

Information Systems Purchasing Procedures

These procedures apply to all university purchases of computer software and hardware, except for “personal use” computers and desktop applications such as PowerPoint or Photoshop. At the initial stage of the process, consult with the Office of Purchasing to determine whether a *Request For Proposal* (RFP), a *Request For Information* (RFI) or a *Request For Quotation* (RFQ) is appropriate for your circumstances.

If the RFP or RFI process is used, completion of this form is not necessary. Instead, contact the *Enterprise Systems Group* (ESG) at systems@bsu.edu or by phone at 285-8111 to discuss the required RFP/RFI technology requirements.

Purchase requisitions which use the RFQ process must be accompanied by this completed form. Contact ESG as described above to work through the requirements below before submitting a purchase requisition. It is most helpful to contact ESG early in the product evaluation process so that systems meeting these technical requirements can be quickly identified.

The following technical requirements, derived from the *GLBA Information Security Program* and the *Standards For Production Information Processing Hardware, Software, and Data Protection*, are provided as a quick reference:

- **Hardware & Software Standards:** Computer servers and related software require adequate support, security, and integration. Departments are encouraged to consult the *Specific Operating System, Server Hardware and Server Software Standards* available on the IT Governance web site (<http://www.bsu.edu/informationtechnology/itgovernance/>) for guidance. The department must make adequate provision for ongoing support and maintenance.
- **Information Security Standards:** Prior to final vendor selection or purchase, the *Office of Information Security Services* (OISS) group within UCS must approve the proposed systems plan to ensure institutional resources and data is adequately protected. Data encryption, adherence to supported hardware and software standards, and commitment of the department to provide for adequate security of the proposed system are primary considerations.
- **UCS Hosting Agreement:** Prior to server installation and deployment, the sponsoring unit must submit a UCS Hosting Agreement (also available on the IT Governance web site as described above) signed by the unit head, which must be approved by the ESG and Operations Support within UCS.
- **Data Protection & Business Continuity Plan:** Prior to server installation and deployment, the sponsoring unit will submit a plan for adequate backup and recovery as well as specific procedures for recovery from catastrophic failure. The plan will be approved by the ESG and kept up-to-date by the sponsoring unit, with a copy of the current plan filed by the department with UCS Operations.

Proposed System Information (Sponsoring Unit, Please Print Clearly):

<p>Check Either:</p> <ul style="list-style-type: none"> • Proposed System Will Be Production <input type="checkbox"/> • Proposed System Will Be Non-Production <input type="checkbox"/> 	<p>Brief Description Of Proposed System.</p> <p><i>Direct questions about this form to systems@bsu.edu</i></p>	
<p>Sponsoring Unit Contact Person:</p>		
<p>Proposed Vendor:</p>		
<p>Proposed Vendor Technical Contact:</p>		
<p>Sponsoring Unit Head:</p>	<p>Signature:</p>	<p>Date:</p>

The requesting department should complete the above section and return to University Computing Services, Enterprise Systems Group, before submitting a requisition to purchasing.

University Computing Services Approvals:

<p>UCS Enterprise Systems Group Check Either:</p> <ul style="list-style-type: none"> • Requirements Apply <input type="checkbox"/> • Requirements Not Applicable Due To Limited Scope <input type="checkbox"/> • Proposed System Rejected <input type="checkbox"/> 		
<p>Enterprise Systems & Security (systems@bsu.edu)</p>	<p>Signature:</p>	<p>Date:</p>
<p>ISDS (isds@bsu.edu)</p>	<p>Signature:</p>	<p>Date:</p>
<p>Associate Director (jking@bsu.edu)</p>	<p>Signature:</p>	<p>Date:</p>
<p>If the proposed system is rejected, include rationale here and return form to department for modification or correction:</p> 		