

SOFTWARE/SERVICES PROCUREMENT CHECKLIST

PCard Purchase Only

Form Version #: 20240601 | SEE IMPORTANT INFORMATION AT THE END OF THIS FORM

Section 1 | Purchaser Information

1. Requestor's Name	
2. Requestor's Phone <i>Format: (000) 000-0000</i>	
3. Requestor's Unit	
4. Date Form Completed <i>Format: mm/dd/yyyy</i>	
5. Type of Purchase (PCard Purchase Only)	<input checked="" type="checkbox"/> PCard: Forward a completed copy of this form to PCard-ITS-Review@fsu.edu <i>FAILURE TO SEND THIS FORM MAY RESULT IN A DELAY OF APPROVAL FOR THIS PURCHASE</i>

Section 2 | Purchase Narrative

6. Provide a short narrative describing how this software/service will be used.

Section 3 | Software/Service Description

7. Name of the software/service:	<input type="text"/>
8. Name of the vendor/supplier of the software/service:	<input type="text"/>
9. Website for the software/service and/or the vendor/supplier:	<input type="text"/>
10. Cost of software/service:	<p>\$ <input type="text"/></p> <p><input type="checkbox"/> This is the annual/one-time cost</p> <p><input type="checkbox"/> This is the monthly cost</p>
11. Is this request for a website and/or a domain name registration (check <i>ALL</i> that apply and complete the information for Yes):	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes – This is for hosting a website (or Websites): Website URLs to be hosted:</p> <p><input type="text"/></p> <p><input type="checkbox"/> Yes – This is for domain registration</p> <p>Website URLs to be registered:</p> <p><input type="text"/></p>

12. Purchase type (check <i>ALL</i> that apply):	<input type="checkbox"/> First Purchase , one-time purchase only <input type="checkbox"/> First Purchase for a recurring license(s) (<i>will be renewing</i>) <input type="checkbox"/> Check if the vendor will automatically renew the license(s) at renewal time <hr/> <input type="checkbox"/> Adding additional license(s) to current software/service <hr/> <input type="checkbox"/> Renewal of an existing license for software/service
13. Complete Budget Number for this purchase:	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; width: 150px; height: 30px;"></div> <div style="border: 1px solid black; width: 150px; height: 30px;"></div> </div> <p style="text-align: center;"><i>Department ID (6 digits) - Fund (3 digits)</i></p>
14. Name of PCard holder who will be purchasing the software/service:	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>

Section 4 | Availability

15. Is the software/service in this Checklist currently available in SpearMart (check one only)?	<input type="checkbox"/> Yes – the software/service is available in SpearMart If you answered Yes you must purchase this through SpearMart <input type="checkbox"/> No – neither the software/service nor the vendor/supplier are in SpearMart <input type="checkbox"/> No – the software/service is not in SpearMart , but the vendor/supplier is a registered and active supplier in the system
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<p>16. Is the specific software/service in this Checklist currently available through ITS Software Licensing (check one only)?</p>	<p><input type="checkbox"/> Yes - the software/service is available through ITS If you answered Yes you must purchase this through ITS</p> <p><input type="checkbox"/> No - the specific software/service not available through ITS</p> <hr/> <p>Visit http://its.fsu.edu/service-catalog for verification</p>
<p>17. Are you aware of any other FSU unit using the software/service?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - Other unit(s): <input style="width: 150px; height: 20px;" type="text"/></p>

Section 5 | Authentication, Integration, Security and Privacy

<p>18. Will the software/service require authentication (<i>username and password</i>) (check one only)?</p>	<p><input type="checkbox"/> No - no authentication required</p> <p><input type="checkbox"/> Yes - but usernames and passwords are provisioned by the administrator or user of the software/service</p> <p><input type="checkbox"/> Yes - it uses FSUID and password, but <u>this is already in place</u></p> <p><input type="checkbox"/> Yes - it will use FSUID and password, but my unit will need to work with ITS to implement this</p>
<p>19. Will the software/service be configured to send electronic communications (e.g.: emails, text messages)?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - the software/service will be configured to automatically send electronic communications (e.g.: emails, text messages)</p>

<p>20. Provide a description of information the software/service will store or process (<i>provide complete details, e.g., not just “documents,” but the kind of information contained in the documents, etc.</i>):</p>	<p><i>Examples include: Student information, such as name and email address, or other personally identifiable information, including images; unit or FSU financial information (and type); research information (including grant information); health-related information; intellectual property; alumni/Foundation information; public information for a Website; server/system notifications.</i></p> <div style="border: 1px solid black; width: 150px; height: 30px; margin-left: auto; margin-right: auto;"></div>
<p>21. Based on the description in question #20, what best categorizes the type of information (check one only)?</p> <p>SEE DATA CLASSIFICATION EXAMPLES</p> <p>Please be aware that High-Risk & Moderate-Risk data will require the use of a purchase order</p>	<p><input type="checkbox"/> (High Risk) Information deemed confidential under federal or state law or rules, FSU contractual obligations, or privacy considerations such as the combination of names with respective Social Security Numbers. This would include FERPA (<i>such as student email addresses</i>) and HIPAA data.</p> <p><input type="checkbox"/> (Moderate Risk) Info not classified as Protected or Public. Examples include email correspondence, budgetary information, departmental or FSU planning information, purchasing, course exams and evaluations, private funding information, and restricted-use contractual information.</p> <p><input type="checkbox"/> (Low Risk) Information intended to be readily available to the public including general information public websites, financial information on public-sponsored projects, press releases, maps, employee directories, syllabi, course information, and published research.</p> <p style="text-align: right;">If you need assistance in categorizing the information send an email to: ITS-Privacy@fsu.edu</p>
<p>22. Will any of the information described in question #20 be accessible by the vendor?</p>	<p><input type="checkbox"/> No – the information will reside on systems within the FSU network</p> <p><input type="checkbox"/> Yes – The information will reside on the vendor’s system</p>

<p>23. How will this information be entered/collected by the software/service (check one only)?</p>	<p><input type="checkbox"/> The information will be manually entered by someone in my unit</p> <p><input type="checkbox"/> The information is already being <u>automatically collected from other FSU systems</u></p> <p><input type="checkbox"/> The software/service can automatically collect the information from other FSU systems, but my unit will need to work with ITS to implement this</p>
<p>24. Is the software/service considered to be vital to your unit, needing availability during a major disaster or extended campus disruption?</p>	<p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes - This software/service will be vital for our unit even during a major disaster or extended campus disruption</p>
<p>25. Other than when initially buying the software/service with a PCard, does the software/service store FSU financial data and/or accept credit cards (or other online services, such as PayPal) for payment from people using the software/service?</p>	<p><input checked="" type="checkbox"/> Yes - The FSU PCard (<i>listed in #14</i>) will be used in this request</p> <p><input type="checkbox"/> Yes - After purchasing and installing, the software/service will store financial data and/or process credit card payments for my unit or for FSU, such as <u>an accounting system</u> or <u>a point-of-sale system</u></p> <p><input type="checkbox"/> No - After purchasing and installing, the software/service will NOT store any financial data and/or process any credit card payments</p>

Additional comments (*optional*):

IMPORTANT INFORMATION ABOUT THIS FORM

Previous versions of this form will NOT be accepted after 01 June 2024.

ALWAYS DOWNLOAD A NEW COPY FROM: <http://fla.st/B27VWZUW>

Do **NOT** download and save a copy of this form for future use.