### GOAL
Identify your responsibilities.  
Articulate impacts, compliance, risks, opportunities and trade-offs to Cal Poly.

### SUMMARY
Gather contact information.

Describe the product/service:  
- “who” will use it  
- “what” it is  
- “when” it will be deployed  
- “where” it will reside (e.g., Cal Poly or “cloud hosted”; offices, labs; dept. vs. campus)  
- “why” this vendor  
- “how” it will be used (use case scenarios)

Describe impact, compliance and risk posture:  
- accessibility (e.g., Section 508, WCAG 2.x AA)  
- data classification (e.g., Level 1, 2, 3)  
- other (e.g., FERPA, HIPPA, PCI)

### ACTIVITIES
**What you do:**
- Engage your ATI, IT/security staff  
- Ensure accurate, thorough information is collected  
- Identify any variances to CSU, campus standards  
- Carefully review all of your responses  
- Submit an Online ICT Form  
- Submit requisition (PeopleSoft), waiver form (ProCard), other documentation

**How we assist:**
- Determine if product/service:  
  - has already been reviewed  
  - is already licensed by Cal Poly  
- Engage Procurement Services  
- Review supporting documentation (e.g., agreement, contract, quotes, requisition, scope of work)

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
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<tbody>
<tr>
<td><strong>Discovery</strong></td>
<td><strong>Vetting</strong></td>
<td><strong>Findings / Acquisition</strong></td>
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<td>Est. Duration: 1-3 Days</td>
<td>Est. Duration: 2-14 Days</td>
<td>Est. Duration: 1-5 Days</td>
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### GOALS
- Help you make the best possible decision.  
- Ensure Cal Poly compliance obligations are met.  
- Provide due diligence, oversight of campus resources.

### SUMMARY
Review for compliance with existing laws, policies, and standards, including:  
- Accessibility  
- Information Security  
- Procurement Services  
- Technology Integration & Support

Review for impact, compliance and risk posture; strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps.

This includes: policies and standards for accessibility, integration, reliability, security; resource and support requirements; data access and use; business processes (e.g., opportunities, impacts and sustainability).

### ACTIVITIES
**What you do:**
- Actively participate and demonstrate responsibility for your acquisition  
- Clarify compliance and technical questions (e.g., accessibility, data, security scenarios)  
- Submit compliance documentation (e.g., “cloud hosted” / outsourced services; annual review, substantive updates)

**How we assist:**
- Consult with requestor, vendor/developer, campus technical teams, management  
- Review accessibility documentation, assess compliance, impact and risk posture  
- Consult with campus, vendor teams  
- Consult with requestor, Information Security Coordinator, IT staff, vendor  
- Assess compliance status, Cal Poly risks  
- Offer guidance to mitigate/eliminate risks

**What you do:**
- Finalize Online ICT Form comments, supporting documentation, links  
- Finalize impact, compliance and risk documentation, next steps

**How we assist:**
- Document accessibility status  
- Offer guidance to mitigate risks  
- Document approvals, findings  
- EEAAP awareness, next steps  
- Document contractual and supporting information  
- Document approvals, findings  
- Generate PO (PeopleSoft) or approve waiver (ProCard)  
- Document findings, guidance

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<tr>
<th>Requests</th>
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<tr>
<td>ICT_Process_022322.docx</td>
<td>For additional info, visit the <a href="https://example.com">Cal Poly ATI Wiki</a></td>
<td>Version 2.6</td>
<td></td>
</tr>
</tbody>
</table>
### ICT Process and Standards Clarifications

**ATI@calpoly.edu**

**Staff to assist you:**

**ICT Process Liaison**

Craig Schultz, ITS
cschultz@calpoly.edu
756-6117

**Accessible Technology Initiative and Related Policy / Compliance Inquiries**

ATI@calpoly.edu

For accessibility review assistance, contact ATI@calpoly.edu

**Information Security**

Doug Lomsdalen
Info Sec Officer (ISO)
dlomsdal@calpoly.edu
756-7686

Gary McCrillis
Security Analyst
gmccrill@calpoly.edu
756-6294

**Procurement Services**

sbs-procurement@calpoly.edu
756-2232

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<tr>
<th>Whom do I contact?</th>
<th>Why does the process exist?</th>
<th>What is covered?</th>
<th>When does it apply?</th>
<th>Where do I get more info?</th>
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<tbody>
<tr>
<td>ICT Process and Standards Clarifications</td>
<td>The ICT process exists to help you make the best possible decision, ensure compliance obligations are met, provide due diligence, and oversee effective use of campus resources. ICT requests are reviewed for impact, compliance and risk with existing laws, policies, and standards, including:</td>
<td>The ICT process includes a broad range of products and services as defined by federal and state laws. CSU Executive Orders and Cal Poly policies/standards provide additional guidance. ICT includes: software, Web sites and online “cloud based” services; subscriptions and licenses; computers, servers, appliances, and peripherals; mobile devices; multimedia; network, storage, telecom devices; self-contained systems (e.g., copiers, instruments, printers, kiosks).</td>
<td>The ICT process applies to all products and services regardless of cost (e.g., home-grown, purchased, donated, research or grant funded). ICT applies to existing products and services when:</td>
<td>Cal Poly ATI Wiki</td>
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<tr>
<td><strong><a href="mailto:ATI@calpoly.edu">ATI@calpoly.edu</a></strong></td>
<td>ICT requests are reviewed for strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps. This includes: policies and standards for integration, reliability, security; resource and support requirements; data use and access; and business processes (e.g., opportunities, impacts and sustainability). The ICT process is managed by ITS, aligned with CSU business and compliance processes to ensure consistency and efficiency. The ICT process has formal representation via the Cal Poly ATI Steering Committee and ATI Workgroups (e.g., Procurement, EEAAP, Training).</td>
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<td>- ICT Review Checklist</td>
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<td>- HECVAT Security Questionnaire</td>
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<td>For accessibility review assistance, contact <a href="mailto:ATI@calpoly.edu">ATI@calpoly.edu</a></td>
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<td>Doug Lomsdalen Info Sec Officer (ISO) <a href="mailto:dlomsdal@calpoly.edu">dlomsdal@calpoly.edu</a> 756-7686</td>
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<td>Gary McCrillis Security Analyst <a href="mailto:gmccrill@calpoly.edu">gmccrill@calpoly.edu</a> 756-6294</td>
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**Version 2.6**