



P2P IT Software Requisition Resource Guide

Form Question	Guidance / Notes
Request Type • New Acquisition • Repeat Acquisition	Repeat acquisition is for renewals
Name of IT Product or Service	
Link to product website	
Do you have a Campus IT Request Number/ITR?	If renewal provide previous P2P requisition #.
IT Product or Service Type • Cloud Service • Maintenance • Software • Website • Other	*If Other, provide details for the IT Software Request
Will the item be obtained electronically? • Yes • No	Typically, yes
Will the product be used systemwide (multiple CSUs) now or in the future? • Yes • No	Typically, no, if working with other faculty in other CSUs may be a yes
Who will be using the product? • Student • Faculty • Staff • Public	
Appropriate number of users:	



If software, provide name of system(s) with which software will need to interact (i.e. be installed)

Estimated Dollar Value (Annually)

Agreement Term/Number of Years

Requesting Department

Form Completed By

Will IT staff be needed to set up or support this software?

- Yes
- No

If software is typically yes, if website, cloud service, maintenance, no

Does this support Single Sign On?

- Yes **If yes, next questions
- No

If large population 50+ should be yes

Does this request involve an AI tool or AI capability?

- Yes
- No

Software of Cloud Services

Is the software requested subscription based?

Typically, yes

- Yes **If yes, next questions
- No

If yes, select the appropriate subscription type

- Monthly Subscription
- Yearly Subscription
- Multi-Year Subscription
- Other



Does the licensing model support Development, Test, and Production environment model without additional costs for Dev/Test environment licenses?

If large population (100+) should be yes. Typically, it is not applicable for small populations under 100.

- Yes
- No (please describe below) ***if no next questions
- Not Applicable

***If no, please describe below.

Sole Source

Are you requesting goods/services from a sole source?

Typically, no, please review procurement website for more info.

- No
- Yes, Sole Source ***If yes, next questions
- Yes, Sole Brand ***If yes, next questions

Briefly describe why the requested item(s) or service is needed.

What are the unique performance features of the product or service that are not available in any other product/brand or provider?

Why are the unique product features or the unique abilities of the vendor – REQUIRED

What other products or providers have been evaluated, rejected and why?

Is the product needed to match other product(s) previously purchased through a competitive process? **if Yes, provide details

Information Security

Will the product/service interact with any campus system?

If software, yes. This is typically no (if website/cloud/maintenance)

- Yes
- No



In which country are they headquartered?

Will the product/service collect, transport, share and/or analyze/process campus data?

Typically, yes

- Yes ***If yes, next questions
- No

For which CSU population (check all that apply)

Where is the data stored/processed? Please note additional contractual concerns arise when data is stored or processed outside the US, particularly the EU, China (including Hong Kong and Macau), Russia, Iran, North Korea, Cuba & Venezuela.

If software on campus, if cloud then off campus

What is the highest (e.g. most sensitive) level of data this product/service will handle?

Look at P2P pop up and can review website with [policy](#).

- Level 1 **If yes, next question
- Level 2 **If yes, next question
- Level 3
- No sensitive data

Level 1 – Confidential data

Level 2 – Internal use

Level 3 – General

List protected data types expected to be handled by this product service along with expected counts

Example: 2000 SSN, 100 medical records, 55 credit card numbers, etc.) Typically research data, class data, student data.

What type of activity will this support?

Typically processing or collecting data

- Processing the data
- Collecting the data
- Selling data to a 3rd party
- Sharing data to a 3rd party of cross-context behavioral advertising
- Other (Please specify)
- None



What data subject types will have data included in this solution/service?

- Student Application
- Student
- Job Application
- Employee
- Donor
- Alumni
- Other

What is the legal basis for processing this data?

- Legal Obligation
- Contractual Obligation
- Vital Interest
- Public Task
- Legitimate Interest
- Consent given by data subject

Provide rationale for legal basis

Do users require off-campus access?

- Yes
- No

Is the product/service hosted off-site? (outsources or “cloud hosted”)

Does the product act as a server or accept inbound network information?

- Yes
- No

What segment of our campus population’s data will be included?

Typically, Consent given by Data Subject for IRB research and Legitimate Interest

Example: grant funded

If software is installed on campus and need access from off-campus – cloud service and website are yes.

Yes – all aspects of the product/service are off site – if cloud service or website.

No, the product/service is entirely hosted by the campus – software

Both, some aspects of the product/service are off-site, others are hosted at the campus – typically not both



Will software need data from campus systems/applications?

- Yes
- No

Typically, no, (i.e.. Does it need to connect to Canvas?)

Does the solution support MFA (Multi-Factor Authentication)?

If Single Sign-One question yes, if not, then this is no

Accessibility

Provide a link or upload accessibility conformance documentation; VPAT, HECVAT, Roadmap, accessibility statement.

Ask your vendor for a VPAT or search for "VPAT" on the product's website. If a VPAT is not provided, then the ATI review time will take longer. If any accessibility issues are discovered during the review, then a separate document (EEAAP) must be completed, the vendor must develop a plan/timeline for resolving said issues, and in some cases, a risk memo may be required.

Is the accessibility conformance documentation provided dated within the last 12 months?

- Yes
- No **If no, next question

A VPAT is the most appropriate conformance document. Vendors should complete a VPAT for every iteration of a product. Again, if not provided, this greatly increases the time of approval.

Have you requested updated accessibility conformance documentation from the vendor?

- Yes
- No

Is there a dedicated accessibility officer or contact method for accessibility related problems?

- Yes **If yes, next question
- No

If the vendor does not have a dedicated accessibility officer, this can be problematic as it indicates a lack of concern for the accessibility of the product. This question increases in importance if a VPAT is not provided.

Contact info for accessibility officer.

Provide contact information.



How many ways can users access this software or service? Select all the platforms it supports.

- Desktop application
- Website
- iOS mobile app
- Android mobile app
- Other

Does the application provide different views based on user roles? (e.g. admin, end-user)

- Yes
- No

Is this purchase a Chancellor's Office MEA? This is a systemwide contract established by the CSU Office of the Chancellor, where the key terms, services, and pricing are predefined. Once an MEA is in place, all campuses can utilize it, they just issue a service order or participate through their own campus agreements to access the offerings.

- Yes
- No

Users in this context can mean the individuals who are configuring the application (typically faculty), and who the application may serve (students, public, etc.). For example - Faculty creating materials for use in their coursework.

Typically expected answer should be desktop or website given the nature of faculty activities. Mobile apps are not preferable due to limited accessibility capabilities. Answer should almost never be other.

This relates back to the previous comment regarding the ways in which different user populations may access/use the solution.

Note - ATI team may require admin level access to the solution to complete the accessibility review.

This question is of low importance, however, in some cases if the answer is "yes" this can help expedite the review.