

ITS / PURCHASING REVIEW PROCESS

Upon receiving a request for the purchase of **new software** (software for which BGSU does not currently have licenses for or has not previously been approved and reviewed), including domains, applications, online access and subscriptions, Information Technology Services (ITS) and/or the Purchasing Department must first answer the following question:

Does the University currently own comparable software that will perform the same function as the newly requested software?

If yes, ITS will work with you to identify and implement one of our 500+ existing applications.

If no, we can then proceed with the **mandatory** review process; which includes accessibility, security and legal reviews.

The following is required for every software request:

- a) An **accessibility review** to meet Section 508 compliance requirements in order to assure the Office of Civil Rights that we have protected the rights of our students and faculty. This review is conducted by the Office of Accessibility Services and ITS with information provided by the vendor. An exception may be made for software to be used by single user.
- b) A **security review** to protect the individual and the University from security breaches and ransomware attacks. The BGSU Information Security office completes this review using the HECVAT audit by EDUCAUSE along with information provided by the vendor.
- c) A **legal review** of all purchase agreements and documents performed by the BGSU General Counsel and Purchasing Department.

Exceptions to these requirements can only be made per the recommendation of the Information Security Office and General Counsel based on extenuating circumstances and a minimum 5-8 weeks must be allotted for the review process.

Please note: Software vendors often use “click-through” contracts which are still subject to BGSU Policy 3341-6-55 – *Click-Through Contracts for Software*.

We appreciate your understanding of this review process and its importance.

Thank you,
John M Ellinger, CIO