

Getting Started:

This template offers a comprehensive guide to regulatory compliance management software selection. It should help you and your team make an informed decision for software that best fits your program. Download this template as an .xls file and customize in Excel, or make a copy and edit in Google Sheets.

Instructions:

This is a blank template, create your own copy by clicking **File > Make a copy**.

If you prefer Excel, click **File > Download > Microsoft Excel .xls**.

- 1. Replace VENDOR 2, VENDOR 3, VENDOR 4 columns with the companies you are evaluating.**
- 2. Flag each criteria with a priority (High/Medium/Low).**
- 3. For each criteria and category, provide a score (1–5) along with detailed notes.**
- 4. Once you have populated all 5 categories, view the summary table at the bottom.**

If you have any issues or questions, email us anytime hello@swiftcomply.com

This template is a complimentary resource that combines with the [Comprehensive Guide to Buying Compliance Management Software](#).

Compliance Software Vendor Assessment Template

CRITERIA CHECKLIST

*Prior to use, update criteria as needed to be consistent with Regulatory Compliance Software Vendor Assessment.

Scores available from 1 - 5. Basis for scoring must be listed with specific examples.

| 1. Product Features | Importance (High/Medium/Low) | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Basis for Score |
|---|---------------------------------|-------------|----------|----------|----------|-----------------|
| Central Dashboard / Homepage View | | | | | | |
| Real -Time Tracking | | | | | | |
| Custom Dashboards | | | | | | |
| Custom Reports | | | | | | |
| Trend Analysis Reports | | | | | | |
| Compliance Benchmarking | | | | | | |
| Automated Workflows | | | | | | |
| Task Management | | | | | | |
| Inspection Scheduling | | | | | | |
| Enforcement Feature | | | | | | |
| Alert and Notification System | | | | | | |
| End User Notifications | | | | | | |
| Asset Management | | | | | | |
| Audit Management | | | | | | |
| Online Data Submission | | | | | | |
| Custom Properties | | | | | | |
| Data Export Capabilities | | | | | | |
| Mobile Accessibility | | | | | | |
| Third-Party Integration | | | | | | |
| Billing Sync | | | | | | |
| GIS Mapping | | | | | | |
| Customer Portal | | | | | | |
| Customer Notifications | | | | | | |
| API | | | | | | |
| Average Score | | - | - | - | - | |
| 2. Security | Importance (High/Medium/Low) | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Basis for Score |
| Compliance with Security Standards (ISO 31000, SOC 2, etc.) | | | | | | |
| Data Encryption (at Rest and in Transit) | | | | | | |
| Role-Based Access Control | | | | | | |
| Incident and Risk Management | | | | | | |

| | | | | | | |
|--|-------------------------------------|--------------------|-----------------|-----------------|-----------------|------------------------|
| Regular Security Audits | | | | | | |
| Transparency on Security Practices | | | | | | |
| Data Backup and Recovery | | | | | | |
| Secure Data Centers | | | | | | |
| Data Privacy and Retention Policies | | | | | | |
| Regular Software Updates for Security | | | | | | |
| Incident Response Plan | | | | | | |
| Disaster Recovery Plan | | | | | | |
| Data Privacy Policies | | | | | | |
| Average Score | | - | - | - | - | |
| 3. Implementation & Onboarding | Importance (High/Medium/Low) | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Basis for Score |
| Detailed Implementation Plan | | | | | | |
| Dedicated Onboarding Specialist | | | | | | |
| Customization Capabilities | | | | | | |
| Data Clean Up Support | | | | | | |
| Data Migration Mapping | | | | | | |
| Training Programs for Users | | | | | | |
| Customer Outreach & Comms Planning | | | | | | |
| User Acceptance Testing (UAT) | | | | | | |
| Average Score | | - | - | - | - | |
| 4. Customer Success & Technical Support | Importance (High/Medium/Low) | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Basis for Score |
| Dedicated Customer Success Team | | | | | | |
| Specialized by Product | | | | | | |
| Response Time for Support Queries | | | | | | |
| Availability of Support (Business hours, etc.) | | | | | | |
| Self-Service Resources (Knowledge Base, FAQs, etc.) | | | | | | |
| User Community or Forum | | | | | | |
| Regular Check-ins/Reviews with Customer Success Manager | | | | | | |
| Customer Satisfaction and Feedback Mechanism | | | | | | |
| Average Score | | - | - | - | - | |
| 5. Vendor Information | Importance (High/Medium/Low) | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Basis for Score |
| Relevant Industry Expertise | | | | | | |
| Large Customer Base (Small, Medium, Large Organizations) | | | | | | |
| Strong Reputation in the Industry | | | | | | |
| Demonstrates a Commitment to Customer Success | | | | | | |
| US Based Software Development | | | | | | |
| Product Roadmap Available & Shared | | | | | | |

| Average Score | | - | - | - | - | |
|---|--|-------------|----------|----------|----------|-------|
| 6. Score Summary | | SwiftComply | Vendor 2 | Vendor 3 | Vendor 4 | Notes |
| 1. Product Features | | | | | | |
| 2. Security | | | | | | |
| 3. Implementation & Onboarding | | | | | | |
| 4. Customer Success & Technical Support | | | | | | |
| 5. Vendor Information | | | | | | |
| Total Score | | - | - | - | - | |