E&IT - Electronic and Information Technology
A Campus Process to Help Inform Technology Acquisitions

Introduction

The E&IT process exists to help you make the best possible decision, ensure Cal Poly compliance obligations are met and provide due diligence, oversight over campus resources.

As the requester, it is your accountability / responsibility to understand opportunities, risks and trade-offs to Cal Poly associated with your product / service acquisition.

The purpose of this form is to gather your contact information and document products / services to be acquired (purchased, donated, research and/or grant funded).

E&IT requests are reviewed for compliance with existing laws, policies and standards, including:

- Accessibility
- Information Security
- Technology Integration & Support
- Contracts & Procurement

As you proceed through the form, please note the "Save" option at the bottom of each screen.

We're here to help you get started.

Please contact your department IT support coordinator or Craig Schultz - E&IT Process Liaison, cschultz@calpoly.edu, 756-6117.

We would be glad to assist you with:

- understanding the E&IT process steps
- talking through the types of services required
- weighing trade-offs of different options
- making an informed and prudent decision

For specific questions and clarifications, contact:

- Sharif Sharifi - Information Security Officer
  ssharifi@calpoly.edu, 756-5555

- Procurement Services
  (contacts and general information)

Please indicate the type of product / service to be acquired. *

- New acquisition
  (new to Cal Poly, never vetted via the E&IT process)

- Repeat acquisition
  (previously vetted via the E&IT process, no substantive changes)

- Acquisition update
  (previously vetted via the E&IT process, substantive changes indicate a new review is needed)
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E&IT Online Checklist - Getting Started

The E&IT Review Checklist is comprised of six sections:
1. Contact Information
2. Product / Service Information
3. Department / Campus Review
4. Product / Service Supporting Documentation
5. Implementation Timeline / Audience / Location
6. Information Security

The time to complete the form will vary, based on the unique circumstances around each product/service. The estimated time to complete this survey, based on historical averages is 10 minutes.

As you proceed through the form, required questions are noted with an asterisk. (e.g., high contrast red-on-white-background asterisk *)

Please note the "Save" option at the bottom of each screen. (e.g., you can save your work and return to update or complete the form at a later time)

After submitting the E&IT Review Checklist, you will receive a confirmation receipt and guidance on "next steps".
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Contact Information – Step 1 of 6

The following information will be used for clarifications, engaging your IT staff (CTG) / security staff and communicating status during the E&IT review process.

**Contact Information**

*Note: contact definitions are provided at the bottom of this page.*

<table>
<thead>
<tr>
<th>Name</th>
<th>Department / Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Your Technical Support</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ITS Technical Support (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor (admin)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vendor (technical)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Vendor Accessibility Contact Information**

<table>
<thead>
<tr>
<th>Name</th>
<th>Department / Title</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
</table>

**References**

* Your Technical Support [department, college, division technical staff]
  Contact that will assist you in the planning, testing, documentation and deployment of product / service.

* ITS Technical Support (if applicable)
  Contact that will assist you in the planning, testing, documentation and deployment of product / service with your technical support staff.

* Vendor (admin)
  Contact that will assist with administration of the contract, quotes, payment, marketing / sales, training

* Vendor (technical)
  Contact that will assist with information security and technical clarifications

* Vendor Accessibility
  Contact that will assist with accessibility and [Section 508 assessment documentation](#) (e.g., VPAT, accessibility roadmap, etc.).

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Product / Service Information – Step 2 of 6

The following information outlines what is being acquired, the vendor and acquisition approach.

If you have questions or need help completing this section:
Please contact your department IT support coordinator or Craig Schultz - E&IT Process Liaison, schultz@calpoly.edu, 756-8117.

Name / Title *
(e.g., Atlassian Confluence Wiki)

Version *
(e.g., version 16.0 or Advanced Simulation Module 3)

Description *
(e.g., please provide specific details about what the product/service is and functionality)

Vendor Link(s) - Product
(e.g., product summary/user interface; user guides/functionality)

Vendor Link(s) - Technical
(e.g., administration, compliance certifications; installation, integration, security)
Vendor Link(s) - Accessibility
(e.g., Voluntary Product Accessibility Template (VPAT), Section 508, assessment, compliance, equal access information)

Recommended resources include:
- Google, vendor and support forums

Recommended search terms - along with the product / service name - include:
- VPAT, accessibility, Section 508, disability, screen reader, site: .edu

License Model
(e.g., CSU Chancellor's Office license; CSU, University of California, California Community Colleges or other Master Enabling Agreement (MEA); Internet 2 consortium support and pre-negotiated pricing; state or federal purchasing venues, such as Department of General Services (DGS), Western States Contracting Alliance (WSCA), optimized higher-ed model via vendor or reseller)

License Customization
(e.g., Cal Poly-specific license that enables specialized functionality for "learn by doing", not normally available to higher-ed clients - or limited to specific use rights, scenarios)

Pricing Model
(e.g., site license, concurrent users, named user, FTE or student enrollment tiers; donation to Cal Poly)

Does the licensing model support a separate Development, Test, and Production environment model without additional costs for Dev / Test environment licenses?

☐ Yes
☐ No (please describe below)
☐ Not applicable

Comments
Is annual support/maintenance required? *(e.g., software upgrades, new releases; if multiple years will be purchased to ensure pricing, please note this below)*

- Yes *(please describe below)*
- No

Comments:

Is training required to implement/use the product/service? *(If yes, how will the training be provided and by whom?) Is this included in the cost or an additional expense?*

- Yes *(please describe below)*
- No

Comments:

Vendor History
*(# of years in business, e.g., 2.5 or 7)*

Vendor Sustainability
*(e.g., ongoing business entity, reliable and viable for the foreseeable future; solid business model; no merger or acquisitions)*

- Yes
- No *(please describe below)*

Comments:

Save and continue later
Department / Campus Review – Step 3 of 6

The following information outlines the review, approval, and priority for the product/service.

If you have questions or need help completing this section:

Please contact your department IT Support coordinator or Craig Scholl - EIT Process Liaison, cyscholl@calpoly.edu, 756-8117.

How does this product/service best meet your needs? *
(e.g., compared to other available vendors)

List product/service options that were considered and why they were rejected.
(e.g., CSU and Cal Poly policies require "due diligence" and review of alternatives is performed)

<table>
<thead>
<tr>
<th>Product / Service Name</th>
<th>Why Rejected</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td></td>
</tr>
<tr>
<td>#2</td>
<td></td>
</tr>
<tr>
<td>#3</td>
<td></td>
</tr>
</tbody>
</table>

Department Review / Approval *

Please describe in the "Comments" field when the product/service was reviewed, approved, and established as a new priority, project, service.

<table>
<thead>
<tr>
<th>Name *</th>
<th>Reviewed / Approved? *</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology Coordinator</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
<tr>
<td>Information Security Coordinator</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
<tr>
<td>Department Head / Chair, Director (or above)</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
</tbody>
</table>

Campus Review / Priority *

Please describe in the "Comments" field who was involved and when the product/service was reviewed, approved, established as a new priority, project, service.

<table>
<thead>
<tr>
<th>Reviewed? *</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes, this product/service was documented as a priority by the college/division? (e.g., does it appear on an IT roadmap?)</td>
<td>- Select Your Answer -</td>
</tr>
<tr>
<td>Yes, this product/service was documented as a priority by the University? (e.g., University Technology Governance Council)</td>
<td>- Select Your Answer -</td>
</tr>
<tr>
<td>Does this acquisition support an existing service, or is it a new project/service?</td>
<td>- Select Your Answer -</td>
</tr>
</tbody>
</table>
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Product / Service Supporting Documentation – Step 4 of 6

The following section provides additional information and supporting documentation for the product/service.

If you have questions or need help completing this section:

Please contact your department IT support coordinator or Craig Shultz - E&IT Process Liaison, cshultz@calpoly.edu, 756-8117.

What is the transaction type that will be used for this acquisition? *

Select one of the following and include tracking info, a contact person and brief description in "Comments".

- Requisition / Purchase Order
- ProCard (if yes, state who is the card holder and attach software waiver per file upload below)
- CSU or Cal Poly Process (e.g., CPO, expenditure transfer)
- Donation (e.g., Cal Poly Advancement contact)

Comments

Will the product / service be obtained electronically?
(e.g., software download via vendor Portal may eliminate sales tax costs)

- Yes
- No

Please upload supporting documentation for the acquisition of this product / service.

Examples include:

Baseline
- Contract / Agreement
- ProCard Waiver (if applicable)
- Quotes
- Reference checks
- Requisition / Purchase Order
- Reviews / comparisons (e.g., Gartner, IDC)
- Sole Source Justification (if applicable)
- Vendor responses, correspondence

Compliance / Technical
- Architecture, data and work flows
- Certifications (e.g., AOC, HIPAA, ROC, SOC3, SAE16)
- VPAT, EEAAP, Section 508, accessibility roadmap
- White papers
Cal Poly Specific
- Application data request (if needed)
- Authentication request (if needed)
- Confidentiality Agreement
- Donation / Gift Forms
- Responsible Use Policy Agreement
- Third Party Vendor Security Questionnaire (if needed)

Browse...

What is the value of the product / service? *

All acquisitions via the E&IT process will follow existing campus procedures for Property and Software reporting (e.g., software purchased, locally designed, gifted in past five years with a value of $5,000 or more).

Specifics on "bid buying thresholds" and procurement purchase types, guidelines, sole source, sole brand, etc, should be reviewed prior to any E&IT form submission.

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Implementation Timeline / Audience / Location – Step 5 of 6

The following information outlines your E&IT product/service timeline, use, audience, and potential impact.

If you have questions or need help completing this section:

Please contact your department IT support coordinator or Craig Schultz - E&IT Process Liaison, cschultz@calpoly.edu, 760-5117.

What is your product/service "go live" timeline?

What is the primary intended use of the product/service? *
Select one of the following items.
- Administrative Service (Internal Audience)
- Administrative Service (External Audience)
- Administrative Service (Both Internal and External Audiences)
- Auxiliary Service (CPC/ASI)
- Academic Instruction (Classroom/Lab)
- Academic Research (Individual/Limited)
- Co-Curricular (Clubs, IRAs, etc.)
- Other (please specify in "Comments")

Comments


Please tell us about your product/service deployment.
Note: each "Impact Group" requires both "Quantity" and "Comments" fields to be completed.

<table>
<thead>
<tr>
<th>Impact Group</th>
<th>Quantity (Estimated)</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Largest Impact Group *</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
<tr>
<td>Second Largest Impact Group</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
<tr>
<td>Third Largest Impact Group</td>
<td>- Select Your Answer -</td>
<td></td>
</tr>
</tbody>
</table>

Are there other campus units that need to be contacted for implementation? (e.g., AFD or Academic Records / Registrar for application/data integration; Facilities for electrical/power; Strategic Business Services for insurance coverage and risk management)

- Yes (please describe below, including timelines)
- No

Comments

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Information Security – Step 6 of 6

The following information helps to identify audit, compliance, data, regulatory, and security requirements.

If you have questions or need help completing this section:
Please contact your department IT support coordinator or Craig Schultz - IT Process Liaison, cschultz@calpoly.edu, 750-0117.

Is the product/service hosted off-site? (outsourced or "cloud hosted") *
(e.g., the product/service does not reside at Cal Poly; the infrastructure is hosted at an off-campus location and involves remote/virtual services via a secure network connection)
☐ Yes
☐ No

Will the product/service collect, transport, store and/or analyze/process Cal Poly data? *
(e.g., the new product will collect data; the service will leverage existing data, which will require data mapping and integration). Click here for data classification descriptions and campus examples.
☐ Yes
☐ No

What type of data will your product/service handle? *
Check all that apply; you must select at least one item.
☐ Level 1
☐ Level 2
☐ Level 3

Briefly list regulations, laws, contractual requirements, and/or policies that apply to your product/service.

Examples
- Application/software licensing provisions (e.g., instructional use only)
- Research and grant requirements (e.g., Department of Defense confidentiality)
- Policies (e.g., CSU and Cal Poly policies, standards for vendor remote access/support)

Briefly list audits/schedules associated with your product/service.

Examples
- Accreditation (Fall 2016, next review cycle is Fall 2019)
- Cal Poly Annual Self-Assessment (annually in May)
- FISMA, HIPPA, PCI, Section 568, etc.
- Government agency (e.g., City, County, State, Federal)
Will the product/service interact with any Cal Poly application or system? *
(e.g., Cal Poly Portal portlet; interface with PolyData data warehouse; Active Directory groups and security; campus networks; identification and authentication services; storage; infrastructure and Data Center services)

☐ Yes (please describe below)
☐ No

Comments

Is a Cal Poly application data request needed?
Click here for request form(s) and PolyData Warehouse and support information.

☐ Yes (Please describe below)
☐ No

Comments

Is a Cal Poly authentication request needed?
Click here for request form(s) and PolyData Warehouse and support information.

☐ Yes (Please describe below)
☐ No

Comments

As a quality control check and for status notifications - please indicate your LAST name. *
(e.g., Jones)

As a quality control check and for status notifications - please indicate your Cal Poly email address. *
(e.g., mmustang@calpoly.edu)

QC Tracking # (ITS use only)
WILL the product/service interact with any Cal Poly application or system? *
(e.g., Cal Poly Portal portal; interface with PolyData data warehouse; Active Directory groups and security; campus networks; identification and authentication services; storage; infrastructure and Data Center services)

- Yes (please describe below)
- No

Comments

Is a Cal Poly application data request needed?
Click here for request form(s) and PolyData Warehouse and support information.

- Yes (Please describe below)
- No

Comments

Is a Cal Poly authentication request needed?
Click here for request form(s) and PolyData Warehouse and support information.

- Yes (Please describe below)
- No

Comments

As a quality control check and for status notifications - please indicate your LAST name. *
(e.g., Jones)

As a quality control check and for status notifications - please indicate your Cal Poly email address. *
(e.g., mmustang@calpoly.edu)

QC Tracking # (ITS use only)
Thank You!

Your responses have been received and recorded.
We sincerely appreciate your time and attention to detail.
Having accurate information significantly streamlines E&IT discussions and evaluation activities.

The Cal Poly E&IT Team

You will receive a confirmation email and PDF of your E&IT submission within the next few minutes.
The Cal Poly E&IT Team will be contacting you within the next 1-2 days to confirm “next steps” in the E&IT process.

If you have a clarification that requires immediate and personal attention, contact:

Craig Schultz - E&IT Process Liaison
cschultz@calpoly.edu, 765-8117

Additional information about the E&IT process, standards, roles and related campus processes is located here.