![Charlotte Office of OneIT logo]

Software and IT-Related Contract Request

*Additional information is needed to process software or IT-related contract requests. Please **download** this document, provide brief responses to the questions below, and submit the answered document with your contract request.*

1. Is this a new purchase or a renewal? *(select one)*

2. What is the vendor name and product name?

3. Who is the end user? What is their department name?

4. What is the email address for the budget owner who has approval authority for the above-stated department?

5. How will this product be used and what is the benefit to the university?

6. What is the total cost?

7. Is there a click-through agreement? Or a vendor agreement that requires signature? *(select one)*

8. <u>Data Assessment</u>
   a. Is any university information, student data, or personally identifiable information (PII) being provided to the vendor?

   b. Is any Level 2 or Level 3 data as defined by the <u>Guideline for Data Handling</u> going to be stored within the application or product? If so, which level?

9. <u>Authentication</u>
   a. Does the product/service support single sign on (SSO)?

   b. Will SSO be used? If so, are the users requiring access eligible for a UNCC account?

10. <u>Additional Data Security Information</u>
    a. Is the product/service hosted on premise or is it cloud-based? *(select one)*

    b. Who will be the functional administrator - responsible for adding/removing access in accordance with campus guidelines - for this product/service?