & Licensing

License Type

Initial Costs

Recurring Fees

Additional Costs