

# New Software Acquisition or Purchase Process

Prior to purchasing or installing software, a review process is required to ensure that software used at Mines complies with a variety of Mines policies, requirements and best practices. Use this service to initiate that process. Please be prepared prior to starting the submission process, as the form requires specific pieces of information for approval and can not be saved for retrieval and later edits.

**Please Note:** This form will take approximately 10 minutes to complete, on average. However, in order to fill out all fields efficiently, you may want to review the fields in advance to ensure you have all of the required information prepared prior. If you'd like help, you can request a [consultation here](#).

[Why is this approval needed?](#)

## General Questions

### Title of Technology Initiative \*

A short description to explain the nature of a ticket. This can be the name of the software or a project the software will be associated with at Mines.

### Requestor \*

This is an individual that is listed as the person asking for service detailed within the ticket. If used as a filter in a report, the filter allows for a lookup search.

  

Requestor is required.

### Department \*

Requester's department.

  

Department is required.

### The name of the software title and/or the vendor (if known)

If you only know a portion of the name, you may list that but complete information may still be required at a later point.

### Link to vendor/software webpage (if known)

Please provide a URL where more detailed information can be found regarding this specific software.

### Does this software (or similar technology) already exist on campus? \*

Please indicate if the software is installed elsewhere at Mines (in the version you're requesting or another dept on campus). Note that if it does exist, this could significantly reduce the time to implement the software.

### Is this software replacing another software or similar technology on campus? \*

Indicate if the application will replace the need for another program at Mines.

**Who is the end-user? \* ⓘ**

Select all that apply. Include your own status if you are an end-user.

- Student
- Employee
- Other

**Please list your status if it is not included above \* ⓘ**

This status may be in addition to one or more of the statuses listed above.

**Approximately how many people will utilize or be impacted by this Software? ⓘ**

Please estimate the general amount of people that this software might affect directly or indirectly.

**Is this product offered in the cloud, on-premise, or both? ⓘ**

Is this product offered in the cloud, on-premise, or both?

**When is this software needed or when will the software start being used? \* ⓘ**

When Do You Need This By? No guarantee can be made to have software in place by this date.

## Cost

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**What is the Total Cost for this Software over a 5 year period (Sum of all 5 years): \* ⓘ**

Please calculate the cost and choose one of the options provided. Procurement rules are applied using a 5-year period. Further questions will depend on this answer. Purchases above \$50k are required to go through the Project Request process.

\*Free refers to software without any cost to Mines or the end-user, including but not limited to open-source options.

\*\*Donations may or may not have a monetary cost paid by someone other than Mines. More information will be required for this selection.

**Is this a sole source vendor? \* ⓘ**

Is this a sole source vendor? For help determining sole source at Mines, please refer to this link: <https://www.mines.edu/business-operations/purchasing-procurement-services/>

**Please describe how you have investigated any similar or alternative good(s) and/or service(s) that may meet the specifications of the item you are purchasing. \***



Use the field provided below.

**\*Please Note:**

- The questions surrounding the total cost of software vary slightly - the ones shown here are for the \$5k- <50k option specifically are shown as an example only.
- If you answered "No" to the question above and the vendor is NOT sole source, 3 quotes will be required to accompany this software request.

**What feature or special condition of the good(s) and/or service(s) is unique and cannot be obtained from any other source? ?**

Use the field provided below.

**\*Similar Note:**

- Several answers below may trigger slightly different questions based upon actual answers - Where applicable, example answers are chosen to show as many follow up questions as possible.

**By submitting this Sole Source Justification Certification, I the undersigned, certify that:**

- \* The above justification is accurate and complete to the best of my knowledge and belief.
- \* I do not, nor does any member of my family, have any financial interests in the supplier under consideration.
- \* I am complying with the Mines policies and guidelines governing outside interests, conflict of interest and conflict of commitment found in the Mines Faculty Handbook.
- \* I understand a protest could significantly prolong the time of the procurement.
- \* I understand this Sole Source Justification will be a public document available for public inspection.

**Do you agree to the above Justification Certification? \* ?**

Please read the text above and check the box below if you understand and agree. If you can not agree to the above, please call Procurement at 303.273.3600.

I Agree

**Are there terms and conditions attached to this product/service/technology? \* ?**

Any terms & conditions to be entered into by Mines must be reviewed by Procurement + signed by an authorized representative of Mines, with the authority delegated by the president. You do not have authority to sign on Mines behalf.

**What is the Funding Source? ?**

If the total cost over 5 years is NOT free or donated, how will you fund the purchase?

## Data

**What type of data will be stored within this product or with the vendor? \* ?**

This includes data that is entered into the product or provided temporarily.

- Student (e.g., names, CWID, homework, Fin Aid, etc.)
- Employee (e.g., name, CWID, SSN, DOB, etc.)
- Financial (e.g., income, cash deposits, payments, etc.)
- Health (e.g., health records or info about person's health)
- Other (Please Specify)

**Please Specify Other Data: \***

**Will Mines be accepting credit card payments through this software/product? \* ⓘ**

Vendors must be PCI compliant & able to integrate with CashNet (which will be verified through this process).

**What systems will this product integrate with? (optional) ⓘ**

List any that you know about.

**Does this product or software require authentication? \* ⓘ**

If it requires authentication, then Mines username/password (ADIT, Multipass, single-sign on) are required (by CCIT).

**Please describe the sending of data from any current systems. \* ⓘ**

Data that will be sent, where the data comes from, how transmitted to the vendor. Provide as much information as you know.

**Please describe any data Mines will be receiving any data from the vendor? \* ⓘ**

If no data is transferred back to Mines, put N/A

## Area Specific Questions

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**Are there any local infrastructure requirements such as servers, network, firewall, remote connectivity? \* ?**

Yes/No/Please list.

**Is there a license or end-user license agreement ("EULA") for this software? If Yes, please attach below. \* ?**

E.U.L.A. = End User License Agreement

**Is this software related to research? \* ?**

A consultation will be needed if the software is research related.

**Is this software to be installed on Mines High Performance Computing (HPC) cluster? \* ?**

A consultation will be needed if you haven't had one prior regarding HPC software.

**Are there elements of your software that are subject to export control? \* ?**

For more info on Export-controlled information or material please visit <https://www.mines.edu/compliance/export-controls/>

**Is this software related to an online course? \* ?**

Is this related to a new or existing online course?

**Please provide the name of the course \* ?**

Please include the descriptive name, if possible as well as the course number (ie CCIT 101 - Intro to CCIT)

**Select what type of online course \* ?**

Choose an Option:

**Where will the software be installed? \* ?**

Please choose an option:

**Will this software be needed in perpetuity or are there specific start/end dates where it is needed? \* ?**

If yes, a date chooser option will appear below.

Please specify an end date here. \* 

The start date will be the date picked above in the "Need by" section (above).

Please Upload Any Quotes, Requisition Information, EULA, or other relevant files here. 

If you are not using a sole source vendor, be sure to upload 3 quotes.

Browse...	No file chosen
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