

SOFTWARE EVALUATION FORM

Evaluator Name: _____ Department: _____

Software Information:

Software Name: _____

Version: _____

Vendor: _____

License Type: _____

Evaluation Criteria:

- Functionality and Features: _____
- Usability and User Interface: _____
- Performance and Reliability: _____
- Security and Compliance: _____
- Integration and Compatibility: _____
- Support and Documentation: _____
- Cost and Licensing Terms: _____
- Vendor Reputation: _____
- Implementation Timeline: _____
- Upgrade and Maintenance Policy: _____

Summary of Evaluation:

Recommendations:

Evaluator's Signature: _____

Date: _____

Legal and Compliance Statement:

This Software Evaluation Form (Form) is intended to provide a comprehensive assessment of the software product and assist in informed decision making. By completing and submitting this Form, the Evaluator confirms that all information provided herein is accurate and true to the best of their knowledge. This Form does not constitute a binding contract or purchase agreement but serves as an internal document to guide procurement and compliance processes. All software procurement, licensing, and usage shall comply with applicable federal, state, and local laws of the United States and organizational policies. Evaluator and involved parties shall hold harmless and indemnify the organization against any claims arising from erroneous information or non-compliance with legal obligations related to the software acquisition.

Evaluator's Signature

Supervisor's Signature

Signature: _____

Signature: _____

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