Information Technology Contracts

Before execution by Purchasing Services, it is a new requirement that Information Services review technology contracts and purchases to protect University data and system from compromise.

**SOME EXAMPLES:**

- New software
- Software renewals
- Hosting & cloud services
- Mobile applications
- Networking equip & svcs
- Involving data transfer
- Security or authentication service
- E-Commerce systems & interfaces
- Software integration
- Data elements
- Security of data and passwords

A handout is available with greater detail.
Technology Contracts and Purchases Review Questionnaire

Please be as specific as possible.

If answering yes to any of Section 1 questions, continue on to answer all of Section 2 questions. If answering no to all of Section 1 questions, then no answers for Section 2 questions are required.

Department Submitting Request:

Contract or Requisition Number:

Department Purchasing Contact, Email, Number:

Department Technical Contact, Email, Number:

Vendor:

Vendor Website:

Provide a summary of services, software, and/or items being purchased and primary function.

Section 1

1. Does this agreement provide an information security service? If so, describe.

2. Does this purchase involve an authentication service? If so, describe how authentication will be performed, what users are being authenticated, and what credentials users are completing this authentication with.

3. Is this a software application that stores or manipulates personal information of any kind? If so, what personal information is being stored or manipulated (names, social security numbers, grades, birthdates, etc.)?

4. Is there intent to integrate this purchase with central IS applications or infrastructure, such as zzasis? If so, describe.

5. Are vendor-hosted or cloud-based services being provided for data storage, processing, or transmission? If so, describe

6. Does this purchase enable users to complete E-Commerce transactions?

7. Is this purchase related to any High Performance Computing (HPC) equipment that will be associated with any other WSU systems?

8. Does this purchase enable the enhancement or creation of mobile applications? If so, describe.

9. Is this purchase associated with any networking equipment or services (including, but not limited to connectivity, cabling, switches, or routing)? If so, describe.

10. Does this purchase involve or impact any virtual (servers or desktop) systems? If so, describe.

Section 2

11. Is this a renewal of an existing software agreement? If so, describe original and all previous purchase information.

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12. Is this purchase in support of instruction, research, or administration? If so, describe.

13. Are there any other data elements that will be stored, processed, or transmitted offsite? If so, describe.

14. Did the vendor provide information regarding industry-based security standards including security programs, controls and privacy standards? If so, please attach. If not, why?

15. Did the vendor provide a copy of the vendor's most recent SSAE 16 report or a copy of an equivalent information security assessment report from an independent 3rd party? If yes, please attach. If not, why?

16. Is this purchase associated with any new technology initiatives (HPC, CMS, SAN storage, etc.)? If so, describe.

17. Is this purchase for any server equipment, including server appliances? If so, describe that equipment and how it is associated with existing servers.

18. Is this purchase for any storage equipment? If so, describe.

19. If this is a software or application purchase, will it be hosted at WSU or within the vendor's datacenter? If host at the vendor’s data center, what backup and other processes are in place to restore the service in the event of a catastrophic event in their datacenter?