



Step 1 Discovery

Est. Duration: 1-3 Days

Step 2 Vetting

Est. Duration: 2-14 Days

Step 3 Findings / Acquisition

Est. Duration: 1-5 Days

GOAL	Identify your responsibilities. Articulate impacts, compliance, risks, opportunities and trade-offs to Cal Poly.	Help you make the best possible decision. Ensure Cal Poly compliance obligations are met. Provide due diligence, oversight of campus resources.	Document findings and approvals. Identify and communicate "next steps".
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 (Level 1, 2, 3, No Sensitive) - other (e.g., FERPA, HIPPA, PCI)	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).	Finalize assessments: - Compliance (laws, policies, standards) - Strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps Finalize ICT documentation noting: - Impact, compliance and risk posture - Concerns or variances (e.g., roadmap) - Mitigating actions, commitments - Temporary Alternate Access Plan (TAAP) requirement - Expectations and triggers for future review (e.g., substantive updates in product/service)
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 (CSUBUY), waiver form (ProCard), other documentation How we assist: ITS • Determine if product/service: - has already been reviewed - is already licensed by Cal Poly • Engage Procurement Services PS • Review supporting documentation (e.g., agreement, contract, quotes, requisition, scope of work)	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: ITS • Consult with requestor, vendor/developer, campus technical teams, management • Review accessibility documentation, assess compliance, impact and risk posture PS • Consult with campus, vendor teams ISO • 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: ITS • Document accessibility status • Offer guidance to mitigate risks • Document approvals, findings • TAAP awareness, next steps PS • Document contractual and supporting information • Document approvals, findings • Generate PO (CSUBUY) or approval waiver (ProCard) ISO • Document findings, guidance



Whom do I contact?	Why does the process exist?	What is covered?	When does it apply?	Where do I get more info?
ICT Process and Standards Clarifications ATI@calpoly.edu Accessible Technology Initiative and Related Policy / Compliance Inquiries ATI@calpoly.edu For accessibility review assistance, contact ATI@calpoly.edu Information Security ictsecurityreview@calpoly.edu Procurement Services sbs-procurement@calpoly.edu	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: - Accessibility - Information Security - Technology Integration/Support - Procurement Services 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.	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). The ICT process reviews for: - Accessibility compliance (e.g., Section 508, VPAT) - Information security (e.g., PCI, data handling) - Technology (e.g., integration, support) - Procurement Services (e.g., general provisions, terms and conditions, sole source, confidentiality and responsible use agreements) As the requestor, you are accountable / responsible for understanding the impacts, compliance, risks, opportunities, and trade-offs to Cal Poly associated with your product/service.	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: - substantive changes occur (e.g., new user interface, new functionality; move to a “cloud-hosted” model; information security model updates; changes to data collection, handling, storage, retention practices) - use expands (e.g., more users) - no prior review on file - prior review was 3+ years ago ICT review is required even if: - the item is site licensed at Cal Poly - the item has been reviewed and approved for a similar audience and use-case scenario - it is an off-the-shelf type product that resides on one device for a single user The ICT review process is aligned with – but separate from – campus purchasing and other business processes. Substantive product/service changes will invoke an ICT review (e.g., contract revision; upgrade that has compliance impacts; improvements on accessibility, information security). Based on the completed review, a Temporary Alternate Access Plan (TAAP) may be required.	Cal Poly ATI - Procurement ICT / Related Forms - ICT Review Checklist - HECVAT Security Questionnaire - VPAT (ACR) - TAAP ICT Review Process - ICT Review Flowchart - Campus Standards - Roles & Responsibilities - Reference links / Info Accessibility and Disability Information - CSU Exec Order 1111 - Cal Poly Policies and Standards - CAP 1203.2 – ICT - CAP 153.1 – Digital Accessibility - Compliance / Legal - Reference links / Info Information Security - CSU Executive Orders - Cal Poly Policies and Standards - Compliance / Legal - Reference links / Info Procurement Services - Compliance / Legal - Reference links / Info University Development - Gift Acceptance Procedures