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%2fO86dzisfY3mL7wqJoQ
vk9jkyh6JTwiJKdCKN%2fDbHGowW6AnxsniYUq%2f%2bVt2KHi5mddFbGTXXKVmA
vKSz64q
D7OC4QHyj50DShHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2f
oe%2bCI%3d
Login To Access Form

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

[OnBase® Foundation EP3 login interface]
Request Information

Information will automatically populate
General Information

Information will automatically populate

Automatically Populated

No Your Request

Software Request "Yes"

If Yes. Enter College / School Info

Attach Contract

Are you submitting request for another department?
YES

Select from the list of College / School / Division's

College / School / Divisions
ARTS & SCIENCES

Recommended by information should be on the document prior to submission.

Department Vendor Contract (1)

PUR-DA - Vendor Department Agreement
(Pending) Sample Contract.doc [Remove]

Attach PUR-DA - Vendor Department Agreement

Comments / Additional Information

All "Software" purchases require an additional review. This review comes from Information Technology Services and/or the Information Security Office. Complete the below required questions.
General Information

Additional Information Needed if Amount is Between $50,000 and $99,999

Amount is between $50,000 and $99,999. Addition Quotes Needed
One Funding Source

Enter requested funding information

---

**Product Purchase Information**

Because this is a Federal Speedtype Category, we need you to answer the following questions.

Was this amount included in your budget proposal?
- YES

Is the time frame of the Software purchase within the time frame of the award?
- YES

**Funding**

- **Speedtype**: Federal
- **Speedtype Category**: THE ROLE OF E-CIGARETTE CHARAC
- **Amount**: 1000
- **Percentage**: 100

**Total Amount**: 1000.00

---

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

Enter requested funding information

<table>
<thead>
<tr>
<th>Speedtype</th>
<th>Speedtype Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>GB190089</td>
<td>FEDERAL - THE ROLE OF E-CIGARETTE CHARAC</td>
<td>500</td>
<td>50</td>
</tr>
<tr>
<td>S1070</td>
<td>MISC - CONTRACT TECHNOLOGY SUPPORT</td>
<td>500</td>
<td>50</td>
</tr>
</tbody>
</table>

Total Amount: 1000.00

Add Additional Funding Lines

Note: No additional questions if not federal funded.
Funding Over 40,000

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

Goes to Purchasing

Continues With Normal Review
Software General Questions

Link to department owned software already purchased

General Questions

[Catalog of department already owned software [LINK TO CATALOG].]

After reviewing the catalog, can you confirm that none of the University’s existing products would meet your needs in place of this product?

No Available Product

Who is the designated business owner that is ultimately responsible for this request?

Information Technology

What is the primary service that this vendor will be providing?

Software Review

Please provide a basic description of the product and how it will be used by the university. It will review the software and then put it in a category

Were there other products you considered before deciding to move forward with this one?

NO

Who will use the product?

Faculty & Staff

Could the product potentially be used by individuals who are based internationally or traveling internationally?

NO

Link to University Software Purchases
## Software List

**Current and Historical Items Purchased**

### Purchasing Software List

<table>
<thead>
<tr>
<th>Request Date</th>
<th>Software Name</th>
<th>Vendor Name</th>
<th>License Term</th>
<th>Commodity</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>CISON</td>
<td>CISON</td>
<td>N/A</td>
<td>Software</td>
<td>OFFICE OF THE PROVOST</td>
</tr>
<tr>
<td>2019</td>
<td>EMSI</td>
<td>EMSI</td>
<td>N/A</td>
<td>Software</td>
<td>OFFICE OF THE PROVOST</td>
</tr>
<tr>
<td>2020</td>
<td>ACCUDATA</td>
<td>ACCUDATA</td>
<td>N/A</td>
<td>Software</td>
<td>PROCUREMENT SERV.</td>
</tr>
<tr>
<td>2020</td>
<td>ADINSTRUMENTS</td>
<td>ADINSTRUMENTS</td>
<td>N/A</td>
<td>Software</td>
<td>PHYSIOLOGY</td>
</tr>
<tr>
<td>2020</td>
<td>AGILE</td>
<td>AGILE</td>
<td>N/A</td>
<td>Software</td>
<td>PROCUREMENT SERV.</td>
</tr>
<tr>
<td>2020</td>
<td>ANTHOLOGY INC - ADMISSIONS US LLC - CAMPUS</td>
<td>ANTHOLOGY INC - ADMISSIONS US LLC - CAMPUS</td>
<td>N/A</td>
<td>Software</td>
<td>OPERATIONS SUPPORT</td>
</tr>
<tr>
<td>2020</td>
<td>ARGUS ENTERPRISE</td>
<td>ARGUS ENTERPRISE</td>
<td>N/A</td>
<td>Software</td>
<td>COLLEGE OF BUSINESS</td>
</tr>
<tr>
<td>2020</td>
<td>ASTROLABE DIAGNOSTICS, INC.</td>
<td>ASTROLABE DIAGNOSTICS, INC.</td>
<td>N/A</td>
<td>Software</td>
<td>SURGERY - IMMUNOTOL</td>
</tr>
<tr>
<td>2020</td>
<td>ATI NURSING EDUCATION</td>
<td>ATI NURSING EDUCATION</td>
<td>N/A</td>
<td>Software</td>
<td>NURSING ADMINISTRATION</td>
</tr>
</tbody>
</table>

### Historical Software Details

<table>
<thead>
<tr>
<th>Purchase Year</th>
<th>Software Name</th>
<th>Vendor Name</th>
<th>License Term</th>
<th>Commodity</th>
<th>College School Division</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016</td>
<td>1 YEAR SITE LICENSE 7/1/16 - 6/30/17, SUPPORT AND MAINTENANCE</td>
<td>BASIC6 INC</td>
<td>ANNUAL</td>
<td>Software Maint</td>
<td>SWPPA</td>
<td>INFO TECHNOLOGY - GEN FUNDS</td>
</tr>
<tr>
<td>2016</td>
<td>13F OWNERSHIP CURRENT &amp; HISTORICAL WRDS</td>
<td>THOMSON REUTERS MARKETS LLC</td>
<td>QUARTERLY</td>
<td>Software Maint</td>
<td>COLLEGE OF BUSINESS</td>
<td>COLLEGE OF BUSINESS</td>
</tr>
<tr>
<td>2016</td>
<td>215 COMPARATIVE DATABASE AND FACULTY RESEARCH 12/21/16</td>
<td>ACADEMIC ANALYTICS LLC</td>
<td>N/A</td>
<td>Software</td>
<td>PROVIDENT OFFICE</td>
<td>ACADEMIC PLANNING &amp; DEVELOPMENT</td>
</tr>
</tbody>
</table>
Contract Questions

We are asking you to at least skim the contract for potential issues.

<table>
<thead>
<tr>
<th>Contract Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is the vendor willing to negotiate the terms of the contract at that dollar amount?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

| Have you reviewed a copy of the license agreement/end user license agreement (EULA) to which the University is expected to agree? |
| No |

If not, please skim it. The University of Louisville cannot agree to be bound by the law of any jurisdiction other than the Commonwealth of Kentucky. The University’s ability to indemnify is also limited by state law. If the agreement contains either of those legal restrictions it could prevent the University from acquiring the product unless the vendor will accept revisions to their standard terms, so please note if you identified either of those potential issues in your initial review.

Potential Issues found in your review.

Possible Restrictions
Technology Questions

Some questions are about how information will be stored.

<table>
<thead>
<tr>
<th>Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please reach out to your Tier One and/or the ITS Project Management Office (<a href="mailto:ITSPMO@louisville.edu">ITSPMO@louisville.edu</a>) if you need support completing this document.</td>
</tr>
<tr>
<td>Will the vendor be responsible for software, services, or hardware that process, store, transmit or involve any form of university data that is provided by or required by the University of Louisville (including participant, patient, faculty, student or staff data)?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>Is this a license only product that is locally installed, with no data or only locally stored data, and no vendor access to the data?</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>Is this a cloud-based application?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>Authentication Method - Do you plan to have this product make use of ULink userid/passwords?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>Do you plan to use this product to send email claiming to be FROM any @louisville.edu address? (NOTE: If emails go out from within the software, it will get the red ribbon warning)</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>Do you plan to use this product to send email TO UofL accounts?</td>
</tr>
<tr>
<td>NO</td>
</tr>
<tr>
<td>Has ITS Enterprise Security been included in this process for Firewalls, network connectivity, custom Firewall, VLAN segregation, etc.?</td>
</tr>
<tr>
<td>YES</td>
</tr>
<tr>
<td>Will the vendor be responsible for services or hardware that process, store or transmit University Data? (i.e. SFTP sites, configuring or installing routers, VPN devices, etc.)</td>
</tr>
<tr>
<td>YES</td>
</tr>
</tbody>
</table>
Security and Sensitive Data

This section may or may NOT be available. Depending on previous answered questions.
ISCO Vendor Review Definitions

Made available when you select this button.
Credit Card Processing

*If credit card payments are accepted. Additional questions.*

PCI (Payment Card Industry) is about credit card processing, protecting cardholder data, avoiding a card breach.

**Questions:**
- Will the University be accepting online credit card payments for a service the software vendor will provide, i.e. events, camps, classes?
  - [ ] YES
- If yes, who is the vendor's gateway provider?
  - [ ] Fiserv Payeezy
- Will the University or software vendor be the Merchant of Record (MoR)?
  - [ ] Software Vendor

**If you have the attestation please attach it.**

[Attach Attestation of Compliance]
# Vendor Information

*Information About the Vendor and Software / License Term*

<table>
<thead>
<tr>
<th>Vendor Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Vendor Name</strong></td>
</tr>
<tr>
<td>Hyland</td>
</tr>
<tr>
<td><strong>Software Name</strong></td>
</tr>
<tr>
<td>OnBase</td>
</tr>
<tr>
<td><strong>License Term</strong></td>
</tr>
<tr>
<td>1 Year</td>
</tr>
<tr>
<td><strong>Vendor Email</strong></td>
</tr>
<tr>
<td><a href="mailto:OnBase@Hyland.Com">OnBase@Hyland.Com</a></td>
</tr>
<tr>
<td><strong>Vendor Website Link</strong></td>
</tr>
<tr>
<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: LYN
First Name: SHERRY

Email Address: slroark1@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

(Software Review) # DA-269-22 - IT SERVICES - ROARK

Dear SHERRY ROARK,

Department Agreement Request # DA-269-22 has started the software review process.

Please use this link to view the status of your request.

https://onbaseuser.louisville.edu/ReportingViewer/viewer.aspx?enc=Aeqqgg2A2Zn7OG0DrWbFOQaP18T0Psck1qLqDTqmpY%2bMWF%2F3x19s7Fked%2Fw7e4SwHAY%2bkgDN979qOuUIF9SICjhp8Wc.t1KG1381%
zbz8RnuQpy3Ao47uUL7K3caMjB%2fWwECx3556p9hNTDMZHQ88WVuhKB76HULvEMINSCUI25gqA9n5A3%2fzp%2fET,6pZGKFLCQ88HhleSUJtm9AUvbyCXNfng0P58zulkxIMwQv3tC2d3%2bL7x

Thank You,
Procurement Services

Dashboard - Monitor Review Progress
**Dashboard (Review Status)**

*All software requests will show on this dashboard until complete*

<table>
<thead>
<tr>
<th>Request Number</th>
<th>Last Name</th>
<th>Software Name</th>
<th>Sponsored Program Status</th>
<th>ITS Status</th>
<th>ISO Status</th>
<th>FERPA Status</th>
<th>HIPAA Status</th>
<th>PCI Status</th>
<th>Legal Status</th>
<th>Purchasing Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>DA-318-23</td>
<td>ROARK</td>
<td>WORD</td>
<td>CUSTOMER-CHANGED FUNDING</td>
<td>ISO ANSWERED (ITS)</td>
<td>ITS ANSWERED (ISO)</td>
<td>ISO ANSWERED (FERPA)</td>
<td>LEGAL ANSWERED (HIPAA)</td>
<td>PURCHASING ANSWERED (PCI)</td>
<td>ITS ANSWERED (LEGAL)</td>
<td>PENDING SOFTWARE REVIEW</td>
</tr>
<tr>
<td>DA-324-23</td>
<td>ROARK</td>
<td>ONBASE</td>
<td>SPONSORED-REVIEW NOT NEEDED</td>
<td>APPROVED (ITS)</td>
<td>APPROVED (ISO)</td>
<td>FERPA-REVIEW NEEDED</td>
<td>HIPAA-REVIEW NEEDED</td>
<td>PCI-REVIEW NEEDED</td>
<td>PENDING SOFTWARE REVIEW</td>
<td></td>
</tr>
<tr>
<td>DA-325-23</td>
<td>ROARK</td>
<td>PHOTOSHOP</td>
<td>SPONSORED-REVIEW NOT NEEDED</td>
<td>ITS-REVIEW NEEDED</td>
<td>ISO REVIEW NEEDED</td>
<td>ISO REVIEW NEEDED</td>
<td>ISO REVIEW NEEDED</td>
<td>PENDING SOFTWARE REVIEW</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DA-326-23</td>
<td>ROARK</td>
<td>POWERPOINT</td>
<td>SPONSORED-REVIEW NOT NEEDED</td>
<td>APPROVED (ITS)</td>
<td>ISO REVIEW NEEDED</td>
<td>ISO REVIEW NEEDED</td>
<td>ISO REVIEW NEEDED</td>
<td>PENDING SOFTWARE REVIEW</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
More Information Needed

Department Agreements (Software)
More Information Needed

Email Sent To Requester

(Sponsored Program Information Needed) # DA-283-22 - IT SERVICES - ROARK

Dear SHERRY ROARK,

ROARK, SHERRY LYNN has requested the following changes/edits to be made:
Testing the emails again for Sponsored.

Please use this link to make the necessary changes or edits to your request and "SAVE" form.
Then select the button Information Added / Changed (Send Back).

Thank You,

Procurement Services
Customer Actions

More Information – Customer Area

Customer Workflow Actions
Customer

Workflow Actions

Sends Form Back To Reviewer(s)

Gives Customer Option To Enter Comments

Enter comments

I have entered what you needed.

Submit  Cancel
More Information Needed

Samples of Requested Data Needed
HIPAA

Information Needed – BAA Needed

Security & Sensitive Data

This section should be completed by the individual most familiar with the product and the data involved. If you have questions about this portion of the process, please contact the ISD at: isoeel@university.edu

Will the vendor have access to, view or store any university patient, staff, faculty, or student data?
YES
NOT

What data elements/fields will be shared, collected, processed, or managed by the vendor? List all data elements/fields.
Not sure

Do any of the data elements fall under the definition of “sensitive data” and protection by University Policy and or regulatory requirements (HIPPA, FERPA, HBES/IRS 41, PCI, Export Control, Research, etc.)? See definition of Sensitive Data (PDF)
NO

When Use. Is the Covered Entity receiving a service (0)

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Attachment Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available Attachment Types</td>
<td>Covered Entity BAA</td>
<td>Attach</td>
</tr>
</tbody>
</table>

Upload Area Visible
Receiving - BAA Needed Customer Email

Receiving-BAA Needed (HIPAA) # DA-283-22 - IT SERVICES - ROARK

Dear SHERRY ROARK,

ROARK, SHERRY LYNN has determined you need a Receiving-BAA.

When UofL is the Covered Entity receiving a service - The Covered Entity BAA template is to be used when your school, department, business unit, or organization is the covered entity.

1) Download and complete the Receiving-BAA

https://louisville.edu/privacy/business-associates/files/baa-when-uofl-is-covered-entity

2) Attach the completed BAA.

Please use this link to upload the document and send the Receiving-BAA back to HIPAA for review.

http://onbaseuser.louisville.edu/onbase/Workflow/WFLogin.aspx?LifecycleId=219&QueueId=1195&DocId=9017550

Thank You,

Procurement Services
More Information Needed – BAA Needed

<table>
<thead>
<tr>
<th>Document Name</th>
<th>Attachment Type</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Associate BAA</td>
<td></td>
<td>Attach</td>
</tr>
</tbody>
</table>

Upload Area Visible
Performing - BAA Needed Email

Dear SHERRY ROARK,

ROARK, SHERRY LYNN has determined you need a Performing-BAA.

When UofL is the Business Associate performing the service - The Business Associate BAA template is to be used when your school, department, business unit, or organization is the business associate.

1) Download and complete the Performing-BAA.
   https://louisville.edu/privacy/business-associates/files/baa-when-uofl-is-associate

2) Attach the completed BAA.

Please use this link to upload the document and send the BAA back to HIPAA for review.


Thank You,
Procurement Services
Not Approved

Sample of Not Approved Email
(Legal-Not Approved) # DA-312-23 - IT SERVICES - ROARK

purchase@louisville.edu

Start your reply all with: Thank you! Thank you for letting me know. Resubmitted. Thank you. Feedback

Dear SHERRY ROARK,

Department Agreement Request # DA-312-23 has failed the review.

Not Approved Reason:
NOT APPROVED LEGAL TEST...

Thank You,
Procurement Services