IITS Acquisition Planning Form (HECVAT Triage)

It is very important to interact with IITS during the project-planning phase: *establishing an early partnership often improves project quality, increases understanding of project scope, uncovers existing solutions, or reduces unnecessary delays in the purchasing process*.

The following process is an important part of the Acquisition Planning phase of [Vendor Risk Assessment](https://www.lbcc.edu/iits-standard-vendor-risk-management), which assists in the prevention of breaches of protected information, and complying with state and federal law. District personnel from the soliciting organizational unit (Requester) should complete the form as thoroughly and accurately as possible, and are encouraged to ask questions of vendors as needed.

Definitions

*Requester*: District department or individual.

*District data*: Information created, collected, and maintained by the District.

General Information

Please enter the following contact and summary information.

Requester

|  |  |
| --- | --- |
| Department Name: |  |
| Department Contact Name (Requester): |  |
| Department Contact Email: |  |
| Department Contact Phone Number: |  |
| Department Funding:*How will the project and maintenance costs be paid for?* |  |
| Department Justification:*How will this product will help your department meet LBCC’s Strategic Plan?* |  |

Product Details

|  |  |
| --- | --- |
| Product Name: |  |
| Product Summary: |  |
| Web Link to Product Privacy Notice: |  |
| Web Link to Security Policy: |  |

Vendor Contact(s)

|  |  |
| --- | --- |
| Vendor Name: |  |
| Vendor Contact Name: |  |
| Vendor Contact Title: |  |
| Vendor Contact Email: |  |
| Vendor Contact Phone Number: |  |

Technical Information

Understanding the underlying technology used by a system is crucial in determining the scope and size of a project: **thorough responses are encouraged**. You may need to contact the vendor in order to acquire this information.

|  |  |
| --- | --- |
| Where will the software or service be hosted? (Example: on premise, cloud, SaS, hybrid.)*IITS supports a cloud-first model; i.e., if the vendor offers both hosted and on-premise solutions, the hosted solution shall take precedence.* |  |
| Does the software or service support Single-Sign-On (SSO) and if so, what authorization protocols or frameworks does it support? (SAML, OpenID, OAuth)*If applicable, software and services that do not support SSO might need to be reevaluated.* |  |
| Does the software or service support Multi-Factor Authentication (MFA) and if so, what authentication protocols or frameworks does its support?*If applicable, software and services that do not support MFA might need to be reevaluated.* |  |

If the system *must* be hosted on premise, please complete the following:

|  |  |
| --- | --- |
| Which operating systems are supported?*Where multiple Operating Systems are supported, IITS will select a Windows environment.* |  |
| What are the vendor’s server requirements?*Specify the number and type of servers the system requires (Example: web server, application server, database server, etc.) and the requirements for each (CPU, RAM, and storage)* |  |

District Data

Understanding how data will be used is crucial in determining evaluation requirements: **thorough responses are encouraged**. You may need to contact the vendor in order to acquire this information.

|  |  |
| --- | --- |
| To what populations does the data pertain? (Examples: Student, Faculty, Staff, Research Subjects, Patients, Affiliates, Public, etc.)  |  |
| What population will be consuming this data? (Examples: Student, Faculty, Staff, Research, Vendors, Affiliates, Public.) |  |
| What population will be providing data for this software/service? (Examples: Student, Faculty, Staff, Research, Vendors, Affiliates, Public.) |  |
| Have you identified and classified the information to be provided, accessed, transmitted, or stored to determine appropriate data protection and handling as defined in the District’s [Data Classification Standard](https://www.lbcc.edu/data-classification/)? | Select all applicable data classification levels used by the product and/or service.* Level 1 - Confidential
* Level 2 - Institutional
* Level 3 - General
 |

If the data above has been identified as either *Level 1 – Confidential*, or *Level 2 – Institutional*, please complete the following; otherwise, you may skip to the *Data Use Information* section.

|  |  |
| --- | --- |
| Have you confirmed that the vendor or external party will not store or transmit protected data outside of the U.S.?*IMPORTANT: Transmission of Level 1, and Level 2 data cannot be stored or transmitted to or by external parties outside the U.S.* |  |
| Describe the project and/or business function that will use this product and/or service, and why there is a requirement to store District data. |  |
| Describe how the product and/or service will use District data (Example: shared with the third-party vendor, housed in a department application, used to integrate or update a District enterprise system.) |  |
| How will the product and/or service get the data, how will it store the data, and what does it do with the data? *Diagrams add significant value to the assessment process.* |  |
| Please indicate where the District’s data is proposed to be stored; specifically, on premise, cloud, SaS, hybrid? |  |
| Will this project collect fees of any kind (Example: PayPal, credit cards, debit cards, etc.)? If so, have you contacted the Contracts and Purchasing Department about PCI compliance and acceptable alternatives? |  |
| Use this space to relay information about data that has not been covered in this section.  |  |

Shared Data

**Indicate data elements that will be shared with the third-party software/service by attesting to shared data elements below**. This includes data elements the third-party will ask the Requester to provide, data that will be housed in the department application, and/or data that is needed for an enterprise system integration. You may need to contact the vendor in order to acquire this information.

|  |  |
| --- | --- |
| Highest Data Classification was identified in the District Data section above. |  |
| List Data Elements organized by Data Classification Level as identified in the District’s [Data Classification Standard](https://www.lbcc.edu/data-classification/).  |  |

Contracts and Purchasing Information

Before an **IITS Project Request** is finalized, the Requester must contact the [Contracts and Purchasing Department](https://www.lbcc.edu/contracts-and-purchasing) to obtain guidance and to verify any existing contracts that may be in-place.

|  |  |
| --- | --- |
| Consultant from Contracts and Purchasing Department’s name: |  |
| Consultant from Contracts and Purchasing Department email: |   |
| Is there an existing contract? |   |

Final Instructions

Once the **IITS Project Request** has been approved by all necessary parties, the following will occur:

1. A representative from IITS will contact the Requester to discuss details of the project request and provide further direction as necessary.
2. As part of the [Vendor Risk Assessment](https://archive.lbcc.edu/InformationSecurity/ISS-VRM.cfm) process, a vendor security assessment form (along with instructions) will be emailed to the District contact, which the contact will then need to forward to the vendor for completion.

Adopted: January 24, 2020

 Revised: August 18, 2020;