Purchasing - Requester

Department Agreements (Software)
Link to Form

*It will open the current form until the updated one is moved to production.*

https://onbase.louisville.edu/onbase/UnityForm.aspx?d1=ARZM%2fO86dzisfY3mL7wqJoQvk9jkyh6JTwiJKdCKN%2fDbHGowW6AnxsniYUq%2f%2bVt2KHi5mddFbGTXXKVmAvKSz64qD7OC4QHyj50DSHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2foe%2bCl%3d
Login To Access Form

It will open the current form until the updated one is moved to production.
# Request Information

*Information will automatically populate*

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Dean/VP Code</th>
<th>Request Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA-4741-23</td>
<td>20</td>
<td>08/19/2022 01:43:46 PM</td>
<td>NEW</td>
</tr>
</tbody>
</table>
General Information

Information will automatically populate

Automatically Populated
No Your Request
Software Request “Yes”
Add Software Name
Brief Description

Attach Contract

If Yes. Enter College / School Info
Funding Over 40,000

*If software and contract in place. Will follow the software review before going to Purchasing.*

A sole source purchase is **one where there is only one vendor capable of providing an item or service**, and therefore it is not possible to obtain competitive bids.

**Is this a Sole Source?**
- [ ] Yes
- [ ] No

**Do you already have a contract in place?**
- [ ] Yes
- [ ] No

**Is this a software purchase?**
- [ ] Yes
- [ ] No

**Anything over $40,000 and NOT Sole Source needs to be bid.**

A sole source purchase is **one where there is only one vendor capable of providing an item or service**, and therefore it is not possible to obtain competitive bids.

**Is this a Sole Source?**
- [ ] Yes
- [ ] No

**Do you already have a contract in place?**
- [ ] Yes
- [ ] No

Goes To Purchasing

Continues With Software Review
Funding Under 4,500

Anything under 4,500 can be purchased on a ProCard

NOTE: Any Federal Funded Positions will be reviewed inside of the ProCard process.
One Funding Source

Enter requested funding information

Additional FEDERAL Questions

Enter Funding

Speedtype = FEDERAL

Amount

Note: No additional questions if not federal funded.
## Multiple Funding Sources

**Enter requested funding information**

### Additional FEDERAL Questions

- Was this amount included in your budget proposal? *(Yes/No)*
- Is the time frame of the Software purchase within the time frame of the award? *(Yes/No)*

### Additional Funding Lines

<table>
<thead>
<tr>
<th>Speedtype</th>
<th>Speedtype Category</th>
<th>Account Code</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB230021</td>
<td>FEDERAL - FY23KY AUTISM TRAINING CENTER</td>
<td>110104 - BANK 4 - ULF</td>
<td>12000</td>
</tr>
<tr>
<td>G1070</td>
<td>MISC - CONTRACT TECHNOLOGY SUPPORT</td>
<td>110101 - BANK 1 - CASH CONSOLIDATION</td>
<td>1000</td>
</tr>
</tbody>
</table>

**Note:** No additional questions if not federal funded.
## Software Purchase Questions

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do you plan to have this product make use of ULink userid/passwords for authentication?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do you plan to use this product to send email claiming to be from any @louisville.edu address?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do you plan to use this product to send email to UofL accounts?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Do you plan to receive data from or send data to any other UofL computer system?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is the product locally installed with no access to data by the vendor?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Is this product hardware or other service that does not involve any form of data, audio or personal image?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If data/audio/image is involved, is it only non-human/non-individual data (e.g., animal, numbers, graphics, music, etc.)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
# Vendor Information

*Information About the Vendor and Software / License Term*

<table>
<thead>
<tr>
<th>Vendor Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Name</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>Hyland</td>
</tr>
<tr>
<td><strong>Software Name</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td>OnBase</td>
</tr>
<tr>
<td><strong>License Term</strong></td>
<td>1 Year</td>
</tr>
<tr>
<td><strong>Vendor Email</strong>&lt;sup&gt;*&lt;/sup&gt;</td>
<td><a href="mailto:OnBase@Hyland.Com">OnBase@Hyland.Com</a></td>
</tr>
<tr>
<td><strong>Vendor Website Link</strong></td>
<td><a href="Https://www.hyland.com">Https://www.hyland.com</a></td>
</tr>
</tbody>
</table>
Request Copy

A copy of the status will be sent to this person or service account

Add name of dept. head or anyone needing a copy of the form.

Last Name: ROARK
Middle Name: LYNN
First Name: SHERRY

Email Address: SLROAR1@LOUISVILLE.EDU

Add email address of service account(s) needing a copy of the form.

Service Account Email:

Service Account Email:
Software Review Started

Requester Confirmation Email With Dashboard Link

Request # DA-5214-23 has started the software review process.

Use this link to access the software status dashboard:
https://onbase.louisville.edu/ReportingViewer/viewer.aspx?enc=AYQ8oPm3AUUZmnqMg9uC4YkgaltzrEQ6YAhEaRx2%2fIg8XTzglcMltdWLRoDEuEI2Hf9BQSyvzwgVhluX0HhazrIHRBgh5NMXNAIPRbh5f57oslyWyctQ3UR%2f5Inntcb3FOgms8RWP3P8DTuVgmN2xelTOczGj7GFOqgi4z4Sk%2fDExpcImOz5STAxTgVM%2b%2fZofcRlJfUEY9mdQOelevIIHqRISP%2fHHJGZGp3f18CSAGn1

Thank You,
Procurement Services
Dashboard (Review Status)

All software requests will show on this dashboard until complete (link to dashboard below)

https://onbase.louisville.edu/ReportingViewer/viewer.aspx?enc=AYQ8oPm3AUUZmjnqMc9uC4YfgaltzrRQbYAkHEaRK2%2fi8GXtzgLcMddWLRqDEuElZ9I3QsvywpgVhiuX0HzarlHR8ghGNMXNAJPRgh5f57oIlyWyclIQZUR%2b5fNtcbGFQgm8RWP3P8DiTuVqnN2XeLt0tCzGJZ6F0pqcIz4Sk%2fDFpcJmOx5rTgVM%2bZoFcJePQUeY9mdQOelewiliRpR1SPF%2fHJgZGp3f1i8CSAGn1