# Purchasing - Requester

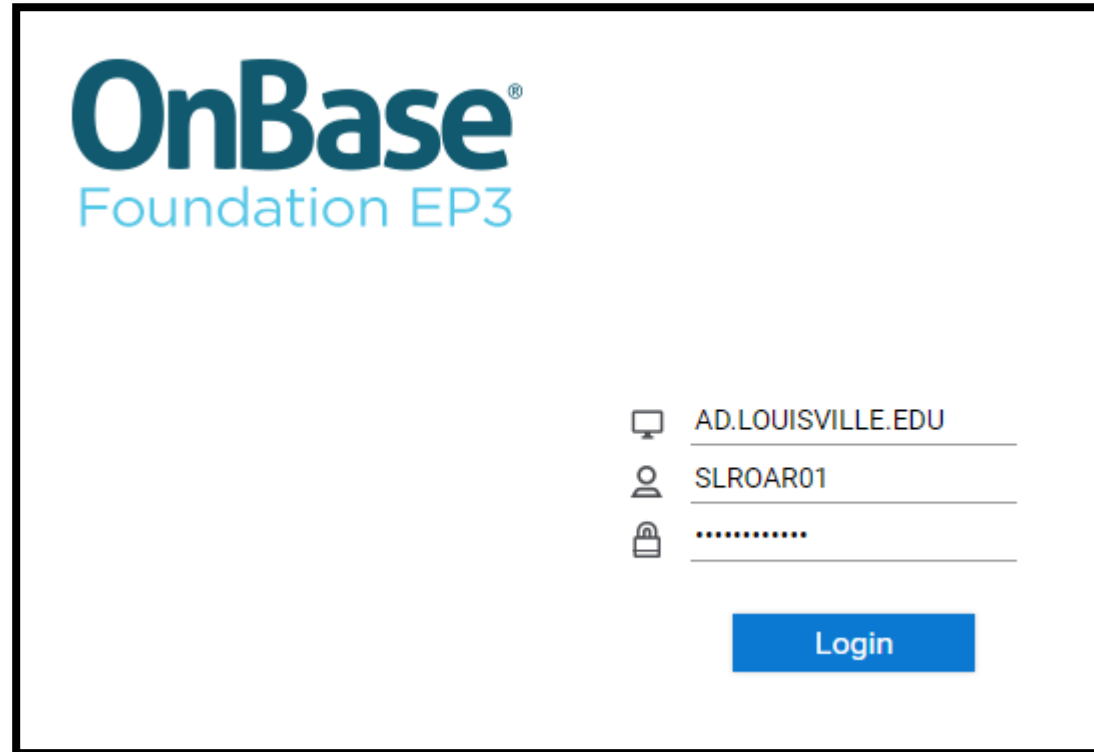*Department Agreements (Software)*

# 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%2fO86dzisfY3mL7wqJoO
vK9jkyh6JTwiJKdCKN%2fDbHGowW6AnxsniYUq%2f%2bVt2KHi5mddFbGTXXKVmAvKSz64q
D7OC4QHyj50DShHgMoG6aLL64O7uNj4FyhVW1tr6ofe22s202r3J6jTvJ%2foe%2bCI%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*

# General Information

*Information will automatically populate*

**General Information**

**Requester Department**
IT SERVICES

Automatically Populated →

**Requester DeptID**
2090000156

**Are you submitting request for another department?**
NO

No Your Request →

**Is this a software purchase?** *
YES

Software Request "Yes" →

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.**

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

**Department Vendor Contract (1)**

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

**Attach PUR-DA -Vendor Department Agreement**

↑ Attach Contract

**Comments / Additional Information**

**Are you submitting request for another department?**
YES

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

**College / School / Divisions**
ARTS & SCIENCES

If Yes. Enter College / School Info →

# General Information

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

**General Information**

**Requester Department**
PROV: INFORMATION TECHNOLOGY SERVICES ITS>ENTERPRISE

**Requester DeptID**
2090000156

**Are you submitting request for another department?**
NO ▼

**Is this purchase part of an insurance claim?** *
○ YES
◉ NO

**Is this a software purchase?** *
◉ Yes
○ No

All "Software" purchases requ[...]
Security. *Someone from fro[...]*
To start this process complete[...]

**Software Name** *
Hyland OnBase

**Brief Software Description** *
Used to create workflows and custom forms

**Priority Level** *
○ Low
◉ Medium
○ High
○ Critical

Department recommended by signature is required
**(cannot be typed name only).**

**Department Vendor Contract (1)**

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

Attach PUR-DA -Vendor Department Agreement

Attach 2 additional quotes because the spend amount is between $50,000 and $99,999

NOT REQUIRED for ULRF funds where Fund Code begins with "11" (e.g., 1100).

**Additional Quotes (2)**

Additional Quotes
(Pending) Quote 1.docx [Remove]
(Pending) Quote 2.docx [Remove]

Attach Additional Quotes

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 Speetype Category we need you to answer the following questions.

Was this amount included in your budget proposal?
YES

**Additional FEDERAL Questions**

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

**Funding** — Add

| Speedtype | Speedtype Category | Amount | Percentage | |
|---|---|---|---|---|
| GB190089 | FEDERAL - THE ROLE OF E-CIGARETTE CHARAC | 1000 | 100 | Remove |

**Total Amount**
1000.00

**Enter Funding**

Speedtype = FEDERAL

Amount

Percentage

Note: No additional questions if not federal funded.

# Multiple Funding Sources

*Enter requested funding information*

**Additional FEDERAL Questions**

**Add Additional Funding Lines**

**Enter Funding**

**Product Purchase Information**

Because this is a Federal Speetype 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

**If cost split between multiple speedtypes.**
Please tell us why and how you are splitting the cost.

Because my federal account doesn't have enough funds to cover the cost.

**Funding**    Add

| Speedtype | Speedtype Category | Amount | Percentage | |
|-----------|-------------------|--------|-----------|-|
| GB190089 | FEDERAL - THE ROLE OF E-CIGARETTE CHARAC | 500 | 50 | Remove |
| S1070 | MISC - CONTRACT TECHNOLOGY SUPPORT | 500 | 50 | Remove |

**Total Amount**
1000.00

Amount        Percentage

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]. ← **Link to University Software Purchases**

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 ▼

# Software List

*Current and Historical Items Purchased*



Purchasing Software List

## Software Details

| Request Date ... | Software Name | Vendor Name | License T... | Commodity | Department |
|---|---|---|---|---|---|
| 2018 | CISION | CISION | N/A | Software | OFFICE OF THE PROVO... |
| 2019 | EMSI | EMSI | N/A | Software | OFFICE OF THE PROVO... |
| 2020 | ACCUDATA | ACCUDATA | N/A | Software | PROCUREMENT SERVI... |
| 2020 | ADINSTRUMENTS | ADINSTRUMENTS | N/A | Software | PHYSIOLOGY |
| 2020 | AGILE | AGILE | N/A | Software | PROCUREMENT SERVI... |
| 2020 | ANTHOLOGY INC - ADMISSIONS US LLC - CAMP... | ANTHOLOGY INC - ADMISSIONS US LLC - CAMP... | N/A | Software | OPERATIONS SUPPOR... |
| 2020 | ARGUS ENTERPRISE | ARGUS ENTERPRISE | N/A | Software | COLLEGE OF BUSINESS |
| 2020 | ASTROLABE DIAGNOSTICS, INC. | ASTROLABE DIAGNOSTICS, INC. | N/A | Software | SURGERY - IMMUNOT... |
| 2020 | ATI NURSING EDUCATION | ATI NURSING EDUCATION | N/A | Software | NURSING ADMINISTR... |

### Vendor Name

- ☑ (All)
- ☑ 3D VISTA
- ☑ 3DMD
- ☑ 7 POINT SOLUTIONS, LLC
- ☑ AB SCIEX LLC
- ☑ ACCUDATA
- ☑ ADINSTRUMENTS
- ☑ ADMISSIONS US - RADIUS
- ☑ ADMISSIONS US - RADIUS CHAT - ANTHOLO...

## Historical Software Details

| Purchase (Year) | Software Name | Vendor Name | License Term | Commodity | College School Divisions | Department |
|---|---|---|---|---|---|---|
| 2016 | 1 YEAR SITE LICENSE 7/1/16 - 6/30/17, SUPPORT AND MAINTENANCE | BASIC6 INC | ANNUAL | Software Maint | SVPFA | INFO TECHNOLOGY - GEN FUNDS |
| 2016 | 13F OWNERSHIP CURRENT & HISTORICAL WRDS | THOMSON REUTERS MARKETS LLC | QUARTERLY | Software Maint | COLLEGE OF BUSINESS | COLLEGE OF BUSINESS |
| 2016 | 215 COMPARATIVE DATABASE AND FACULTY RECORDS | ACADEMIC ANALYTICS LLC | N/A | Software | PROVOST OFFICE | ACADEMIC PLANNING & ACCOUNTABL... |

### Vendor (Historical List)

- ☑ (All)
- ☑ 2CO.COM*ABBYY
- ☑ 2CO.COM*CKZTIME
- ☑ 2CO.COM*CORETECHN
- ☑ 2CO.COM*GENEIOUS.COM

# Contract Questions

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

# Technology Questions

*Some questions are about how information will be stored.*

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**Technology**

Please reach out to your Tier One and/or the **ITS Project Management Office** (**ITSPMO@louisville.edu**) if you need support completing this document.

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)? *

YES ▼

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? *

NO ▼

Is this a cloud-based application?

YES ▼

Authentication Method - Do you plan to have this product make use of ULink userid/passwords?

YES ▼

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)

NO ▼

Do you plan to use this product to send email TO UofL accounts?

NO ▼

Has ITS Enterprise Security been included in this process for Firewalls, network connectivity, custom Firewall,VLAN segregation, etc.?

YES ▼

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.)

YES ▼

# 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.*

**View ISCO Vendor Review Definitions**

**Information Security Compliance Office (ISCO) – Procurement Vendor Review Process**
**Definitions and Assumptions**

ISCO reviews are point-in-time, subject to change based on the department changing the scope or vendor changes and are based on data and responses supplied by the responding unit, individual, and/or the vendor.

ISCO reviews requested responses and vendor documentation such as the HECVAT that are provided.

ISCO Approval

ISCO approvals are not an authorization to purchase, assumption of responsibility, assurance of vendor security or guarantee against a breach.

ISCO approvals assume that appropriate contract language is executed, insurance is appropriate, and other applicable compliance and ITS reviews occurred and are approved.

ISCO approvals assume the unit has reviewed the provided vendor documentation, comments from the ISCO, understand their responsibilities and any risk, and acknowledge that procurement is their business decision based on university and business risk tolerance.

**Approved**

Data not sensitive,
Date not regulated,
Data not stored by the vendor,
or do not warrant review of vendor controls.

or

Data elements and sensitivity have been determined,
all requested documentation and/or responses provided,
documentation and/or responses have been reviewed, and the ISCO has no further questions.

**Not Approved**

Requested information or documentation was not provided.

Provided documentation was incomplete or responses were found to be insufficient and therefore the ISOC cannot recommend moving forward with the vendor.

Appropriate contract language could not be executed, or the vendor is unwilling to negotiate terms.

Concerns by other compliance officials could not be sufficiently addressed.

ITS does not approve or recommend the purchase.

# Credit Card Processing

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

**Credit Card Processing**

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

Will the University be accepting online credit card payments for a service the software vendor will provide, ie: events, camps, classes?

YES ▼

If yes, who is the vendor's gateway provider?

Firserv Payeezy ▼

Will the University or software vendor be the Merchant of Record (MoR)?

Software Vendor ▼

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

Attestation of Compliance

[ Attach Attestation of Compliance ]

# Vendor Information

*Information About the Vendor and Software / License Term*

## Vendor Information

**Vendor Name** *
Hyland

**Software Name** *
OnBase

**License Term**
1 Year ▼

**Vendor Email** *
OnBase@Hyland.Com

**Vendor Website Link**
Https://www.hyland.com

# Request Copy

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

**Request Copy**

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

| Last Name | Middle Name | First Name |
|-----------|-------------|------------|
| ROARK | LYNN | SHERRY |

**Email Address**
SLROAR01@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 ← **Purchasing Request Number and Requester Information**

purchase@louisville.edu
To ● Roark,Sherry Lynn

Reply | Reply All | Forward | ...

Wed 1/12/2022 12:07 PM

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=Acaqg2AKznzQGOQrWxFQaPiEtOPsvkq1qDTDqmpY%2bMW%2f3x19n7Fked%2fWzs45vhAY%2bKvgDNNWqQuIUF9SlQhp6WcL1KG13L%2bZaRlnuQpy3A4O7uU7TK3caMTB%2fjNVCx353fpX9bntDTMZHq8wVuhK816HUjVeMNSVCiZSgjaQ9nSA3%2fzp%2feETEpZGKFHCQ8HhIe5iJLmL9AUvbyCXNFng0P58zulxiMwQVs3tC2dC%2bL7x

Thank You,

Procurement Services

↑ **Dashboard - Monitor Review Progress**

# Dashboard (Review Status)

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

Purchasing Department (Software) Status

## Department Software Review (Status)

### Request Status

| Request Number | Last Name | Software Name | Sponsored Program Status | ITS Status | ISO Status | FERPA Status | HIPAA Status | PCI Status | Legal Status | Purchasing Status |
|---|---|---|---|---|---|---|---|---|---|---|
| DA-318-23 | ROARK | WORD | CUSTOMER-CHANGED FUNDING | ISO ANSWERED (ITS) | ITS ANSWERED (ISO) | ISO ANSWERED (FERPA) | LEGAL ANSWERED (HIPAA) | PURCHASING ANSWERED (PCI) | ITS ANSWERED (LEGAL) | PENDING SOFTWARE REVIEW |
| DA-324-23 | ROARK | ONBASE | SPONSORED - REVIEW NOT NEEDED | APPROVED (ITS) | APPROVED (ISO) | FERPA-REVIEW NEEDED | HIPAA-REVIEW NEEDED | PCI-REVIEW NEEDED | | PENDING SOFTWARE REVIEW |
| DA-325-23 | ROARK | PHOTOSHOP | SPONSORED - REVIEW NOT NEEDED | ITS-REVIEW NEEDED | | | | | | PENDING SOFTWARE REVIEW |
| DA-326-23 | ROARK | POWERPOINT | SPONSORED - REVIEW NOT NEEDED | APPROVED (ITS) | ISO-REVIEW NEEDED | | | | | PENDING SOFTWARE REVIEW |

# More Information Needed

*Department Agreements (Software)*

# More Information Needed

*Email Sent To Requester*

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

**P** purchase@louisville.edu
To ● Roark,Sherry Lynn

↩ Reply    ↩ Reply All    → Forward    ...

Mon 2/7/2022 1:11 PM

Dear SHERRY ROARK,

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

**← Requested Information Put In Requester Email**

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

http://onbaseuser.louisville.edu/onbase/Workflow/WFLogin.aspx?LifeCycleID=249&QueueID=1181&DocID=9017550

Thank You,

Procurement Services

# Customer Actions

*More Information – Customer Area*



Customer Workflow Actions

# Customer
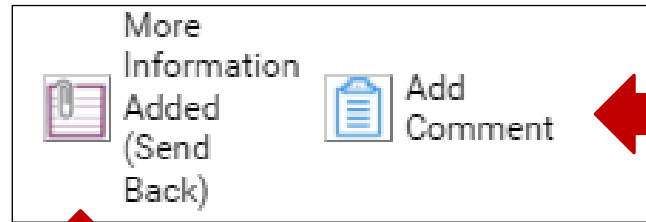
*Workflow Actions*

More Information Added (Send Back)  Add Comment

Gives Customer Option To Enter Comments

Sends Form Back To Reviewer(s)

Enter comments

I have entered what you needed.

Submit    Cancel

# More Information Needed

*Samples of Requested Data Needed*

# HIPAA
*Information Needed – BAA Needed*

# HIPAA

*Receiving - BAA Needed Customer Email*

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

**P** purchase@louisville.edu
To ✓ Roark,Sherry Lynn

↩ Reply   ↩ Reply All   → Forward   ···

Tue 2/8/2022 8:02 AM

Dear SHERRY ROARK,

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

When UofL is the Covered Entity <u>receiving a service</u> - 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=249&QueueID=1195&DocID=9017550

Thank You,
Procurement Services

# HIPAA

*More Information Needed –  BAA Needed*

**When UofL is the Business Associate performing the service (0)**

| Document Name | Attachment Type | Actions |
|---|---|---|

**Available Attachment Types**

Business Associate BAA ▼   **Attach**

Upload Area Visible

# HIPAA

*Performing - BAA Needed Email*

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## Performing-BAA Needed (HIPAA) # DA-284-22 - IT SERVICES - ROARK

**P**   purchase@louisville.edu
To   ✅ Roark,Sherry Lynn

↩ Reply    ↩ Reply All    → Forward    •••

Tue 2/8/2022 9:07 AM

Dear SHERRY ROARK,

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

When UofL is the Business Associate <u>performing the service</u> - 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.

http://onbaseuser.louisville.edu/onbase/Workflow/WFLogin.aspx?LifeCycleID=249&QueueID=1195&DocID=9017557

Thank You,

Procurement Services

# Not Approved

*Sample of Not Approved Email*

# Legal
*Review Not Approved – Requester Email (Ends Review)*



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

**P** purchase@louisville.edu
To ✅ Roark, Sherry

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

Not Approved Reason